



## Explore Millburn-Short Hills Hurricane Preparedness Kit (2022)

*On September 1 and 2, 2021, Hurricane Ida struck Millburn and devastated homes, businesses and public infrastructure. Extreme climate is something that every property and business owner must now consider when planning for the future. This document serves as a step by step guide of resources and ideas to protect your staff and customers, secure your hard earned investment and help ensure business continuity.*



### ***About Explore Millburn-Short Hills***

Explore Millburn-Short Hills is the 501(c)3 non-profit organization established to support and promote the businesses throughout the five areas of the Special Improvement District that was established in 2020. The purpose of a Special Improvement District (SID) is to promote, grow, and support local businesses, property owners, residents, and visitors. The mission of the organization is to encourage the economic, cultural, and social vitality of Millburn-Short Hills through increased marketing and visibility, improved and renewed infrastructure, and local business development and engagement.

### ***The Five Districts***

The SID is unique compared to many in New Jersey in that there are multiple non-contiguous neighborhoods within the boundaries in addition to the traditional Downtown area.

***Wyoming Business Center*** - This district near the Wyoming and South Mountain neighborhoods includes numerous professional services including medical and professional offices.

***Downtown Millburn*** - The core commercial and retail center of Millburn encompassing the major commercial streets of Millburn Avenue, Main Street, Essex Street and the cross-streets. Explore closes Main Street on weekends during the Summer programs live music and entertainment.

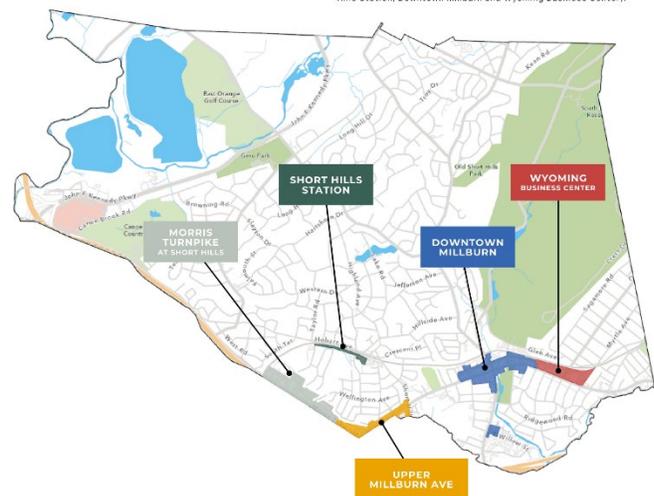
***Upper Millburn Avenue*** - The shopping area near the Glenwood section of Short Hills boasts an excellent array of dining, fashion, beauty, wellness, enrichment, pet care, and professional services with easy parking.

***Short Hills Station*** - The beautiful Tudor-style buildings near the Short Hills train station make this a perfect location to grab a bite and access an array of excellent businesses including the unique Boxcar Bar at Short Hills Train Station.

***Morris Turnpike at Short Hills*** - Less than 5 minutes from any location in town, this busy thoroughfare offers many retail, dining, fitness, beauty, and service businesses for your convenience. The area is rapidly becoming the “go to” health, beauty and wellness location for the town.

### **DISTRICT MAP**

Explore Millburn-Short Hills is the Special Improvement District (SID) for Millburn and Short Hills. The District is comprised of five unique areas (Morris Turnpike at Short Hills, Upper Millburn Avenue, Short Hills Station, Downtown Millburn and Wyoming Business Center).





## ***Introduction***

Should your organization be concerned about tropical storms and hurricanes? In many instances, yes. In Millburn, we are especially susceptible to high winds, heavy rainfall, river overflow and flash flooding. Hurricane force winds and windborne debris from storms can damage buildings and pose a major risk to people and property. If your location is at risk, it is important that you develop a preparedness and mitigation plan - and take action. Doing so will not only increase the safety of employees and customers, but it will help you remain in business after storms strike.

This document is meant to assist you in identifying your various risks and vulnerabilities. In order to do so, complete the assessment on the following page and determine the specific needs to address in order to prepare for the storm, mitigate risk and return to operation following a disaster. After assessing your vulnerabilities, complete the Actions and Assignments charts to identify actions needed to ensure safety and business continuity.

## ***Assessment of Organizational Impacts***

Can your organization operate without any of the following: computers, copier, fax machine, files, inventory, or special equipment (e.g., x-ray equipment, cash register, credit card readers)	Yes/No
Can your organization operate without any of the following: gas, power, water, internet, or telecommunications?	Yes/No
Can you meet payroll if your business income is interrupted? If yes, how long	Yes/No
Are your employees able to commute to work?	Yes/No
Is your organization easily accessible to the public, your customers, and employees (e.g., parking)?	Yes/No
Will you be able to communicate and update business status with employees, key customers, vendors, and suppliers throughout your recovery?	Yes/No
Can your organization operate without access to the damaged buildings?	Yes/No
Have you set priorities on what operations your organization needs to recover?	Yes/No
Are your suppliers up and running or do you have sufficient parts/supplies on hand to continue without resupply?	Yes/No
Are you able to ship your product or provide services to your customers based on your current impacts, understanding that the demand for these products or services may drastically change?	Yes/No
Will you still have all your customers/clients after the disaster?	Yes/No
Can your organization survive losses if it is closed and/or inaccessible for 3 to 7 days?	Yes/No

### *Develop a Plan – Staff*

Action	Assigned To	Budget	Completion Date
Develop Business Continuity and Crisis Communications Plans			
Conduct an Employee Awareness Campaign			
Develop an Emergency Sheltering/Evacuation Plan			
Conduct an Employee Training Session			
Conduct a Hurricane Drill			
Review Insurance Coverage and Create an Inventory of Items			
Prepare a well-stocked and up to date Emergency Supply Kit			

### *Helpful Hints*

- Address shelter locations, emergency communication plans and policies, when to evacuate, seeking high ground for flash flooding, and avoiding entering flood waters.
- Hold a preparedness discussion with your staff. Discuss what you have done to prepare for disasters, review your Business Continuity Plan, review your Crisis Communication Plan, and share awareness campaign key messages.
- Educate employees about basic first aid and CPR training as well as evacuation and sheltering plans
- Meet with your insurance agent annually to review your insurance, especially property coverage limits, deductibles, and coinsurance requirements. Maintain a current photo inventory of your premises, equipment, inventory, supplies, etc.

