Student Union
University of Nevada Las Vegas

EMERGENCY PREPAREDNESS PLAN

Prepared/Updated April 2016 by:
Keith McMath
Assistant Director – Facilities and Operations

Next Scheduled Update/Review – December 2016
TABLE OF CONTENTS

INTRODUCTION .................................................................................................................................... 4

EMERGENCY NUMBERS / EMERGENCY TEAM ................................................................................. 5

DEFINITIONS .......................................................................................................................................... 6

DEPARTMENT EMERGENCY NOTIFICATION & COMMUNICATION PLAN ................................. 7

CHAIN OF COMMAND ....................................................................................................................... 7

STAFF ASSIGNMENTS AND RESPONSIBILITIES ............................................................................. 8-11

DEPARTMENT ESSENTIAL FUNCTIONS .............................................................................................. 12

SPECIAL NEEDS OF THE DEPARTMENT ............................................................................................ 13

Evacuation Procedures for Individuals with Disabilities (13)
Disability Guidelines (14)

STUDENT UNION MASTER CONTACT LIST ..................................................................................... 15-19

EVACUATION PLAN ............................................................................................................................. 20

Emergency Reporting Procedure (20)
Occupant Responsibilities (21-22)

ADDITIONAL EMERGENCY SITUATIONS ......................................................................................... 21

Fire Alarm (23)                                      Adverse Weather Procedures (32)
Elevator Alarm (23)                                   * Tornadoes (31)
Bomb Threat (phone) (24)                             * Thunder Storms (31)
Bomb Threat (note/letter) (25)                       * Flash Floods (31)
Suspicious Package (26)                             * Earthquakes (32)
Explosion Procedures (27)                           Gas Leak/Chemical Spills/Fumes (33)
Medical Emergency/AED Procedures (29)              Burglary/Robbery (34)
Biohazard & Blood Borne Pathogens (30)              Vandalism (34)
                                                    Active Shooter (36)

ADDITIONAL INFORMATION .................................................................................................................. 37

News/Media (37)

EMERGENCY INFORMATION POSTER .................................................................................................... 38-39
APPENDICES

- Student Union Floor Plans (41-44) including fire extinguishers and AED locations
- Emergency Supplies & Equipment List (45)
- Emergency Evacuation Special Needs Notification Form (46)
- Evacuation Drill Report (47)
- Bomb Threat Checklist (48)
- Campus and National Emergencies and Disasters (49)
- Emergency Response Assignment Sheet (50)
INTRODUCTION

The complexity of a campus such as UNLV or the facility such as the UNLV Student Union requires participation of the entire community/facility to successfully implement an emergency preparedness plan.

As a result, the following document has been prepared to provide guidance regarding what to do in the case of an emergency involving the Student Union, as well as resources in the case of an emergency involving the entire campus.

During certain emergency conditions, it may be necessary to evacuate the UNLV Student Union. Examples of such occasions include: smoke/fire, gas leak, bomb threat, active shooter, etc.

Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing evacuation procedures during a non-emergency drill provides training that will be valuable in an emergency situation.

Evacuation Drill Policy

1. Evacuation drills will be conducted at least once every academic year by UNLV Risk Management and Safety staff in conjunction with Student Union Facilities and Operations staff team. These drills may be held at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.

2. Evacuation drills will be scheduled by the Assistant Director for Facilities and Operations or the Director for Student Union & Event Services in conjunction with the UNLV Risk Management and Safety Department (702-895-4226) at least one week prior to the drill.

3. Evacuation drills will involve all occupants. Everyone must leave the building when the fire alarm sounds. It may be advisable to notify anyone needing special assistance prior to any planned evacuation drills.

4. In the conduct of drills, emphasis will be placed upon orderly evacuation under proper discipline rather than upon speed. The Emergency Coordinator and Floor Proctors are expected to perform their assigned duties as if in an actual emergency situation.

5. Each drill will be evaluated for timing and the orderliness of the drill. The Evacuation Drill Report Form is attached to this document.

6. Drills will be conducted both during the day and during evening hours to provide practice for student building staff.
EMERGENCY TELEPHONE NUMBERS

UNLV Police Services ................................................................. 5-3668

Note: If you are reporting a campus emergency using a cell phone or other off-campus telephones, you must call 702-895-3668. If you call 911 from a cell phone, you will be connected to the Las Vegas Metro 911 Center and then transferred to UNLV University Police Services Dispatch. Valuable time will be lost during this process!

Student Union Information Desk ......................................................... 5-3221
Student Union Facilities Manager .................................................... 5-3221 or 702.591.4824
Facilities Coordinator, Student Union Operations (Ron Buncombe) .... 5-2050 or 702.210.6123
Assistant Director, Facilities & Operations (Keith McMath) ................. 5-5671 or 702.956.4288
Director, Student Union & Event Services (Jon Tucker) ....................... 5-4211 or 702.808.4105
Director, Student Affairs Maintenance (Kim Case) ............................ 5-4286 or 702.491.1470
Assistant Director, Student Affairs Maintenance (Jane Neitz) ............... 5-5324 or 702.963.2322
UNLV Risk Management & Safety .................................................... 5-4226
UNLV News & Public Information ..................................................... 5-3102

**It is recommended that each occupant of the Student Union print this page of important information and have readily available in case of need.**
DEFINITIONS

Alternate(s) – individuals assigned as back-ups to specific emergency response positions (i.e. emergency coordinator, floor proctor/door monitor)

Emergency Coordinator – Designated as the primary emergency contact for the facility; responsible for implementation and updating of the EPP; in concert the floor proctors/door monitors, assists with the safe evacuation of the facility staff/occupants/visitors.

Emergency Operations Center (EOC) – The EOC is where campus emergency management staff is deployed to coordinate the response to an emergency event impacting the Campus, the deployment of campus emergency response teams, and any requests from or to the City/County EOCs, if needed. The Campus Emergency Management Plan provides guidelines for the management and response to the disaster situation. All status reports and requests for assistance are forwarded to the EOC from Departments.

Emergency Preparedness Plan (EPP) – plan prepared by staff responsible for emergency situations in each facility, the EPP is specific to each facility and outlines various emergency responsibilities of staff, evacuation routes, and emergency assembly areas, emergency supplies, emergency notification plans, etc.

Evacuation Meeting Locations - Areas designated where occupants of the evacuated facility assemble to await further instructions and “all clear” notifications.

Incident Commander – person assigned the task of being responsible for the overall incident. This includes establishing objectives, setting strategies and setting priorities

Floor Proctor/Door Monitor – individual assigned to ensure the safe evacuation of an area and monitoring of a building entrance/exit in the case evacuation is required during an emergency
DEPARTMENT EMERGENCY NOTIFICATION & COMMUNICATION PLAN

It is recommended by the Student Union Facilities & Operations staff that each individual department (partner or vendor) located in the Student Union discuss and prepare a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. This is in addition to the structured aspects of the Student Union Evacuation Plan and can include items such as:

- Know where your department evacuation location is, meet there and account for all staff members in your area to verify attendance.

- Identifying key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to staff. It is recommended that your department also reviews your individual chain of command, communicating individuals who will have decision-making authorization in the case of an emergency.

- Establishing a Department “Telephone Tree” and Hotline (voice mailbox) to provide information updates and instructions. Campus information hotlines should be identified as a source for status information updates.

