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
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

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**
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.
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: **Administration Services**  
   Roll Taker 1: Carina Parisey   Roll Taker 2:  
   Roll Taker 3:  

2. Department or Unit: **Budget Office**  
   Roll Taker 1: Erin Messer   Roll Taker 2: Megan Gerke  

3. Department or Unit: **Interdisciplinary Center for Aging Research and Education**  
   Roll Taker 1:   Roll Taker 2:  

4. Department or Unit: **Controller/ Accounts Payable**  
   Roll Taker 1: Francisco Orozco   Roll Taker 2: Julie Tomlin  
   Roll Taker 3: Brian Townsen  

5. Department or Unit: **Facilities**  
   Roll Taker 1: Carina Parisey   Roll Taker 2: Cristina Bridges  
   Roll Taker 3:  

6. Department or Unit: **Human Resources**  
   Roll Taker 1: Brian Steen   Roll Taker 2: Larry Hamilton  

7. Department or Unit: **Nevada Industry Excellence**  
   Roll Taker 1: Terry Culp   Roll Taker 2: Lorraine O’Neill  

8. Department or Unit: **Planning and Construction**  
   Roll Taker 1: Nancy Johnson   Roll Taker 2: Shari McLean  

9. Department or Unit: **Inventory Control**  
   Roll Taker 1: Glenn Pugh   Roll Taker 2: Kenneth Hafen  

10. Department or Unit: **Purchasing**  
    Roll Taker 1: Chelsea Meggerson   Roll Taker 2: Michelle Ommen  

11. Department or Unit: **Risk Management and Safety**  
    Roll Taker 1: Tessa Jacobs   Roll Taker 2: Tami Godfrey  

12. Department or Unit: **Telecommunications**  
    Roll Taker 1: Dixie Ogas   Roll Taker 2: Shana Skeary
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

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EAA

Building Emergency Plan

EOC

A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

RM&S

Building Safety Committee

UNLVPD

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.
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.