

**University of Illinois at Urbana-Champaign
Medical Sciences Building
Emergency Action Plan**

**Building Emergency Action Plan
Creation: July 2009
Reviewed: September 2010**

****This document is designed to assist campus building occupants in preparing for and responding to emergency situations.**



**Division of Public Safety
Office of Campus Emergency Planning
#217-333-1216**

**Medical Sciences Building
Building Number 192
506 South Mathews
Urbana**

Table of Contents

Section 1:	Promulgation Document	1
Section 2:	Approval and Implementation	2
Section 3:	Record of Changes	3
Section 4:	Record of Distribution.....	4
Section 5:	NIMS Compliance.....	5
Section 6:	Introduction.....	6
6.1	Purpose.....	6
6.2	Scope.....	6
6.3	Coordination with Other Emergency Plans	6
6.4	The Campus Comprehensive Emergency Operations Plan	6
6.5	Coordination with Departmental Health and Safety Plans	6
6.6	Coordination with Departmental Continuity of Operations Plans	6
6.7	Identification of Resource Materials Used to Develop the Building Emergency Action Plan.....	7
6.8	Planning Assumptions	7
Section 7:	Emergency Response Phases.....	8
Section 8:	Categories of Events	9
Section 9:	Situation Overview for the Medical Sciences Building	10
9.1	Hazard Analysis and Mitigation Strategies.....	10
Section 10:	Emergency Communication Systems.....	11
10.1	Campus Emergency Notification Systems.....	11
10.2	Medical Sciences Building Internal Emergency Notification Systems	12
10.3	Medical Sciences Building Pre-Scripted Emergency Messages.....	12
Section 11:	Emergency Management Team.....	23
11.1:	Definition	23
11.2	Roles and Responsibilities	23
11.3	Identification of Emergency Management Team Members	24
11.4	Emergency Contact List/Lines of Succession.....	25
Section 12:	Triggers and Activation.....	27
12.1	List Appropriate Triggers	27
12.2	List Appropriate Authorities for Activations.....	27
12.2.1	Normal Business Hours Activation	27
12.2.2	After Normal Business Hours Activation	28

Section 13: Concept of Operations	29
13.1 Relationship of the Medical Sciences Building Emergency Management Team to the Campus Incident Command Post and Campus Emergency Operations Committee (CEOC)	29
13.2 Modular Diagram Depictions	29
13.3 Level #1 (Special Event/Administrative/Non-Emergency) Event Affecting the Medical Sciences Building	30
13.4 Level #2 (Emergency) or Level #3 (Disaster) Event Affecting the Medical Sciences Building.....	30
13.5 Location of the Medical Sciences Building Command Post(s)	31
13.6 Resources to Assist the Emergency Response.....	31
Section 14: Evacuation/Shelter-in-Place/Lockdown Procedures.....	33
14.1 Building Evacuation Guidelines	33
14.2: Evacuation Staging Areas	33
14.3: Employees Who May Remain to Shut Down Operations Critical to Life Safety Before Evacuating.....	34
14.4: Assisting Persons With Special Needs During an Evacuation	34
14.4.1: Areas of Rescue Assistance	35
14.5: Accountability.....	35
14.5.1: Identification of Floor Coordinators	36
14.6: Evacuation Procedures/Checklist for Floor Coordinators	37
14.7: Summary of Evacuation Procedures for the Medical Sciences Building	38
14.8: Shelter-In-Place Procedures for the Medical Sciences Building	38
14.8.1: Employees Who May Remain to Shut Down Operations Critical to Life Safety Before Sheltering-in-Place.....	38
14.8.2: Assisting Persons with Special Needs with Sheltering-in-Place	39
14.9: Lockdown Procedures for the Medical Sciences Building.....	40
Section 15: Types of Emergencies	41
15.1 TORNADO	41
15.2: BLIZZARD.....	42
15.3: FLOOD	42
15.4: EARTHQUAKE	43
15.5: CIVIL DISTURBANCE.....	44
15.6: GAS LEAK/FUMES/VAPORS.....	44
15.7: ACTIVE SHOOTER/ACTIVE THREAT.....	45
15.8: SUSPICIOUS PACKAGE.....	45
15.9: BOMB THREAT	46
15.9.1: BOMB THREAT CHECK SHEET	48
15.10: POWER OUTAGE	49
15.11: SUICIDE THREAT/PSYCHOLOGICAL EMERGENCY.....	49
15.12: CRIME PROCEDURES	49
15.13: HAZARDOUS MATERIALS	50
15.14: MEDICAL EMERGENCIES	41
15.15: FIRE.....	53

Section 16: Plan Maintenance	55
16.1 Annual Review & Update.....	55
16.2 Training & Exercises	55
16.3 Building Emergency Action Plan Accessibility	55
Section 17: Acronyms & Definitions	56
Appendix A	58
Appendix B	59

Section 1: Promulgation Document

It is the intent of the University of Illinois at Urbana-Champaign to assist campus building management in the creation of an “all-hazard” Building Emergency Action Plan (BEAP). This BEAP template is designed to assist campus building occupants (faculty, staff, students and visitors) in preparing for and responding to emergency situations.