- Develop a “safe word” to use in situations where it is needed to communicate with others in your department during threatening situations (i.e. irate student in office, counter, etc.) or need for someone to contact Police on your behalf.

- Departments should maintain up-to-date employee recall lists and communicate these to the Emergency Coordinator to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or a crime over a weekend).

- Update Department phone tree at least twice a year and send updated copies to Jon Tucker, Student Union & Event Services Director

CHAIN OF COMMAND

During and immediately following a disaster, the following individuals in the Student Affairs Facilities & Operations cluster will have decision-making authorization for the Student Union facility in the order listed below:

1. Karen Strong, Associate Vice President for Student Affairs (during campus crisis)
2. Jon Tucker, Director for Student Union & Event Services
3. Keith McMath, Assistant Director for Facilities & Operations
4. Ron Buncombe, Facility Coordinator for Student Union Facilities & Operations
5. Student Union Facility Manager On-Duty at time of emergency

Please refer to page five (5) of this document for contact information for these individuals.
UNLV Student Union Emergency Preparedness Plan

STAFF ASSIGNMENTS AND RESPONSIBILITIES

Emergency Coordinator (Incident Commander): Jon Tucker, Director Student Union and Event Services
Alternate Emergency Coordinator: Keith McMath, Assistant Director for Facilities & Operations,
Second Alternate Emergency Coordinator: Ron Buncombe, Facilities Coordinator,

Emergency Coordinator Responsibilities
1. Serve as a liaison with emergency responders (e.g., fire department, UPD, ambulance, Environmental Health & Safety).
2. Meet responders upon their arrival and convey specific information about hazards in the building, access, and locations of persons with special needs, etc.
3. Maintain communication with Floor Proctors regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is safe for re-entry.
5. Keep Evacuation Plan, Contact Persons and Numbers and Floor Diagrams up to date.
6. Conduct and/or assist in Fire Drills.
7. Assign area to assemble after evacuation. Call roll to account for all employees.
8. Assign individuals to be monitored during an evacuation situation
9. Assist in training and/or scheduling of training the building occupants in emergency procedures.
10. Inform building occupants of their responsibility to provide pertinent information both at the beginning of each semester and at the time of the evacuation to ensure that students, Faculty & staff, and guests evacuate the building in a safe manner.

Floor Proctor Responsibilities
1. Routinely inspect for possible fire hazards on your floor and report to the Emergency Coordinator.
2. Know locations of and how to use all fire protection equipment on your floor.
3. Ensure that occupants (including new employees) are familiar with evacuation procedures.
4. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).
5. As an integral part of the building’s emergency communication network, floor proctors are to ensure that occupants on their floor or area of responsibility are aware of an emergency and the need to evacuate.
6. Maintain list of employee’s needing special assistance in the event of an emergency and their work locations.
7. Communicate any emergency information distributed through phone/e-mail/text through emergency UNLV Police system as appropriate.
8. Call 911 (from an on-campus telephone or 702-895-3668 from an off-Campus telephone) and/or pull the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building.
9. Assist in the evacuation process by following the Floor Proctor Evacuation Procedure. (This Procedure is found in this manual.)
Floor Proctors/Assignments:

Area 1 Proctor – Ron Buncombe (Melissa Hengst)
- SUES - Area to Check: SU 1st Floor Common Space
- SUES - Area to Proceed to: Information Desk (Incident Command Center)

Area 2 Proctor – Peter Degan (Christine Siderakis)
- Non-SUES - Area to Check: All Aramark Operations including kitchen, food retail and service hallway
- Non-SUES - Area to Proceed to: Loading Dock (monitor employees and associated staff)

Area 3 Proctor – Joe Pugh (Brian O’Hara)
- SUES - Area to Check: Game Room, US Bank, Multicultural Center, YUMZ, Rebel Copy & Send
- SUES – Proceed to Information Desk for monitoring assignment

Area 4 Proctor – Riley Sullivan (Cathy Robinson)
- SUES - Area to Check: Building 2nd Floor Meeting Spaces & 1st Floor Theatre Complex
- SUES – Proceed to Information Desk for monitoring assignment

Area 5 Proctor – Barbara Blue (Angel Jimenez)
- SUES - Area to Check: All non-meeting spaces Student Union Second Floor including restrooms
- SUES – Proceed to Information Desk for monitoring assignment
- Non-SUES – Proceed to FDH Exit; Wait for "clear signal” to re-enter the building

Area 6 Proctor – Savannah Baltera (Nathan Hanke)
- SED - Area to Check: CSUN, Rebel Yell, SORCE and GPSA
- SED – Proceed to Information Desk to check-in with EC; proceed to FDH Entrance

Area 7 Proctor – Rosita Chapman (Marni Dow)
- SUES - Area to Check: Student Engagement & Diversity
- SUES - Proceed to Information Desk for monitoring assignment

Area 8 Proctor – Elaine Richards (Jamie Taylor)
- SUES - Area to Check: Administrative Area 314, 315, Rebel Card Offices
- SUES - Proceed to Information Desk for monitoring assignment

All unassigned Full-Time Student Engagement and Diversity (SED) Staff to report immediately to the Information Desk for monitoring assignments.
**Floor Proctor Evacuation Procedures**

1. Notify the UNLV Police and inform them of the situation if you have information related to the emergency. Be ready to provide:
   - Your Name
   - Fire Location (Bldg., UNLV Student Union, Floor #__, Room #__ or location)
   - Type of Emergency
   - Any additional information requested by the Operator

2. Alert all occupants in your area of responsibility and check remote areas including:
   - Restrooms
   - Storage rooms
   - Cubicals, Office Spaces, Copier Room(s), Conference Rooms(s)

3. Close doors, if possible, on your way out.


5. Ensure that all personnel with special needs are alerted and that someone is assigned to their evacuation.

6. If the emergency is located on your floor and you are not in immediate danger:
   - You may attempt to determine which smoke detector or pull station was activated.
   - Only attempt to operate a fire extinguisher if you have been trained and it is along your path of exit. Do not place yourself or others in unnecessary danger.

7. Evacuate the building and report pertinent information to the Emergency Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency).

8. Proceed to your assigned evacuation hold area until further notice from the Emergency Coordinator. Do not allow students, faculty and staff, or guests to re-enter the building until you have been notified to do so.

9. BE ADVISED: Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal to re-enter the facility.

10. The Emergency Coordinator will be in the building and/or available in and around the Student Union Information Desk as the emergency dictates.
**Department Evacuation Locations**

Unless you are designated as a proctor for the facility, departments should evacuate to the following areas. This will facilitate verifying that everyone is present and accounted for.

**Student Union North Entrance by Flora Dugan Humanities (FDH)**

Department(s): Information Technology Help Desk  
US Bank  
Computer Lab staff  
Rebel Card 2\textsuperscript{nd} Floor Office and staff  
Rebel Card 1\textsuperscript{st} Floor Office and staff  
YUMZ  
Starbucks  
Rebel Copy & Send

**Student Union South Side by Greenspun Hall**

Department(s): Aramark Kitchen staff/team members  
Aramark Catering staff/team members  
Aramark Management and Supervisors  
Student Union Custodial staff/team members

**Student Union North Entrance by Pida Plaza/Game Room**

Department(s): Game Room  
Campus Life Office staff  
Campus Life Assessment staff  
Campus Life Business Office staff

**Student Union East Entrance Parking Lot**

Department(s): Student Union & Event Services 314 Office Staff  
Student Union & Event Services 315 Office Staff  
Student Union & Event Services 221 Office Staff

**Student Union South by Courtyard & Bookstore**

Department(s): SORCE Room  
GPSA  
CSUN  
Rebel Yell

**Student Union Courtyard by Jamba Juice**

Department(s): Aramark Retail Staff (Jamba Juice, POD Convenience Store)

- All evacuations should be at least 200 feet away from the building to allow for responding emergency personnel, including vehicles, to access the area safely.

