EVACUATION PROCEDURES for Lied Athletic Complex (LAC) Updated 4-9-2019

1. In the event of a fire – 1st floor

Department Safety Coordinator(s) will immediately verify circumstances and make an announcement accordingly to the various departments on the 1st floor of the Lied Athletic Complex (Equipment room, Athletic Training room, Weight room, all men’s and women’s locker rooms, auditorium and meeting/film rooms.) Immediate evacuation to begin by exiting rear entrance (located near the auditorium) and gather on main sidewalk. Roll call will be taken to account for all staff and any student-athletes that may be present. All staff will be instructed to remain in this area until further instruction.

In the event the rear entrance is not safe to exit through, the DSC will direct all building occupants to exit through the buildings front entrance and gather on the football practice field. Roll call will be taken to account for all staff and any student-athletes that may be present. All Staff will be instructed to remain in this area until further instruction.

2nd Floor

Department Safety Coordinator(s) will immediately verify circumstances and make an announcement accordingly to the various departments on the 2nd floor. (Football, Baseball, Softball, Men’s & Women’s Golf, Men’s & Women’s Swimming, Track and Field, Game Operations, Grounds, Video, Compliance and front office administrative support area.) Immediate evacuation to begin by exiting the buildings rear stairwell and gather in the parking lot adjacent to the Women’s Soccer Practice Field. Roll call will be taken to account for all staff and any student-athletes that may be present. All staff will be instructed to remain in this area until further instruction.

In the event the rear stairwell is not safe to exit through, the DSC will direct all building occupants to exit through the buildings front stairwell and exit through the main entrance and gather on the football practice field. Roll call will be taken to account for all staff and any student-athletes. All Staff will be instructed to remain in this area until further instruction.

When elevators are operable:

In the event of an emergency evacuation, (fire alarm/smoke detectors activated) elevators will automatically be recalled to the first floor and therefore the option below will be followed. If there is no imminent danger, a minimum of 1 coordinator will remain with the wheel-chair bound person near the appropriate exit stairwell. When the fire department is contacted, we will notify them of location of the person(s) in the building. Two-way radios will be used by the coordinators to keep communication open as to the progress of the situation.

When elevators are not operable:

Two of the three, upstairs coordinators, will assist the wheelchair bound person or persons, by safely navigating the wheelchair down the rear stairwell, while the 3rd coordinator continues to evacuate the remainder of the staff. Persons using crutches, canes and walkers will be escorted down the rear stairwell using the 2 person lock arm position or using a sturdy, armed chair. Two-way radios are located in the office of the Assistant Athletic Director for Game Operations and facilities.
1. **Building Name**: Lied Athletic Complex (LAC)

2. **Building Safety Coordinator (BSC) Name**: Erik Schwarz  
   Phone No.: 702-895-1140  
   Fax No.: 702-895-1137  
   Email: erik.schwarz@unlv.edu

3. **Alternate BSC Name**: Fred Smith  
   Phone No.: 702-895-5495  
   Fax No.: 702-895-1137  
   Email: fred.smith@unlv.edu

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

5. **Departments**
   A. **Department 1 Coordinator**: (Upstairs)  
      DSC Name: Chris Pugh  
      Phone No.: 702-895-0823  
      Email: chris.pugh@unlv.edu
   
   B. **Department 2 Coordinator**: (Upstairs)  
      DSC Name: Erik Schwarz  
      Phone No.: 702-895-1140  
      Email: erik.schwarz@unlv.edu
   
   C. **Department 3 Coordinator**: (Upstairs)  
      DSC Name: Fred Smith  
      Phone No.: 702-895-5495  
      Email: fred.smith@unlv.edu
   
   D. **Department 4 Coordinator**:  
      (Downstairs) DSC Name: Rocky Rutledge  
      Phone No.: 702-895-0303  
      Email: rocky@rockyr.com
   
   E. **Department 5 Coordinator**: (Downstairs)  
      DSC Name: Kyle Wilson  
      Phone No.: 702-895-4037  
      Email: kyle.wilson@unlv.edu
6. **Building Safety Committee** (if applicable):

A. Member: Mike Newcomb  
Phone No.: 702-895-1003  
Department or Unit: ATHLETIC ADMINISTRATION

B. Member: **ERIK SCHWARZ**  
Phone No.: 702-895-1140  
Department or Unit: Game Operations

C. Member: **FRED SMITH**  
Phone No.: 702-895-5495  
Department or Unit: Athletic Facilities

D. Member: Chris Pugh  
Phone No.: 702-895-0823  
Department or Unit: Game Operations/Facilities

E. Member: Rocky Rutledge  
Phone No.: 702-895-0303  
Department or Unit: Athletics Equipment

7. **Emergency Staff**

All of the above listed.

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:

Roll Taker 1: 
Roll Taker 2: 

B. **Floor Monitors**

1. Department or Unit:

Floor Monitor 1: 
Floor Monitor 2: