Greenspun Hall

Building Evacuation Plan

Date
11/16/2015

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.

I. BUILDING INFORMATION

1. **Building Name:** Greenspun Hall (GUA)

2. **Building Safety Coordinator (BSC) Name:** Robert Ulmer

3. **Alternate BSC Name:**

4. **Emergency Assembly Area (EAA) Location (minimum 150’ from building):**
   - See attached map for recommended assembly areas

5. **Departments:**

   A. Department: Dean’s Suite – EAA #1
      - Department 1 Coordinator:
      - DSC Name: Angela Howard
      - Phone No.: 895-5492
      - Email: angela.howard@unlv.edu

   B. Department: Communication Studies – EAA #1
      - Department 2 Coordinator:
      - DSC Name: William Belk
      - Phone No.: 895-4495
      - Email: William.belk@unlv.edu

   C. Department: Criminal Justice – EAA #1
      - Department 3 Coordinator:
      - DSC Name: Joel Lieberman
      - Phone No.: 895-0249
      - Email: jdl@unlv.nevada.edu

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
D. Department: Environmental and Public Affairs – EEA #2
Department 4 Coordinator:
DSC Name: Chris Stream
Phone No.: 895-5120
Email: chris.stream.unlv.edu

E. Department: Journalism and Media Studies – EEA # 1 & 2
Department 5 Coordinator:
DSC Name: Lawrence Mullen
Phone No.: 895-4491
Email: Lawrence.mullen@unlv.edu

F. Department: Social Work – EAA #1
Department 6 Coordinator:
DSC Name: Sonia Taylor
Phone No.: 895-1247
Email: Sonia.taylor@unlv.edu

G. Department: The Lincy Institute – EAA #1
Department 7 Coordinator:
DSC Name: Christina Nanton
Phone No.: 895-0093
Email: Chrissy.nanton@unlv.edu

H. Department: Urban Affairs Advising Center – EAA #1
Department 8 Coordinator:
DSC Name: Gloria Cooper
Phone No: 895-5400
Email: gloria.cooper@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: Dean’s Suite
   Roll Taker 1: Eliza Hallman        Roll Taker 2: Angela Howard
2. Department or Unit: Communication Studies
   Roll Taker 1: William Belk           Roll Taker 2: Jacob Thompson
3. Department or Unit: Criminal Justice
   Roll Taker 1: Bill Sousa        Roll Taker 2: Dory Mizrachi
4. Department or Unit: Environmental and Public Affairs
   Roll Taker 1: Christine Springer    Roll Taker 2: Chris Stream
5. Department or Unit: Journalism and Media Studies
   1st floor Roll Taker 1: Brian Steinle 2nd floor Roll Taker 2: Lawrence Mullen
6. Department or Unit: Social Work
   Roll Taker 1: Matt Gyger       Roll Taker 2: Ivet Santiago
7. Department or Unit: The Lincy Institute
   Roll Taker 1: Christina Nanton
8. Department or Unit: Urban Affairs Advising Center
   Roll Taker 1: Gloria Cooper       Roll Taker 2: Rimi Marwah
   Roll Taker 3: Vanessa Nunez

B. Floor Monitors
1. Department or Unit: Dean’s Suite
   Floor Monitor 1: Nicole Huckins    Floor Monitor 2: Bob White
2. Department or Unit: Communication Studies
   Floor Monitor 1: William Belk    Floor Monitor 2: Jacob Thompson
3. Department or Unit: Criminal Justice
   Floor Monitor 1: Joel Lieberman  Floor Monitor 2: Milia Heen

4. Department or Unit: Environmental and Public Affairs
   Floor Monitor 1: Liz Gil  Floor Monitor 2: Chris Stream

5. Department or Unit: Journalism and Media Studies
   1st floor Floor Monitor 1: Brian Steinle  2nd floor Floor Monitor 2: Lawrence Mullen

6. Department or Unit: Social Work
   Floor Monitor 1: Matt Gyger  Floor Monitor 2: Ivet Santiago

7. Department or Unit: The Lincy Institute
   Floor Monitor 1: Christina Nanton

8. Department or Unit: Urban Affairs Advising Center
   Floor Monitor 1: Gloria Cooper  Floor Monitor 2: Rimi Marwah
   Floor Monitor 3: Vanessa Nunez

### Acronyms and Term

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<tr>
<th>Acronym</th>
<th>Meaning</th>
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<td>BSC</td>
<td>Building Safety Coordinator</td>
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<td>BEP</td>
<td>Building Evacuation Plan</td>
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<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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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
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<td>UNLVPD</td>
<td>University of Nevada Las Vegas Police Department</td>
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<tr>
<td>Term</td>
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<tr>
<td>Building Emergency Plan</td>
<td>A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.</td>
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<td>Building Safety Committee</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>Building Safety Coordinator</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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<td>Department Safety Coordinator</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>Floor Monitor</td>
<td>A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.</td>
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<td>Roll Taker</td>
<td>A building occupant assigned to take roll call at the EAA after a building evacuation.</td>
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<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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