

BUILDING EMERGENCY ACTION PLAN

Illini Union 0023 / 1401 West Green Street Urbana Illinois 61801

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

Only proceed if safe to do so.

RUN

Evacuation Assembly Areas¹

1. North Building, NW Wing & West Meeting Rooms:
West Sidewalk (adjacent to Altgeld)
2. North Building, NE Wing & East Meeting Rooms:
Lot D-10 (Behind Harker Hall)
3. Center Building West:
West Sidewalk (adjacent to Altgeld)
4. Center Building East/Center Mezzanine:
Lot D-10 (Behind Harker Hall)
5. South Building: Quad Sidewalks

HIDE

Storm Refuge Areas²

1. Lower Level (Food Court)

Active Threat¹

1. Secure any lockable area.
2. Secure your office.
3. Secure place of business

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. North Building NW & NE Stairwell Landings
2. North Building West Egress Stairwell Landings
3. South Building SW & SE Stairwell Landings

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 Management 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 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
Facility Public Address System	Hotel Desk Staff	Building Supervisor
Operation's two way radios	BSW Foreman	Building Supervisor

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Floor/Area 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/Area 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

Public Area/Floor Coordinator Contacts:		
Contact	Phone	Area of Responsibility / Entry Door Stations
LL Floor Coordinators for Business Hours: Weekdays 8AM – 5PM, Weekends 7AM-5PM		
Primary: BSW Foreman	3-2132	LL Center Building / North & South Internal Stairs, West, & East Exterior Stairs
1 st Backup: BSW Sub Foreman	3-3954	LL Center Building / North & South Internal Stairs, West, & East Exterior Stairs
2 nd Backup: Building Supervisor	4-4518	LL Center Building / North & South Internal Stairs, West, & East Exterior Stairs
4th North Floor Coordinators for Business Hours: Weekdays 8AM – 5PM, Weekends 8AM-5PM		
Primary: BSW Foreman	3-2132	4 th Floor, North Building / West (interior & exterior) & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	4 th Floor, North Building / West (interior & exterior) & East Stairs
2 nd Backup: Building Supervisor	4-4518	4 th Floor, North Building / West (interior & exterior) & East Stairs
3rd North Floor Coordinators for Business Hours: Weekdays 8AM – 5PM, Weekends 8AM-5PM		
Primary: BSW Foreman	3-3132	3 rd Floor North Building / West (interior & exterior) & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	3 rd Floor North Building / West (interior & exterior) & East Stairs
2 nd Backup: Building Supervisor	4-4518	3 rd Floor North Building / West (interior & exterior) & East Stairs
2nd North Floor Coordinators for Business Hours: Weekdays 8AM – 5PM, Weekends 8AM-5PM		
Primary: BSW Foreman	3-2132	2 nd Floor North Building / West (interior & exterior) & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	2 nd Floor North Building / West (interior & exterior) & East Stairs

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2 nd backup: Building Supervisor	4-4518	2 nd Floor North Building / West (interior & exterior) & East Stairs
1st Floor North, South, & Courtyard Coordinators for Business Hours: Weekdays 8AM – 5PM, Weekends 8AM-5PM		
Primary: BSW Foreman	3-2132	1 st Floor North Building & Courtyard / North, South, West, East Doors
1 st Backup: BSW Sub Foreman	3-3954	1 st Floor North Building & Courtyard / North, South, West, East Doors
2 nd Backup: Building Supervisor	4-4518	1 st Floor North Building & Courtyard / North, South, West, East Doors
2nd South Floor Coordinators for Business Hours: Weekdays 8AM – 5PM, Weekends 8AM-5PM		
Floor Coordinator: BSW Foreman	3-2132	2 nd Floor South Building / West & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	2 nd Floor South Building / West & East Stairs
2 nd Backup: Building Supervisor	4-4518	2 nd Floor South Building / West & East Stairs
3rd & 4th South Hotel Floor Coordinator for Business Hours: Weekdays 8AM – 5PM, Weekends 8AM-5PM		
Floor Coordinator: Housekeeping Supervisor	4-9262	3 rd & 4 th Floor South Building / West & East Stairs
1 st Backup: Hotel Manager	4-9262	3 rd & 4 th Floor South Building / West & East Stairs
2 nd Backup: Hotel Clerk	3-3030	3 rd & 4 th Floor South Building / West & East Stairs
Floor Coordinator Contacts (Evening Hours): 5PM – 12PM Weekdays, 5PM – 11PM Weekends		
LL Floor Coordinators for Evening Hours: 5PM – 12AM Weekdays, 5PM – 1AM Weekends		
Floor Coordinator: BSW Foreman	3-2132	LL Center Building / North & South Internal Stairs, West, & East Exterior Doors
1 st Backup: BSW Sub Foreman	3-3954	LL Center Building / North & South Internal Stairs, West, & East Exterior Doors
2 nd Backup: Building Supervisor	4-4518	LL Center Building / North & South Internal Stairs, West, & East Exterior Doors
4th N Floor Coordinators for Evening Hours: 5PM – 12AM Weekdays, 5PM – 11PM Weekends		
Floor Coordinator: BSW Foreman	3-2132	4 th Floor, North Building / West (interior & exterior) & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	4 th Floor, North Building / West (interior & exterior) & East Stairs
2 nd Backup: Building Supervisor	4-4518	4 th Floor, North Building / West (interior & exterior) & East Stairs
3rd N Floor Coordinators for Evening Hours: 5PM – 12AM Weekdays, 5PM – 11PM Weekends		
Floor Coordinator: BSW Foreman	3-2132	3 rd Floor North Building / West (interior & exterior) & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	3 rd Floor North Building / West (interior & exterior) & East Stairs
2 nd Backup: Building Supervisor	4-4518	3 rd Floor North Building / West (interior & exterior) & East Stairs
2nd N Floor Coordinators for Evening Hours: 5PM – 12AM Weekdays, 5PM – 11PM Weekends		
Floor Coordinator: BSW Foreman	3-2132	2 nd Floor North Building / W (interior & exterior) & E Stairs
1 st Backup: BSW Sub Foreman	3-3954	2 nd Floor North Building / W (interior & exterior) & E Stairs

