CLARK COUNTY

EMERGENCY PREPAREDNESS

GUIDE

BROUGHT TO YOU BY:

NEVADA STATEWIDE EVACUATION, MASS CARE, AND SHELTERING IN PLACE INITIATIVE

FUNDED BY:

U.S. DEPARTMENT OF HOMELAND SECURITY

EM
PUBLIC SAFETY, PUBLIC TRUST
NEVADA STATEWIDE EVACUATION PLANNING

WELCOME MESSAGE FROM NV-DEM:

This brochure, funded through the U.S. Department of Homeland Security, is the result of statewide participation from public safety officials and first responders in addressing "Evacuation and Mass Care" preparedness. It is developed to provide helpful tips and techniques in preparing your family, friends and pets for emergency conditions.

While it is difficult to envision a catastrophic event of such magnitude that it would require the evacuation of an entire jurisdiction within Nevada, we do commonly experience such events as wildland fires, floods, severe storms, hazardous materials incidents and the potential for earthquakes. These events, if significant, could prompt public safety officials to ask residents to temporarily relocate to established shelters. In addition to our state's residents, Nevada also has a large number of visitors at our convention centers and resort hotels everyday. Further, our state must be prepared to host evacuees from neighboring states.

Moving large numbers of citizens and visitors throughout our jurisdictions is often difficult even under normal circumstances. Knowing that evacuations can be potentially dangerous, our preferred method is to have citizens shelter-in-place recognizing that there may be occurrences when it is safest to evacuate.

The development of this brochure was completed with the intent to provide a general guide for you in developing your own personal emergency plans. The shelters and routes listed for your reference have been selected by public safety officials and have been tested successfully in small-scale incidents and exercises. However, recognizing that the circumstances surrounding each incident is unique, specific guidance on shelter locations and routes will commonly be issued through the media and emergency public notification systems during an incident.

I hope you will find this information useful as you prepare your personal emergency plan, assemble a disaster supplies kit and assist other family and friends.

Thank you,

Frank Siracusa, Chief
Nevada Department of Public Safety
Division of Emergency Management

IMPORTANT INFORMATION:

ANY LIFE THREATENING EMERGENCY CALL 911

Phone Numbers

Non-emergency Police	Boulder City	311 or 293-9224
	Henderson	311 or 267-5000
	Las Vegas	311 or 229-3111
	Mesquite	311 or 702-346-5262
	North Las Vegas	311 or 633-9111
Non-Emergency Fire	Boulder City	293-9228
	Clark County	455-7311
	Henderson	267-2222
	Las Vegas	383-2888
	Mesquite	702-346-2690
	North Las Vegas	633-1102
Offices of Emergency Management	Boulder City	293-9228
	Clark County	455-5710
	Henderson	267-2212
	Las Vegas	383-2888
	Mesquite	702-346-2690
	North Las Vegas	633-1125
American Red Cross		791-3311
F.B.I.		385-1281
Secret Witness		385-5555

9-1-1 VS. 3-1-1 WHAT'S THE DIFFERENCE?

Call 9-1-1 When You . . .
- See fire.
- Smell smoke or gas.
- See or hear an explosion.
- See or have a need for medical assistance.
- See a suspicious person enter/leave a secured area.
- See a person with a weapon.
- See a suspicious package in a public area.
- See someone being forcibly detained or taken.
- Or anytime you see or become aware of an immediate threat to life and/or property.

Call 3-1-1 When You . . .
- Hear someone planning a crime.
- Hear someone making verbal threats about future acts.
- Hear someone discussing or bragging about a past crime.
- Receive a suspicious letter or package.
- Or anytime to report a past or future threat to life and/or property.

GET INFORMED AND MAKE A FAMILY PLAN:

In the midst of rushing through everyday life, it is important to take a minute to prepare for emergencies. Being prepared helps you and your family minimize the impact of a disaster such as an earthquake or an emergency such as a broken leg. Knowing what to do is your best protection and your responsibility. The best way to make your family and your home safe is to be prepared before disaster strikes.

- In our area we have the potential of disasters from earthquakes, wildland fire, and weather related emergencies. Take time to plan for the problems related to each type of disaster.
- If you have pets make a pet plan. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled person in your home or neighborhood.
- Ask about disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.

