Campus Services Building

Building Evacuation Plan

Date Revised
March 10, 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 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**: Campus Services Building

2. **Building Safety Coordinator (BSC) Name**: Larry Warkentin  
   Campus Address: 4505 Maryland Parkway, Las Vegas, NV 89154-1042  
   Phone No.: 702-895-2990  
   Fax No.: 702-895-4690  
   Email: larry.warkentin@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: Scott Wright
Phone No.: 895-5526
Email: scott.wright@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@nie.nevada.edu

H. Department 9: Planning and Construction
DSC Name: David S. Frommer
Phone No.: 895-2873
Email: david.frommer@unlv.edu

I. Department 10: Delivery Services
DSC Name: Ben Lum
Phone No. 895-1447
Email: ben.lum@unlv.edu

J. Department 11: Purchasing
DSC Name: Sharrie Mayden
Phone No. 895-0970
Email: sharrie.mayden@unlv.edu

K. Department 12: Risk Management and Safety
DSC Name: Larry Warkentin
Phone No.: 895-2990
Email: larry.warkentin@unlv.edu

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
L. Department 14: **Telecommunications**
DSC Name: Romn Paras
Phone No. 774-4595
Email: romn.paras@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

O. Department 17: **Online Education**
DSC Name: Valerie Nehmer
Phone No.: 895-2495
Fax No.: 895-0637
Email: valerie.nehmer@unlv.edu
Alternate DSC: Paul Erickson
Phone No.: 895-0326
Fax No.: 895-0637
Email: paul.erickson@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: Nancy Rutherford
   Roll Taker 3: Danielle Thomas

2. Department or Unit: **Budget Office**
   Roll Taker 1: Summer Mudd
   Roll Taker 2: Angie Doran

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: Nancy Rutherford
   Roll Taker 3: Danielle Thomas

6. Department or Unit: **Human Resources**
   Roll Taker 1: Karen Mulle
   Roll Taker 2:

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: Julie Maxwell
   Roll Taker 2: Dawn Deleon

9. Department or Unit: **Inventory Control**
   Roll Taker 1: Glenn Pugh
   Roll Taker 2: Daniel Murry

10. Department or Unit: **Purchasing**
    Roll Taker 1: Leslie Nilsen
    Roll Taker 2: Ericka Jeschke

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

12. Department or Unit: **Telecommunications**
    Roll Taker 1: Dixie Ogas
    Roll Taker 2: Marianne Wigmore

13. Department or Unit: **Vice President of Finance and Business**
Roll Taker 1: Summer Mudd     Roll Taker 2: Angie Doran

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

15. Department or Unit: **Online Education**
Roll Taker 1: Valerie Nehmer     Roll Taker 2: Paul Erickson

B. **Floor Monitors**

1st Floor:
1. Department or Unit: **Facilities** (Main, South entrance)
   Floor Monitor 1: Frank Lucas     Floor Monitor 2: 

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

3. Department or Unit: **Planning and Construction** (Northwest entrance)
   Floor Monitor 1: Liz Fuentes     Floor Monitor 2: 

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: Dan Murry

2nd Floor:

7. Department or Unit: **Human Resources** (Main, South stairwell)
   Floor Monitor 1: Karen Mulle     Floor Monitor 2: George Dombroski

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

10. Department or Unit: **Online Education** (East Stairwell)
    Floor Monitor 1: Valerie Nehmer     Floor Monitor 2: Paul Erickson

**Acronyms and Term**

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**
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<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
</tr>
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<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>
</tr>
<tr>
<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
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<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas Police Department</td>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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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>
</tr>
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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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<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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<tr>
<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>
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<tr>
<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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