

BUILDING EMERGENCY ACTION PLAN

Davenport Hall u0001 / 607 S. Mathews Ave., Urbana

In any emergency situation you have a choice: **RUN**, **HIDE**, or **FIGHT**.

Only proceed if safe to do so.

RUN

Evacuation Assembly Areas¹

1. Illini Union South Lobby (1401 W. Green St.) - outdoors
2. Illini Union South Lobby (1401 W. Green St.) – inside during inclement weather

HIDE

Storm Refuge Areas²

1. Tunnel under Chemistry Annex
2. Interior halls with no windows

Active Threat¹

1. Secure classroom.
2. Secure your office.

FIGHT

RUN

If you can safely leave the building, **RUN**.

HIDE

If you cannot safely leave, find a safe place to **HIDE**.

FIGHT

If you cannot RUN away safely or cannot HIDE, be prepared to **FIGHT** for your life.

NEED HELP?

Areas of Rescue Assistance²

There are no designated Areas of Rescue Assistance in this building. In a fire emergency move to the nearest exit on your floor without blocking the flow of traffic. If conditions deteriorate, move into the stair landing behind the closed door, and await help.

More Info: <http://police.illinois.edu/run-hide-fight/>

¹ Contact Emergency Management at 217-333-1216 to identify appropriate locations.

² Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.

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Emergency Response Recommendations

The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

Only follow these actions if safe to do so. When in doubt, follow your instincts—you are your own best advocate!

RUN

Action taken to leave an area for personal safety.

- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance.
- Evacuate to Evacuation Assembly Area and remain until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

ACTIVE THREAT:

- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.
-

HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.

- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE THREAT:

- Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones on **silent**.
 - Do not make any noise.
 - Do not come out until you receive an Illini-Alert advising you it is safe.
-

FIGHT

Action taken as a last resort to increase your odds for survival.

ACTIVE THREAT:

- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**
-

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Emergency Notification Systems

University Notifications — The University of Illinois at Urbana-Champaign **MAY** utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **Illini-Alert Emergency Text Notification System** — Illini-Alert is an “opt-in” system designed to deliver text messages to those who have registered for the service. Illini-Alert automatically triggers mass mail, emergency web alerts, Facebook and Twitter notifications. Sign up at <http://emergency.illinois.edu/>.
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service in Lincoln, Illinois, will post an alert message on NOAA weather radios.
- **Cable Channel UI-7** — Comcast Cable channel 7 will provide a scripted message on the bottom of the television screen. This can be utilized either before or after the Emergency Alert System is used.
- **265-UIPD** — An emergency voice message system will be provided via this telephone number to provide emergency information.
- **Telephone Alert System** — A systematic telephone call list or “telephone tree” designed to notify individuals throughout campus.

Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications.

Building and Department Internal Emergency Notifications - Individual buildings and departments may utilize their own mechanisms for communicating emergency information (i.e.: bullhorns, telephone trees, public address systems, and face-to-face contact). Ensure the following list is comprehensive enough to provide coverage for all areas. The following emergency notification system(s) and individuals have been identified specifically for your building to provide emergency information:

Emergency Notification System	Primary Communicator	Backup Communicator
Door to door contact/Floor Coordinator (Anthropology)	Karla Harmon	Brenda Farnell
Door to Door Contact/Floor Coordinator (MCB)	Melissa Michael	Deb Bielser
Door to Door Contact/Floor Coordinator (ESE)	Scott Morris	Lana Holben
Door to Door Contact / Floor Coordinator (SCS)	Ying Diao	Damien Guironnet

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Floor Coordinators

Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Role of Floor Coordinators

- All actions should be done only if it is safe to do so.
- Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown (see Appendix C if applicable). Floor Coordinators and the Building Emergency Management Team can initiate an evacuation and/or shutdown of the building.
- Individuals identified as Floor Coordinators assume the role voluntarily and understand they are not considered emergency responders.
- Floor Coordinators must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place. (This may include assisting persons with functional needs.)
- Floor Coordinators should report observations of persons in need of rescue assistance to emergency responders or Building Emergency Management Team members.
- Floor Coordinators should report observed damage of building systems to emergency responders or Building Emergency Management Team members.

