



Building Evacuation Plan For:

William S. Boyd School of Law  
And  
Beverly Rogers Literature and Law Building

Date Revised 12/06/17

Risk Management and Safety

**B. Department: Boyd School of Law 1<sup>st</sup> 2nd &, 3rd Floor BSL**

Department 2 Coordinator: Kerry Martinez  
DSC Name: Kerry Martinez  
Phone No.: (702) 895-2418  
Email: kerry.martinez@unlv.edu

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

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

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

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

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

**B. Member:**  
Phone No.:  
Department or Unit:

**C. Member:**  
Phone No.:  
Department or Unit:

**D. Member:**  
Phone No.:  
Department or Unit:

**E. Member:**  
Phone No.:  
Department or Unit:

**3 Department or Unit: Weiner-Rogers Law Library BSL 3rd Floor**

Floor Monitor 1: Donald Castle  
Floor Monitor 2: Cindy Claus  
Floor Monitor 3: Beverly Galloway  
Floor Monitor 4: Lena Rieke  
Floor Monitor 5: Shweta Kadam  
Floor Monitor 6: Liz Manriquez  
Floor Monitor 7: David McClure  
Floor Monitor 8: Laura Vlieg

**4 Department or Unit: Weiner-Rogers Law Library RLL 3rd Floor**

Floor Monitor 1: Martha Batzloff  
Floor Monitor 2: Candia Little  
Floor Monitor 3: Xin Mai  
Floor Monitor 4: Jennifer Gross

**5 Department or Unit: Beverly Rogers Literature and Law Bldg RLL 4<sup>th</sup> Floor**

Floor Monitor 1: Maria Campos  
Floor Monitor 2: Teri Greenman  
Floor Monitor 3: Carmen Chang  
Floor Monitor 4: Amy Baker  
Floor Monitor 5: Lori Stoveken

**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.

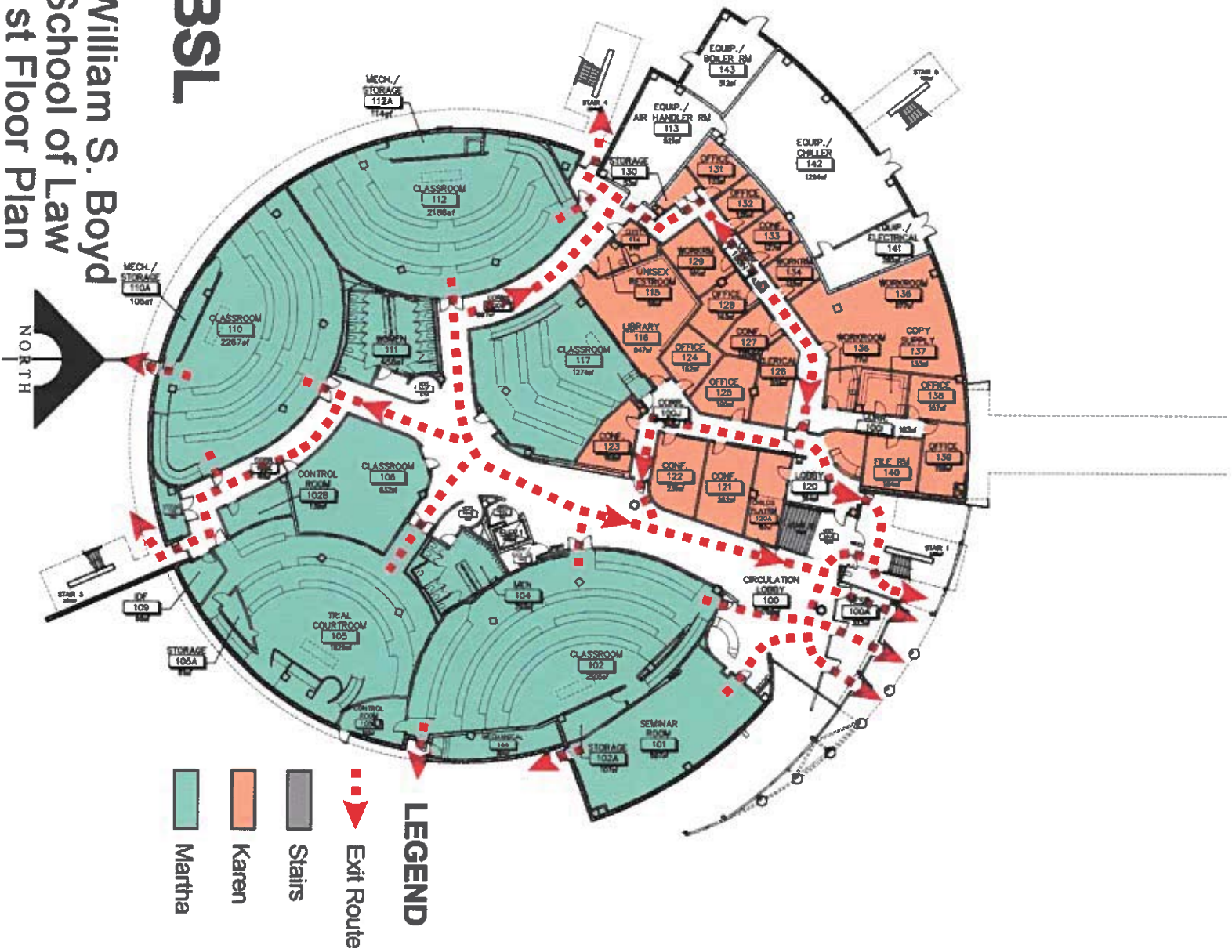
**Floor Monitor** A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.