The Office of Campus Emergency Planning has developed this model BEAP to assist campus departments in preparing for emergency situations as required by the Illinois Department of Labor Standards. In addition, the content of this BEAP will satisfy requirements outlined in Homeland Security Presidential Directive #5, 110 ILCS 12/20 (Campus Security Enhancement Act) and the State of Illinois Governor’s Executive Order #12 signed in 2004.

This BEAP is intended for use by all departments that occupy University facilities and should be completed as an “overall building plan” including all departments and areas of the building.

It is expected that departments will customize the content of this BEAP to meet their specific needs, operations and locations.

Once the BEAP is completed and reviewed by applicable authorities, it will be considered as an appendix to the larger University of Illinois at Urbana-Champaign Comprehensive Emergency Operations Plan. The roles and responsibilities contained within the BEAP may be limited dependant on the emergency situation. It shall be the responsibility of the Building Emergency Coordinator (Nora Few) ensure the Office of Campus Emergency Planning has a copy of the Medical Sciences Building BEAP and that its content is updated, maintained and exercised. It shall also be the responsibility of the Building Emergency Coordinator (Nora Few) to ensure any applicable individuals are provided this document to support the plan.

Considerable effort has been taken to ensure this BEAP template is concise, clear and easy to implement. If further assistance is required, please contact the Director of the Office of Campus Emergency Planning at #217-244-4877.

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

Executive Director of Public Safety/Chief of Police _____ Date: _____

Director of Emergency Planning _____ Date: _____

Section 2: Approval and Implementation

Emergencies and disasters can happen at any moment that may directly or indirectly impact the occupants of the Medical Sciences Building. It is the intent of this Building Emergency Action Plan (BEAP) to assist all occupants of the Medical Sciences Building to the greatest extent possible in the planning and response to most conceivable emergencies.

It may be necessary for the occupants of the Medical Sciences Building to work with traditional first responder agencies (i.e. police, fire, ambulance, public health and facilities and services) during an emergency. This BEAP will outline the operational procedures necessary to facilitate the interoperability of traditional first responders and the resources located within the Medical Sciences Building

The applicability of the Medical Sciences Building BEAP will be demonstrated by specifically addressing the following types of emergencies:

- Tornado
- Blizzard
- Flood
- Earthquake
- Civil Disturbance
- Gas Leak/Fumes/Vapors
- Active Shooter/Active Threat
- Suspicious Package
- Bomb Threat
- Power Outage
- Suicide Threat/Psychological Emergency
- Crime Procedures
- Hazardous Materials
- Medical Emergencies
- Fire

It is imperative the BEAP be reviewed on at least an annual basis. Authority is granted to the Building Emergency Coordinator (Nora Few) to modify the BEAP for the Medical Sciences Building as long as the Director of the Office of Campus Emergency Planning is notified of any modification(s).

The BEAP will supersede all previous or existing emergency plans. Any completed hazard specific emergency plans should be included as an appendix to the BEAP.

Signed: _____
Dean Bradford Schwartz

Date: _____

Section 4: Distribution of this BEAP

All Medical Sciences Building faculty, staff, and students will be informed of the presence of the BEAP on the College of Medicine at Urbana-Champaign website, accessible using bluestem security. In addition, members of the Emergency Management Team will receive paper copies.

Name of Person/Title/Department		Date Received	Initials of Person Receiving the BEAP
Cagle, Jim	Safety Officer; Operations Officer; Finance Administration Officer		
Few, Nora	Unified Commander; Planning Officer; Building Emergency Coordinator		
Hall, Jim	Liaison Officer		
Jebe, Tod	Public Information Officer (internal)		
McCall, Debbie	Logistics Officer		
Robison, Sarah	Public Information Officer (external)		
Schwartz, Brad	Unified Commander		
Knollenberg, Dee Ann	Back-up for Jim Cagle		
Joe Goldberg	Back-up for Nora Few		
Orban, Jessica	Back-up for Debbie McCall		

Section 5: NIMS Compliance

The Medical Sciences Building Emergency Action Plan (BEAP) is considered part of the Comprehensive Emergency Operation Plan of the University of Illinois at Urbana-Champaign. Therefore, the contents contained herein are subject to and compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS). All applicable individuals within the Medical Sciences Building will establish a working knowledge of the information presented in the BEAP, which includes how they pertain to the overall emergency response activities of the University of Illinois at Urbana-Champaign.

Section 6: Introduction

6.1 Purpose

The purpose of this Building Emergency Action Plan (BEAP) is to establish emergency response procedures and duties, to promote planning and to establish training for various types of emergencies as required by federal and state law.

