



Building Evacuation Plan
Reprographics/Design Services

Date Revised

May 31, 2016

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:** Reprographics/Design Services

2. **Building Safety Coordinator (BSC) Name:** Keith Spain

Phone No.: 895-3214

Fax No.: 895-4649

Email: keith.spain@unlv.edu

3. **Alternate BSC Name:** John Hobbes

Phone No.: 895-1987

Fax No.: 895-4649

Email: john.hobbes@unlv.edu

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

Parking lot southwest of the building

5. Departments

A. Department 1: **Reprographics/Design Services**

Department 1 Coordinator: Keith Spain, Production Supervisor

Phone No.: 895-3214

Email: keith.spain@unlv.edu

6. **Campus Safety Committee** (if applicable):

A. Member: Keith Spain

Phone No.: 895-3214

Department or Unit: Reprographics/Design Services

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B. Member: Max Hardy
Phone No.: 895-4648
Department or Unit: Reprographics Services

C. Member: John Hobbes
Phone No.: 895-1987
Department or Unit: Reprographics/Design Services

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 1: Reprographics/Design Services
Roll Taker 1: Keith Spain
Roll Taker 2: John Hobbes

B. Floor Monitors

1. Department or Unit 1: Reprographics/Design Services
Floor Monitor 1: Max Hardy
Floor Monitor 2: Joe Walter

Acronyms and Terms

<u>Acronym</u>	<u>Meaning</u>
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

<u>Term</u>	<u>Definition</u>
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Building Emergency Plan	A document which consists of emergency information and procedures, activities for preparing for
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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.