Student Services Complex

Building Evacuation Plan

Summer/Fall 2016-17

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.

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: SSC-A

2. Building Safety Coordinator (BSC) Name: Osra O’Neal
   Phone No.: 52911
   Fax No.: 44320
   Email: osra.oneal@unlv.edu

3. Alternate BSC Name: N/A
   Phone No.: 
   Fax No. : 
   Email: 

4. Emergency Assembly Area (EAA) Location:
   1st Floor Occupants - Mitzi & Johnny Hughes Hall –Building A
   2nd & 3rd Floor Occupants - TMC East External Staircase

5. Departments

   A. Department 1 Coordinator: David Ellison/ Juanita Saucedo
      DSC Name: Cashiering & Student Accounts
      Phone No.: 53577
      Email: david.ellison@unlv.edu/juanita.saucedo@unlv.edu

   B. Department 2 Coordinator: Raelynn Frazier
      DSC Name: Career Services
      Phone No.: 52980
      Email: Raelynn.Frazier@unlv.edu

   C. Department 3 Coordinator: Terri Bernstein
      DSC Name: CAEO
      Phone No.: 54776
      Email: terri.bernstein.unlv.edu
D. Department 4 Coordinator: Willie T. Walker  
DSC Name: Jean Nidetch Women’s Center  
Phone No.: 54475  
Email: willie.walker@unlv.edu

E. Department 5 Coordinator: Linda Morgan  
DSC Name: Disability Resource Center  
Phone No.: 50147  
Email: linda.morgan@unlv.edu

F. Department 6 Coordinator: Ross Bryant  
DSC Name: Veteran Services  
Phone No.: 44611  
Email: ross.bryant@unlv.edu

G. Department 7 Coordinator: Julie Askins  
DSC Name: Financial Aid & Scholarships  
Phone No.: 542736  
Email: julie.askins@unlv.edu

H. Department 8 Coordinator: Katie Humphreys  
DSC Name: Registrar’s Office  
Phone No.: 50892  
Email: Katie.humphreys@unlv.edu

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

A. Member:  
Phone No.:  
Department or Unit:

B. Member:  
Phone No.:  
Department or Unit:

C. Member:  
Phone No.:  
Department or Unit:

D. Member:  
Phone No.:  
Department or Unit:

E. Member:  
Phone No.:  
Department or Unit:


Emergency Staff

A Roll 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. Roll Takers

1. Department or Unit: Cashiering & Student Accounts
   Roll Taker 1: Rose Cummings
   Roll Taker 2: Diane Sessions

2. Department or Unit: Career Services
   Roll Taker 1: Raelynn Frazier

3. Department or Unit: Veteran Services
   Roll Taker 1: Ross Bryant

4. Department or Unit: CAEO
   Roll Taker 1: Terri Bernstein
   Roll Taker 2: Terrell Daugherty

5. Department or Unit: Disability Resource Center
   Roll Taker 1: Linda Morgan

6. Department or Unit: Jean Nidetch Women’s Center
   Roll Taker 1: Willie Walker

7. Department or Unit: Registrar’s Office
   Roll Taker 1: Katie Humphreys

8. Department or Unit: Financial Aid & Scholarships
   Roll Taker 1: Julie Askins
   Roll Taker 2: Sean Jones

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.

B. Floor Monitors

1. Department or Unit: SSC 1ST FLOOR
   Floor Monitor 1: Rose Cummings (Cashiering Services)
   Floor Monitor 2: Veronica Labrada (Cashiering Services)
2. Department or Unit: SSC 2nd FLOOR  
Floor Monitor 1: Julie Askins (Financial Aid)

3. Department or Unit: SSC 3rd FLOOR  
Floor Monitor 1: Macarena Patton (CAEO)

### Acronyms and Terms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
</tr>
<tr>
<td>BEP</td>
<td>Building Evacuation Plan</td>
</tr>
<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
</tr>
<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas University Police Department</td>
</tr>
</tbody>
</table>

### Term Definition

**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.

**Building Emergency Plan**
A document which consists of emergency information and procedures, activities for preparing for 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.

**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).

**Department Safety Committee**
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 quarterly.

**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.

**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.

**Emergency Response Team**

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.

**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 EA 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.

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.