MAKE A FAMILY EMERGENCY PLAN

- *Meet with household members* – Explain the dangers to children and work with them as a team to prepare your family to deal with emergencies.
- *Discuss* what to do about power outages and personal injuries.
- *Post emergency telephone numbers* near telephones.
- *Learn* how to turn off the water, gas and electricity at your home.
- *Decide where to meet* – in the event of an emergency; you may become separated from family members. Choose a place right outside your home in case of a sudden emergency, like a fire. Choose a location outside your neighborhood in case you cannot return home.
- *Choose an "out-of-town" contact* – Ask an out-of-town friend or relative to be your contact in the event of a disaster. Everyone must know the contact's phone number. It is often easier to make a long distance phone call than a local call from a disaster area.
- *Teach children* how to make long distance telephone calls.
- *Complete a family communications plan* – Your plan should include contact information for family members, work and school.
- *Escape routes and safe places* – In a fire or other emergency, you may need to evacuate very quickly. Be ready to get out fast. Be sure everyone in your family knows the best escape routes out of your home as well as where the safe places are in your home for each type of disaster. Draw a Home Family Escape Plan with your family outlining 2 escape routes from each room.

EVACUATE OR SHELTER IN PLACE:

EVACUATION –
MAKE A PLAN IF YOU MUST LEAVE YOUR HOME

- *Begin evacuation immediately* when the official warning is issued. Your life might be in danger so do not waste time in leaving your home.
- *Have a place to go*-home of a family member or friend, or a shelter. Plan your route before the disaster.
- *Listen to the AM radio* for updates of the situation.
- *Notify family or friends* of your plans if possible. Tell them when you are leaving and where you are going.
- *Use travel routes* specified by local officials (see attached map for routes). Know where you are going before you leave.
- *Bring extra cash.* Banks may be closed, ATMs may not work.
- *Take your disaster supplies kit.*
- *Secure and lock* your home before you leave.
- *Bring* toys, books and games for entertainment.
- *If driving in smoke,* turn on headlights and move as far to the right as possible and drive slowly.
- *When you arrive* at a shelter make sure you register with official personnel.
- *Don't panic,* drive slowly and arrive safely at your destination.

SHELTER –
MAKE A PLAN IF YOU MUST STAY AND SHELTER IN PLACE.

- *Have your disaster* supplies kit in hand, including pet supplies.
- *You need to store at least a three-day* supply of water for each person in your household. Stored water should be changed every six months.
- *Notify family or friends* of the situation if possible.
- *Work with neighbors* to develop a neighborhood plan that keeps everyone informed.
- *Listen* to your battery operated radio for emergency updates.
- *Once you have decided to stay,* remain in your home until the emergency is over.

EAS RADIO STATIONS –

KXTE 107.5 FM

KNPR 88.9 FM

EVACUATION AND SHELTER IN PLACE PLAN:

- *Learn* about any warning systems where you live and work. Your local emergency planning committee or office of emergency services can give you information about the sirens, such as when they are tested and for how long.
- *Prepare* a shelter-in-place kit appropriate for the type(s) of emergencies that could occur near you. The kit should contain duct tape for sealing cracks around doors and windows; plastic (preferably, precut to size) to cover windows; a battery-operated AM/FM radio; flashlight with fresh batteries; bottled water; towels; toys for young children; candles; matches; first-aid kit; medicine and other items essential for your family's survival. Check the kit every six months to make sure all the supplies are still there and that they are fresh.
- *The room* should have a telephone although you should use it only for emergency calls. If you use it otherwise, you may be taking up a line needed by emergency response officials.
- *Find* out which radio, television and cable systems in your area broadcast emergency information.
- *Learn* CPR and first-aid.
- *For a place to shelter,* select a room in your house that has few or no windows.
- *Make sure all family* members know what to do in a chemical emergency whether they are at home, school, work or outdoors.
- *Review* your plan periodically and conduct drills.
- *Turn on a radio* or television to a local station that broadcasts emergency information. Stay tuned until the "all clear" message is broadcast.
- *Stay off of the phone*. It should be used for emergency calls only.
- *Be prepared* to evacuate if ordered to do so by public safety officials. Evacuation instructions will be announced over the emergency broadcast system.

SHELTER LOCATIONS:

The Clark County Office of Emergency Management and Homeland Security facilitates shelter activation. The Clark County School District and the Southern Nevada Chapter of the American Red Cross coordinate Sheltering operations. Clark County School District and the American Red Cross have identified middle and high-schools as primary shelters for the County.

