

Nevada Resort Hotel

EMERGENCY RESPONSE PLAN GUIDE

Version 4

September 2020



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 Resort Hotels 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.



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Nevada Department of Public Safety
Division of Emergency Management

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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 Nevada Revised Statutes (NRS) 463.790. The purpose of this statutory requirement is to facilitate the development of comprehensive and actionable all-hazards emergency response plans in order to provide opportunities for collaboration between resorts and first responder agencies through planning, training, and exercises in order to protect the employees and the public during an emergency or disaster. This guide is intended to provide a basis for the development or refinement of quality Resort Hotel Emergency Response Plans (ERP).

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 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:

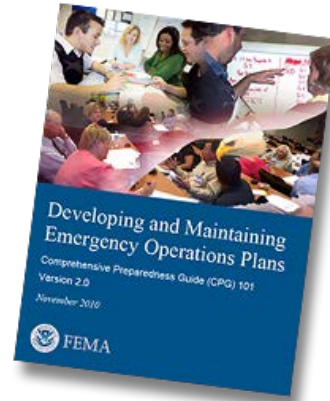
1. *In a county whose population
 - a) *Is 700,000 or more, more than 200 rooms available for sleeping accommodations;*
 - or*
 - b) *Is 100,000 or more and less than 700,000, more than 300 rooms available for sleeping accommodations;**
2. *At least one bar with permanent seating capacity for more than 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 (Added to NRS by [1991, 1405; A 2013, 3461](#))”*

III. Authorities

- NRS 414 : Emergency Management
- NRS 463.790 : Emergency Response Plans
- 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 <https://www.fema.gov/media-library/assets/documents/25975>.

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

- 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 needs.

Step 3 : Determine Goals & 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 & Approval

- The planning team writes the plan.
- The plan is then distributed to all the stakeholders and departments that 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. Required Plan Contents per NRS 463.790

NRS 463.790 requires the following from Resort Hotels:

1. 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.
2. The emergency response plan required by subsection 1 must include:
 - 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:
 - a) The emergency response coordinator for the resort hotel; and
 - b) The person responsible for ensuring the hotel resort is in compliance with this section;
 - 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.
3. Each resort hotel shall review its emergency response plan at least once each year and, as soon as practicable after the review is completed but not later than **November 1** of each year, file 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:
 - a) Any revised emergency response plan resulting from the review; or
 - b) A written certification that the most recent emergency response plan filed pursuant to this subsection or subsection 1 is the current emergency response plan for the resort hotel.

VII. Plan Formats & 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:

Abbreviated Format

- Cover Page
- Promulgation Statement
- Approvals
- Record of Change
- Table of Contents
 1. Policy Statement
 - a) Purpose
 - b) Policy
 - c) Situation / Threats & Hazards
 - d) Procedures
 - e) Responsibilities
 - f) Emergency Command Post (Required by NRS)
 2. Notification Procedures
 3. Evacuation Procedures (Required by NRS)
 - a) A drawing or description of the internal and external access routes (Required by NRS)
 4. Fire Procedures
 5. Area Isolation / Shelter in Place
 6. Active Shooter Procedures
 7. Identified Threat / Hazard
 8. Identified Threat / Hazard
 9. Identified Threat / Hazard
 10. Identified Threat / Hazard
 11. Identified Threat / Hazard

Traditional Format

- Cover Page
- Promulgation Statement
- Approvals
- Record of Change
- Table of Contents
 1. Base Plan
 - a) Purpose, scope, situation/threats and hazards
 - b) Concept of Operations (The resort's overarching approach to emergency management)
 - c) Organization and Assignment of Responsibilities
 - d) Direction, Control and Coordination
 - e) Information Collection and Analysis
 - f) Communications
 - g) Logistics
 - h) Plan Maintenance
 2. Implementation
 - a) Activation and emergency notification
 - b) Evacuation (Required by NRS)
 - c) Shelter and Protect
 - d) Shelter in Place
 - e) Area Isolation

