

**EMERGENCY PLANS FOR
MOBILE/MANUFACTURED HOME
PARKS/COMMUNITIES**

TABLE OF CONTENTS

Part 1 (before lunch) Emergency Plans for Mobile/Manufactured Home Parks

- a. Introduction
- b. Evacuation
- c. Planning
- d. Evacuation Sites
- e. Evacuation Map
- f. Regulations (city/county/state)
- g. Community Liability - Kurt Kelly, Esq. (he's a member and the largest insurer of mh communities in the country)

Part 2 (after lunch) A Disaster Planning Guide for Mobile/Manufactured Home Park Owners

- a. Introduction
- b. Emergency Procedures Checklist
- c. If Disaster Strikes
- d. Tornado
- e. Fire Safety
- f. In case of Floods
- g. Earthquakes
- h. First Aid
- i. Family Disaster Supplies Kit
- j. Contact Agencies

Part 3 (if time permitted) Design and Construction Guidance for Community Shelters

- a. Introduction (if presenters are different)

- b. Federal law H.R. 23 - Tornado Shelters Act - CDBG Eligible activities
- c. Protection Objectives
- d. Shelter Types, Location, and Siting Concepts
- e. Load Determination and Structural Design Criteria

PART 1: Emergency Plans for Mobile Home Parks

Introduction:

The following information is provided as a general guide to developing an emergency evacuation plan for mobile home parks in Oklahoma. It contains guidelines and specific information that may be useful in preparing for a natural disaster or man-made emergency. Not all aspects of this plan will be pertinent to every park, it is intended to serve as a model for use in developing individual park plans. Once a plan is developed, it is recommended that each mobile home park resident should receive a copy of the emergency preparedness plan and familiarize themselves with the procedures. The goal of the plan is to maintain order and provide useful information in the event of an emergency. Additionally, it is intended to provide a safe and secure environment during normal activities and assist in returning to normalcy after an emergency.

An important consideration in any emergency situation is the ability to coordinate with local responding agencies and personnel. It is imperative that individuals work in conjunction with and assist emergency response personnel as directed or instructed.

Evacuation of a Mobilehome Park:

We recommend that each park form a Disaster Preparedness Emergency Plan Committee (DPEPC) to assist in the evacuation process. The committee should consist of residents from the park who are willing to volunteer their time to establish and serve on the committee. This committee should be primarily a phone committee but in cases where phone service is not available or out-of-service, the emergency information can be passed house to house. The committee can operate under the direction of the park Manager. The Disaster Preparedness Emergency Plan Committee (DPEPC) should be responsible for informing each resident of any impending disaster. Other functions of DPEPC could be:

- To conduct training and practice evacuation sessions
- Acquiring and updating emergency phone contact lists for next of kin notifications
- Assessing any special needs for fragile, handicapped, elderly or disabled individuals within the park
- Informing residents of either the possibility of evacuation or of an imminent evacuation of residents during a natural or man-made disaster
- Inform/train residents on procedures for securing their homes prior to evacuation such as gas shut off, water main shut off, electrical shut off, locking doors and windows, and leaving immediately to pre-determined locations
- Organize and inform residents of their evacuation route to take in leaving the park in a safe and orderly fashion
- Secure transportation and coordinate evacuation of park residents who are unable to transport out of the park on their own
- For fragile elderly, or disabled residents DPEPC should identify and keep updated records of any special medication, diet, or care information and ensure that they vacate the park with these necessities. People with special needs will also be listed in the office by name, space number and phone number, and contact numbers for next of kin

Planning:

To assist DPEPC in developing an evacuation plan for the park the following items need to be considered:

- How many entrances and exits are there in the park ?
- Is two way traffic accessible throughout the park ?
- Are there concentrations of households who need special assistance to evacuate congregated in certain sections of the park ?
- Would any section of the park be easier and quicker to evacuate first ?
- Are there any fixed obstacles in the park that would hinder a sections evacuation route ?
- If an entrance or exit is blocked, do you have an alternate evacuation route planned ?
- In the event that all evacuation routes are disabled, is there a backup plan for evacuation such as a site for air lifting residents from the park ?
- Adding information to the park plan that would inform residents how to prepare for an air lift rescue from their roof.
- Identification of the major safe sites in your community that emergency agencies use for evacuation.
- Supplying park residents with maps of the major routes out of the area.
- Safety issues that park residents can address before a disaster to make their homes safer (example: tie downs for LPG tanks; installation of smoke detectors, securing hot water heaters).
- At a minimum, the park plan should include the following information: elevation of the park property, type of disasters common to your area; public warning signals used in the community; local emergency broadcast station frequency location; phone numbers to the local Red Cross chapter or other emergency agencies' phone numbers.

