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|  | **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**Multifamily West RegionSan Francisco Regional OfficeOne Sansome Street, Suite 1200San Francisco, CA 94104-4430 |

[*www.hud.gov*](http://www.hud.gov)

April 12, 2021

Dear Industry Stakeholders:

I would like to remind all our HUD Multifamily properties to ensure their “Disaster Management Plan” is up to date. Please follow it should your property be impacted by a disaster, is in an evacuation warning zone, or an evacuation zone.  Reach out to your properties assigned Account Executive (AE) as soon as it is safe to do so. Please consider the following:

* What is your evacuation plan?
	+ Where they are going for staging or assistance?
		- Owner/agent should reach out to local/regional/state EMA on staging or shelter locations.
	+ What is the plan once you arrive?
	+ Transportation to location:
		- Is the owner/agent providing transportation services?
		- Will this include pets and/or service animals?
	+ Do any residents require electrical services for oxygen and/or medicine?
	+ The owner/agent must make sure they have contact information:
		- For the residents
		- Emergency contact for resident
	+ Owner/agent should assist residents with FEMA registration (if needed).
	+ Provide residents with contact information for property management/owner.

In the event there is a disaster event, Multifamily Asset Management staff will call each property in proximity to the event to see if the property and residents are at risk and how we can help.

Please see [here](https://www.hud.gov/states/shared/working/west/mf/ownmgmt/ae) for a list of Multifamily properties and the assigned AE.

If residents are ordered to evacuate, please make sure you keep track of your residents’ whereabouts. Make sure you have residents phone numbers and know where they are living (ex. shelter, with a friend, etc.). Please stay in daily contact with your AE.

Thank you for investing in your Disaster Management Plan empowering our community’s to be safe in these precarious times.

Respectfully,

Janea J. Jackson

Director, Asset Management

U.S. Department of Housing and Urban Development

Multifamily West Region

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