Harry Reid Center (HRC)
Emergency Plan

Updated on: 05/24/19
Introduction

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

Building Name: Harry Reid Center

Building Safety Coordinator

Name: Julie Bertoia
Phone No.: 702-895-2613
Email: juliea@unlv.nevada.edu

Alternate Building Safety Coordinator

Name: Kris Davidson
Phone No.: 702-895-1415
Email: kris.davidson@unlv.edu
Emergency Response

The UNLV Police Dept. is the first contact and first responder for all campus emergencies.

- To reach Campus Safety, dial **5-3669** from any campus telephone 24 hours a day.
- Dial **702-895-3669** from off-campus or cellular phone.

**Why Call UNLV Police Dept. First?**

Dialing 911 from a non-campus phone will reach the county emergency services dispatcher, which is less desirable because calling UNLV Police Dept. will provide faster fire, ambulance and police response. Outside responders will not be familiar with the names, locations or fastest routes to particular buildings. When you call the UNLV Police Dept., they will send immediate assistance, call outside emergency responders for you and direct them to the scene.

**General Emergency Response**

The time to become familiar with emergency procedures is before an emergency.
Please take time to familiarize yourself with the HRC layout, safety equipment, emergency evacuation routes, fire suppression systems, and communication systems to help you respond to an emergency. Circumstances of specific emergencies vary and good judgment is always required.

**When Calling About Any Emergency**

- Prior to calling, remove yourself from the area of immediate danger, if possible.
- Give your name (confidentiality will be respected).
- Give your extension (if applicable).
- Give the building name and room number or other specific location.
- Describe the condition clearly and accurately.
- Don't hang up! You may be an important link in an emergency. Other information may be needed and special instructions may be provided. Let the person you are talking to end the conversation.

**Discovery of Fire in the Building**

Upon the discovery of a hostile fire in any university building, the following emergency procedures are to be implemented:

The acronym R.A.C.E will assist building occupants in remembering the correct emergency procedure implementation.

- **Rescue**-Rescue anyone in immediate danger from the fire, if it does not endanger your life.
- **Alarm**-sound the building fire alarm by activating a pull station, if available, and calling UNLV Police Dept. at 5-3669 from any campus telephone 24 hours a day or 702-895-3669 from a cellular phone. (Refer to procedure above)
- **Confine**-Confine the fire to as small an area as possible by closing all doors and windows near the fire, if safe to do so.
- **Extinguish**-Extinguish the fire with the proper fire extinguisher or Evacuate the building if the fire is too large for a fire extinguisher. (Refer to Building Evacuation procedure below)

Portable fire extinguishers can be used to suppress or extinguish a fire in its incipient, or beginning, stages. To be effective, building occupants must be trained in the proper use of
portable fire extinguishers. This training includes the identification of different classes of fire and the appropriate selection of a portable extinguisher. The use of an inappropriate fire extinguisher on a fire may result in the extinguishing agent being ineffective or even making the situation worse and spreading the fire. To receive fire extinguisher training, visit the RMS website, http://rms.unlv.edu/occupational/training/, for more information about how to register.

**General Building Evacuation Procedure**

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds. It is the responsibility of the individual, group, or department who hires the contract workers to inform them about the procedures in this document.

- Fire alarms will be used to sound a building evacuation. Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
• Do not go back to your office area or classroom for any reason.

• Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.

• Seek out and give assistance to any disabled persons in the area, if you can do so safely. If you cannot assist, alert emergency responders to the situation.

Follow instructions of UNLV Police Officers or other properly identified emergency personnel.

Evacuation Procedures for a Person with a Disability

Persons with a disability or medical condition may not be able to evacuate without special assistance. 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 occupants in wheelchairs who must exit via the safety of the fire stairwell if on the upper floors.

The following options may be considered in this situation:

• Horizontal Evacuation - Move away from the area of imminent danger to a safe distance.

• Stay in Place - Unless there is imminent danger, remain in a location with available communication, fire rated construction, and a fire suppression system, if possible. Dial UNLV Police Dept. or 911 with the location where assistance is required.

• Area of Refuge - If the person with a disability cannot get far away from the danger using Horizontal Evacuation, and the present location is imminently dangerous, then that person should seek an Area of Refuge away from danger. Dial UNLV Police Dept. or 911 with the location where assistance is required.

