Wright Hall (WRI)

Building Evacuation Plan

Date revised
August 31, 2015

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 702-895-4226 or Larry Warkentin at 702-895-2990. 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:** John S. Wright Hall (WRI)

2. **Building Safety Coordinator (BSC) Name:** Susie Lafrentz
   Phone No.: 702-895-3307
   Fax No.: 702-895-1065
   Email: Susie.lafrentz@unlv.edu

3. **Alternate BSC Name:** Melissa Rodriguez
   Phone No.: 702-895-3307
   Fax No.: 702-895-1065
   Email: Melissa.rodriguez@unlv.edu

4. **Emergency Assembly Area (EAA) Location (minimum 150’ from building):**
   Anthropology – Student Union (northwest stairway)
   History – Central Desert Complex (lawn area)
   Political Science – Central Desert Complex (lawn area)
   Wilson Advising Center – Student Union (northwest stairway)
   VPAA & HRH COE – Student Union (northwest stairway)

5. **Departments:** ANTHROPOLOGY, HISTORY, POLITICAL SCIENCE, WILSON ADVISING CENTER, OFFICE OF THE VPAA & HOWARD R. HUGHES COLLEGE OF ENGINEERING

   A. Department 1:
   DSC Name: Alisa Catanzaro
   Phone No.: 702-895-3388 or 702-895-3590
Email: alisa.catanzaro@unlv.edu

B. Department 2:
DSC Name: Annette Amdal
Phone No.: 702-895-0891 or 702-895-3349
Email: Annette.amdal@unlv.edu

C. Department 3:
DSC Name: Melissa Rodriguez
Phone No.: 702-895-3307
Email: Melissa.rodriguez@unlv.edu

D. Department 4:
DSC Name: Robin Rawal
Phone No.: 702-895-2925
Email: robin.rawal@unlv.edu

E. Department 5:
DSC Name: Lindsay Couzens
Phone No.: 702-895-0407
Email: lindsay.couzens@unlv.edu

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

A. Member: ALISA CATANZARO
Phone No.: 702-895-3388 OR 702-895-3590
Department or Unit: ANTHROPOLOGY

B. Member: ANNETTE AMDAL
Phone No.: 702-895-0891 OR 702-895-3349
Department or Unit: History

C. Member: MELISSA RODRIGUEZ
Phone No.: 702-895-3307
Department or Unit: Political Science

D. Member: Robin Rawal
Phone No.: 702-895-2925
Department or Unit: Wilson Advising Center
E. Member: Lindsay Couzens  
Phone No.: 702-895-0407  
Department or Unit: Office of the Vice Provost for Academic Affairs

7. Emergency Staff

A Role 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 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.

A. Roll Takers

1. Department or Unit: Anthropology  
Roll Taker 1: Alisa Catanzaro     Roll Taker 2: Kelly Hardiman

2. Department or Unit: History  
Roll Taker 1: Annette Amdal     Roll Taker 2: Matthew Fledderjohann

3. Department or Unit: Political Science  
Roll Taker 1: Melissa Rodriguez     Roll Taker 2: Susie Lafrentz

4. Department or Unit: Wilson Advising Center  
Roll Taker 1: Robin Rawal     Roll Taker 2: Wilma Canio

5. Department or Unit: VPAA & HRH COE  
Roll Taker 1: Lindsay Couzens     Roll Taker 2: Laurel Pritchard

B. Floor Monitors

1. Department or Unit: Anthropology  
Floor Monitor 1: Alisa Catanzaro     Floor Monitor 2: Kelly Hardiman

2. Department or Unit: History  
Floor Monitor 1: Annette Amdal     Floor Monitor 2: Matthew Fledderjohann

3. Department or Unit: Political Science  
Floor Monitor 1: Melissa Rodriguez     Floor Monitor 2: Susie Lafrentz

4. Department or Unit: Wilson Advising Center

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
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<td>BEP</td>
<td>Building Evacuation Plan</td>
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<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
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<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>
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<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas Police Department</td>
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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).
<table>
<thead>
<tr>
<th>Term</th>
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<tr>
<td>Floor Monitor</td>
<td>A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.</td>
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<td>Roll Taker</td>
<td>A building occupant assigned to take roll call at the EAA after a building evacuation.</td>
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<tr>
<td>Emergency Responder(s)</td>
<td>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&amp;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.</td>
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<tr>
<td>EAA</td>
<td>A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.</td>
</tr>
<tr>
<td>Emergency Operations Center (EOC)</td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
</tr>
</tbody>
</table>
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