

SP011 Emergency Evacuation

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

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LCME Required: No

Approved by:



Marc J Kahn, MD, Dean

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Definitions

N/A

Statement of Purpose

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

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

Entities Affected By This Policy

This policy applies to all KSOM students, residents, faculty and staff.

Required Acknowledgement

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

Policy

Each KSOM Faculty

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

The Occupants Of All KSOM Facilities

- Are required to immediately evacuate the building when the fire alarm system is activated. Persons shall not enter the building until advised that it is safe to do by Police Services or Fire Department after the building has been declared safe.

Building Evacuees

- Will assemble in predetermined "Assembly Areas" where they will wait for clearance to re-enter the building.

Emergency Evacuation Drills

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

The BEP Will Outline The Following For Each Facility

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

Related Documents

N/A

Contacts

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Space and Facilities Management

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

UNLV Risk Management & Safety

702-895-4226

UNLV Police Services

702-895-3669