



# Nevada Resort Hotel Emergency Response Plan Guide

Nevada Office of Emergency Management

Version 7

Mar 2025

## Foreword

Nevada’s economy thrives on our world-renowned tourism industry, making the safety of our visitors as vital as that of our residents. This guide is designed to assist Resort hotel and other stakeholders in identifying best practices for developing comprehensive emergency response plans. This guide is designed to assist Resort hotel and other stakeholders prepare for, respond to, and recover from emergencies by identifying best practices for developing comprehensive emergency response plans resulting in a more resilient Nevada.

Originally created by a task force representing the casino industry, emergency management, and public safety professionals, this guide has been updated by the Office of Emergency Management and Homeland Security (NV OEM) to reflect evolving conditions. We encourage feedback to improve this resource and enhance our support for local and private partners. The guide distinguishes statutory requirements from recommended best practices to aid in compliance and implementation.

Resort hotel emergency response plans are mandated under [NRS 463.790](#). The Office of Emergency Management provides guidance on plan development in coordination with local officials, securely collects and stores the plans annually, and reports compliance to the Gaming Control Board. We value the partnerships that protect our visitors and residents and aim to strengthen these collaborative efforts over time.

Additional resources for effective emergency management and homeland security planning are available on our website at [oem.nv.gov](http://oem.nv.gov). Nevada faces diverse risks, including wildland fires, floods, droughts, earthquakes, and pandemics. Building Nevada’s resilience requires collaboration and partnerships. Initiatives like this guide contribute to that goal.

Thank you for your dedication to this critical work. Please reach out with any partnership or collaboration considerations to help us improve building a more resilient Nevada for its communities and visitors.

Brett Compston  
Nevada’s Emergency Manager and Homeland Security Chief

**DOCUMENT CHANGE CONTROL**

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Name</b>
2	July, 2019	Review and update to include new regulations as amended by SB69 to NRS 463.790	B. Elliott
3	July, 2020	Review and update	B. Elliott
4	August, 2020	Review & update to include recommendation of infectious disease outbreak annex for plans	M. Williams
5	August, 2022	Review and update	S. Luce
5.01	September, 2022	Update heading numbered list format and table of contents	S. Luce
6	July, 2023	Review and update to include Community Lifelines	H. Lafferty, L. Downey, R. Graves
7	December, 2025	Base SOG updated with technical writing	R. Graves, S. Grennan, T. Pittman

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<b>Framework Title:</b>	<b>Nevada Resort hotel Emergency Response</b>		
<b>Portfolio(s), Program(s), and/or Position(s):</b>	<b>Preparedness Portfolio, Planning Program</b>		
<b>Date of Portfolio Manager's Review:</b>		<b>Portfolio Manager Signature:</b>	
<b>Senior Deputy Attorney General (DAG) Date of Review:</b>		<b>Senior DAG Signature:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>	
<b>Date of Next Review:</b>		<b>Date of Next Revision:</b>	

## I. Overview

This guide clarifies minimum statutory requirements and recommends planning, training, and exercise components that support effective collaboration, protect employees and the public, and reduce the impacts of emergencies and disasters.

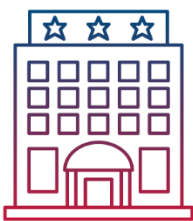
It is not a prescriptive template. Many resorts already maintain strong, tailored plans. This guide reinforces those efforts—providing a baseline for compliance, consistency, and continuous improvement.

Pursuant to [NRS 463.790](#), the Nevada Resort Hotel Emergency Response Plan (ERP) Guide provides clear, practical direction for developing and maintaining comprehensive, all-hazards ERPs.

In February 2018, the Chief of the Nevada Office of Emergency Management established the Resort Planning Task Force to strengthen statutory compliance and enhance coordination between resort hotels and first responder agencies.

### Scope

This guide applies to resort hotels as defined by [NRS 463.01865](#) and local emergency response authorities that may respond to a resort hotels during an emergency.



**"Resort hotel"  
defined by  
NRS 463.01865**



A building or group of buildings



Within a: County w/ population of 700,000+ and >200 rooms **-OR-** County w/ population of 100,000 but <700,000, and >300 rooms



At least 1 bar with > 30 patron seating capacity serving alcoholic beverages by the drink



At least 1 restaurant > 60 patron seating capacity that is open 24/7



A gaming area

## Authorities

- [NRS 414](#): Emergency Management
- [NRS 463.790](#): Resort hotel required to maintain plan; contents; annual review; confidentiality.
- State Comprehensive Emergency Management Plan (SCEMP)
- [Comprehensive Preparedness Guide \(CPG\) 101](#) - Developing and Maintaining Emergency Operations Plans (2025)
- [CPG 201](#) - Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide (2018)
- [HSEEP](#) – Homeland Security Exercise and Evaluation Program (2020)

## NRS 463.790 Requirements Summary

Pursuant to [NRS 463.790](#), Resort hotels must comply with the emergency response planning requirements established in Nevada law. The following summarizes the required actions for resort hotels.

### EMERGENCY RESPONSE PLAN (ERP) REQUIREMENT

Each resort hotel must adopt and maintain an Emergency Response Plan (ERP).

Any new or revised ERP must be filed within three (3) days after adoption or revision with:

- Each local fire department whose jurisdiction includes the resort hotel
- The local law enforcement agency whose jurisdiction includes the resort hotel
- The Office of Emergency Management (OEM)

### REQUIRED ERP CONTENTS

The ERP must include the following information:

#### Facility layout

- A drawing or map showing the layout of all buildings, areas, and grounds associated with the resort hotel and its support systems
- A brief description of the purpose or use of each area

#### Access routes

- Drawings or descriptions of internal and external access routes

#### Emergency equipment and resources

- Location and inventory of emergency response equipment and resources

#### Hazardous substances

- Location of any unusually hazardous substances

#### Key contacts

- Name and telephone number of:
  - The resort hotel emergency response coordinator
  - The person responsible for ensuring compliance with the ERP requirements

### **Command post locations**

- Location of one or more site emergency response command posts

### **Special response equipment**

- Description of any special equipment required to respond to an emergency at the resort hotel

### **Evacuation plan**

### **Public health or safety hazards**

- Description of any hazards present on the site

### **Additional information**

- Any additional information requested by:
  - Local fire departments
  - Local law enforcement agencies
  - The Nevada Office of Emergency Management

### **ANNUAL ERP REVIEW**

Each resort hotel must review its ERP at least once each year.

