

From: Crystal Johnson <crystaljohnson04@hotmail.com>
To: Lt. Governor's OfficeLtGov@scstatehouse.gov
CC: Skbenjamin@columbiasc.netSkbenjamin@columbiasc.net
Date: 9/10/2017 2:57:57 PM
Subject: Fw: Please read #4 -Columbia Housing Authority

From: Crystal Johnson
Sent: Friday, September 8, 2017 2:47:16 PM
To: Skbenjamin@columbiasc.net
Subject: Please read #4

My job is making us come to work. Please read #4 I want to remain anonymous.

Here is the information that needs to be conveyed regarding the pending Hurricane:

1. All Director level positions will receive (in next 24 hours) a listing of all employee personal addresses/phone numbers in the event of an emergency, Please prepare for this pending emergency by making sure your contact information is correct with your supervisor. The information I am giving them is coming straight from what is on the payroll system. (If you need to revise this information, please let me know.)
2. In general, our standard policy is that if Mr. Walker makes a decision about closing or a delayed start, you can call the 254-3886 number and we will leave a recording as to our operating hours and any procedures for staff.
3. You can also follow the Authority on Twitter (@colahousingauth). Brooke will be posting information as it is relevant.
4. Regardless of what the Governor or City/County do, the CHA will continue to operate. As Howard said, "We have people we need to serve." SO plan on coming to work on Monday/Tuesday.
5. If the schools close, we understand that people have children that need to be cared for. You will be allowed to use Annual Leave if you need to.
6. If the hurricane does hit, Mr. Thomas has relaxed the dress code for those days (jeans and sneakers will be allowed). But of course, we will qualify that by saying that you represent the Authority – dress appropriately (example, no T-shirts promoting alcohol, etc.)
7. ALL CHA VEHICLES (no matter type) need to be gassed up on Friday. Vans will be used in an emergency to transport residents.
8. Any department having emergency gas cans should have those filled as well.
9. All AMPs should have plywood boards available for boarding up units or buildings that are damaged. Make those purchases now.
10. Everyone shut down your computer on Friday evening when you leave. (John will make a backup of all computer information so we can continue to operate.)
11. The Emergency Account Number for any Hurricane Prevention Purchases is 01.00.00.9999.99. Use this number on any purchase requisition, whether it is this week on Docuware or Next week when you might have to do it on Paper.
12. Howard and Cindy will have all Credit Cards available (Visa, Home Depot, Lowe's, etc.).

As in the past when we have had an emergency, it will be all hands on deck. You may be requested to answer phones in a

different area or go to a different department to help out.

If the CHA main office is required to close (no power, etc.), our Emergency Plan is for us to move our operations to Marion Street. Then Oak-Read and then Arrington Manor (these are all offices with Emergency Generators and larger spaces to conduct briefings). If we need to temporarily move residents, we will use the Tillis Center and then develop a second phase strategy. Hopefully, it won't get to this.