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2 nd Backup: Building Supervisor	4-4518	2 nd Floor North Building / W (interior & exterior) & E Stairs
1st Floor North, South, & Courtyard Coordinators for Business Hours: 5PM – 11PM		
Floor Coordinator: BSW Foreman	3-2132	1 st Floor & Courtyard / North, South, West, East Doors
1 st Backup: BSW Sub Foreman	3-3954	1 st Floor North Building & Courtyard / North, South, West, East Doors
2 nd Backup: Building Supervisor	4-4518	1 st Floor North Building & Courtyard / North, South, West, East Doors
2nd Floor S Coordinators for Evening Hours: 5PM – 11PM		
Floor Coordinator: BSW Foreman	3-2132	2 nd Floor South Building / West & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	2 nd Floor South Building / West & East Stairs
2 nd Backup: Building Supervisor	4-4518	2 nd Floor South Building / West & East Stairs
3rd & 4th South Hotel Coordinators for Evening Hours: 5PM – 11PM		
Floor Coordinator: BSW Foreman	3-2132	3 rd & 4 th Floor South Building / West & East Stairs
1 st Backup: BSW Sub Foreman	3-3954	3 rd & 4 th Floor South Building / West & East Stairs
2 nd Backup: Building Supervisor	4-4518	3 rd & 4 th Floor South Building / West & East Stairs
Floor Coordinator Contacts (Deep Night Hours): Weekdays 12AM-- 8AM, Weekends 1AM-8AM		
LL Floor Coordinators for Deep Night Hours: Weekdays 12AM – 8AM, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	LL Center Building / North & South Internal Stairs, West, & East Exterior Doors
1 st Backup: Building Supervisor	4-4518	LL Center Building / North & South Internal Stairs, West, & East Exterior Doors
4th N Floor Coordinators for Deep Night Hours: Weekdays 12AM – 8AM, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	4 th Floor, North Building / West (interior & exterior) & East Stairs
1 st Backup: Building Supervisor	4-4518	4 th Floor, North Building / West (interior & exterior) & East Stairs
3rd N Floor Coordinators for Deep Night Hours: Weekdays 12AM – 8AM, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	3 rd Floor North Building / West (interior & exterior) & East Stairs
1 st Backup: Building Supervisor	4-4518	3 rd Floor North Building / West (interior & exterior) & East Stairs
2nd N Floor Coordinators for Deep Night Hours: Weekdays 12AM – 8AM Weekdays, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	2 nd Floor North Building / W (interior & exterior) & E Stairs
1 st Backup: Building Supervisor	4-4518	2 nd Floor North Building / W (interior & exterior) & E Stairs
1st Floor Coordinators for Deep Night Hours: Weekdays 12AM – 8AM, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	1 st Floor North Building & Courtyard / North, South, West, East Doors
1 st Backup: Building Supervisor	4-4518	1 st Floor North Building & Courtyard / North, South, West, East Doors
2nd Floor South Coordinators for Deep Night Hours: Weekdays 12AM – 8AM, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	2 nd Floor South Building / West & East Stairs

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1 st Backup: Building Supervisor	4-4518	2 nd Floor South Building / West & East Stairs
3rd & 4th South Hotel Floor Coordinator for Deep Night Hours: Weekdays 12AM – 8AM, Weekends 1AM – 8AM		
Floor Coordinator: Hotel Desk Clerk	3-3030	3 rd & 4 th Floor South Building / West & East Stairs
Backup: Building Supervisor	4-4518	3 rd & 4 th Floor South Building / West & East Stairs

Area Coordinator Contacts:		
Contact	Phone	Area of Responsibility
Accounting 4th Floor North Building: Weekdays 8AM – 5PM		
Coordinator: Julie Jervis	217-898-3547	Office Suite 420
Backup: Andy Sprague	217-244-3746	
Catering 1st Floor North Building: Weekdays 8AM – 5PM		
Coordinator: Bill Russel	217-333-0126	Office Suite 115
Jasmine Schutte	217-244-8044	
CLASS Lower Level Rooms 40 - 54: Semester 8AM – 3AM		
Coordinator: John Billerman	244-7956	Lower Level Computer Lab
Credit Union 1st Floor East Hallway: Weekdays 8AM – 5PM		
Coordinator: Yessi Herrera	217-929-8555	Suite 165
East Mezzanine MC166 M165-174		
Coordinator: Eric Engler	217-244-4195	
Backup: Clint Cissell	217-200-9392	
Event Services: Weekdays 8AM – 5PM		
Coordinator: Eric Engler	217-244-4195	Room 129
Backup: Darwin Ellis	312-498-2537	
Facilities: 24/7		
Coordinator: David Guth	217-898-2714	Rooms 328 - 335
Backup: Harry Coleman	217-369-7306	
Gender & Sexuality Resource Center Third Floor North building: 8AM – 10PM Weekdays		
Coordinator: Dr. Yolanda Vivian Williams-Goliday	773-203-0202	Rooms 320 & 323, Third floor North building
Backup:		
Alex Rosaso-Tores	973-517-0052	
Mary Moon	217-417-2510	
Hotel: 24/7		
Coordinator:		Room 125

