



Building Evacuation Plan

Date Revised

Risk Management and Safety

BUILDING EVACUATION PLAN

Information regarding specific emergency incidents (i.e., fire, earthquake, violence, etc.) can be found in the UNLV Emergency Procedures. This document is located at: rms.unlv.edu under Emergency Response Planning. If you have any questions concerning this, please call RMS at 895-4226. Thank you.

The purpose of this document is to increase the safety awareness for students, faculty, staff and visitors while on the UNLV campus. It is vital that you evacuate the building every time the alarm sounds; and that you are aware of evacuation routes, exit points, and the location of your Emergency Assembly Area. You should also be conscious of the locations of pull alarms, first aid kits, emergency eye wash stations, and emergency showers. Additionally, if you are assigned any responsibilities in the following document you should be aware of what the position entails and be ready to assist in emergency situations.

I. BUILDING INFORMATION

1. Building Name:

2. Building Safety Coordinator (BSC) Name:

Phone No.:

Fax No.:

Email:

3. Alternate BSC Name:

Phone No.:

Fax No.:

Email:

4. Emergency Assembly Area (EAA) Location:

5. Departments

A. Department 1 Coordinator:

DSC Name:

Phone No.:

Email:

B. Department 2 Coordinator:

DSC Name:

Phone No.:

C. Department 3 Coordinator:

DSC Name:

Phone No.:

Email:

D. Department 4 Coordinator:

DSC Name:

Phone No.:

Email:

E. Department 5 Coordinator:

DSC Name:

Phone No.:

Email:

6. **Campus Safety Committee** (if applicable):

A. Member:

Phone No.:

Department or Unit:

B. Member:

Phone No.:

Department or Unit:

C. Member:

Phone No.:

Department or Unit:

D. Member:

Phone No.:

Department or Unit:

E. Member:

Phone No.:

Department or Unit:

7. **Emergency Staff**

A **Role Taker** is a building occupant assigned to take roll call at the EAA after a building evacuation. Once the roll has been taken they should turn in their role sheets to the Building Safety Coordinator to be relayed to 1st responding agencies.

A **Floor Monitor** is a building occupant assigned to assist with a floor and building evacuation during an emergency by checking for and alerting other occupants on their way out of the building.

A. **Roll Takers**

1. Department or Unit:

Roll Taker 1: Roll Taker 2:

2. Department or Unit:

Roll Taker 1: Roll Taker 2:

3. Department or Unit:
Roll Taker 1: Roll Taker 2:

4. Department or Unit: Team 4
Roll Taker 1: Roll Taker 2:

5. Department or Unit:
Roll Taker 1: Roll Taker 2:

B. Floor Monitors

1. Department or Unit:
Floor Monitor 1: _ Floor Monitor 2:

2. Department or Unit:
Floor Monitor 1: _ Floor Monitor 2:

3. Department or Unit:
Floor Monitor 1: Floor Monitor 2:

4. Department or Unit:
Floor Monitor 1: Floor Monitor 2:

5. Department or Unit:
Floor Monitor 1: Floor Monitor 2:

Acronyms and Terms

Acronym	Meaning
BSC	Building Safety Coordinator
BEP	Building Evacuation Plan
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EOC	Emergency Operations Center
RM&S	Risk Management and Safety
UNLV Department	University of Nevada Las Vegas University Police

Term	Definition
------	------------

Building Safety Coordinator A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BSC position description.

Building Emergency Plan A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee A group usually composed of members of each department in the building, generally chaired by the BSC, charged with building emergency preparedness and overseeing building safety concerns.

Department Safety Coordinator A University employee who assists in coordinating, implementing, and documenting the department's safety program. This includes ensuring department employees are trained on their BEP(s).

Department Safety Committee A group composed of department representatives (preferably from each major unit in the department). If a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and shall meet at least quarterly.

EAA A pre-designated safe location near a building where Building occupants assemble and report to the roll taker(s) after evacuating the building.

Emergency Operations Center (EOC) The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

Emergency Responder(s) Trained personnel who provide assistance in an emergency. They are not building occupants and may be from the

University, University Police, local fire departments, RM&S, Facilities Management, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.

Emergency Response Team

Highly trained volunteer university employees from RM&S and Facilities Management Departments, as well as other select employees, who respond to specific campus emergencies, i.e. Gas leaks, medical emergencies, utility outages, and building evacuations.

Floor Monitor

A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.

Roll Taker

A building occupant assigned to take roll call at the EA after a building evacuation.