BUILDING EMERGENCY PLAN

As a building occupant, it is your responsibility to be familiar with this plan. If you have questions, consult your Building Safety Coordinator, Department Safety Coordinator, or Safety Committee Representative. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Locations of emergency equipment, supplies, and materials, such as fire extinguishers, pull alarms, first aid kits, emergency eye wash stations, and emergency showers
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a roll taker or floor monitor
- Potential fire hazards in your building
- Potential exposure to hazardous materials or processes in and around your work area, and means of protecting yourself in the event of an emergency

BUILDING INFORMATION

1. Building Name: FND – Foundations Building

2. Building Safety Coordinator (BSC) Name: Joseph Sly
   Campus Address: FND - 1006
   Phone No: 52846
   Fax No: 52860
   Email: joseph.sly@unlv.edu

3. Alternate BSC Name: George Musovski
   Campus Address: FND - 1006
   Phone No: 52844
   Fax No: 52860
   Email: george.musovski@unlv.edu

4. Emergency Assembly Area (EAA) Location (minimum 150’ from building): Foundation Parking Lot on North of Building

5. Departments: UNLV Foundation (only department in building)
   Director:
   Nancy H. Strouse, Sr. Associate Vice President for Development, UNLV & Executive Director, UNLV Foundation
   
   DSC Name: Same as Building BSC – Joseph Sly
   Phone No: 52846
   Email: joseph.sly@unlv.edu

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
6. Building/ Department Safety Committee:

A. Member: Joe Sly
   Phone No: 52846
   Department or Unit: FND

B. Member: George Musovski
   Phone No: 52844
   Department or Unit: FND

C. Member: Bud Beekman
   Phone No: 52841
   Department or Unit: FND

F. Member: Ariana Renick
   Phone No: 53641
   Department or Unit: FND

G. Member: Elaine Anderson
   Phone No: 52810
   Department or Unit: FND

H. Member: Tori Klein
   Phone No: 52842
   Department or Unit: FND

7. Emergency Staff:
(Roll takers and Floor monitors are required and should be occupants of the building)

A Role Taker is a building occupant assigned to take roll call at the EAA after a building evacuation. 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.

Note: For buildings with classrooms the classroom instructors shall be responsible for taking class role outside at the EAA.

A. Roll Takers
   Department or Unit: UNLV Foundation
   Roll Taker 1: Arian Renick
   Roll Taker 2: Elaine Anderson

Floor Monitors
   Department or Unit: UNLV Foundation
   Floor Monitor 1: Joe Sly (FLOOR #1)
   Floor Monitor 2: Bud Beekman (FLOOR #2)

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8. Audible and Visible Alarm(s):
   A. Fire Alarm Sound and Warning Strobe Color: YES
   B. Elevator Alarm Sound: YES

9. Potential Fire Hazards: N/A

10. Fire Prevention Procedures:

   To prevent a fire, this building maintains a good housekeeping policy by storing flammable and
   combustible materials in an approved manner and avoiding accumulation of flammable and
   combustible materials in work areas and exit hallways.

   The BSC works with the Fire Safety Officer at EH&S to ensure that there is no excess accumulation
   of flammable and combustible materials in this building.

   Custodial services are provided to this building by Facilities Management (sec. II).

   A schedule of custodial services in this building may be obtained by contacting the custodial
   services provider.

11. Critical Operations Found in Building: TBD

   There are no critical operations in this building for which employees are required to remain in the
   building during an emergency.

   In the case of an emergency that causes damage or destruction to the building, when it is determined
   by Risk Management and Safety that the area is safe to enter, Foundation IT personnel will assess
   the situation and determine what needs to be done to the IT system to get it up and running. The
   UNLV Foundation CIO will determine whether files from the file room need to be relocated or
   recreated and determine if the vault can still be secured. If not, the CIO will determine where items
   will be relocated and will see to it that items are stowed at the new facility.

   Exterior doors will be checked to ensure that the building can be secured. If they cannot be secured,
   facilities will be called and requested to take the appropriate steps to secure the building.

   In the case of a catastrophic emergency where the Foundation IT system is destroyed, backups from
   the bank storage will be used to recreate a new system.

12. Medical and AED Trained Employees Duties:
   a. Occupant Name: None at this time.