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Susanna Sanchez	217-800-1412	
Backup: Lisa Bradley	217-600-1599	
Julie Followell	217-671-3535	
Maxine Montgomery	217-550-3334	
2nd Floor 220: 8AM – 5PM Weekdays		
Coordinator: David Guth	217-898-2714	Office Suite 220
Backup: Glenda Swanson	217-333-0160	
IUB Office Second Floor North building: 8AM – 10PM Weekdays		
Coordinator: Jason Bailey	217-300-2519	Office Suite 222
Backup: Gabby Hiller	419-606-1409	
Leadership Center Second Floor South Building: 8AM – 10PM Weekdays		
Coordinator: Gayle Spenser	785-770-0093	Office Suite 290, Second floor south building
Backup: Alice Needham	217-721-4808	
Marketing Third Floor: 8AM – 5PM		
Coordinator: Sandy Kao	662-801-3853	Office Suite 333, 335
Backup: Reneeta Mack	708-264-3777	
Marketing Fourth Floor North building: 8AM – 5PM		
Coordinator: Erik Riha	217-649-2694	Rooms 420 I-U, Fourth floor North building
Backup: Maddy Marchini	815-761-4295	
Multi Media Mezzanine North building: Follows Building Hours		
Coordinator: Andrew Phanor	630-486-6951	Office Suite 125, Mezzanine above hotel desk
Backup:		
Quad Shop First Floor South building: 8AM – 10PM		
Coordinator: Samantha Johnson	815-252-3571	Rooms 188, First Floor South building
Backup:		
Rec Room Lower Level South: 11:30AM – 10PM		
Coordinator: David Omana	312-909-0937	Room 60, Lower Level
Backup:		
Starbucks 1st Floor North & Courtyard: Weekdays 8AM – 8PM		
Coordinator: Angie Graham	217-766-2927	Room 142
Backup: Kerri Ruggieri	217-552-8699	
Clint Cissell	217-200-9392	
Chelsea Acree	217-552-0576	
Student Legal Services Third Floor North building: 8AM – 5PM		

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Coordinator: Thomas Betz	217-714-6511	Suite 324
Backup: Beckee Bachman	217-390-1779	
Student Organizations Development & Administration Second Floor South building: 8AM – 10PM		
Coordinator: Alex Sune	217-300-8757	Second Floor South
Backup: Janett Matthews	301-758-2354	
Tech Zone & Quad Shop First Floor South building: 8AM – 10PM		
Coordinator: Suzanne Tiger	217-244-7284	Room 187
Backup: Andy Irons	217-254-2023	
Vendor Area 26 Lower Level North building: 8AM – 10PM		
Coordinator:		Room 70E
Backup:		
Vendor Area 70 A, 28 F		
Coordinator:		
Backup:		
Vendor Area 70 C & D		
Coordinator:		
Backup:		
Vendor Area 70 E & F		
Coordinator:		
Backup:		
Vendor Area 70 J, K, & L Einstein Bros Bagels Lower Level: Weekdays 8AM – 8PM, Weekends 8AM-5PM		
Coordinator: Ricco Hunter	207-254-9682	Rooms 70 J, K & L
Backup: Marc Bralts	520-977-0539	
Vendor Area 171, 172 B Just BEE Acai		
Coordinator:		
Backup:		
Vendor Area 189 A, B, & C		
Coordinator:		
Backup:		

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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	Janett Matthews	301-758-2354	217-300-1389	268
Buddy	Barbra Bleier	773-824-5136		
Special Need	Utilizes a walker for balance and strength			

	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
Director Becki Salzman	217-637-1747	333-1716		rsalzman@illinois.edu
Sr. Associate Director – Retail & Auxiliary Operations Tod Petrie	630-842-5044	300-3219		tpetrie@illinois.edu
Sr. Associate Director - Facilities David Guth	217-649-5596	244-1505		dguth2@illinois.edu
Associate Director – Business Affairs/IT Julie Jervis	217-898-3547	244-3201		jjervis1@illinois.edu
Assistant Director – Human Resources & Admin Services Deborah Shivers	731-234-1315	244-7718		dshivers@illinois.edu
Assistant Director for Operations Eric Engler	410-241-4787	244-4195		engler@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.

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

Building Command Post

1. Illini Union Bookstore Conference Room #205 (809 S. Wright St., Champaign)

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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>
- 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

Illini Union 0023 / 1401 West Green Street Urbana Illinois 61801

Record of Changes

Date	Changed By	Description of Change
05/01/2015	Eric Engler	Creation of Document
10/26/2016	Eric Engler	Annual update
01/11/2018	Eric Engler	Annual update
03/28/2019	Eric Engler	Annual update
01/13/2021	Eric Engler	Annual update
9/14/2022	Eric Engler	Annual update

Acknowledgement

The purpose of this BEAP is to establish a directory of key building personnel, provide general emergency response procedures, and promote planning, education and training for employees as required by federal and state law. This BEAP should be reviewed, updated, and exercised annually by all appropriate personnel. In addition, this BEAP should be distributed to all building employees.