6.2 Scope

The BEAP applies to all faculty, staff, students, visitors and/or other building occupants.

6.3 Coordination with Other Emergency Plans

The BEAP is a key component in departmental and/or building safety planning. However, it is not intended to replace the University's Comprehensive Emergency Operations Plan, business continuity plan or other emergency planning required by University policy or regulatory agencies. The BEAP must be coordinated with these and other emergency/safety documents.

6.4 The Campus Comprehensive Emergency Operations Plan

The University of Illinois at Urbana-Champaign's Comprehensive Emergency Operations Plan is the written plan of a higher education institution describing the organization, mission and functions of the higher education institution and supporting services for responding to and recovering from disasters/emergencies and for violence prevention. The Comprehensive Emergency Operations Plan is managed by the Division of Public Safety, Office of Campus Emergency Planning.

6.5 Coordination with Departmental Health and Safety Plans

The BEAP reflects the University's emergency response procedures and programs and satisfies an element such as the Departmental Health and Safety Plan required by the Illinois Department of Labor Standards. It is to supersede, and can be used in addition to, other department specific hazard emergency plans.

6.6 Coordination with Departmental Continuity of Operations Plans

The Continuity of Operations Plans outline procedures to be followed in case of a catastrophic incident that will affect long-term operations on the University of Illinois at Urbana-Champaign campus. The BEAP is not a replacement for Continuity of Operations Planning, rather it is a component of emergency planning based on the crisis phase of a critical incident.

6.7 Identification of Resource Materials Used to Develop the Building Emergency Action Plan.

The resources that were used to create the BEAP were derived from other Division I Research Institutions, including those within the Big Ten Conference, Pac-Ten Conference and Southeastern Conference. The BEAP follows the guidelines set forth by the Federal Emergency Management Agency in the Comprehensive Preparedness Guide (CPG 101) updated August 1, 2008.

6.8 Planning Assumptions

The BEAP for the Medical Sciences Building is predicated on a realistic approach to the problems likely to be encountered during any type of emergency. Therefore, the following assumptions are made and should be used as general guidelines in such an emergency:

- Any type of emergency can occur at any time of the day or night, weekend or holiday, with little to no warning.
- The succession of events during any type of emergency is not predictable. Therefore, any published operational plans, such as this BEAP, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- Any type of emergency may be declared if information indicates such conditions are developing or probable.
- Any type of emergency may evolve into a community or campus-wide event. Therefore, it is necessary to prepare for and implement emergency response procedures, which include short and long-term recovery operations, in conjunction with the overall campus and local jurisdictional resources.

Section 7: Emergency Response Phases

The Building Emergency Action Plan (BEAP) for the Medical Sciences Building recognizes four Emergency Response Phases which are Prevention/Mitigation, Planning, Response and Recovery. For the purposes of the BEAP, they are defined as follows:

- 1) **Prevention/Mitigation:** Actions taken and programs and systems developed prior to an emergency or disaster that decrease the probability of occurrence or minimize the potential for negative impact.
- 2) **Planning:** Activities conducted to prepare appropriate response strategies.
- 3) **Response:** Actions taken to address the immediate and short-term effects of a disaster/emergency.
- 4) **Recovery:** The restoration actions and programs associated with recovering from a disaster/emergency including, but not limited to, academic recovery, physical/structural recovery, business/fiscal recovery and psychological/emotional recovery for students and campus personnel.

The BEAP for the Medical Sciences Building will address limited aspects of prevention/mitigation and focus primarily on the planning and response phases of an emergency. An individual Continuity of Operations Plan (COOP) will need to be developed separately by individual units located within the Medical Sciences Building and used in conjunction with this BEAP for long-term recovery operations.

Section 8: Categories of Events

Events that may affect the occupants of the Medical Sciences Building fall into one of the three categories defined as follows:

Level 1 – Special Event/Administrative/Non-Emergency

Events in this category are typically driven by the existence of intelligence-related information or published accounts which accurately foretell that an event may occur. Events in this category are generally not expected to require an emergency response for the occupants within the Medical Sciences Building. Examples include dignitary visits, open houses, political debates, protests, athletic events, etc.

Level 2 – Emergency

Events in this category typically are the result of unforeseen actions, either natural, man-made and/or technological, which create a situation that has a substantial probability of disrupting normal operations within the Medical Sciences Building. Examples include severe weather, hazardous material releases, active threat/shooter, etc.

Level 3 – Disaster

Events in this category typically are natural, man-made and/or technological with the potential to have a major impact on the Medical Sciences Building ability to sustain operations. A disaster will likely result in the significant, long-term (days, weeks or months) disruption of operations. Examples include pandemic flu, earthquake, terrorist attack, mass casualty incident, etc.