After completing the review, and no later than November 1 of each year, the resort hotel must submit to the same agencies listed above:

- Any revised ERP, or
- A written certification stating that the most recently filed ERP remains current.

### **CONFIDENTIALITY OF ERP**

ERPs submitted under this requirement are confidential and must be securely maintained by the agencies with whom they are filed.

Disclosure of the plan is limited to:

- A lawful court order, or
- Situations where disclosure is reasonably necessary during an emergency involving public health or safety.

### **RESORT HOTEL LISTS**

If the **Gaming Control Board** maintains a list of resort hotels, the Board must provide the list to the Office of Emergency Management upon request for purposes of this requirement.

### **DEFINITION OF LOCAL LAW ENFORCEMENT AGENCY**

For the purposes of this requirement, a local law enforcement agency may include:

- A county sheriff's office
- A metropolitan police department
- A police department of an incorporated city

## Application of this Guide

This guide applies to resort hotels required to maintain an Emergency Response Plan (ERP) pursuant to Nevada law. Resort hotels subject to these requirements must develop, maintain, review, and submit ERPs in accordance with [NRS 463.790](#).

The planning guidance, examples, and templates provided in this document are not statutory requirements. They are offered by NV OEM as recommended practices to assist resort hotels in developing and maintaining ERPs and are informed by principles from the National Preparedness Frameworks developed by FEMA and DHS.

## II. Emergency Planning Foundations

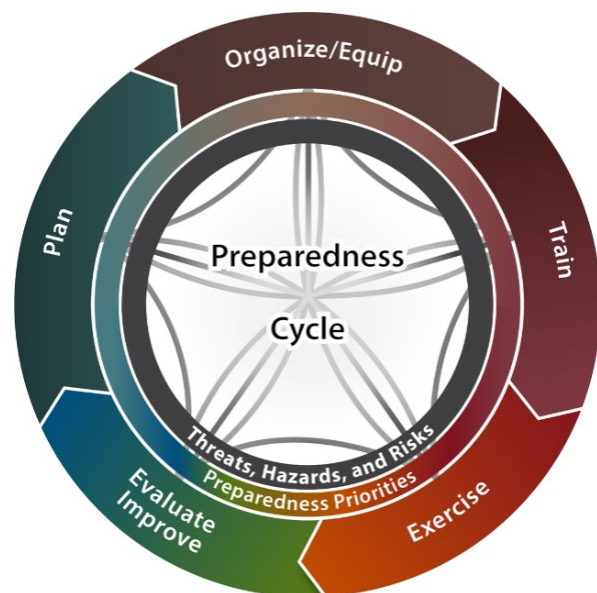
NV OEM recommends each resort hotel implement an Integrated Preparedness Cycle and adopt a continuous POETE process—Planning, Organization, Equipment, Training, and Exercises, leading to improving the plans and reinitiating the cycle. A structured cycle ensures regular review of evolving threats, hazards, and risks—and keeps plans actionable, tested, and current.

### Integrated Preparedness Cycle

The Cycle incorporates:

- Ongoing assessment of threats, hazards, and risks
- Development and update of plans
- Implementation of corrective actions from identified gaps or shortfalls

Preparedness priorities are established to ensure required elements are addressed and aligned with risk. The cycle provides a consistent, defensible framework to support decision-making, guide resource allocation, and measure progress toward building, sustaining, and delivering capabilities based on the resort hotel's risk profile.



POETE Areas	
<b>P</b> lanning	Development of policies, plans, procedures, mutual aid agreements, strategies, and other publications; also involves the collection and analysis of intelligence and information
<b>O</b> rganization	Individual teams, an overall organizational structure, and leadership at each level in the structure
<b>E</b> quipment	Equipment, supplies, and systems that comply with relevant standards
<b>T</b> raining	Content and methods of delivery that comply with relevant training standards
<b>E</b> xercises	Exercises and actual incidents that provide an opportunity to demonstrate, evaluate, and improve the ability of core capabilities to perform assigned missions and tasks to standards

#### HOW IT BEGINS

Property leadership—in coordination with whole community stakeholders—identifies multi-year preparedness priorities grounded in relevant threats, hazards, and risks, with emphasis on life safety and business continuity.

NV OEM recommends use of the FEMA Homeland Security Exercise and Evaluation Program (HSEEP) [Program Management Templates](#) to support Integrated Preparedness Cycle activities.

#### Threat, Hazard, and Risk Assessment

Resort hotels host large and diverse populations and must prepare for a wide range of emergencies including natural hazards, technological incidents, and security threats. Effective emergency planning begins with a structured assessment of potential threats and hazards and their likely impacts on resort operations. Resort hotels may use any assessment methodology or commercial tool appropriate to their operational environment and business needs to accomplish an assessment.

Emergency planners should evaluate risks using both:

- Hazard-based planning--examines specific hazards such as fire, earthquake, or criminal acts
- Impact-based planning-- which evaluates the operational consequences those hazards may create.

This approach aligns with national preparedness practices used by government agencies through the [FEMA Comprehensive Preparedness Guide \(CPG\) 201: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review \(SPR\)](#).

Rather than focusing only on the initiating hazard, planners should consider the effects the incident may produce, such as:

- Mass evacuation
- Medical surge
- Power disruption
- Communication failure
- Guest accountability challenges
- Supply disruptions

By evaluating impacts, resort hotels can develop capabilities that apply across multiple scenarios.

