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

Only proceed if safe to do so.

### RUN (Get Out)

- **Evacuation Assembly Areas**
  1. Inside lobby - Center for Wounded Veterans (Center for Wounded Veterans (908 W. Nevada St.))
  2. KCPA Parking Deck - Orange Level (1105 W. Illinois St.)

### HIDE (Stay In)

- **Storm Refuge Areas**
  1. Stairwells on Floors 1 & 2
  2. Bathrooms
  3. Small interior rooms without windows

- **Security Threat**
  1. Secure classroom.
  2. Secure your office.

### ACTIVE THREAT

- **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 Assistance**
  1. Floor 2/area adjacent to the elevator by Dean’s Suite (#2000)
  2. Stairwell adjacent to the elevator by CFRC (Suite 2080)- Activate Rescue Assistance Button
  3. Stairwell adjacent to room 2049 (North Corridor)- Activate Rescue Assistance Button

---

1 Contact Office of Campus Emergency Planning at 217-333-1216 to identify appropriate locations.

2 Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.
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:
In your action plan, if you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**

---

**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/](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.


- **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:

<table>
<thead>
<tr>
<th>Emergency Notification System</th>
<th>Primary Communicator</th>
<th>Backup Communicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Email</td>
<td>Wendy Harris</td>
<td>Rachael Dietkus</td>
</tr>
<tr>
<td>Door-to-door contact</td>
<td>Floor Coordinators</td>
<td>Backup Coordinators</td>
</tr>
</tbody>
</table>

---
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

<table>
<thead>
<tr>
<th>Floor Coordinator</th>
<th>Backup Coordinator</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Caldwell</td>
<td>Sandy Bruce</td>
<td>Suite 2000 – Academic Programs</td>
</tr>
<tr>
<td>Amy Frederick</td>
<td>Debbie Richardson</td>
<td>Suite 2002 – Dean’s Suite</td>
</tr>
<tr>
<td>Crystal Reeves</td>
<td>Molly Flesner</td>
<td>Suite 2058 – Business Office</td>
</tr>
<tr>
<td>Aaron Burnett</td>
<td>Heidi Meyer</td>
<td>North Hallway (Offices)</td>
</tr>
<tr>
<td>Heidi Meyer</td>
<td>Michael Braun</td>
<td>Suite 2080 – CFRC</td>
</tr>
<tr>
<td>Amy Hiles</td>
<td>Michelle Twist</td>
<td>East Wing / C2101 (Offices)</td>
</tr>
<tr>
<td>Donna Jeno-Amici</td>
<td>Crystal Reeves</td>
<td>West Wing / C2052 (Offices)</td>
</tr>
<tr>
<td>Rachelle Nickey</td>
<td>Cheryl Street</td>
<td>Central Corridor (Offices &amp; Classrooms)</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Office Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy Valerie Cintron</td>
<td>217-265-0578</td>
<td>2054</td>
<td></td>
</tr>
<tr>
<td>Special Need</td>
<td>Hearing impairment. Clinical Assistant Professor - teaches in evening</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Office Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy Joe Minarik</td>
<td>217-333-9497</td>
<td>2070</td>
<td></td>
</tr>
<tr>
<td>Special Need</td>
<td>Sight impaired. Doctoral student &amp; occasional adjunct instructor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Office Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Need</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Office Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Need</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Office Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Need</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Office Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Need</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In any emergency situation you have a choice: RUN, HIDE, or FIGHT.

Only proceed if safe to do so.

**RUN (Get Out)**

Evacuation Assembly Areas¹
1. Inside lobby - Center for Wounded Veterans (Center for Wounded Veterans (908 W. Nevada St.))
2. KCPA Parking Deck - Orange Level (1105 W. Illinois St.)

**HIDE (Stay In)**

Storm Refuge Areas²
1. Stairwells on Floors 1 & 2
2. Bathrooms
3. Small interior rooms without windows

Security Threat¹
1. Secure classroom.
2. Secure your office.

**ACTIVE THREAT**

**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
1. Floor 2/area adjacent to the elevator by Dean’s Suite (#2000)
2. Stairwell adjacent to the elevator by CFRC (Suite 2080)- Activate Rescue Assistance Button
3. Stairwell adjacent to room 2049 (North Corridor)- Activate Rescue Assistance Button

¹ Contact Office of Campus Emergency Planning at 217-333-1216 to identify appropriate locations.
² Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.
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.

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/](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.
- **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:

<table>
<thead>
<tr>
<th>Emergency Notification System</th>
<th>Primary Communicator</th>
<th>Backup Communicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Email</td>
<td>Wendy Harris</td>
<td>Rachael Dietkus</td>
</tr>
<tr>
<td>Door-to-door contact</td>
<td>Floor Coordinators</td>
<td>Backup Coordinators</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>