The following individuals have reviewed and affirm this document for use by campus building occupants to support the emergency planning functions for the University of Illinois at Urbana-Champaign.

Director of Public Safety *Alice Cary* date: 02-22-23

Lieutenant of Emergency Management *Sherry A. Wooten* date: 02/23/2023

Associate Director Campus Code Compliance & Fire Safety *Mike Brown* date: 02-22-23

Senior Administrator(s) *[Signature]* date: 03/24/202

Rebecca Salzman date: 02/24/2023

_____ date: _____

Revised: 09/14/2022

Prepared By: Eric Engler

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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

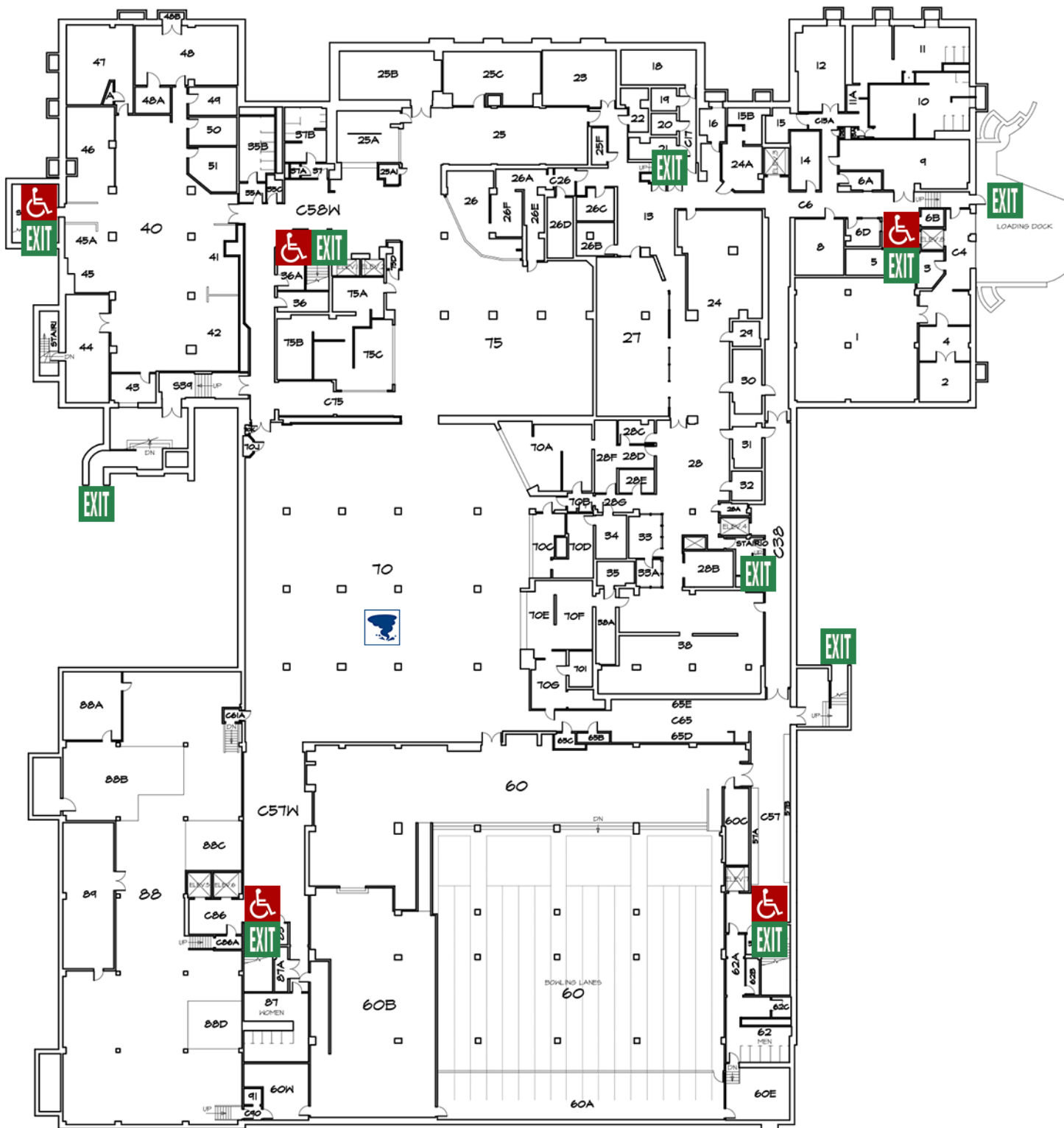
Exit — Designated route out of the building.



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.