Section 10: Emergency Communication Systems

10.1 Campus Emergency Notification Systems

The University of Illinois at Urbana-Champaign will utilize the following mechanisms to notify the campus community of an emergency situation:

- 1) Illini-Alert Emergency Text Notification System. Illini-Alert is an “opt-in” system designed to deliver text and email messages to faculty, staff and students.
- 2) Mass Electronic Mail. Individuals with an illinois.edu email account will receive an emergency message sent to their respective inbox.
- 3) Emergency Web Alert System. An emergency alert will be placed on all campus web pages that have been properly coded to receive the alert.
- 4) Public Broadcast Media Outlets. The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- 5) Emergency Alert System on Comcast Cable. A “blackout” of all Comcast Cable channels via an audio voice that will provide information regarding the emergency situation.
- 6) NOAA Weather Radios. The National Weather Service in Lincoln, Illinois, will post an alert message on NOAA weather radios.
- 7) 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.
- 8) 265-UIPD. An emergency voice message system will be provided via this phone number to provide emergency information.
- 9) The Telephone Alert System. A systematic telephone call list (i.e. “telephone tree”) designed to notify individuals throughout campus.

10.2 Medical Sciences Building Internal Emergency Notification Systems

Once notified by one of the Campus Emergency Notification Systems or by any other form not listed, the Medical Sciences Building will commence notifying their occupants via the following, as long as it is safe to do so:

Type of Internal Notification System	Person Authorized to Send Internal Notification Message	Intended Audience for Internal Notification Message
COM Telephone Tree	Debbie McCall Back-up: Rita Knight	Building occupants
COM website	Tod Jebe Back-up: Becki Wright	Broad audience
Bullhorns	Nora Few Back-up: Jessica Orban	Building occupants
Pagers	Tod Jebe Back-up: Becki Wright	2nd to 4th year students

10.3 Medical Sciences Building Pre-Scripted Emergency Messages

Once notified by one of the Campus Emergency Notification Systems or by any other form not listed, the Building Emergency Coordinator (Nora Few) will utilize the following pre-scripted messages to expedite the notification process to building occupants:

Note: These pre-scripted messages can be modified depending on the incident to meet the needs of the building occupants.

Type of Emergency	Example Messages
Tornado	<p>Floor coordinator -- Bullhorn EMERGENCY! This is _____. A tornado touchdown in the campus area is likely. Seek shelter in the basement immediately. Please check your text messages and the college website, and do not re-enter your work area until you are given an all-clear message by the College of Medicine emergency management team or 30 minutes have elapsed since the tornado sirens have sounded.</p> <p>Web message EMERGENCY! A tornado touchdown in the campus area is likely. Seek shelter in the basement immediately. Please check your text messages and the college website, and do not re-enter your work area until you are given an all-clear message by the College of Medicine emergency management team or 30 minutes have elapsed since the tornado sirens have sounded.</p>

Type of Emergency	Example Messages
Blizzard	<p>Floor coordinator – Bullhorn or door to door EMERGENCY! This is _____. A blizzard warning is in effect for Champaign County. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website for additional information.</p> <p>Web message EMERGENCY! A blizzard warning is in effect for Champaign County. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website for additional information.</p>
Flood	<p>Floor coordinator – Bullhorn or door to door EMERGENCY! This is _____. A flood warning is in effect for Champaign County. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website for additional information and do not re-enter the building until you are given an all-clear message by the College of Medicine emergency management team.</p> <p>Web message EMERGENCY! A flood warning is in effect for Champaign County. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website for additional information and do not re-enter the building until you are given an all-clear message by the College of Medicine emergency management team.</p>

Type of Emergency	Example Messages
Earthquake	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. An earthquake has impacted Champaign-Urbana. Find a place of safety immediately. Shelter under sturdy tables, desks, or in doorways. Please check your text messages and the college website, and do not leave your place of safety until you are given an all-clear message by the College of Medicine emergency management team.</p> <p>Web message EMERGENCY! An earthquake has impacted Champaign-Urbana. Find a place of safety immediately. Shelter under sturdy tables, desks, or in doorways. Please check your text messages and the college website, and do not leave your place of safety until you are given an all-clear message by the College of Medicine emergency management team.</p>
Civil Disturbance in another location	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. There is a civil disturbance at (<i>location</i>) _____. Avoid the area and turn to local media for details.</p> <p>Web message EMERGENCY! There is a civil disturbance at (<i>location</i>) _____. Avoid the area and turn to local media for details.</p>
Civil Disturbance in this building	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. There is a civil disturbance in this building. Close your doors and lock them if possible. Do not leave your shelter in place location until an all-clear message is given by the College of Medicine emergency management team or authorities (police and/or fire departments).</p> <p>Web message EMERGENCY! This is _____. There is a civil disturbance in this building. Close your doors and lock them if possible. Do not leave your shelter in place location until an all-clear message is given by the College of Medicine emergency management team or authorities (police and/or fire departments).</p>

