System Computing Services (SCS)
Fire Safety Plan

Updated on:
October 21, 2019
This template has been created to assist building proctors, supervisors, and managers in drafting a Fire Safety and Evacuation Plan to achieve compliance with the Nevada Fire Code. Please use the enclosed information as a guide and customize the information to reflect your particular building, its existing safety equipment and fire protection systems, and any identified existing fire hazards.

The document must be customized to fit the requirements of your building. Plans that are not customized to be site specific will not be approved.
Emergency Response

The UNLV Police Dept. is the first contact and first responder for all campus emergencies.

- To reach Campus Safety, dial 5-3669 from any campus telephone 24 hours a day.
- Dial 702-895-3669 from off-campus or cellular phone.

Why Call UNLV Police Dept. First?

Dialing 911 from a non-campus phone will reach the county emergency services dispatcher, which is less desirable because calling UNLV Police Dept. will provide faster fire, ambulance and police response. Outside responders will not be familiar with the names, locations or fastest routes to particular buildings. When you call the UNLV Police Dept., they will send immediate assistance, call outside emergency responders for you and direct them to the scene.

General Emergency Response

The time to become familiar with emergency procedures is before an emergency.

Please take time to familiarize yourself with your particular buildings layout, safety equipment, emergency evacuation routes, fire suppression systems, and communication systems to help you respond to an emergency. Circumstances of specific emergencies vary and good judgment is always required.

When Calling About Any Emergency

- Prior to calling, remove yourself from the area of immediate danger, if possible.
- Give your name. (confidentiality will be respected).
- Give your extension. (if applicable)
- Give the building name and room number or other specific location.
- Describe the condition clearly and accurately.
- Don’t hang up! You may be an important link in an emergency. Other information may be needed and special instructions may be provided. Let the person you are talking to end the conversation.
General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building. Building occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

- Fire alarms will be used to sound a building evacuation. Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area or classroom for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point. (see appendix A)
- Seek out and give assistance to any disabled persons in the area, if you can do so safely. If you cannot assist, alert emergency responders to the situation.

Follow instructions of UNLV Police Officers or other properly identified emergency personnel.
Evacuation Procedures for a Person with a Disability

Persons with a disability or medical condition may not be able to evacuate without special assistance. The following options may be considered in this situation:

- **Horizontal Evacuation** - Move away from the area of imminent danger to a safe distance.
- **Stay in Place** - Unless there is imminent danger, remain in a location with available communication, fire rated construction, and a fire suppression system, if possible. Dial UNLV Police Dept. or 911 with the location where assistance is required.
- **Area of Refuge** - If the person with a disability cannot get far away from the danger using Horizontal Evacuation, and the present location is imminently dangerous, then that person should seek an Area of Refuge away from danger. Dial UNLV Police Dept. or 911 with the location where assistance is required.

Discovery of Fire in the Building

Upon the discovery of a hostile fire in any university building, the following emergency procedures are to be implemented:

The acronym R.A.C.E will assist building occupants in remembering the correct emergency procedure implementation.

**Rescue**—Rescue anyone in immediate danger from the fire, if it does not endanger your life.

**Alarm**—sound the building fire alarm by activating a pull station, if available, and calling UNLV Police Dept. at 5-3669 from any campus telephone 24 hours a day or 702-895-3669 from a cellular phone. (Refer to procedure above)

**Confine**—Confine the fire to as small an area as possible by closing all doors and windows near the fire, if safe to do so.

**Extinguish**—Extinguish the fire with the proper fire extinguisher or Evacuate the building if the fire is too large for a fire extinguisher. (Refer to Building Evacuation procedure above)

Portable fire extinguishers can be used to suppress or extinguish a fire in its incipient, or beginning, stages. To be effective, building occupants must be trained in the proper use of portable fire extinguishers. This training includes the identification of different classes of fire and the appropriate selection of a portable extinguisher. The use of an inappropriate fire extinguisher on a fire may result in the extinguishing agent being ineffective or even making the situation worse and spreading the fire.
**AED Locations**

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Near elevator bank</td>
</tr>
</tbody>
</table>

**Evacuation Assembly Points**

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are designated as listed below:

<table>
<thead>
<tr>
<th>Building Area Designation</th>
<th>Evacuation Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>James E. Rogers for Administration and Justice Building (BSL)</td>
<td>Cement pad North of the SCS building generator</td>
</tr>
</tbody>
</table>

**Roll takers**

<table>
<thead>
<tr>
<th>Member</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Aguilar</td>
<td>Primary</td>
</tr>
<tr>
<td>Cruz Chacon</td>
<td>Alternate</td>
</tr>
</tbody>
</table>
Building Emergency Plan Committee Members

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

List name, phone and/or cell phone, and email.

**Building Emergency Plan Committee Members:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Assignment</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Ayala</td>
<td>BSC</td>
<td><a href="mailto:rayala@nshe.nevada.edu">rayala@nshe.nevada.edu</a></td>
<td>702-720-3261</td>
</tr>
<tr>
<td>Brian Anzalone</td>
<td>BSC</td>
<td><a href="mailto:banzalone@nshe.nevada.edu">banzalone@nshe.nevada.edu</a></td>
<td>702-720-3267</td>
</tr>
<tr>
<td>Monica Aguilar</td>
<td>BSC</td>
<td><a href="mailto:maguilar@nshe.nevada.edu">maguilar@nshe.nevada.edu</a></td>
<td>702-720-3307</td>
</tr>
<tr>
<td>Cruz Chacon</td>
<td>FM 1</td>
<td><a href="mailto:mchacon@nshe.nevada.edu">mchacon@nshe.nevada.edu</a></td>
<td>702-720-3300</td>
</tr>
<tr>
<td>Ops Staff</td>
<td>FM 1 Alternate</td>
<td></td>
<td>702-720-3320</td>
</tr>
<tr>
<td>Eric Kepschull</td>
<td>FM 2</td>
<td><a href="mailto:ekepschull@nshe.nevada.edu">ekepschull@nshe.nevada.edu</a></td>
<td>702-720-3268</td>
</tr>
<tr>
<td>Jim Lowe</td>
<td>FM 2 Alternate</td>
<td></td>
<td>702-720-3264</td>
</tr>
<tr>
<td>James Unfried</td>
<td>FM 3</td>
<td><a href="mailto:junfried@nshe.nevada.edu">junfried@nshe.nevada.edu</a></td>
<td>702-720-3322</td>
</tr>
<tr>
<td>Tim Shupp</td>
<td>FM 3 Alternate</td>
<td></td>
<td>702-720-3290</td>
</tr>
</tbody>
</table>