



**Nevada Resort Hotel  
Emergency Response Plan Guide  
May 2018**

This page is intentionally left blank

## **Foreword**

NRS 463.790 requires Resort Hotels, as defined by NRS 463.01865, to develop, adopt, and maintain an Emergency Response Plan (ERP). This guide was developed by the Nevada Division of Emergency Management (DEM) with input from the Resort Planning Task Force to provide additional guidance for this statutory requirement, and to assist Resort Hotels of various sizes and locations to scale the models presented here to meet their business, security, and operational needs. ERPs, as required by statute and explored in this document, are intended to mitigate the risks and consequences of potential manmade and natural threats and hazards, specifically as they may occur within Nevada's Resort Hotels, risks and consequences that are further mitigated by training and exercising of high quality plans after they are developed. This guide is intended to provide a starting point for Hotel Resorts just beginning the planning process or thoughts for refining existing plans. As such, it should not be construed as additional ERP elements required by DEM.

Caleb S. Cage, Chief  
Nevada Department of Public Safety  
Division of Emergency Management



## Table of Contents

<b>I. Purpose</b>	<b>Page 1</b>
<b>II. Scope</b>	<b>Page 1</b>
<b>III. Authorities</b>	<b>Page 1</b>
<b>IV. CPG 101</b>	<b>Page 2</b>
<b>V. Plan Development</b>	<b>Page 2</b>
<b>VI. Contents Required by NRS 463.790</b>	<b>Page 4</b>
<b>VII. Plan Format and Content</b>	<b>Page 4</b>
<b>VIII. “Grab and Go Package” Best Practice</b>	<b>Page 8</b>
<b>IX. Submission Requirements</b>	<b>Page 10</b>
<b>X. Emergency Response Plan Training</b>	<b>Page 10</b>
<b>XI. Emergency Response Plan Exercise</b>	<b>Page 10</b>
<b>XII. Conclusion</b>	<b>Page 11</b>
<b>XIII. Acronyms</b>	<b>Page 11</b>
<b>Annex A: Threats and Hazards Analysis</b>	
<b>Annex B: NRS 463.790 Compliance Matrix</b>	
<b>Annex C: Resort Hotel ERP Development Check Sheet</b>	

This page is intentionally left blank

## **I. Purpose**

In February of 2018, the Chief of the Division of Emergency Management (DEM) established the Resort Planning Task Force (Task Force) in order to improve upon the current requirements of NRS 463.790. This guide is intended to provide a basis for the development or refinement of quality Resort Hotel Emergency Response Plans (ERP). These plans, when combined with training, exercising, and other preparedness activities, are the foundation of a comprehensive emergency management program.

Many Resort Hotels have developed well-crafted plans, which meet their business, security, and operational needs. This guide is not intended to be an all-encompassing template, nor is it intended to discourage innovation. Rather, this guide is intended to make plain the minimum requirements annotated in Nevada Revised Statutes (NRS) 463.790 and to recommend ERP components and preparedness activities, which, if implemented properly, will mitigate the effects of an emergency on the visitors and employees of a Resort Hotel.

## **II. Scope**

This guide applies to Resort Hotels as defined by Nevada Revised Statutes (NRS) 463.01865 and local emergency response authorities that may respond to a Resort Hotel during an emergency.

NRS 463.01865 defines a Resort Hotel as follows:

“Resort hotel” means any building or group of buildings that is maintained as and held out to the public to be a hotel where sleeping accommodations are furnished to the transient public and that has:

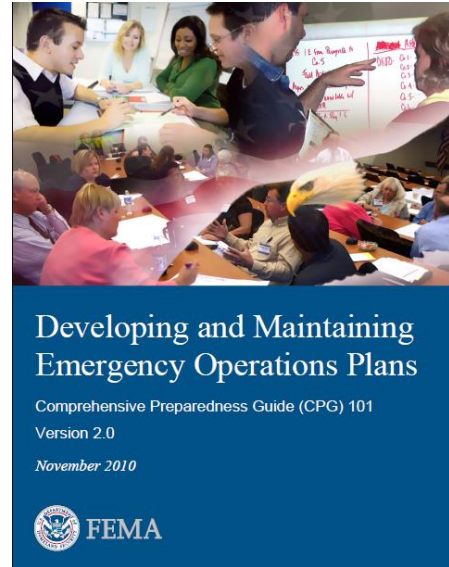
1. More than 200 rooms available for sleeping accommodations;
2. At least one bar with permanent seating capacity for more than 30 patrons that serves alcoholic beverages sold by the drink for consumption on the premises;
3. At least one restaurant with permanent seating capacity for more than 60 patrons that is open to the public 24 hours each day and 7 days each week; and
4. A gaming area within the building or group of buildings.”

## **III. Authorities**

- NRS 414: Emergency Management
- NRS 463.790: Emergency Response Plans
- Nevada Resort Planning Task Force Bylaws
- State Comprehensive Emergency Management Plan (SCEMP)
- Comprehensive Preparedness Guide (CPG) 101

#### IV. CPG 101

The Federal Emergency Management Agency's Comprehensive Preparedness Guide (CPG) 101 provides guidance for developing emergency operations plans. It promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized plans. CPG 101 assists in making the planning process routine across all phases of emergency management and for all homeland security mission areas. It helps planners at all levels in their efforts to develop and maintain viable all-hazards, all-threats EOPs. Accomplished properly, planning provides a methodical way to engage the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. It shapes how a community envisions and shares a desired outcome, selects effective ways to achieve it, and communicates expected results. Each plan must reflect what that community will do to address its specific risks with the unique resources it has or can obtain.

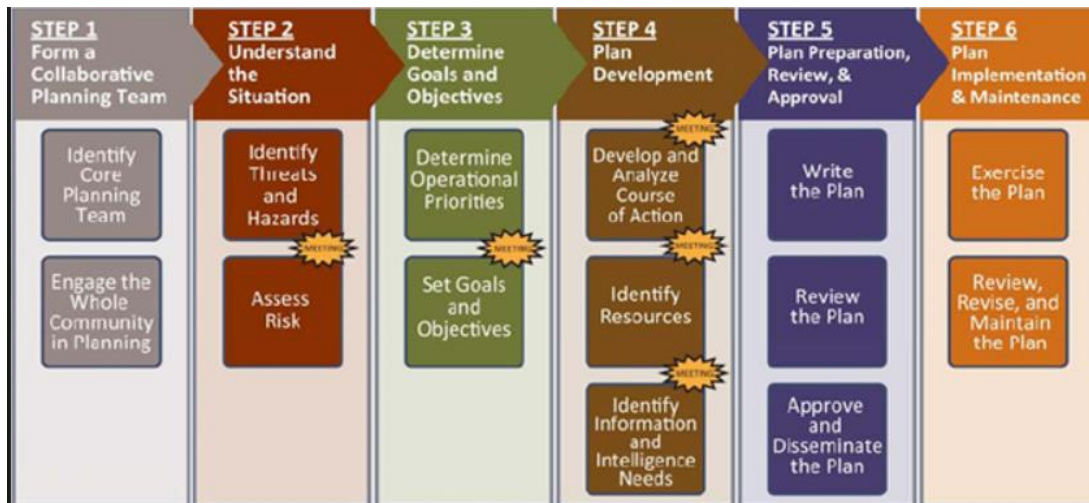


A copy of CPG 101 can be found at <http://www.fema.gov/prepared/plan.shtm> .

#### V. Plan Development

There are many ways to develop an ERP. The planning process that follows is flexible and allows Resort Hotels to adapt it to varying characteristics and situations. The below diagram depicts steps in the planning process, and at each step in the planning process, Resort Hotels should consider the impact of the decisions made on training, exercises, equipment, and other preparedness requirements.





**Step 1: Form a Collaborative Planning Team Designated by Organization Leadership**

- The overarching corporation should exercise authority and ownership of the planning process and designate a multi-disciplined planning team for the development of the ERP.
- The process of ERP development should be collaborative and involve entities that may be called on to support the Resort Hotel in an emergency. These may include local police, fire department, mass transportation, and cooperating properties in an evacuation.

**Step 2: Understand the Situation**

- Go through the process of performing a threats and hazards vulnerability assessment to determine which natural and manmade emergencies the property is vulnerable to, and develop a gap analysis to understand what the property needs to prepare and plan for.
- Annex A has an example of the instructions and an example worksheet to perform a threats and hazards vulnerability assessment. There are many threat and risk assessment tools in the marketplace which may be used to assist in the development of an ERP. The property management should determine which tool is best suited for its particular needs.

**Step 3: Determine Goals and Objectives**

- The development of goals and objectives assists planners in the identification of tasks, tactics, and resources necessary to achieve the goal.

**Step 4: Plan Development**

- Generate, compare, and select possible solutions for achieving the goals and objectives identified in *Step 3*. Planners consider the requirements, goals, and objectives to develop several response alternatives.
- For each operational task identified, some basic information is needed. Developing this information helps planners incorporate the task into the plan when they are writing it. Planners correctly identify an operational task when they can answer the following questions about it:

- What is the action?
- Who is responsible for the action?
- When should the action take place?
- How long should the action take and how much time is actually available?
- What has to happen before?
- What happens after?
- What resources does the person/entity need to perform the action?

