

# UNLV Medicine

**PCC- 1707 W. Charleston Blvd.**

Building Evacuation Plan

Date  
9/21/2018

# 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. 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:** PCC- 1707 W. Charleston Blvd
2. **Building Safety Coordinator (BSC) Name:** Tanya Webb- 702-379-7121
3. **Alternate BSC Name:** Kim Case-Nichols- 702-491-1470
4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):**  
SouthEast parking lot by Shadow Ln

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**

## 5. Departments: SEE BELOW

A. Department: Suite 110- Maternal Fetal Medicine

**Maternal Fetal Medicine Administrator: Diana Ortiz- 702-671-2337**

Email: [diana.ortiz@unlv.edu](mailto:diana.ortiz@unlv.edu)

DSC Name: Carina Ocon

Phone Number: 702-671-5025

Floor Monitor: Viola Dsouza

Phone Number: 702-671-5025

Roll Taker: Carina Ocon

B. Department: Suite 160- Surgery

**Surgery Administrator: Janet McGlone-702.671.2278**

Email: [janet.mcglone@unlv.edu](mailto:janet.mcglone@unlv.edu)

DSC Name: Lynee Wilder

Phone Number: 702-671-5157

Floor Monitor: Bella Parada

Phone Number: 702-671-5189

Roll Taker Felicity Lopez

C. Department: Suite 190- Plastic Surgery

**Plastic Surgery Administrator: Jane McGlone-702.524.2726**

Email: [janet.mcglone@unlv.edu](mailto:janet.mcglone@unlv.edu)

DSC Name: Sherree (Susan Mounts)

Phone Number: 702-671-5117

Floor Monitor: Arely Corral-Avalos

Phone Number: 702-671-5113

Roll Taker: Ralna Cabras

D. Department: Suite 230- Internal Medicine

**Internal Medicine Administrator: Lorena Zepeda-Wade- 702-671-2362**

Email: [lorena.zepeda@unlv.edu](mailto:lorena.zepeda@unlv.edu)

DSC Name: Christine Rios

Phone Number: 702-671-5060

Floor Monitor: Latoi Clemons

Phone Number: 702-671-5060

Roll Taker: Latoi Clemons

E. Department: Suite 200- Diabetes Center

**Diet Center Administrator: Lorena Zepeda-Wade- 702-671-2362**

Email: [lorena.zepeda@unlv.edu](mailto:lorena.zepeda@unlv.edu)

DSC Name: Christine Rios

Phone Number: 702-671-5060

Floor Monitor: Rosaura Rivera

Phone Number: 702-671-6469

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Roll Taker:Latoi Clemons

F. Department: Suite 220- Internal Medicine- Specialty Clinic

IM Specialty Clinic Administrator: Lorena Zepeda-Wade- 562-965-6152

Email: [lorena.zepeda@unlv.edu](mailto:lorena.zepeda@unlv.edu)

DSC Name: Lorena Zepeda

Phone Number: 562-965-6152

Floor Monitor: Yamilet Acosta

Phone Number: 702-671-5070

Roll Taker:

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# Emergency Numbers

Emergency	911
Police Department	UNLV Police- 702-895-3669
Fire Department	Fire Station 10- 702-383-2888
Private Security	Elite Tactical - Private Security 702-539-9976
Property Manager	UNLV Real Estate - 702-204-6638
Facilities (maintenance)	Kevin Raschko - 702-319-0297 Ryan Carter - 702-326-1246 Mike Green-702-671-5120 Terry Anderson- 702-671-5120
Facilities (custodial)	Silver Maintenance - Kristy 702-218-5593
Facilities (pest control)	Premier - 702-547-0364
Facilities Operations Manager	JD Tolliver 575-805-3789
UNLV Medicine Help Desk	702-895-0451

## UNLV Medicine Emergency Call Tree 24/7

**Primary Contact:**

Facilities - UNLV Facilities Management - 702-895-4357

**Secondary Contact:**

Facilities School of Medicine JD Tolliver - 575-805-3789

**Escalation 2:**

UNLV School of Medicine Facilities - 442-229-6077

**Media Inquiries:**

Paul Joncich - 916-207-8498

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## Acronyms and Term

### Acronym

### Meaning

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
UNLVDPD	University of Nevada Las Vegas Police Department

### Term

### Definition

<b>Building Emergency Plan</b>	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
<b>Building Safety Committee</b>	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.
<b>Building Safety Coordinator</b>	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.
<b>Department Safety Coordinator</b>	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).

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<b>Floor Monitor</b>	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.
<b>Roll Taker</b>	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.
<b>Emergency Responder(s)</b>	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.
<b>EAA</b>	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
<b>Emergency Operations Center (EOC)</b>	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.

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