



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.rodriquez@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 Emmett-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 Emmett-Watts
Phone No.: 702-895-3982
Department or Unit: Pre-Professional Advising Center

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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 Emmett-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 Emmett-Watts

Floor Monitor 2: Megan Alves

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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.

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