Carlson Education Building
&
Bennett Development Center

Building Evacuation Plan

November 20, 2015

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 or Paul Dominguez at 895-1791. 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.

BUILDING INFORMATION

1. Building Name: CARLSON EDUCATION BUILDING

2. Building Safety Coordinator (BSC): Kimberly Kolbet
   Phone No: 895-5355 office or 895-3253 EPHE main
   Fax No: 895-658
   Email: kimberly.kolbet@unlv.edu

3. Alternate BSC Name: Laura Kaprelian
   Phone No: 895-3375
   Fax No.: 895-4068
   Email: laura.kaprelian@unlv.edu

4. Emergency Assembly Area (EAA) Location (minimum 150’ from building):

   ‡‡ EAA-1 --Occupants in departmental faculty and staff offices and the PRACTICE will meet by the Rose Garden between Carlson Education Building & Ham Fine Arts.

   ‡‡ EAA-2 –Advising Centers, Computer Labs, Classrooms, CML and the United States Air Force ROTC staff will meet at the concrete seating area northwest of the Sidewalk Café and adjacent to the Thomas T. Beam Engineering Complex (TBE).

   ‡‡ EAA-3 --Bennett Development Center staff and guests (when meetings are in session) are to meet by the Greenhouse.
5. Departments

A. Department 1 – EDUCATIONAL & CLINICAL STUDIES
DSC Name: Maggie Hierro
Phone No.: 895-3205
Email: margarita.hierro@unlv.edu

B. Department 2 – EDUCATIONAL PSYCHOLOGY & HIGHER EDUCATION
DSC Name: Kim Kolbet
Phone No.: 895-5355
Email: kimberly.kolbet@unlv.edu

C. Department 3 – TEACHING & LEARNING
DSC Name: MaryEllenGanny
Phone No.: 895-0889
Email: maryellenganny@unlv.edu

D. Department 4 – ADVISING & FIELD PLACEMENT CENTER
DSC Name: Vicky Hoffman
Phone No.: 895-5946
Email: vicky.hoffman@unlv.edu

E. Department 5 -- CURRICULM MATERIAL LIBRARY
DSC Name: Amanda Melilli
Phone No.: 895-1963
Email: amanda.melilli@unlv.edu

F. Department 6 – COMPUTER LAB
DSC Name: Young Bok Kim
Phone No.: 895-3762
Email: young.kim@unlv.edu

G. Department 7 – AFROTC*
DSC Name: Jessica Sawicki
Phone No.: 895-5313
Email: jessica.sawicki@unlv.edu

H. Department 8 – Bennett Professional Development Center (BDC)
DSC Name: Dr. P.G. Schrader
Phone No.: 895-3331
Email: pg.schrader@unlv.edu

I. Department 9 – The PRACTICE
DSC Name: Patricia Bighem
Phone No.: 895-1532
Email: patricia.bighem@unlv.edu
J. Department 10 – DEAN’S OFFICE
DSC Name: Laura Kaprelian
Phone No.: 895-3375
Email: laura.kaprelian@unlv.edu

K. Department 11 – DIVISION OF HEALTH SCIENCES ADVISING CENTER
DSC Name: Sharon Goins
Phone No.: 895-5380
Email: sharon.goins@unlv.edu

6. Emergency Staff

A Roll 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
A. Department 1: EDUCATIONAL & CLINICAL STUDIES
Roll Taker 1: Maggie Hierro  Roll Taker 2: Karen Grow

B. Department 2: EDUCATIONAL PSYCHOLOGY & HIGHER EDUCATION
Roll Taker 1: Kim Kolbet  Roll Taker 2: Marty Koch

C. Department 3: TEACHING & LEARNING
Roll Taker 1: Jovita Bayuga  Roll Taker 2: MaryEllen Ganny

D. Department 4: ADVISING & FIELD PLACEMENT CENTER
Roll Taker 1: Monica Moreno  Roll Taker 2: Vicky Hoffman

E. Department 5: CURRICULM MATERIAL LIBRARY
Roll Taker 1: Amanda Melilli  Roll Taker 2: Debra McCracken

F. Department 6: COMPUTER LAB
Roll Taker: Young Bok Kim

G. Department 7: AFROTC
Roll Taker: Jessica Sawicki

H. Department 8: BDC
Roll Taker: Dr. P.G. Schrader

I. Department 9: The PRACTICE
Roll Taker 1: Patricia Bighem  Roll Taker 2: GA at Front Desk
J. Department 10: DEAN’S OFFICE
Roll Taker 1: Sheila Bray       Roll Taker 2: Laura Kaprelian

K. Department 11: DIVISION OF HEALTH SCIENCES ADVISING CENTER
Roll Taker 1: Sharon Goins      Roll Taker 2: Vaune Kadlubek

B. Floor Monitors – View Attached Maps

1. **First Floor**
   - **Floor Monitor 1** (Main Entrance through Northwest Hallway): Amanda Melilli
     - Exit to EAA-2
   - **Floor Monitor 2** (Main Entrance through the Southeast/East Hallways): Maggie Hierro
     - Exit northeast egress to EAA-1

2. **Second Floor**
   - **Floor Monitor 1** (Both sides of the Southeast Hallway-all offices & classrms.): Patricia Bighem
     - Exit the northeast stairwell to EAA-1
   - **Floor Monitor 2** (Rooms 221 through 224): Ana Franco
     - Exit south stairwell to EAA-2
   - **Floor Monitor 3** (Northwest Hallway-Rms 201-220): Young Bok Kim
     - Exit stairway west stairwell to EAA-2

3. **Third Floor**
   - **Floor Monitor 1**
     - Rooms 301 & CEB northeast hallway from 307-319 to northeast stairwell
     - Exit northeast stairwell to EAA-1
   - **Floor Monitor 2**
     - Rooms 336-324 to northeast stairwell & exit building to EAA-1
   - **Floor Monitor 3** (Rooms 320-322A): Kim Kolbet
     - Exit northeast stairwell to EAA-1
   - **Floor Monitor 4** (359B-371) All rooms heading to east exterior stairwell: Jovita Bayuga
     - Exit east exterior stairwell to EAA-1
   - **Floor Monitor 5** (Rooms 348-338): Nanette Meyer
     - Exit east exterior stairwell to EAA-1
   - **Floor Monitor 6** (Rooms 99, 380-383): Abegail Cruz
     - Exit west stairwell to EAA-2

4. **AFROTC – CEB 161 – 184**
   - Jessica Sawicki & Sgt. Aeza Graham

5. **BENNETT PROFESSIONAL DEVELOPMENT CENTER (BDC)**
   - Dr. P.G. Scrader

Acronyms and Terms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
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<tr>
<td>BEP</td>
<td>Building Evacuation Plan</td>
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<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
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<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Building Emergency 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>Building Safety Committee</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>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>Department Safety Coordinator</td>
<td>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).</td>
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<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 by knocking on the doors or call out, “Evacuate.”</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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**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.

**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.