Building Evacuation Plan

HERMAN WESTFALL BUILDING
HWB

Date Revised
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PREPARED BY
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REVIEWED BY
Lori Temple
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THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
BUILDING EMERGENCY PLAN

As a building occupant, it is your responsibility to be familiar with this plan. If you have questions, consult your Building Safety Coordinator, Department Safety Coordinator, or Safety Committee Representative. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Locations of emergency equipment, supplies, and materials, such as fire extinguishers, pull alarms, first aid kits, emergency eye wash stations, and emergency showers
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a roll taker or floor monitor
- Potential fire hazards in your building
- Potential exposure to hazardous materials or processes in and around your work area, and means of protecting yourself in the event of an emergency

I. BUILDING INFORMATION

1. Building Name: HERMAN WESTFALL BUILDING

2. Building Safety Coordinator (BSC) Name: TIARA SUEHIRO
   Phone No.: 702-895-5958
   Fax No. 702-895-1847
   Email: tiara.suehiro@unlv.edu

3. Alternate BSC Name: JO-ANNE LANCELOTTI
   Phone No. 702-895-5567
   Fax No. 702-895-1847
   Email: jo-anne.lancellotti@unlv.edu

4. Emergency Assembly Area (EAA) Location: ACROSS HARMON (NORTHWEST CORNER) PARKING LOT

5. Departments
   A. Department 1 Coordinator: VICE PROVOST FOR OIT OFFICE
      DSC Name: TIARA SUEHIRO
      Phone No.: 702-895-5958
      Fax No. 702-895-1847
      Email: tiara.suehiro@unlv.edu

   B. Department 2 Coordinator: INFRASTRUCTURE side A-HWB 103
      DSC Name: DEBRA ANN VALDEZ
      Phone No.: 702-895-5968
      Email: debraann.valdez@unlv.edu

   C. Department 3 Coordinator: INFRASTRUCTURE side B-HWB 110
      DSC Name: BOB FOURNIER
      Phone No.: 702-895-1494

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Email: bob.fournier@unlv.edu

D. Department 4 Coordinator: SHIPPING-RECEIVING & MAILROOM
DSC Name:  HANK DAY
Phone No.:  702- 895-3786
Email:  hank.day@unlv.edu

6. Campus Safety Committee (if applicable): N/A

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: VICE PROVOST FOR OIT OFFICE  
   Roll Taker 1: BUD PIERCE

2. Department or Unit: INFRASTRUCTURE side A-HWB 103  
   Roll Taker 1: DEBRA ANN VALDEZ  
   Roll Taker 2: MAXINE FRANKS

3. Department or Unit: INFRASTRUCTURE side B-HWB 110  
   Roll Taker 1: BOB FOURNIER  
   Roll Taker 2: TAMARA PHAN

4. Department or Unit: SHIPPING/RECEIVING & MAILROOM  
   Roll Taker 1: CALVIN MARTIN  
   Roll Taker 2: JOSE LOPEZ

B. Floor Monitors  
1. Department or Unit: VICE PROVOST FOR IT OFFICE  
   Floor Monitor 1: TIARA SUEHIRO

2. Department or Unit: INFRASTRUCTURE HWB 103 & 110  
   Floor Monitor 1: TRISH HARRISON

3. Department or Unit: SHIPPING/RECEIVING & MAILROOM  
   Floor Monitor 1: KENNY HAFEN  
   Floor Monitor 2: JOSE LOPEZ
8. **Audible and Visible Alarm(s):**

A. Fire Alarm Sound and Warning Strobe Color: White

9. **Potential Fire Hazards:**

The following are the potential fire hazards identified in this building, shops and work areas:

- Combustible materials: paper, cardboard, wood

Fire hazards are controlled by proper storage and housekeeping procedures.

10. **Fire Prevention Procedures:**

To prevent a fire, this building maintains a good housekeeping policy by storing flammable and combustible materials in an approved manner and avoiding accumulation of flammable and combustible materials in work areas and exit hallways.

The BSC works with the Fire Safety Officer at RMS to ensure that there is no excess accumulation of flammable and combustible materials in this building.

