



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. 2

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.

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY. 3

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

<u>Acronym</u>	<u>Meaning</u>
BSC	Building Safety Coordinator
BEP	Building Evacuation Plan
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EOC	Emergency Operations Center
RM&S	Risk Management and Safety
UNLVPD	University of Nevada Las Vegas Police Department

Term	Definition
Building Emergency Plan	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Safety Committee	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.
Building Safety Coordinator	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.
Department Safety Coordinator	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).
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
Roll Taker	A building occupant assigned to take roll call at the EAA after a building evacuation.
Emergency Responder(s)	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&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.
EAA	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
Emergency Operations Center (EOC)	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.