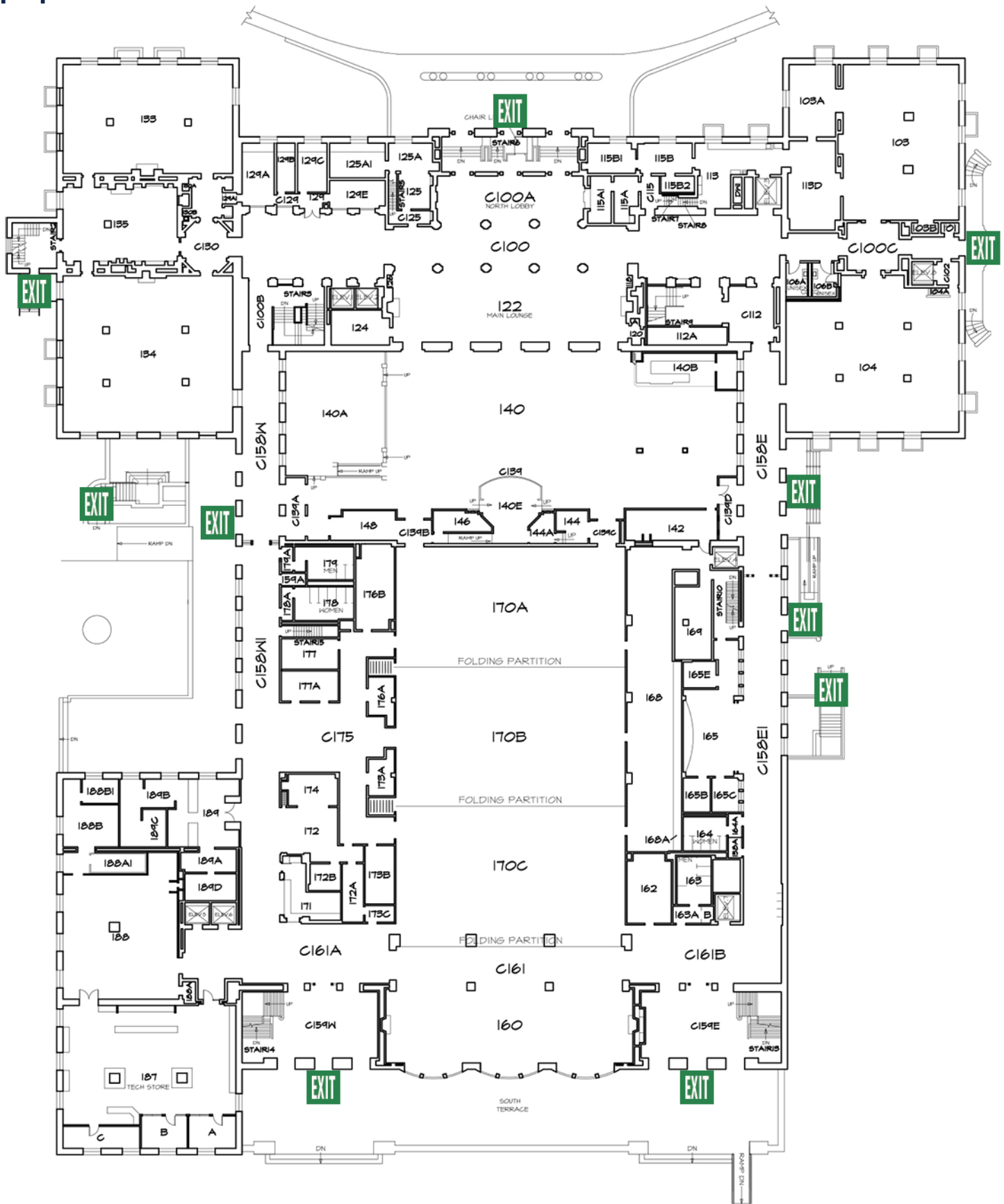


Illini Union #0023 — 2017/10/12 Basement Plan

Evacuation Assembly Areas:

1. Parking Lot D-10
2. West & Quad Sidewalks

RUN	➤	HIDE	➤	FIGHT
Leaving the area quickly is the best option if it is safe to do so		When you can't or don't want to run, take shelter indoors.		As a last resort, you may need to fight to increase your chances of survival



Illini Union #0023 — 2017/10/12 First Floor Plan

Evacuation Assembly Areas:

1. Parking Lot D-10
2. West & Quad Sidewalks

<p>RUN</p> <p>Leaving the area quickly is the best option if it is safe to do so</p>	<p>HIDE</p> <p>When you can't or don't want to run, take shelter indoors.</p>	<p>FIGHT</p> <p>As a last resort, you may need to fight to increase your chances of survival</p>
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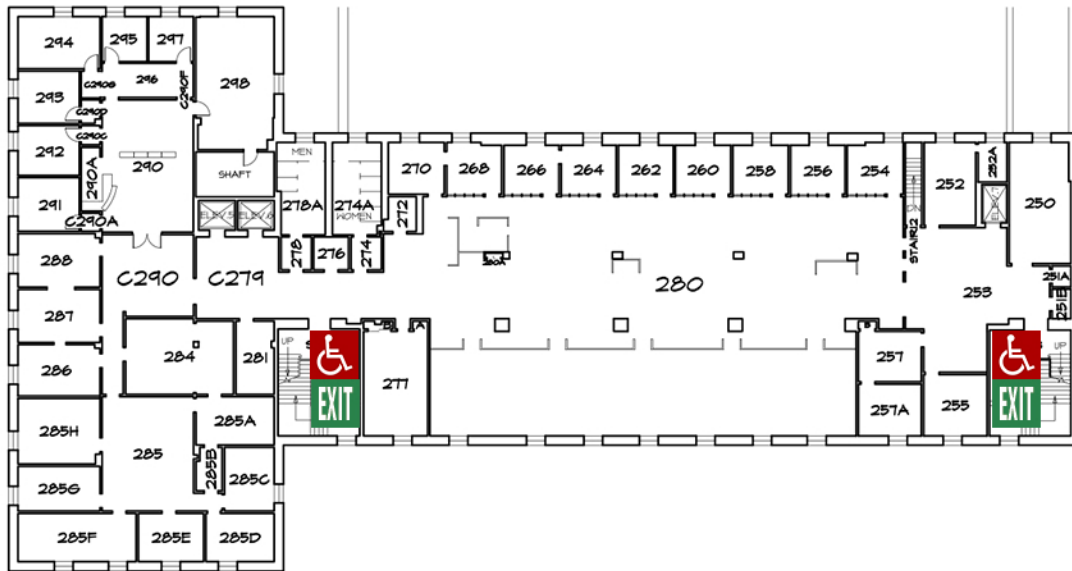