In addition to the Clark County School District facilities, the following facilities can be activated as shelters during large-scale or regional emergencies: Thomas and Mack Center; Cashman Field; Las Vegas Convention Center; Las Vegas International Speedway; and, Sam Boyd Silver Bowl. These facilities have also been identified as potential Casualty Collection Points in Appendix C of the Clark County Multi-Jurisdictional Mass Casualty Plan.

KID'S ACTIVITY SURVIVAL KIT

You may have to leave your home during a disaster. It is a good idea to put together your own activity kit so they will have things to do and share with other children. May we suggest you pack:

- A few favorite books, toys and board games.
- Crayons, pencils, sharpeners, and plenty of paper.
- Scissors & glue.
- Favorite stuffed animals, blankets and/or pillows.
- Pictures of family pets.

EMERGENCY NOTIFICATIONS:

If an evacuation is needed in your community, you might hear about it during a routine radio or television news broadcast or, through the Emergency Alert System (EAS) which broadcasts critical information on local radio and television stations and local cable providers as well as on NOAA Weather Radios. Where available, officials might use telephone notification systems such as Reverse 911 or community sirens. Sometimes officials will go door-to-door, in which case they will have proper identification so that you will know the evacuation order is accurate.

The evacuation order message will be brief and include basic instructions on what to do and possibly some information about the threat. There may not be enough time for a lot of details so it is important to follow the instructions as quickly as possible. Then, look for more information from local radio or television stations over battery powered receivers or car radios.

When an evacuation involves a school, school officials will work with the local media to inform parents about when and where to pick up their children. If available, school officials will also use a telephone notification system to inform parents about the evacuation.

When the emergency that led to evacuation order is over, officials will provide information to the local media and to the agencies operating local shelters about the conditions for returning to the area. You may be able to return home without any restrictions but in some cases, there may be damage to roads or other travel problems. Utility services such as electricity or telephone may not be available. In some cases, officials may determine that the damage is so extensive that you can't stay in the area for any length of time. You may have a chance to determine the condition of their property and possibly search for and retrieve belongings. No matter what the situation is, the official instructions for returning to the area are developed to keep you safe.

The EAS Local Primary stations in Nevada are the "entry points" for warning messages about local or regional emergencies. These stations will be the first to broadcast these warnings. All other radio and television stations and cable operators in Nevada participate in the Emergency Alert System although they may not carry all local or regional warnings. You should contact your favorite radio or television station or cable provider and ask them about their level of participation in the Emergency Alert System.

The National Weather Service also carries EAS messages on their NOAA Weather Radio stations in Nevada. If you are considering a weather radio, be sure it has the "Public Alert" function. That means it has a setting that will sound an alarm if an EAS activation has been issued, even if it is turned off. NOAA Weather Radio can be heard in Nevada on 162.400 MHz, 162.425 MHz, 162.450 MHz, 162.475 MHz, 162.500 MHz, 162.525 MHz and 162.550 MHz.

The EAS Local Primary Stations

In an emergency tune to: KXTE 107.5 FM
KNPR 88.9 FM

TERRORISM:

TERRORISM

Terrorism is defined as the unlawful use of violence, or the threat of it, to scare or intimidate people or governments.

There are four general types of terrorism:

Conventional – such as bombing or hijacking
Chemical – use of poisons or chemicals (nerve gas)
Biological – use of bacterias, viruses or other harmful organisms
Radiological – use of nuclear or radiological materials.

Terrorists tend to strike targets that are highly populated (large cities, airports, tourist attractions, major events), business centers (government buildings, financial districts, military bases, transportation, or power plants) and institutions (schools, hospitals).

Terrorist incidents usually happen without warnings. Here are some safety tips:

- *If you are in public,* be aware of your surroundings. Know where emergency exits are.
- *Never leave shopping bags* or luggage unattended.
- *Stay calm.* Exit a public place as soon as it is safe to do so. Do not try to rescue people in a public building.
- *If at home,* stay alert and listen for instructions given on the radio or television. Have a plan in case you are told to evacuate or to shelter in your home.