A schedule of custodial services in this building may be obtained by contacting the custodial services provider at (702) 895-2697.

11. **Critical Operations Found in Building:** There are no critical operations in this building for which employees are required to remain in the building during an emergency. The server room; HWB 142 needs to be checked by OIT staff after an emergency.

12. **Medical and AED trained employees Duties:**

No occupant has been assigned or has volunteered for medical or AED duties specific to emergency situations in this building. Employees may have volunteered and been trained for University Response Team (URT) or Emergency First Aid by RM&S for campus disaster situations (e.g. a fire, chemical spill). These volunteers will report to the specific locations designated for field teams in a disaster.
1. **Campus telephone numbers for life-threatening emergencies:**
   a. From any office or campus phone \[911\]
   b. From your outside phone or cell phone \[(702) 895-3669\]

2. **Telephone numbers for non-life threatening emergencies:**
   a. University Police (UNLVPD) \[(702) 895-3668\]
   b. RM&S \[(702) 895-4226\]
   c. Facilities Management \[(702) 895-4357\]
   d. Facilities Maintenance Help Desk \[(702) 895-4357\]
   e. Student Medical Facilities  
      Student Health Service \[(702) 895-3370\]
      Hours:  
      Monday – Thursday 8 AM – 6 PM  
      Friday 9 AM – 5 PM

3. **Where to Get Information during a Large-Scale Emergency:**
   a. Campus radio station \[KUNV 91.5 FM\]
III. EMERGENCY PROCEDURES

1. Emergency Notification Procedures:

When you dial 911 (from a campus phone) or (702) 895-3669 to request emergency assistance, you will be connected to the Public Safety Dispatch. Call from a safe location, remain calm and be prepared to give the dispatcher as much information about the emergency as you can; for example (what the emergency is, where it is, if there are injuries and how serious are the injuries, etc.) The dispatcher will ask questions so do not hang up until you are told to do so. The dispatcher may also give you instructions.

2. Evacuation Procedures:

All building occupants are required by law to evacuate the building when the location alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding.

When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Safely stop your work.
- If safe, gather your personal belongings; take prescription medications with you.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building until the emergency responders instruct you to do so.

3. Fire Procedures:

All building occupants are required by law to evacuate the building when the evacuation alarm sounds.

- Immediately notify the fire department by pulling the fire alarm pull station. Call 911 or 895-3669 from a safe location to provide details of the situation.
- If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate immediately if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the EAA, at least 100 feet from the building.
- On your way out, warn others.
- Use stairs only; DO NOT USE ELEVATORS.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch all closed doors before opening. Do not open them if they are hot.
- Re-enter the building only when instructed to do so by emergency responders or the on-site Incident Commander.
4. **Earthquake Procedures:**

**During an earthquake:**

**Inside the Building:**
- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAA or another designated location. Report to your roll taker.
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)

**Outside the Building:**
- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the EAA or a pre-designated alternate assembly area. Report to your roll taker.
- Stay alert for further instructions.

5. **Crisis Situations/Acts of violence:**

Crisis Situation Response is to be utilized for situations where an actual crisis situation has occurred. An appropriate response should be implemented for any situation involving the following scenarios:

- Shots being fired on or immediately adjacent to the campus.
- Report of weapon(s) on campus.
- A stabbing on campus.
- An explosion near, but not on the campus.
- A hostage situation or an armed barricaded subject on or immediately adjacent to the campus.
- A natural disaster, hazardous materials incidents, or threats involving Weapons of Mass Destruction, which would indicate immediate danger to those on campus.

**Notify the University Police Department by dialing 895-3669, or 911 from a campus phone as appropriate. Provide the dispatcher with all available information regarding suspect(s) description, location, type(s) of weapons, and any other critical information.**
Do not close your buildings unless the University Police advise you to. If it becomes necessary to evacuate, follow directions from University Police/ or administrators. Proceed to the EAA and wait for additional instructions.