Illini Union #0023 — 2017/10/12 First Mezzanine Plan

Evacuation Assembly Areas:

1. Parking Lot D-10
2. West & Quad Sidewalks

<p>RUN</p> <p>Leaving the area quickly is the best option if it is safe to do so</p>	➤	<p>HIDE</p> <p>When you can't or don't want to run, take shelter indoors.</p>	➤	<p>FIGHT</p> <p>As a last resort, you may need to fight to increase your chances of survival</p>
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Illini Union #0023 — 2017/10/12 Second Floor Plan

Evacuation Assembly Areas:

- 1. Parking Lot D-10
- 2. West & Quad Sidewalks

RUN

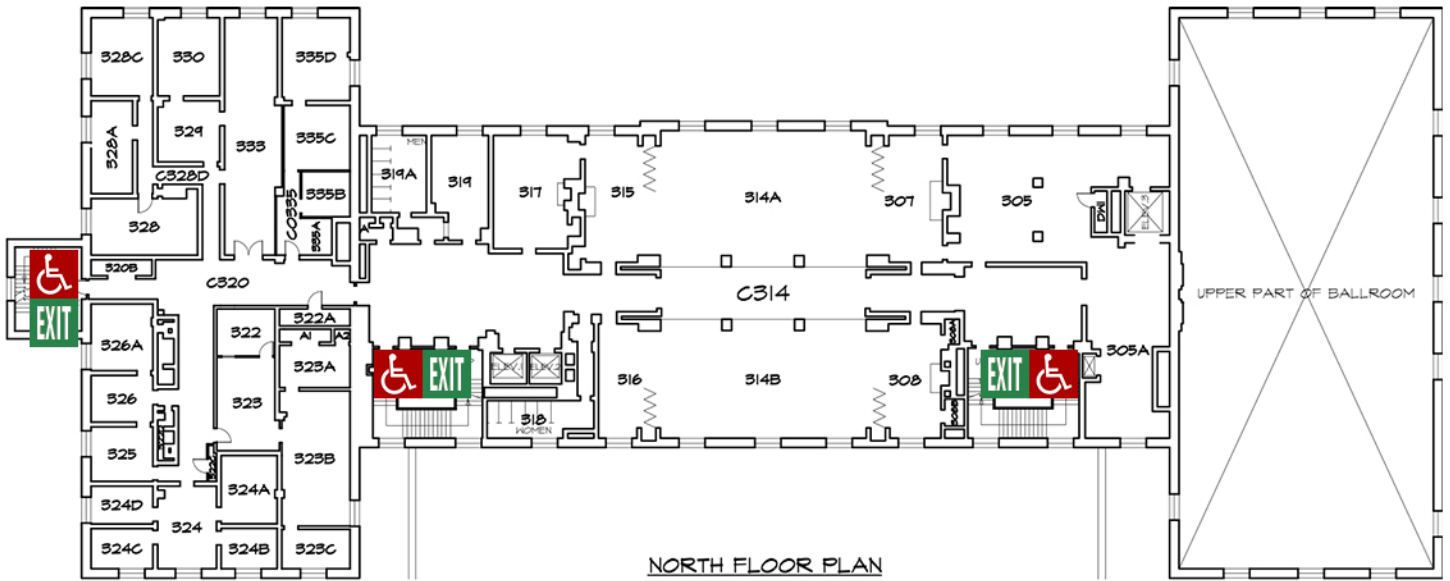
Leaving the area quickly is the best option if it is safe to do so

HIDE

When you can't or don't want to run, take shelter indoors.

