Student Union

University of Nevada Las Vegas

**EMERGENCY PREPAREDNESS PLAN**

***Prepared/Updated January 2020 by:***

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*Next Scheduled Update/Review – June 2020*

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The UNLV campus is a complex entity of buildings, people and mechanical operations. The UNLV Student Union is only one (1) piece of this intricate maze of functions and management. For successful daily function, the Student Union requires participation and cooperation of the entire facility/building community to successfully implement an Emergency Preparedness Plan (EPP).

As a result, the following document has been prepared and updated to provide guidance in regards to what to do in the event of an emergency event involving the Student Union. This document may also include additional resources in the event of an emergency event involving the entire UNLV 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, biohazard incidents, and sever mechanical failure.

Pre-planning and rehearsal are effective ways to ensure that building occupants recognize an evacuation alarm, recognize the evacuation process and/or 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 Student Union Facilities and Operations staff team and UNLV Department of Risk Management and Safety. These drills may be held at unexpected times and under varying conditions to simulate the unusual conditions that can 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.
2. Evacuation drills will be scheduled by the Associate Director for Facilities and Operations or the Executive Director for Student Union & Event Services (SUES) Department in conjunction with the UNLV Risk Management and Safety Department (702-895-4226.
3. Evacuation drills will involve all occupants/partners of the Student Union. Everyone must leave the building when a fire alarm sounds or the decision to evacuate is made and announced. 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, coordinated evacuation under proper discipline rather than upon speed. The Emergency Coordinator (EC) and Floor Proctors are expected to perform their assigned duties as if in an actual emergency event is occurring.
5. Each drill will be evaluated for timing and orderliness.
6. Drills can be conducted both during the day and during evening hours to provide practice for student staff, afternoon staff, and evening/late night staff.

**EMERGENCY TELEPHONE NUMBERS**

**UNLV Police Services 895-3668 Non-Emergency**

 **895-3669 Emergency**

**Note**: If you are reporting a campus emergency using a cell phone or other off-campus phone, 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 Supervisor 5-3221

Facilities Manager, Student Union Operations (Ron Buncombe) 5-2050

Facilities Coordinator, Student Union Operations (Alan Reed)…………. 5-5645

Associate Director, Facilities & Operations (Keith McMath) 5-5671

Executive Director, Student Union & Event Services (Jon Tucker) 5-4211

Director, Student Affairs Maintenance (*position vacant as of January 2020*) 5-4286

Assistant Director, Student Affairs Maintenance (Don Johnson) 5-5324

UNLV Risk Management & Safety 5-4226

*\*\*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 / ROLES** (in alphabetical order)

**Alternate(s) –** individuals assigned as secondary or “back-ups” to specific emergency response positions (such as the emergency coordinator, a floor proctor or a door monitor)

**Emergency Coordinator –** Designated as the primary emergency contact for the facility. This individual is responsible for the implementation and updating of the Emergency Preparedness Plan (EPP). They assist with the safe evacuation of the facility, and communicate with responding emergency personnel.

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

**Emergency Preparedness Plan (EPP) –** plan prepared by Emergency Coordinator who is 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.

**Evacuation Meeting/Gathering Locations –** designated areas where occupants of the evacuated facility assemble to await further instructions, receive updates and “all clear” notifications.

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

**Floor Proctor/Door Monitor –** individual assigned to specific area to ensure the safe evacuation of an area and the monitoring of a building entrance/exit in the event of an 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 within the Student Union discuss and prepare a plan to communicate emergency notifications and instructions to their respective staffs during regular and after work hours. This planning is in addition to the structured aspects of the Student Union EPP and should include items such as:

* Knowing where your designated department evacuation location is and how to account for all staff members and/or students in your area to verify attendance.
* Identifying key department individuals who will function as emergency information contacts or coordinators to receive and distribute information to their staff/team.
* Review of individual chain of command. Identify individuals who will have decision-making authority for your respective office/area in the event of an emergency.
* Update Area/Department phone of contact tree at least twice a year (winter and summer seasons) and send updated copies to Keith McMath, Student Union & Event Services Associate Director/Emergency Operations Coordinator.
* Establishing an internal Department “Telephone Tree” and Hotline (voice mailbox) to provide information, updates and instructions. Campus information hotlines should be identified as a source for situational status and event updates.
* Develop a “safe word” or “safe action” to use in situations where it is needed to communicate with others in your department during threatening situations. Examples of threatening situations include: irate visitor in an office or a stranger in an authorized area. This process is used when there is a need for someone to contact the police on your behalf.
* Departments should maintain up-to-date employee recall lists should key personnel need to be called back to campus, or consulted for crucial decisions and information.

**CHAIN OF COMMAND**

During and immediately following an emergency event (or 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. Dr. Renee Watson, Associate Vice President for Student Affairs (*during campus crisis*)
2. Jon Tucker, Executive Director for Student Union & Event Services
3. Keith McMath, Associate Director for Student Union Facilities & Operations
4. Ron Buncombe, Facilities Manager for the Student Union
5. Alan Reed, Facilities Coordinator for the Student Union

*Please refer to page five (5) of this document for contact information for these individuals.*

**STAFF ASSIGNMENTS AND RESPONSIBILITIES**

**Emergency Coordinator (Incident Commander):**

Keith McMath, Associate Director Student Union and Event Services

**Alternate Emergency Coordinator:**

Ron Buncombe, Facilities Manager for Facilities & Operations

**Second Alternate Emergency Coordinator:**

Alan Reed, Facilities Coordinator for Facilities and Operations.

**Incident Commander**

1. Manage emergency event for the building, coordinate staff/teams and communicate with EC and/or Emergency Response Personnel.
2. Maintain communication with Floor Proctors regarding the status of the emergency.
3. Assign area to assemble after evacuation.
4. Assign individuals to be monitored during an evacuation situation
5. Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is safe for re-entry.

