EMail: karen.brokaw@unlv.edu
Phone No.: (702) 895-2085
DCSC Name: Karen Brokaw
Department 1 Coordinator: Karen Brokaw
Department 2 Thomas & Mack Legal Clinic 1st Floor BSL

4. Emergency Assembly Area (EAA) Location: Alumni Grove
   Email: christine.smith@unlv.edu
   Fax No.: (702) 895-1995
   Phone No.: (702) 895-1872
   Name: Christine Smith
   Alternate Building Safety Coordinator (EOC)

3. Alternate Building Safety Coordinator (EOC)
   Email: kerry.marsh@unlv.edu
   Fax No.: (702) 895-1995
   Phone No.: (702) 895-2418
   Name: Kerry Marsh
   Building Names: William S. Boyd School of Law (BSL), Beverly Rogers Literature
   and Law Building (RLL) and Thomas & Mack Court Facility (MCF)

1. Building Information

   **Situations:**
   You should be aware of what the position entails and be ready to assist in emergency situations. Additionally, if you are assigned any responsibilities in the following document, you should be aware of evacuation routes, exit points, and the location of all alarms, fire alerts, and emergency exits. You should also be conscious of staff and visitors while on the UNLV campus. It is vital that you evacuate the building if necessary.

   2990. Thank you.

   Concerning this, please call RMS at (702) 895-4226 or Larry Waites at (702) 895-8682.

   More information under Emergency Response Planning. If you have any questions, please contact the UNLV Emergency Procedures. This document is located at: [Location].

   Information regarding specific emergency incidents (i.e., fire, earthquake, violence, etc.)

   **BUILDING EVACUATION PLAN**
1. Campus Safety Committee (if applicable): None

E. Department: Moot Court
   Building: MCB
   When class or event is in
   Session:
   Email: sandra.rodriguez@unlv.edu
   Phone No.: (702) 895-2428
   DSC Name: Sandra Rodriguez
   Department 4 Coordinator: Sandra Rodriguez

D. Department: Beauty Rogers Literature and Law Building
   4th Floor RLL
   Email: annette.mann@unlv.edu
   Phone No.: (702) 895-2088
   DSC Name: Annette Mann
   Department 4 Coordinator: Annette Mann

C. Department: Weiser-Rogers Law Library
   3rd Floor BSL and 3rd Floor RLL
   Email: cynthia.clues@unlv.edu
   Phone No.: (702) 895-2327
   DSC Name: Cynthia Clues
   Department 3 Coordinator: Cynthia Clues

B. Department: Boyd School of Law
   4th Floor BSL and 2nd Floor BSL
   Email: kerry.martinez@unlv.edu
   Phone No.: (702) 895-2418
   DSC Name: Kerry Martinez
   Department 2 Coordinator: Kerry Martinez
Floor Monitors:
- Kelly Bogen
- Kerry Maringez
- Alina Polito
- Sunny Hasieled
- Diane Fontes
- Sandra Rodiguens

2 Department or Unit: Boyd School of Law BSL 2.4 Floor

Martha Ariello or Student Worker

Floor Monitor 2:
- Kean Brokaw

Floor Monitor 1:
- Martha Ariello

1 Department of Unit: Thomas & Mack Legal Clinic BSL 1.5 Floor

Floor Monitors:
- Maria Campos
- Amelie Mann

4 Department of Unit: Beverly Rogers Law Library

Bevery Galloway
- Cynthia Clas

Roll Taker 2:
- Christoph Clas

Roll Taker 1:
- Roll Taker 1:

3 Department or Unit: Weiner-Rogers Law Library

Sandra Rodiguens
- Sunny Hasieled

Roll Taker 2:
- Kean Brokaw

Roll Taker 1:
- Martha Ariello

2 Department or Unit: Boyd School of Law

Martha Ariello or Student Worker

Roll Taker 2:
- Kean Brokaw

Roll Taker 1:
- Martha Ariello

1 Department of Unit: Thomas & Mack Legal Clinic

ROLL TAKERS

A.

Way out of the building.

