

PREPAREDNESS TRAINING



BUILDING EMERGENCY PLAN PRESENTATION

Overview

- Building Basic Information
- Building Contact Information
- Any Critical Operations
- Notification Procedures
- Emergency Procedures
- Ruidoso Alert
- Evacuation Procedures
 - Building Specific
 - Emergency Assembly Area
- Shelter In Place Procedures/Locations
 - All Clear Procedures
- Points of Contact

Purpose

- ❑ The presentation will serve as a conduit to focus on the basic understanding of developing a Building Emergency response Plan, for your own facility, building, or office.
- ❑ This presentation will assist in the development of a building wide emergency response with the focus on evacuation, shelter in place and lockdown processes to consider during the planning phases.

Why Prepare

- ❑ Building personnel, staff and customers are more composed when faced with an emergency.
- ❑ Prevent, respond to and recover from incidents effectively, and efficiently.
- ❑ To know – who to do and where to go.

Emergency Preparedness

What you can DO!

- Have a Plan!
- Build an Emergency Kit!
- Stay Informed

Have A Plan

- ❑ Know how to respond in all types of emergencies
- ❑ This includes where to go and what to do.
- ❑ Know how to:
 - Evacuate
 - Shelter in Place
 - Lockdown



Get an Emergency Kit

- ❑ Enough supplies for 3 days
- ❑ Go Kit (Go Bag).
- ❑ Stay at Home Kit.
- ❑ Have extra supplies in workplace, home and vehicle.





Village of Ruidoso
Office of Emergency Management



72-Hour Emergency Home/Vehicle Preparedness Kit Checklist

The 72-Hour Emergency Preparedness Kit Checklist is essential and tailored to meet the basic survival needs for a period of 72-hours during or after a disaster. Individuals can store emergency supplies, tools, and water in one location that is readily available in your home, office and/or vehicle. Supplies can be stored in advance in an easy to carry suitcase, duffle bag or backpack ensuring they are easily accessible in the event of an emergency or an evacuation.

First Aid Supplies

- ✓ Adhesive bandages, various sizes
- ✓ Sterile dressing and pads, various sizes
- ✓ Conforming roller gauze bandage
- ✓ Triangular bandages
- ✓ Roll cohesive bandage
- ✓ Hand sanitizer
- ✓ Non-latex gloves
- ✓ Adhesive tape, 2 " width
- ✓ Antibacterial ointment
- ✓ Cold pack
- ✓ Scissors and tweezers
- ✓ Safety pins
- ✓ Cotton balls
- ✓ Sunscreen
- ✓ First aid manual

Non-Prescription and Prescription Med-Kit

- ✓ Aspirin and non-aspirin pain reliever
- ✓ Anti-diarrhea medication
- ✓ Antacid
- ✓ Prescriptions/medications
- ✓ Extra eyeglasses/contact lenses

Sanitation and Hygiene Supplies

- ✓ Washcloth and small towel
- ✓ Soap
- ✓ Toothpaste, toothbrush, shampoo
- ✓ Deodorant
- ✓ Lip balm, insect repellent
- ✓ Plastic garbage bags, small/large
- ✓ Feminine supplies
- ✓ Toilet paper

Equipment and Tools

- ✓ Portable, battery powered radio or windup/
- ✓ NOAA Weather Radio
- ✓ Flashlight (wind-up or battery powered)
- ✓ Waterproof matches or in waterproof container
- ✓ Manual can opener
- ✓ Paper cups, plates, and plastic utensils
- ✓ Duct tape, whistle, work gloves
- ✓ Paper, pens, and pencils
- ✓ Needles and thread
- ✓ Battery-operated travel alarm clock
- ✓ Re-sealable plastic bags
- ✓ Batteries

Food and Water

- ✓ Water
- ✓ Ready-to-eat meats, fruits, and vegetables
- ✓ Canned or boxed juice and soup
- ✓ High-energy foods (peanut butter, low sodium crackers, granola bars & trail mix)
- ✓ Special dietary needs
- ✓ Cookies, hard candy, cereals and powdered milk

Clothes and Bedding Supplies

- ✓ Clothing (3-day supply)
- ✓ Sturdy shoes or boots
- ✓ Rain gear, hat, sunglasses
- ✓ Blankets/sleeping bags and pillows

Documents and Keys

- ✓ Personal ID (Driver's License/Passport)
- ✓ Cash
- ✓ Extra set of home and vehicle keys
- ✓ Insurance papers, immunization records
- ✓ Emergency contact list



RUIDOSO FIRE DEPARTMENT
313 Cree Meadows Drive
Ruidoso, NM 88345
575-257-FIRE



Stay Informed: Ruidoso ALERT

Emergency Warning Notification System

- All-Hazards Outdoor Emergency Warning Sirens (Evacuation)
- Fire alarms (**Evacuate** the building)
- Text message will be sent (one must opt in to receive a text)
See http://www.ruidoso-nm.gov/police/Ruidoso_ENS_Registration.html
to sign up
- An e-mail will be sent to all people that have registered an address
- Media personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
- The local radio station Emergency Notification System will broadcast emergency information.