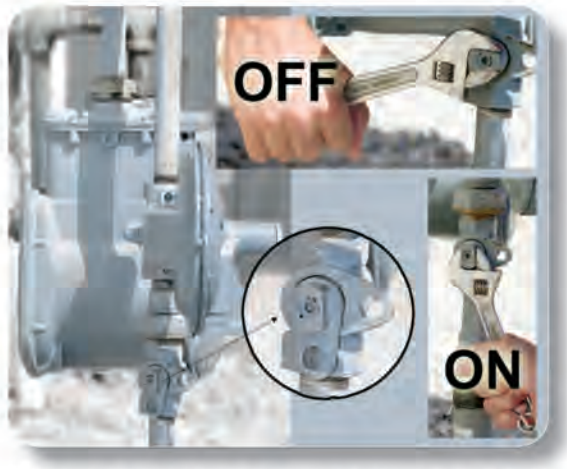
Talk to your children about the subject. Avoid stereotyping. Explain that only a few "bad" people are behind terrorist attacks. Let them know that they are safe and that your family is prepared if anything happens.

You may never be impacted by a terrorist incident but it pays to be aware. Let common sense be your guide.

HOW TO TURN OFF GAS:

Make sure all family members know how and when to shut off the gas supply.

- *If you smell gas* after an earthquake, shut off the main gas valve.
- *Use a wrench* to turn the valve either way until it is perpendicular to the pipe.
- *Attach the wrench* to the gas meter with a wire.
- *Be aware* that once your gas is turned off, it is advisable to contact your gas provider when it is time to turn the gas back on because all of the pilot lights will need to be relit.



WHAT TO EXPECT IN AN EARTHQUAKE

During an earthquake the "solid" earth moves like the deck of a ship. The actual movement of the ground is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings. Earthquakes may also trigger landslides, cause fires and disrupt utilities.

BEFORE AN EARTHQUAKE

- *Check you home for potential hazards.* Place large and heavy objects on lower shelves. Securely fasten shelves to walls. Brace or anchor high or top-heavy objects. Strap water heaters to keep them from falling.
- *Know where and how to shut off electricity, gas, and water* at main switches and valves. Have the proper tools close by so that there is no delay when it is time to shut off the utilities.
- *Hold occasional drills* so each member of your family knows what do in an earthquake.
- Have your Disaster Supply Kit *ready and accessible.*

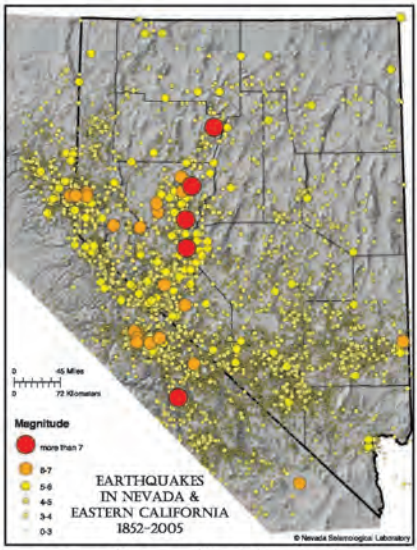


Image courtesy of University of Nevada Seismology Department

WHAT TO DO DURING AN EARTHQUAKE

- *First and foremost, stay calm.* Think through the consequences of any action you take.
- *If you are inside, stay inside;* take cover under a heavy desk or table. Stand under a supported doorway or along an inside wall away from any windows.
- *If you are outside stay there;* stay away from tall buildings, look up and watch for falling objects. If you are in a moving car, safely stop the car and remain inside.

WHAT TO DO AFTER AN EARTHQUAKE

- *Check yourself and people nearby for injuries.* Provide first aid if needed. Be prepared for additional earthquake shocks called "aftershocks". These are smaller than the main shock, some may be large enough to cause additional damage or bring weakened structures down.
- *Check gas, electric, and water lines.* If damaged, shut off valves. Turn off appliances. Do not light matches or candles. Check for natural gas leaks by odor only. If a gas leak is detected, open all windows and doors. Leave immediately and do not reenter the building until a utility official says it is safe.
- *Check your home for damage;* approach chimneys with caution. If there is any question of safety leave your home and do not reenter until the item can be checked. Open any closet and cupboards cautiously due to falling objects.
- *Do not flush toilets* until sewer lines are checked.
- *Check with neighbors* to see if your assistance is needed.

Wildland fires continue to be the largest threat to Nevada. During a fire emergency, safety of lives is the number one priority. In order for the Fire District to effectively work to control the fire or protect homes, it is best if citizens are safely evacuated. Your life is the highest importance and if you, your family and neighbors are in a safe place, the responders have accomplished the most important goal.

WHAT TO EXPECT DURING A WILDLAND FIRE.

- *Wildland fires can start and move very quickly.* Smoke and embers will be moved by the wind created by the fire. The situation can change in minutes. Listen to the radio or television for updates and be ready to leave if necessary.

