Building Evacuation Plan For:

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

Date Revised 11/22/16

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 (702) 895-4226 or Larry Warkentin at (702) 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 Names: William S. Boyd School of Law (BSL), Beverly Rogers Literature and Law Building (RLL) and Thomas & Mack Moot Court Facility (MCB)

2. Building Safety Coordinator (BSC):
   Name: Kerry Martinez
   Phone No.: (702) 895-2418
   Fax No.: (702) 895-1095
   Email: kerry.martinez@unlv.edu

3. Alternate Building Safety Coordinator (BSC)
   Name: Christine Smith
   Phone No.: (702) 895-1872
   Fax No.: (702) 895-1095
   Email: christine.smith@unlv.edu

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

5. Departments: Thomas & Mack Legal Clinic, Boyd School of Law, Weiner-Rogers Law Library, Moot Court Building and Beverly Rogers Literature and Law Building

   A. Department: Thomas & Mack Legal Clinic 1st Floor BSL
      Department 1 Coordinator: Karen Brokaw
      DSC Name: Karen Brokaw
      Phone No.: (702) 895-2085
      Email: karen.brokaw@unlv.edu
B. Department: **Boyd School of Law 1st 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: Annette Mann
   DSC Name: Annette Mann
   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:
1. Emergency Staff

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 roll 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: Thomas & Mack Legal Clinic
   Roll Taker 1: Karen Brokaw
   Roll Taker 2: Martha Arellano or student worker

2 Department or Unit: Boyd School of Law
   Roll Taker 1: Sunny Halstead
   Roll Taker 2: Sandra Rodriguez

3 Department or Unit: Weiner-Rogers Law Library
   Roll Taker 1: Cynthia Claus
   Roll Taker 2: Beverly Galloway

4 Department or Unit: Beverly Rogers Literature and Law Building
   Roll Taker 1: Annette Mann
   Roll Taker 2: Maria Campos

B. Floor Monitors

1 Department or Unit: Thomas & Mack Legal Clinic BSL 1st Floor
   Floor Monitor 1: Karen Brokaw
   Floor Monitor 2: Martha Arellano or Student Worker

2 Department or Unit: Boyd School of Law BSL 2nd Floor
   Floor Monitor 1: Sandra Rodriguez
   Floor Monitor 2: Dianne Fourret
   Floor Monitor 3: Sunny Halstead
   Floor Monitor 4: Alicia Portillo
   Floor Monitor 5: Kerry Martinez
   Floor Monitor 6: Kelly Boan
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:  Andrew Martineau
  Floor Monitor 5:  Shweta Kadam
  Floor Monitor 6:  Emma Babler
  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 4th Floor
  Floor Monitor 1:  Maria Campos
  Floor Monitor 2:  Annette Mann
  Floor Monitor 3:  Carmen Chang
  Floor Monitor 4:  Mayara Cueto-Diaz
  Floor Monitor 5:  Lori Stoveken
Acronyms and Terms

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**Term**

**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.

**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.

**Roll Taker** A building occupant assigned to take roll call at the EAA after a building evacuation.
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.
4TH FLOOR EVACUATION PLAN
November 23, 2016

Nettie Mann (role taker):

**YELLOW ROUTE**

Starting with room 434, 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.

Maria Campos & Lori Stoveken (floor monitors):

**GREEN ROUTE**

Starting with room 435, check all offices on the north wall and around the east wall. Check the four corner offices, rooms 448, 452, 453, 454, and 406 and 405, then exit the east emergency stair well by room 404. (exit with Carmen.) Any faculty on the green route who need assistance with the stairs will meet us here.

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

**PINK ROUTE**

Go through 4th floor library wing on the south side checking the small conference room, restroom and kitchen, rooms 460-467, and exit the library through fire door by room 403. Check the four corner offices, rooms 455, 456, 457 and 458, the hall office rooms 403 and 404, then exit the east emergency stair well by room 404. (exit with Maria & Lori.) Any faculty on the green 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.