**Emergency Coordinator Responsibilities**

1. Serve as a liaison with emergency responders (e.g., fire department, university police, ambulance services, Risk Management & Safety).
2. Meet responders upon their arrival and convey specific information about hazards in the building, access, and locations of persons with special needs.
3. Keep Evacuation Plan, Contact Persons, Contact Numbers and Floor Diagrams up to date.
4. Conduct and/or assist in Evacuation Drills.
5. Assist in training and/or scheduling of training for building occupants in emergency procedures.
6. 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 safety hazards within your assigned area and report issues to the Emergency Coordinator.
2. Know locations of and how to use all fire extinguisher equipment within your assigned area.
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, persons on crutches, persons in a wheelchair). Forward this information to Emergency Coordinator.
5. Ensure occupants in their area of responsibility are aware of an emergency and the need to evacuate.
6. Communicate any emergency information distributed through phone, e-mail or text message received by UNLV Police as appropriate.
7. Call 911 (from an on-campus telephone or 702-895-3668 from an off-Campus telephone) whenever a situation could pose immediate danger to persons, property, or processes in the building.
8. Assist in the evacuation process by following the Floor Proctor Evacuation Procedure. (*This Procedure is found in this manual; page 12*)

**Floor Proctors/Assignments:**

**Area 1 Proctor – Ron Buncombe (*Alan Reed*)**

*SUES - Area to Check:* SU 1st Floor Common Space

*SUES - Area to Proceed to: Information Desk (SU Incident Command Center)*

**Area 2 Proctor –Christine Siderakis (Mary Tennis)**

*Non-SUES - Area to Check:* All Aramark Operations including kitchen, food retail outlets and service hallways

*Non -SUES - Area to Proceed to: Greenspun Hall across from loading dock area of building. (monitor employees and associated staff)*

**Area 3 Proctor – Kierstin Dimmick (*Cameron Edlin)***

*SUES - Area to Check:* Game Room, US Bank, Intersection Center, YUMZ, Rebel Copy & Send *SUES – Proceed to Information Desk for monitoring assignment*

**Area 4 Proctor – Debbie Gorov (Chris Brown)**

*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 (Wayne Pirtle)**

*SUES - Area to Check:* All non-meeting spaces 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 (Colt Kraus)**

*SED - Area to Check:* CSUN Suite, Scarlet & Gray Free Press, SORCE Rm and GPSA Office

*SED – Proceed to Information Desk to check-in with EC; proceed to* FDH Entrance

**Area 7 Proctor– Kaliya Arnwine (Ashley Anand)**

*SUES - Area to Check:* Student Involvement & Activities/Student Learning & Leadership/CSUN Suite

*SUES - Proceed to Information Desk for monitoring assignment*

**Area 8 Proctor – Risha Gaitor (Nick Vaughn)**

*SUES - Area to Check:* Administrative Area 314, 315, Rebel Card Offices

*SUES - Proceed to Information Desk for monitoring assignment*

***All unassigned Full-Time SIA/SLL Staff to report immediately to the first floor Information Desk for monitoring assignments.***

**Floor Proctor Evacuation Procedures**

1. Notify the UNLV Police and inform them of the situation and provide any information you may have related to the emergency. Be ready to provide the following pieces of information:
	* Your Name
	* Location of the emergency
		+ 1. Building: Student Union
			2. Floor Number: First, Second, or Third
			3. Room Number or Location within the building
	* Type of Emergency
	* Any additional information requested by the Operator
2. Alert all occupants in your area of responsibility and check remote areas near you including:
	* Restrooms
	* Storage rooms
	* Cubicles, Office Spaces, Copier Room(s), Conference Rooms(s)
3. Close doors, if possible, on your way out
4. Maintain orderly evacuation of occupants
5. Ensure persons with special needs or persons who may need additional assistance are alerted and that someone is assigned to their evacuation*.*
6. If the emergency (specifically fire) is located on your floor and you are not in immediate danger:
	* You may attempt to determine which smoke detector was activated or the cause of the activation.
	* Only attempt to operate a fire extinguisher if you have been trained to do so 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, etc.).
8. Proceed to your monitoring assignment 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 ADIVSED: Emergency personnel often silence an 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 or (alternate location) 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

Rebel Card Office

Jamba Juice

Dean’s Ice Cream Cart

Starbucks

Student Union South Side by Greenspun Hall

Department(s): Aramark Kitchen staff/team members

Aramark Catering staff/team members

Aramark Management and Supervisors

All food retail outlets at kitchen area

Student Union Custodial staff/team members

Student Union North Entrance by Pida Plaza/Game Room

Department(s): Game Room

Campus Life Office students and staff

Student Union East Entrance Parking Lot

Department(s): Student Union & Event Services 314 Office students and staff

Student Union & Event Services 315 Office students and staff

Student Union & Event Services 221 Office students and staff

Student Diversity and Social Justice Office students and staff

Campus Life Business Office students and staff

Student Union South by Courtyard & Bookstore

Department(s): SORCE Room (occupants and staff)

 GPSA (occupants and office staff)

 CSUN (suite leadership and staff)

Rebel Copy & Send (students and staff)

 Scarlet and Gray Free Press (students and staff)

Student Union Courtyard by the POD Convenience Store

Department(s): Aramark Retail Staff (POD Convenience Store)

* All evacuated persons 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 event of an emergency situation. The Emergency Coordinator is responsible for 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 the time of an emergency. The information below shares these critical operations/resources:

* **Blackboard System**

The Blackboard system operates the Information Desk cash register, all external electronic entry doors and several internal entry doors. Office of Information Technology (OIT) and Rebel Card staff are responsible for the administration and maintenance of this system. It is an online system (changes can be made instantly) and has batteries for temporary back-up functions.

* **Onity Card Entry System**All internal doors (with exception of few keyed locks) are controlled by the Onity Card Entry system. Campus Life Technology (CLT) 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. The Onity system will continue to operate in the event of power loss to facility.
* **Alarm/Fire Life Safety System**

The intrusion alarms, panic buttons and fire life safety systems are maintained by Student Affairs Maintenance (SAM) and Campus Life Technology (CLT). However, monitoring of these systems is done by UNLV Police. In the case of power loss to the facility, emergency power may be 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 and the kitchen area have installed food refrigeration units. In the event 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 a power outage event.

* **Data/Confidential Records**

Each department is responsible for ensuring all data and important information is backed up and all confidential records are locked and secured in a safe location on a regular basis.