This list of questions and statements is only a sampling of items that could be identified and described in the park's evacuation plan. These suggestions are

provided as a tool to assist the DPEPC or the park Manager in developing a customized park evacuation plan.

SAMPLE

Emergency Evacuation List of Residents by Section

The order of evacuation is for Section 1 to evacuate first, then Section 2 evacuates second and continues sequentially by Section number until the entire park has been evacuated. If the park contains numerous recreational vehicles, it is recommended that they maintain mobility functions for quick evacuation.

Section Number:

Space Numbers:

1	1 to 18
2	19 to 37
3	38 to 56
4	57 to 75

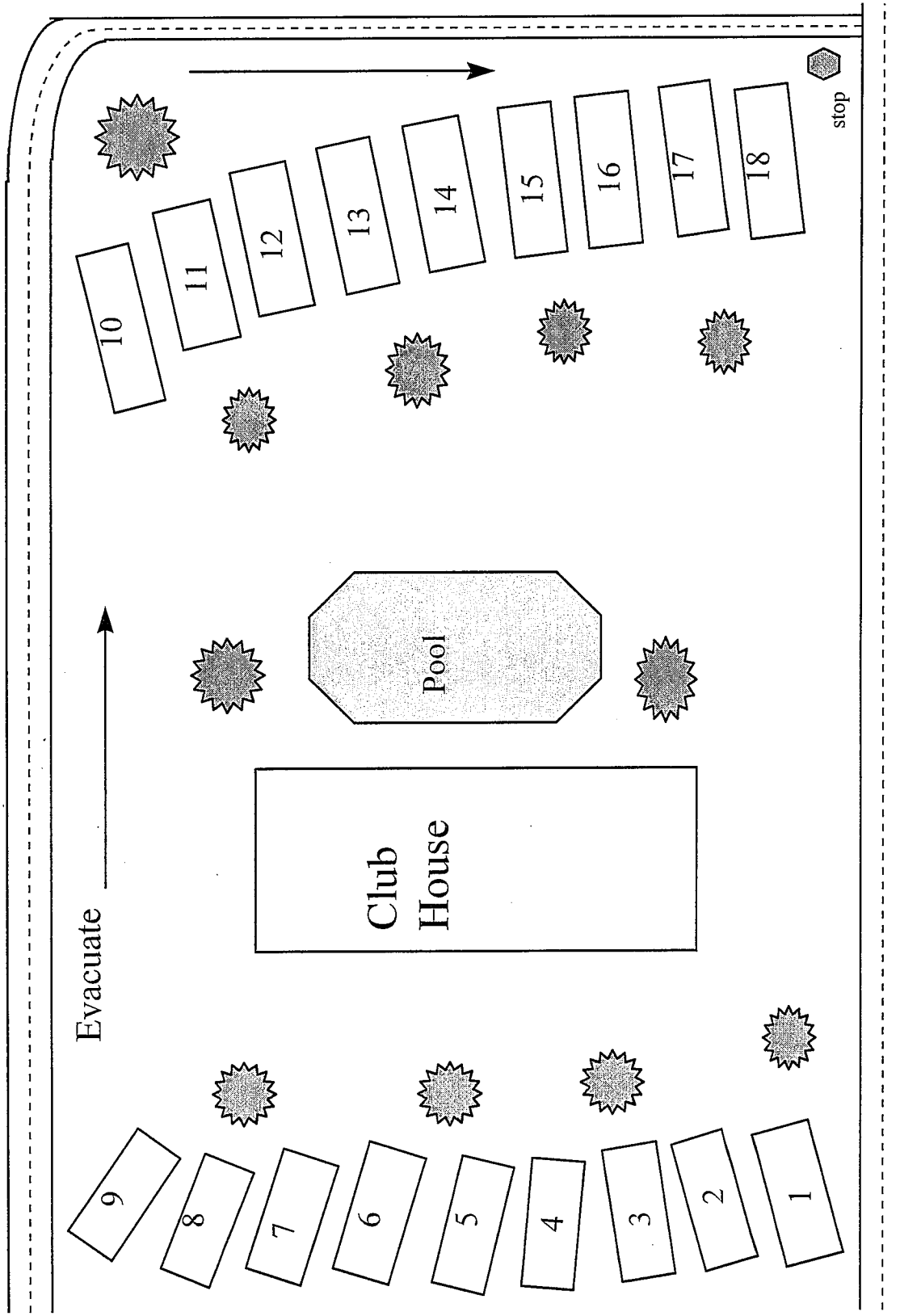
Evacuation Sites:

Predetermined buildings/sites to evacuate to in the case of a Natural Disaster:

- ◆ Local High School Gymnasium
- ◆ Local Park Community Center
- ◆ Red Cross designated safe place
- ◆ Local Fair Grounds
- ◆ Another city or county government agency designated safe place

In the event of a disaster which does not require evacuation of the entire park, the designated site of evacuation within the park could be the community room club house, if available.

Green Valley Mobilehome Estates (EXAMPLE)



Part II: A Disaster Preparedness Planning Guide for Owners and/or Residents in Mobilehome Parks

Introduction:

The most important feature of any home is something you probably do not see when you walk through the door. But it could save your life. It is **safety**. Safety comes in all shapes and sizes: smoke detectors; fire extinguishers; escape routes; carefully maintained heating and electrical systems; and knowing what to do and where to go in case of fire, flood, tornado, or other disasters. The key to being prepared in the event of a disaster or sudden emergency is preplanning and practice drills.

Disaster Preparedness Emergency Plan

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead. To obtain more information, you may want to contact your local emergency management agency or civil defense office and the local American Red Cross chapter - be prepared to take notes.

You will need to gather the following information:

- Find out which disasters are most likely to occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Learn your community's main evacuation routes.
- If needed, ask about special assistance for the elderly or disabled persons.
- Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations.

Checklist of Emergency Procedures

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, elderly individuals, and persons needing special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own Emergency Response Plan.

- Draw a floor plan of your residence and mark two escape routes from each room.
- Install safety features in your home, such as smoke detectors and fire extinguishers.
- Discuss what to do in an evacuation.
- Find the safe spots in your home for each type of disaster.
- Post emergency telephone numbers near the telephone.
- Instruct household members to turn on a battery powered radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- Teach children how and when to call 9-1-1 and a long distance contact person.
- Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.
- Keep family records in a water and fire-proof container.
- Locate the main electric fuse box, water service main, and natural gas main shut off valve to your mobilehome. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. **If you turn the gas off, you will need a professional to turn it back on.**
- Take a basic first aid and CPR class.
- Prepare a disaster supply kit.

If Disaster Strikes:

- Remain calm and patient. Put your plan into action.
- Check for injuries; give first aid and get help for seriously injured.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Check for damage to your home - use a flashlight only. **Do not light matches or turn on electrical switches**, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- If you are remaining in your home, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, gasoline and any other flammable liquids immediately.

Remember to:

- Confine or secure your pets.
- Call your family contact - **do not use the telephone again unless it is a life-threatening emergency.**
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

Earthquake:

Prior to any earthquake, each resident should preplan and practice steps they will take in the event of an earthquake. Manufactured home owners/residents need to know the physical location of piers/supports under their homes. During a severe earthquake, manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury, residents must know the location of the supports and where safe areas are located within their manufactured homes.

Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.

- Indoors: take cover under any sturdy piece of furniture or doorway or get up on a bed or couch that is against a wall.
- Stay away from windows or ceiling objects such as lighting fixtures.
- **Do not light matches** or candles.
- **Do not turn on electrical** equipment of any kind.
- Use only **battery operated** flash lights and radios.
- Outdoors: find an open area and remain there until the earthquake stops. Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses and trees.
- Listen to a self contained (battery operated) radio for emergency instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- After shocks may occur, so be prepared.