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

# BSL

## William S. Boyd School of Law

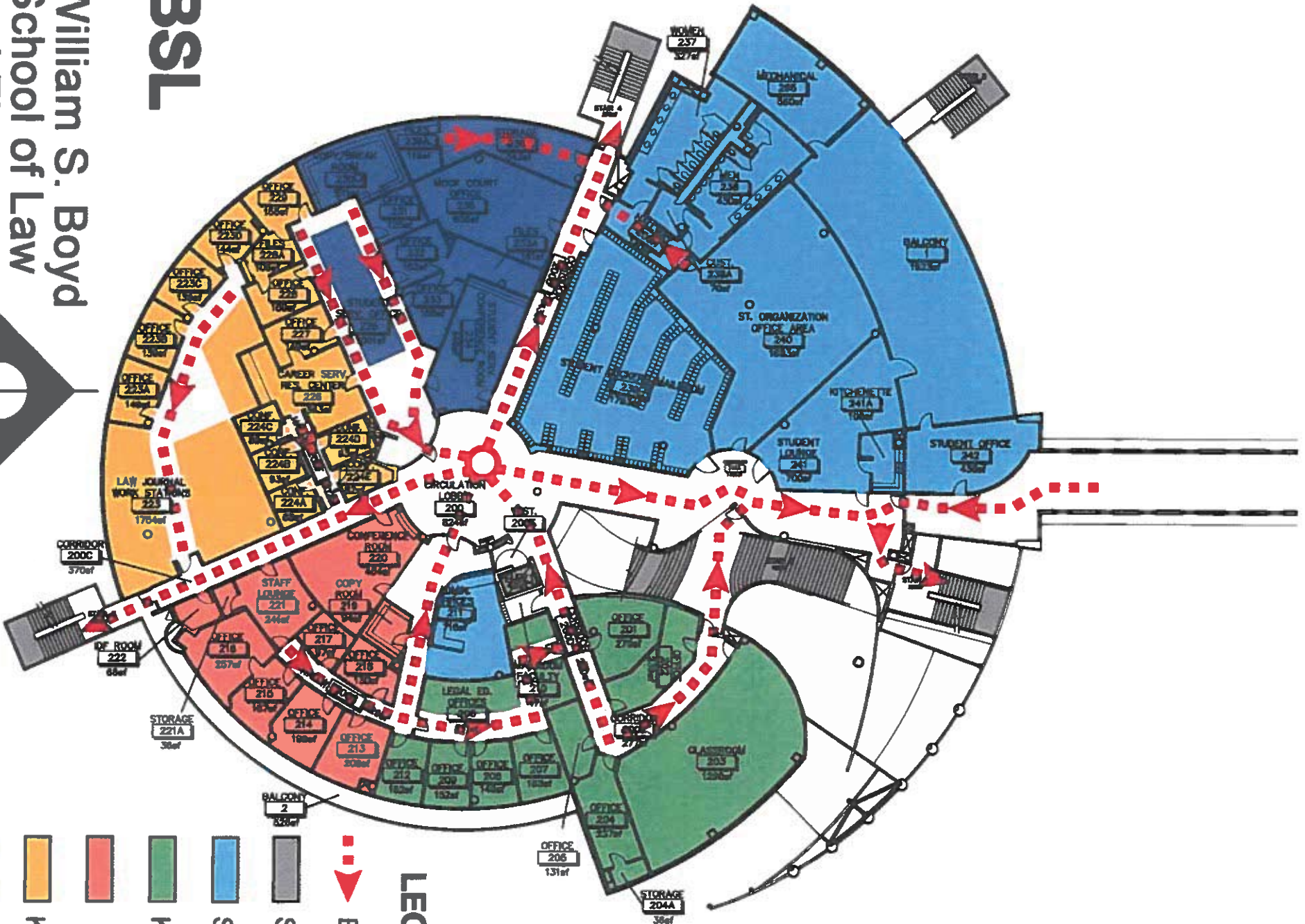