* **Utility (Heating and Cooling; HVAC-R)**

With Las Vegas weather having the ability to reach extreme temperatures (hot and cold), utility problems can lead to emergencies rapidly. Water or electrical issues can affect air conditioning. Natural gas problems can create hazardous conditions. Both utilities affect the ability to provide prepared food and more. Student Affairs Maintenance (SAM) in conjunction with Student Union facilities staff makes these utility concerns a top priority when responding and maintaining operations of the facility.

**SPECIAL NEEDS WITHIN 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 who will in turn share with other emergency personnel as appropriate.

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

**Partner or “Buddy” System Option**

Make use of a "Buddy System." Individuals with a limitation should inform colleagues within their immediate area of any special assistance that may be required in the event of an emergency evacuation (such as hearing an alarm or guidance during an alarm).

When there has been notification of an emergency situation, the Partner/"Buddy" will make note of the location of the person with a limitation and inform the Emergency Coordinator making them aware that a person in a specific location/area needs additional assistance in evacuating the building. The Emergency Coordinator will communicate with emergency personnel who will then determine the best course of action in regards to evacuating the person needing assistance. If able, the Partner/”Buddy” can also help in evacuating the individual needing assistance.

**Evacuation Options during an Emergency**

Use of the Partner/"Buddy System" along with the following evacuation options will help to assure the prompt evacuation of any person needing assistance:

* Horizontal Evacuation - Move away from the area of imminent danger to a safe distance (i.e. another wing, an adjoining building, opposite end of a corridor, outside to ground level).
* Vertical (Stairway) Evacuation- Those who are able to evacuate with or without assistance can use stairways. Persons with sight limitations may require the assistance of a sighted person. Persons who must use crutches or other devices for walking assistance 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. Close the door if possible. Dial **911** (if this hasn't already been done). The 911-operator will give emergency personnel the location of the person with a limitation who needs evacuation assistance. If phone lines fail, the person with a limitation can signal from the window by waving a cloth or other highly visible item to obtain the attention of emergency personnel. *Remember when calling from a cell phone to dial UNLV Police Services at 702-895-3669. Do not call 911 from a cell phone when reporting a campus emergency.*
* Area of Refuge - If the person with a limitation 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. Specific areas of refuge for the UNLV Student Union are the stairwell ladings (interior and exterior to the building). Exception to this is the center red staircase; Do Not Use the red staircase as an area of refuge.

**LIMITATION GUIDELINES**

**Visually Limited Individuals**

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

**Hearing Limited 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.
2. Turning the light switch on and off to gain individuals’ attention, then indicating through gestures what is happening and what to do.

**Individuals 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, to be carried to a lower, safer area.

**Non-Ambulatory Individuals (Individuals in Wheel Chairs)**

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 batteries to lessen the weight of the chair. Life support equipment may be attached. Lifting a person with 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 them if they are 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 or improve their current knowledge base.***

**EVACUATION PLAN**

**EMERGENCY REPORTING PROCEDURES**

If the need for an Evacuation is discovered:

1. An announcement should be made using the building’s communication/announcement system.
2. If you are not in immediate danger, notify the Campus Emergency Operator (911 from an on-Campus telephone or 702-895-3669 from an off-campus telephone, including cell phones) and provide:
	* Your Name
	* Location of the emergency
		+ 1. Building: Student Union
			2. Floor Number: First, Second, Third
			3. Room Number or Location within the building
	* Type of Emergency
	* 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 895-3669) and give your exact location.*

**OCCUPANT/PARTNER RESPONSIBILITIES**

* You are responsible for your own safety! Stay calm, avoid panic and confusion.
* Know the locations and operation of fire extinguishers (training available upon request).
* Know how to report an emergency using 911 or 702.895.3669; Be prepared with necessary information.
* If a fire alarm sounds, make sure other personnel in your immediate area are aware of the alarm.
* Inform visitors of pertinent information about evacuation procedures.
* 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.

* 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!
* 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

Rebel Card Office

Jamba Juice

Dean’s Ice Cream Cart

Starbucks

Student Union South Side by Greenspun Hall

Department(s): Aramark Kitchen staff/team members

Aramark Catering staff/team members

Aramark Management and Supervisors

All food retail outlets at kitchen area

Student Union Custodial staff/team members

Student Union North Entrance by Pida Plaza/Game Room

Department(s): Game Room

Campus Life Office students and staff

Student Union East Entrance Parking Lot

Department(s): Student Union & Event Services 314 Office students and staff

Student Union & Event Services 315 Office students and staff

Student Union & Event Services 221 Office students and staff

Student Diversity and Social Justice Office students and staff

Campus Life Business Office students and staff

Student Union South by Courtyard & Bookstore

Department(s): SORCE Room (occupants and staff)

 GPSA (occupants and office staff)

 CSUN (suite leadership and staff)

Rebel Copy & Send (students and staff)

 Scarlet and Gray Free Press (students and staff)

Student Union Courtyard by the POD Convenience Store

Department(s): Aramark Retail Staff (POD Convenience Store)

* Persons needing special assistance that are not able to exit directly from the building are to proceed to and remain in a stairwell, vestibule or other area of refuge. Inform evacuating occupants to notify the Emergency Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
* 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.
* ARAMARK Staff, including all associated food operations within the Student Union, upon hearing the alarm sound, should immediately shut down all cooking appliances, remove items from heat sources, secure all cash registers and safely evacuate the facility.
* Information Desk Staff upon hearing the alarm sound should log off the register, secure the cash drawers and exit the facility from the nearest safe exit route. Once out of the facility, student staff may not leave the area unless released by a supervisor.
* Staff from Student Involvement and Activities & Student Learning and Leadership offices, that are not assigned as Floor Proctors, should report to the first floor Information Desk (Concierge’s Desk on the Second Floor if Information Desk is not available/safe) and check in with the Incident Commander 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 only located in kitchen/food prep areas). Fire audible will sound. Fire Strobes will flash.
2. Close the door(s) at or around the fire to contain it (if possible).
3. **Contact the UNLV Police** and provide the following:
	* Your Name
	* Location of the emergency
		+ 1. Building: Student Union
			2. Floor Number: First, Second, Third
			3. Room Number or Location within the building
			4. Type of Emergency
			5. Any additional information requested by the Operator
			6. Do not hang up until told to do so or the operator has done so
4. Exit the premises as quickly and safely as possible following the Student Union Evacuation Procedures.

