



## Emergency Preparation for Businesses

### *Preparation, Information Sources and Talking Points*

Also available at [www.estes.org/emergency](http://www.estes.org/emergency)

#### **PREPARATION = PLANNING & PRACTICE**

The first step in preparing for an emergency is to have a plan for your business. Determine how you and your staff will respond to an emergency and a possible evacuation order.

1. Find plan outlines and toolkits at <http://www.ready.gov/business>.
2. Subscribe to local emergency alerts via cell phone, email and text messages: [www.LETA911.org](http://www.LETA911.org)
3. Establish safe evacuation routes for your business, along with a backup plan.
4. Create an emergency supply kit with a battery-operated radio and store it in an easily accessible place.
5. Establish a communication/notification plan for your staff and guests.
6. Establish a meeting place for your staff.
7. Practice together.

#### **KNOW WHERE TO GO FOR INFORMATION**

Where the emergency takes place can determine which agency provides the information. Therefore, one agency may refer you to another agency for incident information. Information sources may include:

1. Town of Estes Park [www.estes.org](http://www.estes.org)
2. Larimer County [www.larimer.org](http://www.larimer.org)
3. U. S. Forest Service [www.fs.usda.gov/arp](http://www.fs.usda.gov/arp)
4. Rocky Mountain National Park [www.nps.gov/romo](http://www.nps.gov/romo)
5. Colorado Office of Emergency Management [www.coemergency.com](http://www.coemergency.com)

#### **INFORMATION TO SHARE WITH YOUR GUESTS DURING AN EMERGENCY**

##### **GENERAL**

1. Avoid the area where the incident is occurring. This is for your safety and for the safety of the emergency responders, and to ensure their ability to access the incident.
2. Avoid using your cell phone during a major incident unless you have an emergency. Overload of the system makes it difficult or impossible for emergency responders to communicate. When hundreds of people are sending/uploading photos and video, the system becomes backlogged and brings communications to a halt.

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#### EVACUATION

3. In the event of an evacuation at this site, we notify our guests by \_\_\_\_\_. (Refer to your business emergency plan.)
4. Emergency personnel notify specific addresses if the need arises to evacuate the premises. This is done by emergency notifications (via LETA911) or door-to-door visits.
5. Conditions during an evacuation can be chaotic. It is important to stay calm, think clearly and avoid panic.

#### FIRE

If evacuations are ordered, or you feel threatened, evacuating early and away from the fire is recommended. However if you cannot **safely** evacuate, follow these guidelines:

- If you become trapped by wildfire in a structure, close doors but leave them unlocked, and stay away from outside walls.
- If you are trapped in your vehicle, park in a clear area, close windows and vents, cover up with a blanket on the floor.
- If on foot, find a clear area, lay down on the ground and protect your airway.

#### FLOOD

- Be aware of potential flash flooding. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of stream, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as rain clouds or heavy rain. Move to high ground and never stand on riverbanks.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be swept away quickly.
- Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

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#### SEVERE WEATHER AND HIGH WINDS

- Heed shelter or evacuation requests made by officials.
- Close outside doors and window blinds, shades or curtains. Stay away from doors, windows and exterior walls. Stay in the shelter location until the danger has passed.
- During lightning, do not use wired telephones, touch electrical appliances or use running water. Cordless or cellular telephones are safe to use.
- Remember the 30/30 Lightning Safety Rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
- Stay indoors and limit travel to only absolutely necessary trips.