Floor Coordinators and Areas of Responsibility

Floor Coordinator	Backup Coordinator	Area of Responsibility
Karla Harmon(Anthropology)	Brenda Farnell	Floor 1 Main 109A, B, C, D, E, F, G, 110, 116/116A, 179WA/179W
Karla Harmon(Anthropology)	Brenda Farnell	Floor 1 South 184, 185, 187, 188, B&C, 189, 190, 191, 193 & 196
Scott Morris (ESE)	Lana Holben	Floor 1 121, 122, 137A, B, C, D
David Flaherty(SCS)	Damien Guironnet	Floor 1 139, 157, 160, 163, 164, 167, 168
Melissa Michael(MCB)	Deb Bielser	Floor 1 143, 144, 145, 148, 149, 151
Karla Harmon	Kate Clancy	Floor 1 160 & 162C
Karla Harmon(Anthropology)	Brenda Farnell	Floor 2 Main 209A, B, C, D, E, F, G, H, J, K, L
Karla Harmon(Anthropology)	Brenda Farnell	Floor 2 South Wing 282, 283, 285, 287, 288A&B, 289/291, 294, 295 & 296
Scott Morris (ESE)	Lana Holben	Floor 2 219, 220, 230A, 237B, 237C, 237M
David Flaherty(SCS)	Damien Guironnet	Floor 2 260, 263, 267, 268
Melissa Michael(MCB) -	Deb Bielser	Floor 2 241, 242, 243, 244, 250, 252
Karla Harmon(Anthropology)	Brenda Farnell	Floor 3 Main 309A, B, C, D, E, F, G, H, J, K, L, M, N, Q, R, S

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Karla Harmon(Anthropology)	Brenda Farnell	Floor 3 South Wing 381/381A, 382/A&B, 383, 384, 385, 386A, B &C, 387, 389, 390, 391, 393, 396A, B, C & D
Scott Morris (ESE)	Lana Holben	Floor 3 318, 319, 321, 323, 329, 373, 338

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The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of the BEAP, will be shared with employees within this building.

Persons with Functional Needs

The following are **self-identified** persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person	None identified			
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

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Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email
Scott Morris (ESE)	217-840-4004	217-333-3440	217-867-2531	psmorris@illinois.edu
Lana Holben (ESE)	217-369-7827	217-300-0027	Cell	holben@illinois.edu
Dennis Dalby (SMCB)	217-493-3594	217-300-3229	Cell	dalby@illinois.edu
Chad Stevens (SCS)	217-493-7927	217-333-6365	Cell	stevens2@illinois.edu
Ken Wooldridge (SCS)	217-202-4908	217-300-3347	Cell	ckwooldr@illinois.edu
Ron Eggett (SCS)	217-649-2808	217-333-1972	Cell	weggett@illinois.edu
Brenda Farnell (Anthropology)	217-819-7956	217-333-3616	Cell	bfarnell@illinois.edu
Karla Harmon (Anthropology)	217-493-6961	217-244-3492	Cell	kharmon@illinois.edu
Paul Kenis (SCS)	217-390-8311	217-265-0523	Cell	kenis@illinois.edu

Attributes of Building Emergency Management Team Members

- May have authority to make overall decisions for the building and/or department.
- Has thorough knowledge of the building's operational needs.
- Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Office of Public Affairs.
- May maintain financial and administrative records.
- Should have understanding of other team member's roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergency.

Roles of Building Emergency Management Team Members

- Planning and Preparedness Actions
 - Assist with identifying Evacuation Assembly Area(s).
 - Assist with identifying Storm Refuge Area(s).
 - Assist with identifying Command Post Location.
 - Assist with identifying Areas of Rescue Assistance.
 - Establish Building and Departmental Internal Emergency Notification list.
 - Identify Floor Coordinators and provide proper training and/or guidance.
 - Solicit the list of **Self-Identified** Persons with Functional Needs.
 - Prepare and submit BEAP to Office of Campus Emergency Planning for approval.
 - Review and update BEAP annually.
 - Create and establish annual training and exercise schedules to test functionality of BEAP.
- Response Actions
 - Initiate Building and Departmental Internal Emergency Notifications to occupants when emergency has been verified.
 - Deploy Floor Coordinators to evacuate or shelter-in-place as required.
 - Building Emergency Management Team Members report to designated Command Post.

