



University of Nevada Las Vegas  
(UNLV)

**FOUNDATIONS BUILDING**

Building Emergency Plan

Date Revised (**October 21, 2016**)

Prepared By:

**Joe Sly**

Risk Management and Safety

# 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

3. Alternate BSC Name: George Musovski

Campus Address: FND - 1006

Phone No: 52844

Fax No: 51010

Email: george.musovski@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

**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: Yaa Obeng

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: Yaa Obeng

**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:

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 CIO will 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.

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