- The fire lanes of the East Parking Lot and Greenspun Hall should be kept clear of persons and/or vehicles due to arriving emergency response vehicles.
DEPARTMENT ESSENTIAL FUNCTIONS

The Student Union is a complex facility, with several operations and resources that may need protected in the case of an emergency situation. The Emergency Coordinator is responsible to monitoring these operations/resources during any situation and has ultimate responsibility to ensure critical operations continue through support of on-campus departments responsible for their operations and any off-campus vendors needed in time of emergency. The information below shares these critical operations/resources:

- **Blackboard System**
  The Blackboard system operates the Information Desk cash register, all external entry doors and several internal entry doors. RebelCard staff is responsible for the administration and maintenance of this system. It is an online system (changes are made instantly) and has a battery back-up function.

- **Onity Card Entry System**
  All internal doors (with exception of few keyed locks) are controlled by the Onity Card Entry system. Campus Life Technology staff is responsible for the administration and maintenance of this system. It is a local system (changes are not made instantly) and each individual unit has its own 10 volt battery installed. System will continue to operate in the case of power loss to facility.

- **Alarm/Fire Life Safety System**
  The intrusion alarm, panic button and fire life safety system is maintained by Student Affairs Maintenance and Campus Life Technology. However, monitoring of the system is done by UNLV Police Services. In the case of power loss to the facility, emergency power is provided to these systems.

- **Emergency Lighting**
  The building lighting system is controlled by an automated lighting program. In the case of power loss to the facility, emergency lighting will be activated in main corridors and emergency stairwells.

- **Refrigeration**
  Food retail operations, the main kitchen and the catering kitchen have installed food refrigeration units. In the case of an emergency (primarily a power outage), these refrigeration units will need to remain closed until alternative storage/holding options are determined for perishable food items. The Dining Commons will serve as the first and primary back-up food storage location during an outage event.

- **Data/Confidential Records**
  Each department is responsible for ensuring all data is backed up and all confidential records are locked and secured on regular basis.

- **Utility (HVAC)**
  With Las Vegas weather having the ability to reach extremes (hot and cold), utility problems can lead to emergencies rapidly. Water or electrical issues can affect air conditioning. Natural gas problems are can create hazardous conditions. Both affect ability to provide cooked food and more. Student Affairs Maintenance (SAM) in conjunction with Student Union facilities staff makes these utility concerns a top priority when maintaining operations of the facility.
SPECIAL NEEDS OF THE DEPARTMENT

EVACUATION PROCEDURES FOR INDIVIDUALS WITH A LIMITED MOBILITY
Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees should inform their Floor Proctor of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification Form. The Floor Proctor will communicate the special needs with the Emergency Coordinator and other emergency personnel as appropriate.

The Floor Proctor should ensure that individuals with disabilities are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Buddy System Option
Make use of a "Buddy System." Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.).

When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person. If able, the Buddy could also evacuate the individual.

Evacuation Options during an Emergency
Use of the "Buddy System" along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation** - Move away from the area of imminent danger to a safe distance (i.e. another wing, adjoining building, opposite end of corridor, outside to ground level).

- **Vertical (Stairway) Evacuation** - Those who are able to evacuate with or without assistance can use stairways. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

- **Stay in Place** - Unless danger is imminent, remain in a room with an exterior window and a telephone closing the door if possible. Dial 911 (if this hasn't already been done). The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object. Remember when calling from a cell phone to dial UNLV Police Services at 702-895-3668. Do not call 911 from a cell phone when reporting a campus emergency.

- **Area of Refuge** - If the person with a disability cannot get far away from the danger using the Horizontal Evacuation, then that person should seek an area of refuge away from danger. Such an area should have the following if possible: 1) telephone communication, 2) a sprinkler system, 3) fire rated doors, walls, or ceilings if available. Specific area of refuge for the UNLV Student Union is the EAST EMERGENCY STAIRWELL (Gray Stairwell).
DISABILITY GUIDELINES

Visually Impaired Individuals
In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow and escort them (this is the preferred method when acting as a “sighted guide”) to a safe location.

Hearing Impaired Individuals
Two methods of warning are:
1. Writing a note telling the person what the emergency is and the nearest evacuation route. For example: “Fire – out rear door to the right and down. Now.”
2. Turning the lights switch on and off to gain attention, then indicating through gestures what is happening and what to do.

Individually Operating Crutches, Canes or Walkers
Carrying options include using a two-person lock-arm position or having the person sit in a sturdy chair, preferably one with arms.

Non-Ambulatory Individuals (Individuals in Wheelchair)
There are many considerations when moving a person in a wheelchair. Wheelchairs have moveable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Lifting a person with a minimal ability to move may be dangerous to their well-being. Do not move them unless it is necessary. Use area of refuge if the person is not in immediate danger.

Always consult with the person in the wheelchair regarding:
1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether the seat cushion pad should be brought along with him/her if she/him is removed from the chair.
4. Whether to extend or bend extremities when lifting because of pain, catheter, leg bands, spasticity, braces, etc.
5. Being carried forward or backward on a flight of stairs.
6. The type of assistance necessary after evacuation.

Do not attempt to lift, carry or move a person if you do not know or understand what you are doing. Training is always recommended for any individual who wishes to self-educate on improve their current knowledge.
## UNLV Student Union Emergency Preparedness Plan

### Student Union Master Contact List

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Title/Dept.</th>
<th>Extension</th>
<th>Office #</th>
<th>Mail Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>US Bank</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Desk</td>
<td>US Bank</td>
<td>597-0483</td>
<td>119</td>
<td>n/a</td>
</tr>
<tr>
<td>Joanna Valencia</td>
<td>Branch Manager</td>
<td>597-0483</td>
<td>119</td>
<td>n/a</td>
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<tr>
<td><strong>Retail Space 123</strong></td>
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<tr>
<td>YUMZ</td>
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<td>N/A</td>
<td>123</td>
<td>1092</td>
</tr>
<tr>
<td>John Barnes</td>
<td>Owner</td>
<td>702.328.8631</td>
<td>123</td>
<td>1092</td>
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<tr>
<td><strong>Retail Space 121</strong></td>
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<td></td>
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<tr>
<td>VACANT</td>
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<td><strong>Rebel Card Services</strong></td>
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<tr>
<td>Main Desk</td>
<td>Rebel Card Services</td>
<td>895-2351</td>
<td>118</td>
<td>2032</td>
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<tr>
<td>Christina Mosakowski</td>
<td>Rebel Card Manager</td>
<td>895-2355</td>
<td>118B</td>
<td>2032</td>
</tr>
<tr>
<td>Dan Zorick</td>
<td>Network Analyst</td>
<td>895-5660</td>
<td>309A</td>
<td>2032</td>
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<tr>
<td>Frank Lourenco</td>
<td>Onity Technician</td>
<td>895-5535</td>
<td>309B</td>
<td>2032</td>
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<tr>
<td>Rob Gripentog</td>
<td>Database Administrator</td>
<td>895-2506</td>
<td>309C</td>
<td>2032</td>
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<tr>
<td>Hillery Pichon</td>
<td>Assistant Director, Campus Card Tech</td>
<td>895-4331</td>
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<tr>
<td></td>
<td>Graduate Assistant</td>
<td>895-0449</td>
<td>Cube (W)</td>
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<td>Gabby</td>
<td>Rebel Card Services</td>
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<td><strong>Computer Help Desk</strong></td>
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<td>IT Help Desk</td>
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<tr>
<td>Yvette Aqui</td>
<td>WebCampus Administrator</td>
<td>895-0786</td>
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<tr>
<td>Angel Jimenez</td>
<td>IT Help Desk Supervisor</td>
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<td>231C</td>
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<tr>
<td>Deanna Schoendienst</td>
<td>Client Services Manager</td>
<td>895-0978</td>
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<td>Student Union Help Desk 1</td>
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## Student Union and Event Services