### **Recommended Risk Assessment Steps**

1. Identify hazards relevant to the resort location.
2. Assess the likelihood of each hazard occurring.
3. Evaluate potential impacts on guests, staff, infrastructure, and operations.
4. Identify operational challenges that would result from these impacts.
5. Determine capabilities required to manage those challenges.

Example impacts include:

<b>Hazard</b>	<b>Possible Operational Impact</b>
Earthquake	Structural damage, evacuation, mass casualty
Fire	Building evacuation, smoke migration
Active assailant	Law enforcement response, lockdown
Power outage	Loss of elevators, lighting, and IT systems

A sample risk assessment worksheet is provided in [Annex A](#).

### **POETE Capability Gaps Identification**

Regardless of the process selected, the assessment serves as the foundation for identifying POETE capability gaps. An example of POETE Capability Gap Identification can be found within [Annex B](#).

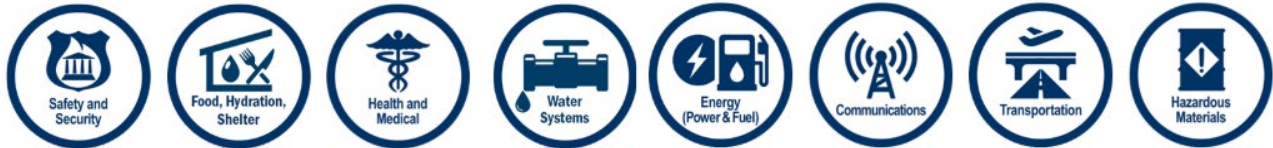
Assessment findings and gap analysis should then inform:

- Preparedness activity priorities
- Development of an Integrated Preparedness Plan (IPP)
- Creation of a multi-year preparedness activity schedule

Risk should inform the priorities and priorities should drive preparedness actions.

## Community Lifelines

Community Lifelines are the essential services that sustain critical government and business operations, and protect human health, safety, and economic stability. During emergencies, emergency managers focus on restoring these critical services. Used by federal, state, and local emergency management agencies, community lifelines allow for immediate assessment of lifeline status to support stabilization. FEMA offers the [Community Lifelines Implementation Toolkit](#).



The Community Lifelines are:

- **Safety and Security:** Includes law enforcement, fire service, search and rescue, government, and community safety services.
- **Food, Hydration, Shelter:** Includes services responsible for providing food, hydration, shelter, and maintaining agriculture during a disaster.
- **Health and Medical:** Includes medical care, public health, patient movement, medical supply chain management, and fatality management services.
- **Water Systems:** Includes potable/drinking water and wastewater/water pollution control systems
- **Energy:** Includes power grid and fuel services.
- **Communications:** Includes infrastructure, responder communications, finance, 911 and dispatch, alerts, warnings, and messages.
- **Transportation:** Includes highway/roadway/motor vehicle, mass transit, railway, aviation, and maritime services.
- **Hazardous Materials:** Includes facilities, hazardous material (HAZMAT) services, and pollutant management and contaminant services.

Resort hotels play a significant role in supporting several of these lifelines.

Lifeline	Resort Contribution
Safety and Security	On-site security, coordination with law enforcement
Food, Water, Shelter	Housing and feeding large guest populations
Health and Medical	Initial medical response and EMS coordination
Communications	Providing emergency information to guests
Transportation	Managing evacuation routes and staging

## COMMUNITY LIFELINES PLANNING CONSIDERATIONS

Resorts should consider how disruptions to lifelines could affect operations:

- Loss of electrical power
- Water system disruption
- Communication network outages
- Transportation route closures

Planning should include procedures to maintain essential services for guests and staff during these disruptions.

### Access and Functional Needs (AFN)--Best Practices

Incorporating the needs of people with access and functional needs into all phases of prevention, mitigation, protection, response, and recovery programs is an institutional standard and ensures every Nevadan is considered. This approach is based on FEMA's whole community principles. Identifying and addressing functional needs through the C-MIST refers to Communication, Maintaining Health, Independence, Safety/Support Services/Self-Determination, and Transportation.

During emergencies, individuals are better able to maintain health, safety, and independence when physical and programmatic access, auxiliary aids and services, integration, and effective communication are provided. Accommodations may be required in one or more C-MIST functional area to ensure equitable access to emergency preparedness programs and services.



### C = Communication

Ensure access to information through American Sign Language (ASL), Limited English Proficiency (LEP), braille, or other auxiliary aids and technology. to communicate or navigate their surroundings. They may be unable to hear announcements, see signs, comprehend communications, or articulate their problems.

**M = Maintaining Health**

A disaster or public health emergency may necessitate specific medications, supplies, services, DME, electricity for life-sustaining equipment, breastfeeding and infant/childcare, or nutrition to mitigate the negative health effects. Those at risk who are identified and screened early, and whose functional independence needs are met within the first 48 hours, can avoid costly health complications and/or hospitalization. Maintaining functional independence may necessitate replacement of essential blood pressure medications, seizures, diabetes, psychiatric disorders, lost or damaged teeth, mobility equipment, other assistive devices (wheelchairs, walkers, scooters, and canes), and necessary consumables. This includes individuals who are unable to provide for themselves or who lack adequate resources.

**I = Independence**

When relocating individuals with disabilities to shelters, medical care settings and when discharging them home or into the community, it is essential to ensure continuity of access. This includes necessary mobility devices or assistive technology, vision and communication aids, and service animals that help the individual maintain independence. Maintaining independence means individuals are not separated from their mobility devices, assistive technology, service animals, or primary support person.

**S = Support**

Early detection and planning for Access and Functional Needs (AFNs) can lessen the negative effects of a public health emergency on the autonomy and well-being of individuals. Some individuals may have lost caregiver assistance during a hospital stay and require additional support following discharge; others may find it difficult to adapt to a new or unfamiliar environment or have trouble understanding or remembering; and still others may have suffered trauma or be victims of abuse.