3. Threat Specific Annex (Based on Threat and Hazard Analysis)
 - a) Active Shooter
 - b) Fire
 - c) Civil Unrest
 - d) Flood
 - e) Earthquake
 - f) Bomb threat
 - g) Mass Casualty
 - h) Infections Disease Outbreak
 - i) Power Outage
 - j) Hazardous Materials Spill
 - k) Water Disruption / Contamination
 - l) Abduction
 - m) Criminal Activity
4. Functional Annexes
 - a) EOC/IC Activation and procedures
 - b) Response Team Identification, Organization, Roles and Responsibilities
 - c) Communication
 - d) Visitor and Staff notification, warning, and information
 - e) Law Enforcement Integration
 - f) Fire Fighting Integration
 - g) Visitor migration to alternate property.
 - h) Visitor Property Return
 - i) Shelter and Mass Care
 - j) Mass Transit
 - k) Maps of each section of property (Required by NRS)
 - i. Evacuation Routes (Required by NRS)
 - ii. Police Access Routes
 - iii. Location of unusually hazardous materials (Required by NRS)
 - iv. Location of Emergency Response Command Posts (Required by NRS)
 - l) Location and Inventory of Emergency Response Equipment and Caches (Required by NRS)
 - m) Telephone numbers /Radio frequencies and names of emergency management coordinator, emergency response teams, emergency response personnel, and property management. (Required by NRS)
5. Adjacent Special Event Area Specific Plan
 - a) Activation and emergency notification
 - b) Evacuation
 - c) Shelter and Protect
 - d) Shelter in Place
 - e) Area Isolation

Fast Implementation Format

- Cover Page
- Promulgation Statement
- Approvals
- Record of Change
- Table of Contents
 1. Fast Implementation
 - a) Introduction and instructions on how to use the plan
 - b) Activation and emergency notification
 - c) Evacuation (Required by NRS)
 - d) Shelter and Protect
 - e) Shelter in Place
 - f) Area Isolation
 2. Base Plan
 - a) Purpose, scope, situation / threats and hazards
 - b) Concept of Operations (The resort's overarching approach to emergency management)
 - c) Organization and Assignment of Responsibilities
 - d) Direction, Control and Coordination
 - e) Information Collection and Analysis
 - f) Communications
 - g) Logistics
 - h) Plan Maintenance
 3. Threat Specific Annex (Based on Threat and Hazards Analysis)
 - a) Active Shooter
 - b) Fire
 - c) Civil Unrest
 - d) Flood
 - e) Earthquake
 - f) Bomb Threat
 - g) Mass Casualty
 - h) Infectious Disease Outbreak
 - i) Power Outage
 - j) Hazardous Materials Spill
 - k) Water Disruption / Contamination
 - l) Abduction
 - m) Criminal Activity
 4. Functional Annexes
 - a) EOC/IC Activation and procedures
 - b) Response Team Identification, Organization, Roles and Responsibilities
 - c) Communication
 - d) Visitor and Staff notification, warning, and information
 - e) Law Enforcement Integration
 - f) Fire Fighting Integration
 - g) Visitor migration to alternate property.
 - h) Visitor Property Return
 - i) Shelter and Mass Care
 - j) Mass Transit
 - k) Maps of each section of property (Required by NRS)
 - i. Evacuation Routes (Required by NRS)
 - ii. Police Access Routes
 - iii. Location of unusually hazardous materials (Required by NRS)
 - iv. Location of Emergency Response Command Posts (Required by NRS)

- l) Location and Inventory of Emergency Response Equipment and Caches (Required by NRS)
 - m) Telephone numbers /Radio frequencies and names of emergency management coordinator, emergency response teams, emergency response personnel, and property management. (Required by NRS)
5. Adjacent Special Events Area Specific Plan
- a) Activation and emergency notification
 - b) Evacuation
 - c) Shelter and protect
 - d) Shelter in place
 - e) Area Isolation

VIII. "Grab & 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 Hotels 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. Review & 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..."

