Student Services Complex

Building Evacuation Plan

Summer/Fall 2015-16

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 Lee
      DSC Name: Career Services
      Phone No.: 52980
      Email: Raelynn.Lee@unlv.edu

   C. Department 3 Coordinator: Terri Bernstein
      DSC Name: CAEO
      Phone No.: 50558
      Email: terri.bernstein.unlv.edu
D. Department 4 Coordinator: Christina Hernandez
DSC Name: Jean Nidetch Women’s Center
Phone No.: 54475
Email: christina.hernandez@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 Lee

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: Christina Hernandez

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

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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.

**Roll Taker**
A building occupant assigned to take roll call at the EA after a building evacuation.