



**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](https://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.edu](mailto:kimberly.kolbet@unlv.edu)

**3. Alternate BSC Name:** Kristina Mejia  
Phone No: 895-3375  
Fax No.: 895-4068  
Email: [kristina.mejia@unlv.edu](mailto: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](mailto:margarita.hierro@unlv.edu)

### B. Department 2 – EDUCATIONAL PSYCHOLOGY & HIGHER EDUCATION

DSC Name: Kim Kolbet  
Phone No.: 895-5355  
Email: [kimberly.kolbet@unlv.edu](mailto:kimberly.kolbet@unlv.edu)

### C. Department 3 – TEACHING & LEARNING DSC

Name: MaryEllen Ganny  
Phone No.: 895-0889  
Email: [maryellenganny@unlv.edu](mailto:maryellenganny@unlv.edu)

### D. Department 4 – ADVISING & FIELD PLACEMENT CENTER

DSC Name: Vicky Hoffman  
Phone No.: 895-5946  
Email: [vicky.hoffman@unlv.edu](mailto:vicky.hoffman@unlv.edu)

### E. Department 5 -- CURRICULM MATERIAL LIBRARY

DSC Name: Amanda Melilli  
Phone No.: 895-1963  
Email: [amanda.melilli@unlv.edu](mailto:amanda.melilli@unlv.edu)

### F. Department 6 – COMPUTER LAB

DSC Name: Young Bok Kim  
Phone No.: 895-3762  
Email: [young.kim@unlv.edu](mailto:young.kim@unlv.edu)

### G. Department 7 – AFROTC\*

DSC Name: Jessica Sawicki  
Phone No.: 895-5313  
Email: [jessica.sawicki@unlv.edu](mailto: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](mailto:Steven.Bickmore@unlv.edu)

### I. Department 9 – The PRACTICE

DSC Name: Mercedi Townsend  
Phone No.: 895-1532  
Email: [mercedi.townsend@unlv.edu](mailto:mercedi.townsend@unlv.edu)

J. Department 10 – DEAN'S OFFICE

DSC Name: Kristina Mejia  
Phone No.: 895-3375  
Email: [Kristina.mejia@unlv.edu](mailto: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 1<sup>st</sup> 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: 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: 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**

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

## Term

## Definition

<b>Building Emergency Plan</b>	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
<b>Building Safety Committee</b>	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.
<b>Building Safety Coordinator</b>	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.
<b>Department Safety Coordinator</b>	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).
<b>Floor Monitor</b>	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.
<b>Roll Taker</b>	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.
<b>Emergency Responder(s)</b>	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.
<b>EAA</b>	A pre-designated safe location near a building where Building occupants assemble and report to the roll taker(s) after evacuating the building.
<b>Emergency Operations Center (EOC)</b>	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

**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.