6. Criminal or Violent Behavior:

Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call University Police (sec. II) as soon as possible. Follow notification procedures (sec. III). If safe to do, wait for University Police to provide them with more information.

7. Explosion or Bomb Threat Procedures:

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive device. DO NOT HANDLE OR DISTURB THE SUSPECT OBJECT. Move to a safe area and notify the University Police immediately at 911 (from a campus phone) or 895-3669. Provide as much information as possible. Use a telephone in a safe area. Do not use cell phones, radios, operate any power switches, and do not activate the fire alarm.

If there is an explosion:
- Take cover under sturdy furniture, or leave the building if safe and directed to do so by emergency responders.
- Stay away from windows or objects that may fall as a result of the explosion or shock wave.
- Do not light matches, lighters, etc.
- Move away from the hazard site to a safe location, at least 100 feet from the location.
- If instructed to evacuate, use the stairs only; do not use the elevators (Sec. III).

If you receive a telephone bomb threat:
- Stay calm and keep your voice calm.
- USE THE BOMB THREAT CHECK LIST (Sect IV).
- Have co-worker notify the University Police by dialing 911 or 895-3669 immediately. Give the dispatcher as much information as possible including the telephone number that the call was made to.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes. Pay attention to details. Ask as many questions as possible:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
- Why did you plant it?
- What is your address?
- What is your name?

- Listen to the caller’s voice. See if you can identify
  - Speech patterns (accent, tone)
  - Emotional state (angry, agitated, calm, etc.)
  - Background noise (traffic, people talking and accents, music and type, etc.)
  - Age and gender

- Write down other data:
  - Date and time of call
  - How threat was received (letter, note, telephone)

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to the University Police.

- If you are told by emergency responders to evacuate the building, see "Evacuation Procedures" above (Sec. III):

8. **Hazardous Materials Release Procedures**

If in your work area there is a hazardous materials spill with material that you are familiar with, you should first determine if the spill would cause any immediate threat to individuals in the area. If there is immediate danger to life or property notify the Risk Management and Safety Department at 895-4226 and the University Police Department at 911 (from a campus phone) or 895-3669. The Material Safety Data Sheet (MSDS) should provide information on precautions to take with the material. In general, all students/employees should be evacuated up wind from the spill and kept away from the area until the area is properly cleaned up. **No one shall be allowed to return to the area until instructed to do so by the emergency responders. Only if it is safe to do so,** try to prevent the material from spreading into other areas (rooms, sewer system etc.).

If in your work area there are hazardous materials that you are not familiar with or may cause harm to yourself or others, you should notify Risk Management & Safety at 895-4226 or, if there is immediate danger to life, call the University Police Department at 911 (from a campus phone) or 895-3669. Keep all students/employees away from the site.

9. **Utility Failure:**

In the event of a major utility failure, notify Facilities Management or the building owner if you are off-campus in a leased space.
Evacuate the building if the fire alarm sounds and/or upon notification by University Police. Do not panic; evacuate in an orderly manner, proceed to the EAA and wait for further instructions.

In laboratory buildings, fume hoods do not operate during a power outage and many laboratories should not be used until ventilation is properly restored. For more information, refer to RM&S or Facilities Management.

10. **Elevator Failure:**

If you are trapped in an elevator, use the emergency telephone located inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help. Notify Facilities Management and the University Police.

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11. **Flooding, Plumbing or Steam Line Failure:**

If your building has a plumbing failure, a flood, or a steam line failure:
- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to the EAA.
- Notify Facilities Management and University Police.

12. **Natural Gas Release or Leak:**

If you smell natural gas:
- **Immediately** call University Police, RM&S and Facilities Management or your building owner/contact person for leased space.
- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible. Evacuate all personnel up wind and at least 100 feet from the site.

13. **Ventilation Problem:**

If you smell odors coming from the ventilation system:
- Immediately notify Facilities Management and RM&S if you are located on campus or the building owner/contact person if you are off-campus.
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the EAA.
- If smoke is present, pull the fire alarm, evacuate the building, and then call University Police from a safe location.
IV. EMERGENCY PREPAREDNESS

1. Supplies:

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry when evacuating the building. A second kit should be located in your vehicle for emergencies, as well.