**Do’s**

1. **DO** use the stairwell exits only.
2. If caught in heavy smoke, **DO** take short breaths and keep low to the ground.
3. **DO** exit the building and report to a safe location.
4. **Take your immediate personal items with you as you may not able to return to obtain them.**

**Don’ts**:

1. **DO NOT** use the elevator.
2. **DO NOT** attempt to fight the fire.

*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 (Stalled 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 an 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

**BOMB THREAT (by phone) PROCEDURES**

1. Remain calmand 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 reach you?
1. Additional information to pay attention to while the caller is talking:
	* Caller’s potential gender
	* Caller’s approximate age; older or younger?
	* The voice:
		1. Does it sound familiar?
		2. Does it sound like the caller was under the influence of alcohol or drugs?
		3. Did the caller sound excited or calm?
		4. Did the caller talk fast or slow?
		5. Does the caller have an accent or unique speech attribute?
	* Are there any background noises?
2. WRITE DOWN WHAT YOU HEAR
3. Immediately Contact UNLV Police
4. After the call,
	* 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 Activate the Fire Alarm System
	* Do Not Use Radios or Cell Phones
	* Do Not Adjust Any Lights
	* **Do Not use anything that creates a radio frequency as this could activate a remote signal device.**

**BOMB THREAT (by note/letter) PROCEDURES**

* If you receive a bomb threat via note, letter or other written from, try to remember the characteristics of the person delivering the note. Take notice of any suspicious persons who were in the area at the time.
* DO NOT attempt to investigate the suspected bomb location or search for the bomb.
* Immediately call UNLV Police.
* Follow all instructions given by UNLV Police.
* The decision to evacuate is made by UNLV Police. Be ready to provide:
	1. Your Name
	2. Emergency Location
		1. Building: Student Union
		2. Floor Number: First, Second, Third
		3. Room Number or Location within the building
	3. Type of Emergency
	4. Any additional information requested by the Operator
* If instructed to evacuate, follow the Student Union evacuation procedure.
* Contact the Emergency Coordinator, or designee, after contacting UNLV Police.

**SUSPICIOUS PACKAGE OR LETTER**

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 affiliated with the facility or is otherwise outdated
* The item is an unexpected delivery
* 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
* A package that is unexpectedly marked with restrictive endorsements
* A package that contains strange odors or stains
* A package that shows a city or state in the postmark that does not match the return address

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

1. DO NOT PANIC
2. Do not open the package/letter
3. Do not shake the package/letter or empty the contents of the package/letter
4. Do not discard item
5. Do not “handle” or relocate item; Leave it where you found it.
6. If item is in a separate room, close the door so no one disturbs the item
7. Contact UNLV Police and inform them of the situation
8. Do not allow anyone who may have touched the item to leave until instructed to do so by emergency personnel
9. 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. Only move/evacuate when the shaking or falling debris stops.
2. After the effects of the explosion have subsided, Contact UNLV Police and inform them of the situation
3. Evacuate if the area is unsafe. Secure the immediate area of the explosion if it is safe to do so. Keep individuals out of the area.
4. Begin the Student Union evacuation procedure when safe to do so.
5. Assist injured persons and persons with limitations 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

Rebel Card Office

Jamba Juice

Dean’s Ice Cream Cart

Starbucks

Student Union South Side by Greenspun Hall

Department(s): Aramark Kitchen staff/team members

Aramark Catering staff/team members

Aramark Management and Supervisors

All food retail outlets at kitchen area

Student Union Custodial staff/team members

Student Union North Entrance by Pida Plaza/Game Room

Department(s): Game Room

Campus Life Office students and staff

Student Union East Entrance Parking Lot

Department(s): Student Union & Event Services 314 Office students and staff

Student Union & Event Services 315 Office students and staff

Student Union & Event Services 221 Office students and staff

Student Diversity and Social Justice Office students and staff

Campus Life Business Office students and staff

Student Union South by Courtyard & Bookstore

Department(s): SORCE Room (occupants and staff)

 GPSA (occupants and office staff)

 CSUN (suite leadership and staff)

Rebel Copy & Send (students and staff)

 Scarlet and Gray Free Press (students and staff)

Student Union Courtyard by the POD Convenience Store

Department(s): Aramark Retail Staff (POD Convenience Store)

1. Wait for further instructions from the UNLV Police or other emergency personnel.
2. DO NOT re-enter the building until instructed to do so.

**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 the following:
* Your Name
* Emergency Location
	1. Building: Student Union
	2. Floor Number: First, Second, Third
	3. Room Number or Location within the building
* Type of Emergency
* Any additional information requested by the Operator
1. 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)
2. Begin effective first aid if trained and qualified
3. Contact the Emergency Coordinator, or designee, after contacting UNLV Police.
4. **DO NOT MOVE THE INJURIED/AFFECTED INDIVIDUAL(S)**

**AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

Some emergencies require the use of additional equipment. Only individuals who have been certified in the use of defibrillators may operate one. In the event of an emergency situation requiring the use of a defibrillator, locations of a unit are listed below.

AEDs are located in nine (9) locations throughout the UNLV Student Union. They are as follows:

* Information Desk (1st Floor)
* West wall outside of GameRoom (1st Floor)
* South wall, far side of food court (1st Floor)
* North wall, inside Theater Vestibule (1st Floor)
* East wall outside Computer Help Desk, Facing Ballroom (2nd Floor)
* West wall in Meeting Room Hallway, Near Room 213 (2nd Floor)
* East wall outside elevators (3rd Floor)
* South wall of 302 Office Suite, Hallway 302 K between storage rooms (3rd Floor)
* West wall inside 314/315 Office Suite, across from office 315Q (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 bodily 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 Supervisor 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 appropriately marked bags and in proper collection location(s)

***All full-time Student Union Facilities & Operations staff will receive annual Blood Bourne Pathogens training with UNLV Risk Management & Safety Department.***

**LOSS OF POWER PROCEDURES**

In the event of a power outage, it is important to remain calm. The emergency lights will 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 not initiate an immediate evacuation. Obtain further details on cause, if responding personnel is addressing the problem(s) and a potential time-line. The decision to evacuate will be decided upon the gathering of additional information.

