



## **Student Affairs Maintenance (SAM)**

# **EMERGENCY PREPAREDNESS PLAN**

**Prepared by Student Affairs Maintenance Staff**

**Date**

*Updated: October 21, 2016*

*Next scheduled update/review: November 2017*

**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](https://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:** Student Affairs Maintenance
2. **Building Safety Coordinator (BSC) Name:** Kimberly Case-Nichols
3. **Alternate BSC Name:** Victoria McClain
4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):**
  - Resident Lot B
  - Dayton Residence Courtyard

### 5. Departments:

A. Department: Student Affairs Maintenance  
Department 1 Coordinator: Kimberly Case-Nichols  
Phone No.: 702-491-1470  
Email: kim.case@unlv.edu

B. Department: Campus Life Technology  
Department 2 Coordinator: Victoria McClain  
Phone No.: 702-210-6341  
Email: victoria.mcclain@unlv.edu

C. Department: Student Affairs Maintenance  
Department 3 Coordinator: Jane Neitz-Singleton  
Phone No:702-963-2322  
Email: jane.neitz@unlv.edu

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY. 2**

## INTRODUCTION

The Student Affairs Maintenance Building supports the Campus Life maintenance and technology operations.

As a result, the following document has been prepared to provide guidance regarding what to do in the case of an emergency involving Student Affairs Maintenance, as well as resources available in the case of an emergency involving the entire campus.

During certain emergency conditions, it may be necessary to evacuate the UNLV Student Affairs Maintenance Building. Examples of such occasions include: smoke/fire, bomb threat, electrical power outages.

Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond.

Practicing evacuation procedures during a non-emergency drill provides training that will be valuable in an emergency situation.

## **EMERGENCY TELEPHONE NUMBERS**

UNLV Police Services .....5-3669

Note: If you are reporting a campus emergency using a cell phone or other off-campus telephones, you must call 702-895-3669. If you call 911 from a cell phone, you will be connected to the Las Vegas Metro 911Center and then transferred to UNLV University Police Services Dispatch. Valuable time will be lost during this process!

Rebel Repair Help Desk .....5-5324

SAM Director: Kimberly Case-Nichols.....702-491-1470

SAM Assistant Director: Jane Neitz-Singleton.....702-963-2322

CLT Assistant Director: Victoria McClain .....702-210-6341

UNLV Risk Management & Safety .....702-895-4226

UNLV News & Public Information .....702-895-3102

## DEFINITIONS

### Acronyms and Term

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 Police Department

Term	Definition
<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.

<b>Roll Taker</b>	A building occupant assigned to take roll call at the EAA after a building evacuation.
<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 Center (EOC)</b>	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

## **CHAIN OF COMMAND**

During and immediately following a disaster, the following individuals in the Student Affairs Maintenance and Campus Life Technology will have decision-making authorization for the Student Affairs Maintenance Building in the order listed below:

1. Kimberly Case-Nichols, Director of Student Affairs Maintenance
2. Victoria McClain, Assistant Director of Campus Life Technology
3. Jane Neitz-Singleton, Assistant Director of Student Affairs Maintenance