The following supplies are recommended for your personal kit:
- Drinking water (1 gallon a day; 3 days' supply recommended)
- Food (keep airtight in pest-proof packaging)
- Flashlight and extra batteries
- Utility knife
- First aid kit with special personal needs such as prescription medication and glasses
- Sturdy, comfortable shoes and clean socks
- Space blanket or a standard blanket
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Duct tape and barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- Jacket or sweater

Replace items when expired, or necessary.

2. Training and Documentation:

Law requires training on the BEP. The DSC is responsible for training the department employees on the BEP and keeping training records. It is the responsibility of the occupant to become familiar with the BEP, to know evacuation routes and assembly areas, and to attend training(s) given by the department on emergency preparedness and safety. As a supplement to the training, the BSC will posts information in the building for occupants and guests.

Other training recommended for building occupants includes CPR, first aid, and fire extinguisher training. An occupant interested in any safety training should see his/her DSC or BSC. Call RM&S for more information on CPR, first aid training, and for fire extinguisher training.

3. Drills:
Building evacuation drills are required for all campus buildings. Consult your BSC if you wish to have an evacuation or fire drill in your building. The campus Fire and Life Safety Division of RM&S can help in planning. Call RM&S for more information.

4. Securing Building Contents:

Many injuries do not come from collapsing buildings, but from objects inside the building which fall on people, or from windows shattering and causing lacerations. Make sure that shelves, computers, wall hangings, and equipment are physically secured to prevent falling and the possibility of blocking exit from your area, the items listed below are examples of equipment that should be checked. You may wish to conduct your own inspection of your work area. If there are concerns after your self-inspection, contact your DSC or call RM&S.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall or turn into projectiles
- Freestanding objects that do not have a high enough base: height ratio to be "fall proof" (e.g., a filing cabinet over 4 feet tall)
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy items which are above head height.
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact your DSC, BSC, RM&S or Facilities Management.
V. APPENDICES

APPENDIX A

Acronyms and Terms

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<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
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<tr>
<td>BEP</td>
<td>Building Emergency Plan</td>
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<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environment, Health &amp; Safety</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ERT</td>
<td>Emergency Response Team</td>
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<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas University Police Department</td>
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</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<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 BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BSC 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 BSC, charged with building emergency preparedness and overseeing building safety concerns.</td>
</tr>
<tr>
<td>Department Safety Coordinator</td>
<td>A University employee who assists department management 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 quarterly.</td>
</tr>
<tr>
<td>EAA</td>
<td>A pre-designated safe location near a building where Building occupants assemble and report to the roll taker(s) after evacuating the building.</td>
</tr>
<tr>
<td>Emergency Operations Center (EOC)</td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
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</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.

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.

Roll Taker  A building occupant assigned to take roll call at the EA after a building evacuation.
APPENDIX B

University of Nevada Las Vegas Evacuation Policy for People with Disabilities

The following guidelines have been adopted by the UNLV campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities first, if possible.
- **Do not use elevators**, unless authorized to do so by University Police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

**BLINDNESS OR VISUAL IMPAIRMENT**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

**DEAFNESS OR HEARING LOSS**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advice of safest route or direction by pointing toward exits or evacuation maps.
MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, e.g.,
  - Most enclosed stairwells
  - An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- If you do not know the safer areas in your building, call RM&S at 5-4226.
- Notify University Police or fire personnel immediately about any people remaining in the building and their locations.
- University Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, BSCs should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at 895-3668 from a campus telephone to request evacuation assistance from the Fire Department.
- Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through RM&S.
- Two or more trained volunteers, if available, should conduct the evacuation.
• **DO NOT** evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.

• Always **ASK** disabled people how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.

• **BEFORE** attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.

• Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.

• Certain lifts may need to be modified depending on the person's disabilities.

