



Building Name:
Upper Class Complex (UCC)

Building Evacuation Plan

Date Revised
April 27, 2017

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. If you have any questions concerning this, please call RMS at 895-4226 or John Guerra at 895-4861. Thank you.

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:** Upper Class (UCC) Residence Hall

2. **Building Safety Coordinator (BSC) Name:** Janna Bernstein

Phone No.: 5x4296

Fax No.: 5x4332

Email: janna.bernstein@unlv.edu

3. **Alternate BSC Name:** Tem J. Sedgwick

Phone No.: 5x1792

Fax No.: 5x4332

Email: tem.sedgwick@unlv.edu

4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):**

UCC Hughes, B, C - LDS or Newman Center parking lot

UCC Faiman - Basketball Court between the Student Affairs Maintenance Shop (SAM) & South Complex

5. Departments

A. Department 1 Coordinator: Tem J. Sedgwick

DSC Name: Housing and Residential Life

Phone No.: 5x1792

Email: tem.sedgwick@unlv.edu

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.

CHAIN OF COMMAND

During and immediately following a disaster, the following individuals in the Student Affairs Campus Life cluster will have decision-making authorization for the Housing and Residential Life facilities in the order listed below:

1. Karen Strong, Associate Vice President for Student Affairs
2. Rich Clark, Executive Director for Housing and Residential Life
3. Tem J. Sedgwick, Assistant Director for Housing and Residential Life
4. Coordinator on-call at time of emergency

STAFF ASSIGNMENTS AND RESPONSIBILITIES

Emergency Coordinator: Tem J. Sedgwick

Alternate Emergency Coordinator: Richard Clark

Coordinator Responsibilities

1. Serve as a liaison with emergency responders (e.g., fire department, UPD, ambulance, Environmental Health & Safety).
2. Meet responders upon their arrival and convey specific information about hazards in the building, access, and locations of persons with special needs, etc.
3. Maintain communication with Floor Proctors regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is safe for re-entry.
5. Keep Evacuation Plan, Contact Persons and Numbers and Floor Diagrams up to date.
6. Conduct and/or assist in Fire Drills.
7. Assign area to assemble after evacuation.
8. Assist in training and/or scheduling of training the building occupants in emergency procedures.
9. Inform building occupants of their responsibility to provide pertinent information both at the beginning of each semester and at the time of the evacuation to ensure that students, Faculty & staff, and guests evacuate the building in a safe manner.

6. **Building Safety Committee** (if applicable): not applicable

Emergency Staff

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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.

Hughes (Building A)

B. Floor Monitors

1. Department or Unit: all floors
Floor Monitor 1: Hughes Community Assistant

Building B

1. Department or Unit: all floors
Floor Monitor 1: B Community Assistant

Building C

1. Department or Unit: First Floor
Floor Monitor 1: C 1 RA
2. Department or Unit: Second Floor
Floor Monitor 1: C2 RA
3. Department or Unit: Third Floor
Floor Monitor 1: C3 RA

Faiman (Building D)

1. Department or Unit: First Floor
Floor Monitor 1: D 1 RA
2. Department or Unit: Second Floor
Floor Monitor 1: D2 RA
3. Department or Unit: Third Floor
Floor Monitor 1: D3 RA

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Acronyms and Term

Acronym	Meaning
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
UNLVPD	University of Nevada Las Vegas Police Department

Term	Definition
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.
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.
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).
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.

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Roll Taker	A building occupant assigned to take roll call at the EAA 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.
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.
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.

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.