

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

Only proceed if safe to do so.

RUN

Evacuation Assembly Areas¹

1. Good weather - north outside plaza of Psychology Building
2. Inclement weather - Inside Floor 1 of Psychology Building (603 E. Daniels)

HIDE

Storm Refuge Areas²

1. Basement of IUB (south side)

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. Stair landings on each floor level

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.

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 the 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 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
South side (Bookstore) – PA system		Tod Petrie
Bullhorns within following suites:		
North side, 3 rd floor:		
Suite 320	Karen McLaughlin	Amy Roberts
Suite 330	Karen McLaughlin	Amy Roberts
Suite 340	Kevin Chalmers	Chris Rogan
Suite 370	Teri Karpman	Dena Lawrence
North side, 4 th floor:		
Suite 420	Felicia Parks	James Gallaher
Suite 440	Joy Brownridge	Jackie Billhymer
Suite 480	Yasmin Ofiana	Michele Guerra
North side, 5 th floor:		
Suite 520	Kris Blazek	Theresa Kincaid

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
South Side (Bookstore):		
Sara Didio	Scott Baseler	Basement level
Kristy Inman	Jill Ingram	First floor
Tami Whiteaker	Dean Patterson	Second floor
North side, Floor 3:		
Karen McLaughlin	Amy Roberts	Suite 320
Karen McLaughlin	Amy Roberts	Suite 330
Kevin Chalmers	Chris Rogan	Suite 340
Teri Karpman	Dena Lawrence	Suite 370
North side, Floor 4:		
Felicia Parks	James Gallaher	Suite 420
Joy Brownridge	Jackie Billhymer	Suite 440
Yasmin Ofiana	Michele Guerra	Suite 480
North side, Floor 5:		
Kris Blazek	Theresa Kincaid	Suite 520

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				

Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email
South side (Bookstore):				
Tami Whiteaker (Director)	309-826-1026	217-300-5335	n/a	tamiw@illinois.edu
Kristy Inman (Bookstore Operations Manager)	217-254-7401	217-300-4392	n/a	kinman@illinois.edu
North side (Floor 3):				
Amy Roberts (320 & 330)	217-898-2358	217-333-3586	n/a	alrobert@illinois.edu
Karen McLaughlin (330)	217-841-5168	217-244-0515	n/a	karenmcl@illinois.edu
Kevin Chalmers (340)	217-552-2458	217-244-3678	217-441-2927	kchalmer@uillinois.edu
Teri Karpman (370)	217-622-4992	217-265-5602	n/a	tkarpman@uillinois.edu
North side (Floor 4):				
Stephanie Haas (420)	217-840-2368	217-244-6920	n/a	shaas@illinois.edu
James Gallaher (420)	313-319-1372	217-300-1969	n/a	gallaher@illinois.edu
Joy Brownridge (440)	734-634-8398	217-300-1562	n/a	joyb2@uillinois.edu
Jackie Billhmer (440)	217-390-5605	217-333-2538	n/a	jnhunter@uillinois.edu
Katie Ross (440)	217-417-3645	217-244-7979	n/a	katross@uillinois.edu
Angela Foster (440)	217-649-2517	217-333-7671	n/a	anfoster@uillinois.edu
North side (Floor 5)				
Kris Blazek (520)	217-493-3135	217-333-4710	n/a	kblazek@illinois.edu
Theresa Kincaid (520)	217-898-2636	217-333-4710	n/a	kincaid2@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. Rm. 304 Coble Hall (801 South Wright Street)

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.

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.

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>

Record of Changes

Date	Changed By	Description of Change
05/28/2013	Christine Pierson	Creation of document
02/01/2016	Karen Kalal / Ron Vlach / Miranda Buss	Annual update
01/02/2018	Turner et al	Annual update
03/05/2019	Kevin Chalmers / Sarah Adams / Joy Brownridge	Annual update
09/04/2019	Kevin Chalmers / Teri Karpman	Annual update
01/20/2020	Sarah Adams/Stacie Roberts/Kris Blazek/etal	Annual update
04/06/2021	Karpman/Blazek/ Chalmers/Brownridge/ Roberts	Annual update
09/13/2022	Kevin Chalmers	Annual update
10/5/2023	Stacie Roberts	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 affirmed 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 _____ date: _____

Assistant Director of Emergency Management _____ date: _____

Campus Code
Compliance & Fire Safety _____ date: _____

Senior Administrator(s) _____ date: _____

_____ date: _____

_____ date: _____

Revised: Kris Blazek / **Kevin Chalmers** / Ron Vlach / Joy Brownridge / Stacie Roberts / Sarah Adams / Teri Karpman / Amy Roberts

Prepared By: 09/13/2022

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.

