



NEW YORK CITY

Office of Emergency Management

NYContinuity

Emergency Management Newsletter for Businesses

NYC OEM

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Welcome to **NYContinuity**, a monthly publication to help you prepare for emergencies, strengthen your continuity plans, update you on emergency management news, and inform you about events and resources available to businesses in New York City.

The cold weather that has recently gripped New York City has extended its icy reach to this publication. This month's newsletter examines winter-specific hazards and strategies to minimize their negative consequences and includes a profile of a recent weather-related incident in Lower Manhattan.

The New York Haitian Earthquake Family Resource Center is now open in Brooklyn. Read the final feature to learn more about the services being offered.

NYContinuity is a newsletter for small business owners and continuity professionals brought to you by OEM.

Small Business Corner: **Winter Weather Hazards**



Winter weather can negatively affect an organization's operations. Severe cold can drive down pedestrian traffic. Snow can disrupt transportation networks, preventing employees, suppliers, and customers from arriving at your business. Heavy winds and freezing temperatures can lead to utility disruptions and damage to your facilities.

Strategies for Winterizing Your Business

Shelter in Place: During a blizzard, you may need to remain indoors for several days. Prepare a shelter-in-place kit for your business so that you and your employees can comfortably spend a night if conditions prevent you from leaving. Include non-perishable food and water (one gallon per person per day, if possible), blankets, flashlights, radios, batteries, and anything else you think you might need.

On January 25, the City advised residents and workers in Lower Manhattan to shelter in place. Find out why in the next feature.

Communications Plan: Emergencies can happen at any time. An overnight blizzard may prevent your business from opening the next morning. Make sure that you are able to get in touch with your employees, critical suppliers, and customers in such an event. An emergency call-down tree can facilitate messaging your staff. Keep contact information for important vendors and customers with you or a key staff member so that you can reach out to these critical partners even if you are not at your business.

Business Interruption Insurance: A blizzard that knocks out power to your business may not cause any physical damage to your facility, but such an event can affect your bottom line. Business interruption insurance can help you recover losses sustained while your business is closed as a result of an emergency. The types of events and losses that are covered depend on your specific policy. Contact your insurance provider to discuss your coverage and ask about business interruption insurance.

Incident Profile: **High Winds and Falling Debris at 8 Spruce St**



High winds swept debris from a high-rise construction site in Lower Manhattan on Monday, January 25. The high winds, associated with an approaching cold front, reached gusts of up to 55 mph and could have blown debris far from the 8 Spruce Street site. Emergency officials restricted access to a large area around City Hall Park while the Department of Buildings worked with a private contractor to secure the loose materials.

The incident underscored the importance of obtaining information quickly and being able to shelter in place. [Notify NYC](#) and [CorpNet](#), the City's emergency notification systems for individuals and businesses respectively, sent out messages throughout the day, providing situation updates and instructions from emergency officials. The City advised people to shelter in place until officials determined that conditions outside were safe.

NY Haitian Earthquake Family Resource Center Opens in Brooklyn



New York State and New York City have joined forces to open the Haitian Earthquake Family Resource Center to provide support services for Haitians in NYC affected by the January 12 earthquake. The center is located in the New York National Guard Armory at 1579 Bedford Ave., between Union and President Streets in Brooklyn. Hours are Monday - Friday, 10 AM - 8 PM, and Saturday, 10 AM - 4 PM.

The center provides a number of services to the Haitian community, including:

- Creole-speaking interpretation services.
- Assistance with completing Temporary Protected Status applications and other immigration-related assistance.
- Access to telephones to contact appropriate federal and Haitian officials.
- Use of computers for consulting a broad range of websites, including New York State's Registry of New York Citizens in Haiti.
- Child guardianship and custody services.
- Legal information.
- Grief counseling.

For more information, visit the OEM website, www.nyc.gov/oem, or read the [press release](#).

If you have any topics or themes that you would like to see covered or any suggestions for how we may improve this newsletter, please send an e-mail to publicprivate@oem.nyc.gov. To see if your topic has been covered in a past issue, please visit the [NYContinuity Archive](#).

Sincerely,
The **NYContinuity** Team

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