Frank and Estella Beam Hall (BEH)
College of Hotel Administration

Building Evacuation Plan

Date
August 25, 2015

Hotel College Personnel Revised
August 25, 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: Beam Hall

2. Building Safety Coordinator (BSC) Name: Barbara Richards
   Phone No.: 702-895-5501
   Fax No.: 702-895-4872
   Email: barbara.richards@unlv.edu

3. Alternate BSC Name: Gina Agrellas
   Phone No.: 702-895-0570
   Fax No.: 702-895-4872
   Email: giorgina.agrellas@unlv.edu

4. Emergency Assembly Area (EAA) Location: Alumni Amphitheater

5. Departments
   A. Department 1: Operations
      DSC Name: Gadine Whitaker
      Phone No.: 702-895-1330
      Email: gadine.whitaker@unlv.edu
B. Department 2: **Office of Academic & Student Affairs**
DSC Name: Barbara Richards
Phone No.: 702-895-5501
Email: barbara.richards@unlv.edu

C. Department 3: **Office of Academic & Student Affairs**
DSC Name: DeVonna Normand
Phone No.: 702-895-3930
Email: devonna.normand@unlv.edu

D. Department 5: **Graduate Studies**
DSC Name: Valerie Calbert
Phone No.: 702-895-3321
Email: valerie.calbert@unlv.edu

E. Department 6: **Office of Student Advising**
DSC Name: Erin Ryan
Phone No.: 702-895-6212
Email: erin.ryan@unlv.edu

6. **Building Safety Committee** (if applicable): N/A

A. Member:
Phone No.:
Department or Unit:

7. **Emergency Staff**: We have no one at this time, CPR certified

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: **Operations**
   Roll Taker 1: Veronica Becerra   Roll Taker 2: Jean Hertzman

   1A. Department or Unit: **FAB Kitchen**
   Roll Taker 1: Gadine Whitaker   Roll Taker 2: Dale Shigenaga

2. Department or Unit: **Office of Academic & Student Affairs**
   Roll Taker 1: Barbara Richards   Roll Taker 2: DeVonna Normand
3. **Department or Unit: Graduate Studies**  
Roll Taker 1: Valerie Calbert  
Roll Taker 2: Gael Hancock

4. **Department or Unit: Office of Student Advising**  
Roll Taker 1: Erin Ryan  
Roll Taker 2: Sherri Theriault

**B. Floor Monitors**

1. **Department or Unit: Hotel College 1st floor**  
Floor Monitor 1: Bobbie Barnes  
Floor Monitor 2: Noelle Garcia

2. **Department or Unit: Hotel College 2nd floor**  
Floor Monitor 1: Dale Shigenaga  
Floor Monitor 2: Trevor Brown

3. **Department or Unit: Hotel College 3rd floor**  
Floor Monitor 1: Valerie Calbert  
Floor Monitor 2: Gadine Whitaker

4. **Department or Unit: Hotel College 4th floor**  
Floor Monitor 1: DeVonna Normand  
Floor Monitor 2: Gina Agrellas

5. **Department or Unit: Hotel College 5th floor**  
Floor Monitor 1: Barbara Richards  
Floor Monitor 2: Erin Ryan

**Acronyms and Term**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
</tr>
<tr>
<td>BEP</td>
<td>Building Evacuation Plan</td>
</tr>
<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
</tr>
<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas Police Department</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Building Emergency Plan</td>
<td>A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.</td>
</tr>
<tr>
<td>Building Safety Committee</td>
<td>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.</td>
</tr>
<tr>
<td>Building Safety Coordinator</td>
<td>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.</td>
</tr>
<tr>
<td>Department Safety Coordinator</td>
<td>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).</td>
</tr>
<tr>
<td>Floor Monitor</td>
<td>A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.</td>
</tr>
<tr>
<td>Roll Taker</td>
<td>A building occupant assigned to take roll call at the EAA after a building evacuation.</td>
</tr>
<tr>
<td>Emergency Responder(s)</td>
<td>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&amp;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.</td>
</tr>
<tr>
<td>EAA</td>
<td>A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.</td>
</tr>
<tr>
<td>Emergency Operations Center (EOC)</td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
</tr>
</tbody>
</table>
Building Evacuation Plan
Frank & Estella Beam Hall (BEH)
Lee Business School
(Formerly College of Business)

Date Revised
October 20, 2014

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. 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 – Lee Business School (formerly College of Business)

1. Building Name: Frank & Estella Beam Hall (BEH)

2. Building Safety Coordinator (BSC):
   Name: Christine Meszaros
   Phone No.: (702) 895-1291
   Fax No.: (702) 895-5063
   Email: christine.meszaros@unlv.edu

3. Alternate Building Safety Coordinator (BSC):
   Name: Anna Drury
   Phone No.: (702) 895-3608
   Fax No.: (702) 895-4090
   Email: anna.drury@unlv.edu