**T = Transport**

Individuals may lack access to personal transportation or be unable to operate a motor vehicle due to decreased or impaired mobility. In some places, disasters and public health situations can dramatically decrease transportation alternatives. This makes it difficult to obtain services and remain connected. Coordination with mass transit and accessible transportation service providers is required for disaster preparation.

<b>C-MIST ATTACHMENT TABLE</b>
<b>COMMUNICATIONS:</b>
<i>ACTIONS ITEMS:</i>
SOCIAL MEDIA (Website, Twitter, Facebook, Really Simple Syndication (RSS), etc.)
OTHER MEDIA (T.V., Radio, Flyers, Newspapers, Loudspeakers)
SIGNS (Language other than English, Cartoon, Brail, Low eye site,)
ALERTS (Voice message, Alerts for hearing impaired, Alerts for visually impaired, Alerts for cognitively impaired, foreign language)
DIRECTIONS (Where to go, where not to go, Traffic, Weather, Screening forms (all forms at POD in language other than English available))
<b>MAINTAINING HEALTH:</b>
<i>ACTION ITEMS:</i>
ITEMS PEOPLE MAY ALREADY HAVE (Syringes, Prescription medications, Glasses, Batteries, OTC medications, Gauze and Band Aids, BP machine, disposable medical equipment, Caregiver support)
ITEMS PEOPLE MAY NEED (Syringes, Prescription medications, Over the Counter (OTC) medications, Emergency equipment, Saline bags, disposable medical equipment, Caregiver support)
MISCELLANEOUS (Access to medical professionals, Access to medications, Access to sanitation, Access to medical records and information, Gurneys, Surgical suite, Defibrillator, Vital sign equipment)
<b>INDEPENDENCE:</b>
<i>ACTION ITEMS:</i>
ITEMS PEOPLE MAY ALREADY HAVE (Wheelchairs, Walkers, Motorized wheelchairs, Transportation, Internet and computer access, Catheters and other disposable medical equipment, Caregivers)
ITEMS PEOPLE MAY NEED (Wheelchairs, Walkers, Transportation, Catheters, and other disposable medical equipment)
MISCELLANEOUS (Access to facilities that are Americans with Disabilities Act (ADA) compliant, Access to medical professionals, Access to medications, Access to medical information)
<b>SAFETY AND SELF DETERMINATION</b>
<i>ACTION ITEMS:</i>
Family reunification
Access to caregivers
Access to psychiatric services
Access to legal counsel and documents
Access to monetary assistance plans
Security and other law enforcement
Access to counseling

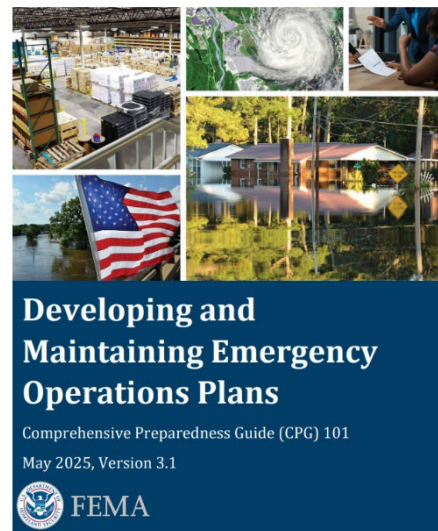
TRANSPORTATION
<i>ACTION ITEMS:</i>
Cars
Vans
Busses
Ride sharing services
Light rail
Taxi
Bike
Emergency transportation (ambulance, police cars, fire trucks)
Helicopter
Airplanes
Transportation costs

### III. Resort Emergency Response Plan Development

[FEMA’s CPG 101: Developing and Maintaining Emergency Operations Plans \(2025\)](#) provides guidance for risk-informed planning. Effective planning produces integrated, coordinated, and synchronized all-hazards emergency operations plans (EOPs). CPG 101:

- Establishes a common planning framework across all phases of emergency management.
- Supports all mission areas
- Emphasizes whole community engagement
- Aligns capabilities to identified risks

Plans must reflect the resort hotel’s specific risks, resources, and operational realities.



## The

### Planning Process

Resort hotels may adapt the following five-step process to fit organizational structure and operational needs. At each step, consider impacts to training, exercises, equipment, and other preparedness requirements.



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

- Corporate leadership designates and sponsors the planning effort.
- Establish a multidisciplinary planning team.
- Engage external partners who may support response (i.e. local law enforcement, fire, transportation, cooperating properties).

### **Step 2: Understand the Situation**

- Conduct a threats and hazards assessment.
- Identify vulnerabilities and capability gaps.
- Select assessment tools appropriate to the property's needs (see Annex A example).

### **Step 3: Determine Goals and Objectives**

- Translate risk into clear, measurable goals.
- Identify tasks, tactics, and required resources.

### **Step 4: Plan Development**

- Generate and evaluate response alternatives.
- Define operational tasks by answering:
  - What action must occur?
  - Who is responsible?
  - When does it occur?
  - What precedes and follows it?
  - What resources are required?

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

- Draft the plan.
- Circulate for stakeholder review and revision.
- Submit for leadership approval and promulgation.

## Step 6: Plan Implementation and maintenance

- Train personnel on roles and responsibilities.
- Exercise the plan to validate assumptions and capabilities
- Track corrective actions and integrate improvements.
- Establish a review cycle and update schedule.
- Ensure controlled distribution and version management.

## Coordination with Local Emergency Management

Resort hotels are critical partners in community emergency preparedness. Coordination with local emergency management and public safety agencies strengthens response capabilities and improves situational awareness during major incidents.

Resorts are encouraged to:

- Share emergency plans with local emergency management offices
- Participate in community emergency planning meetings
- Invite local responders to tour resort facilities
- Participate in emergency exercises when possible

This coordination helps ensure that emergency responders understand resort layouts, evacuation routes, and operational procedures.