### 1st Floor Plan










# BSL

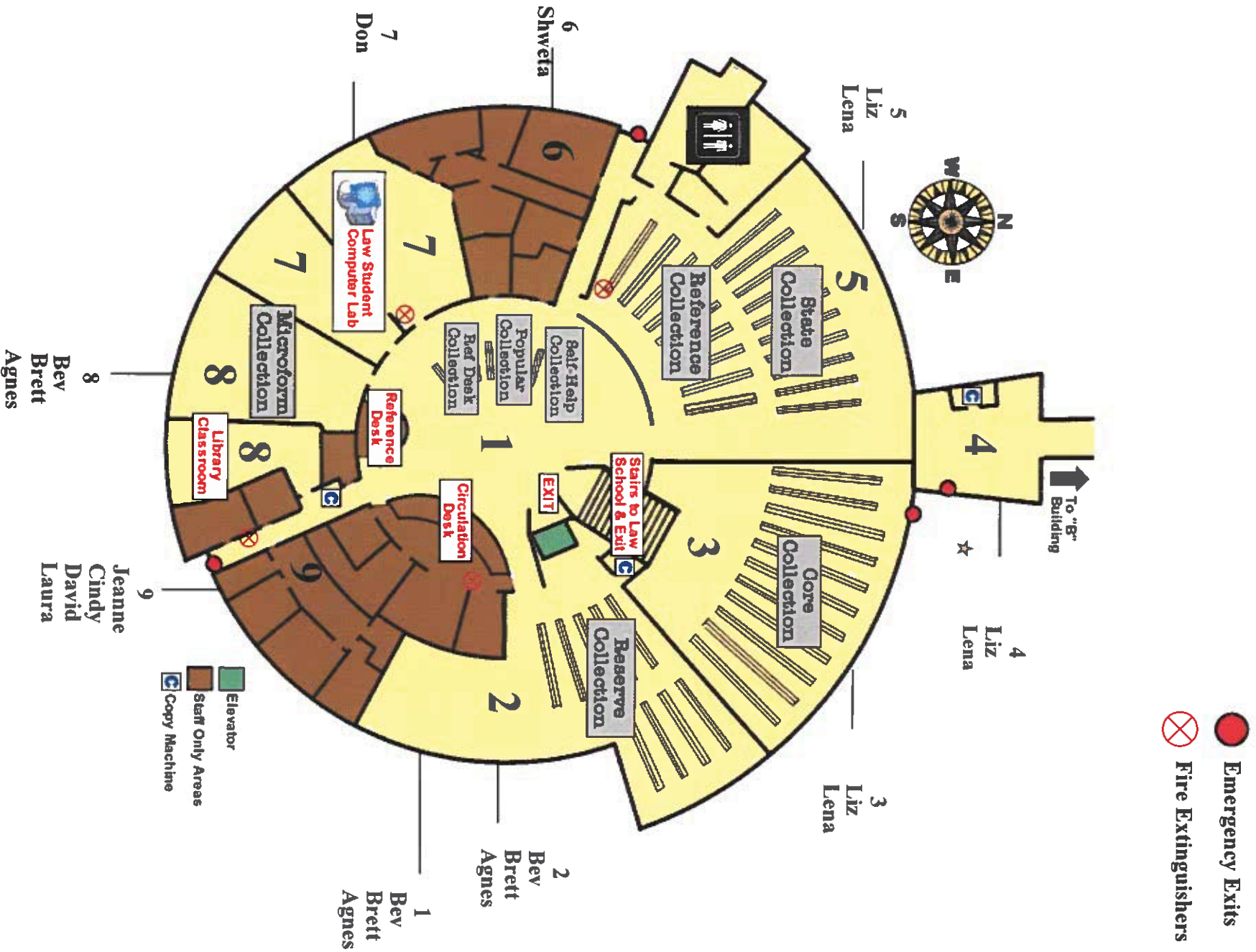
## William S. Boyd School of Law

### 2nd Floor Plan