"... Each resort hotel shall review its emergency response plan at least once each year and, as soon as practicable after the review is completed but not later than November 1 of each year, file 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: Any revised emergency response plan resulting from the review; or A written certification that the most recent emergency response plan filed pursuant to this subsection or subsection 1 is the current emergency response plan for the resort hotel."

Submission Requirements:

In accordance with NRS 463.790, each resort hotel must review its response plan at least once per year and no later than November 1 of each year submit its newly revised plan or a written certificate to the Division of Emergency Management, local fire department, and local law enforcement.

Jurisdiction Submission Addresses

Nevada Division of Emergency Management

2478 Fairview Drive
Carson City, NV 89701

NDEMPlanning@dps.state.nv.us

Carson City

Fire

Carson City Fire Dept.
777. S. Stewart St
Carson City, NV 89701

Law Enforcement

Carson City Sheriff's Office
901 E. Musser St
Carson City, NV 89701

Churchill County

Fire

Fallon / Churchill Fire Department
P.O. Box 861
Fallon, NV 89407

Law Enforcement

Churchill County Sheriff's Office
73 N. Maine St
Fallon, NV 89406

City of Fallon Police Dept.
55 W. Williams Ave
Fallon, NV 89406

Clark County

Fire

Clark County Fire Dept.
575 E. Flamingo Rd
Las Vegas, NV 89119

Law Enforcement

Las Vegas Metropolitan Police Dept.
400 S. Martin L. King Blvd.
Las Vegas, NV 89106

Boulder City Fire Dept.
1101 Elm St
Boulder City, NV 89005

Boulder City Police Department
1005 Arizona St
Boulder City, NV 89005

Henderson Fire Dept.
P.O. Box 95050
Henderson, NV 89009

Henderson Police Dept.
P.O. Box 95050
Henderson, NBV 89009

Mesquite Fire & Rescue
10 E. Mesquite Blvd
Mesquite, NV 89027

Mesquite Police Dept.
500 Hillside Drive
Mesquite, NV 89027

North Las Vegas Fire Dept.
4040 Losee Rd.
North Las Vegas, NV 89030

North Las Vegas Police Dept.
2332 Las Vegas Blvd, North, Ste 200
North Las Vegas, NV 89030

Jurisdiction Submission Addresses

Douglas County

Fire	Law Enforcement
East Fork Fire Protection District 1694 County Rd Minden, NV 89423	Douglas County Sheriff's Office P.O. Box 218 Minden, NV 89423
Tahoe-Douglas Fire Protection District 193 Elks Point Rd Zephyr Cove, NV 89448	

Elko County

Fire	Law Enforcement
City of Elko Fire Dept. 911 W. Idaho St Elko, NV 89801	Elko County Sheriff's Office 571 Idaho St Elko, NV 89801
City of Carlin Volunteer Fire Dept. P.O. Box 788 Carlin, NV 89822	City of Elko Police Dept. 1751 College Ave Elko, NV 89801
City of Wells Volunteer Fire Dept. P.O. Box 838 Wells, NV 89835	City of Carlin Police Dept. P.O. Box 969 Carlin, NV 89822
City of West Wendover Fire Dept. P.O. Box 3226 West Wendover, NV 89883	City of West Wendover Police Dept. P.O. Box 2825 West Wendover, NV 89883

Esmeralda County

Fire	Law Enforcement
Goldfield Volunteer Fire Dept. P.O. Box 460 Goldfield, NV 89013	Esmeralda County Sheriff's Office P.O. Box 250 Goldfield, NV 89013

Eureka County

Fire	Law Enforcement
Crescent Valley Volunteer Fire Dept. P.O. Box 211098 Crescent Valley, NV 89821	Eureka County Sheriff's Office P.O. Box 736 Eureka, NV 89316