## Resort ERP Format and Contents

Resort hotel ERPs should be:

- Risk-based
- Flexible and scalable
- Implementable from the bottom up
- Clear and understandable at all organizational levels

Effective plans are action-oriented, concise, and focused on protecting visitors and employees.

### EXAMPLE FORMATS

The following section provides three example plan formats. These options are intended to support practical development based on organizational needs—not to limit innovation or customization.

ABBREVIATED FORMAT	
	Cover Page Promulgation Statement Approvals Record of Change Table of Contents
1.	<b>Policy Statement</b> <ul style="list-style-type: none"><li>a. Purpose</li><li>b. Policy</li><li>c. Situation/Threats and Hazards</li></ul>

<ul style="list-style-type: none"> <li>d. Procedures</li> <li>e. Responsibilities</li> <li>f. Emergency Command Post <b>(Required by NRS)</b></li> </ul> <ol style="list-style-type: none"> <li>2. Notification Procedures <b>(Required by NRS)</b></li> <li>3. Evacuation Procedures <b>(Required by NRS)</b> <ul style="list-style-type: none"> <li>a. A drawing or description of the internal and external access routes <b>(Required by NRS)</b></li> </ul> </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>
<p><b>Annexes</b></p> <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 <b>(Required by NRS)</b></li> <li>B. Location and inventory of emergency response equipment and resources <b>(Required by NRS)</b></li> <li>C. A description of any public health or safety hazards presents on the site <b>(Required by NRS)</b></li> <li>D. The location of any unusually hazardous substances</li> </ol>

TRADITIONAL FORMAT
<ul style="list-style-type: none"> <li>Cover Page</li> <li>Promulgation Statement</li> <li>Approvals</li> <li>Record of Change</li> <li>Table of Contents</li> </ul>
<ol style="list-style-type: none"> <li><b>1. Base Plan</b> <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> </li> </ol>
<ol style="list-style-type: none"> <li><b>2. Implementation</b> <ul style="list-style-type: none"> <li>a. Activation and emergency notification</li> <li>b. Evacuation <b>(Required by NRS)</b></li> <li>c. Shelter and Protect</li> <li>d. Shelter in Place</li> <li>e. Area Isolation</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li><b>3. Threat Specific Annex (Based on Threat and Hazard Analysis)</b> <ul style="list-style-type: none"> <li>a. Active Shooter</li> </ul> </li> </ol>

- b. Fire
- c. Civil Unrest
- d. Flood
- e. Earthquake
- f. Bomb threat
- g. Mass Casualty
- h. Communicable Disease/ Mass Illness (including COVID-19 and novel virus procedures)
- 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
- m. Telephone numbers /Radio frequencies and names of emergency management coordinator, emergency response teams, emergency response personnel, and property management. **(Required by NRS)**

**5. Support Plan Annex**

- 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**

<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 <b>(Required by NRS)</b></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 (including COVID-19 and novel virus procedures)</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 <b>(Required by NRS)</b> <ul style="list-style-type: none"> <li>i. Evacuation Routes <b>(Required by NRS)</b></li> <li>ii. Police Access Routes <b>(Required by NRS)</b></li> <li>iii. Location of unusually hazardous materials <b>(Required by NRS)</b></li> <li>iv. Location of Emergency Response Command Posts</li> </ul> </li> <li>l. Location and Inventory of Emergency Response Equipment and Caches <b>(Required by NRS)</b></li> <li>m. Telephone numbers/Radio frequencies and names of emergency management coordinator, emergency response teams, emergency response personnel, and property management <b>(Required by NRS)</b></li> </ul>

<p><b>5. Support Plan Annex</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>
---

## IV. Organization Guidance and Best Practices

It is recommended by NV OEM though not required by NRS 463.790 that the resort hotels adopt the National Incident Management System (NIMS) to organize an Incident Management Team (IMT).

An IMT is a rostered group of personnel trained in the Incident Command System (ICS). The team typically includes an Incident Commander, Command and General Staff, and personnel assigned to designated ICS leadership positions.

This structure enables coordinated, on-scene incident management by integrating facilities, equipment, personnel, procedures, and communications across business units under a common organizational structure.



Adoption of the NIMS and the ICS enhances a resort hotel’s ability to coordinate and collaborate during response operations with government agencies, nongovernmental organizations, and private-sector partners.

NIMS provides a common vocabulary, standardized systems, and established processes that enable whole community stakeholders to work together effectively during incidents.

Benefits in adopting NIMS include:

- A standardized, scalable, and flexible structure approach
- Improved interoperability among agencies, organizations, and jurisdictions.
- Comprehensive all-hazards preparedness.
- More efficient resource coordination
- Integration of best practices and lessons learned for continuous improvement

NV OEM recommends, though not required by NRS 463.790, that resort hotels establish and staff an Emergency Operations Center (EOC).

An EOC is distinct from an on-scene Incident Command Post (ICP):

- ICP: Tactical, on-scene incident management led by the IMT
- EOC: Off-scene coordination structure that supports incident objectives through resource prioritization, policy direction, and executive decision making

A primary EOC function is to coordinate information and decision-making among the IMT, business continuity team, crisis communications team, and executive leadership.

Core EOC functions include:

- **Situation Analysis** – Collect and analyze information to assess operational impacts
- **Incident Briefing** – Maintain shared situational awareness across leadership and support teams
- **Incident Strategic Planning** – Provide a centralized forum for executive-level decisions
- **Resource Management** – Identify, procure, and allocate resources to sustain operations
- **Support to Incident Management** – Monitor operations, document actions, and adjust strategies as needed.

Additional guidance for private-sector adoption of NIMS, ICS, and EOC structures is available through Ready.gov’s [Incident Management Page](#) and FEMA’s [NIMS Emergency Operations Center How-To Quick Reference Guide](#) October 2022 provides organizational considerations for private-sector EOCs.

## V. Equipment Guidance and Best Practices

It is recommended by NV OEM, though not required by NRS 463.790, that resort hotel owners maintain equipment and supplies sufficient to support emergency response operations.

