



Campus Services Building

Building Evacuation Plan

Date Revised
September 12, 2017

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: <https://rms.unlv.edu/fire-and-life/buildingevac/> under Fire & Life Safety, Building Evacuation Plans. If you have any questions concerning this, please call RMS at 895-4226 or John Guerra at 895-4861. 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:** Campus Services Building

2. **Building Safety Coordinator (BSC) Name:** John Guerra

Campus Address: 4505 Maryland Parkway, Las Vegas, NV 89154-1042

Phone No.: 702-895-4861

Fax No.: 702-895-4690

Email: john.guerra@unlv.edu

3. **Alternate BSC Name:** John Tomola

Campus Address: 4505 Maryland Parkway, Las Vegas, NV 89154-1042

Phone No.: 702-895-4860

Fax No.: 702-895-4690

Email: john.tomola@unlv.edu

4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):** SW corner of the White lot (under billboard)

5. **Departments**

A. Department 1: **Administration Services**

DSC Name: Carina Parisey

Phone No.: 895-1936

Email: carina.parisey@unlv.edu

B. Department 2: **Budget Office**

DSC Name: Kathy Adams

Phone No.: 895-4185

Email: Kathy.adams@unlv.edu

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.

C. Department 3: Interdisciplinary Center for Aging Research and Education

DSC Name: Dr. Georgia Dounis

Phone No.: 702-774-2667

Email: georgia.dounis@unlv.edu

D. Department 5: Controller/ Accounts Payable

DSC Name: Chris Viton

Phone No.: 895-3517

Email: chris.viton@unlv.edu

E. Department 6: Facilities

DSC Name: Billy Williamson

Phone No.: 895-2536

Email: william.williamson@unlv.edu

F. Department 7: Human Resources

DSC Name: Larry Hamilton

Phone No.: 895-1299

Email: larry.hamilton@unlv.edu

G. Department 8: Nevada Industry Excellence

DSC Name: Terry Culp

Phone No.: 895-2615

Email: tculp@nvie.nevada.edu

H. Department 9: Planning and Construction

DSC Name: David S. Frommer

Phone No.: 895-2873

Email: david.frommer@unlv.edu

Alternate DSC: Julie Maxwell

Phone No.: 895-2519

Email: Julie.maxwell@unlv.edu

I. Department 10: Delivery Services

DSC Name: Jack Veslany

Phone No. 895-1447

Email: jack.velany@unlv.edu

J. Department 11: Purchasing

DSC Name: Sharrie Mayden

Phone No. 895-0970

Email: sharrie.mayden@unlv.edu

Alternate DSC: Betsy Drelleck
Phone No. 895-2561
Email: Elizabeth.drellack@unlv.edu

K. Department 12: **Risk Management and Safety**
DSC Name: John Guerra
Phone No.: 895-4861
Email: john.guerra@unlv.edu

L. Department 14: **Telecommunications**
DSC Name: Darren Paulson
Phone No. 895-1180
Email: darren.paulson@unlv.edu

M. Department 15: **Vice President of Finance and Business**
DSC Name: Lori McGowne
Phone No.: 895-3130
Email: lori.mcgowne@unlv.edu

Alternate DSC: Kara Toma
Phone No.: 895-3571
Email: kara.toma@unlv.edu

N. Department 16: **Nevada Institute for Children's Research and Policy**
DSC Name: Tara Phebus
Phone No.: 895-5016
Email: tara.phebus@unlv.edu

6. **Building Safety Committee** (if applicable): **N/A**

A. Member:
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.

13. Department or Unit: **Vice President of Finance and Business**
Roll Taker 1: Erin Messer Roll Taker 2: Megan Gerke

14. Department or Unit: **Nevada Institute for Children’s Research and Policy**
Roll Taker 1: Tara Phebus Roll Taker 2: Amanda Haboush-Deloye

B. Floor Monitors

1st Floor:

1. Department or Unit: **Facilities** (Main, South entrance)
Floor Monitor 1: Sylvia Mcguire Floor Monitor 2: Tynetta Curry

2. Department or Unit: **Risk Management and Safety** (Southwest entrance)
Floor Monitor 1: John Guerra Floor Monitor 2: John Tomola
Floor Monitor 3: Calvin Milling

3. Department or Unit: **Planning and Construction** (Northwest entrance)
Floor Monitor 1: Tim Lockett Floor Monitor 2: Julie Maxwell

4. Department or Unit: **(Northeast entrance)**
Floor Monitor 1: Floor Monitor 2:

5. Department or Unit: **(Southeast entrance)**
Floor Monitor 1: Floor Monitor 2:

6. Department or Unit: **Telecommunications** (Southwest entrance)
Floor Monitor 1: Lydia DelRio Floor Monitor 2: Kenneth Hafen

2nd Floor:

7. Department or Unit: **Human Resources** (Main, South stairwell)
Floor Monitor 1: Valerie Holsinger Floor Monitor 2: Kelly Scherado

8. Department or Unit: **Risk Management and Safety** (West Stairwell)
Floor Monitor 1: Michele Washington Floor Monitor 2:

9. Department or Unit: **Controllers Department** (East Stairwell)
Floor Monitor 1: Yvette Walton Floor Monitor 2: Elaine Rojas

Acronyms and Term

<u>Acronym</u>	<u>Meaning</u>
BSC	
	DSC
BEP	

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EAA	Department Safety Coordinator
EOC	Emergency Assembly Area
RM&S	Emergency Operations Center
UNLVDP	Risk Management and Safety
Building Safety Coordinator	University of Nevada Las Vegas Police Department
Building Evacuation Plan	

Term	Definition
Building Emergency Plan	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Safety Committee	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.
Building Safety Coordinator	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.
Department Safety Coordinator	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).
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building. 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.
Roll Taker	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.

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Emergency Responder(s)	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.
EAA	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
Emergency Operations Center (EOC)	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

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.