FIGHT

As a last resort, you may need to fight to increase your chances of survival



Illini Union #0023 — 2017/10/12 Third Floor Plan

Evacuation Assembly Areas:

- 1. Parking Lot D-10
- 2. West & Quad Sidewalks

RUN

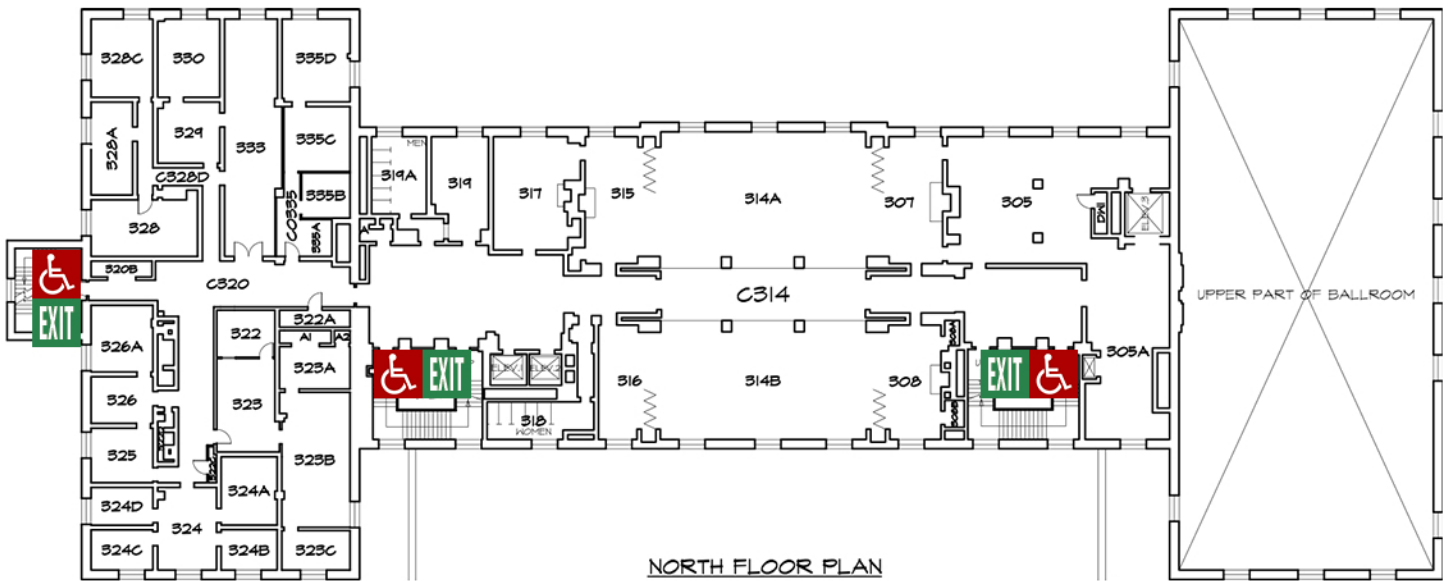
Leaving the area quickly is the best option if it is safe to do so

HIDE

When you can't or don't want to run, take shelter indoors.

FIGHT

As a last resort, you may need to fight to increase your chances of survival



NORTH FLOOR PLAN



SOUTH FLOOR PLAN

Illini Union #0023 — 2017/10/12 Fourth Floor Plan

Evacuation Assembly Areas:

1. Parking Lot D-10
2. West & Quad Sidewalks

RUN

Leaving the area quickly is the best option if it is safe to do so

HIDE

When you can't or don't want to run, take shelter indoors.

FIGHT

As a last resort, you may need to fight to increase your chances of survival

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Appendix B — Employee Evacuation Accountability Form

Accounting 4th floor North Building Office Suite 420		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Julie Jervis	217-244-7956	
Backup Area Coordinator(s)		
Andy Sprague	217-244-3746	
Pat Chamberlin		
Persons Within Area		
Sandy Carley		
Joann Logsdon		
Claudine Hanson		
Brenda Hubbard		

Catering First Floor North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Bill Russell	333-0126	
Backup Area Coordinator(s)		
Jasmine Schutte	217-244-8044	
Persons Within Area		

CLASS Lower Level Rooms 40-54 Computer Lab		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
John Billerman	513-844-6626	
Backup Area Coordinator(s)		
Keith Sumlar	217-721-5026	
Persons Within Area		

Credit Union UIUC First Floor West Hallway Office Suite 165		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Yessi Herrera	217-929-8555	
Backup Area Coordinator(s)		
Kelsi King	217-372-0259	
Martez Miller	217-766-9357	
Emily Valentine	217-480-0050	

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Megan Heintz	217-778-1218	
Kelsi King	217-372-0259	

East Mezzanine MC165 M165-174		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Eric Engler	410-241-4787	
Back Up Coordinator		
Clint Cissell	217-200-9392	
Michelle Marquart	217-721-7669	
Persons within the area		
Matt Wade		
Nancy Simpson	217-415-7458	
Ashley Sims	847-208-6826	

Event Services First Floor North Room 129		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Eric Engler	217-244-4195	
Backup Area Coordinator(s)		
Persons Within Area		

Facilities Third Floor North Building Rooms 328-335		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
David Guth	217-898-2714	
Backup Area Coordinator(s)		
Harry Coleman	217-369-7306	
Pam Bryson	217-621-4296	
Persons Within Area		

Gender & Sexuality Resource Center Third Floor Rooms 320 & 323 North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		

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Dr. Yolanda Vivian Williams-Goliday	773-203-0202	
Backup Area Coordinator(s)		
Alex Rosado-Torres	973-517-0052	
Mary Moon	217-417-2510	

Hotel Third and Fourth Floors South Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Susanna Sanchez	217-800-1412	
Backup Area Coordinator(s)		
Lisa Bradley	217-600-1599	
Julie Followell (phone does not have text capability)	217-671-3535	
Maxine Montgomery	217-550-3334	
Persons Within Area		

Hotel Desk Building & Office Suite First Floor 125 North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Susanna Sanchez	217-800-1412	
Backup Area Coordinator(s)		
Tramia Howard	217-550-3005	
Beckie Painter	217-722-1702	
Abigail Stites	217-480-6637	
Persons within Area		