Type of Emergency	Example Messages
<p>Gas Leak/Fumes/Vapors</p>	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. There is a gas leak (<i>or fumes or vapors</i>) coming from (<i>location</i>) _____. The Medical Sciences Building is being evacuated. Avoid the area of the leak. Everyone must gather at the evacuation staging area at (<i>location</i>) _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p> <p>Web message EMERGENCY! There is a gas leak (<i>or fumes or vapors</i>) coming from (<i>location</i>) _____. The Medical Sciences Building is being evacuated. Avoid the area of the leak. Everyone must gather at the evacuation staging area on the west outdoor staircase of the Krannert Center for the Performing Arts. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p>

Type of Emergency	Example Messages
Active Shooter / Active Threat in another location	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. The university has reported an active threat on campus at (<i>location</i>) _____. There is no current threat in this building. Please check your text messages and the College of Medicine website for further instructions. Close your doors and lock them, if possible. Stay out of sight! Do not leave your shelter in place location until an all-clear message is given by the College of Medicine emergency management team or authorities (police and/or fire departments).</p> <p>Web message EMERGENCY! The university has reported an active threat on campus at (<i>location</i>) _____. There is no current threat in this building. Please check your text messages and the College of Medicine website for further instructions. Close your doors and lock them, if possible. Stay out of sight! Do not leave your shelter in place location until an all-clear message is given by the College of Medicine emergency management team or authorities (police and/or fire departments).</p>
Active Shooter / Active Threat in this building	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. There is a threatening individual in the building with a weapon (if you know the weapon is, please advise). Evacuate if safe to do so, otherwise close your doors and lock them, if possible. Stay out of sight! Please check your text messages and the college website, and do not leave your place of safety until you are given an all-clear message by the College of Medicine emergency management team or authorities (police and/or fire departments).</p> <p>Web message EMERGENCY! There is a threatening individual in the building with a weapon (if you know the weapon is, please advise). Evacuate if safe to do so, otherwise close your doors and lock them, if possible. Stay out of sight! Please check your text messages and the college website, and do not leave your place of safety until you are given an all-clear message by the College of Medicine emergency management team or authorities (police and/or fire departments).</p>

Type of Emergency	Example Messages
Suspicious Package	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. A suspicious package has been found at <i>(location)</i> _____. Do not approach the package. DO NOT USE CELL PHONES. Begin evacuation procedures immediately. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p> <p>Web message EMERGENCY! A suspicious package has been found at <i>(location)</i> _____. Do not approach the package. DO NOT USE CELL PHONES. Begin evacuation procedures immediately. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p>

Type of Emergency	Example Messages
Bomb Threat	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. A bomb threat has been made at <i>(location)</i> _____. The Medical Sciences Building is being evacuated. DO NOT USE CELL PHONES. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p> <p>Web message EMERGENCY! A bomb threat has been made at <i>(location)</i> _____. The Medical Sciences Building is being evacuated. DO NOT USE CELL PHONES. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p>
Utility Outage	<p>Floor coordinator – Bullhorn or door to door EMERGENCY! This is _____. We are having a severe long-term power outage on campus. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website, and do not re-enter the building until you are given an all-clear message by the College of Medicine emergency management team.</p> <p>Web message EMERGENCY! We are having a severe long-term power outage on campus. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website, and do not re-enter the building until you are given an all-clear message by the College of Medicine emergency management team.</p>
Suicide Threat/Psychological Emergency	To be determined by case

Type of Emergency	Example Messages
Crime Procedures	To be determined by case
Hazardous Materials	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. There is a hazardous material release at <i>(location)</i> _____. The Medical Sciences Building is being evacuated. Avoid the area of the hazardous material. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p> <p>Web message EMERGENCY! There is a hazardous material release at <i>(location)</i> _____. The Medical Sciences Building is being evacuated. Avoid the area of the hazardous material. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p>
Medical Emergencies	To be determined by case

Type of Emergency	Example Messages
Fire	<p>Floor coordinator – Bullhorn EMERGENCY! This is _____. There is a fire at <i>(location)</i> _____. The Medical Sciences Building is being evacuated. Avoid the area of the fire. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p> <p>Web message EMERGENCY! There is a fire at <i>(location)</i> _____. The Medical Sciences Building is being evacuated. Avoid the area of the fire. Everyone must gather at the evacuation staging area at <i>(location)</i> _____. Do not leave the evacuation staging area until directed to do so by authorities (police and/or fire departments).</p> <p><i>(the evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)</i></p>

Medical Sciences Building Pre-Scripted Emergency Messages for Floor Coordinators

These pre-scripted messages can be modified depending on the incident to meet the needs of the building occupants.

