

Dear Owner/Manager:

Winter shows no sign of loosening its grip on New England, and for the coming week our forecast includes more snow and near-record cold temperatures. We sincerely hope that you and all your tenants get through this next arctic blast without mishap or injury, but would like to re-broadcast this reminder of preparedness tips and damage reporting just in case adverse events do occur.

- Evacuation Plans must be posted
- Emergency equipment such as generators and lighting should be readiness tested
- Communicate with disabled resident for a mobility plan
- If a local evacuation order is given for your area all residents must leave as ordered
- Keep track of your tenants if they are displaced
- Touch base with or confirm contact information for your local disaster community resources
- Please post emergency contacts for your own companies as well as local emergency contacts, in an area accessible to tenants and on your web site.

REPORT DAMAGE ASAP

HUD has established a specific mailbox to be used for gathering damage reports and information regarding tenant relocation or displacement. Such reports will also be used to prioritize HUD's emergency response.

If your development incurs storm- related damage or loss of utilities you must report to reg1damage.report@hud.gov the following information:

- In the email SUBJECT LINE please provide: **Project Name and State.**
- In the body of the message please provide **Owner Contact Name and Phone Number (cell phone)**
- **Identify the nature and extent of any injuries.**
- **Brief description of the nature and extent of the damage.** If no damage and no injuries, please do not send the message.

- **Identify the number of residents displaced/relocated and where they were relocated to.**
- **Confirm the status of contact with the insurance company and indicate if any assistance from HUD is needed** (e.g., expedited access to reserves or residual receipts).

REPORTS OF "NO DAMAGE" ARE NOT REQUESTED, AND WILL ACTUALLY BE DETRIMENTAL TO THIS EFFORT. PLEASE DO NOT REPLY TO THIS MESSAGE IF YOUR PROPERTY WAS UNDAMAGED AND NO RESIDENTS SUFFERED INJURY.
