



**Alta Ham Fine Arts (HFA)  
&  
Graduate Arts Studio (GRS)**

Building Evacuation Plan

Date Revised  
November 30, 2017

# 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: <https://rms.unlv.edu/fire-and-life/buildingevac/> under Fire & Life Safety, Building Evacuation Plans. If you have any questions concerning this, please call RMS at 895-4226 or John Guerra at 895-4861. 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:** HFA – Ham Fine Arts

2. **Building Safety Coordinator (BSC) Name:** Sandra De Borger

Phone No.: 895-3332

Fax No.: 895-4239

Email: [sandra.deborger@unlv.edu](mailto:sandra.deborger@unlv.edu)

3. **Alternate BSC Name:** Kaci Kerfeld

Phone No.: 895-3332

Fax No.: 895-4239

Email: [kaci.kerfeld@unlv.edu](mailto:kaci.kerfeld@unlv.edu)

- 4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):** Grassy Knoll Area across from Rose Garden in front of CEB
- Graduate Arts Studio students and staff (when meetings are in session) are to meet by the Chipotle parking stalls

5. **Departments: Art, Music, Dance**

A. Department 1 Coordinator: **ART**

DSC Name: Sean Clark

Phone No.: 895-4536

Email: [sean.clark@unlv.edu](mailto:sean.clark@unlv.edu)

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B. Department 2 Coordinator: **MUSIC**

DSC Name: Susan Mueller

Phone No.: 895-5776

Email: [susan.mueller@unlv.edu](mailto:susan.mueller@unlv.edu)

C. Department 3: **DANCE**

DSC Name: Louis Kavouras

Phone No.: 895-3827

Email: [louis.kavouras@unlv.edu](mailto:louis.kavouras@unlv.edu)

6. **Building Safety Committee** (if applicable): Non-applicable as of 3/18/08

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 1<sup>st</sup> 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: **ART**

Roll Taker 1: Dave Rowe

Roll Taker 2:

2. Department or Unit: **MUSIC**

Roll Taker 1: Kaci Kerfeld

Roll Taker 2:

3. Department or Unit: **DANCE**

Roll Taker 1: Sandra De Borger

Roll Taker 2:

### B. **Floor Monitors**

1. Department or Unit: **ART**

Floor Monitor 1: Dave Rowe

Floor Monitor 2:

2. Department or Unit: **MUSIC**

Floor Monitor 1: Laurie Horner

Floor Monitor 2:

3. Department or Unit: **DANCE**

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

Floor Monitor 1: Sandra De Borger

Floor Monitor 2:

**Acronyms and Term**

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

UNLVDPD

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. 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.

<b>Roll Taker</b>	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.
<b>Emergency Responder(s)</b>	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.
<b>EAA</b>	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
<b>Emergency Operations Center (EOC)</b>	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

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.