Blizzard, Earthquake, Flood, Tornado, Utility Outage
Blizzard -- EMERGENCY! This is _____. A blizzard warning is in effect for Champaign County. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website for additional information.
Earthquake -- EMERGENCY! This is _____. An earthquake has impacted Champaign-Urbana. Find a place of safety immediately. Shelter under sturdy tables, desks, or in doorways. Please check your text messages and the college website, and do not leave your place of safety until you are given an all-clear message by the College of Medicine emergency management team.
Flood -- EMERGENCY! This is _____. A flood warning is in effect for Champaign County. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website for additional information and do not re-enter the building until you are given an all-clear message by the College of Medicine emergency management team.
Tornado -- EMERGENCY! This is _____. A tornado touchdown in the campus area is likely. Seek shelter in the basement immediately. Please check your text messages and the college website, and do not re-enter your work area until you are given an all-clear message by the College of Medicine emergency management team or 30 minutes have elapsed since the tornado sirens have sounded.
Utility Outage -- EMERGENCY! This is _____. We are having a severe long-term power outage on campus. The Medical Sciences Building will be closing as of _____. Please make your way home or to an alternative safe location. Please check your text messages and the college website, and do not re-enter the building until you are given an all-clear message by the College of Medicine emergency management team.

EVACUATION CHECKLIST FOR FLOOR COORDINATORS

Each of the following should only be done if safe to do so:

- ___ 1) **Notification/Accounting:** Floor Coordinators will be responsible for alerting individuals in their area of responsibility once advised an evacuation has been ordered. If possible, Floor Coordinators should have a general population count of the individuals in their area of responsibility for accountability purposes at the evacuation staging area(s).
- ___ 2) **Evacuation Staging Area:** Floor Coordinators will direct occupants to designated evacuation staging area locations as quickly as possible. The following areas have been designated as evacuation staging areas for Medical Sciences Building:
 - 1) Krannert Center for the Performing Arts, West outdoor stairs (in good weather)
 - 2) Krannert Center for the Performing Arts, Main lobby (in inclement weather)
- ___ 3) **Assisting those with special needs:** Floor Coordinators will assist in moving persons with special needs to an area of rescue assistance, or in an emergency that presents immediate danger to life and health, an evacuation staging area or other place of shelter, with the consent of the individual with the special need. The West, main stairwell (alternate: Northeast stairwell) has been designated areas of rescue assistance for the respective floors of Medical Sciences Building.
- ___ 4) **Accounting:** Once all individuals have evacuated the building, Floor Coordinators will assist in gathering the names of individuals in their area of responsibility at the evacuation staging area(s). Floor Coordinators will then report accountability information to the Medical Sciences Building Emergency Management Team and/or any on scene emergency response personnel (i.e. police and/or fire departments) as quickly as possible.
- ___ 5) **Leaving the Staging Area:** All evacuees located within the evacuation staging area(s) should not leave until directed to do so by authorities (police and/or fire departments). Once released from the evacuation staging area(s), evacuees should report to _____. Depending on the nature of the emergency a location may be identified for evacuees to convene. This decision will be made by the Emergency Management Team for the Medical Sciences Building at the time of the incident.

Suicide Threat, Psychological Emergency, Crime Procedures, Medical Emergencies
<i>Message to be determined by case</i>

Medical Sciences Building Pre-Scripted Emergency Messages for Floor Coordinators

These pre-scripted messages can be modified depending on the incident to meet the needs of the building occupants.

Bomb Threat, Fire, Gas Leak, Hazardous Material, Suspicious Package	
Bomb Threat	-- EMERGENCY! This is _____. A bomb threat has been made at <i>(location)</i> _____. Evacuate. DO NOT USE CELL PHONES. Go to Krannert.
Fire	-- EMERGENCY! This is _____. There is a fire at <i>(location)</i> _____. Evacuate. Avoid the area of the fire. Go to Krannert.
Gas Leak	-- EMERGENCY! This is _____. There is a gas leak <i>(or fumes or vapors)</i> coming from <i>(location)</i> _____. Evacuate. Avoid the area of the leak. Go to Krannert.
Hazardous Material	-- EMERGENCY! This is _____. There is a hazardous material release at <i>(location)</i> _____. Evacuate. Avoid area of the hazardous material. Go to Krannert.
Suspicious Package	-- EMERGENCY! This is _____. A suspicious package has been found at <i>(location)</i> _____. Do not approach the package. DO NOT USE CELL PHONES. Evacuate. Go to Krannert.

(evacuation staging area is on the west outdoor staircase of the Krannert Center for the Performing Arts or, in inclement weather, the main lobby of the Krannert Center for the Performing Arts)

Active Shooter, Civil Disturbance	
Active Shooter at another location	-- EMERGENCY! This is _____. The university has reported an active threat on campus at <i>(location)</i> _____. There is no current threat in this building. Close doors and lock them. Check your text messages and the college website for further instructions.
Active Shooter in the building	-- EMERGENCY! This is _____. There is a threatening individual in the building with a weapon. Evacuate if safe. Otherwise, close doors and lock them. Stay out of sight! Check your text messages.
Civil Disturbance at another location	-- EMERGENCY! This is _____. The university has reported a civil disturbance on campus at <i>(location)</i> _____. Check your text messages and the college website. Close doors and lock them. Do not leave your shelter in place location until an all-clear message is given by the College of Medicine emergency management team or authorities (police and/or fire departments).
Civil Disturbance in the building	-- EMERGENCY! This is _____. There is a civil disturbance in the building. Evacuate, if safe. Otherwise, close doors and lock them. Check text messages and college website.

