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 or Larry Warkentin at 895-2990. 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: BPB

2. Building Safety Coordinator (BSC) Name: Bill O'Donnell
   Phone No.: 895-0954
   Fax No.: 895-0804
   Email: bill@physics.unlv.edu

3. Alternate BSC Name: Paul Ellison
   Phone No.: 895-3469
   Fax No.: 895-0804
   Email: paul@physics.unlv.edu

4. Emergency Assembly Area (EAA) Location (minimum 150’ from building): North of BPB (under trees)

5. Departments
   A. Department 1:
      DSC Name: Bill O'Donnell
      Phone No.: 
      Email:

   B. Department 2:
      DSC Name: Paul Ellison
      Phone No.: 
      Email:
NOTICE: FIRE/EVACUATION DRILL FEBRUARY 8, 2008

VERY IMPORTANT PLEASE READ:

When the fire alarm is activated, close your doors and leave the building. All staff must congregate outside on the north east side of the BPB.

Gail, will take role to assure that everyone is out of the building.

There are emergency evacuation sings on the second floor north hallway wall left of the main office, and one located on the south wall next to room 247. There are two sings on the first floor, north wall hallway next to the stairwell and one between the restrooms above the water fountains.

If you have any questions or concerns please contact Bill.

6. Building Safety Committee (if applicable):

A. Member: BILL O’DONNELL
Phone No.:
Department or Unit:

B. Member: PAUL ELLISON
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: Physics
Roll Taker 1: Gail Michel-Parsons      Roll Taker 2:
B. Floor Monitors

1. Department or Unit: Physics
   Floor Monitor 1: Bill O'Donnell     Floor Monitor 2:

2. Department or Unit:
   Floor Monitor 1: Paul Ellison     Floor Monitor 2:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
<td>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.</td>
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<tr>
<td>BEP</td>
<td>Building Evacuation Plan</td>
<td>A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.</td>
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<td>DSC</td>
<td>Department Safety Coordinator</td>
<td>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.</td>
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<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
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<td>UNLVPD</td>
<td>University of Nevada Las Vegas Police Department</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Floor Monitor</td>
<td>A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.</td>
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<td>Roll Taker</td>
<td>A building occupant assigned to take roll call at the EAA after a building evacuation.</td>
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<td>Emergency Responder(s)</td>
<td>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&amp;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.</td>
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<tr>
<td>EAA</td>
<td>A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.</td>
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<tr>
<td>Emergency Operations Center (EOC)</td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
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