BEFORE A WILDLAND FIRE OCCURS

- *Preparation is key to a successful evacuation* and now is the time to plan on what you are going to do if ordered to leave your home. Plan your evacuation route and if possible, map out at least two routes out of your neighborhood. Have your evacuation kit and necessary items in a known location and ready to go.

DURING A WILDLAND FIRE

- *Stay calm and do not panic.* You will think more rationally if you remain calm. Keep family members and pets together. Wear long pants, long sleeved shirts made from natural fibers, and boots or sturdy shoes for protection from heat. If advised to evacuate, DO SO IMMEDIATELY. Drive slowly, turn on your vehicle headlights and stay as far to the right of the road as possible.
- *If evacuation routes are blocked* you will be required to stay in your home during the fire. If you shelter in place, stay away from windows, move to an interior room or hallway. If the house does catch fire there will still be time to get out. Do not try to leave until after the fire has passed and you can safely drive to a shelter location.

WHAT TO EXPECT DURING A FLOOD EVENT

Flash floods, abundant rain, and rain-on-snow events are the three types of flood phenomena that occur throughout the state. In many places these events cause small creeks to overflow and homes in low lying areas can experience some localized flooding.

BEFORE A FLOOD

› *Check drains and drainage* to divert water away from your home. Build barriers and landscape around your home or buildings to reduce or stop floodwaters and mud from entering. Seal lower walls with waterproofing compounds and install "check valves" in sewer traps to prevent flood water from backing up into drains.

DURING A FLOOD

› *Listen for updates from the radio and television.* Know the location for sandbags and sand. Move valuables out of the path of water or mud. Contact local authorities and notify them of the location of the flooding. If necessary, turn off utilities before problems escalate.

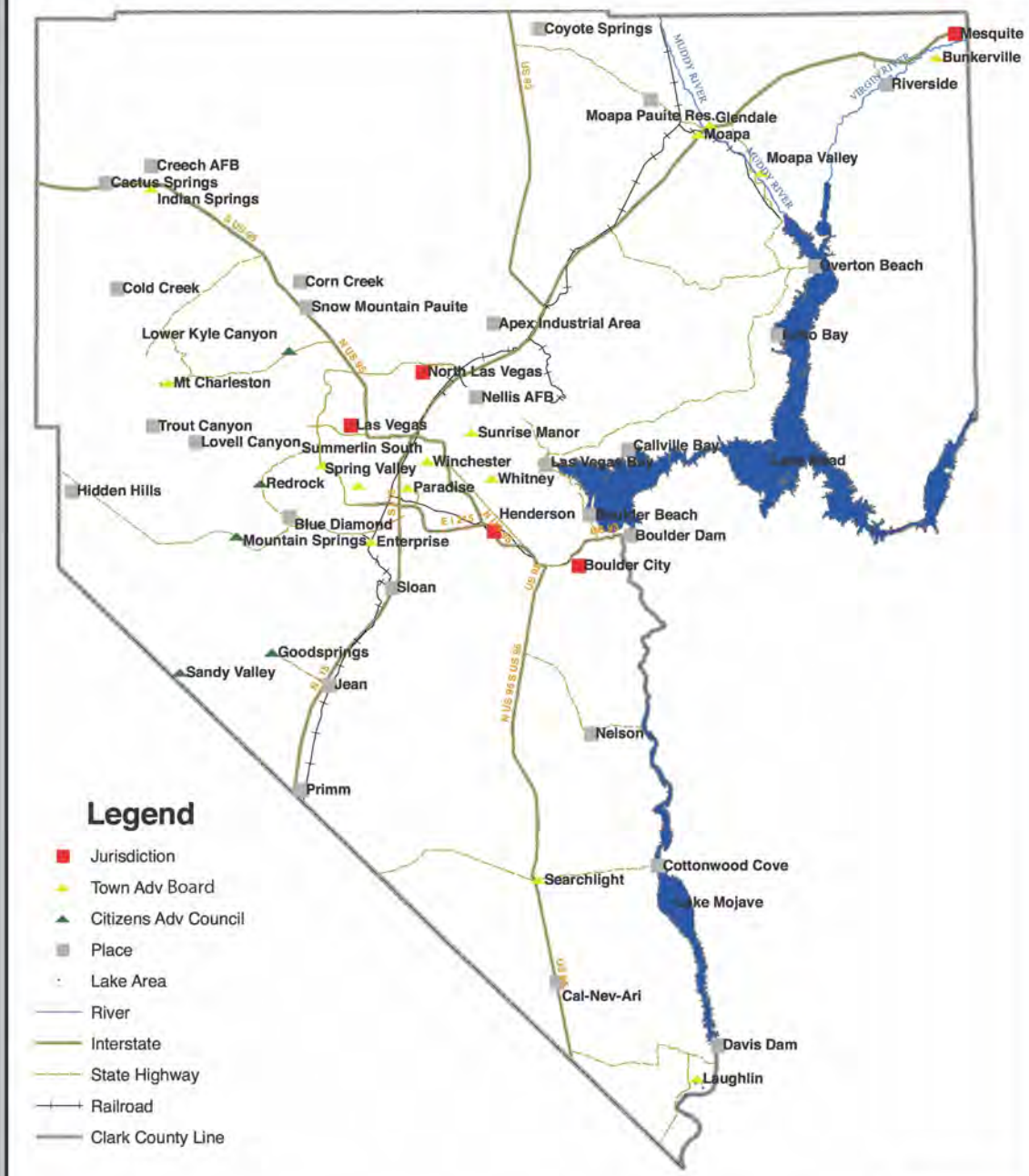
› *If water is diverted* check with neighboring property to insure that additional damage is not occurring.

