



Building Evacuation Plan

Paradise Campus

Date Revised: 07/13/16

Risk Management and Safety

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:** Paradise Campus – Buildings 100, 101, 200, 300, 400, and 500

2. **Building Safety Coordinator (BSC) Name:** Josh Carpenter

Phone No.: 895-5959

Fax No.: 895-4195

Email: Joshua.Carpenter@unlv.edu

3. **Alternate BSC Name:** Cristy Ephlin

Phone No.: 895-1022

Fax No.: 895-4195

Email: Cristen.Ephlin@unlv.edu

4. **Emergency Assembly Area (EAA) Location:** Northeast corner of the community park area. The community park area is on the south side of the Paradise Campus

5. Departments

A. Department 1 Coordinator: Josh Carpenter

DSC Name: Division of Educational Outreach- Administration & Client Division Services

Phone No.: 895-5959

Email: Joshua.Carpenter@unlv.edu

B. Department 2 Coordinator: Bridget Kelly

DSC Name: Cannon Center

Phone No.: bridget.kelly@unlv.edu

C. Department 3 Coordinator: Kyle Yahiro Okino

DSC Name: Continuing Education

Phone No.: 895-4490

Email: kyle.yahirookino@unlv.edu

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.

D. Department 4 Coordinator: LaNelda Rolley
DSC Name: DEO Marketing
Phone No.: 55168
Email: lanelda.rolley@unlv.edu

E. Department 5 Coordinator: Robert Levrant
DSC Name: Programs for Older Students
Phone No.: 52872
Email: robert.levrant@unlv.edu

6. **Campus 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. The Roll Taker will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.

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. The Floor Monitor will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.

A. **Roll Takers**

1. Department or Unit: Educational Outreach

Roll Taker 1: Cristy Ephlin

Roll Taker 2: Hilary Barilla

Roll Taker 3: Rochelle Sanchez

Roll Taker 4: Sharon Altman

2. Department or Unit: Cannon Center

Roll Taker 1: Jill Armstrong

Roll Taker 2: Bridget Kelly

3. Department or Unit: Continuing Education

Roll Taker 1: Jodi Gilliland

Roll Taker 2: Jerry Robinson

4. Department or Unit: DEO Marketing

Roll Taker 1: LaNelda Rolley

Roll Taker 2: April Reckling

5. Department or Unit: Programs for Older Students

Roll Taker 1: Veronica Carrillo

Roll Taker 2: Robert Levrant

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B. Floor Monitors

1. Department or Unit: Educational Outreach
 Floor Monitor 1: Joshua Carpenter Floor Monitor 2: Emanuel Urbina
2. Department or Unit: Cannon Center
 Floor Monitor 1: Bridget Kelly Floor Monitor 2: Jill Armstrong
3. Department or Unit: Continuing Education
 Floor Monitor 1: Kyle Yahiro Okino Floor Monitor 2: Ruthanne Hogan
4. Department or Unit: DEO Marketing
 Floor Monitor 1: Russ Harrison Floor Monitor 2: Jim Palmquist
5. Department or Unit: Programs for Older Students
 Floor Monitor 1: Toniann DeSousa Floor Monitor 2: Cheresa Taing
 Floor Monitor 3: Robert Levrant

Acronyms and Terms

| Acronym | Meaning |
|---------|---|
| BSC | Building Safety Coordinator |
| BEP | Building Evacuation Plan |
| DSC | Department Safety Coordinator |
| EAA | Emergency Assembly Area |
| EOC | Emergency Operations Center |
| RM&S | Risk Management and Safety |
| UNLVPD | University of Nevada Las Vegas University Police Department |

| Term | Definition |
|------------------------------------|--|
| Building Emergency Plan | A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants. |
| Building Safety Committee | 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. |
| Building Safety Coordinator | 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. |

Department Safety Coordinator 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).

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. The Floor Monitor will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.

Roll Taker A building occupant assigned to take roll call at the EAA after a building evacuation. The Roll Taker will assist the First Responders in ensuring that personnel will not enter the building until the building has been determined to be safe to re-enter.

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.

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.

In the event of an emergency building closure, your building evacuation plan should address and delegate responsibility to building personnel for any special accommodations you would like implemented such as; posting building closure notices, escorting staff, monitoring building entrances, etc.