**Step 5: Plan Preparation, Review and Approval**

- The planning team has to write the plan.
- The plan is then distributed to all the stakeholders and departments that have to implement aspects of the plan for review, comments, and revision.
- And finally, the plan is submitted to Resort Hotel leadership for review, approval, and promulgation.

**VI. Contents Required By NRS 463.790**

- a) A drawing or map of the layout of all areas within the building or buildings and grounds that constitute a part of the resort hotel and its support systems and a brief description of the purpose or use for each area;
- b) A drawing or description of the internal and external access routes;
- c) The location and inventory of emergency response equipment and resources;
- d) The location of any unusually hazardous substances;
- e) The name and telephone number of the emergency response coordinator for the resort hotel;
- f) The location of one or more site emergency response command posts;
- g) A description of any special equipment needed to respond to an emergency at the resort hotel;
- h) An evacuation plan;
- i) A description of any public health or safety hazards present on the site; and,
- j) Any other information requested by a local fire department or local law enforcement agency whose jurisdiction includes the area in which the resort hotel is located or by the Division of Emergency Management.

**VII. Plan Format and Contents**

Resort Hotel ERPs should be risk based, flexible, implementable from the bottom up, and understandable from the lowest level. The best plans are action oriented, concise, and emphasize actions to protect visitors and employees.

What follows are three examples of formats that Resort Hotels may consider in developing their ERPs. These examples are intended to give Resort Hotels suggested options for the development of ERPs, and are not intended to limit innovation. They are also intended to provide scalable options for Resort Hotels to consider based on their needs.

### Example Formats

ABREVIATED FORMAT
Cover Page Promulgation Statement Approvals Record of Change Table of Contents
<ol style="list-style-type: none"> <li>1. <b>Policy Statement</b> <ol style="list-style-type: none"> <li>a. Purpose</li> <li>b. Policy</li> <li>c. Situation/Threats and Hazards</li> <li>d. Procedures</li> <li>e. Responsibilities</li> <li>f. Emergency Command Post (Required by NRS)</li> </ol> </li> <li>2. Notification Procedures (Required by NRS)</li> <li>3. Evacuation Procedures (Required By NRS)               <ol style="list-style-type: none"> <li>a. A drawing or description of the internal and external access routes (Required by NRS)</li> </ol> </li> <li>4. Fire Procedures</li> <li>5. Area Isolation/Shelter in Place</li> <li>6. Active Shooter Procedures</li> <li>7. Identified threat/hazard</li> <li>8. Identified threat/hazard</li> <li>9. Identified threat/hazard</li> <li>10. Identified threat/hazard</li> <li>11. Identified threat/hazard</li> </ol>
<b>Annexes</b> <ol style="list-style-type: none"> <li>A. Drawing or map of the layout of all areas within the building or buildings and grounds that constitute a part of the resort hotel and its support systems and a brief description of the purpose or use for each area (Required by NRS)</li> <li>B. Location and inventory of emergency response equipment and resources (Required by NRS)</li> <li>C. A description of any public health or safety hazards present on the site (Required by NRS)</li> <li>D. The location of any unusually hazardous substances</li> </ol>

TRADITIONAL FORMAT
Cover Page Promulgation Statement Approvals Record of Change Table of Contents