Photo courtesy Truckee River Flood Project

AFTER THE FLOOD

› *Prior to entering a building, check for structural damage.* Make sure it is not in danger of collapsing. Watch for electrical shorts or live wires before making certain that the main power switch is turned off. Remove all floodwaters from under structures as soon as possible.

Photos courtesy Truckee River Flood Project



This information is for display purposes only. No liability is assumed as to the accuracy of the data delineated herein.

PANDEMICS:

FLU PANDEMICS

A flu pandemic is when a new flu strain starts spreading quickly around the world. Depending on the strength of the strain, it can cause many people to become severely ill or die. It may cause a short supply of food, goods, and services if many workers stay at home or travel is restricted. Medical services will certainly become overwhelmed.

The flu spreads mainly through coughing and sneezing. People can also leave the virus on things they touch if they have flu germs on their hands.

Catching the flu from an infected animal is rare, but if pandemic flu (like Avian Flu) evolved so it could infect humans, it could start a pandemic.

Flu pandemics have happened before. Experts believe that another pandemic is likely. Flu viruses are easily spread. With modern travel, viruses can circle the globe faster than ever.

Take steps to help avoid getting or spreading flu germs:

- Wash your hands often and well
- Cover coughs and sneezes
- Don't share personal items
- Teach children how to protect themselves
- Thoroughly cook meat, poultry, and eggs
- Get available flu shots
- Check the news. Officials will announce a pandemic and provide instructions
- Support "common good" efforts. Authorities may make decisions in a pandemic to restrict gatherings (Schools, movies, sporting events, etc) or asking people stay home. It is important to support these decisions.

To learn more about pandemic flu, go to www.pandemicflu.gov

EXTREME HEAT:

WEATHER RELATED EXTREME HEAT

Temperatures that hover 10 degrees or more above the average high temperature and last for several weeks are defined as extreme heat conditions.

Heat disorders occur because a person has been overexposed to heat, has over-exercised, or has been exposed to high temperatures and poor air quality. Children, the elderly, and individuals with medical problems are at greatest risk when exposed to extreme heat.

Some things you can do to protect yourself and others from extreme heat are:

- Stay indoors. If air conditioning is not available, stay on the lowest level out of the sunshine.
- Drink plenty of water. People with medical conditions should consult their doctors before significantly increasing their liquid intake.
- Limit intake of alcoholic beverages.
- Dress in loose fitting, lightweight and light colored clothes that cover as much skin as possible.
- Wear a wide brimmed hat to protect the face and head.
- Avoid too much sunshine and use sunscreen with a high SPF rating.
- Reduce, eliminate or reschedule strenuous activities. Get plenty of rest to allow your natural "cooling system" to work.

PREPARE A DISASTER SUPPLIES KIT

Prepare for at least three days. The best time to assemble a disaster supplies kit is well before you need it. Most of these items are already in your home, it is matter of assembling them before a disaster occurs.