Appendix B — Employee Evacuation Accountability Form

Illini Union Bookstore - (south side) - updated 10/06/2023

Floor Coordinators (Basement): Sara Didio / Scott Baseler/Amy Law

Floor Coordinators (First floor): Kristy Inman / Jill Ingram/Sean Brunk

Floor Coordinators (Second floor): Dean Patterson / Tami Whiteaker

Persons within Area of Responsibility	Evacuation Sign-Off
Bookstore Director:	
Whiteaker, Tami	
Roberts, Stacie (Office Specialist)	
Catalog Staff:	
Roedelbronn, Jessica	
General Books Staff:	
Patterson, Dean	
General Merchandise Staff:	
Moeglich, Todd (also listed under Senior Staff)	
Flodstrom, Anna	
GB / GM Student Workers:	
See pgs. 14-16	
Bookstore Manager/Operations	
Inman, Kristy	
Procurement Staff:	
Duvall, Ketty	
Ash, Kaza	
Receiving Staff:	
Joyce, Quinn	
Receiving Student Workers:	
See pgs. 14-16	
Retail Department Staff:	
Ingram, Jill	
Brunk, Sean	
Textbook Staff:	
Didio, Sara	
Law, Amy	
Baseler, Scott	
Retail Student Workers:	

Abulikemu, Ecko	
Adeyefa, Adesewa	
Akintoye, Ebunlomo	
Aloh, Francis	
Anyanwu, Chiamaka	
Artist, Sharee	
Awe, Adeniran	
Bahena, Esai	
Banks-Hull, Jacoby	
Barajas, Samantha	
Boeder, Reagan	
Bombwal, Aashna	
Bruch, Emily	
Cadle, Ellyn	
Calzada, Emily	
Cano, Joshua	
Carrillo, Jackie	
Carrillo, Sherlyn	
Celedon, Victoria	
Chandra, Eliana	
Chavarria, Juliette	
Chen, Matthew	
Chen, Yuri	
Cintron, Nicole	
Cruz, Sara	
D`Attoma, Giorgio	
Deacy, Nora	
Diaz, Alejandra "Alex"	
DiFilippo, Abby	
Dinesh, Diksha	
Du, Kristy	
Elazar, Maya	
Frederking, Noah	
Garcia, Jerry	
Glasnovich, Rieka	
Givens, Deyonna	
Hamilton, Kailynn	
Handley, Lauren	
Heilmann, Natalie	
Heinrich, Carter	
Hernandez-Ponce, Manolo	
Hong, Elizabeth	
Hsu, Ivy	
Ingmanson, Emily	
Ippolito, Isabella	
Jain, Shreya	

Jenson, Fey	
Johnson-Guy, Nora	
Jones, Lanyashia	
Kappagantula, Suvrata	
Kashide, Pranav	
Kim, Laura	
Kim, Praise	
Kincaid, Brooke	
King, Trinity	
Koneni, Youdhister	
Korza, Aleksandra	
Krishnan, Sekaran, Dayaanand	
Laster, Tamia	
Li, Brandon	
Licea, Jonathan	
Lopez, Serena	
Lutz, Brooklyn	
Madula, Shae	
Mankin, Willa	
Manzella, Angelina	
Mata, Sophia	
McKennie, Amaya	
Murphy, Jack	
Murphy, Morgan	
Nigam, Lokarjita	
Obregon, Vega, Astrid	
Ogle, Kaylee	
Opare-Ameyaw, Angel	
Orbonez, Angelica	
Ostrowski, Maya	
Panjwani, Kaashan	
Park, Sandra	
Pascasio, Jada	
Pochyly, Megan	
Prabhudeva, Chandana	
Proffitt, Cole	
Przeczek, Konrad	
Qian, Doreen	
Qian, Yuan	
Ralston, Amy	
Ramirez, Isabelle	
Rodgers, Shimaria	
Rodriguez, Krystal	
Rose, Daniel	
Ryan, Cecelia	

Suite 320 – Carle IL COM Administration (Floor 3, north side) – updated 10/18/2021

Floor Coordinators: Karen McLaughlin / Amy Roberts

Persons within Area of Responsibility	Evacuation Sign-Off
Charisse Coleman	
Heidi Bates	
Wil Myers	
LeShae Hughes-McCray	
Christine Johnson	
Pat Hoey	
Molly Flessner	
(one position TBD-civil service)	

