Academic Success Center

Building Evacuation Plan

Date Revised
April 27, 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 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: Academic Success Center (ASC)

2. Building Safety Coordinator (BSC) Name: Aaron Brown, Director, Academic Advising
   Phone No.: 895-0663
   Fax No.: 895-4427
   Email: aaron.brown@unlv.edu

3. Alternate BSC Name: Dan Gianoutsos, Assistant Dean, Academic Success Center
   Phone No.: 774-4612
   Fax No.: 895-4427
   Email: dan.gianoutsos@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: Chyna Miller, Tutor Coordinator
      DSC Name: Learning Support
      Phone No.: 774-4625
      Email: chyna.miller@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: **CHYNA MILLER**  
Phone No.: 774-4625  
Department or Unit: ASC LEARNING SUPPORT

C. Member: **SYDNEY Lisy**  
Phone No.: 895-5861  
Department or Unit: ASC STUDENT-ATHLETE ACADEMIC SERVICES

D. Member: **DAN GIANOUTSOS**  
Phone No.: 774-4612  
Department or Unit: OFFICE OF THE DEAN/ASC ACADEMIC TRANSITIONS

E. Member: **AARON BROWN**  
Phone No.: 895-0663  
Department or Unit: ASC ACADEMIC ADVISING

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 JACKSON**

2. Department or Unit: ACADEMIC ADVISING  
Roll Taker 1: **AARON BROWN**  
Roll Taker 2: **SALVADOR MORA**

3. Department or Unit: ADMINISTRATION/CLERICAL ADMINISTRATION  
Roll Taker 1: **MONICA MCNEELY**  
Roll Taker 2: **MARY BELETTI**

4. Department or Unit: LEARNING SUPPORT  
Roll Taker 1: **CHYNA MILLER**  
Roll Taker 2: **ANNE WHITE**
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** The headquarters for designated representatives of campus Center (EOC) 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.

**Roll Taker** A building occupant assigned to take roll call at the EAA after a building evacuation.