Foundations Building (FND) Emergency Plan

Updated on: 12/16/19

Prepared By:
Joe Sly

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:
   Phone No: 52846
   Fax No: 51010
   Email: joseph.sly@unlv.edu

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

5. Departments: Office of Philanthropy and Alumni Engagement and UNLV Foundation
   
   Director:
   Tiffany L. Vickers, Sr. Associate Vice President, Finance and Administration, CFO

   DSC Name: Same as Building BSC – Joseph Sly
   Phone No: 52846
   Email: joseph.sly@unlv.edu

6. Building/ Department Safety Committee:
   None

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: **Denice Vidal**
  Roll Taker 2: **Pam Thomas**

**Floor Monitors**

  Department or Unit: **UNLV Foundation**

  Floor Monitor 1: **Joe Sly** (FLOOR #1)
  Floor Monitor 2: **Bud Beekman** (FLOOR #2)

**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:

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 and determine if the vault can still be secured. If not, we 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.

12. Medical and AED Trained Employees Duties:

   a. Occupant Name: None at this time.
Emergency Response

The UNLV Police Dept. is the first contact and first responder for all campus emergencies.

- To reach Campus Safety, dial 5-3669 from any campus telephone 24 hours a day.
- Dial 702-895-3669 from off-campus or cellular phone.

Why Call UNLV Police Dept. First?

Dialing 911 from a non-campus phone will reach the county emergency services dispatcher, which is less desirable because calling UNLV Police Dept. will provide faster fire, ambulance and police response. Outside responders will not be familiar with the names, locations or fastest routes to particular buildings. When you call the UNLV Police Dept., they will send immediate assistance, call outside emergency responders for you and direct them to the scene.

General Emergency Response

The time to become familiar with emergency procedures is before an emergency.

Please take time to familiarize yourself with your particular buildings layout, safety equipment, emergency evacuation routes, fire suppression systems, and communication systems to help you respond to an emergency. Circumstances of specific emergencies vary and good judgment is always required.

When Calling About Any Emergency

- Prior to calling, remove yourself from the area of immediate danger, if possible.

- Give your name. (confidentiality will be respected).

- Give your extension. (if applicable)

- Give the building name and room number or other specific location.

- Describe the condition clearly and accurately.

- Don’t hang up! You may be an important link in an emergency. Other information may be needed and special instructions may be provided. Let the person you are talking to end the conversation.
General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

- Fire alarms will be used to sound a building evacuation. Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area or classroom for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point. (see appendix A)
- Seek out and give assistance to any disabled persons in the area, if you can do so safely. If you cannot assist, alert emergency responders to the situation.

Follow instructions of UNLV Police Officers or other properly identified emergency personnel.
Evacuation Procedures for a Person with a Disability

Persons with a disability or medical condition may not be able to evacuate without special assistance. The following options may be considered in this situation:

- **Horizontal Evacuation** - Move away from the area of imminent danger to a safe distance.
- **Stay in Place** - Unless there is imminent danger, remain in a location with available communication, fire rated construction, and a fire suppression system, if possible. Dial UNLV Police Dept. or 911 with the location where assistance is required.
- **Area of Refuge** - If the person with a disability cannot get far away from the danger using Horizontal Evacuation, and the present location is imminently dangerous, then that person should seek an Area of Refuge away from danger. Dial UNLV Police Dept. or 911 with the location where assistance is required.

Area of Refuge Requirements

Not applicable

Discovery of Fire in the Building

Upon the discovery of a hostile fire in any university building, the following emergency procedures are to be implemented:

The acronym R.A.C.E will assist building occupants in remembering the correct emergency procedure implementation.

**Rescue** - Rescue anyone in immediate danger from the fire, if it does not endanger your life.

**Alarm** - sound the building fire alarm by activating a pull station, if available, and calling UNLV Police Dept. at 5-3669 from any campus telephone 24 hours a day or 702-895-3669 from a cellular phone. (Refer to procedure above)

**Confine** - Confine the fire to as small an area as possible by closing all doors and windows near the fire, if safe to do so.

**Extinguish** - Extinguish the fire with the proper fire extinguisher or **Evacuate** the building if the fire is too large for a fire extinguisher. (Refer to Building Evacuation procedure above)
Portable fire extinguishers can be used to suppress or extinguish a fire in its incipient, or beginning, stages. To be effective, building occupants must be trained in the proper use of portable fire extinguishers. This training includes the identification of different classes of fire and the appropriate selection of a portable extinguisher. The use of an inappropriate fire extinguisher on a fire may result in the extinguishing agent being ineffective or even making the situation worse and spreading the fire.

**AED Locations**

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Front Lobby</td>
</tr>
</tbody>
</table>

**Evacuation Assembly Points**

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are designated as listed below:

<table>
<thead>
<tr>
<th>Building Area Designation</th>
<th>Evacuation Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND</td>
<td>NW corner of Lot Y</td>
</tr>
</tbody>
</table>
### Roll takers

<table>
<thead>
<tr>
<th>Member</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Vidal</td>
<td>Downstairs staff</td>
</tr>
<tr>
<td>Pam Thomas</td>
<td>Upstairs staff</td>
</tr>
</tbody>
</table>

### Building Emergency Plan Committee Members

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

List name, phone and/or cell phone, and email.

**Building Emergency Plan Committee Members:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Assignment</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Sly</td>
<td>Building Proctor</td>
<td><a href="mailto:Joesph.sly@unlv.edu">Joesph.sly@unlv.edu</a></td>
<td>702-895-2846</td>
</tr>
</tbody>
</table>