Carlson Education Building
&
Bennett Development Center

Building Evacuation Plan

December 12, 2016

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 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.

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: 895-1658
   Email: kimberly.kolbet@unlv.eu

3. Alternate BSC Name: Kristina Mejia
   Phone No: 895-3375
   Fax No.: 895-4068
   Email: kristina.mejia@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: MaryEllen Ganny
   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: Steve Bickmore
   Phone No.: 895-3331
   Email: Steven.Bickmore@unlv.edu

I. Department 9 – The PRACTICE
   DSC Name: Mercedi Townsend
   Phone No.: 895-1532
   Email: mercedi.townsend@unlv.edu
J. Department 10 – DEAN’S OFFICE
   DSC Name:                 Kristina Mejia
   Phone No.:                895-3375
   Email:                    Kristina.mejia@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: AA3-new hire  Roll Taker 2: Kim Kolbet
   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:  CURRICULUM 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: Steve Bickmore
   I. Department 9:  The PRACTICE
                     Roll Taker 1: Mercedi Townsend  Roll Taker 2: GA at Front Desk
J. Department 10: DEAN’S OFFICE  
Roll Taker 1: Sheila Bray  
Roll Taker 2: Kristina Mejia

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.): Mercedi Townsend
   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: Sheila Bray
   Rooms 301 & CEB northeast hallway from 307-319 to northeast stairwell
   Exit northeast stairwell to EAA-1
   Floor Monitor 2: MaryEllen Ganny
   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): Carleen Finkle
   Exit west stairwell to EAA-2

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

5. BENNETT PROFESSIONAL DEVELOPMENT CENTER (BDC)  
   Steve Bickmore

Acronyms and Terms

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<tr>
<th>Acronym</th>
<th>Meaning</th>
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<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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<td>DSC</td>
<td>Department Safety Coordinator</td>
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<td>EAA</td>
<td>Emergency Assembly Area</td>
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<td>EOC</td>
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<td>RM&amp;S</td>
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<td>Term</td>
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<tr>
<td><strong>Building Emergency Plan</strong></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><strong>Building Safety Committee</strong></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><strong>Building Safety Coordinator</strong></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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<td><strong>Department Safety Coordinator</strong></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><strong>Floor Monitor</strong></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.” The Floor Monitor will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.</td>
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<td><strong>Roll Taker</strong></td>
<td>A building occupant assigned to take roll call at the EAA after a building evacuation. The Roll Taker will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.</td>
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<td><strong>Emergency Responder(s)</strong></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><strong>EAA</strong></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><strong>Emergency Operations Center (EOC)</strong></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.

In the event of an emergency building closure, your building evacuation plan should address and delegate responsibility to building personnel for any special accommodations you would like implemented such as; posting building closure notices, escorting staff, monitoring building entrances, etc.