If the emergency requires the **BUILDING EMERGENCY MANAGEMENT TEAM**:

Building Command Post

1. Inside Illini Union South Lobby (1401 W. Green St.)

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Phone List

METCAD (Metropolitan Computer-Aided Dispatch) — 911

Primary public safety consolidated dispatch center serving Champaign County for ALL police, fire, and emergency medical service (EMS) response. If you require any type of emergency response, call 911 from a cellular or any landline telephone.

University Police — 217-333-1216

Non-emergency/non-police response number for information on public safety, personal safety, and workplace safety.

Office of Campus Emergency Planning — 217-333-1216

Serves as the focal point for emergency planning and preparedness questions, issues and activities.

Code Compliance and Fire Safety — 217-265-5268

Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

Facilities and Services — 217-333-0340

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for University-owned buildings/facilities.

Division of Research Safety — 217-333-2755

Assists campus units in identifying and managing biological, chemical and radiological hazards within the campus environment.

Office of Public Affairs — 217-333-5010

Determines what information to disseminate to the media before, during, and after an emergency. The Office of Public Affairs will determine, at the time of the incident, who within the building is authorized to disseminate information to the media.

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Definitions

Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

Building Command Post — A physical or virtual Command Post utilized by Building Emergency Management Team members to proactively manage an emergency or disaster.

Building Emergency Action Plan (BEAP) — A document that consists of emergency procedures to help facilitate and organize building occupant actions during an emergency.

Building Evacuation — Action taken to leave an area for personal safety.

Emergency Responders — Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

Evacuation Assembly Area — The location where all evacuees will convene once an order to evacuate is given.

Floor Coordinators — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Functional Needs — The needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

Shelter-in-Place — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Storm Refuge Area — Specific locations within University buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.

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Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the University of Illinois at Urbana-Champaign. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system called "Illini-Alert" at: <http://emergency.illinois.edu/>
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Planning (333-1216) or download at: <http://police.illinois.edu/ERG>
- "Like" Illini-Alert - University of Illinois at Urbana-Champaign and University of Illinois Police on Facebook.
- Follow Illini-Alert @IlliniAlert, UIPD @UIPD and Illinois Crime Alert @CrimeAlertIL on Twitter.
- Take the time to visit the Division of Public Safety's website at: <http://police.illinois.edu/> and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. Visit <http://ready.gov/>.

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Emergency Response Guide (ERG), which provides recommendations for response actions to specific emergency events:

<http://police.illinois.edu/ERG>

Resource List

<http://police.illinois.edu/beap-resources>

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Appendix A — Building Maps

Legend:

Evacuation
Assembly

Evacuation Assembly Area — The location where all evacuees will convene once an order to evacuate is given.

EXIT

Exit — Designated route out of the building.



Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.



Storm Refuge Area — Specific locations within University buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.

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Appendix B — Employee Evacuation Accountability Form

Floor 1 – Main Anthropology

Floor Coordinators: Karla Harmon

Backup Coordinators: Brenda Farnell & Kate Clancy

Persons within Area of Responsibility	Room Number	Evacuation Sign-Off
Conference Room	109A	
Brenda Farnell	109B	
Karla Harmon	109C	
	109D	
Joyce Dowell	109E	
Maritza Quinones-Rivera	109F	
Computer Lab	109G	
Dept Lounge	110	
Lab class room	116/116A	
Research Laboratory	160 & 162C	
Lab Rebecca Stumpf	179WA/179W	
Lab John Polk	179WA/179W	

Floor 1 – South Anthropology

Floor Coordinators: Karla Harmon

Backup Coordinators: Brenda Farnell

Persons within Area of Responsibility	Room Number	Evacuation Sign-Off
Lab	184	
Cris Hughes	185	
Jenny Davis	187	
John Polk	188B&C, 189	
Stan Ambrose	190	
Matt Ford	190	
Jane Desmond	191	
Virginia Dominguez	193	
Tim Pauketat Lab	196	
Erin Benson	196	
Undergrads	196	
Zach Langheim	189	

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Floor 1 – ESE, SCS & MCB

Floor Coordinators: Scott Morris (ESE) / David Flaherty (SCS) / Melissa Michael (MCB)

Backup Coordinators: Lana Holben (ESE) / Damien Guironnet (SCS) / Deb Bielser (MCB)