<p><b>1. Base Plan</b></p> <ul style="list-style-type: none"> <li>a. Purpose, scope, situation/threats and hazards</li> <li>b. Concept of Operations (The resort’s overarching approach to emergency management)</li> <li>c. Organization and Assignment of Responsibilities</li> <li>d. Direction, Control and Coordination</li> <li>e. Information Collection and Analysis</li> <li>f. Communications</li> <li>g. Logistics</li> <li>h. Plan Maintenance</li> </ul>
<p><b>2. Implementation</b></p> <ul style="list-style-type: none"> <li>a. Activation and emergency notification</li> <li>b. Evacuation (Required by NRS)</li> <li>c. Shelter and Protect</li> <li>d. Shelter in Place</li> <li>e. Area Isolation</li> </ul>
<p><b>3. Threat Specific Annex (Based on Threat and Hazard Analysis)</b></p> <ul style="list-style-type: none"> <li>a. Active Shooter</li> <li>b. Fire</li> <li>c. Civil Unrest</li> <li>d. Flood</li> <li>e. Earthquake</li> <li>f. Bomb threat</li> <li>g. Mass Casualty</li> <li>h. Communicable Disease/ Mass Illness</li> <li>i. Power Outage</li> <li>j. Hazardous Materials Spill</li> <li>k. Water Disruption/Contamination</li> <li>l. Abduction</li> <li>m. Criminal Activity</li> </ul>
<p><b>4. Functional Annexes</b></p> <ul style="list-style-type: none"> <li>a. EOC/IC Activation and procedures</li> <li>b. Response Team Identification, Organization, Roles and Responsibilities</li> <li>c. Communication</li> <li>d. Visitor and Staff notification, warning, and information</li> <li>e. Law Enforcement Integration</li> <li>f. Fire Fighting Integration</li> <li>g. Visitor migration to alternate property.</li> <li>h. Visitor Property Return</li> <li>i. Shelter and Mass Care</li> <li>j. Mass Transit</li> <li>k. Maps of each section of property(Required by NRS) <ul style="list-style-type: none"> <li>i. Evacuation Routes(Required by NRS)</li> <li>ii. Police Access Routes</li> <li>iii. Location of unusually hazardous materials(Required by NRS)</li> <li>iv. Location of Emergency Response Command Posts(Required by NRS)</li> </ul> </li> <li>l. Location and Inventory of Emergency Response Equipment and Caches</li> <li>m. Telephone numbers /Radio frequencies and names of emergency management coordinator, emergency response teams, emergency response personnel, and property management.(Required by NRS)</li> </ul>

<p><b>5. Adjacent Special Event Area Specific Plan</b></p> <ul style="list-style-type: none"> <li>a. Activation and emergency notification</li> <li>b. Evacuation</li> <li>c. Shelter and Protect</li> <li>d. Shelter in Place</li> <li>e. Area Isolation</li> </ul>
--

<b>FAST IMPLEMENTATION FORMAT</b>
<p>Cover Page  Promulgation Statement  Approvals  Record of Change  Table of Contents</p>
<p><b>1. Fast Implementation</b></p> <ul style="list-style-type: none"> <li>a. Introduction and instructions on how to use the plan</li> <li>b. Activation and emergency notification</li> <li>c. Evacuation (Required by NRS)</li> <li>d. Shelter and Protect</li> <li>e. Shelter in Place</li> <li>f. Area Isolation</li> </ul>
<p><b>2. Base Plan</b></p> <ul style="list-style-type: none"> <li>a. Purpose, scope, situation/threats and hazards</li> <li>b. Concept of Operations (The resort’s overarching approach to emergency management)</li> <li>c. Organization and Assignment of Responsibilities</li> <li>d. Direction, Control and Coordination</li> <li>e. Information Collection and Analysis</li> <li>f. Communications</li> <li>g. Logistics</li> <li>h. Plan Maintenance</li> </ul>
<p><b>3. Threat Specific Annex (Based on Threat and Hazards Analysis)</b></p> <ul style="list-style-type: none"> <li>a. Active Shooter</li> <li>b. Fire</li> <li>c. Civil Unrest</li> <li>d. Flood</li> <li>e. Earthquake</li> <li>f. Bomb threat</li> <li>g. Mass Casualty</li> <li>h. Communicable Disease/ Mass Illness</li> <li>i. Power Outage</li> <li>j. Hazardous Materials Spill</li> <li>k. Water Disruption/Contamination</li> <li>l. Abduction</li> <li>m. Criminal Activity</li> </ul>
<p><b>4. Functional Annexes</b></p> <ul style="list-style-type: none"> <li>a. EOC/IC Activation and procedures</li> <li>b. Response Team Identification, Organization, Roles and Responsibilities</li> </ul>

<ul style="list-style-type: none"> <li>c. Communication</li> <li>d. Visitor and Staff notification, warning, and information</li> <li>e. Law Enforcement Integration</li> <li>f. Fire Fighting Integration</li> <li>g. Visitor migration to alternate property.</li> <li>h. Visitor Property Return</li> <li>i. Shelter and Mass Care</li> <li>j. Mass Transit</li> <li>k. Maps of each section of property (Required by NRS) <ul style="list-style-type: none"> <li>i. Evacuation Routes (Required by NRS)</li> <li>ii. Police Access Routes (Required by NRS)</li> <li>iii. Location of unusually hazardous materials (Required by NRS)</li> <li>iv. Location of Emergency Response Command Posts</li> </ul> </li> <li>l. Location and Inventory of Emergency Response Equipment and Caches (Required by NRS)</li> <li>m. Telephone numbers/Radio frequencies and names of emergency management coordinator, emergency response teams, emergency response personnel, and property management (Required by NRS)</li> </ul>
<p><b>5. Adjacent Special Event Area Specific Plan</b></p> <ul style="list-style-type: none"> <li>a. Activation and emergency notification</li> <li>b. Evacuation</li> <li>c. Shelter and Protect</li> <li>d. Shelter in Place</li> <li>e. Area Isolation</li> </ul>

**VIII. “Grab and Go Package” Best Practice**

A grab and go package is a best practice used by many casinos in Nevada. This package contains specific information for police, fire and other first responders about the property which will give the first responder information and tools unique to the property which will expedite response. The property should determine how many “Grab and Go Packages” it needs for an adequate first responder response and store them in strategic locations. The use of the “Grab and Go Package” is a recommendation by DEM for resort casinos to use, however its use is **not** mandated by NRS 463.790.