Hazardous Areas

HRC has many labs with hazards such as Radioactive Materials, Lasers, Chemicals, Biological Materials, and High Voltages. Consideration must be taken during an evacuation to ensure 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.
### AED Locations

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas:

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HRC-102 (Mailroom – in drawer)</td>
</tr>
<tr>
<td>3</td>
<td>Elevator</td>
</tr>
</tbody>
</table>

### Evacuation Assembly Points

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. No single EAA exists for HRC. Occupants may organize on the west side of HRC near the Lied 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 maintain a reasonably safe distance from the building until given and ‘all clear’.

Building Safety Coordinators or Monitors should assemble near the north entrance to HRC, at a safe distance, in order to be available to Risk Management and Safety and to other emergency responders.

The suggested evacuation assembly points for the building are designated as listed below, however if an area is unsafe, any other assembly point listed below may be used by occupants:

<table>
<thead>
<tr>
<th>Building Area Designation</th>
<th>Evacuation Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>Walkway near Lied Library</td>
</tr>
<tr>
<td>North</td>
<td>Parking Lot I north of the HRC Main Entrance</td>
</tr>
<tr>
<td>East</td>
<td>Desert Garden</td>
</tr>
<tr>
<td>South</td>
<td>Walkway near Hospitality Hall</td>
</tr>
</tbody>
</table>
Zone (Floor) Monitors

Zone 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 occupy the building during normal business hours.

Zone 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, and they are to assist any occupant with special needs to the fire stairwell. Upon exiting the building, they are to assemble at the North side of SEB to report to Risk Management and Safety or first responders.

<table>
<thead>
<tr>
<th>Primary</th>
<th>Alternate</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hugues Badet</td>
<td>Julie Bertoia</td>
<td>1st Floor Labs – Radiochemistry Labs</td>
</tr>
<tr>
<td>Kris Davidson</td>
<td>Julie Bertoia</td>
<td>1st Floor North – Administration</td>
</tr>
<tr>
<td>Kris Davidson</td>
<td></td>
<td>1st Floor West – NIPM</td>
</tr>
<tr>
<td>Jennifer Gunter</td>
<td></td>
<td>1st Floor South – Public Health</td>
</tr>
<tr>
<td>Julie Bertoia</td>
<td>Kris Davidson</td>
<td>2nd Floor East – Radiochemistry Labs &amp; Offices</td>
</tr>
<tr>
<td>Adam Rowland</td>
<td>Jamie Gilmore</td>
<td>2nd Floor North – Microbiology Labs &amp; Offices</td>
</tr>
<tr>
<td>Wendee Johns</td>
<td>Julie Bertoia</td>
<td>3rd Floor – Radiochemistry Labs &amp; Offices</td>
</tr>
<tr>
<td>Shirley Shen</td>
<td>Kris Davidson</td>
<td>4th Floor – NIPM Labs &amp; Offices</td>
</tr>
</tbody>
</table>

Building Emergency Plan Committee Members

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

Building Emergency Plan Committee Members:

<table>
<thead>
<tr>
<th>Member</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Julie Bertoia</td>
<td><a href="mailto:juliea@unlv.nevada.edu">juliea@unlv.nevada.edu</a></td>
<td>702-895-2613</td>
</tr>
<tr>
<td>Kris Davidson</td>
<td><a href="mailto:kris.davidson@unlv.edu">kris.davidson@unlv.edu</a></td>
<td>702-895-1415</td>
</tr>
<tr>
<td>Dave Hatchett</td>
<td><a href="mailto:david.hatchett@unlv.edu">david.hatchett@unlv.edu</a></td>
<td>702-895-3509</td>
</tr>
</tbody>
</table>
**Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<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 Building Evacuation Plan and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Safety Committee position description.</td>
</tr>
<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>
</tr>
<tr>
<td>Building Safety Committee</td>
<td>A group usually composed of members of each department in the building, generally chaired by the Building Safety Coordinator, charged with building emergency preparedness and overseeing building safety concerns.</td>
</tr>
<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>
</tr>
<tr>
<td>Department Safety Committee</td>
<td>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 annually.</td>
</tr>
<tr>
<td>Emergency Assembly Area</td>
<td>A pre-designated safe location near a building where Building occupants assemble.</td>
</tr>
<tr>
<td>Emergency Operations Center</td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
</tr>
</tbody>
</table>
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.

Zone 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.

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 702-895-4226 or Paul Garcia at 702-895-4861. Thank you.

For questions concerning this document: Please contact the Building Safety Coordinator Julie Bertoia at 702-895-2613 or juliea@unlv.nevada.edu