- Water – 1 gallon per person per day. Store water in unbreakable containers. Identify the storage date and replace every 6 months.
- Food – A supply of non-perishable packaged or canned foods with a can opener.
- Anti-bacterial hand wipes or gel.
- First Aid Kit- a first aid book and required prescription medications.
- Blankets or sleeping bags- at least one per person.
- Battery-powered radio, flashlight, and plenty of extra batteries.
- Fire extinguisher – ABC type.
- Credit cards and cash and change.
- An extra set of car and house keys.
- Extra pair of eyeglasses.
- Toothbrush, toothpaste, shampoo and toilet paper.
- A list of family physicians.
- List of important family information; phone numbers.
- Special items for infants, elderly, or disabled family members.

SANITATION SUPPLIES

- Large plastic trash bags for waste, tarps and rain ponchos.
- Large trash cans.
- Bar soap and liquid detergent.
- Household bleach.
- Rubber gloves.

Stocking up now on emergency supplies can add to your family's safety and comfort during and after a disaster. Store enough supplies for at least three days, preferably seven days.

WEATHER TERMS:

IS IT A WATCH OR IS IT A WARNING?

A watch is intended to provide lead time for those who need to set their plans in motion. A watch means that hazardous weather is possible in and close to the watch area.

A warning means that weather conditions pose a threat to life or property; people in the path of the hazard need to take protective action.

These terms are used for Thunderstorms, Flashfloods, and Floods:

WINTER STORMS – WATCHES & WARNINGS

- *Winter Storm Watch* – Conditions are favorable for hazardous winter weather conditions including heavy snow, blizzard conditions, significant accumulations of freezing rain or sleet, and dangerous wind chills. The watches are usually issued 12 to 36 hours in advance.
- *Winter Storm Warning* – Hazardous winter weather conditions that pose a threat to life and/or property are occurring, imminent, or likely. The term winter storm warning is used for a combination of two or more of the following winter weather events: heavy snow, freezing rain, sleet, and strong winds. The following event-specific warnings are issued for a single weather hazard: blizzard warning, heavy snow warning, ice storm warning.
- *Snow Advisory* – Snowfall roughly ½ the amount required for a winter storm warning.

EVACUATION TERMS:

- *Exclusion Zone* – An area established by the commander in charge of the disaster scene into which entry is temporarily forbidden due to extreme danger. Only official responder vehicles are allowed entry until the situation is deemed safe again for private vehicle traffic.
- *Evacuation Advisory* – An advisory is issued when there is reason to believe that the emergency will escalate and require mandatory evacuations. An advisory is meant to give residents as much time as possible to prepare transportation arrangements.
- *Voluntary Evacuation* – Is used when an area is going to be impacted and residents are willing and able to leave before the situation gets worse. This is helpful for residents with medical issues, people with pets, and those who will have difficultly making travel arrangements.
- *Mandatory Evacuation* – In the state of Nevada, the governor has the authority to order mandatory evacuations. If this ever occurs, you MUST leave the area IMMEDIATELY, your life is in danger. Under these circumstances the situation is severe and you may not have time to gather special belongings or paperwork, every minute you delay could increase your danger. Please do not take this order lightly; it is for your safety. Remember to follow any instruction you receive from a law enforcement officer or fire official.

GENERAL EMERGENCY PREPAREDNESS

An emergency can happen anytime. You and your co-workers should know what to do if an emergency happens at work. Even if you think you are not in a disaster-prone area, something like a chemical tanker truck overturning or a flood can prevent you from getting to or from work. No business should operate without a disaster plan. If you are a business owner developing a business disaster plan, consider how the disaster could affect your employees, customers and the workplace. Consider how you could continue doing business if the area around your facility is closed or streets are impassable. Consider what you would need to serve your customers if your facility closed.

EMPLOYEES SHOULD:

- Learn and practice emergency plans.
- Know at least two exits from each room (if possible).
- Be able to escape in the dark by knowing, for instance, how many desks or cubicles are between your workstation and two of the nearest exits.
- Know the post-evacuation meeting location.
- Know the location of fire extinguishers and how to use them.
- Keep a copy of co-workers phone numbers at home.
- Make a list of important personal numbers. Keep a printed list at your desk or near other phones. Do not rely on electronic lists, direct-dial phone numbers or computer organizers that may not work in an emergency.
- Gather personal emergency supplies in a desk drawer: Include a flashlight, walking shoes, dust mask, a water bottle and non-perishable food.
- Report safety system damage or malfunctions.
- Never lock or block fire exits or doorways. However, keep fire doors closed to slow the spread of smoke and fire.
- Make specific plans to help each other. Determine how you will help each other in the event that public transportation is shut down or throughways are impassable. Offer to temporarily house, transport or feed your co-workers in case of emergency.