**Fire Grab and Go Package**

- First Aid Kit including:
  - Tourniquets
  - Compression bandages
  - Rolled Gauze
  - Assorted dressings
  - Gloves
  - Chest Seals
  - Trauma Tape
  - Triage placards
  - Trauma shears

- Set of master keys.
- Location of fire suppression system controls, fire hydrants, and HVAC systems.
- Location and keys to elevators.
- Location of functional and access needs rooms.
- Evacuation plans with maps of egress and muster stations.
- Laminated property maps with all exits clearly marked, and a dry erase marker
- Roster of key resort staff and contact numbers.
- Radio with property frequencies attached and extra batteries
- Flashlight with extra batteries
- Glow sticks
- Door stops
- Exclusion tape

### **Police Grab and Go Package**

- First Aid Kit including:
  - Tourniquets
  - Compression bandages
  - Rolled Gauze
  - Assorted dressings
  - Gloves
  - Chest Seals
  - Trauma Tape
  - Triage placards
  - Trauma shears
- Set of Master Keys.
- Location and keys to elevators.
- Evacuation plans with maps of egress and muster stations.
- Copies of shelter in place, active shooter and area isolation plans.
- Laminated property maps with all exits clearly marked, and a dry erase marker
- Roster of key resort staff and contact numbers.
- Radio with property frequencies attached and extra batteries
- Flashlight with extra batteries
- Glow sticks
- Door stops
- Exclusion tape

## **IX. Submission Requirements**

### **NRS 463.790**

“Each Resort Hotel shall adopt and maintain an emergency response plan. Each new or revised plan must be filed within 3 days after adoption or revision with each local fire department and local law enforcement agency whose jurisdiction includes the area in which the Resort Hotel is located and with the Division of Emergency Management of the Department of Public Safety.”

DEM highly recommends that each Resort Hotel reviews its ERP on an annual basis and update the plan as needed. Every five years the Resort Hotel should go through the formal planning process as detailed in this guide and perform a comprehensive rewrite. Subsequent submissions to the local fire department, law enforcement, and to DEM are required to occur within three days of adoption or revision in accordance with NRS 463.790.

After the annual review of the ERP, if there are no changes to the ERP, the Resort Hotel should send a letter to the DEM documenting the review and informing DEM that no changes occurred to the ERP.

## **X. Emergency Response Plan Training**

Emergency Response plans are useless unless all personnel are aware of the contents of the ERP and his/her roles within the plan.

It is recommended that each Resort Hotel implement a training program as part of the new hire and continuing training curriculum, which details the ERP contents, concept of operations, and roles and responsibilities of individuals and teams. Individuals must be aware visitor safety procedures, evacuation, shelter, and area isolation. Quick Reference Tools should also be developed so staff can quickly refer to specific emergency response procedures.

It is recommended that staff are trained initially upon hire and provided with refresher training every three years.

## **XI. Emergency Response Plan Exercise**

Organizations cannot claim to have an emergency response capability until the plan is tested by a realistic series of exercises. It is recommended by DEM but **not** required by NRS 463.790, that Resort Hotels utilize the Homeland Security Exercise and Evaluation Program (HSEEP) to develop increasingly complex realistic exercises. It is recommended that Resort Hotels perform



an internal exercise each year. It is also recommended that Resort Hotels participate in full scale exercises offered by the emergency management organization in the city/county the resort hotel is located in..

For each exercise, it is recommended by DEM but **not** required by NRS 463.790, the Resort Hotel should develop an After Action Report (AAR) and Improvement Plan (IP) to detail lessons learned from the exercise. The AAR/IP should include recommendations from lessons learned to revise the ERP, develop training programs, order equipment or develop agreements outside the Resort Hotel.

## **XII. Conclusion**

Having a well-conceived Emergency Response Plan, which is trained upon and rigorously tested, can save lives and protect property. These plans are currently required by law and are explored within this document. Once developed, they should also serve to facilitate opportunities for collaboration and coordination between private entities and public safety organizations.