Fire Safety:

Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your families chances of survival should a fire erupt in your manufactured home.

- Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
- Plan, with the whole family, at least two escape routes from your manufactured home.
- Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan.
- Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.
- Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Be especially careful when displaying your holiday decorations.
- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of 2 and 12 years old.
- Insure your personal property. Shop around for a company that best meets your needs for renter's or home owner's insurance.
- Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box or in the refrigerator, or rent a safety deposit box at your local bank.
- Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.

In Case of Fire:

- ◆ Immediately assess the problem (where, extent involved, to assist you in exiting away from the fire source)
- ◆ Know how to use a fire extinguisher
- ◆ Get everyone out of the house **immediately**
- ◆ **Without risk to any person**, get pets out of the house
- ◆ Call 9-1-1 or the Fire Department then call the park office (from a neighbors phone) and:
 1. Give: your name, telephone number you are calling from, park address, space number where the fire is, any helpful locational directions.
 2. Describe the type/nature of the fire (gas, wood, chemical, electrical).
 3. State that the fire is in a manufactured home and report any known injuries.
 4. Turn off the gas and electricity at the home(s) affected.
 5. Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.
 6. Make sure all occupants have left the affected home and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.
 7. **Never go back into a burning home.**
 8. If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting through a door, feel the bottom of the door with the palm of your hand. If it is **hot**, find another way out. **Never open a door that is hot to the touch.**
 9. Should your clothing catch fire: **first drop...then roll. Never run.** If a rug or blanket is handy, roll yourself up in it until the fire is out.
 10. If trapped on an upper floor, hang something out of a window to signal rescuers.

Floods:

Flood *Watch* means that there is the possibility of flooding.

Flood *Warning* means that flooding has begun or is imminent.

Before:

- Know the elevation of your property in relation to nearby streams, rivers, and lakes.
- Have several escape routes planned.
- The National Weather Service continuously broadcasts updated weather conditions, warnings and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios.
- When rising water threatens, move everything possible to higher ground.
- If flooding is imminent and time permits, turn off main electrical switch. Disconnect all electrical appliances. Cover outlets with tape.
- Prepare and maintain your Family Disaster Supplies Kit.
- Most standard residential insurance policies do not cover flood loss. In flood-prone areas, the National Flood Insurance Program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.
- Secure your Liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel straps that connect to auger anchors in the ground.
- Strap and secure your hot water heater.

During:

- Take all flood warnings seriously. **Do not wait.** Get to higher ground **immediately** as flood waters often rise faster than expected.

- If time permits, take all important papers, photographs, medicines, and eye-glasses.
- If one escape route is not passable do not waste any time - try another route or back track to higher ground.
- Use travel routes specified by local officials. **Never** drive through flooded roadways. **Do not** bypass or go around barricades.
- Wear life preservers if possible. Wear appropriate clothing and **sturdy shoes**.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- Take your Family Disaster Supplies Kit with you.
- Lock your home before leaving.
- When you reach a safe place, call your pre-determined family contact person.

After Floods:

- Return home **only** after authorities say the danger of more flooding is over.
- Do not drink tap water unless it is declared safe. Boil water if unsure.
- If fresh food has come in contact with flood waters, **throw it out**.
- Do not turn on main electrical switch. First have the electrical system checked by a professional.
- A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.
- Rest often and eat well. Keep a realistic and manageable schedule. Make a list and do jobs one at a time.
- Contact the American Red Cross and get a copy of the book *Repairing Your Flooded Home*. The book will tell you how to safely return to your home and begin the recovery process.

TORNADO: Tornadoes are a common occurrence in Oklahoma. It is important to be aware of weather conditions! If you feel your structure is unsafe seek other appropriate structure. Below ground structures are the safest as well as above ground storm shelters when faced with a direct hit with an F3 or F4 tornado! No wood structure is safe when directly hit with a tornado.

