BUILDING EMERGENCY ACTION PLAN

Carl R. Woese Institute for Genomic Biology u1080 / 1206 West Gregory Drive, Urbana IL.

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

Only proceed if safe to do so.

RUN

Evacuation Assembly Areas[1]

1. The sidewalk on the east side of the Morrow Plots
2.

HIDE

Storm Refuge Areas[2]

1. Lower level Corridors
2. Tunnels between IGB and ERML

Active Threat[1]

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 Assistance[2]

1. All stair 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.

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/.
- **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
Internal Email system	Nick Vasi	Dan Davidson
IGB website	Nick Vasi	Dan Davidson

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
Jesse Southern	Bob Mann	**Gatehouse, Array Café, Mechanical rooms**
Kate Janssen	Glen Fried	Biosystems Design **Core Facilities**
Dan Davidson	Joyce Koeberlein	Computer Network & Resource Group - **Concourse**
Kate Janssen	Austin Cypersmith	Core Facilities - **Concourse**
Jing Dong	Don Ort	Genomic Ecology of Global Change – **1500 Lab**
Lucienne Burris		Center for Advanced Bioenergy and bioproducts innovation **1200 Lab**
Amy Ahmed	Huimin Zhang	Genomics of Neural & Behavioral Plasticity **2500 Lab**
Elizabeth Penner	Derek Milner	Regenerative Biology & Tissue Engineering **2200 Lab**
Mindy Baughman	Connie Scott	Biocomplexity **3500 Lab**
Rachel Whitaker	Susan Flanegin	Infection Genomics for One Health **3500 Lab**
Hyoung Sook Ann		Mining Microbial Genomes for Novel Antibiotics **3200 Lab**

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 Phone	Office Phone	Home Phone	Email
Robert Mann Safety Coordinator	840-7964	244-8346	446-7990	bobmann@illinois.edu
Jesse Southern Facilities Manager	898-4456	244-1834	N/A	jsouther@illinois.edu
Nick Vasi Director of Communications	(617) 360-1013	333-0873	N/A	nvasi@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. 350B Edward R Madigan Lab

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
- "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

Record of Changes

Date	Changed By	Description of Change
11/27/2012	Bob Mann	Creation of document
05/23/2014	Bob Mann	Annual update
04/12/2016	Bob Mann	Annual update
12/07/2017	Bob Mann	Annual update
02/15/2019	Bob Mann	Annual update
05/12/2020	Bob Mann	Annual Update
10/25/2021	Bob Mann	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 _____ date: _____

Lieutenant of Emergency Management _____ date: _____

Associate Director Campus Code
Compliance & Fire Safety _____ date: _____

Senior Administrator(s) _____ date: _____

_____ date: _____

_____ date: _____

Revised: 10/25/2021
Prepared By: Bob Mann

Appendix A — Building Maps

Legend:

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

Exit — Designated route out of the building.

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

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

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Appendix 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			