## **XIII. Acronyms**

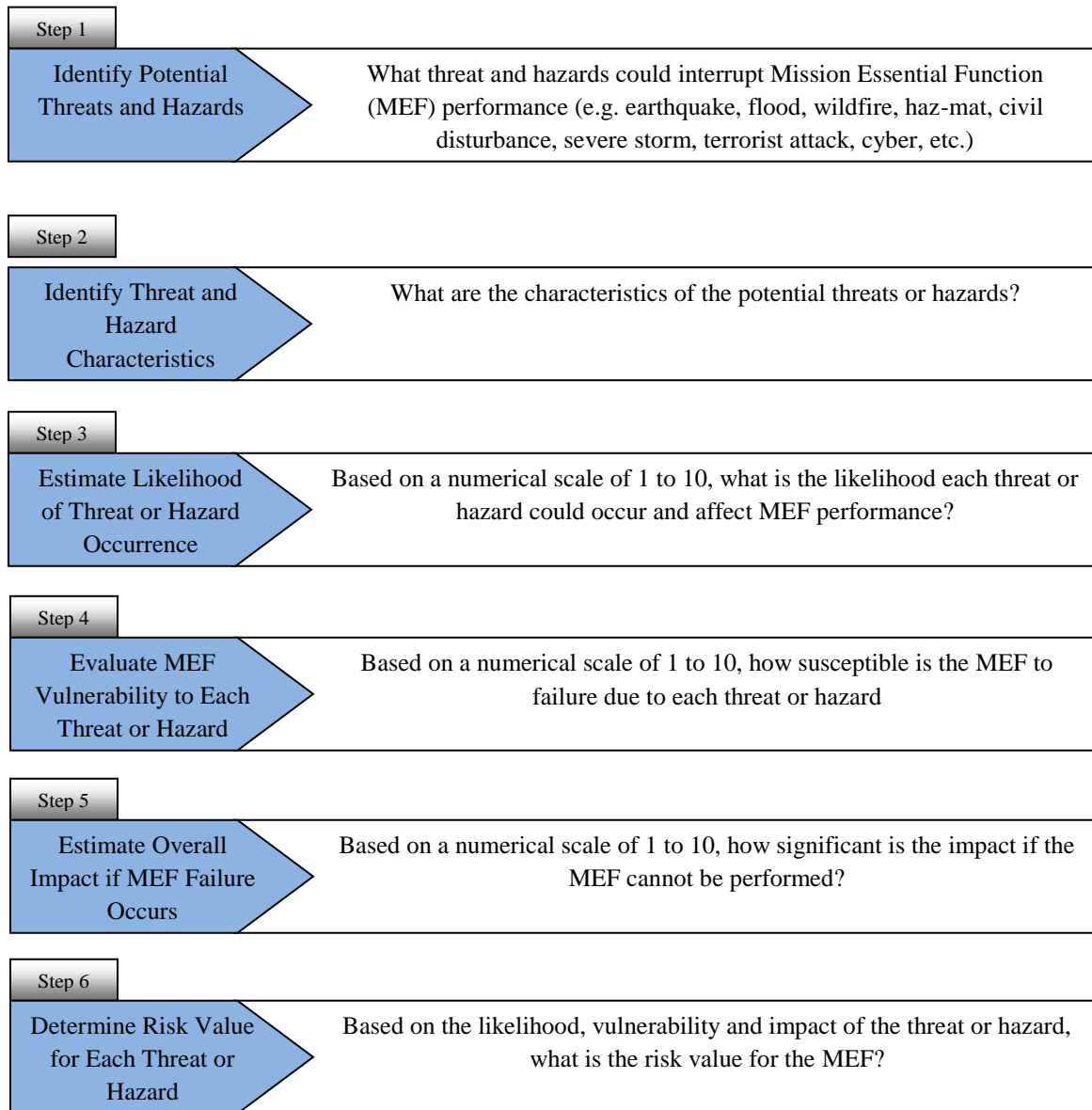
### **Acronyms**

AAR/IP	After Action Report/Improvement Plan
CPG101	Comprehensive Planning Guide
DEM	Division of Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Command
MEF	Mission Essential Functions
NRS	Nevada Revised Statutes

This page is intentionally blank.