Persons within Area of Responsibility	Evacuation Sign-Off
Ying Diao	
Alvarado Gonzalo Campillo	
Daniel Davies	
Elangovan Kavinraaj Ella	
Changhyun Hwang	
Azzaya Khasbaatar	
Justin Kwok	
Jong-Hoon Lee	
Kyung Sun Park	
Bijal Patel	
Siqing Wang	
Zhuang Xu	
Hyunjoon Kong	
Eun Mi Kim	
Katie Sullivan	
Yu-Heng Deng	
Ryan Miller	
Eman Elhag Abdel Hamed	
Amanda Weiss	
Jason Wang	
Kai-Yu Huang	
Joanne Hwang	
Lauren Endress	
Sehong Kang	

Floor 2 – Main Anthropology

Floor Coordinator: Karla Harmon

Backup Coordinator: Brenda Farnell

Persons within Area of Responsibility	Room Number	Evacuation Sign-Off
Classroom	209A	
Brenda Farnell	209B, C	
Ripan Malhi	209D, E	
Ripan Malhi	209F	
Jeff Martin	209G	
Brenda Farnell	209H	

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Foyer/entry way	209J	
Eugene Giles	209K	
Laura Shackelford	209L	
	229	

Floor 2 – South Anthropology

Floor Coordinators: Karla Harmon

Backup Coordinators: Brenda Farnell

Persons within Area of Responsibility	Room Number	Evacuation Sign-Off
Erin Benson	283	
Aimee Carbaugh	283	
Jeannie Larmon	283	
Lab Rebecca Stumpf	288A	
Lab Lisa Lucero	288B	
Lab Laura Shackelford	289/291	
Ali Zachwieja	289/291	
Suvanthee Gunasekera	289/291	
Alyssa Bader	289/291	
Storage Area	293	
Empty Office	294	
Helaine Silverman	295	
Chris Fennell office and lab	296	

Floor 2 – ESE, SCD & MCB

Floor Coordinators: Scott Morris (ESE) /David Flaherty (SCS)/ Melissa Michael (MCB)

Backup Coordinators: Lana Holben (ESE) / Damien Guironnet (SCS) / Deb Bielser (MCB)

Persons within Area of Responsibility	Evacuation Sign-Off
David Flaherty	
Yangsik Yun	
Danim Yun	
Zhongyao Zhang	
Abinaya Sampath	
Jason Adams	
Tomas Ricciardulli	
Zeynep Ayla	
Claudia Berdugo	

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Chris Torres	
David Potts	
Ohsung Kwon	
Richa Ghosh	
Jieun Lee	
Matthew Jacobson	
Damien Guironnet	
Nicholas Wang	
Danielle Harrier	
Susannah Miller	
Brian Vandyke	
Yash Kamble	
Keelee McCleary-Petersen	
Vanessa DaSilva	
Joshua Ye	
Alejandra Stenger	
Tina Knox	
Stacy Dudzinski	
Cindy Badger	
Nick Kirchner	
Elizabeth Good	

Floor 3 Main Anthropology

Floor Coordinator: Karla Harmon

Backup Coordinators: Brenda Farnell

Persons within Area of Responsibility	Room Number	Evacuation Sign-Off
Stanley Ambrose	381/381A	
Andrew Orta	382, A&B	
Elise Kramer	383	
Negin Valizadegan	384	
Krystal Smalls	385	
Faye Harrison	386A	
Gilberto Rosas	386B	
Kate Clancy	386C	
Jessica Brinkworth	389	
Katie Lee	390	
Jessica Greenberg	391	
Jayur Mehta	393	
Ellen Moodie	395	
Storage (EUI)	396A	

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Rebecca Stumpf	396B	
Lisa Lucero	396C	
Kora Maldonado	396D	

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Floor 3 ESE, SCS & MCB

Floor Coordinators: Scott Morris (ESE) / David Flaherty (SCS)

Backup Coordinators: Lana Holben (ESE) / Damien Guironnet (SCS)

Persons within Area of Responsibility	Room Number	Evacuation Sign-Off
No employees permanently assigned to space		
Check area for occupants		
	319	
	321	
	323	
	329	
	373	
	338	

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Appendix C — Building Shutdown

OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or over time. In other instances it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

Staff Required for Shutdown during Evacuation

Name	Office Phone	Cell	Critical Actions Required
Group Safety Officers-SCS			Refer to Group Safety Manual-Red Binder in ALL labs