4. Emergency Assembly Area (EAA) Location (minimum 150’ from building):
   Pida Plaza near tables in front of the Student Union (150 feet or more from BEH)

5. Safety Coordinators for Departments/Areas by Floor:

   Department Safety Coordinator for 1ST Floor
   (LBS DEAN’S OFFICE AND LBS UNDERGRADUATE ADVISING)
   DSC Name: Susan Hall
   Phone No.: (702) 895-7643
   Email: susan.hall@unlv.edu

   Department Safety Coordinator for 2nd Floor
   (EMBA PROGRAM, MBA PROGRAMS AND CTR. FOR BUSINESS & ECON. RESEARCH)
   DSC Name: Marcela Kofford
   Phone No.: (702) 895-3655
Email: marcela.kofford@unlv.edu

Department Safety Coordinator: for 3rd Floor
(Management, Entrepreneurship & Tech. Dept. and Center for Entrepreneurship)
DSC Name: Marie Arroyo
Phone No.: (702) 895-1762
Email: marie.arroyo@unlv.edu

Department Safety Coordinator: for 4th Floor
(Accounting Dept. & Marketing & Int’l Business Dept.)
DSC Name: Theresa Boucher
Phone No.: (702) 895-3364
Email: theresa.boucher@unlv.edu

Department Safety Coordinator: for 5th Floor
(Economics Dept. & Finance Dept.)
DSC Name: Kathy Amortegui
Phone No.: (702) 895-3776
Email: kathy.amortegui@unlv.edu

6. Campus Safety Committee: Not applicable

7. Emergency Staff: None

A Roll 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.

Roll Takers for Departments/Areas by Floor:

1st Floor: LBS Dean’s Office and LBS Undergraduate Advising
Roll Taker 1: Anna Drury  Roll Taker 2: Susan Hall

2nd Floor: (EMBA and MBA Programs and Ctr. for Business & Econ. Research)
Roll Taker 1: Marcela Kofford  Roll Taker 2: Peggy Jackman

3rd Floor: Management, Entrepr. & Technology Dept., & Ctr. for Entrepreneurship
Roll Taker 1: Marie Arroyo  Roll Taker 2: TBD

4th Floor - Accounting Dept. & Marketing & Int’l Business Dept.
Roll Taker 1: Sonja Longoria  Roll Taker 2: Theresa Boucher

5th Floor – Economics Dept., Finance Dept., & Lied Institute for Real Estate Studies
Roll Taker 1: Kathy Amortegui  Roll Taker 2: Patricia Butler
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.

**Floor Monitors:**

1st Floor: **LBS Dean’s Office and LBS Undergraduate Advising**
Floor Monitor 1: Donna Weiss  Floor Monitor 2: Susan Hall

2nd Floor: **(EMBA and MBA Programs and Ctr. for Business & Econ. Research)**
Floor Monitor 1: Marcela Kofford  Floor Monitor 2: Peggy Jackman

3rd Floor: **Management, Entrepr. & Technology Dept., & Ctr. for Entrepreneurship**
Floor Monitor 1: Marie Arroyo  Floor Monitor 2: TBD

4th Floor - Accounting Dept. & Marketing & Int’l Business Dept.
Floor Monitor 1: Sonja Longoria  Floor Monitor 2: Theresa Boucher

5th Floor – Economics Dept., Finance Dept., & Lied Institute for Real Estate Studies
Floor Monitor 1: Kathy Amortegui  Floor Monitor 2: Patricia Butler

------------------------------------------------------------------------------------------------------------------------------

**Acronyms and Terms:**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Building Safety Coordinator</td>
</tr>
<tr>
<td>BEP</td>
<td>Building Evacuation Plan</td>
</tr>
<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>RM&amp;S</td>
<td>Risk Management and Safety</td>
</tr>
<tr>
<td>UNLVPD</td>
<td>University of Nevada Las Vegas University Police Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Safety Coordinator</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Building Emergency Plan</strong></td>
<td>A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Building Safety Committee</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Department Safety Coordinator</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Department Safety Committee</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>EAA</strong></td>
<td>A pre-designated safe location near a building where Building occupants assemble and report to the roll taker(s) after evacuating the building.</td>
</tr>
<tr>
<td><strong>Emergency Operations Center (EOC)</strong></td>
<td>The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.</td>
</tr>
<tr>
<td><strong>Emergency Responder(s)</strong></td>
<td>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&amp;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.</td>
</tr>
<tr>
<td><strong>Emergency Response Team</strong></td>
<td>Highly trained volunteer university employees from RM&amp;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.</td>
</tr>
<tr>
<td><strong>Floor Monitor</strong></td>
<td>A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.</td>
</tr>
<tr>
<td><strong>Roll Taker</strong></td>
<td>A building occupant assigned to take roll call at the EA after a building evacuation.</td>
</tr>
</tbody>
</table>