



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 -Mitzie & 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

I. Department 9 Coordinator: Debi Cheek
DSC Name: ASC Coaching
Phone No.: 44610
Email: debi.cheek@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

9. Department or Unit: ASC Coaching

Roll Taker 1: Debi Cheek

Roll Taker 2:

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

<u>Acronym</u>	<u>Meaning</u>
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
UNLVDPD	University of Nevada Las Vegas University Police Department

<u>Term</u>	<u>Definition</u>
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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.