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<th>Position</th>
<th>Department</th>
<th>Phone</th>
<th>Office</th>
<th>Year</th>
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<tr>
<td>Information Desk</td>
<td>Student Union and Event Services</td>
<td>5-3221</td>
<td>4-4544</td>
<td>2008</td>
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<tr>
<td>Information Desk Fax Number</td>
<td>Student Union and Event Services</td>
<td>895-4103</td>
<td>122A</td>
<td>2008</td>
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<tr>
<td>Ronald Buncombe</td>
<td>Facilities &amp; Operations Coordinator</td>
<td>895-2050</td>
<td>122</td>
<td>2008</td>
</tr>
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## Office of Associate Vice President for Student Affairs

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<td>Mary Tennis</td>
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UNLV Student Union Emergency Preparedness Plan

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Updated as of 03.31.2016
UNLV Student Union Emergency Preparedness Plan

EVACUATION PLAN

EMERGENCY REPORTING PROCEDURES
If the need for an Evacuation is discovered:

1. Activate manual fire alarm pull station if possible (only in kitchen/food prep areas).
2. If you are not in immediate danger, notify the Emergency Operator (911 from an on-Campus telephone or 702-895-3668 from an off-Campus telephone, including cell phones) and provide:
   - Your Name
   - Fire/Emergency Location (Bldg., UNLV Student Union, Floor #__, Room #___ or Location)
   - Type of Emergency (i.e. Fire, Gas, Bio Hazard, etc.)
   - Any additional information requested by the Operator
   - Do not hang up until told to do so or the operator has done so

3. If you are not in immediate danger, also notify the Emergency Coordinator, or their designee, listed on page five (5) of this document.
4. If you are TRAPPED in the building and cannot find an escape route: Call the UNLV Emergency Operator (911 or 895-3668) and give your exact location.
UNLV Student Union Emergency Preparedness Plan

**OCCUPANTS RESPONSIBILITIES**

1. You are responsible for your own safety! Stay calm - avoid panic and confusion.

2. Know the locations and operation of fire extinguishers (training available upon request).

3. Know how to report an emergency using 911 or 702.895.3668; Be prepared with necessary information.

4. If a fire alarm sounds, make sure other personnel in your immediate area are aware of the alarm.

5. Inform visitors of pertinent information about evacuation procedures.

6. Close but **DO NOT LOCK** doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.

7. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and evacuate the building. NOTE: Do not use the elevators during an evacuation-related emergency!

8. Go to your assigned area of assembly outside the building and do not leave the area unless instructed to do so. This area should be at least 200 feet away from the facility.

---

**Areas of Assembly for the UNLV Student Union:**

**Student Union North Entrance by Flora Dugan Humanities (FDH)**

Department(s): Information Technology Help Desk  
US Bank  
Computer Lab staff  
Rebel Card 2nd Floor Office and staff  
Rebel Card 1st Floor Office and staff  
YUMZ  
Starbucks  
Rebel Copy & Send

**Student Union South Side by Greenspun Hall**

Department(s): Aramark Kitchen staff/team members  
Aramark Catering staff/team members  
Aramark Management and Supervisors  
Student Union Custodial staff/team members

**Student Union North Entrance by Pida Plaza/Game Room**

Department(s): Game Room  
Campus Life Office staff  
Campus Life Assessment staff  
Campus Life Business Office staff

**Student Union East Entrance Parking Lot**

Department(s): Student Union & Event Services 314 Office Staff  
Student Union & Event Services 315 Office Staff  
Student Union & Event Services 221 Office Staff
9. Persons needing special assistance that are not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Emergency Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.

10. Do not re-enter the building until you have been notified to do so. Emergency personnel often silence an alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.

11. ARAMARK Staff, including all food operations within the Student Union, upon hearing the alarm sound, should immediately shut down all cooking appliances and remove items from heat sources, secure all cash registers and safely evacuate the facility.

12. Information Desk Staff upon hearing the alarm sound should log off the register, secure the cash drawer and exit the facility from the nearest safe exit route. Once out of the facility, student staff may not leave the area unless they notify their supervisor.

13. Student Union Staff, including Student Engagement & Diversity Staff, that are not assigned as Floor Proctors should report to the Information Desk and check in with the Emergency Coordinator or designee for further instruction. It is possible that additional staff will be necessary to assist in the management of the emergency.
EMERGENCY SITUATIONS

FIRE ALARM

Upon Discovery of a fire:
1. Pull the fire alarm station if available (currently pull stations are located only in kitchen/food prep areas). Fire audibles will sound. Fire Strobes will flash.
2. Close the door(s) around the fire to contain it.
3. **Contact the UNLV Police** and provide the following:
   - Address or Building
   - Floor of Building
   - Location
   - Situation
4. Exit the premises as quickly and safely as possible following the Student Union Evacuation Procedures.

Do’s and Don’ts:
1. **DO** use the stairwell exits only.
2. **DO NOT** use the elevator.
3. If caught in heavy smoke, **DO** take short breaths and keep low to the ground.
4. **DO** exit the building and report to a safe location.
5. **DO NOT** attempt to fight the fire.
6. **Take your immediate personal items with you as you may not able to return to obtain them.**

If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. Do not place yourself or others in unnecessary danger. Training is available through UNLV Risk Management & Safety.

ELEVATOR ALARM (Trapped Elevator Car)

In the event an elevator alarm sounds, the first response is to locate the elevator in question and evaluate the situation. In the event people are stuck or trapped in the elevator, calmly inform them that you are aware of their situation and you are contacting the proper authorities to insure their quick release.

Do not attempt to remove any trapped passengers or open the elevator doors yourself. You may be placing the passengers in greater danger by attempting to open the doors or remove them from the elevator.

In the event of an elevator alarm proceed as follows:
1. Proceed to the area and evaluate the situation
2. Contact Student Union Facilities Staff via the Information Desk at 702-895-3221
3. If in immediate danger contact UNLV Police
4. Remain at elevator location until responding emergency personnel arrive
EMERGENCY SITUATIONS

BOMB THREAT PROCEDURES (phone)

1. Remain calm and attempt to keep others calm.

2. In the event of a bomb threat, ask the following questions:
   - What is the exact location of the bomb?
   - What time will the bomb go off or how long before it will go off?
   - What is your name?
   - What does the bomb look like?
   - What is the bomb constructed from?
   - What type of bomb is it?
   - Why was the bomb set?
   - Who is responsible for the bomb?
   - Where are you calling from?
   - If I need more information how can I contact you?

3. Additional information to pay attention to while the caller is talking:
   - Caller’s potential gender
   - Caller’s approximate age
   - The voice:
     i. Does it sound familiar?
     ii. Does it sound like the caller was under the influence of alcohol or drugs?
     iii. Did the caller sound excited or calm?
     iv. Did the caller talk fast or slow?
     v. Does the caller have an accent or unique speech attribute?
   - Are there any background noises?

4. WRITE DOWN WHAT YOU HEAR

After the call,
- Do Not Activate the Fire Alarm Systems
- Do Not Use Radios or Cell Phones
- Do Not Adjust Any Lights
- Document the exact time the call came in
- Remember exactly which phone the call came in on. The authorities will use this information to assist in tracking down the caller.

Do Not use anything that creates a radio frequency as this could activate a remote signal item.
BOMB THREAT PROCEDURES (note/letter)

1. If you receive a bomb threat note, try to remember the characteristics of the messenger or note any suspicious persons who were in the area.

2. DO NOT attempt to investigate the suspected bomb location or search for the bomb.

3. Immediately call UNLV Police from a different phone. Do not use the same phone the call came in on.

4. Follow all instructions given by UNLV Police.

5. The decision to evacuate is made by Police Services. Be ready to provide:
   - Your Name
   - Location (Bldg., UNLV Student Union, Floor #___, Room #___ or location)
   - Type of Emergency
   - Any addition information requested by the Operator

6. If instructed to evacuate follow the Student Union evacuation plan (listed on pages 20-21).

7. Contact the Emergency Coordinator, or designee, after contacting UNLV Police.
EMERGENCY SITUATIONS

SUSPICIOUS PACKAGE
There are some typical characteristics or indicators which may cause a package or other item to be considered suspicious such as:

- A powdery substance inside or outside
- It is addressed to someone no longer in the department or is otherwise outdated
- The item is very unexpected
- A package that contains no return address or one that cannot be verified as legitimate
- An unusual weight, size, or shape
- An unusual amount of tape
- It is unexpectedly marked with restrictive endorsements
- It contains strange odors or stains
- It shows a city or state in the postmark that does not match the return address

If a letter or package is received and has one or more of the indicators above, take the following actions:

1. DO NOT PANIC
2. Do not shake or empty the contents of the envelope or package
3. Do not discard item
4. Do not “handle” or relocate item; Leave it where you found it.
5. If item is in a separate room, close the door so no one disturbs the item
6. Contact UNLV Police and inform them of the situation
7. Do not allow anyone who may have touched the item to leave until instructed to do so by emergency personnel
8. Contact the Emergency Coordinator, or designee, after contacting UNLV Police.
EXPLOSION PROCEDURES
In the event of an explosion with in the Student Union:

1. Immediately take cover under tables, desks, or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, Contact UNLV Police and inform them of the situation
3. Evacuate and secure the immediate area of the explosion. Keep individuals out of the area.
4. Begin the Student Union evacuation plan (listed on pages 20-21).
5. Assist injured persons and persons with disabilities in evacuating the building.
6. Building occupants are to gather at their respective areas of assembly:

Areas of Assembly for the UNLV Student Union:

Student Union North Entrance by Flora Dugan Humanities (FDH)
Department(s): Information Technology Help Desk
US Bank
Computer Lab staff
Rebel Card 2nd Floor Office and staff
Rebel Card 1st Floor Office and staff
YUMZ
Starbucks
Rebel Copy & Send

Student Union South Side by Greenspun Hall
Department(s): Aramark Kitchen staff/team members
Aramark Catering staff/team members
Aramark Management and Supervisors
Student Union Custodial staff/team members

Student Union North Entrance by Pida Plaza/Game Room
Department(s): Game Room
Campus Life Office staff
Campus Life Assessment staff
Campus Life Business Office staff

Student Union East Entrance Parking Lot
Department(s): Student Union & Event Services 314 Office Staff
Student Union & Event Services 315 Office Staff
Student Union & Event Services 221 Office Staff

Student Union South by Courtyard & Bookstore
Department(s): SORCE Room
GPSA
CSUN
Rebel Yell
Student Union Courtyard by Jamba Juice
Department(s): Aramark Retail Staff (Jamba Juice, POD Convenience Store)

7. Wait for further instructions from the UNLV Police or other emergency personnel.
8. DO NOT re-enter the building until they instruct you to do so.
EMERGENCY SITUATIONS

MEDICAL EMERGENCY PROCEDURES
1. In the event emergency medical assistance is required, Contact UNLV Police and inform them of the situation.
   Be ready to provide:
   - Your Name
   - Location (Bldg., UNLV Student Union, Floor #___, Room #___ or location)
   - Type of Emergency
   - Any addition information requested by the Operator

2. Provide the following additional information if you have it/know it:
   - Name of individual(s) needing attention
   - When the individual(s) last ate or drank
   - Any known allergies of the individual(s)
   - Any known medications of the individual(s)

3. Begin effective first aid if qualified
4. Contact the Emergency Coordinator, or designee, after contacting UNLV Police.
5. DO NOT MOVE THE INJURED/AFFECTED INDIVIDUAL(S)

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Some emergencies require the use of additional equipment. In the event of a heart attack or similar emergency, a defibrillator should be used. Only those who are certified may use the defibrillators.

AEDs are located in six (6) locations throughout the UNLV Student Union. They are as follows:

- Information Desk (1st Floor)
- East wall near game room (1st Floor)
- South wall in food court (1st Floor)
- East wall outside Computer Help Desk, Facing Ballroom (2nd Floor)
- West wall in Meeting Room Hallway, Near Room 213 (2nd Floor)
- West wall outside elevators (3rd Floor)
**BIO HAZARDS/BLOOD BORNE PATHOGENS**

Bio hazardous agents are bacteria, viruses, or parasites that cause disease. In the Student Union, most biologically hazardous materials will be bodily fluids such as blood or vomit.

If human blood and/or body fluids are encountered:
1. Secure the area or remain in the area and send someone else for assistance
2. Contact a Building Custodian or Student Facilities Manager directly
3. Area will be cleaned by appropriately trained staff

Secure the area and clean up:
1. From a first aid kit, put on a pair of gloves.
2. Clean up the spill using rags and specified chemical(s) following chemical directions
3. Dispose of all bio hazardous materials in appropriate location

*All Student Union Facilities & Operations staff will go through annual Blood Bourne Pathogens training with UNLV Risk Management & Safety.*

**LOSS OF POWER PROCEDURES**

In the event of a power outage, it is important to remain calm. The emergency lights should turn on a few seconds after the loss of power. Before calling Student Affairs Maintenance (SAM) or the UNLV Police, verify if the outage is isolated to the Student Union or if multiple buildings are affected. If multiple buildings, do

If the emergency lights fail to activate, the staff may need to evacuate the patrons from the building for their safety. However, the staff will remain on the premises to reopen the building once the power is restored.

*Each department with in the building should have their own supply of flashlights available for their use.*

Unless it is an emergency, any facility malfunctions and/or equipment failures must be reported promptly to the Contact the Emergency Coordinator, or designee, who will determine if maintenance staff needs to be called. In case of an emergency, contact UNLV Police Services followed by contacting the Emergency Coordinator, or designee.

Should the building need to be evacuated, begin the Student Union evacuation plan (listed on pages 20-21).

**In the event that people are trapped in an elevator during a power loss:**
1. Tell the passengers to stay calm and that you will get help
2. Contact UNLV Police Services
   Be ready to provide:
   - Your Name
   - Location (Bldg., UNLV Student Union, Floor #___, Room #___ or location )
   - Type of Emergency
   - Any addition information requested by the Operator
3. Try to keep the trapped passengers calm. Stay with the elevator until emergency personnel or maintenance staff arrives to assist.
EMERGENCY SITUATIONS

ADVERSE WEATHER PROCEDURES
Most adverse weather conditions are recognized while in a threat or warning phase. This allows time for appropriate action before evacuation, or employee notification may become necessary.

- **Tornadoes**
  The Definitions of “Tornado Warning” and “Tornado Watch”
  - A Tornado Warning means that a tornado has been sighted in the area and one should immediately seek shelter.
  - A Tornado Watch means that the atmospheric condition necessary for the formation of a tornado exists. One should be prepared to seek shelter if a tornado warning is issued and/or the tornado sirens are sounded.

When notification of a tornado is received, individuals should be directed to a secure location free of glass (such as Internal Ballrooms/Meeting Spaces, Bathrooms, Kitchen Area, Service Hallways or inside windowless offices).

DO NOT use elevators when sirens are sounded. Elevators operate off of electricity. If there are individuals trapped in an elevator at the conclusion of a storm, follow the Loss of Power procedures found on p. 30).

Personal Safety is ultimately the responsibility of the individual. 
*The directions given by staff are only recommendations.*

- **Severe Thunderstorm/Flash Flooding**
  Severe thunderstorm warnings should be treated similar to a tornado warning, in that everyone should move away from windows and into safe areas. It is not necessary to proceed to stairways, or to evacuate the building unless directed to do so. Simply move away from windows and any potentially hazardous areas.

  In case of flash flooding, move to higher elevations, avoid flooded areas or those areas with rapid moving water and DO NOT drive through flooded areas.
Earthquake Procedures

Earthquakes are one of the nation’s most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to one minute.

During an Earthquake

1. Try to remain calm and reassure others
2. Seek safety where you are at the time of the incident
3. Do not dash for exits.
4. Do not be surprised if electricity goes out, alarms start ringing, or if sprinkler systems are activated.
   a. Expect to hear noise from breaking glass, cracks in walls, and falling objects.
   b. Be aware power for elevators may fail and stop operating.
5. If you are indoors, seek shelter under a sturdy desk, table or other firm and sturdy piece of furniture.
   a. Watch out for falling debris or tall furniture.
   b. Stay away from exterior glass windows, the atrium, and heavy objects that may topple or slide across the floor.
6. If you are outdoors, move away from buildings and parking lots and into open areas away from power lines.
7. Do not be surprised if you feel several aftershocks. After the first motion is felt, there may be a temporary decrease followed by another shock.

After an Earthquake

1. Be prepared for after-shocks
2. Check for injuries; give or seek first aid where necessary
3. Check for safety hazards: fire, electrical, gas leaks, water supply, etc.
4. Do not use telephones and roadways unless necessary. Keep these open for arriving emergency personnel
5. Assume a gas leak and don’t utilize appliances until verified it is safe to do so.
6. Cooperate, keep informed, remain calm and help clean up.

If Evacuation of the Building is Ordered

1. Begin the Student Union evacuation plan (listed on pages 20-21)
2. Exit building using nearest available safe exit
3. Beware of falling debris or exposed electrical wires as you exit
4. Wait for further instructions from emergency personnel
EMERGENCY SITUATIONS

GAS LEAK and CHEMICAL SPILLS

- **Gas Leaks/Odors**
  When you smell the distinctive odor of natural gas (rotten egg or sulfur-type odor), evacuate the area immediately and contact UNLV Police Services followed by contacting the Emergency Coordinator, or designee. They will assess the situation and take immediate action. If the situation is identified as serious, you will be instructed to begin the Student Union evacuation plan (listed on pages 20-21).

  **Do not turn on or off lights or any other electrical equipment, including fire alarms and elevators or perform any other actions that might cause sparks or static electricity.**

- **Chemical Spills/Unknown Gas/Fumes**
  If a chemical spill or accidental gaseous mixture should take place that causes you or anyone else to have one or more of the following, contact UNLV Police Services followed by contacting the Emergency Coordinator, or designee, and evacuate the immediate area at once:

  1. Vomiting
  2. Trouble Breathing
  3. Burning Eyes
  4. Irritated mucus membranes
  5. Dizziness
  6. Weak bodily demeanor / strength
  7. Burning or irritated skin

If an individual should come in contact with a chemical spill, have the individual remove their contaminated clothing.

If **eyes** are affected, rinse with water for 15 minutes.

If **skin** is affected, rinse with water, wash affected area with soap and water, rinse again.

It is recommended to take a wet cloth or towel to cover your nose and mouth as you exit the building. If you do not have time to locate such items, try holding your breath long enough until you get outside where there is fresher air.

**DO NOT** panic every time you smell something awkward. You should only react in an urgent manner if multiples the above symptoms occur.
EMERGENCY SITUATIONS

BURGLARY/ROBBERY
During a robbery attempt, the overriding concern is SAFETY. We are not financially accountable for the money taken. The only responsibility we have under these circumstances is the physical well being of ourselves and those students and visitors who may be present in the Union. In this situation it is vital that you:

- Take no action that might provoke a violent response.
- Do not attempt to delay or stall the robbery.
- Remain calm.
- Do what is asked of you, but only what is asked of you, nothing extra.
- Do not volunteer information or open drawers you have not been ordered to open.

If a robbery attempt does occur, please remember to:
1. Comply with the demands promptly, being careful not to move or gesture in a way that could be misunderstood as a defensive action or the triggering of an alarm.
2. Make a mental note of facial features, stature, scars, marks, peculiarities and the color of clothing that can be later used for identification.
3. Look out windows to try and get directions of travel, description of cars and any other details.

If a robbery has occurred:
1. Contact UNLV Police Services. Give the dispatcher the information that you have.
2. Write down details as soon as possible, noting what was said, weapons used, descriptions of individual(s), what you handed out, etc.
3. Secure the area to protect any evidence.
4. If a note was given to you, lay it aside with as little handling as possible so that it can later be sent to the state crime lab for analysis.
5. If a weapon was fired, the ejected shell casings may prove to be valuable. Do not touch or move these items.

Contact the Emergency Coordinator, or designee after calling 911

VANDALISM
All acts of vandalism and/or damage to the facility or its furnishings (furniture, pictures, equipment, etc.) should immediately be reported to the Student Union Facilities & Operations staff by calling the Information Desk at 895-3221. Student Union Facilities & Operations will take pictures of the damage and call University Police to investigate. If there is immediate danger, call UNLV Police Services at 702-895-3668 or by dialing 911 from a campus phone. Then, proceed to call Student Union Facilities & Operations staff.

It is important signs (evidence) of forcible entry, cut or broken locks, stripped wiring, etc. be preserved for investigative purposes. Be aware a lack of evidence may result in chargeback to the department/partner responsible for the damaged equipment or lost property.
EMERGENCY SITUATIONS

ACTS OF VIOLENCE
Never jeopardize your own safety. It is important that you are able to effectively handle any type emergency situation. For this reason, you should never put yourself in the middle of a physical altercation. In the event a physical altercation does break out, you should do the following:

1. DO NOT ATTEMPT TO BREAK UP THE ISSUE/EVENT!
2. Contact UNLV Police Services and inform them of the situation. Be ready to provide:
   • Your Name
   • Location (Bldg., UNLV Student Union, Floor #___, Room #___ or location)
   • Type of Emergency
   • Any additional information requested by the Operator

3. Call other staff members in the building for additional assistance (if needed)
4. Try to contain the situation by not allowing a crowd to gather around the altercation.
5. Take note of everything you observe:
   • Persons involved
   • Actions by the parties involved
   • Statements made

6. When possible, Contact the Emergency Coordinator, or designee after calling UNLV Police.

- A threat or act of violence can be verbal, made in gesture, or it can be unwanted physical contact such as pushing, grabbing or any other form of personal contact.

- Threats can be in the form of verbal communication, gestures or simply implied. In any event, UNLV Police will be responsible for responding to, evaluating, resolving the situation, and documenting all details of the threat. Do not take any threat lightly or ignore such situations.

- Violence in the workplace is almost always preceded by obvious signs or threats before the actual violence takes place. Report any activity that you believe qualifies as a threat.

- If you have taken out a Restraint Order by a court of law, UNLV Police will work with you by providing additional security measures such as personal escorts and extra monitoring of your office or classroom areas.
ACTIVE SHOOTER PROCEDURES
It is everyone’s responsibility to plan and be prepared for emergency situations. An Active Shooter event is no different. During an Active Shooter event, responding emergency personnel will be focused on isolating the threat and securing a safe environment. Always be aware of your environment and have an exit plan. **As an Active Shooter incident is unpredictable, you will need to identify and know your own course of action for evacuation.** There are three (3) courses of action you can take during an active shooter event:

1. Run
2. Hide
3. Fight

*Run* – If you are in a position to vacate the building safely, do so. Do not search for others, allow others to hold you back or convince you to stay if you have the opportunity to leave. Leave personal items and belongings behind as you are the most important “item” to be concerned with. Once you are out of the building and out of the line of fire, keep others from entering the building and contact the UNLV Police.

*Hide* – If you are unable to vacate the building safely, you need to find a place to hide. Try to secure your hiding place as best you can using furniture or other heavy objects against the door. Turn lights off and, if possible, lock the door(s) of the area you are hiding in. Remain quite. Place cell phones on silent (not vibrate) to assist in avoiding noise. If you are unable to find a room to hide and secure yourself in, attempt to hide behind large objects which may protect you.

*Fight* – If no other option presents itself, attempt to incapacitate the shooter with improvised weapons or objects from the area around you (i.e. fire extinguisher, chair, heavy book, coffee mug, etc). Act/respond with aggression and force. Commit to your actions to protect yourself.

When law enforcement arrives, remain calm and follow instructions. Keep hands visible at all times. Avoid yelling, pointing or reaching into your pockets/purse. The first wave of responding law enforcement are not there to tend to the wounded; they are there to stop the shooter.

Keep in mind help for you and the injured is on its way.
ADDITIONAL INFORMATION

News Media Inquiries
News media often phone or accompany emergency response crews to a site. If you are not authorized to speak on behalf of UNLV regarding an emergency, please refer media inquiries to the Office of Media Relations. You are not required to respond to reporters’ questions, and speculating about an emergency can produce misinformation that can worsen the situation. "I don't know" is the most accurate and appropriate response. In the absence of UNLV personnel, the emergency crews are the best source of information for the news media.
EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: Student Union

This Facility’s Emergency Phone Number: 911 from on-campus Phone OR 702-895-3668 from off-campus phone

Department Evacuation Locations
Unless you are designated as a proctor for the facility, departments should evacuate to the following areas:

Student Union North Entrance by Flora Dugan Humanities (FDH)
Department(s): * Information Technology Help Desk
* Rebel Card 2nd Floor Office and staff
* Rebel Card 1st Floor Office and staff

Student Union South Side by Greenspun Hall
Department(s): * Aramark Kitchen staff/team members
* Aramark Management and Supervisors

Student Union North Entrance by Pida Plaza/Game Room
Department(s): * Game Room
* Campus Life Assessment staff

Student Union East Entrance Parking Lot
Department(s): Student Union & Event Services 314 Office Staff
Student Union & Event Services 221 Office Staff

Student Union South by Courtyard & Bookstore
Department(s): * SORCE Room
* GPSA
* CSUN
* Rebel Yell
* Aramark Retail Staff (Jamba Juice, POD Convenience Store)

Emergency Response Team for Student Union:
Emergency Coordinator: Jon Tucker
Alternate Emergency Coordinator: Ron Buncombe

Floor Proctors/Door Monitors:

Area 1 Proctor – Ron Buncombe (Melissa Hengst)
  SUES - Area to Check: SU 1st Floor Common Space
  SUES - Area to Proceed to: Information Desk (Incident Command Center)

Area 2 Proctor – Peter Degan (Christine Siderakis)
  Non-SUES - Area to Check: All Aramark Operations including kitchen, food retail and service hallway
  Non -SUES - Area to Proceed to: Loading Dock (monitor employees and associated staff)

Area 3 Proctor – Joe Pugh (Brad Herget)
  SUES - Area to Check: Game Room, US Bank, Multicultural Center, YUMZ, Rebel Copy & Send
  SUES – Proceed to Information Desk for monitoring assignment

Area 4 Proctor – Riley Sullivan (Cathy Robinson)
  SUES - Area to Check: Building 2nd Floor Meeting Spaces & 1st Floor Theatre Complex
  SUES – Proceed to Information Desk for monitoring assignment

Area 5 Proctor – Barbara Blue (Angel Jimenez)
  SUES - Area to Check: All non-meeting spaces Student Union Second Floor including restrooms
  SUES – Proceed to Information Desk for monitoring assignment
  Non-SUES – Proceed to FDH Exit; Wait for “clear signal” to re-enter the building

Area 6 Proctor – Savannah Baltera (Nathan Hanke)
  SED - Area to Check: CSUN, Rebel Yell, SORCE and GPSA
  SED – Proceed to Information Desk to check-in with EC; proceed to FDH Entrance

EMERGENCY SUPPLIES AND FIRST AID LOCATION:
Student Union Information Desk (1st Floor)
Game Room (1st Floor)
221 Student Office (2nd Floor)
315 Office (desk) (3rd Floor)
316 Office (desk) (3rd Floor)
UNLV Student Union Emergency Preparedness Plan

Area 7 Proctor – Rosita Chapman (Marni Dow)
SUES - Area to Check: Student Engagement & Diversity
SUES - Proceed to Information Desk for monitoring assignment

Area 8 Proctor – Elaine Richards (Jamie Taylor)
SUES - Area to Check: Administrative Area 314, 315, Rebel Card Offices
SUES - Proceed to Information Desk for monitoring assignment

All unassigned Full-Time Student Engagement and Diversity (SED) Staff to report immediately to the Information Desk for monitoring assignments.

SPECIAL ASSISTANCE: If Needed, Contact Jon Tucker (Emergency Coordinator)

STAIR LOCATIONS: East Stairwell (facing Maryland Parkway), South Stairwell (at end of hallway on 2nd and 3rd floors), West Stairwell (back hallway behind Ballroom)

ELEVATORS: Do Not Use in case of an Emergency

Effective Date: March 31, 2016
Updated By: Keith McMath, Student Union & Event Services

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE AND POST IN DEPARTMENT
APPENDIXES
STUDENT UNION DIAGRAMS

Site Plan

[Site Plan Diagram]
Floor 1

LEVEL ONE

Fire Extinguisher

AED
Floor 2

LEVEL TWO

LEGEND:
1. library
2. office
3. seminar
4. storage
5. communications
6. electrical
7. elevator machine
8. conference

Fire Extinguisher
AED
Floor 3

LEVEL THREE

LEGEND:

1. office
2. conference
3. senate
4. director
5. rebel radio
6. copy
7. reception
8. break
9. storage
10. student org. storage
11. communications
12. electrical
13. elevator machine
14. balcony

Fire Extinguisher

AED
## EMERGENCY SUPPLIES AND EQUIPMENT LIST

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Purchase Date</th>
<th>Review (Replacement) Date</th>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
</table>
| 6 Total  | February 2016 | Review: March 2016       | Emergency Kits (Each kit includes safety glasses, flashlights, first aid kit, Flyer including Emergency Response & Evacuation Information, latex gloves) | • 1st Floor Information Desk (2)  
• 1st Floor GameRoom (1)  
• 1st Floor Custodial Shop (1)  
• 2nd Floor 221 Office (2)  
• 3rd Floor 315 Office; Desk (1)  
• 3rd Floor 316 Office; Desk (1) |
| 2 Total  | Pending       | Review: March 2016       | Flashlights | Information Desk |
| 2 Total  | Pending       | Review: March 2016       | Flashlights | Custodial Shop |
| 6        | December 2007 | Review: June 2015        | Automatic External Defibrillators (AED’s) | • Information Desk  
• Game Room Hallway  
• Food Court  
• 2nd Floor Ballroom Hallway  
• 2nd Floor Meeting Room Hallway  
• 3rd Floor Elevator Vestibule |
| 23       | (See individual unit for expiration date) | August 2006/Reviewed Monthly | Fire Extinguishers | • 11 units – 1st Floor  
• 8 units – 2nd Floor  
• 6 units – 3rd Floor |
EMERGENCY EVACUATION SPECIAL NEEDS NOTIFICATION FORM

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge.

Contact: Keith McMath (Assistant Director of Student Union and Event Services) at 895-4449 or via e-mail at keith.mcmath@unlv.edu.

This form is for employees of the UNLV Student Union, at the University of Nevada Las Vegas to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will not be placed in any personnel files. The Evacuation Coordinator will retain the completed forms, and may communicate special needs to the appropriate Floor Proctors, safety / emergency personnel, “Buddy System” volunteers, or other individuals who may be entitled to the information necessary to fulfill their responsibilities under our Emergency Evacuation Plan.

Please be aware that self-identification is voluntary and employees are not required to provide this information.

Employee Name: __________________________________________

Work Location: Floor _______

Suite/Office # ________

Please describe the type of assistance you think will be needed in case of an emergency evacuation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
## University of Nevada Las Vegas – Student Union
### Evacuation Drill Report

<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Building Number:</th>
</tr>
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<table>
<thead>
<tr>
<th>Time Evacuation Started:</th>
<th>Ended:</th>
<th>Total Time:</th>
</tr>
</thead>
</table>

**Type of Drill:**
- [ ] Obstructed
- [x] Unobstructed

**Number of Participants (approximately):**

- Did occupants immediately begin to evacuate the building when alarm sounded? [ ] Yes [ ] No
- Did building staff check restrooms and confined areas? [ ] Yes [ ] No
- Was building staff aware of people with disabilities and provide assistance? [ ] Yes [ ] No
- Were doors closed to contain smoke/fire? [ ] Yes [ ] No
- Did everyone evacuate the building? [ ] Yes [ ] No
- Did everyone remain outside the building and wait for further instructions? [ ] Yes [ ] No
- Is the building staff knowledgeable in their assigned duties? [ ] Yes [ ] No
- Was the drill conducted in an orderly manner? [ ] Yes [ ] No

**Drill Rating:**
- [ ] Excellent
- [ ] Good
- [ ] Poor

**Comments:**

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**Observed/Rated By:**

**Building Proctor/Person in Charge:**

**Date of Drill:**
BOMB THREAT CHECKLIST

The following is a check list to be utilized by an operator or person receiving a call which threatens the safety or security of UNLV or any employee.

POINTS TO REMEMBER:
1. Keep caller talking
2. Write down the message in its entirety on the reverse side
3. Do not interrupt
4. Notify extension ______ immediately
5. Ask caller to speak louder, slower, etc.
6. Do not repeat or tell co-workers of the threat
7. Ask them to repeat.

CHECK LIST: (Complete all possible items immediately following the call)

Caller's Identity: (If known)
Name:______________________________________________________ Telephone:___________________
Address:_______________________________________________________________________
____________________________________________________________________________________
Organization:_________________________________________________________________________

SEX: ___Male    ___Female
AGE: ___Adult     ___Child

BOMB FACTS:
When will it go off? ______________________________________________________________________
Building: ______________________________________________________________________________
Exact location:___________________________________________________________________________
On what floor? __________________________________________________________________________
Next to what? ___________________________________________________________________________
What does it look like? ___________________________________________________________________
What kind of bomb is it? __________________________________________________________________
What will cause it to explode? _____________________________________________________________
Did you place the bomb? _________________________________________________________________
Why are you doing this? __________________________________________________________________
Where are you calling from? __________________________________________________________________

CALL: ___Local ___ Long Distance ___ Unknown

VOICE CHARACTERISTICS:

TONE SPEECH LANGUAGE
___ Loud        ___ Fast         ___ Slurred         ___ Excellent
___ Soft        ___ Slow         ___ Lisp           ___ Good
___ High Pitch  ___ Distinct     ___ Disguised      ___ Fair
___ Low Pitch   ___ Distorted    ___ Poor           ___ Rraspy
___ Stutter     ___ Cursing      ___ Pleasant       ___ Nasal

ACCENT MANNER
___ Local       ___ Calm         ___ Poor Grammar    ___ Emotional
___ Not Local   ___ Angry        ___ Well Spoken    ___ Rational
___ Foreign     ___ Coherent     ___ Taped         ___ Irrational
___ Caucasian  ___ Incoherent   ___ Message Read  ___ Deliberate
___ Black       ___ Righteous    ___ Laughing      ___ Read
___ Hispanic

BACKGROUND NOISES:
___ Office machines ___ Airplanes ___ PA System ___ Animals
___ Factory Machines ___ Trains    ___ Radios (CB/Police) ___ Quiet
___ Bedlam         ___ Voices     ___ Party        ___ Street
___ Traffic       ___ Music      ___ Cellular Phone ___ Static ___ Mixed

Other: __________________________________________________________________________________
Time the call was received: ____________ Time the call ended: ____________
Number called from (if available): ___________________________________

CAMPUS AND NATIONAL EMERGENCIES AND DISASTERS

In addition to the hazards described in this document, members of the UNLV Campus and residents of this country face additional threats. These threats to security include acts of terrorism, workplace violence and acts of war. In the event you become aware of any threat to the community, contact UNLV Police immediately by.

General information about preparing for campus emergencies is provided by Risk Management and Safety (http://rms.unlv.edu/emergency)

General information about preparing for national security emergencies is provided by the Department of Homeland Security (http://www.dhs.gov)