IUB Office Second Floor Office Suite 222 North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Jason Bailey	217-418-6082	
Backup Area Coordinator(s)		
Gabby Hiller	419-606-1409	

Leadership Center Second Floor South Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Gayle Spencer	785-770-0093	

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Backup Area Coordinator(s)		
Alice Needham	217-721-4808	
Persons Within Area		
Clair Bryan	217-433-2003	
Marcus Kelley	317-605-2297	
Cherise Marks	260-242-9277	
Bianca Lopez	815-575-6052	
Amari Simpson	773-981-0807	
Nathan Tanner	801-636-5567	

Marketing Third Floor		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Sandy Kao	662-801-3853	
Backup Area Coordinator(s)		
Reneeta Mack	708-264-3777	
Persons Within Area		

Marketing Fourth Floor 420 I – U North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Erik Riha	217-649-2694	
Backup Area Coordinator(s)		
Maddy Marchini	815-761-4295	
Persons Within Area		
Ralph Roether	217-202-8079	
Adrian Lugo	847-508-9823	
Stephanie Swift	217-390-7382	
Jeremiah Cox	217-412-8837	

Multi Media Mezzanine Office Suite 125 North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Andrew Phanor	630-486-6951	
Backup Area Coordinator(s)		

BUILDING EMERGENCY ACTION PLAN

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Persons Within Area		

Quad Shop First Floor Room 188 South Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Samantha Johnson	815-252-3571	
Backup Area Coordinator(s)		
Persons within the area		
Debbie Griffet	217-244-4194	

Rec Room Lower Level Room 60 South Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
David Omana	312-909-0937	
Backup Area Coordinator(s)		

Student Organization Development Administration Second Floor South Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Alex Sune	217-300-8757	
Backup Area Coordinator(s)		
Janett Matthews	301-758-2354	
Persons Within Area		

Starbucks First Floor Courtyard Café / Room 140B		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Clint Cissell	217-200-9392	
Backup Area Coordinator(s)		
Kerri Ruggieri	217-552-8699	
Clint Cissell	217-200-9392	
Chelsea Acree	217-552-0576	
Persons Within Area		
Addison Knox		
Allie Ahlgrim		

BUILDING EMERGENCY ACTION PLAN

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Lumi Xu		
Stephanie McKeegan		
Iliana Hernandez		
Tyler Smith		
Bisi Efunuga		
Brittany Crutcher		
Madi Seabloom		
Holly Handschuh		

Second Floor Office Suite 220 North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
David Guth	217-898-2714	
Backup Area Coordinator(s)		
Glenda Swanson	217-333-0160	
Persons Within Area		
Becki Salzman		
Deborah Shivers		
Hileri Shah		
Matthew Macaraeg		
Mariah Johnson		

Student Legal Services Third Floor Office Suite 324 North Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Thomas E. Betz	217-714-6511	
Backup Area Coordinator(s)		
Beckee Bachman	217-390-1779	
Persons Within Area		
Susan Y. Hessee	217-714-2892	
Mary Ann Midden	217-417-5105	

Tech Zone First Floor Room 187 South Building		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Backup Area Coordinator(s)		
Andy Irons	217-254-2023	
Jennifer Kilhoffer		

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UICCU Credit Union First Floor West Hallway Office Suite 165		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Yessi Herrera	217-929-8555	
Backup Area Coordinator(s)		
Kelsi King	217-372-0259	
Martez Miller	217-766-9357	
Emily Valentine	217-480-0050	
Megan Heintz	217-778-1218	
Kelsi King	217-372-0259	

Vendor Space 026 Lower Level		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Backup Area Coordinator(s)		

Vendor Space 70A		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Backup Area Coordinator(s)		
Persons Within Area		

Vendor Space 70C D		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Backup Area Coordinator(s)		
Persons Within Area		

Vendor Space 70E F		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		

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Backup Area Coordinator(s)		
Persons Within Area		

Vendor Space 70J Einstein Bros Bagels Lower Level Food Court Rooms 70J, K & L		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Ricco Hunter	207-254-9682	
Backup Area Coordinator(s)		
Marc Bralts	520-977-0539	
Stephanie Hackett	217-974-5424	
Persons Within Area		

Vendor Space 171 Just BEE Acai		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Backup Area Coordinator(s)		
Persons Within Area		

Vendor Space 189 ABC		
	Cell Phone	Evacuation Sign-Off
Area Coordinator		
Backup Area Coordinator(s)		
Persons Within Area		

Appendix C — Building Shutdown

OSHA Standard 1910.38(c)(3)

BUILDING EMERGENCY ACTION PLAN

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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
Utility Coordinator: Building Engineer	3-2114*		Illini Union: North & South Building
1 st Backup: Facility Operations Manager	3-3954*		Illini Union: North & South Building
2 nd Backup: Asst. Director for Facilities	4-1505*		Illini Union: North & South Building










u0023 Illini Union 2023

Final Audit Report

2023-03-24

Created:	2023-02-24
By:	Peyton Childress (peytonc@illinois.edu)
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Number of Documents:	1
Document page count:	32
Number of supporting files:	0
Supporting files page count:	0

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-  Document emailed to Rebecca Salzman (rsalzman@illinois.edu) for signature
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