



**Clark County School District Facility
Division, Maintenance Department
Emergency Dispatch Checklist**

Instructions:

For emergency calls such as: Multiple school power outages, gas leaks, flooding, smoke/fire, school evacuations, etc., use the following checklist. Do not declare an emergency to the utility companies, just check on outages and inform them of leaks when asked to do so by responding crews.

Work Order #: _____ **Location** _____

Problem: _____

Dispatcher Name: _____ **Date of Incident:** _____

Steps to take	Action	Done
E-Mail: Maintenance Directors, Coordinators, Supervisor, OM / FSR—with notification and follow up once completed	Email	
*Utility Company Check in See numbers below	Called Company	
E-mail Associate Super. Office	Email	
E-mail Associate Super. Operational Services Division	Email	
Call Operation Manager / FSR:	Called	
Call Region Supervisor:	Called	
Call Core Craft Supervisor and/or Supervisor for Fire Alarm Reset (as needed)	Called	
Utility Company & Primary Contact	Phone Numbers	
Nevada Energy (Electrical)	402-6686	
Southwest Gas (All of Clark County)	365-1111	
Water District (Las Vegas)	870-4194	
City of North Las Vegas (Water)	593-3629	
City of Henderson (Water)	267-5900	
Call Before You Dig	1-800-642-2444	
Grounds (Water Truck)	271-8941	
When water is needed HS 6 coolers & 12 jugs of water / MS 4 coolers & 8 jugs of water / ES 3 coolers & 6 jugs of water	Deliver water to Multipurpose room & Principal will locate where necessary	

Retain completed copy for the Emergency Notebook kept in Dispatch. 2/2014