Wright Hall (WRI)

Building Evacuation Plan

Date revised
November 21, 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 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 – Hospitality Hall (northeast corner)
   Political Science – Hospitality Hall (northeast corner)
   Wilson Advising Center – Student Union (northwest stairway)
   SCHS Music, & PPAC – Student Union (northwest stairway)

5. Departments: ANTHROPOLOGY, HISTORY, POLITICAL SCIENCE, WILSON ADVISING CENTER, SCHOOL OF COMMUNITY HEALTH SCIENCES, MUSIC, & PRE-PROFESSIONAL ADVISING CENTER

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

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
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: Elisa Emett-Watts
Phone No.: 702-895-3982
Email: elisa.watts@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: Elisa Emett-Watts
Phone No.: 702-895-3982
Department or Unit: Pre-Professional Advising Center

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.
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: Shontai Wilson-Beltran

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: SCHS, Music, & PPAC
   Roll Taker 1: Elisa Emett-Watts     Roll Taker 2: Megan Alves

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
   Floor Monitor 1: Robin Rawal       Floor Monitor 2: Wilma Canio

5. Department or Unit: SCHS, Music, 7 PPAC
   Floor Monitor 1: Elisa Emett-Watts Floor Monitor 2: Megan Alves
Acronyms and Term

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Term | Definition
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**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.
| **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.