Jurisdiction Submission Addresses

Humboldt County

Fire	Law Enforcement
McDermitt Fire Protection District P.O. Box 36 McDermitt, NV 89421	Humboldt County Sheriff's Office 50 West Fifth St Winnemucca, NV 89445
Winnemucca Volunteer Fire Dept. P.O. Box 1430 Winnemucca, NV 89446	City of Winnemucca Police Dept. 90 West Fourth St Winnemucca, NV 89445

Lander County

Fire	Law Enforcement
Battle Mountain Volunteer Fire Dept. 25 E. Second St Battle Mountain, NV 89820	Lander County Sheriff's Office 2 NV-305 Battle Mountain, NV 89820

Lincoln County

Fire	Law Enforcement
Panaca Fire Dept. P.O. Box 323 Panaca, NV 89042	Lincoln County Sheriff's Office P.O. Box 570 Pioche, NV 89043
Pioche Volunteer Fire Dept. P.O. Box 505 Pioche, NV 89043	

Lyon County

Fire	Law Enforcement
Central Lyon County Fire District 231 Corral Dr Dayton, NV 89403	Lyon County Sheriff's Office 911 Harvey Way #1 Yerington, NV 89447
North Lyon County Fire Protection District 195 E Main St Fernley, NV 89408	
Mason Valley Fire Protection District 118 S. Main St Yerington, NV 89447	

Jurisdiction Submission Addresses

Mineral County

Fire	Law Enforcement
Mineral County Fire Dept. P.O. Box 1095 Hawthorne, NV 89415	Mineral County Sheriff's Office 105 A St Hawthorne, NV 89415

Nye County

Fire	Law Enforcement
Pahrump Valley Fire Dept. 300 N Hwy 160 Pahrump, NV 89041	Nye County Sheriff's Office P.O. Box 153 Tonopah, NV 89049
Tonopah Fire Dept. P.O. Box 1128 Tonopah, NV 89049	

Pershing County

Fire	Law Enforcement
Lovelock Volunteer Fire Dept. P.O. Box 336 Lovelock, NV 89419	Pershing County Sheriff's Office P.O. Box 498 Lovelock, NV 89419

Storey County

Fire	Law Enforcement
Storey County Fire Dept. P.O. Box 603 Virginia City, NV 89440	Storey County Sheriff's Office P.O. Box 498 Virginia City, NV 89440

Washoe County

Fire	Law Enforcement
Truckee Meadows Fire Protection District P.O. Box 1130 Reno, NV 89512	Washoe County Sheriff's Office 911 Parr Blvd Reno, NV 89512
Reno Fire Dept. P.O. Box 1900 Reno, NV 89505	Reno Police Dept. 455 E. Second St Reno, NV 89501
City of Sparks Fire Dept. 1605 Victorian Ave Sparks, NV 89431	Sparks Police Dept. 1701 E. Prater Way Sparks, NV 89434
North Lake Tahoe Fire Protection District 866 Oriole Way Incline Village, NV 89451	

Jurisdiction Submission Addresses

White Pine County

Fire

Ely Volunteer Fire Dept.
1780 Great Basin Blvd
Ely, NV 89301

Law Enforcement

White Pine County Sheriff's Office
1785 Great Basin Blvd
Ely, NV 89301

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 the staff is 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

AAR / IP	After Action Report / Improvement Plan
CPG 101	Comprehensive Planning Guide 101
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

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Annex A

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 needs.

Threats & Hazards Analysis Instructions

Step 1

Identify Potential Threats & Hazards

What threat and hazards could interrupt Mission Essential Function (MEF) performance (e.g. earthquake, flood, wildfire, hazmat, civil disturbance, severe storm, terrorist attack, cyber, etc.)

Step 2

Identify Threat & Hazard Characteristics

What are the characteristics of the potential threats or hazards?

Step 3

Estimate Likelihood of Threat or Hazard Occurrence

Based on a numerical scale of 1 to 10, what is the likelihood each threat or hazard could occur and affect MEF performance?

Step 4

Evaluate MEF Vulnerability to Each Threat or Hazard

Based on a numerical scale of 1 to 10, how susceptible is the MEF to failure due to each threat or hazard

Step 5

Estimate Overall Impact if MEF Failure Occurs

Based on a numerical scale of 1 to 10, how significant is the impact if the MEF cannot be performed?

