



Building Evacuation Plan  
**Science & Engineering Building (SEB)**



Date Implemented  
August 22<sup>nd</sup>, 2011

Revised: 09/23/16

# BUILDING EVACUATION PLAN

## **Introduction:**

The Science & Engineering Building (SEB) is an interdisciplinary research building comprised of diverse groups which span across 5 colleges and 13 departments. This creates some unique challenges for emergency preparedness among the 200,000 gross square feet and 4 academic floors. The purpose of this document is to increase the safety awareness for faculty, staff, students, and visitors while within the SEB and layout a plan for an orderly evacuation during an alarm. It is vital that all occupants evacuate the building every time the alarm sounds; and that all are aware of evacuation routes and exit points. 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.

## **BUILDING INFORMATION**

1. **Building Name:** Science & Engineering Building

2. **Building Safety Coordinator**

Name: Eric Knight  
Phone No.: 895-2020  
Email: [eric.knight@unlv.edu](mailto:eric.knight@unlv.edu)

3. **Alternate Building Safety Coordinator**

Name: Dene Charlet  
Phone No.: 895-2398  
Email: [dene.charlet@unlv.edu](mailto:dene.charlet@unlv.edu)

4. **Emergency Assembly Areas (EAA):**

Given SEB's largess, diverse occupants, and nine possible exits, no single EAA exist. Occupants may therefore organize in the Southwest, Northwest, North, Northeast and Southeast sides of SEB while standing clear of any emergency personnel.

Building Monitors do have an EAA located at the North entrance of SEB so they may report to Risk Management & Safety and first responders.

5. **Department**

Science and Engineering Building Support

Phone No.: 702-774-4732  
Fax No: 702-774-4733  
Email: [seb@unlv.edu](mailto:seb@unlv.edu)

## 6. Committees

### **Building Safety Committee**

For the purpose of the Building Evacuation Plan, the SEB Building Safety Committee will be the SEB Steering Committee which is in charge of safety policy. The BEP will be added on the agenda. This committee is comprised of the Deans of College of Sciences, and College of Engineering, SEB Assistant Director of Research Facilities, two faculty, each from College of Sciences and College of Engineering (from different departments or units within the college), and one faculty member who is from other colleges.

### **Department Safety Committee**

The Department Safety Committee shall be comprised of the Zone Monitors responsible to assist when the alarm sounds. The assigned individuals will serve as long as they occupy the SEB or until they are no longer able to serve. The committee will be chaired by the Building Safety Coordinator and will meet at least annually.

## 7. Special Considerations

### **Handicap Occupants:**

Special consideration is required for handicapped individuals. In the event of a fire alarm all elevators will settle on the bottom floor and become inoperable until operated by the Fire Department with a key. All evacuees are required to take the stairs. This presents a problem for disabled occupants in wheelchairs who must exit via the safety of the fire stairwell if on the upper floors. It will be the responsibility of the zone monitor to assist any handicapped individuals to the landing of the fire stairwells. The Zone Monitor then after confirming their zone has been evacuated must report to the Fire Department the location of the handicapped individual so they can be assisted out of the building.

### **Hazardous Areas:**

SEB has many labs with hazards such as Radiation, Lasers, Chemicals, and High Voltages. Consideration must be taken during an evacuation that these hazards be secured and dangerous equipment which could exacerbate any emergency, or be a danger to first responders if unattended, be turned off.

## 8. Building Layout

The SEB has a several structural and utility envelopes which clearly break it into distinct "Dry" (Computational) and "Wet" (Natural Sciences) sides. This separation also provides that similar groups familiar with each other's work reside within these "Wet" and "Dry" areas. The architectural element that provides this separation of "Dry" and "Wet" sides is the North to South atrium and will be the guide to assigning the individuals responsible for monitoring the separate areas in the event of an emergency. Given SEB has four academic floors and the atrium cuts the building in near halves. This makes for eight zones, 4 Wet and 4 Dry.



**Zones and Monitors:**

<p>1. 1<sup>st</sup> Floor Dry Side &amp; Auditorium Zone Monitor : <b>Ginger Tanenhaus</b></p> <p>2. 1<sup>st</sup> Floor Wet Zone Monitor : <b>Nilda Ruiz Alvanez</b></p>	<p>3. 2<sup>nd</sup> Floor Dry Side Zone Monitor : <b>Dene Charlet</b></p> <p>4. 2<sup>nd</sup> Floor Wet Zone Monitor : <b>Eric Knight</b></p>
<p>5. 3<sup>rd</sup> Floor Dry Side Zone Monitor : <b>Joe Aldridge</b></p> <p>6. 3<sup>rd</sup> Floor Wet Zone Monitor : <b>Casey Hall</b></p>	<p>7. 4<sup>th</sup> Floor Dry Side Zone Monitor : <b>Tasha Ramos</b></p> <p>8. 4<sup>th</sup> Floor Wet Zone Monitor : <b>Yuanxin Teng</b></p>

**Zone Monitor Qualifications:**

The Zone Monitor should be familiar with the groups occupying their assigned Zone, be familiar with any specialty equipment or hazards in the assigned area, and normally occupy the building during normal business hours.

## **Zone Monitor Responsibilities:**

The zone monitor's primary function in the event of a fire alarm or drill is to systematically walk their specified zone asking those individuals not making their way to an exit to please evacuate the building as required by state law, assisting any occupant with special needs to the fire stairwell, and upon exiting the building assemble at the North side of SEB to report to Risk Management and Safety or 1<sup>st</sup> responders.

## **Definitions**

<b>Term</b>	<b>Definition</b>
<b>Building Safety Coordinator</b>	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the Building Evacuation Plan and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Safety Committee position description.
<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 Building Safety Coordinator, charged with building emergency preparedness and overseeing building safety concerns.
<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>Department Safety Committee</b>	A group composed of department representatives (preferably from each major unit in the department). If a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and shall meet at least annually.
<b>Emergency Assembly Area</b>	A pre-designated safe location near a building where Building occupants assemble.
<b>Emergency Operations Center</b>	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

<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>Emergency Response Team</b>	Highly trained volunteer university employees from RM&S and Facilities Management Departments, as well as other select employees, who respond to specific campus emergencies, i.e. Gas leaks, medical emergencies, utility outages, and building evacuations.
<b>Zone 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.

**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.**

For questions concerning this document: Please contact the **Building Safety Coordinator** Eric Knight at 895-2020 or [eric.knight@unlv.edu](mailto:eric.knight@unlv.edu)