EMPLOYERS SHOULD:

- Ensure that an emergency plan is developed and practiced at least every six months.
- Make specific plans for employees who are disabled or who may require assistance during an emergency.
- Put together an office phone tree. Develop a list of everyone's home phone numbers and who is responsible for making each contact. Provide a copy for each employee.
- Keep a phone list of all key employees with you at all times.
- If you have a voice mail system, designate one remote number on which you can record messages for employees and provide them the number.
- Arrange for programmable call forwarding for your main business lines.
- Leave keys and the alarm codes with a trusted employee or friend in case you cannot get to your facility.
- Backup computer data frequently.
- Purchase a NOAA Weather Radio with a tone alert system.

PRESERVING YOUR FAMILY DOCUMENTS

In a disaster where you might have to leave your home quickly, important documents may be left behind and ultimately destroyed. Before the emergency occurs, decide which records are most essential to you and your family. One factor to consider is how readily a lost record could be replaced. Loss of some records could result in major financial damage (like tax records), or would be irreplaceable (like family photographs and historical documents).

The following is a list of the documents you should safeguard and be able to retrieve quickly to take with you:

- Licenses or other ID's.
- Social Security Cards.
- Passports.
- Medical history information and health insurance cards.
- Immunization records.
- Birth, marriage and death certificates.
- Records of bank accounts.
- Credit card information.
- Insurance policies.
- A list of important or valuable belongings.
- Wills, contract, deeds.
- Records of stocks, bonds or retirement accounts.
- Back up of key computer files.

In order to ensure that you can quickly retrieve these documents, it is suggested that you:

- Keep these documents (or copies of these documents) in a water or fire proof container with your disaster kit.
- Keep them in a safe place away from home, like a safe deposit box.
- Be sure trusted family members know where these items can be found.

There are many ways to prepare your essential records for an emergency. Whatever method you use, remember to keep your records updated. At the very least, choose one day each year to make certain they are current and ready to evacuate.

DEVELOP A PET PLAN:

DEVELOP A PET PLAN

In the event of a disaster, if you must evacuate, the most important thing you can do for your pets is to evacuate them too. If you are away from you home when your neighborhood is evacuated you will not be allowed back to retrieve you pet, so make arrangements with neighbors before a disaster strikes.

- Make sure that your *pets are current on their vaccinations.* Pet shelters may require proof of vaccines.
- Keep a *collar with identification* on your pet and have a leash on hand to control your pet.
- If possible have a properly-sized *pet carrier for each animal.*
- Have a supply of *food, water and any required medications.*

Animals brought to a pet shelter are required to have a proper identification collar, and all belongings (leash, food bowl and food, water, and their medications).

SPECIAL NEEDS POPULATIONS:

SPECIAL NEEDS AND VULNERABLE POPULATIONS

Certain individuals in the community may have special problems to deal with in a disaster, including the elderly, people with medical problems, and people with certain disabilities (mobility, visually impaired, hard of hearing, developmental or cognitive disabilities). If you have a family member who is one of these individuals, there are special considerations to think about and plan for before a disaster occurs.

- *If the family member has medications or equipment* that they are dependent on, plan to bring those items with you if an evacuation is necessary. Shelters will not have additional medication or medical equipment available. Documentation about insurance and medical conditions should also accompany the person.
- *Plan ahead for transportation needs* for family members with special needs. Transportation for the general public in an emergency evacuation may not be suitable for their situation.
- *If the family member has special dietary needs,* bring these special foods and supplements with you.
- *Many special needs populations* are easily upset and stressed by sudden and frightening changes. Plans should be made to ensure that a caregiver or trusted family member is able to stay with them at all times during an evacuation.

YOUR PERSONAL EVACUATION PLAN:

Spend a few minutes and write a detailed plan below of what you plan to do when an emergency happens, and include *your* evacuation route:

YOUR IMPORTANT CONTACTS:

CLARK COUNTY

**OFFICE OF EMERGENCY MANAGEMENT &
HOMELAND SECURITY
P.O. BOX 551713
500 S. GRAND CENTRAL PKWY., 6TH FLOOR
LAS VEGAS, NEVADA 89155-1713**

**(702) 455-5710 OFFICE
(702) 455-5718 FAX**