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 within 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 promptly reported to the Emergency Coordinator, or designee, who will determine if maintenance staff needs to be contacted. In the event of an emergency, contact UNLV Police followed by contacting the Emergency Coordinator, or designee.

Should the building need to be evacuated, begin the Student Union evacuation procedure.

**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
3. Be ready to provide:
	* Your Name
	* Location of the emergency
		1. Building: Student Union
		2. Floor Number: First, Second, Third
		3. Room Number or Location within the building
* Type of Emergency
* Any additional information requested by the Operator
* Do not hang up until told to do so or the operator has done so

**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 activated. 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.***

**How A Tornado is Formed**

*A*[*tornado*](http://www.theweatherprediction.com/wxsafety/tornado/)*is a violently rotating column of air in contact with the earth's land surface that originates from a*[*thunderstorm*](http://www.theweatherprediction.com/wxsafety/storm/)*. If it is not in contact with the earth's surface then it is a*[*funnel cloud*](http://www.theweatherprediction.com/clouds/)*. If it is not rotating then it is a*[*straight-line wind event*](http://www.theweatherprediction.com/habyhints2/406/)*. If it not does originate from a thunderstorm then it is a dust devil circulation. A typical significant tornado also originates from the*[*updraft region of a strong thunderstorm*](http://www.theweatherprediction.com/severe/structure/)*. Those that occur along the leading edge of a straight-line wind*[*gust fronts*](http://www.theweatherprediction.com/wind/)*are called gustnadoes. A tornado over the water is called a water spout. A tornado that forms mainly from the stretching of an updraft is termed a land spout.

A tornado forms from the twisting of rising air.*[*Radar*](http://www.theweatherprediction.com/habyhints/236/)*and*[*storm spotters*](http://www.theweatherprediction.com/chasing/)*are two primary sources that tornadoes are identified. The troposphere needs to have*[*instability*](http://www.theweatherprediction.com/severe/ingredients/instability/)*for a thunderstorm and a tornado to occur. Instability release produces the updraft of a thunderstorm. The closer the base of the updraft*[*(known as Level of Free Convection)*](http://www.theweatherprediction.com/habyhints/309/)*is to the surface then the better it is for tornadoes. The base of the updraft will tend to be closer to the surface when the*[*dewpoints and relative humidity*](http://www.theweatherprediction.com/habyhints/190/)*in the lower troposphere are higher.

The air needs to also be twisting. Twisting will not occur if the winds are too light or if the wind does not significantly change direction and speed with height. If the air in the lower troposphere is twisting from*[*wind shear*](http://www.theweatherprediction.com/severe/ingredients/windshear/)*then when this air is forced upwards through the updraft it will spin like a top. If the balance between the twisting motion and instability release is just right a tornado will form.

Think of spinning a top. If the top does not spin fast enough it will fall over and not work. There is not enough of a twist in that situation. If the top is not spun correctly it will fall over and lose balance. There is not a good balance of twist and pull alignment in that situation. For a tornado to occur it helps to have an overlapping alignment between the updraft and the wind shear. This is a situation of significant*[*Helicity*](http://www.theweatherprediction.com/habyhints/313/)*and significant*[*CAPE*](http://www.theweatherprediction.com/habyhints/305/)*close to the surface occurring at the same time.

As twisting air accelerates upwards it will stretch. This stretching will enhance the rotation rate just like an ice skater twists faster when the hands are brought closer to the spinning body. Tornadoes produce the most powerful winds on earth. People that have seen tornadoes are often in awe of the fury and power of the wind.*

* **Severe Thunderstorm/Flash Flooding**

Severe thunderstorm warnings should be treated similar to a tornado warnings, in that everyone should move away from doors and 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 door and windows and any potentially hazardous areas.

In case of flash flooding, move to higher elevations, avoid flooded areas or those areas with rapidly moving water and DO NOT drive through flooded areas. Just six inches of fast-moving water can knock a person down, and one foot of moving water can lift a vehicle from the pavement forcing the driver to have no control.

* **Hurricanes**

Hurricanes are massive storm systems that form over warm ocean waters and move toward land. Potential threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides. The Atlantic hurricane season runs from June 1 to November 30. The Pacific hurricane season runs May 15 to November 30.

Hurricanes can happen along any U.S. coast or in any territory in the Atlantic or Pacific oceans, can affect areas more than 100 miles inland and are most active in month of September.

The decision to take additional precautions, including the closing and evacuation of buildings, should the UNLV Campus be faced with a hurricane event will be made in advance of the storm by members of the EOC.

 Surviving During a Hurricane:

* + - If told to evacuate, do so immediately and begin to move away from the city
		- If you under a hurricane warning, find shelter immediately
		- Determine how best to protect yourself from high winds and flooding
		- Take refuge in a designated storm shelter or a *windowless* interior room
		- Listen for emergency information, alerts and instructions
		- Do not walk (or run), swim, or drive through flood waters
		- Do not drive around barricades and avoid bridges
* **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 sounding, or if sprinkler systems are activated.
	1. Expect to hear noise from breaking glass, cracks in walls, and falling objects.
	2. 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.
	1. Watch out for falling debris or tall furniture.
	2. 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 (if trained to do so)
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 procedure.
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

**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 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 procedure.

**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 followed by contacting the Emergency Coordinator, or designee, and evacuate the immediate area at once:

* + Vomiting
* Trouble Breathing
* Burning Eyes
* Irritated mucus membranes
* Dizziness
* Weak bodily demeanor / strength
* 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 fresh air.

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

**BURGLARY/ROBBERY**

During a robbery attempt, the overriding concern is SAFETY. You are not financially accountable for money/property 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 Student Union. In this situation it is vital that you:

1. Take no action that might provoke a violent response
2. Do not attempt to delay or stall the robbery
3. Remain calm
4. Do what is asked of you, but only what is asked of you, nothing extra
5. 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 vehicle and any other details (i.e. direction individual may be going/traveling).

**If a robbery has occurred:**

1. Contact UNLV Police. 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, and direction of travel.
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 reviewed 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 UNLV Police to investigate. If there is immediate danger, call UNLV Police at 702-895-3669 or by dialing 911 from a campus phone. Then, proceed to contact the Emergency Coordinator.

