



Academic Success Center

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:** Academic Success Center (ASC)

2. **Building Safety Coordinator (BSC) Name:** Dan Gianoutsos, Associate Dean, Academic Success Cntr.
Phone No.: 774-4612
Fax No.: 895-4427
Email: dan.gianoutsos@unlv.edu

3. **Alternate BSC Name:** Brandy Smith, Special Asst. to the Dean, Academic Success Center
Phone No.: 774-4619
Fax No.: 895-4427
Email: brandy.smith@unlv.edu

4. **Emergency Assembly Area (EAA) Location:** Area South of the ASC building between the Admissions (SSC-B) and Student Recreation Center (SRC)

5. Departments

A. Department 1 Coordinator: Sydney Lisy, SAAS Advisor
DSC Name: Student-Athlete Academic Services
Phone No.: 895-5861
Email: sydney.lisy@unlv.edu

B. Department 2 Coordinator: Megan Romero, Learning Programs Coordinator
DSC Name: Learning Support
Phone No.: 895-3108
Email: Megan.Bavaro@unlv.edu

C. Department 3 Coordinator: Monica McNeely, Administrative Assistant IV
DSC Name: Represents ASC Administrative Assistants/Front Counter Staff
Phone No.: 895-0662
Email: monica.mcneely@unlv.edu

6. **Campus Safety Committee** (if applicable): The ASC has an **ASC Safety Task Force** that meets once per semester ensuring employees are properly trained on BEP and other safety/emergency procedures and provides other applicable leadership within the department.

A. Member: MONICA MCNEELY

Phone No.: 895-6002

Department or Unit: ASC ACADEMIC ADVISING/ADMINISTRATIVE

B. Member: DAN GIANOUTSOS

Phone No.: 774-4612

Department or Unit: OFFICE OF THE DEAN/ASC ACADEMIC TRANSITIONS

C. Member: SYDNEY LISY

Phone No.: 895-5861

Department or Unit: ASC STUDENT-ATHLETE ACADEMIC SERVICES

D. Member: MEGAN ROMERO

Phone No.: 895-3108

Department or Unit: ASC Learning Support

E. Member:

Phone No.:

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: **STUDENT-ATHLETE ACADEMIC SERVICES**

Roll Taker 1: **SYDNEY LISY** Roll Taker 2: **DAVID WEDLEY**

2. Department or Unit: **ACADEMIC ADVISING**

Roll Taker 1: **SALVADOR MORA** Roll Taker 2: **Michael Terry**

3. Department or Unit: **ADMINISTRATION/CLERICAL ADMINISTRATION**

Roll Taker 1: **MONICA MCNEELY** Roll Taker 2: **MONICA MCNEELY**

4. Department or Unit: **LEARNING SUPPORT**

Roll Taker 1: **MEGAN ROMERO** Roll Taker 2: **ANNE WHITE**

5. Department or Unit: **OFFICE OF THE DEAN/ACADEMIC TRANSITIONS**
Roll Taker 1: **DAN GIANOUTSOS** Roll Taker 2: **MICHAEL HACK**

B. Floor Monitors

1. Department or Unit: **N/A**
Floor Monitor 1: Floor Monitor 2:

Acronyms and Terms

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 University Police Department

Term Definition

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.

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.

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).

Department Safety Committee A group composed of department representatives (preferably from each major unit in the department). If a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and shall meet at least quarterly.

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.

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.

Emergency Response Team Highly trained volunteer university employees from RM&S and Facilities Management Departments, as well as other select employees, who respond to specific campus emergencies, i.e. Gas leaks, medical emergencies, utility outages, and building evacuations.

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.

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.