### IMT and EOC Go Kits

IMT and EOC staff members are encouraged to maintain an individual “go kit” to support rapid activation and sustained operations. A typical kit may include:

- ICS/EOC position-specific job aid
- Initial response guidebook
- Planning forms and worksheets
- Position vest or badge
- Writing materials and paper
- Communication devices (i.e. radio, phone, laptop)
- Other supplies necessary to effectively perform assigned ICS/EOC responsibilities

## EOC Equipment

A conference room or other suitable space may be pre-designated as an EOC. Recommended equipment and supplies include:

EOC Equipment and Supplies	
Communications	<ul style="list-style-type: none"> <li>• Cell and landline telephones (including at least one speakerphone)</li> <li>• Fax capability, if required</li> <li>• Access to organizational radio systems</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• Computers and printers with network access</li> <li>• Electronic access to emergency response, business continuity, and crisis communications plans</li> <li>• Email and internet connectivity</li> </ul>
Information Collection and Display	<ul style="list-style-type: none"> <li>• Access to broadcast media or internet news sources</li> <li>• Whiteboards, monitors, projection systems, or flip charts for situational awareness</li> </ul>
Reference Materials	<ul style="list-style-type: none"> <li>• Hard copies of response and continuity plans</li> <li>• Contact lists</li> <li>• Resource inventories</li> <li>• Facility and system diagrams</li> </ul>
Administrative Supplies	<ul style="list-style-type: none"> <li>• Incident Management forms</li> <li>• Stationery and writing tools</li> </ul>
Sustainment	<ul style="list-style-type: none"> <li>• Food, water, and basic dining supplies for EOC staff during extended operations</li> </ul>

## “Grab and Go” Packages

A “grab and go” package” is a best practice used by some Nevada resort hotels. These packages provide property-specific information to law enforcement, fire services, and other first

responders to expedite response operations. Use of a “Grab and Go” packages is recommended but not required by NRS 463.790.

Contents typically include:

- Facility maps and diagrams
- Utility shutoff locations
- Key contact information
- Access procedures
- Other property-specific response considerations

Resort leadership should determine the appropriate number and placement of packages to support effective first responder access.

<b>“Grab and Go” Kit Contents (recommended)</b>			
First Aid Kit including: <ul style="list-style-type: none"> <li>• Tourniquets</li> <li>• Compression bandages</li> <li>• Rolled Gauze</li> <li>• Assorted dressings</li> <li>• Gloves</li> <li>• Chest Seals</li> <li>• Trauma Tape</li> <li>• Trauma shears</li> </ul>	Doorstops	Glow sticks	Location of access and functional needs rooms
	Evacuation plans with maps of egress and muster stations	Laminated property maps with all exits clearly marked, and a dry erase marker	Radio with property frequencies attached and extra batteries
	Exclusion tape	Location and keys to elevators	Roster of key resort staff and contact numbers
	Flashlight with extra batteries	Location of fire suppression system controls, fire hydrants, and HVAC systems	Set of master keys

## VI. Training and Exercise Guidance and Best Practices

Achieving preparedness at its core is implementing an emergency response plan, training the plan, and then exercising the plan. This reinforces best practices and identifies areas to improve upon the plan. Organizations cannot claim to have an emergency preparedness capability until the plan is trained and tested by a realistic series of exercises. NV OEM highly recommends (though it is not required by NRS 463.790) that all Resort hotel staff members undergo annual training on their role within the Resort hotel ERP. Ensuring that training is offered to all Resort hotel staff members on a regular and consistent basis will enhance everyone’s ability to recognize what to do when there is an emergency, crisis, or disruption to the business.

Recommendations for training	Recommendation for what training to provide
All employees	<ul style="list-style-type: none"> <li>Protective actions for life safety (evacuation, shelter, shelter-in-place, lockdown)</li> <li>Safety, security, and loss prevention programs</li> </ul>
Incident Management Team (emergency response, evacuation, shelter, shelter-in-place)	<ul style="list-style-type: none"> <li>Roles and responsibilities as defined in the plan</li> <li>Training, as required, to comply with regulations or maintain certifications (if employees administer first aid, CPR or AED or use fire extinguishers or clean up spills of hazardous chemicals)</li> <li>Additional training for leaders including incident management</li> </ul>
Business Continuity Team	<ul style="list-style-type: none"> <li>Roles and responsibilities as defined in the plan</li> <li>Additional training for leaders including incident management</li> </ul>
Crisis Communications Team	<ul style="list-style-type: none"> <li>Roles and responsibilities as defined in the plan</li> <li>Additional training for leaders including incident management</li> <li>Training for spokespersons</li> </ul>

It is recommended by NV OEM, though not required by NRS 463.790, that Resort Hotels utilize the FEMA **Homeland Security Exercise and Evaluation Program (HSEEP)** methodology to design and conduct complex, realistic exercises.

Resort hotels are encouraged to:

- Conduct at least one internal exercise annually
- Participate in full-scale exercises hosted by the local city or county emergency management organization.

For each exercise, NV OEM recommends development of an After-Action Report (AAR) and Improvement Plan (IP). The AAR/IP should document strengths, areas for improvement, and corrective actions.

Findings should inform:

- Revisions to the emergency response plan
- Updates to training programs
- Equipment acquisition
- Development of external agreements or partnerships

FEMA's [HSEEP PrepToolkit](#) provides policy guidance, program management tools, documentation templates, and starter kits. These resources may be adopted and tailored to support the exercise component of the Integrated Preparedness Cycle and continuous improvement efforts.



## VII. Resort ERP NRS Review and Submission Requirements

### NRS 463.790

Each Resort Hotel shall:

- Adopt and maintain an Emergency Response Plan (ERP).
- File each new or revised ERP within 3 days of adoption or revision with:
  - The local fire department
  - The local law enforcement agency
  - The Office of Emergency Management (OEM),

Annual Review Requirement

- Review the ERP at least once each year.
- No later than November 1, submit to local fire, local law enforcement, and OEM:
  - The revised ERP; or
  - A [written certification](#) stating the current plan remains in effect.

