



## Harry Reid Center for Environmental Studies

### Building Evacuation Plan



Date Revised  
1/23/2017

# 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](https://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.

## BUILDING INFORMATION

1. **Building Name:** Harry Reid Center for Environmental Studies (HRC)

2. **Building Safety Coordinator (BSC):**

Name: Kris Davidson  
Phone: 702.895.1415  
Email: kris.davidson@unlv.edu

3. **Alternate Building Safety Coordinator:**

Name: Trevor Low  
Phone: 702.895.5435  
Email: trevor.low@unlv.edu

4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):**

No single EAA exists for HRC. Occupants may organize on the west side of HRC near the Library, on the north near the main entrance, on the east in the desert garden, or on the south on the wide pedestrian walkway. In an emergency situation occupants should to maintain a reasonably safe distance from the building until given an 'all clear.'

Building Safety Coordinators or Monitors should assemble near the North entrance to HRC in order to be available to Risk Management and Safety and to other emergency responders.

## **5. Departments:**

General Administration / Other  
Department Coordinator: Kris Davidson  
Phone No.: 702-895-1415  
Email: kris.davidson@unlv.edu

Radiochemistry  
Department Coordinator: Trevor Low  
Phone No.: 702-895-5435  
Email: trevor.low@unlv.edu

Microbiology  
Department Coordinator: Vanessa Stevens  
Phone No.: 702-895-2510  
Email: vanessa.stevens@unlv.edu

Clinical Translational Research – Infrastructure Network (CTR-IN)  
Department Coordinator: Tessa Newman  
Phone No.: 702-895-1079  
Email: tessa.newman@unlv.edu

Nevada Institute of Personalized Medicine (NIPM)  
Department Coordinator: Erin Azua  
Phone No.: 702-895-1297  
Email: erin.azua@unlv.edu

Administration / Other  
Department Coordinator: Kris Davidson  
Phone No.: 702-895-1415  
Email: kris.davidson@unlv.edu

## **6. Building Safety Committee**

The Department Safety Committee shall be comprised of the Zone Monitors responsible to assist when the alarm sounds. The assigned individuals will serve as long as they occupy the HRC or until they are no longer able to serve. The committee will be chaired by the Building Safety Coordinator and will meet at least annually.

## **7. Special Considerations**

### **Handicap Occupants or Visitors**

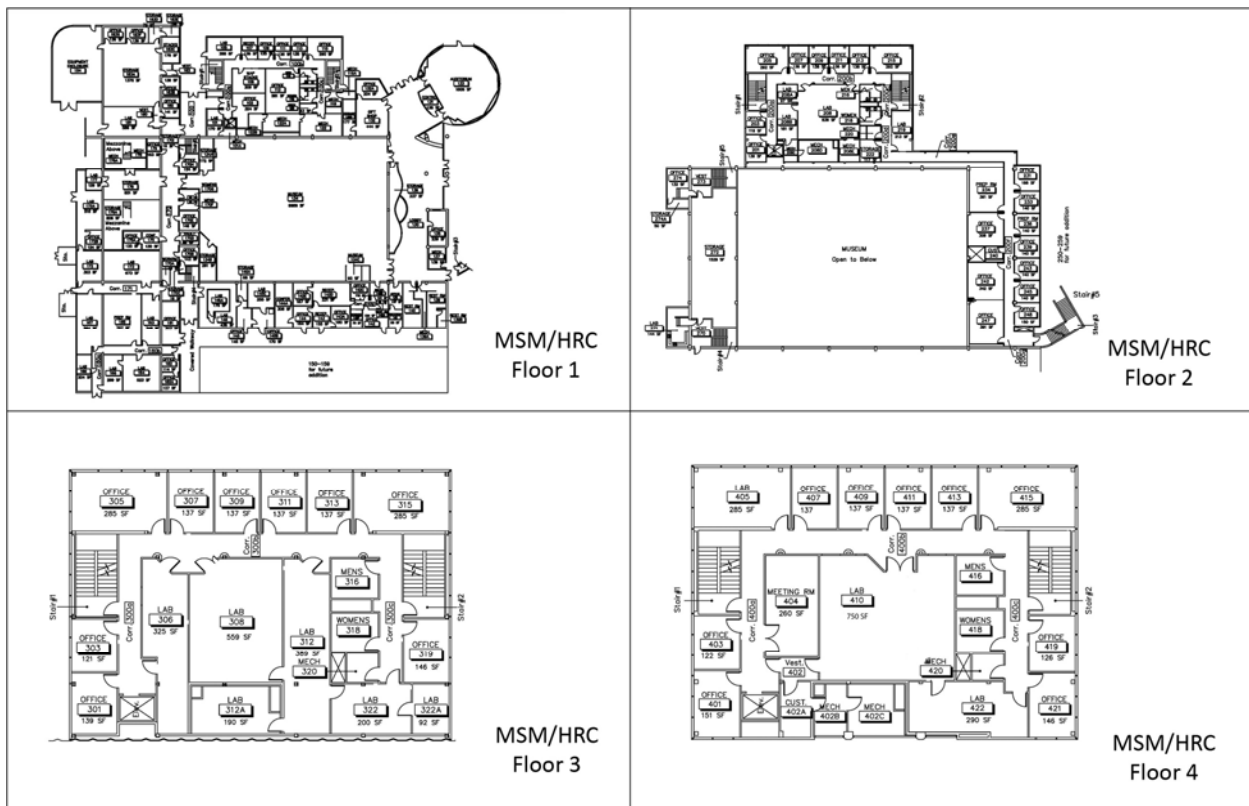
Special consideration is required for handicapped individuals. In the event of a fire alarm, all elevators will settle on the bottom floor and become inoperable until operated

