



**A Higher Standard  
in Property Management**

# Emergency Preparedness Plan

**Corner Property Management, LLC**  
**Tony.nardone@cp-management.com**  
**Phone: 973-376-3925**



## **INTRODUCTION**

This Emergency Preparedness Plan provides guidelines for preparing for emergencies we experience in the Northeast. It is important for Board Members and Owners to know what to expect during an emergency. *We emphasize that the only parts of this plan to be implemented are those that are safe and reasonable considering the circumstances.*

This plan will focus on what to do during a power outage, preparing for a hurricane, flood preparation, and preparing for a winter storm. Read this and keep it for reference. Most of the information is applicable in a variety of situations. Included in this plan is a telephone list of utility companies as well as a Checklist for Emergency Preparedness.

This plan requires continuous updating and will be revised as circumstances change. *Remember that common sense must override any specifics of this plan.*



## **POWER OUTAGES**

The delivery of electrical power to the property could be interrupted at any time. Depending on the circumstances, a loss of electrical power may or may not become an emergency situation. Regardless, your local power company should be contacted.

Additionally, the following steps should be taken:

- Check to see if one or all buildings are without power or if just certain sections are involved.
- If the entire property is without power, check to see if neighboring buildings have electrical power.
- Contact your local power company if your property and others around you are without electricity and try to determine how long the outage will last.
- If the problems are internal in your building, contact building maintenance and/or Corner Property Management
- Do not panic - Do not use an open flame.

### **Elevator Procedures During Power Outages:**

- All elevators are equipped with an Emergency Button to call for help. If you are in the elevator when the power goes out, use this button.
- Building Maintenance Staff is to check all elevators to determine if anyone is trapped in a car.
- If any riders are trapped, building maintenance staff must note the location of stopped elevator, how many riders trapped, and any known injuries, and determine if the Fire Department is needed, etc.
- If the elevator car is stuck at floor level, building maintenance staff will attempt to open the door with the elevator key or, attempt to pry the door open to release riders.
- If the elevator car is stuck between floors, the building maintenance staff will call the Fire Department and then wait for and assist the Fire Department personnel in removing riders from between floors. **DO NOT ATTEMPT TO GET OUT OF THE CAR.**



## **HURRICANES**

When preparing for a hurricane, it is suggested that residents take the following steps:

- Close and lock all windows and sliding doors
- Draw all shades, close all blinds and close drapes
- Place folded towels on window sills and inside the bottom of doors leading outside to absorb any leaking water.
- Wedge patio doors shut to prevent them from being blown off
- Remove all loose items from the patio or terrace (furniture, grills, hanging plants etc...)
- Remove fragile items from shelves in order to protect them from any storm vibrations
- Locate the exit stairway nearest to you and count the number of steps from your door to the exit (in case the lights are out in the hallway and you do not have an alternate source of light)
- Stay in a room with few or no windows
- Know where your non-cordless telephone is in case you lose power and need to contact emergency services or family members
- Check your emergency supplies and refill/replace where necessary
- Turn the refrigerator and freezer to the coldest setting
- Store drinking water in bottles, containers and cooking pots/pans
- Fill the bathtub with water. This will be used for bathing and flushing toilets
- Get cash
- Fill up your car's gas tank
- If your car is parked in an underground garage, or in or near a flood prone area, move it to higher ground.
- Store valuables and personal papers in a waterproof container

### **Elevator Procedures**

- Elevators should not be operated during a hurricane
- Once the hurricane is over, the building maintenance staff should check the elevator machine room, and all electrical equipment, hoist ways and pits before starting the elevators. *If any water has affected these areas, the equipment must be inspected before placing the elevators back in service*



## **FLOOD**

During the storm:

- Avoid areas that are subject to sudden flooding
- Do not try to cross a flowing stream where the water is above your knees as this may cause you to be swept away by strong currents
- Do not drive over a flooded road
- If you are driving and your car stalls in water, abandon it immediately and seek higher ground.
- Avoid unnecessary trips. If you must travel during the storm, dress in warm, loose layers of clothing and advise others of your destination.
- Only use the telephone for family emergencies or to report dangerous conditions.

After the storm:

- Report any downed power lines or broken gas lines to your local utility company.
- Do not use any fresh or canned foods that may have come in contact with flood water
- Follow local instructions regarding the safety of your drinking water. If in doubt, boil water before drinking.
- If your gas was turned off, call your local gas company to turn it back on. DO NOT TURN THE GAS ON YOURSELF.



## **EMERGENCY PREPAREDNESS CHECKLIST**

Keep the following items in a sturdy container in order to be better prepared for an emergency.

- ☐ **Water.** One gallon, per person, for three days, stored in plastic containers
- ☐ **Food.** Canned soup, fruit, vegetables and/or meats, crackers, granola, nuts, peanut butter, cookies, juices, hot chocolate, tea, instant coffee etc... Be sure to include a non-electric can opener and plastic utensils.
- ☐ **Prescription Medicine.** Enough for one month.
- ☐ **First Aid Kit.** Be sure to include non-prescription drugs you use such as allergy pills or pain relievers.
- ☐ **Bathroom Supplies.** Soap, toilet paper, personal hygiene items.
- ☐ **Baby Items (if applicable).** Diapers, wipes, formula, jarred baby food
- ☐ **Cash.**
- ☐ **Flashlights.** And extra batteries.
- ☐ **Portable Radio.** And extra batteries.
- ☐ **Documents.** Copies of drivers licenses, social security cards, medical insurance and prescription cards, identification for children
- ☐ **Clothing for all family members.** Including undergarments, socks, and boots/shoes
- ☐ **Rain Gear.**
- ☐ **Blankets.**
- ☐ **Small Tool Kit.**
- ☐ **Pets.** Food, leashes, carriers.



### **UTILITIES TELEPHONE LIST**

Police – Dial 911 for Emergencies

Fire Department – Dial 911 for Emergencies

#### **Gas Companies:**

- Elizabethtown Gas – 800-242-5830
- PSE&G – 800-436-7734

#### **Electric Companies:**

- JCP&L – 800-662-3115
- PSE&G – 800-436-7734

#### **Water Companies:**

- East Orange Water - 973-266-8869
- NJ American Water – 800-272-1325
- Middlesex County Water – 800-368-5948

#### **Communication Companies:**

Cablevision – 866-218-3025

Comcast – 800-266-2278

Direct TV – 866-352-2106

Verizon – 800-837-4966