### **Submission Requirements**

Pursuant to NRS 463.790 (as amended by SB 69):

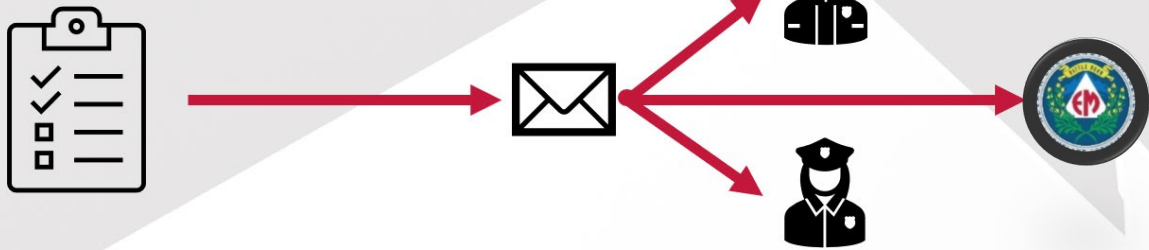
- Annual review is mandatory.
- Submission deadline: November 1 each year.
- Submission recipients: OEM, local fire, and local law enforcement.

While not required by statute, OEM encourages collaboration with the local emergency manager to support training, exercises, and readiness efforts.

OEM collects and securely maintains submitted plans. The Nevada Gaming Control Board is responsible for enforcement of statutory compliance, and OEM coordinates with the Board for compliance reporting.

### Resorts ERP Submission Requirements:

- Review plan at least once per year
- Submit a revised plan **OR** written certificate to the Division of Emergency Management, local fire department, and local law enforcement no later than November 1



#### a. Office of Emergency Management and Jurisdiction Submission Addresses

##### Office of Emergency Management

Submit via NV OEM's [emergency response plan portal](#).

For passcode access (as of 2024), please email: [OEMplanning@dem.nv.gov](mailto:OEMplanning@dem.nv.gov)

Clark County

<p><b>Fire</b></p> <p><b>Clark County</b>  <b>Clark County Fire Department (CCFD)</b>  575 E Flamingo RD  Las Vegas, NV 89119</p> <p><b>Boulder City</b>  <b>Boulder City Fire Department</b>  1101 Elm ST  Boulder City, NV 89005</p> <p><b>Henderson</b>  <b>Henderson Fire Department</b>  PO Box 95050  Henderson, NV 89009</p> <p><b>Mesquite</b>  <b>Mesquite Fire and Rescue</b>  10 E Mesquite BLVD  Mesquite, NV 89027</p> <p><b>North Las Vegas</b>  <b>North Las Vegas Fire Department</b>  4040 Losee RD  North Las Vegas, NV 89030</p>	<p><b>Law Enforcement</b></p> <p><b>Boulder City Police Department</b>  1005 Arizona Street  Boulder City, NV 89005</p> <p><b>Las Vegas Metropolitan Police Department</b>  400 S. Martin L. King Blvd.  Las Vegas, NV 89106</p> <p><b>Henderson Police Department</b>  P.O. Box 95050  Henderson, NV 89009-5050</p> <p><b>Mesquite Police Department</b>  500 Hillside Dr.  Mesquite, NV 89027-3116</p> <p><b>North Las Vegas Police Department</b>  2332 Las Vegas Blvd. North, Ste. 200  North Las Vegas, NV 89030</p>
	<p><b>Clark County Emergency Management</b></p> <p><b>Emergency Manager/CCFD Deputy Fire Chief</b>  - <b>Billy Samuels</b>  575 E Flamingo RD  Las Vegas, NV 89119</p>

**Washoe County**

**Fire**

**Incline Village, Crystal Bay**

North Lake Tahoe Fire Protection District  
866 Oriole WAY  
Incline Village, NV 89451

**Reno**

Reno Fire Department  
PO Box 1900  
Reno, NV 89505

**Sparks**

City of Sparks Fire Department  
1605 Victorian AVE  
Sparks, NV 89431

**Unincorporated Washoe County**

Truckee Meadows Fire Protection District  
P.O. Box 1130  
Reno, NV 89512

**Law Enforcement**

**Washoe County Sheriff's Office**

911 Parr Blvd.  
Reno, NV 89512

**Reno Police Department**

455 E. Second St.  
Reno, NV 89501

**Sparks Police Department**

1701 E Prater Way  
Sparks, NV 89434

**Washoe County Emergency Management**

**Emergency Manager - Kelly Echeverria**

5195 Spectrum Blvd.  
Reno, NV 89512

## VIII. Conclusion

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

NV OEM encourages collaboration with local law enforcement, fire/emergency medical services, emergency managers, and public health preparedness agencies to increase resilience. These groups commonly meet in a local emergency planning committee (LEPC) and encourage business participation.

## IX. Acronyms

<b>AFN</b>	Access and Functional Need
<b>AAR/IP</b>	After Action Report/Improvement Plan
<b>ASL</b>	American Sign Language
<b>ADA</b>	Americans with Disabilities Act
<b>CCFD</b>	Clark County Fire Department
<b>C-MIST</b>	Communication, Maintaining Health, Independence, Safety, Support Services, Self-Determination, and Transportation
<b>CPG</b>	Comprehensive Planning Guide
<b>DME</b>	Durable Medical Equipment
<b>ECP</b>	Emergency Command Post
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPAS</b>	Emergency Public Address System
<b>ERP</b>	Emergency Response Plan
<b>FEMA</b>	Federal Emergency Management Agency

<b>FEMA</b>	Federal Emergency Management Agency
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IC</b>	Incident Commander
<b>IMT</b>	Incident Management Team
<b>IPP</b>	Integrated Preparedness Plan
<b>LEP</b>	Limited English Proficiency
<b>LEPC</b>	Local Emergency Planning Committee
<b>MEF</b>	Mission Essential Functions
<b>NV OEM</b>	Office of Emergency Management
<b>NIMS</b>	National Incident Management System
<b>NRS</b>	Nevada Revised Statutes
<b>OTC</b>	Over the Counter
<b>POETE</b>	Planning, Organization, Equipment, Training, and Exercises
<b>RSS</b>	Really Simple Syndication
<b>SPR</b>	Stakeholder Preparedness Review
<b>SCEMP</b>	State Comprehensive Emergency Management Plan
<b>THIRA</b>	Threat and Hazard Identification and Risk Assessment

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## Annex A: Example Threats and Hazards Analysis

Annex A is an example of the instructions and a worksheet to perform a threat and hazard 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.

