

## SP011 Emergency Evacuation

**Policy Type:** Administrative/Operations  
**Responsible Administrator:** Kim Case,  
Executive Director  
**Responsible Office:** Space and Facilities  
Management

**Originally Issued:** November 19, 2020  
**Revision Date:** N/A  
**Training Required:** No  
**LCME Required:** No

**Approved by:**



Marc J Kahn, MD, Dean

**Date:** December 23, 2020

### Definitions

N/A

### Statement of Purpose

In the event of an emergency or evacuation situation, the safety and well-being of all members of the Kirk Kerkorian School of Medicine at UNLV community (staff, faculty, students, patients, contractors, volunteers, and visitors) are paramount, and, as such, the school is committed to identifying risks and hazards of emergency and evacuation situations, performing emergency evacuation drills, and ongoing review of planned actions around handling emergency evacuations.

Each school facility will maintain a Building Evacuation Plan (BEP) that will be accessible by all employees.

### Entities Affected By This Policy

This policy applies to all school of medicine students, residents, faculty, and staff.

### Required Acknowledgement

All school of medicine students, residents, faculty, and staff, should acknowledge receipt and review of this policy. It should also be provided to any other individuals who will be regularly utilizing school facilities (e.g. volunteers, vendors/ independent contractors, and affiliated students/residents who are participating on rotation).

## Policy

### 1. EACH SCHOOL OF MEDICINE FACULTY

- A. Must implement a BEP in accordance with UNLV Emergency Response Planning. The BEP must be distributed to designated responsible location personnel for annual review and updates. The BEP should be reviewed and made accessible onsite and online for employees assigned to their respective location.

### 2. THE OCCUPANTS OF ALL SCHOOL OF MEDICINE FACILITIES

- A. Are required to immediately evacuate the building when the fire alarm system is activated. Persons shall not enter the building until advised that it is safe to do so by police services or the fire department after the building has been declared safe.

### 3. BUILDING EVACUEES

- A. Will assemble in predetermined "assembly areas" where they will wait for clearance to re-enter the building.

### 4. EMERGENCY EVACUATION DRILLS

- A. Will be performed at least once per year to ensure staff work together and identify potential emergency evacuation risks associated with evacuation drills. The risk assessment will be observed, documented, and reviewed by UNLV Risk Management and UNLV Space and Facility Management.

### 5. THE BEP WILL OUTLINE THE FOLLOWING FOR EACH FACILITY

- A. Means of reporting fires and other emergencies
- B. Building Safety Coordinators (BSC) - Identify BSC's position and contact information
- C. Departments - Identify departments within the facility
- D. Roll Taker - Persons within the department assigned to take roll of the employees if evacuated
- E. Floor Monitor - A building occupant assigned to assist with building evacuation and alerting occupants on their way out by knocking on doors and calling out "evacuate"
- F. Emergency Assembly Area (EAA) - Pre-designated location for people to assemble must be a minimum of 150 feet away from the building
- G. Facility floor plan showing evacuation routes
- H. Evacuation procedures and emergency escape route assignments
- I. Procedures to be followed by employees who remain to operate critical operations before they evacuate
- J. Names or job titles of persons who can be contacted for further information or explanation of duties under the plan
- K. Procedures to account for all employees after an emergency evacuation has been completed
- L. The BEP will reside on the [UNLV Risk Management and Safety website](#) for online access

## Related Documents

N/A

## Contacts

### **Space and Facilities Management**

Email: [space@medicine.unlv.edu](mailto:space@medicine.unlv.edu)

Phone: 702-823-3701

### **Kirk Kerkorian School of Medicine Help Desk**

Email: [help@medicine.unlv.edu](mailto:help@medicine.unlv.edu)

Phone: 702-895-0451

Important resources and contacts for information and support involving workplace safety:

### **UNLV Risk Management & Safety**

Phone: 702-895-4226

### **UNLV Police Services**

Phone: 702-895-3669