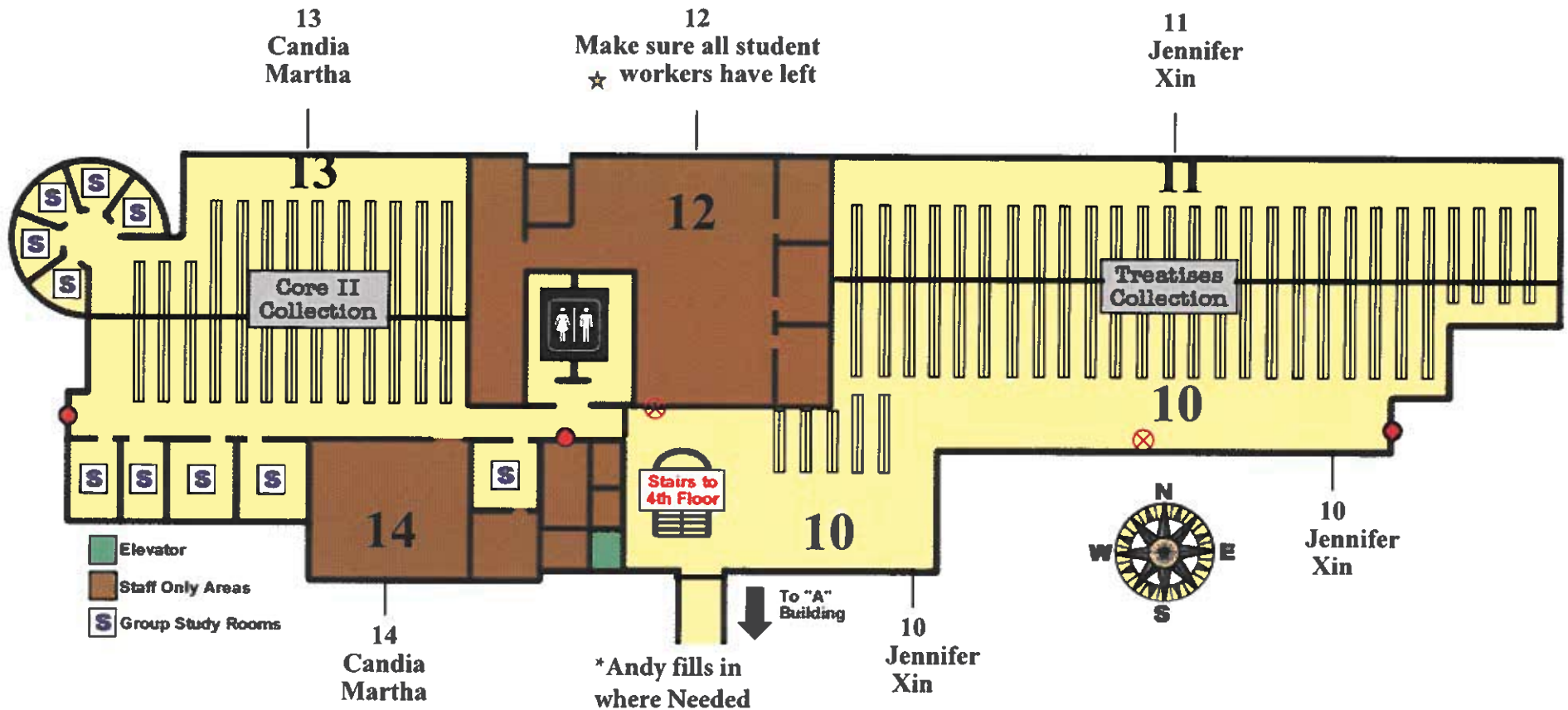
- LEGEND**
-  Exit Route
  -  Stairs
  -  Sandra
  -  Kelly
  -  Nettie
  -  Kerry
  -  Julie

