



Paul B. Sogg Architecture Building

Building Evacuation Plan

Date Revised
07/12/2016

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 Larry Warkentin at 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:** PAUL B. SOGG ARCHITECTURE BUILDING

2. **Building Safety Coordinator (BSC) Name:** JOSE VAZQUEZ

Phone No.: 895-0967

Fax No.: 895-1119

Email JOSE.VAZQUEZ@UNLV.EDU

3. **Alternate BSC Name:** ANGELA GRATREAKS

Phone No.: 895-1908

Fax No.: 895-1119

Email: ANGELA.GRATREAKS@UNLV.EDU

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

Faculty Parking Lot Z AND Student Lot F

5. Departments

A. Department 1: **Downstairs south-end of building (classrooms)**

DSC Name: ALFREDO FERNANDEZ-GONZALEZ

Phone No.: 895-1141

Email: ALFREDO.FERNANDEZ@UNLV.EDU

B. Department 2: **New addition, upstairs and down (including offices)**

DSC Name: DANIEL ORTEGA

Phone No.: 895-1741

Email: DHORTEGA@UNLV.NEVADA.EDU

THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY. 2

C. Department 3: **Upstairs studios**
DSC Name: JOSH VERMILLION
Phone No.: 895-1905
Email: JOSH.VERMILLION@UNLV.EDU

D. Department 4: **Downstairs offices, downstairs bathrooms, auditorium**
DSC Name: JOSE VAZQUEZ
Phone No.: 895-0967
Email: JOSE.VAZQUEZ@UNLV.EDU

E. Department 5: **Upstairs bathrooms and faculty offices**
DSC Name: ANGELA GRATREKS
Phone No.: 895-1908
Email: ANGELA.GRATREKS@UNLV.EDU

F. Department 6: **Shops/Labs**
DSC Name: PAUL MORRISON
Phone No: 895-1955
Email: PAUL.MORRISON@UNLV.EDU

6. Building Safety Committee (if applicable):

A. Member: ALFREDO FERNANDEZ-GONZALEZ
Phone No.: 895-1141
Department or Unit:

B. Member: JOSE VAZQUEZ
Phone No.: 895-0967
Department or Unit:

C. Member: ANGELA GRATREKS
Phone No.: 895-1908
Department or Unit:

D. Member: DANIEL ORTEGA
Phone No.: 895-1741
Department or Unit:

E. Member: JOSHUA VERMILLION
Phone No.: 895-1954
Department or Unit:

F. MEMBER: PAUL MORRISON
PHONE NO.: 895-1955
DEPARTMENT OR UNIT:

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:
Roll Taker 1:

Roll Taker 2:

B. Floor Monitors

1. Department or Unit: **Downstairs south-end of building (classrooms, labs)**
Floor Monitor 1: ALFREDO FERNANDEZ-GONZALEZ Floor Monitor 2:

2. Department or Unit: **New addition, upstairs and down (including offices)**
Floor Monitor 1: DANIEL ORTEGA Floor Monitor 2:

3. Department or Unit: **Upstairs studios**
Floor Monitor 1: JOSH VERMILLION Floor Monitor 2:

4. Department or Unit: **Downstairs offices, downstairs bathrooms, auditorium**
Floor Monitor 1: JOSE VAZQUEZ Floor Monitor 2:

5. Department or Unit: **Upstairs bathrooms and faculty offices**
Floor Monitor 1: ANGELA GRATREACKS Floor Monitor 2:

6. Department or Unit: **Shops/Labs**
DSC Name: PAUL MORRISON
Phone No: 895-1955
Email: PAUL.MORRISON@UNLV.EDU

Acronyms and Term

<u>Acronym</u>	<u>Meaning</u>
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

<u>Term</u>	<u>Definition</u>
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.