

From: Donlin, Seth **On Behalf Of** HPD COMMUNICATIONS
Sent: Friday, July 31, 2009 10:47 AM
To: HPD COMMUNICATIONS
Subject: Emergency Contingency Plan Reminder

Message from the Office of Administration

We would like to remind staff of the agency's emergency contingency plans that are already in place and repeat for you in the attached document what those plans are. **We suggest that you print this document and keep a copy at home.**

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As always, we will provide our employees with the most accurate information that we can and focus on the well-being and safety of our employees. We are sharing this information as part of emergency preparedness planning; it is a precaution. We hope, of course, that all of this will be unnecessary, but we want you to be informed and prepared.

This is the contact information to use for HPD in the event of an emergency. You may call **(212) 863-5900** to hear a recorded announcement from HPD senior staff. If for some reason that number is inoperable; our back-up phone number for recorded information is (718) 286-2735.

You may also log on to the **HPD internet site** at www.nyc.gov/hpd for information for both the public and our staff.

WWW.HPDNYC.ORG is now a one-stop-shop for HPD employee online services from the home or anywhere outside the agency. WWW.HPDNYC.ORG is configured in a special way and should be functional during most type of emergencies as well as be available any time for normal daily use from you home PC or laptop. You may use it to get to your HPD email while away from the office as well as get emergency notices and updates.

Each member of our senior staff has a communication plan to reach their employees, one another, and the City's Office of Emergency Management. We have contingency plans for preserving our computer systems, our key functions, and our office locations. We also offer staff support programs, which will continue. And we are served by the most experienced and sophisticated municipal emergency response team in the world.

Thank you.