# Fire Map Building A



# Fire Map Building B

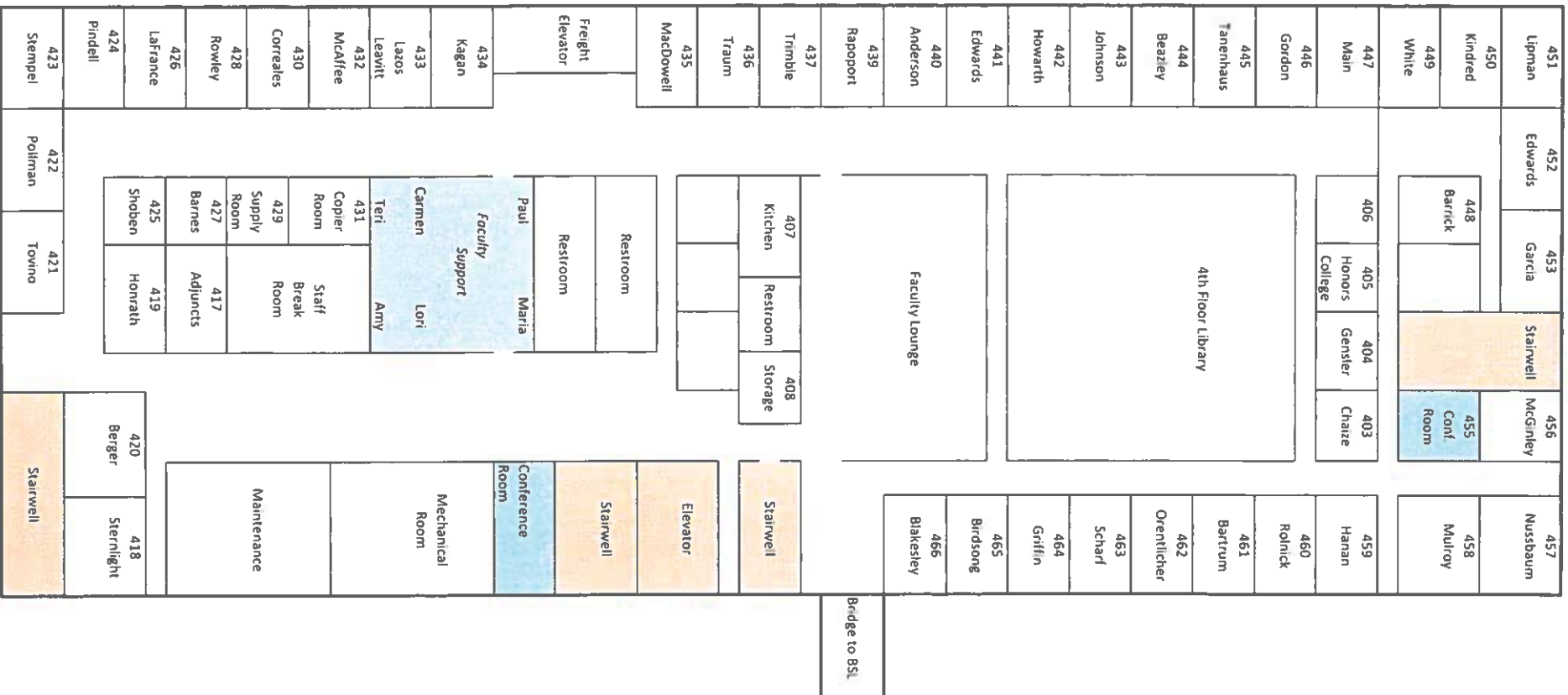
- Emergency Exits
- ⊗ Fire Extinguishers



## 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.





## 4<sup>th</sup> FLOOR FIRE EVACUATION

### Evacuation Procedures

In the event of a building evacuation there are signs located throughout the building directing you to the exit doors the signs are above the doors and throughout the hallways. Once outside the building please move as far away from the building as possible to allow the necessary people access to the building. Please make sure when you leave your area that you close the door behind you.

Each floor has a fire marshal who makes sure all people are out of the rooms and that all doors are closed. At the law school we have fire rated doors that come down and close automatically when a fire alarm goes off.

### **YELLOW ROUTE**

Carmen Chang (floor monitor) with student worker(s) if here:

Starting with room 433, check all offices on the north wall on both sides of hall and around the west wall to rooms 422 and 421. Come around the corner to the south hall and check both sides of hall, rooms 417-420, the lunch room, check conf. room 412 and both rest rooms. Then exit the south emergency stair well across from the restrooms. Any faculty on the yellow route who need assistance with the stairs will meet us here.

### **GREEN ROUTE**

Maria Campos (floor monitor) and Amy Baker:

**Take the Master Key** and starting with room 434, check all offices on the north wall and around the east wall. Check the four corner offices, rooms 448, 452, 453, 454, then exit the east emergency stair well by room 404. (exit with Teri and Lorie.) Any faculty on the green route who need assistance with the stairs will meet us here.

### **PINK ROUTE**

Teri Greenman (role taker) & Lorie Stoveken:

**Take the Crash Bar Door Key** and go through 4th floor faculty lounge on the south side checking the restroom and kitchen, rooms 459-466, and exit the library through fire door by room 403. Check the corner offices, rooms 456, 457 and 458, conference room 455 and the hall office rooms 403-406, then exit the east emergency stair well by room 404. Any faculty on the pink route who need assistance with the stairs will meet us here.

**NOTE:** Any faculty/staff who cannot exit the stairs in an emergency should notify their floor monitor and stand at the top of the stairwell nearest you. Emergency responders will be notified of your location.