

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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

Only proceed if safe to do so.

RUN

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

Storm Refuge Areas²

1. Stairwells on Floors 1 & 2
2. Bathrooms
3. Small interior rooms without 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

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

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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Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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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Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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
Mass Email	Wendy Harris	Rachael Dietkus
Door-to-door contact	Floor Coordinators	Backup Coordinators

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email
Steve Anderson				sandersn@illinois.edu
Wendy Harris				wgharris@illinois.edu
Rachael Dietkus-Miller				dietkus2@illinois.edu
Tony Hillen				hillen@illinois.edu
Min Zhan				mzhan@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. Center for Wounded Veterans (908 W. Nevada St.)

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Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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.

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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.

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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>

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

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.



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Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

Appendix B — Employee Evacuation Accountability Form

Floor 2 - Suite 2000 - Academic Programs

Floor Coordinator: Marie Caldwell / Sandy Bruce

Persons within Area of Responsibility	Evacuation Sign-Off
Sandy Bruce	
Rachelle Nickey	
Marie Caldwell	
2000S Katie Shumway	
2000A Aaron Surratt	
2000B Cheryl Street	
2000C Sharva Hampton Campbell	
2000D Kimberly Rice	
2000E Mary Maurer	
2000F Sherrie Faulkner	
2000G Julie Munoz-Najar	
2000H Hellen McDonald	
2000J Chi-Fang Wu	
2000K Brenda Lindsey	
2000L Teresa Ostler	
2000M Rachael Dietkus-Miller	
2000 N Laura Graven	
2000R Debra Clapper	
2001 Trish Ohlsson	

Floor 2 - Suite 2002 - Dean's Suite

Floor Coordinator: Amy Frederick / Debbie Richardson

Persons within Area of Responsibility	Evacuation Sign-Off
2002A Min Zhan	
2002D Steve Anderson	
2002E Debbie Richardson	
2002F Laura Caveny	
2002G Maggie Helms	
2002H Becky Ponder	
2002N Amy Frederick	
Martha Mills	

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

Floor 2 - Suite 2058 - Business Office

Floor Coordinator: Crystal Dancler / Molly Flesner

Persons within Area of Responsibility	Evacuation Sign-Off
Devon Turner	
Amy Hiles	
Crystal Dancler	
Michelle Twist	
Molly Flesner	
Lynn Nguyen	
2058D Nicole Peck	
2058E Wendy Harris	
2058F Donna Jenó-Amici	

Floor 2 - North Hallway (Offices)

Floor Coordinator: Aaron Burnett / Heidi Myers

Persons within Area of Responsibility	Evacuation Sign-Off
2026 Wen Chung Hseih	
2035 Corey Campbell	
2035 Kyle Bennet	
2035 Kelly Clary	
2038 Hong LI	
2040 Tara Powell	
2042 Rosalba Hernandez	
2044 Carol Wilson-Smith	
2045 PO13	
2046 Valerie Cintron (functional need)	
2048 Carol Mauck	
2049 Hyunil Kim	
2050 Sandie Kopels	

Floor 2 - Suite 2080 - CFRC

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

Floor Coordinator: Heidi Meyer / Michael Braun

Persons within Area of Responsibility	Evacuation Sign-Off
Heidi Meyer	
2080C Laura Lee	
2080D Steve Tran	
2080E Aaron Burnett	
2080F Yu-Ling Chiu	
2080G Michael Braun	
2080H Shufen Wang	
2080J Satomi Wakita	
2080K Ravi Karri	
2080L Tamara Fuller	
2080M Martin Nieto	
2080N Kyle Adams	
<u>Student Area:</u>	
Nicole Cantoni	

Floor 2 - East Wing / C2101 (Offices)

Floor Coordinator: Devon Turner/ Michelle Twist

2107 Flavia Andrade	
2109 Judy Havlicek	
2111 Ryan Wade	
2113 Liliane Windsor	
2115 Ben Lough	
2117 Lissette Piedra	
2119 Doug Smith	
2121 Kate Wegmann	
2123 Janet Liechty	
2125 Kevin Tan	
2127 Tara Earls Larrison	
2129 Karen Tabb	
Faculty Lounge	

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

Floor 2 - West Wing / C2052 (Offices)

Floor Coordinator: Donna Jenó-Amici / Crystal Dancler

Persons within Area of Responsibility	Evacuation Sign-Off
2008 DCFS & Lasota	
2009 Emeritus Prof. Office & Visiting Scholars	
2052 Rachel Garthe	
2054 Adjunct Office	
2055 Staff Lounge	
2064 Shanondora Billiott	
2065 Anthony Hillen	
2066 Jan Carter-Black	
2067 IT Students	
2068 Chris Larrison	
2070 BHWELL Group	

Floor 2 - Central Corridor (Offices & Classrooms)

Floor Coordinator: Rachelle Nickey/ Cheryl Street

Persons within Area of Responsibility	Evacuation Sign-Off
2003 Skills Lab	
2014 Carrie Bosch	
2014 Hsieh, Wang-Jung	
2014 Soonhyung Kwon	
2014 Sung-Wan Kang	
2014 Hyun Jung Kim	
2014 Carol Lee	
2014 Shongha Kim	
2014 Emily Lux	
2014 Emily Rhodes	
2014 Brandie Bentley	
2014 Vanessa Parker	
2014 Jacob Goffnet	
2014 Najat Qushua	
2014 Oe Shin	
2014 Xu Shuo	
2014 Sinhe Gaurav	
2014 Eun-Jee Song	
2014 Bui Tuyen	
2014 Francesco Volpini	
2014 Yang Wang	
2014 Allison Salisbury	

BUILDING EMERGENCY ACTION PLAN

Gregory Place II (School of Social Work) #1241 / 1010 West Nevada, Urbana, IL

2014 Nicole Cantoni	
2101 Classroom	
2015 Conference Room	
2018 Classroom	
2019 Classroom	
2022 Student Lounge	
2023 Classroom	
2027 Classroom	
2030 Classroom	

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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
n/a			