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 instead of the responsible person(s) for the damaged equipment or lost property.

**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 and inform them of the situation.
3. Be ready to provide:
	* Your Name
	* Location of the emergency
		1. Building: Student Union
		2. Floor Number: First, Second, Third
		3. Room Number or Location within the building
* Type of Emergency
* Any additional information requested by the Operator
* Do not hang up until told to do so or the operator has done so

1. Call additional staff members in the building for assistance (if needed) with crowd control.
2. Try to contain the situation by not allowing a crowd to gather around the altercation.
3. Take note of everything you observe:
	* + Persons involved
		+ Actions by the parties involved
		+ Statements made
4. When possible, Contact the Emergency Coordinator, or designee after calling UNLV Police.

Keep in Mind…

* 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 meeting 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 address the shooter.

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

###### 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; 895-0893. 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 \* US Bank \* Computer Lab staff

\* Rebel Card Office staff and students \* YUMZ \* Rebel Copy & Send

\* Starbucks

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 Diversity and Social Justice Office

Student Union South by Courtyard & Bookstore

**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)

Department(s): \* SORCE Room \* GPSA \*CSUN \*Scarlet & Gray Free Press

 \* Aramark Retail Staff (Jamba Juice, POD Convenience Store)

**EMERGENCY RESPONSE TEAM FOR STUDENT UNION:**

**Emergency Coordinator:** Keith McMath

**Alternate Emergency Coordinator:** Ron Buncombe

**Floor Proctors/Door Monitors:**

**Area 1 Proctor – Ron Buncombe (*Alan Reed*)**

*SUES - Area to Check:* SU 1st Floor Common Space

*SUES - Area to Proceed to: Information Desk (Incident Command Center)*

**Area 2 Proctor –Christine Siderakis (Mary Tennis)**

*Non-SUES - Area to Check:* All Aramark Operations including kitchen, food retails and service hallway

*Non -SUES - Area to Proceed to: Loading Dock (monitor employees and associated staff)*

**Area 3 Proctor – Kierstin Dimmick (*Cameron Edlin)***

*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 – Debbie Gorov (Chris Brown)**

*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 (Wayne Pirtle)**

*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 (Colt Kraus)**

*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–Kaliya Arnwine (Ashley Anand)**

*SUES - Area to Check:* Student Engagement & Diversity

*SUES - Proceed to Information Desk for monitoring assignment*

**Area 8 Proctor –Risha Gaitor (Nick Vaughn)**

*SUES - Area to Check:* Administrative Area 314, 315, Rebel Card Offices

*SUES - Proceed to Information Desk for monitoring assignment*

***All unassigned Full-Time SIA/SLL Staff to report immediately to the first floor Information Desk for monitoring assignments.***

**SPECIAL ASSISTANCE:** If Needed, Contact Keith McMath (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 event of an Emergency

Effective Date: January 2020

Updated By: Keith McMath, Student Union & Event Services

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

**REPRODUCE AND POST IN DEPARTMENT**

**APPENDIXES**

**STUDENT UNION DIAGRAMS**

**Floor 1**



Fire Extinguisher

AED

**Floor 2**



Fire Extinguisher

AED

**Floor 3**



Fire Extinguisher

AED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quantity | PurchaseDate | Review(Replacement)Date | Item | Location |
| 5Total | February 2016 | Review:December 2019Replacement: January2020 | 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)
 |
| 2Total | N/A | Review:March 2017Replacement: N/A | Flashlights | Information Desk |
| 2Total | N/A | Review:March 2017Replacement: N/A | Flashlights | Custodial Shop |
| 9 | February 2018 | Review:December 2019Replacement: *Spring 2027* | Automatic External Defibrillators (AED’s) | * Information Desk
* Game Room Hallway
* Food Court
* Theater
* 2nd Floor Outside Helpdesk
* 2nd Floor Mtg Rm Hallway
* 3rd Floor Elevator Lobby
* 3rd Floor 314/315 Office Suite
* 3rd Floor 302 Office Suite
 |
| 36 | (*See individual unit for expiration date*) | August 2006/ Reviewed Monthly | Fire Extinguishers | * 19 units – 1st Floor
* 11 units – 2nd Floor
* 6 units – 3rd Floor
 |
|  |  |  |  |  |

**EMERGENCY SUPPLIES AND EQUIPMENT LIST**

**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 (Associate 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 UnionEvacuation Drill Report |  |
|  |
| Building Name: |  | Building Number: |  |
| Time Evacuation Started: |  | Ended: |  | Total Time: |  |
| Type of Drill: | Obstructed [ ]  |  Unobstructed |
| Number of Participants (approximately): |  |  |
|  | Yes | No |
| * Did occupants immediately begin to evacuate the building when alarm sounded?
 | [ ]  | [ ]  |
| * Did building staff check restrooms and confined areas?
 | [ ]  | [ ]  |
| * Was building staff aware of people with disabilities and provide assistance?
 | [ ]  | [ ]  |
| * Were doors closed to contain smoke/fire?
 | [ ]  | [ ]  |
| * Did everyone evacuate the building?
 | [ ]  | [ ]  |
| * Did everyone remain outside the building and wait for further instructions?
 | [ ]  | [ ]  |
| * Is the building staff knowledgeable in their assigned duties?
 | [ ]  | [ ]  |
| * Was the drill conducted in an orderly manner?
 | [ ]  | [ ]  |
|  |
| Drill Rating: | Excellent | [ ]  | Good | [ ]  | Poor | [ ]  |  |
| **Comments:** |
|  |
|  |
|  |
|  |
|  |
| 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 \_\_\_\_ Raspy

\_\_\_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.**

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).