Your Building Emergency Plan

- ❑ Designed to provide staff, and visitors information about:
 - **Shelter in place** and **Evacuation procedures** and **Lockdown** for natural & human-caused events.

REMEMBER, WHEN YOU HEAR:

➤ ALL HAZARDS OUTDOOR SIRENS immediately tune in to the local radio stations, VOR Preparedness Website, and local news.

➤ FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, you should seek additional clarifying information by all possible means...

Your Building Emergency Plan

- ❑ As a building occupant, you need to be familiar with your specific building emergency plan.

- ❑ Know the following:
 - *The Village Emergency Warning Notification System*
 - *Evacuation routes, exit points, and where to report for roll call after evacuating*
 - *When and how to evacuate the building*
 - *Safe locations to shelter in place*
 - *Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms*
 - *Procedures for notifying emergency responders...dial 911 for any emergency*
 - *Additional building specific procedures and requirements*

Building Contact Information

- Building Name:
- Building Responsible Person:
- Email:
- Address:
- Telephone #:
- Alternate Building Deputy:
- Email:
- Telephone #:

Building's Critical Operations

- This slide is applicable if you have critical operations within your facility that needs to be communicated to building occupants.
 - Critical operations are defined as any potentially hazardous operations located in your building that requires preplanning for evacuation and/or shelter in place events.
 - This information must be readily available to First Responders to assist them in their emergency response.
 - Include any specific directions for building occupants (based on building critical operations).

Notification Procedures

- ❑ **Immediate Emergency Notification:** Dial **911** from a public telephone.

- ❑ **For Non-Emergency Notifications call:**
 - **Building Responsible Phone Number:** (ADD APPROPRIATE #)

 - **Ruidoso Fire Department:** 575-257-3473

 - **Ruidoso Police Department:** 575-258-7365

 - **Public Works:** 575-258-4343

 - **Forestry Department:** 575-257-5544

CALL ME!



"ruidoso.onthealert.com" is a web-based self-registration emergency notification system.

Register with your physical address, home telephone, cell phone, e-mail address, you will be entered into the Ruidoso E911 Emergency Notification System (ENS).

ALERT Examples are: forest/wild fire, flooding with specific evacuation instructions, a hostile or dangerous situation in the vicinity of your home and/or business, a missing/endangered child or adult, or a threatening weather situation in the area.

Along with getting registered, it is absolutely crucial that home or business owners/tenants assure that their home or business is prominently and visibly posted with their proper/legal address number(s).

Typical Triggers for Evacuation

- Fire Alarms
- Power Failures
- Biological/Chemical Hazards
- Bomb threats
- Structure Collapse
- Gas Leaks
- Water Leaks
- Wildlands Fires

Evacuation Procedures

- Follow evacuation alarms and directions.
- Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- If involved with hazardous materials - Evacuate as soon as possible.
- When you evacuate, take keys, coat, and any other critical personal items with you.
- **REMEMBER, IN CASE OF A FIRE, IT IS IMPORTANT TO NOT DELAY EVACUATION.**
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

Building Specific Evacuation Procedures

- *Evacuation procedures must take into account any specific building and occupant needs.*
- *Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.*

Emergency Assembly Area (EAA)

- Primary location (should be **outside**, in an area away from the building): Describe the EAA location and your accounting procedures here.
- Secondary location (should be **inside a nearby building** in case of inclement weather): Describe the EAA location and your accounting procedures here.

Shelter In Place Procedures

- ❑ Types:
 - Weather warning or other severe weather events.
 - Hazardous materials release.
 - Active shooter, building intruder, or civil disturbance.
 - As directed by police personnel for any other situation that requires you to find protection within a building.

- ❑ When to shelter
 - When directed by building supervisors/police/fire personnel

Shelter In Place Procedures

- What to do:
 - Proceed to the nearest building and find a safe location (reference BEP or Emergency Procedures Guide for specific guidance). See below table for basic guidance:

 - After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means possible (e.g. Village Homepage, TV, radio, email, etc.)

EMERGENCY	EMERGENCY ASSEMBLY AREA (EAA)— SHELTER IN PLACE
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.
Civil Disturbance—active shooter	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.

Shelter In Place Location (s)

- Specify where to shelter in your building

All-Clear Procedures

- Do not re-enter the building until the all-clear announcement is given by a Police or Fire Officer.
- Seek additional information by all means possible to include TV and radio channels.

Points of Contact

- Contact (list a Point of Contact here)
- Contact the Campus Emergency Preparedness Office at 257-3473
- Go to any of the Emergency Preparedness websites for planning assistance information:
- Ruidoso Emergency Information
<http://www.ruidoso-nm.gov/be-prepared.html>

[72-Hour Emergency Home/Vehicle Preparedness Kit Checklist](#)

Ruidoso Police Department

<http://www.ruidoso-nm.gov/ruidoso-police-department.html>

Ruidoso Forestry Department

<http://www.ruidoso-nm.gov/forestry.html>

County of Lincoln New Mexico

http://www.lincolncountynm.gov/services/fire_and_emergency_services/index.php

FEMA Ready.gov

<http://www.ready.gov/>