Evacuation during an emergency by checking for and alerting other occupants on their floor.

A Floor Monitor is a building occupant assigned to assist with a floor and building evacuation.

Building Safety Coordinator to be relieved to 1st responding agencies.

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

Emergency Staff
Assemble and report to the roll take(s) after evacuating the building.

At a pre-designated safe location near a building where building occupants least quarterly,

Committee takes care of the department's health and safety issues and small meet at department. The committee represents from each building should be on the committee. The department represents representatives (preferably from each major unit in the department) different

Department Safety Committee: A group composed of department representatives ensuring department employees are trained on their BEP(s).

Department Safety Coordinator: A University employee who assists in coordinating, implementing, and documenting the department's safety program. This includes emergency preparedness and overseeing building safety concerns.

Building Safety Committee: A group usually composed of members of each department in the building, generally chaired by the BSC, charged with building evacuation and preparedness, and roles and responsibilities for building occupants.

Emergency Plan: A document which consists of emergency information for specific circumstances enumerated in the BSC position description.

Emergency Coordination: The communication between Campus Service Agencies and building occupants in the department. Emergency/Disaster preparedness: He or she prepares the BEP and serves as a resource to employees who have a defined role in the BSC.

Term Definition

UNLVPD
RMS
EOC
EAA
DSC
BEP
BSC

Acronyms and Terms
A building occupant is assigned to take role call at the EOC after a building evacuation. A building occupant is assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.

Floor Monitor: A building occupant is assigned to assist with building evacuation, utility outages, and building evacuations, who respond to specific campus emergencies, i.e., gas leaks, medical emergencies, RMD and Facilities Management Departments, as well as other select employees.

Emergency Response Team: Highly trained volunteer university employees from and around the building.

They may take charge of the building and have full authority over activities in situations they may encounter. They may become part of the University Police, local fire department, RMDC, Facilities Management, etc. in critical emergency. They are not building occupants and may be from the University.

Emergency Responders: Trained personnel who provide assistance in an emergency and resources are allocated during a disaster.

Emergency Operations Center (EOC): The headquarters for coordinated representatives of campus essential services, where campus response is coordinated.
Fire Map Building B

Notes:
- Students, patrons, staff and faculty are allowed to remain in the building that does not have the alarms sounding and strobes blinking.
- All staff and student workers are to meet by the Alumni Grove after exiting the building.
- If anyone refuses to exit the building, please keep account of the location and number of patrons remaining and report them to the Operations Manager when meeting by the Alumni Grove.
- When asking each patron to leave the building, please state, “This is not a drill, please exit the building.”
- We are to treat each building separately. In case of an emergency we are to ask patrons to leave and exit the building immediately.
- The evening circulation person(s) is responsible for only the 3rd floor of building A.
NOTE: Any Faculty/Staff who cannot exit the stairs in an emergency should notify the Floor Monitor and stand at the top of the stairs nearest you.

Emergency responders will be notified of your location.

GREEN ROUTE: Maria Campos & Lori Stoecken (Floor Monitors)

Assistance will be here.

Starting from Room 472, the front, check each floor and both restrooms. Then exit the south wall to Rooms 422 and 421. Come around the corner to the south hall and check both sides of hall.

YELLOW ROUTE: Nelife Man (rule taker)

Note: Any Faculty/Staff who need assistance will meet us here.

Starting with Room 407, check all offices on the north wall and around the west side.

PINK ROUTE: With Student Worker(s) if here: Carmen Chang (Floor Monitor)

Need assistance with the stairs will meet us here.

Starting with Room 404 (exit with Carmen). Any Faculty on the Green route who need assistance with the emergency stair will be by Room 404. (exit with Maria & Lori). Any Faculty on the Green route who need assistance will be by Room 404. (exit with Carmen). Any Faculty on the Green route who need assistance will be by Room 404. (exit with Maria & Lori).

NOTE: Any Faculty/Staff who cannot exit the stairs in an emergency should notify the Floor Monitor and stand at the top of the stairs nearest you.

Emergency responders will be notified of your location.