Bookstore
Emergency Plan

Updated on:
June 30, 2019
This template has been created to assist building proctors, supervisors, and managers in drafting a Fire Safety and Evacuation Plan to achieve compliance with the Nevada Fire Code. Please use the enclosed information as a guide and customize the information to reflect your particular building, its existing safety equipment and fire protection systems, and any identified existing fire hazards.

The document must be customized to fit the requirements of your building. Plans that are not customized to be site specific will not be approved.
Emergency Response

The UNLV Police Dept. is the first contact and first responder for all campus emergencies.

- To reach Campus Safety, dial 5-3669 from any campus telephone 24 hours a day.
- Dial 702-895-3669 from off-campus or cellular phone.

Why Call UNLV Police Dept. First?

Dialing 911 from a non-campus phone will reach the county emergency services dispatcher, which is less desirable because calling UNLV Police Dept. will provide faster fire, ambulance and police response. Outside responders will not be familiar with the names, locations or fastest routes to the bookstore. When you call the UNLV Police Dept., they will send immediate assistance, call outside emergency responders for you and direct them to the scene.

General Emergency Response

The time to become familiar with emergency procedures is before an emergency.

Please take time to familiarize yourself with your bookstore layout, safety equipment, emergency evacuation routes, fire suppression systems, and communication systems to help you respond to an emergency. Circumstances of specific emergencies vary and good judgment is always required.

When Calling About Any Emergency

- Prior to calling, remove yourself from the area of immediate danger, if possible.
- Give your name. (confidentiality will be respected).
- Give your extension. (if applicable)
- Give the building name and room number or other specific location.
- Describe the condition clearly and accurately.
- Don’t hang up! You may be an important link in an emergency. Other information may be needed and special instructions may be provided. Let the person you are talking to end the conversation.
General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

- Fire alarms will be used to sound a building evacuation. **Do not panic.**
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area or classroom for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point. *(see appendix A)*
- Seek out and give assistance to any disabled persons in the area, if you can do so safely. If you cannot assist, alert emergency responders to the situation.

Follow instructions of UNLV Police Officers or other properly identified emergency personnel.
Evacuation Procedures for a Person with a Disability

Persons with a disability or medical condition may not be able to evacuate without special assistance. The following options may be considered in this situation:

- **Horizontal Evacuation** - Move away from the area of imminent danger to a safe distance.
- **Stay in Place** - Unless there is imminent danger, remain in a location with available communication, fire rated construction, and a fire suppression system, if possible. Dial UNLV Police Dept. or 911 with the location where assistance is required.
- **Area of Refuge** - If the person with a disability cannot get far away from the danger using Horizontal Evacuation, and the present location is imminently dangerous, then that person should seek an Area of Refuge away from danger. Dial UNLV Police Dept. or 911 with the location where assistance is required.

Area of Refuge Requirements

1007.6 Areas of refuge. Every required area of refuge shall be accessible from the space it serves by an accessible means of egress. The maximum travel distance from any accessible space to an area of refuge shall not exceed the travel distance permitted for the occupancy in accordance with Section 1016.1. Every required area of refuge shall have direct access to a stairway complying with Section 1007.3 or an elevator complying with Section 1007.4. Where an elevator lobby is used as an area of refuge, the shaft and lobby shall comply with Section 1022.10 for smoke proof enclosures except where the elevators are in an area of refuge formed by a horizontal exit or smoke barrier.

1007.6.1 Size. Each area of refuge shall be sized to accommodate one wheelchair space of 30 inches by 48 inches (762 mm by 1219 mm) for each 200 occupants or portion thereof, based on the occupant load of the area of refuge and areas served by the area of refuge. Such wheelchair spaces shall not reduce the required means of egress width. Access to any of the required wheelchair spaces in an area of refuge shall not be obstructed by more than one adjoining wheelchair space. 2012 INTERNATIONAL FIRE CODE® • I

1007.6.2 Separation. Each area of refuge shall be separated from the remainder of the story by a smoke barrier complying with Section 709 of the International Building Code or a horizontal exit complying with Section 1025. Each area of refuge shall be designed to minimize the intrusion of smoke. Exception: Areas of refuge located within an enclosure for exit access stairways or interior exit stairways. [B]
1007.6.3 Two-way communication. Areas of refuge shall be provided with a two-way communication system complying with Sections 1007.8.1 and 1007.8.2.

**Areas of Refuge**
The following are areas of refuge: Also locations identified on floor plans:

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Safe Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>first</td>
<td>warehouse</td>
</tr>
</tbody>
</table>

**Discovery of Fire in the Building**

Upon the discovery of a hostile fire in any university building, the following emergency procedures are to be implemented:

The acronym R.A.C.E will assist building occupants in remembering the correct emergency procedure implementation.

**Rescue**—Rescue anyone in immediate danger from the fire, if it does not endanger your life.

**Alarm**—sound the building fire alarm by activating a pull station, if available, and calling UNLV Police Dept. at 5-3669 from any campus telephone 24 hours a day or 702-895-3669 from a cellular phone. (Refer to procedure above)

**Confine**—Confine the fire to as small an area as possible by closing all doors and windows near the fire, if safe to do so.

**Extinguish**—Extinguish the fire with the proper fire extinguisher or **Evacuate** the building if the fire is too large for a fire extinguisher. (Refer to Building Evacuation procedure above)

Portable fire extinguishers can be used to suppress or extinguish a fire in its incipient, or beginning, stages. To be effective, building occupants must be trained in the proper use of portable fire extinguishers. This training includes the identification of different classes of fire
and the appropriate selection of a portable extinguisher. The use of an inappropriate fire extinguisher on a fire may result in the extinguishing agent being ineffective or even making the situation worse and spreading the fire.

AED Locations
Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Location</th>
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Evacuation Assembly Points
When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are designated as listed below:

<table>
<thead>
<tr>
<th>Building Area Designation</th>
<th>Evacuation Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse</td>
<td>Double door area</td>
</tr>
</tbody>
</table>

Roll takers

<table>
<thead>
<tr>
<th>Member</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondana Eghdami</td>
<td>Front door</td>
</tr>
<tr>
<td>Derrick Salgado</td>
<td>Warehouse door</td>
</tr>
</tbody>
</table>
Building Emergency Plan Committee Members

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

List name, phone and/or cell phone, and email.

Building Emergency Plan Committee Members:

<table>
<thead>
<tr>
<th>Member</th>
<th>Assignment</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondana Eghdami</td>
<td></td>
<td><a href="mailto:Mondana.eghdami@unlv.edu">Mondana.eghdami@unlv.edu</a></td>
<td>895-4169</td>
</tr>
</tbody>
</table>