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: Food & Beverage and Event Management/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: **Hospitality Management**  
DSC Name: Gina Agrellas  
Phone No.: 702-895-0570  
Email: giorgina.agrellas@unlv.edu

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

F. Department 6: **Office of Student Advising**  
DSC Name: Cheryl Kelton  
Phone No.: 702-895-1911  
Email: cheryl.kelton@unlv.edu

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

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: Gadine Whitaker  
   Roll Taker 2: Veronica Becerra

   1A. Department or Unit: **FAB Kitchen**  
   Roll Taker 1: Mark Sandoval  
   Roll Taker 2: Dale Shigenaga

2. Department or Unit: **Office of Academic & Student Affairs**  
   Roll Taker 1: Barbara Richards  
   Roll Taker 2: Finley Cotrone
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: Cheryl Kelton  
Roll Taker 2: Antonio Villegas

**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: Mark Sandoval

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: Veronica Becerra  
Floor Monitor 2: Gina Agrellas

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

**Acronyms and Term**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<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>
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<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>
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<td><strong>Building Safety Coordinator</strong></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>
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<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>
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<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. 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.</td>
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<td><strong>Roll Taker</strong></td>
<td>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.</td>
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<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>
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<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>
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<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>
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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.
Building Evacuation Plan
Frank & Estella Beam Hall (BEH)
Lee Business School
(Formerly College of Business)

Date Revised
July 13, 2016

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I. BUILDING INFORMATION – Lee Business School

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

2. Building Safety Coordinator (BSC):
   Name: Theresa Boucher
   Phone No.: (702) 895-1291
   Fax No.: (702) 895-4090
   Email: Theresa.boucher@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

2
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: Breann Wickson  
Phone No.: (702) 895-3364  
Email: Breann.wickson@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: Theresa Boucher  
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: Anna Drury

4th Floor: Accounting Dept. & Marketing & Int’l Business Dept.  
Roll Taker 1: Breann Wickson  
Roll Taker 2: Sonja Longoria

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: Theresa Boucher  
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, Entrep. & Technology Dept., & Ctr. for Entrepreneurship**
Floor Monitor 1: Marie Arroyo  
Floor Monitor 2: Anna Drury

4th Floor: **Accounting Dept. & Marketing & Int’l Business Dept.**
Floor Monitor 1: Breann Wickson  
Floor Monitor 2: Sonja Longoria

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

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<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>
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<td>Emergency Response Team</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>
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