### *Develop a Plan – Surroundings*

Risks	Mitigation Plan	Assigned To	Budget	Completion Date
Signs, Flags & Fencing	Reinforce to withstand expected wind pressures or remove prior to event			
Landscaping & Trees	Consult a landscaper and develop a plan for hurricane-resilient landscaping including removing dead branches, potential projectiles or falling trees			
Barriers	Consult with an engineer regarding land use or code requirements. If elevating the structure or performing floodproofing techniques is not feasible, then consider designing temporary floodwalls to attempt to repel floodwaters			

***Develop a Plan – Space, Structures & Systems***

<b>Risks</b>	<b>Mitigation Solution</b>	<b>Assigned To</b>	<b>Budget</b>	<b>Completion Date</b>
Contents & Chemicals	Relocate critical contents at least one foot above the Base Flood Elevation (BFE) or the Design Flood Elevation (DFE), whichever is higher. Establish a method for safeguarding chemicals			
Mechanical Systems, Fuel Tanks, Electrical Systems, HVAC, Communications Equipment, Lighting Systems, Utility Connections, Rooftop Structures, Sewer & Water Management Systems	Consult an engineer to evaluate and design structural connections to resist the expected wind loads. Elevate equipment at least 12-inches above BFE. Use platforms or pedestals for equipment installed on the ground. Protect the equipment in place with floodwalls, shields, or anchors and tie-downs. Protect drainage systems with backflow valves			
Building Foundation & Walls	Consult an engineer to evaluate elevation and continuous load path. Ensure the integrity of wall coverings and sheathing, and install adequate flashing to minimize water intrusion			
Roof & Drainage Systems	Consult an engineer and design the roof to withstand the expected wind loads, uplift, and water intrusion. Create a continuous load path, consider the integrity of roof coverings and decking, and install flashing to minimize water intrusion through vents or other openings. Ensure that soffits are properly supported. Ensure that gutters and downspouts are functioning properly			
Openings inc. Garage, Windows and Doors and Canopies, Awnings & Carports	Install pressure-rated, impact resistant exterior doors, windows, and garage/rolling doors Install storm shutters or other tested and approved protection on any unprotected openings. Ensure these items are designed to meet hurricane wind loads and uplift			



### How Can You Help Your Community?

- Relief Kits - If you are open after a storm, become a distributor or a storage warehouse for relief kits, water, food or medical services. Providing a place for supplies to be stored or distributed allows volunteers to readily access those in need
- Charging Station - Do you have electricity after the storm? If so, you may want to become a volunteer charging station or provide residents with charges for their phones, power wheelchairs, battery powered tools and other essentials
- Food Preparation - Do you have the capacity to prepare or serve meals? providing a sanitary kitchen for responders, volunteers and storm victims is essential for rebuilding a community
- Organize Services - If you have the ability, you can offer services including clothing drives, informal day care, home goods donations and other essential rebuilding needs

#### Source Document

#### Ready Business HURRICANE TOOLKIT

Township of Millburn Office of Emergency Management  
Office of Emergency Management (OEM) | Millburn Township, NJ - Official Website

#### NJ Hurricane Survival Guide

NJ Hurricane Survival Guide 2022 (millburn.nj.us)

National Flood Insurance Program Summary of Coverage  
Summary of Coverage for Commercial Property (floodsmart.gov)



### Businesses in the Special Improvement District Who May Be of Assistance

ADDRESS		BUSINESS NAME	PHONE	EMAIL
321	Millburn Ave	ARkITeKTURA Consulting	908-451-5357	patriciak@arkitekturaconsulting.com
28	Farley Pl	Dubinett Architects	973-467-4477	daniel@dubinett.net
508	Millburn Ave	Heintz & Fiore Architects	973-467-1240	hfaia@aol.com
29	Essex St	Hirsch Design Group	347-200-7385	bhirsch@hirschdesigngroup.com
38	Chatham Rd	Klesse Architects	973-379-6602	tim@klesse.com
511	Millburn Ave	Studio1200	973-376-5111	info@studio1200.com
343	Millburn Ave	Thomas Baio Architect, P.C.	973-376-1176	tomoem@aol.com
514	Millburn Ave	Paul Master Contractors	973-379-8817	paulmastercontractorsllc@gmail.com
343	Millburn Ave	AllState Insurance	973-376-8914	felixkhoury1@allstate.com
335	Essex St	R Bruce Hill Agency Ltd	973-376-1514	matt@rbrucehillagency.com
374	Millburn Ave	State Farm	973-315-1165	jim.sullivan.vaa6m5@statefarm.com
38	Chatham Rd	Birch Hill Landscaping	973-376-0538	becky@birchhillinc.com
830	Morris Tnpk	Clarke's Service Professionals	973-609-5151	support@clarkeserviceprofessionals.com

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