



Building Evacuation Plan

ARTEMUS W. HAM CONCERT HALL

Date Revised

10/31/2016

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:** Artemus W. Ham Concert Hall

2. **Building Safety Coordinator (BSC) Name:** Lori James, Director of Finance & Guest Relation, Performing Arts Center

Phone No.: (702) 895-4711

Fax No.: (702) 895-4714

Email: lori.james@unlv.edu

3. **Alternate BSC Name:** Brian Smallwood, Technical Director, Department of Theatre

Phone No.: (702) 895-1177

Fax No.:

Email: brian.smallwood@unlv.edu

4. **Emergency Assembly Area (EAA) Location:** Ham Fine Arts Rock Garden pyramid, next to Donna Beam Fine Art Gallery and Ham Fine Arts Building West double doors.

5. Departments (PERFORMING ARTS CENTER)

A. Department 1 Coordinator: Lori James, Director of Finance & Guest Relation, Performing Arts Center

Phone No.: (702) 895-4711

Email: lori.james@unlv.edu

6. **Campus Safety Committee** (if applicable): College of Fine Arts Safety Committee

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: Performing Arts Center
Roll Taker 1: David Gruzin, Theatre Technician II
Roll Taker 2: Paulo Martin, Theatre Technician II

B. Floor Monitors

1. Department or Unit: Performing Arts Center
Floor Monitor 1: David Gruzin, Theatre Technician II
Floor Monitor 2: Paulo Martin, Theatre Technician II

Acronyms and Terms

Acronym	Meaning
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 University Police Department

Term	Definition
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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.

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.

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).

Department Safety Committee A group composed of department representatives (preferably from each major unit in the department). If a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and shall meet at least quarterly.

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 The headquarters for designated representatives of campus

Center (EOC)	essential services, where campus response is coordinated and resources are allocated during a disaster.
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.
Emergency Response Team	Highly trained volunteer university employees from RM&S and Facilities Management Departments, as well as other select employees, who respond to specific campus emergencies, i.e. Gas leaks, medical emergencies, utility outages, and building evacuations.
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. The Floor Monitor will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.
Roll Taker	A building occupant assigned to take roll call at the EAA after a building evacuation. The Roll Taker will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.

In the event of an emergency building closure, your building evacuation plan should address and delegate responsibility to building personnel for any special accommodations you would like implemented such as; posting building closure notices, escorting staff, monitoring building entrances, etc.