Emergency Contacts	
Nora Few	244-1512 (office) [REDACTED]
Todd Short	244-4877 (office) [REDACTED]
Campus Police	333-1216 (non emergency) 9-911 (emergency from campus phone) or 911 (emergency from non campus phone)

Section 11: Emergency Management Team

11.1: Definition

The Emergency Management Team for the Medical Sciences Building is designed to deal with the operational and policy-making aspects of the incident. The Emergency Management Team for Medical Sciences Building will convene during emergency situations and make applicable decisions regarding the safety of building occupants in conjunction with any traditional first responder agencies (i.e. police/fire/ambulance) on scene.

The Emergency Management Team for the Medical Sciences Building can work independently during an emergency if other campus support resources are not needed (i.e. Level #1 Event). If, however, other campus support resources are required to assist the Medical Sciences Building during an emergency, the Emergency Management Team will work with and report directly to the Campus Incident Command Post, if established (see Section 13.3, Modular Diagram Depiction).

11.2 Roles and Responsibilities

The roles and responsibilities of the Medical Sciences Building Emergency Management Team members will be the following:

- 1) **Unified Commanders Dean Bradford Schwartz and Nora Few:** These individuals have the authority to make overall decisions for the Medical Sciences Building Emergency Management Team. Responsibilities include ensuring all operational and policy level decisions are made in accordance with the BEAP.
- 2) **Safety Officer Jim Cagle:** This individual is responsible for the overall safety concerns of occupants within the Medical Sciences Building. This individual should have previous training in safety related issues, such as but not limited to, hazardous materials awareness, personal protective equipment and laboratory safety as appropriate. **Note: It may not be possible to assign a Safety Officer based on insufficient qualifications and/or lack of volunteers.**
- 3) **Public Information Officers Sarah Robison (external) and Tod Jebe (internal):** The internal public information officer is responsible for disseminating information to students, faculty, and staff of the Medical Sciences Building and in particular is responsible for web messages. The external public information officer is responsible for gathering and potentially disseminating information to the media and/or general public. **Note: Any Public Information Officer shall consult with the Office of Public Affairs (#217-333-5010) prior to disseminating any information to media outlets.**

- 4) **Liaison Officer Jim Hall:** This individual is responsible for coordinating the Emergency Management Team’s efforts with those of the Campus Incident Command Post. **Note: This person may need to be assigned to the Campus Incident Command Post for communication purposes, as those in the Campus Incident Command Post will need to have a continuous flow of information coming from the Emergency Management Team.**

- 5) **Operations Officer (Facility Manager) Jim Cagle:** This individual is responsible for implementing any operationally driven tasks (i.e. locking and unlocking doors, shutting off HVAC systems, electrical substations, etc). The Facility Manager will work with police, fire, ambulance, public health and/or Facilities and Services to mitigate the emergency.

- 6) **Planning Officer Nora Few:** This individual is responsible for developing incident action plans and acquiring information/intelligence that will assist the Operations Officer in implementing operationally driven tasks. The Planning Officer will share any information/intelligence with the Emergency Management Team. This individual is also responsible for working with any technical specialists who may be needed to mitigate the emergency and “checking people in” as they arrive at any designated building “Command Post” locations.

- 7) **Logistics Officer Debbie McCall:** This individual is responsible for ensuring necessary resources are distributed and/or ordered for those affected during the emergency. Examples include: food, water, flashlights, etc.

- 8) **Finance/Administration Officer Jim Cagle:** This individual is responsible for coordinating efforts associated with any costs relative to the incident. This includes hours worked by faculty, staff and students, overtime expenditures, on-the-job injury reports, etc.

- 9) **Designated Building Emergency Coordinator for the Office of Campus Emergency Planning Nora Few:** This individual is responsible for coordinating all efforts to complete, maintain, update and exercise the BEAP for the Medical Sciences Building with the assistance of the Director of the Office of Campus Emergency Planning.

11.3 Identification of Emergency Management Team Members

The Emergency Management Team for the Medical Sciences Building should include, but is not limited to, the following: Dean(s), Director(s), Department Head(s) (where more than one campus unit resides within a building), Safety Officer, Public Information Officer, Liaison Officer, Operations Officer (Facility Manager), Planning Officer, Logistics Officer, Finance/Administration Officer and the assigned Building Emergency Coordinator.

