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: Harry Reid Center for Environmental Studies (HRC)

2. Building Safety Coordinator (BSC) Name: Kris Davidson

3. Alternate BSC Name: Trevor Low

4. Emergency Assembly Area (EAA) Location (minimum 150’ from building): North Field (south of HRC, near CDC)

5. Departments:

   A. Department: Radiochemistry
      Department 1 Coordinator: Trevor Low
      DSC Name: Trevor Low
      Phone No.: 895-5435
      Email: trevor.low@unlv.edu

   B. Department: Microbiology
      Department 2 Coordinator: Vanessa Stevens
      DSC Name: Vanessa Stevens
      Phone No.: 895-2510
      Email: vanessa.stevens@unlv.edu

   C. Department: Clinical Translational research – Infrastructure Network (CTR-IN)
      Department 3 Coordinator: Jessica Martin
      DSC Name: Jessica Martin
      Phone No.: 895-1079
      Email: jessica.martin@unlv.edu
D. Department: Nevada Institute of Personalized Medicine (NIPM)
Department 4 Coordinator: TBD (position vacant)
DSC Name:
Phone No.:
Email:

E. Department: FAME Lab
Department 5 Coordinator: Kristina Lipinska
DSC Name:
Phone No.: 895-4450
Email: lipinska@unlv.nevada.edu

F. Department: Administration
Department 7 Coordinator: Kris Davidson
DSC Name:
Phone No.: 895-1415
Email: kris.davidson@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: Radiochemistry
   Roll Taker 1: Julie Bertoia        Roll Taker 2: Trevor Low

2. Department or Unit: Microbiology
   Roll Taker 1: Vanessa Stevens      Roll Taker 2: Jamie Gilmore
3. Department or Unit: CTR-IN
Roll Taker 1: TDB Roll Taker 2: Cynthia De La Torre

4. Department or Unit: NIPM
Roll Taker 1: Leslie Rafalovich Roll Taker 2: TDB

5. Department or Unit: FAME Lab
Roll Taker 1: Kristina Lipinska Roll Taker 2: Patricia Kalita

6. Department or Unit: Administration
Roll Taker 1: Kris Davidson Roll Taker 2: Trevor Low

B. Floor Monitors

1. Department or Unit: Radiochemistry/1<sup>st</sup> floor labs
   Floor Monitor 1: Trevor Low Floor Monitor 2: Kris Davidson

2. Department or Unit: Administration/Bioalgal Fuels/1<sup>st</sup> floor north hall
   Floor Monitor 1: Kris Davidson Floor Monitor 2: Trevor Low

3. Department or Unit: Radiochemistry/2<sup>nd</sup> floor labs and offices (west side)
   Floor Monitor 1: Julie Bertoia Floor Monitor 2: Kris Davidson

4. Department or Unit: Microbiology/2<sup>nd</sup> floor labs and offices (north side)
   Floor Monitor 1: Vanessa Stevens Floor Monitor 2: Kris Davidson

5. Department or Unit: Radiochemistry/Toxicology/3<sup>rd</sup> floor labs and offices
   Floor Monitor 1: Frederic Poineau Floor Monitor 2: Kris Davidson

6. Department or Unit: 4<sup>th</sup> floor labs and offices
   Floor Monitor 1: Kathy Lauckner Floor Monitor 2: Kris Davidson

7. Department or Unit: FAME/4<sup>th</sup> floor labs and offices
   Floor Monitor 1: Patricia Kalita Floor Monitor 2: Kris Davidson

### Acronyms and Term

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<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BSC</td>
<td>EAA</td>
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<td>BEP</td>
<td>EOC</td>
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<td>DSC</td>
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THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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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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<tr>
<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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<tr>
<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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<tr>
<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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<tr>
<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>
</tr>
<tr>
<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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<tr>
<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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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.