Annex A is an example of the instructions and a worksheet to perform a threats and hazards vulnerability assessment. There are many threat and hazards risk assessment tools in the marketplace which may be used to assist in the development of an ERP. The property management should determine which tool is best suited for its particular needs

### Threats and Hazards Analysis Instructions



Resort Casino

**Business Impact Analysis Worksheet: Threat and Hazard Analysis**

Entry Number	Threat/Hazard (examples)	Threat/Hazard Characteristics	Threat/Hazard Likelihood (0-10)	MEF Vulnerability (0-10)	MEF Failure Impact (0-10)	MEF Risk Value (0-30)
1	Fire					
2	Communicable Disease					
3	Earthquake					
4	Active Shooter					
5	Flood					
6	Severe Winter Storm					
7	Bomb Threat					

8	Cyber Attack					
9	Riot					
10	Hazardous Materials Spill					
10	Power Outage					
11	Water Disruption/ Contamination					

This page is intentionally blank.

### NRS 463.790 Compliance Matrix

	<b>NRS 463.790 Compliance Standard</b>	<b>Page or Section</b>	<b>Notes</b>
a)	A drawing or map of the layout of all areas within the building or buildings and grounds that constitute a part of the resort hotel and its support systems and a brief description of the purpose or use for each area		
b)	A drawing or description of the internal and external access routes		
c)	The location and inventory of emergency response equipment and resources		
d)	The location of any unusually hazardous substances		
e)	The name and telephone number of the emergency response coordinator for the resort hotel		
f)	The location of one or more site emergency response command posts		
g)	A description of any special equipment needed to respond to an emergency at the resort hotel		
h)	An evacuation plan		
i)	A description of any public health or safety hazards present on the site		
j)	Any other information requested by a local fire department or local law enforcement agency whose jurisdiction includes the area in which the resort hotel is located or by the Division of Emergency Management		

This page is intentionally blank.



**Resort Hotel Emergency Response Plan Development and Review Checklist (Abbreviated Plan)**

*(Items highlighted in red and italicized indicate compliance standards required under NRS463.790)*

**Plan Section and Page**

**Plan Elements**

**Basic Plan** – Provides an overview of the Resort Hotel emergency management/response program and the Resort Hotel ability to prepare for, respond to, and recover from emergencies and disasters.

1. **Title Page** – The Title Page clearly states the name of the resort hotel, indicates that it is an emergency response plan and a date of last revision.

**It is recommended that the plan should:**

- \_\_\_\_\_  Include the name of the property(s).
- \_\_\_\_\_  Include the name of the plan (Emergency Response Plan).
- \_\_\_\_\_  Include a date of last revised.

Comments:

---

---

2. **Table of Contents and Plan Development and Review Checklist** - An outline of the plan’s format, key sections, attachments, charts, etc.

**It is recommended that the plan should:**

- \_\_\_\_\_  Include a table of contents that lists/identifies the major sections/chapters and/or key elements of the plan.
- \_\_\_\_\_  Include a Record of Changes.

Comments:

---

---

3. **Promulgation Statement** - A signed statement formally recognizing and adopting the plan as the resort hotel's ERP.

**It is recommended that the plan should:**

\_\_\_\_\_  Include the plan's Promulgation Statement, signed by the resort hotel's Chief Executive.

Comments:

---

---

- I. Purpose** - This explains the plan's intent, who it involves, and why it was developed.

**It is recommended that the plan should:**

\_\_\_\_\_  Describe the purpose for developing and maintaining the ERP.

\_\_\_\_\_  Describe what types of incidents and under what conditions the plan will be activated.

\_\_\_\_\_  Describe who has the authority to activate the plan.

Comments:

---

---

- II. Policy** – Provides an overview for the jurisdiction's/agencies overall approach to emergency Management.

**It is recommended that the plan should:**

\_\_\_\_\_  Describe the resort hotel's overall objectives to emergency management.

\_\_\_\_\_  Describe the incident command arrangements from the initial response to the establishment of an Emergency Command Post (ECP).

\_\_\_\_\_  Describe the organization structure for the Resort Hotel and how it will be implemented.

\_\_\_\_\_  *Designate a resort hotel emergency response coordinator and include the name and telephone number of the emergency response coordinator for the resort hotel.*

Comments:

---

---

**III. Responsibilities** – Provides an overview of the key functions and procedures that resort hotel will accomplish during an emergency.

**It is recommended that the plan should:**

\_\_\_\_\_  Describe the emergency responsibilities of the chief executive and other members of the executive staff.

\_\_\_\_\_  Outline the role and responsibilities of the Safety Manager/Emergency Manager.

\_\_\_\_\_  Outline the role and responsibilities of the Facilities Manager.

\_\_\_\_\_  Outline the role and responsibilities of the Director of Security.

\_\_\_\_\_  Describe the common emergency management responsibilities for all Directors and Managers.

\_\_\_\_\_  Describe the common emergency management responsibilities for all other staff members.

Comments:

---

---

**IV. Emergency Command Post** – Provides a description of the emergency command post, details its purpose and lists the personnel expected to staff the emergency command center.