Suite 330 – Carle IL COM Administration (Floor 3, north side) – updated 10/18/2021

Floor Coordinators: Karen McLaughlin / Amy Roberts

Persons within Area of Responsibility	Evacuation Sign-Off
Kari Wallace	
Jessica Breitbarth	
Dan Rodawig	
Ryann Monahan	
Charlie Simpson	
Beth Hart	
Liz Steele	
Florance Adibu	
Natalie Bush	

Suite 340 – Capital Programs and Real Estate Services (Floor 3, north side) - updated 09/13/2022

Floor Coordinators: Kevin Chalmers / Chris Rogan

Persons within Area of Responsibility	Evacuation Sign-Off
Brown, Karen	
Chalmers, Kevin	
Dalton, Erin	
Edmonson, Matt	
Giurgea, Daniela	
Jacobs, Angela	
Rogan, Chris	
Rowe, Denise	
Stanford, Angela	
Tucker, Shannon	
Wilson, Mike	
Yoo, Sandra	
*White, Ebone (Occasional)	
* Fu, Jackie (Student Worker)	
*Gabis, Austin (Student Worker)	

Suite 370 – University of Illinois Online (Floor 3, north side)- updated 04/06/2021

Floor Coordinator: Teri Karpman / Dena Lawrence

Persons within Area of Responsibility	Evacuation Sign-Off
Banihashem, Ali	
White, Becky	
Karpman, Teri	
Knittle, John (State Purchasing Officer)	
Lawrence, Dena	

Suite 420 and Suite 480 – Illinois Human Resources and Wellbeing Services Center (Floor 4, north side) – updated 02/26/2020

Floor Coordinators: Felicia Parks / James Gallaher

Persons within Area of Responsibility	Evacuation Sign-Off
Cohen, Dana	
Cutsinger, Donna	
Eric Ferguson (office in Suite 480)	
Gallaher, James	
David Grider	
Dhindsa, Sim (office in Suite 480)	
Guerra, Michele (office in Suite 480)	
Hahn, Cheryl	
Lyell, Renee	
Lamb, Doug (office in Suite 480)	
Long-Lewis, Felice (office in Suite 480)	
Mahaffey, Sean (office in Suite 480)	
Menacher, Catherine	
Mette, Jessica	
Neumann, Alex	
North, Shelby	
Ofiana, Yasmin (office in Suite 480)	
Parks, Felicia	
Weaver, Jennifer (office in Suite 480)	
Wynne, Robin	

Suite 440 – System Human Resource Services (Floor 4, north side) – updated 04/13/2021

Floor Coordinators: Joy Brownridge / Jackie Billhymer

Persons within Area of Responsibility	Evacuation Sign-Off
Bayless, Jeff	
Billhymer, Jackie	
Brownridge, Joy	
Burgener, Stephen Todd	
Crawford, Colleen	
Cropper, Elizabeth	
Doebel, Wendy	
Foster, Angela	
Gerini, Susan	
Gilmore, Ken	
Higgerson, Bonita	
Jennings, Anne	
Jones, Lori	
Lacy, Justin	
McMullen, Melissa	
Painter, Jami	

Pernillo, Josué	
Pesavento, Tracey	
Ross, Katie	
Silha, Cheri	
Swenson, Denise	
Walker, Joann	

Suite 520 – Center for Advising and Academic Services (Floor 5, north side) – updated
10/07/2021

Floor Coordinators: Kris Blazek / Theresa Kincaid

Persons within Area of Responsibility	Evacuation Sign-Off
Theresa Kincaid	
Essence Chatman	
Sherry Clayborn	
Jessica Arnold	
Kris Blazek	
Teri Farr	
Sarah Smothers	
Sarah Watson	
Daniel Almanza	
Caitlin Marie Alvarez	
Aric Faulkner	
Corey Flack	
Calen Gutwein	
Jessica Kim	
Amanda Morley	
Michael Myers	
Ariel Robinson	
Gabby Singh	
Christy Verhelst	
Aaron Walk	
Megan Pickens	
David Schug	
Nicole Nowbahar	
Kristine McCoskey	
Shanicka Burdine	
Karen Rodriguez'G	
Christopher Holmes	
Half-time Academic Professionals:	
Paul Healey	
Imbedded Counselor	

Matilda Smith-Thompson	
Graduate Students	
Shawn Hampton	
Courtney Koenig	
Lena Summers	
Stella Green	
Nick Boivin	

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 processes 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			