|  |
| --- |
| **Student Union Master Contact List***Updated as of October 2018* |
| **Name/Position** | **Title/Dept.** | **Extension** | **Office #** | **Mail Stop** |
| **US Bank** |
| Main Desk | US Bank | 597-0483 | 119 | n/a |
| Joanna Valencia | Branch Manager | 597-0483 | 119 | n/a |
|  |  |  |  |  |
|  |  |  |  |  |
| **Retail Space 123** |
| Jamba Juice |   | N/A | 123 | 1092 |
| (pending) |  |  |  |  |
|  |  |  |  |  |
| **Retail Space 121A** |
| U-District / Midby / The Degree |  - -  |  - - | 121A  |   |
|   Chad Clark | Manager | - -  | - -  |   |
|  |  |  |  |  |
| **Retail Space 121** |
| Intersection |  |  |  |  |
|   Cynthia Chavez | Administrative Assistant | 702.895.0459 | 121  |   |
|  |  |  |  |  |
| **Rebel Card Services** |
| Main Desk | Rebel Card Services | 895-2351 | 118 | 2032 |
| Christina Mosakowski | Rebel Card Manager | 895-2355 | 118B | 2032 |
| Lexy Silva | Administrative Assistant II | 895-0248 | 118A | 2032 |
|  |  |  |  |  |
| **Computer Help Desk** |
| Main Desk | IT Help Desk | 895-0777 | 231 | 1032  |
| Yvette Aqui | WebCampus Administrator | 895-0786 | 231A |  1032 |
| Laura Gardner | IT Help Desk Supervisor | 895-0796 | 231C |  1032 |
| Deanna Shutt | Associate Director – Client Services | 895-0798 | 231D |  1032 |
| Student Union Help Desk 1 | IT Help Desk | 895-5800 | 231 |  1032 |
| Student Union Help Desk 2 | IT Help Desk | 895-5802 | 231 |  1032 |
| Student Union Help Desk 3 | IT Help Desk | 895-0713 | 231 |  1032 |
| Student Union Help Desk 4 | IT Help Desk | 895-5695 | 231 |  1032 |
|  |  |  |  |  |
| **Computer Lab** |
| Computer Lab Monitor | Computer Lab | 895.5701 | 233 |   |
|   |   |   |   |   |
| **Student Union and Event Services** |
| Information Desk | Student Union and Event Services | 895-3221 | 122A | 2008 |
| 895-4544 |  |  |
| Information Desk Fax Number | Student Union and Event Services | 895-4103 | 122A | 2008 |
| Graduate Assistant | Facilities and Operations | 895-5685 | 122 | 2008 |
| Graduate Assistant | Sustainability |  |  |  |
| Game Room | Student Union and Event Services | 895-4549 | 135 | 2008 |
| Custodial Shop | Student Union and Event Services | 895-3692 | 102 | 2008 |
| Scheduling Assistants/Reception Desk | Student Union and Event Services | 895-4449 | 315 | 2008 |
| SUES Main Fax Number | Student Union and Event Services | 895-1609 | 315 | 2008 |
| Conference Room | Student Union and Event Services | 895-5074 | 314B | 2008 |
| Cherish “Risha” Gaitor | Business Manger | 895-5647 | 315C | 2008 |
| Nick Vaughn | Office Manager | 895-5881 |  |  |
| Barbara Blue | Reservations Manager | 895-5666 | 315D | 2008 |
| Debbie Gorov | Conference & Event Coordinator | 895-4058 | 315E | 2008 |
| Carissa Wilcox | Conference & Event Coordinator | 895-5645 | 315J | 2008 |
| Shanna Kinzel | Associate Director – Event Services | 895-2051 | 315G | 2008 |
| Alan Reed | Facilities/Summer Operations Coordinator | 895-4469 | 314L | 2008 |
| ***VACANT*** | Event Operations Coordinator | 895-5672 | 315M | 2008 |
| Kaliya Arnwine | Conference & Event Coordinator | 895-5894 | 315L | 2008 |
| Kierstin Dimmick | Event Technology Coordinator | 895-5643 | 314D | 2008 |
| ***VACANT*** | Event Operations Coordinator | 895-5668 | 315K | 2008 |
| Keith McMath | Assistant Director - Facilities | 895-5671 | 314G | 2008 |
| Ashley Anand | Assistant Director - Sales | 895-5906 | 314J | 2008 |
| Rosita Chapman | Conference & Event Manager | 895-4207 | 315P | 2008 |
| ***VACANT*** | Sales and Marketing Coordinator | 895-5692 | 315Q | 2008 |
| Ron Buncombe | Facilities Coordinator | 895-2050 | 314M | 2008 |
| Jon Tucker | Executive Director | 895-4211 | 314F | 2008 |
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| **Office of Associate Vice President for Student Affairs** |
| Renee Watson | Associate Vice President | 895-3128 | 315H | 2008 |
| **VACANT** | Administrative Assistant  | 895-4074 | 315A | 2008 |
|  |  |  |  |  |
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|   |   |   |   |   |
| **Campus Life Business and Administration** |
| Doris Berry | Director, Campus Life Business Office | 895-5323 | 315N | 2032 |
| Julie Konkol | Assistant Director – Campus Life Business Office | 895-5653 | 314H | 2032 |
| Student Employee | Campus Life Business Office | 895-5649 | 314-C3 | 2032 |
| Student Employee | Campus Life Business Office | 895-2982 | 314-C4 | 2032 |
|  |  |  |  |  |
| Rosa Moloche-Garcia | Campus Life Business Office | 895-5648 | 314-C8 | 2032 |
| **VACANT** | Campus Life Business Office | 895-5648 | 314-C9 | 2032 |
| Student Employee | Campus Life Business Office | 895-5649 | 314-C10 | 2032 |
| Edwin Fajardo | Campus Life Business Office | 895-5651 | 314-C13 | 2032 |
| Jessie Zhang | Campus Life Business Office | 895-5652 | 314-C14 | 2032 |
| Marsha McDuff | Campus Life Business Office | 895-5623 | 314-C15 | 2032 |
| Itzel Martinez-Rodriguez | Campus Life Business Office | 895-3222 | 314-C19 | 2032 |
| Student Employee | Campus Life Business Office | 895-5655 | 314-C20 | 2032 |
|  |  |  |  |  |
|  |  |  |  |  |
| **ARAMARK Food Service / UNLV Catering by ARAMARK** |