- Pay close attention to weather reports. Know the difference between a watch (when conditions are ripe for a severe weather event) and a warning (when severe weather event is occurring or is imminent).
- Plan where to go during severe weather – for instance, the community club house, or a relative's basement.
- When a tornado warning has been issued, go to your pre-determined safe place or if your outside with no sturdy structure to go in lie down in a low area with your hands covering the back of your head and neck.
- Be sure to keep a transistor radio-with working and extra batteries handy.
- Keep your Family Disaster Supplies Kit near an exit door.

First Aid:

- Information on first aid can be found in your local phone book or by contacting the American Red Cross.
- Utilize known persons who are medically trained (such as Doctors, Nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured.
- If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid.
- In the case where injuries are severe and movement could cause further injuries, **do not move** the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.
- Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.

Sample First Aid Kit:

- Sterile adhesive bandages in assorted sizes
- 2 and 4-inch sterile gauze pads (4-6 each)
- Hypoallergenic adhesive tape
- Triangle bandages (3)
- 2 and 3-inch sterile roller bandages (3 rolls each)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- Aspirin
- Syrup of Ipecac
- Activated charcoal (use only if advised by the Poison Control Center)

Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72 hour disaster supply kit could mean the difference between life and death. In other emergencies, a 72 hour disaster supply kit means the difference between having a miserable experience or one that's like a pleasant family camp out. In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag.

Family Disaster Supplies Kit

- 3-5 gallons of water (one gallon of water per person per day)
- Method of water purification
- Food: ready-to-eat canned meats, fruits, and vegetables; canned juices, milk, soup; high energy foods - peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods - cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags; vitamins
- Matches in a waterproof container
- Second method of starting a fire
- Tent/shelter
- Wool-blend blankets or sleeping bags (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain poncho
- Light sources
- Flashlight, batteries, and extra batteries
- Candle
- Light sticks
- Tools (pliers, hammer, screw drivers, bolt cutters)
- Pocket/utility knife
- Shovel
- Hatchet or axe
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies
- Burn gel and dressings
- Bottle of potassium iodide tablets
- Radio, batteries, and extra batteries
- Whistle with neck cord
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items
- Extra Clothing (include at least one complete change of clothing and footwear per person per day) extra socks, underwear, hat, gloves, and sturdy shoes

Family Disaster Supplies Kit (continued)

- Mess kits, paper cups, plates and plastic utensils
- Cash (at least \$20) or traveler's checks, change for phone calls
- Non-electric can opener
- Fire extinguisher: small canister, ABC type
- Important family papers (copies of birth certificates, marriage licenses, wills, insurance forms, phone numbers, credit card information)
- Sun block/sun glasses
- Portable toilet
- Insect repellent
- Tape
- Compass
- Aluminum foil
- Signal flare
- Household chlorine bleach
- Special or prescription medication
- Baby items - formula, diapers, bottles, powdered milk, medications, and favorite security items
- Games, books, toys
- Contact lenses and supplies; a spare set of contacts or glasses if available

You should inspect your kit at least twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water. Keep a light source stored in the top of your kit for easy access in the dark. Your kit should be in a portable container located near an exit of your house. A large plastic garbage can with a lid makes an excellent storage container. Make sure you have not overloaded your kit as you may have to carry it long distances to reach safety or shelter. You may want to have a backpack or duffle bag for each family member and divide up the rations in the event that family members are separated during evacuation or the disaster.

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name

Address

City, State

Telephone Number

Business Name

Address

City, State

Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact

Telephone Number

Alternative Number

E-mail

If the person is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact

Telephone Number

Alternative Number

E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

BE INFORMED

The following natural and man-made disasters could impact our business.

- _____
- _____
- _____
- _____

EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

- _____
- _____
- _____
- _____
- _____

WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- _____
- _____
- _____
- _____
- _____

OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation <input type="checkbox"/>	<input type="checkbox"/>	Staff in Charge <input type="checkbox"/>	<input type="checkbox"/>	Action Plan
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

SUPPLIERS AND CONTRACTORS

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

EVACUATION PLAN FOR _____ LOCATION

(Insert address)

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures _____ times a year.

