Building Evacuation Plan

Paradise Campus

Date Revised: 06/23/15

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 softball field. The softball field 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 Yahiroy Okino
      DSC Name: Continuing Education
      Phone No.: 895-4490
      Email: kyle.yahiroocono@unlv.edu
D. Department 4 Coordinator: Don Curry  
DSC Name: Community2Campus  
Phone No.: 55913  
Email: don.curry@unlv.edu

E. Department 5 Coordinator: Cristy Ephlin  
DSC Name: Programs for Older Students  
Phone No.: 51022  
Email: Cristen.Ephlin@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: Educational Outreach  
Roll Taker 1: Cristy Ephlin  
Roll Taker 2: Robin Mackey
2. Department or Unit: Cannon Center  
Roll Taker 1: Leslie Kraus  
Roll Taker 2: Jill Amrstrong
3. Department or Unit: Continuing Education  
Roll Taker 1: Charlee Zingraf  
Roll Taker 2: Jerry Robinson
4. Department or Unit: Community2Campus  
Roll Taker 1: Don Curry  
Roll Taker 2: 
5. Department or Unit: Programs for Older Students  
Roll Taker 1: Cristen Ephlin  
Roll Taker 2: Veronica Carrillo

B. **Floor Monitors**
1. Department or Unit: Educational Outreach  
Floor Monitor 1: Josh Carpenter  
Floor Monitor 2: Emanuel Urbina

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**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**
2. Department or Unit: Cannon Center
   Floor Monitor 1: Bridget Kelly     Floor Monitor 2: Joshua Carpenter

3. Department or Unit: Continuing Education
   Floor Monitor 1: Kyle Yahiro Okino     Floor Monitor 2: Jodi Gilliland

4. Department or Unit: Community2Campus
   Floor Monitor 1: Don Curry     Floor Monitor 2:

5. Department or Unit: Programs for Older Students
   Floor Monitor 1: Veronica Carrillo     Floor Monitor 2: Joshua Carpenter

Acronyms and Terms

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<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
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<tr>
<td>BEP</td>
<td>Building Evacuation Plan</td>
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<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
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<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
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<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas University Police Department</td>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<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>
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<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>
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<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>
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<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>
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<td><strong>Floor Monitor</strong></td>
<td>A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.</td>
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<td><strong>Roll Taker</strong></td>
<td>A building occupant assigned to take roll call at the EAA after a building evacuation.</td>
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<td><strong>Emergency Responder(s)</strong></td>
<td>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&amp;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.</td>
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<tr>
<td><strong>EAA</strong></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>
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<td><strong>Emergency Operations Center (EOC)</strong></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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