| Kitchen | UNLV Catering by ARAMARK | N/A | 101 | 2022 |
| Retail/Kitchen Operations Office | SU Kitchen/Retail Operations Office | 895-0824 | 101B | 2022 |
| POD/Jamba Back Prep Area | SU Retail Operations | 774-4546 | 129 | 2022 |
| Catering Work Space | UNLV Catering by ARAMARK | 774-4557  | 235 | 2022 |
| Peter Degan | Retail Food Service Director | 895-4252 | (Tonopah) | 2022 |
| Kaitlyn Bourgue | ARAMARK | 895-2650 | 314-C11 | 2022 |
| ***VACANT*** | ARAMARK | - - | 314-C2 | 2022 |
| Mary Tennis | Catering Director | 895-4545 | 314-C6 | 2022 |
| Elliott Schneiderman | Catering Manager | 895-2313 | 314-C7 | 2022 |
| Vaughn Schrader | Retail Manager | 895-1979 | 314-C12 | 2022 |
|   |   |   |   |   |
|  |  |  |  |  |
| **Offices of Student Involvement & Activities (SIA) and Service Learning & Leadership (SLL)** |
| Reception Desk | SIA / SLL  | 895-5631 | 316 | 2008 |
|  |  | 895-5624 | 316 | 2008 |
| Conference Room | SED | TBD | 302M | 2008 |
| Copy Room (FAX) | SED | 895-5700 | 302V | 2008 |
| Sunny Gittens | Executive Director | 895-5606 | 302D | 2008 |
| Ericka Munoz | Administrative Assistant/Office Manager | 895-5702 | 302 | 2008 |
| Rian Satterwhite | Director, Service Learning & Leadership | 895-1352 | 302F | 2008 |
| Janna Bernstein | AD Leadership & Scholar Development | 895-5603 | 302C | 2008 |
| Stine Odegard | AD Service Learning & Alternative Break Trips | 895-3231 | 302E | 2008 |
| Juanita Hinojosa | AD Community Partnerships & Scholar Development | 895-5624 | 302B | 2008 |
| Leanne Soter | PC Scholar Development | 895-5608 | 302A | 2008 |
| Amber Sevart | PC Service Programs | 895-4994 | 302G | 2008 |
| (vacant) | PC Leadership Development |  |  | 2008 |
| Savannah Baltera | Director, Student Involvement & Activities | 895-4803 | 302T | 2008 |
| Megan Brower | AD Fraternity & Sorority Life and Campus Activities | 895-2047 | 302S | 2008 |
| Colt Kraus | AD of Student Government and Activities | 895-5628 | 313K | 2008 |
| Marni Dow | AD Involvement & Student Org Dev. | 895-2508 | 302Z | 2008 |
| Craig Shook | PC Fraternity & Sorority Life | 895-5565 | 302U | 2008 |
| Alaina Agnew | PC Fraternity & Sorority Life | 895-0560 | 302W | 2008 |
| Lisa Kappil | PC Campus Activities | 895-5703 | 302X | 2008 |
| Jocelyn Bravo | PC Involvement & Student Organization Development | 895-4592 | 302Z | 2008 |
| Mary Whitehead | Director Student Diversity and Social Justice | 865-4534 | 309C | 2008 |
| Kevin Wright | Interim Assistant Director/ PC Black/African American | 895-4686 | 309F | 2008 |
| Alex Romero | PC LatinX | 895-4053 | 203A | 2008 |
| Romeo Jackson | PC LGBTQ & Gender | 895-5740 | 203 | 2008 |
| Kayla Tanaid | PC Native American | 895-4689 | 309E | 2008 |
| Zainub Cementwala | PC International Programs | 895-5607 | 309D | 2008 |
|  |  |  |  |  |
|  |  |  |  |  |
| **SORCE Room** |
| Main Desk | SORCE Room | 895-5701 | 305 | 2008 |
| **Graduate & Professional Student Association (GPSA)**  |
| Student Union Office | Meeting and Office Space | 895-5674 | 306 | 2009 |
| **Consolidated Students of the University of Nevada Las Vegas (CSUN) (Undergraduate Student Government)** |
| Reception Desk | CSUN | 895-3645 | 316 | 2009 |
| CSUN President | CSUN Office | 895-5706 | 313A |  |
|  | CSUN Office |  | 313B |  |
|  | CSUN Office |  | 313C |  |
|  | CSUN Senators |  | 313D |  |
|  | CSUN Conference Room |  | 313E |  |
|  | Administrative Copier Room |  | 313F |  |
|  | CSUN Office |  | 313G |  |
|  | Administration |  | 313H |  |
|  | Administration |  | 313J |  |
| Colt Kraus | Assistant Director /Business Manager | 895-5628 | 313K |  |
|  | CSUN Office |  | 313L |  |
|  | CSUN Office |  | 313M |  |
|  | CSUN Office |  | 313N |  |
|  | CSUN Office |  | 313P |  |
| Elba Palacios | CSUN Business Manager |  | 313J |  |
| Nicole Thomas | CSUN Graduate Assistant |  | 313H |  |
|  |  |  |  |  |
| **Student Diversity and Social Justice (SDSJ)** |
| Mary Whitehead | Director | 895-4534 | 309 |  |
| ***VACANT*** | Assistant Director for Intercultural Affairs | 895-5631 | 309 |  |
| Zainub Cementwala | Program Coordinator – International Programs | 895-5607 | 309 |  |
| Romeo Jackson | LGBTQ & Gender Program Coordinator | 895-5740 | 309 |  |
| Kevin Wright | Program Coordinator – Intercultural Programs | 895-4686 | 309 |  |
| Kayla Tanaid | Native American Program Coordinator | 895-4689 | 309 |  |
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| **The UNLV Scarlet & Gray Free Press** |
| Editor-in-Chief |   | - | 301 | 2011 |
| Managing Editor |  | - | 301 | 2011 |
| News Editor |   | - | 301 | 2011 |
| Asst. News Editor |   | - | 301 | 2011 |
| Arts & Entertainment Editor |   | - | 301 | 2011 |
| Sports Editor |  | - | 301 | 2011 |
| Opinion Editor |   | 702-895-5745 | 301 | 2011 |
| Photo Editor |   | - | 301 | 2011 |
| Copy Chief |   | - | 301 | 2011 |
| Copy Editor (1) |  | - | 301 | 2011 |
| Copy Editor (2) |   | - | 301 | 2011 |
| Director of Marketing and Sales |   | 702-895-3878 | 301A | 2011 |
| Distribution ManagerAd Sales 1 |   | -702-895-2644 | 301A301A | 2011 |