

DRAFT ONLY- The contents of this Flood Emergency Management Plan are subject to change and will continue to evolve through municipal land use board and Village of Mamaroneck staff review of the building plans, consultation with the Village Fire Department continues and the building is constructed.

572 Van Ranst Place **Flood Emergency Management Plan**

I. Purpose and Overview

This Flood Emergency Management Plan (FEMP) provides a framework of the emergency management procedures for the building located at 572 Van Ranst Place in the Village of Mamaroneck to ensure a coordinated, prompt and appropriate response to flooding emergencies. The FEMP addresses the responsibilities of building ownership and management as well the preparedness measures for building residents to follow in the event that a significant flooding event is anticipated or occurs within the Village.

Once the building is occupied and fully operational, this FEMP will further evolve by responding to lessons learned from actual disasters and emergency experiences, from ongoing planning efforts and evolving local, state and federal guidance. This EMP will become effective and considered approved upon signing by the Building Owner.

This FEMP shall be printed and available in the building of 572 Van Ranst, as well as in the Management Office for the building, and a copy shall be given to each building resident upon execution of a lease for a unit within the building.

II. Modifications

The Building Owner will designate a representative to make certain modifications to this FEMP and such modifications must be recorded in the Record of Changes section of this plan. Authorized modifications include but are not limited to:

- Changes to resident and contact information;
- Changes resulting from emergency experiences; and
- Feedback from Village Emergency Responders, Village Leadership, Village Staff, and/or comments from building residents.

III. Plan Activation

This FEMP will be activated as directed by the Building Owner in response to an existing or impending flooding emergency under the following circumstances (hereinafter referred to as a “Flood Emergency”):

- At the time of an actual significant flooding event;
- When the National Weather Service issues a flood watch or flood warning for the Village of Mamaroneck;
- When the Village of Mamaroneck or the County of Westchester has declared a local state of emergency for the Village of Mamaroneck due to a significant flooding event;

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- When the Governor of New York has declared a State of Emergency for areas that include the Village of Mamaroneck; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include the Village of Mamaroneck.

This FEMP does not supersede any Village or emergency services response or standard operating procedure during an emergency created by a Flood Emergency. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

All emergency responders and the appropriate Village Officials shall be provided with a copy of this FEMP and should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities.¹ While this FEMP can help to establish the relationships, responsibilities, and general guidelines for community departments to use during a Flood Emergency, it does not replace the responsibility each organization has in developing its own emergency protocols and testing its own plans. The FEMP is only one aspect of a prepared and resilient building community.

IV. Direction, Control and Building Leadership

During a Flood Emergency, the Building Owner will appoint the individual below as the Incident Commander to manage the response to the Flood Emergency and be the decision-making authority. The Incident Commander will coordinate communications to building residents before, during and after a Flood Emergency and work with Village Officials and emergency services personnel for the duration of the Flood Emergency. The contact information for the Incident Commander should be kept in a hard copy file in the office of Building Management in the event there is a building power outage.²

572 Van Ranst Place Designated Incident Commander:

[NAME]

[TITLE]

[CONTACT INFORMATION]

¹ New York City Emergency Management , “Ready New York: My Emergency Plan”, at Page 6: https://www1.nyc.gov/assets/em/downloads/pdf/myemergencyplan_english.pdf;

² Hidden Valley Apartments Glenville Management, “Sample Emergency Plan- Hidden Valley Apartments”, dated March 30, 2020, at page 34 https://jobs.utah.gov/housing/affordable/owhlf/documents/Sample-pdf_000.pdf;

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V. Communications

During a Flood Emergency, Building Management and the Incident Commander will assist residents with evacuating, medical emergencies, and other issues that arise.³ Building Management and the Incident Commander will have knowledge of the location of necessary medical supplies and will be aware of the building's Flood Emergency procedures.

An up-to-date emergency contact list⁴ of all building residents and emergency services personnel will be kept in the office of Building Management. Along with emergency department numbers, this list will include volunteer agencies that assist with disaster relief after emergency events.

Early and frequent communication with building residents is essential during a Flood Emergency.⁵ Contact information for all building residents will be printed and kept with Building Management so it is available in the event of a power failure. When a Flood Emergency is anticipated, communication with residents will include the following:

- Text alerts from Building Management before an anticipated Flood Emergency alerting residents to:
 - Move their vehicles off site before the significant weather event;
 - Encouraging residents to monitor flooding conditions through local TV or radio stations⁶;
 - Requesting Building Management be notified if any residents have a disability that will require special accommodations in the event of a Flood Emergency;
 - Reminding residents to fill prescription medications and have a supply of essential food and personal hygiene items before the significant weather event; and
 - Urging residents to have a “go-bag” packed in the event an evacuation is required.⁷ This go-bag should include items like bottled water, copies of

³ New York City Emergency Management, “Ready New York: My Emergency Plan”, Page 6:
https://www1.nyc.gov/assets/em/downloads/pdf/myemergencyplan_english.pdf;

⁴ Hidden Valley Apartments Glenville Management, “Sample Emergency Plan- Hidden Valley Apartments”, dated March 30, 2020, at page 12-15 https://jobs.utah.gov/housing/affordable/owhlf/documents/Sample-pdf_000.pdf;

⁵ New York City Emergency Management, “Ready New York: My Emergency Plan”, at Page 6:
https://www1.nyc.gov/assets/em/downloads/pdf/myemergencyplan_english.pdf;

⁶ Grand Peaks Property Management, “Code 911: Apartment Emergency Procedures”, at Page 34:
<https://grandpeaks.com/wp-content/uploads/2015/04/Code-911.pdf>;

⁷ New York City Emergency Management, “Ready New York: My Emergency Plan”, at Page 14:
https://www1.nyc.gov/assets/em/downloads/pdf/myemergencyplan_english.pdf;

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important documents, medications and any other important items that can be easily carried in a small backpack.

- In the event evacuation is recommended by local, State or Federal Officials:
 - Text alerts from Building Management to residents before an anticipated Flood Emergency urging evacuation; and
 - Building Management will knock on the door of each residential unit urging evacuation of the building.

VI. Evacuation

Evacuation routes and procedures for Flood Emergencies will be posted in the stairwells at each floor next to the fire evacuation route postings. The building will be equipped with an elevator pit water alarm that will trigger alarms throughout the building if water begins to enter the elevator pit. Building Management will ensure that residents are familiar with the alarm and know what to do in the event the alarm is triggered.

In the event that a full evacuation of all residents, or partial evacuation of some residents, is required during a Flood Emergency, the elevators will not be used. Elevators are automatically parked on the first habitable floor of the building above the Base Flood Elevation to avoid a situation where the elevator is stuck at flood level. If flood waters rise past the main exit, residents will use the queuing platform to evacuate, which can be accessed from a clearly marked emergency door on the second-floor stairwell.

VII. Preparedness and Drills

To make building evacuation as efficient and safe as possible, Building Management will hold annual Flood Emergency Drills for residents. Annually, before Hurricane season, Building Management and/or the Incident Commander will have a meeting with residents to review the FEMP and answer any questions.⁸ All residents will be encouraged to review materials and procedures regarding Flood Emergencies to become familiar with emergency procedures.

The Emergency Text Alert system will be tested annually. All alarm systems will be tested in conformance with local and State Code requirements.

The Building Owner will keep Building Management and the Incident Commander updated on guidelines for operating the building during power failures, including the

⁸ Federal Emergency Management Agency, "National Flood Insurance Program: Flood Mitigation Measures for Multi-family Buildings", dated October 2019, at page 81:
https://content.govdelivery.com/attachments/USDHSFEMA/2020/06/24/file_attachments/1481529/16-J-0218_Multi-FamilyGuidance_06222020.pdf;

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location and process for using any emergency backup systems such as generators or battery lighting.⁹

The Building Owner will keep Building Management and the Incident Commander updated on the location and process for utilizing the emergency shut-off valves for electric and gas utilities.

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⁹ Federal Emergency Management Agency, “National Flood Insurance Program: Flood Mitigation Measures for Multi-family Buildings”, dated October 2019, at page 81:

https://content.govdelivery.com/attachments/USDHSFEMA/2020/06/24/file_attachments/1481529/16-J-0218_Multi-FamilyGuidance_06222020.pdf;

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Contact Information¹⁰

572 Van Ranst Building Residents Master List						
Name	Unit	Unit Occupant Names	Phone Number	Email	Special Requirements (Ex- ADA accessibility required)	Specialized Training (CPR certified, emergency responder, etc.)
RESIDENT CONTACT NAME	1	Occupant 1 Occupant 2	---			
RESIDENT NAME	2		---		---	
RESIDENT NAME	3					
RESIDENT NAME	4					
RESIDENT NAME	5					
RESIDENT NAME	6					
RESIDENT NAME	7					
RESIDENT NAME	8					
RESIDENT NAME	9					
RESIDENT NAME	10					

¹⁰ Hidden Valley Apartments Glenville Management, "Sample Emergency Plan- Hidden Valley Apartments", dated March 30, 2020, at page 12-15 https://jobs.utah.gov/housing/affordable/owhlf/documents/Sample-pdf_000.pdf.

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Village and Utility Emergency Contacts	
Fire and Police Department	
ConEd (Gas and Electric)	
Water Department	
FEMA	
Office of Emergency Management	

Volunteer Organizations Active in Disaster		
Name	Contact	Phone
Red Cross		

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