



**Frank and Estella Beam Hall (BEH)
College of Hospitality**

Building Evacuation Plan

Date

September 12, 2017

Hotel College Personnel Revised
September 12, 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: <https://rms.unlv.edu/fire-and-life/buildingevac/> under Fire & Life Safety, Building Evacuation Plans. 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:** 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: Hospitality Management/RGG

DSC Name: Gina Agrellas
Phone No.: 702-895-0570
Email: giorgina.agrellas@unlv.edu

C. Department 3: Administrative Offices

DSC Name: Darlene Girouard
Phone No.: 702-895-3930
Email: Darlene.girouard@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

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/Administration**
Roll Taker 1: Gadine Whitaker Roll Taker 2: Veronica Becerra

1A. Department or Unit: **FAB Kitchen**
Roll Taker 1: Mark Sandoval Roll Taker 2: Hekili Apao

2. Department or Unit: **Administrative Offices**

Roll Taker 1: Darlene Girouard

Roll Taker 2: Demetria Bonner

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: Mark Sandoval Floor Monitor 2: Hekili Apao

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: Gina Agrellas Floor Monitor 2: Demetria Bonner

5. Department or Unit: **Hotel College 5th floor**

Floor Monitor 1: Barbara Richards Floor Monitor 2: Cheryl Kelton

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

Term	Definition
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.



Building Evacuation Plan
Frank & Estella Beam Hall (BEH)
Lee Business School
(Formerly College of Business)

Date Revised

September 14, 2017

Risk Management and Safety

BUILDING EVACUATION PLAN

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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

**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, Entrepr. & 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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UNLVPD	University of Nevada Las Vegas University Police Department

Term	Definition
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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 EA 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.