Step 6

Estimate Overall Impact if MEF Failure Occurs

Based on the likelihood, vulnerability and impact of the threat or hazard, what is the risk value for the MEF?

Business Impact Analysis Worksheet: Threats & Hazards

Entry #	Threat / Hazard (Examples)	Threat / Hazard Characteristics	Threat / Hazard Likelihood (0-10)	MEF Vulnerability (0-10)	MEF Failure Impact (1-10)	MEF Risk Value (0-30)
1	Fire					
2	Infectious Diseases Outbreak					
3	Earthquake					
4	Active Shooter					
5	Flood					
6	Severe Winter Storm					
7	Bomb Threat					
8	Cyber Attack					
9	Riot					
10	Hazardous Materials Spill					
11	Power Outage					
12	Water Disruption / Contamination					

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Annex B - Annual Certification Matrix

Resort Name: _____

Address: _____

Name & Contact of Preparer: _____

Signature: _____ Date: _____

NRS 463.790 Compliance Standard		Page or Section	Notes
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 & inventory of emergency response equipment and resources		
d)	The location of any unusually hazardous substances		
e)	The name and telephone number of: 1. The emergency response coordinator for the resort hotel; and 2. The person responsible for ensuring that the resort hotel is in compliance with this section;		
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		

Date Certification or Revised Plan Submitted to Division of Emergency Management: _____

Date Certification or Revised Plan Submitted to local fire department: _____

Date Certification or Revised Plan Submitted to local law enforcement: _____

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Annex C - Emergency Response Plan Development & Review Checklist (Abbreviated Plan)

(Items highlighted in red and italicized indicate compliance standards required under NRS 463.790)

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.	
2. Basic Plan	Provides an overview of the Resort Hotel emergency management / response program and the ability of the Resort Hotel to prepare for, respond to, and recover from emergencies and disasters.	
It is recommended that the plan should include:		
Page #		Name of the Property(s)
Page #		Name of the Plan (Emergency Response Plan)
Page #		A Date of Last Revision
3. Table of Contents & Record of Changes	An outline of the plan's format, key sections, attachments, charts, etc.	
It is recommended that the plan should include:		
Page #		A table of contents that lists / identifies the major sections / chapters and/or key elements of the plan
Page #		<i>Include a Record of Changes *</i>
4. 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:		
Page #		The plans Promulgation Statement, signed by the resort hotel's Chief Executive Officer.
Comments:		
I. Purpose	This explains the plan's intent, who it involves, and what it was developed.	
It is recommended that the plan should describe:		
Page #		The purpose for developing and maintaining the ERP
Page #		What types of incidents and under what conditions the plan will be activated
Page #		Who has the authority to activate the plan

** Annual reviews and changes should be documented here and the date the revised plan or certification of review is submitted to the Division of Emergency Management, local fire department and local law enforcement.*

Annex C - Emergency Response Plan Development & Review Checklist (Abbreviated Plan)

(Items highlighted in red and italicized indicate compliance standards required under NRS 463.790)

II. Policy		Provides an overview of the resort hotel's overall approach to emergency management
It is recommended that the plan should describe:		
Page #		The resort hotel's overall objectives to emergency management
Page #		The incident command arrangements from the initial response to the establishment of the Emergency Command Post (ECP)
Page #		<i>The Organization Structure for the resort hotel and how it will be implemented</i>
Page #		<i>Designate a resort hotel emergency response coordinator and include their contact information</i>
III. Responsibilities		Provides an overview of the key functions and procedures that resort hotels will accomplish during an emergency.
It is recommended that the plan should:		
Page #		Describe the emergency responsibilities of the chief executive and other members of the executive staff.
Page #		Outline the role and responsibilities of the Safety Manager/Emergency Manager.
Page #		Outline the role and responsibilities of the Facilities Manager
Page #		Outline the role and responsibilities of the Director of Security
Page #		Describe the common emergency management responsibilities for all Directors and Managers
Page #		Describe the common emergency management responsibilities for all other staff members
IV. Emergency Command Post		<i>Provides a description of the emergency command post, which details its purpose and lists the personnel expected to staff the emergency command post.</i>
It is recommended that the plan should:		
Page #		The plans Promulgation Statement, signed by the resort hotel's Chief Executive Officer.
Page #		List the positions that are expected to staff the emergency command post and their expected roles
Page #		<i>Provide a location of the Emergency Command Post and any alternate command posts that are identified</i>