**It is recommended that the plan should:**

- \_\_\_\_\_  Describe the purpose and general layout of the emergency command post.
- \_\_\_\_\_  List the positions that are expected to staff the emergency command post and their expected roles.
- \_\_\_\_\_  *Provide a location of the Emergency Command Post and any alternate command posts that are identified.*

Comments:

---

---

**Emergency Procedures Annexes**

**Annex A: Notification** - Provides a description of the procedures to notify key personnel, resort hotel staff, resort hotel visitors and emergency services.

**It is recommended that the plan should:**

- \_\_\_\_\_  Detail the procedures for notification of key staff that an emergency exists.
- \_\_\_\_\_  Detail the procedures for the notification of emergency services.
- \_\_\_\_\_  *Detail the procedures for alerting resort hotel staff and visitors of the presence of emergencies.*
- \_\_\_\_\_  Detail the responsibilities of staff members required to perform the notification process.
- \_\_\_\_\_  Provide a list of emergency numbers.

Comments:

---

---

**Annex B:** *Evacuation* - Provides a description of the procedures to evacuate specific areas of the resort hotel or the entire resort hotel as determined by the extent of the emergency.

**It is recommended that the plan should:**

- \_\_\_\_\_  Detail the key personnel who have the authority to order an evacuation.
- \_\_\_\_\_  Detail the procedures for the notification of the need to evacuate for resort hotel visitors and staff.
- \_\_\_\_\_  Detail the departmental responsibilities during an evacuation.
- \_\_\_\_\_  Detail the evacuation routes and designated congregation areas.
- \_\_\_\_\_  Detail the procedures for notifying emergency services
- \_\_\_\_\_  *Provide a drawing or description of the internal and external access routes*

Comments:

---

---

**Annex C:** *Fire* - Provides a description of the response procedures in the event of a fire in the resort hotel.

**It is recommended that the plan should:**

- \_\_\_\_\_  Detail the general procedures for a fire response.
- \_\_\_\_\_  Detail the procedures for the notification of the need to evacuate for resort hotel visitors and staff.
- \_\_\_\_\_  Detail the procedures for notifying emergency services.
- \_\_\_\_\_  Detail the location of key fire sprinkler and fire pump infrastructure.

Comments:

---

---

**Annex D: Isolation/Shelter in Place** - Provides a description of the response procedures in the event of the need to isolate a section of the resort hotel or to shelter in place.

**It is recommended that the plan should:**

- \_\_\_\_\_  Detail the circumstances when isolation/shelter in place is necessary.
- \_\_\_\_\_  Detail the decision points for evacuation versus isolation/shelter in place.
- \_\_\_\_\_  Detail the general procedures for an isolation/shelter in place response.
- \_\_\_\_\_  Detail the procedures for the notification of the need to isolate/shelter in place for resort hotel visitors and staff.
- \_\_\_\_\_  Detail areas where effective isolation/shelter in place can take place.
- \_\_\_\_\_  Provide a map of areas that can effectively be isolated.
- \_\_\_\_\_  Detail the procedures for notifying emergency services.

Comments:

---

---

**Annex E: Active Shooter** - Provides a description of the response procedures in the event of an active shooter on the property or near the property

**It is recommended that the plan should:**

- \_\_\_\_\_  Detail the general procedures for active shooter.
- \_\_\_\_\_  Detail the decision points for evacuation versus isolation/shelter in place.

\_\_\_\_\_  Detail the procedures for notifying emergency services.

\_\_\_\_\_  Detail the procedures for the notification of the need to isolate/shelter in place for resort hotel visitors and staff.

Comments:

---

---

***Annex E: Property Maps*** – Provide drawings or maps of the layout of all areas within the building or buildings and grounds that constitute a part of the resort hotel and its support systems and a brief description of the purpose or use for each area.

***Annex F: Inventory of Emergency Response Equipment and resources*** – Provide an inventory with location of emergency response equipment and resources.

***Annex G: Public Health/Safety Hazards*** – Provide a description of any public health or safety hazards present on site.

***Annex H: Hazardous Substances*** – Provide the location of any unusually hazardous substances.

**Additional Annexes are based on threats/hazards identified during the threats/hazards analysis as detailed in Annex B of the Guide. An example of plans may include:**

- Bomb Threat
- Civil Unrest
- Flood
- Earthquake
- Bomb threat
- Mass Casualty
- Communicable Disease/ Mass Illness
- Power Outage
- Hazardous Materials Spill
- Water Disruption/Contamination
- Abduction
- Criminal Activity
- Any others identified as a concern.