by the Fire Department with a key. All evacuees are required to take the stairs. This presents a problem for disabled occupants in wheelchairs who must exit via the safety of the fire stairwell if on the upper floors. It will be the responsibility of the zone monitor to assist any handicapped individuals to the landing of the fire stairwells. The Zone Monitor then after confirming their zone has been evacuated must report to the Fire Department the location of the handicapped individual so they can be assisted out of the building.

## Hazardous Areas

HRC has many labs with hazards such as radioactive materials, lasers, chemicals, and high voltages. Consideration must be taken during an evacuation that these hazards be secured and dangerous equipment which could exacerbate any emergency, or be a danger to first responders if unattended, be turned off.

## 8. Building Layout



## 9. Emergency Staff

### Floor Monitors

1. Department or Unit: Radiochemistry / 1<sup>st</sup> floor labs  
Area Monitor 1: Trevor Low                      Area Monitor 2: Kris Davidson
2. Department or Unit: Administration / 1<sup>st</sup> floor north hall  
Area Monitor 1: Tessa Newman                      Area Monitor 2: Kris Davidson
3. Department or Unit: NIPM 1<sup>st</sup> floor  
Area Monitor 1: Erin Azua                      Area Monitor 2: Kris Davidson
4. Department or Unit: Public Health / 1<sup>st</sup> floor south  
Area Monitor 1: Tami Bruno                      Area Monitor 2: Trevor Low
5. Department or Unit: Radiochemistry / 2<sup>nd</sup> floor labs and offices (east side)  
Area Monitor 1: Julie Bertoia                      Area Monitor 2: Kris Davidson
6. Department or Unit: Microbiology / 2<sup>nd</sup> floor labs and offices (north side)  
Area Monitor 1: Vanessa Stevens                      Area Monitor 2: Kris Davidson
7. Department or Unit: Radiochemistry / Toxicology / 3<sup>rd</sup> floor labs and offices  
Area Monitor 1: Wendee Johns                      Area Monitor 2: Kris Davidson
8. Department or Unit: NIPM / 4<sup>th</sup> floor labs and offices  
Area Monitor 1: Shirley Shen                      Area Monitor 2: Trevor Low

### Floor Monitor Qualifications

The Zone Monitor should be familiar with the groups occupying their assigned Zone, be familiar with any specialty equipment or hazards in the assigned area, and normally occupy the building during normal business hours.

### Floor Monitor Responsibilities

The zone monitor's primary function in the event of a fire alarm or drill is to systematically walk their specified zone asking those individuals not making their way to an exit to please evacuate the building as required by state law, assisting any occupant with special needs to the fire stairwell, and upon exiting the building assemble at the North side of SEB to report to Risk Management and Safety or 1<sup>st</sup> responders.

### Acronyms and Term

<u>Acronym</u>	<u>Meaning</u>
BSC	
BEP	DSC

EAA	Department Safety Coordinator
EOC	Emergency Assembly Area
RM&S	Emergency Operations Center
UNLVPD	Risk Management and Safety
Building Safety Coordinator	University of Nevada Las Vegas Police Department
Building Evacuation Plan	

<u>Term</u>	<u>Definition</u>
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<b>Building Emergency Plan</b>	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
<b>Building Safety Committee</b>	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.
<b>Building Safety Coordinator</b>	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.
<b>Department Safety Coordinator</b>	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).
<b>Floor Monitor</b>	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
<b>Roll Taker</b>	A building occupant assigned to take roll call at the EAA after a building evacuation.
<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.

**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.