If we must leave the workplace quickly:

1. Warning System: _____

We will test the warning system and record results _____ times a year.

2. Assembly Site: _____

3. Assembly Site Manager & Alternate: _____

a. Responsibilities Include:

4. Shut Down Manager & Alternate: _____

a. Responsibilities Include:

5. _____ is responsible for issuing all clear.

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

SHELTER-IN-PLACE PLAN FOR _____ LOCATION

(Insert address)

- o We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- o We will practice shelter procedures ____ times a year.

If we must take shelter quickly

1. Warning System: _____

We will test the warning system and record results ____ times a year.

2. Storm Shelter Location: _____

3. "Seal the Room" Shelter Location: _____

4. Shelter Manager & Alternate:

- a. Responsibilities Include:
- _____
- _____
- _____

5. Shut Down Manager & Alternate:

- a. Responsibilities Include:
- _____
- _____
- _____

6. _____ is responsible for issuing all clear.

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:

In the event of a disaster we will communicate with employees in the following way:

CYBER SECURITY

To protect our computer hardware, we will:

To protect our computer software, we will:

If our computers are destroyed, we will use back-up computers at the following location:

RECORDS BACK-UP

_____ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite _____.

Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

ANNUAL REVIEW

We will review and update this business continuity and disaster plan in _____.

One Hundred Eighth Congress
of the
United States of America

AT THE FIRST SESSION

*Begun and held at the City of Washington on Tuesday,
the seventh day of January, two thousand and three*

An Act

To amend the Housing and Community Development Act of 1974 to authorize communities to use community development block grant funds for construction of tornado-safe shelters in manufactured home parks.

*Be it enacted by the Senate and House of Representatives of
the United States of America in Congress assembled,*

SECTION 1. SHORT TITLE.

This Act may be cited as the "Tornado Shelters Act".

SEC. 2. CDBG ELIGIBLE ACTIVITIES.

Section 105(a) of the Housing and Community Development Act of 1974 (42 U.S.C. 5305(a)) is amended—

- (1) in paragraph (22), by striking "and" at the end;
- (2) in paragraph (23), by striking the period at the end and inserting a semicolon; and
- (3) by inserting after paragraph (23) the following new paragraph:

"(24) the construction or improvement of tornado-safe shelters for residents of manufactured housing, and the provision of assistance (including loans and grants) to nonprofit and for-profit entities (including owners of manufactured housing parks) for such construction or improvement, except that—

"(A) a shelter assisted with amounts provided pursuant to this paragraph may be located only in a neighborhood (including a manufactured housing park) that—

"(i) contains not less than 20 manufactured housing units that are within such proximity to the shelter that the shelter is available to the residents of such units in the event of a tornado;

"(ii) consists predominantly of persons of low and moderate income; and

"(iii) is located within a State in which a tornado has occurred during the fiscal year for which the amounts to be used under this paragraph were made available or any of the 3 preceding fiscal years, as determined by the Secretary after consultation with the Director of the Federal Emergency Management Agency;

"(B) such a shelter shall comply with standards for construction and safety as the Secretary, after consultation with the Director of the Federal Emergency Management Agency, shall provide to ensure protection from tornadoes;

H. R. 23—2

"(C) such a shelter shall be of a size sufficient to accommodate, at a single time, all occupants of manufactured housing units located within the neighborhood in which the shelter is located; and

"(D) amounts may not be used for a shelter as provided under this paragraph unless there is located, within the neighborhood in which the shelter is located (or, in the case of a shelter located in a manufactured housing park, within 1,500 feet of such park), a warning siren that is operated in accordance with such local, regional, or national disaster warning programs or systems as the Secretary, after consultation with the Director of the Federal Emergency Management Agency, considers appropriate to ensure adequate notice of occupants of manufactured housing located in such neighborhood or park of a tornado; and".

SEC. 3. AUTHORIZATION OF APPROPRIATIONS.

In addition to any amounts otherwise made available for grants under title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.), there is authorized to be appropriated for assistance only for activities pursuant to section 105(a)(24) of such Act \$5,000,000 for fiscal year 2004.

Speaker of the House of Representatives.

*Vice President of the United States and
President of the Senate.*