Annex C - Emergency Response Plan Development & Review Checklist (Abbreviated Plan)

(Items highlighted in red and italicized indicate compliance standards required under NRS 463.790)

Emergency Procedure 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:		
Page #		Detail the procedures for notification of key staff that an emergency exists
Page #		Detail the procedures for the notification of emergency services
Page #		<i>Detail the procedures for alerting resort hotel staff and visitors of the presence of emergencies</i>
Page #		Detail the responsibilities of staff members required to perform the notification process
Page #		Provide a list of emergency numbers
Annex B: Evacuation	<i>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</i>	
It is recommended that the plan should:		
Page #		Detail the key personnel who have the authority to order an evacuation
Page #		Detail the procedures for the notification of the need to evacuate for resort hotel visitors and staff
Page #		Detail the departmental responsibilities during an evacuation
Page #		Detail the evacuation routes and designated congregation areas
Page #		Detail the procedures for notifying emergency services
Page #		<i>Provide a drawing or description of the internal and external access routes</i>
Annex C: Fire	<i>Provides a description of the response procedures in the event of a fire in the resort hotel</i>	
It is recommended that the plan should:		
Page #		Detail the general procedures for a fire response
Page #		Detail the procedures for the notification of the need to evacuate for resort hotel visitors and staff
Page #		Detail the procedures for notifying emergency services
Page #		Detail the location of key fire sprinkler and fire pump infrastructure

Annex C - Emergency Response Plan Development & Review Checklist (Abbreviated Plan)

(Items highlighted in red and italicized indicate compliance standards required under NRS 463.790)

Annex D: Isolation / Shelter in Place		Provides a description of the 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:		
Page #		Detail the circumstances when isolation/shelter in place is necessary
Page #		Detail the decision points for evacuation versus isolation/shelter in place
Page #		Detail the general procedures for an isolation/shelter in place response
Page #		Detail the procedures for the notification of the need to isolate/shelter in place for resort hotel visitors and staff
Page #		Detail areas where effective isolation/shelter in place can take place
Page #		Provide a map of areas that can effectively be isolated
Page #		Detail the procedures for notifying emergency services
Annex E: Active Shooter		Provides a description of the procedures in the event of an active shooter on or near the property
It is recommended that the plan should:		
Page #		Detail the general procedures for active shooter
Page #		Detail the decision points for evacuation versus isolation/shelter in place
Page #		Detail the procedures for notifying emergency services
Page #		Detail the procedures for the notification of the need to isolate/shelter in place for resort hotel visitors and staff
Annex F: Infectious Disease Outbreak		Provides a description of the response procedures in the event of an outbreak in the resort hotel
Page #		Detail the general procedures for an infectious disease outbreak
Page #		Detail the procedures for notifying public health officials
Page #		Detail the procedures for the notification of the need to isolate for potentially exposed resort hotel visitors and staff
Annex G: Property Maps		<i>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.</i>
Annex H: Inventory of Response Equipment and Resources		<i>Provide an inventory with location of emergency response equipment and resources.</i>
Annex I: Public Health & Safety Hazards		<i>Provide a description of any public health or safety hazards present on site.</i>
Annex J: Hazardous Substances		<i>Provide the location of any unusually hazardous substances.</i>

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
- Power Outage
- Hazardous Materials Spill
- Water Disruption / Contamination
- Abduction
- Criminal Activity
- Any Others Identified as a Concern