



Building Evacuation Plan  
**Reprographics/Design Services**

Date Revised

September 19, 2017

Risk Management and Safety

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED  
TO THE DEPARTMENT OF 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: <https://rms.unlv.edu/fire-and-life/buildingevac/> under Fire & Life Safety, Building Evacuation Plans. If you have any questions concerning this, please call RMS at 895-4226 or John Guerra at 895-4861. 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 Manager

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: Bryan Norris  
Phone No.: 895-4648  
Department or Unit: Reprographics/Design 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 1<sup>st</sup> 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: Bryan Norris

Floor Monitor 2: Joe Walter

## Acronyms and Term

Acronym	Meaning
BSC	
BEP	Building Safety Coordinator
DSC	Building Evacuation Plan
EAA	Department Safety Coordinator
EOC	Emergency Assembly Area
RM&S	Emergency Operations Center
UNLVDPD	Risk Management and Safety

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University of Nevada Las Vegas Police  
Department

<u>Term</u>	<u>Definition</u>
<b>Building Emergency Plan</b>	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
<b>Building Safety Committee</b>	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.
<b>Building Safety Coordinator</b>	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.
<b>Department Safety Coordinator</b>	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).
<b>Floor Monitor</b>	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.
<b>Roll Taker</b>	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.
<b>Emergency Responder(s)</b>	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.
<b>EAA</b>	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
<b>Emergency Operations</b>	The headquarters for designated representatives of campus

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**Center (EOC)**

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.

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