**Summary:**
Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

If you have questions about this campus policy or need additional information, contact one of the organizations below:

- Evacuation policies: RM&S, Emergency Planning 702-895-4226
- Students with Disabilities: Learning Enhancement Services, 702-895-0866 (voice), 702-895-0652 (TDD)
- Fire regulations, safe areas: UNLV Fire Safety Officer, RM&S 702-895-2990
Appendix C

Emergency Preparedness Guidelines for People with Disabilities

Follow the guidelines for People with Disabilities. In particular:
- Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
- Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
- Become familiar with alternate evacuation routes in buildings you use frequently.
- Learn what may constitute a safe area in buildings you use frequently.

If you use a wheelchair and cannot duck and cover under a table:
- Protect your head as much as possible.
- Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
- Engage the electronic brake or wheel locks on your wheelchair.

Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:
- In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
- Are there certain medications or support systems that you need?
- Do you have access to another wheelchair if yours cannot be evacuated?

Know your limitations and be aware of your needs in different emergencies.

If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.

Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.

If you need to be evacuated, help yourself and rescuers by providing others with information about your needs and the best ways to assist you.
BOMB THREAT CHECKLIST

Ask as many questions as possible

1. When will the bomb explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. Where did you leave it?
6. Did you place the bomb?
7. Who is the target?
8. Why did you plant it?
9. What is your address?

Listen to the caller’s voice. See if you can identify:

1. Speech patterns (accent, tone)
2. Emotional state (angry, agitated, calm, etc.)
3. Background noise (traffic, people talking and accents, music and type etc.)
4. Age and gender

Write down other data:

1. Date and time of call
2. How threat was received (letter, note, telephone)
In the event of an emergency each area of our building has their own person responsible for head counts and floor monitoring. Below is a list for each area as to who each person should look for to make sure that you have reported to the proper area to prevent chaos and worry that someone has been left in the building.

**VICE PROVOST FOR IT OFFICE HWB 101 Roll Taker – Bud Pierce**
Blaine-Labuguen, Darcey (Student)  
Baumgartner, Melisa (Student)  
Diener, Don  
Jett, Glenn  
Kasselhut, Mark  
Lancellotti, Jo-Anne  
Leavitt, Sharissa (Student)  
Loyola, Ryan  
Sandifer, Mashawn  
Stergios, Georgia  
Suehiro, Tiara  
Temple, Lori

**INFRASSTRUCTURE side A-HWB 103 Roll Taker – DebraAnn Valdez (back-up Maxine Franks)**
Catania, Olga  
Dudley, John  
Garrison, James  
Heida, Sky  
Hong, Dora  
Kopacz, Susan  
Miller, RC  
Moloche-Garcia, Sam  
Paulson, Rebecca  
Swanson Jennifer

**INFRASSTRUCTURE side B-HWB 110 & hallway Roll Taker - Bob Fournier (back-up Tammy Phan)**
Asquith, Karen  
Brattain, Shellie  
Burnes, Brett  
Chlebowy, Jeff  
Ederlin, Tom  
Feng, Tong  
Fournier, Bob  
Fowler, Chris  
Harrison, Trish  
Heisman, Tony  
Jett, Glenn  
Lin, Wendy  
McClain, Jeremiah  
Metcalf, Diane  
Miller, Kris  
Nicpon, John  
Perera, Rakitha  
Phan, Tammy  
Rocco, Vito  
Rosero, Jean-Carlo  
Rugotzke, Dan  
Scheib, Nick  
Tacke, Adrienne  
Winton, Joe  
Welling, Allison  
Zhao, Qinglan

**SHIPPING/RECEIVING & MAIL ROOM - 128 Roll Taker - Kenny Hafen (Back-up Jose Lopez)**
Psychology  
Phil Louis – Mailroom  
Hank Day - Mailroom  
Kenny Hafen – Shipping/Receiving  
Calvin Martin - Mailroom  
Dan Murry – Shipping/Receiving  
Dawn Adams – Mailroom  
Jose Lopez – Shipping/Receiving  
Joseph Franceschini – Mailroom  
Dennis Gonzalez – Shipping/Receiving  
Vern Belford – Shipping/Receiving  
Colin Tewey – Shipping/Receiving
THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.