### Threat and Hazard Analysis Instructions

Step 1	Identify Potential Threats and Hazards	What threat and hazards could interrupt Mission Essential Function (MEF) performance (e.g., earthquake, flood, wildfire, haz-mat, civil disturbance, severe storm, terrorist attack, cyber, etc.)
Step 2	Identify Threat and 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	Determine Risk Value for Each Threat or Hazard	Based on the likelihood, vulnerability and impact of the threat or hazard, what is the risk value for the MEF?

<b>Resort hotel</b>						
<b>Business Impact Analysis Worksheet: Threat and Hazard Analysis</b>						
<b>Entry Number</b>	<b>Threat/Hazard (examples)</b>	<b>Threat/Hazard Characteristics</b>	<b>Threat/Hazard Likelihood (0-10)</b>	<b>MEF Vulnerability (0-10)</b>	<b>MEF Failure Impact (0-10)</b>	<b>MEF Risk Value (0-30)</b>
1	Fire					
2	Communicable Disease					
3	Earthquake					
4	Active Assailant					
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 Example POETE Capability Gap Identification

Example POETE Capability Gap Identification	
<b>Capability Target</b>	Within <b>2 hours</b> of an incident, reach <b>10,000</b> staff members, including <b>5,000</b> without company-issued mobile devices, with protective action warning communications.
<b>Current Capability</b>	Within <b>2 hours</b> of an incident, reach <b>3,000</b> staff members, including <b>1,000</b> without company-issued mobile devices, with protective action warning communications.
<b>Capability Gap</b>	Within <b>2 hours</b> of an incident, reach <b>7,000</b> staff members, including <b>4,000</b> without company-issued mobile devices, with protective action warning communications.
POETE Area	Free-Text Capability Description
<b>Planning</b>	Current protective action mass notification plan does not account for dissemination of protective action warnings through any other means outside of SMS text messages disseminated through the organization’s mass notification platform to company-issued mobile devices listed in the organization’s active directory.
<b>Organization</b>	Organization does not have sufficient personnel to disseminate protective action warnings simultaneously through the mass notification platform and the facility’s Emergency Public Address System (EPAS). In addition, the organization does not have sufficient personnel to administer the mass notification platform’s contact list beyond what is automatically populated by the organization’s active directory.
<b>Equipment</b>	The organization’s current mobile mass notification platform is not capable of disseminating protective actions warnings in any other format other than SMS text messages to mobile devices. The mass notification platform is capable of disseminating desktop application and digital signage messages, but the organization would need to pay a subscription fee to the vendor to activate these capabilities.
<b>Training</b>	Protective action alerts disseminated simultaneously through the mass notification platform and the facility’s EPAS will enhance the reach of the alert to capture the 4,000 staff members without

	company-issued mobile devices. Only 4 staff members are authorized to activate the mass notification platform and Emergency Public Address System while an optimal of 10 staff members twenty-four-hours-a-day/seven-days-a-week (24/7) is needed to simultaneously activate the mass notification platform and the facility’s EPAS.
<b>Exercises</b>	Our organization has never conducted an exercise that would provide functional experience of activating the mass notification platform simultaneously with the facility’s EPAS. There was a workshop exercise in 2016 to develop procedures for activating the mass notification platform, and the facility’s EPAS is drilled annually; however, the two systems have never been exercised simultaneously.
<b>POETE Area</b>	<b>Free-Text Approaches to Address Capability Gaps</b>
<b>Planning</b>	Develop a plan to disseminate protective action warnings through other means beyond SMS text messages to company-issued mobile devices listed in the organization’s active directory including simultaneous activation of the EPAS, digital signage, and desktop applications.
<b>Organization</b>	Identify at least 6 staff members to train and exercise dissemination of protective actions warnings through the mass notification platform and the facility’s EPAS.
<b>Equipment</b>	Upgrade subscription to mass notification platform add capabilities of disseminating desktop application and digital signage messages.
<b>Training</b>	Train at least 6 staff members to simultaneously activate the mass notification platform and the facility’s EPAS.
<b>Exercises</b>	Conduct a seminar, table-top exercise, and drill on the simultaneous activation of the mass notification system and the facility’s EPAS annually. Incorporate evaluation of the simultaneous activation of the mass notification system and the facility’s EPAS in the property’s annual full-scale exercise of emergency response operations.

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## Annex C: Resort Hotel ERP Development and Review Check Sheet (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 ERP 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 (*[Resort hotel Name] Emergency Response Plan*).

\_\_\_\_\_

Include a date of last revised.

Comments:

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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. (Annual reviews and changes to the plan should be documented here and the date the revised plan or*

*certification of review is submitted to the Office of Emergency Management, local fire department and local law enforcement.)*

Comments:

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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:

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- 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:

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- 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 for emergency management.

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

\_\_\_\_\_  *Describe the organizational 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:

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**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:

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**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:

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**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:

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**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:

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**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:

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**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:

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**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:

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**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 (including COVID-19 and novel virus procedures)
- Power Outage
- Hazardous Materials Spill
- Water Disruption/Contamination
- Abduction
- Criminal Activity
- Any others identified as a concern