**EMERGENCY MANAGEMENT TEAM FOR
THE MEDICAL SCIENCES BUILDING**

NAME OF INDIVIDUAL	TITLE OF INDIVIDUAL
Dean Bradford Schwartz	Dean (Unified Commander)
Nora Few	(Unified Commander)
Jim Cagle	Safety Officer
Sarah Robison and Tod Jebe	Public Information Officer
Jim Hall	Liaison Officer
Jim Cagle (Dee Ann Knollenberg back-up)	Facility Manager (Operations Officer)
Nora Few	Planning Officer
Debbie McCall	Logistics Officer
Jim Cagle	Finance/Administration Officer
Jessica Orban and Joe Goldberg	Other(s)

11.4 Emergency Contact List/Lines of Succession

The following is a comprehensive list for all emergency contacts within the Medical Sciences Building. This list should include both Emergency Management Team members and any other critical contacts within the building. Any individuals included on the emergency contact list should have voluntarily agreed to be listed and should register themselves in the Illini-Alert notification service by visiting emergency.illinois.edu. **If possible, each emergency contact should have 2 back-up contacts listed to provide adequate lines of succession.**

Emergency Contact	Office Phone Number	2 nd Phone Number	3 rd Phone Number	Pager Number	Email Address
1) Dean Bradford Schwartz	333-5467				comuc@med.illinois.edu
Back-up: Nora Few	244-1512			N/A	njfew@illinois.edu
2) Nora Few	244-1512			N/A	njfew@illinois.edu
Back-up: Debbie McCall	265-6420			N/A	demccall@illinois.edu
3) Jim Cagle	244-6881			N/A	jcagle@illinois.edu
Back-up: Dee Ann Knollenberg	244-0378			N/A	knollenb@illinois.edu
4) Tod Jebe	244-7352			N/A	tjebe@illinois.edu
Back-up: Sarah Robison	244-8264			N/A	srobison@illinois.edu
5) Jim Hall	333-5471			N/A	jimhall@illinois.edu
Back-up: Joe Goldberg	265-6393			N/A	jgoldbrg@illinois.edu
6) Debbie McCall	265-6420			N/A	demccall@illinois.edu
Back-up: Jessica Orban	333-4578			N/A	jorban@illinois.edu

Floor Coordinator	Office Phone Number	2 nd Phone Number	Pager Number	Email Address
B -- Tony Jimenez	333-7800	[REDACTED]	N/A	ojimenez@illinois.edu
1 – Susie Florey	265-0096	[REDACTED]	N/A	sflorey1@illinois.edu
Back-up: Rita Knight	333-5465	[REDACTED]	N/A	rlknight@illinois.edu
2 – Susan Kies	333-5222	[REDACTED]	N/A	kies@illinois.edu
Back-up: Sonya Grindley	244-8065	[REDACTED]	N/A	sgrindle@illinois.edu
3 – Dixie Whitt	333-2285	[REDACTED]	N/A	dwhitt@illinois.edu
Back-up: Martha Sweeney	333-1229	[REDACTED]	[REDACTED]	mssweene@illinois.edu
4 – James Morrissey	265-4036	[REDACTED]	N/A	jhmorris@illinois.edu
Back-up: Stephanie Smith	333-5161	[REDACTED]	N/A	sasmith6@illinois.edu
5 – Stephanie Ceman	244-6793	[REDACTED]	N/A	sceman@illinois.edu
Back-up: Lin-Feng Chen	333-7764	[REDACTED]	N/A	lfchen@illinois.edu

Section 12: Triggers and Activation

12.1 List appropriate Triggers

The following triggers may activate the implementation of the Medical Sciences Building Emergency Action Plan (BEAP):

- 1) An incident as defined by this BEAP which may include, but is not limited to:
 - Tornado
 - Blizzard
 - Flood
 - Earthquake
 - Civil Disturbance
 - Gas Leak/Fumes/Vapors
 - Active Shooter/Active Threat
 - Suspicious Package
 - Bomb Threat
 - Utility Outage
 - Suicide Threat/Psychological Emergency
 - Crime Procedures
 - Hazardous Materials
 - Medical Emergencies
 - Fire

- 2) Any type incident, including a Level #1 (i.e. Administrative/open house), Level #2 (i.e. Emergency/active shooter) or Level #3 (i.e. Disaster/pandemic flu) that escalates and is deemed major by members of the Campus Emergency Operations Committee (Chancellor, Provost, Vice Chancellor for Student Affairs, Vice Chancellor for Research, Executive Director of Public Safety/Chief of Police, Director of Facilities & Services, Director of Public Affairs, Chief Privacy Security Officer for CITES) or the Emergency Management Team for the Medical Sciences Building.

12.2 List Appropriate Authorities for Activations

12.2.1 Normal Business Hours Activation

Dean Bradford Schwartz has been designated and authorized by the Medical Sciences Building to activate this BEAP during normal business hours. If any of the aforementioned triggers occur during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding designated campus holidays), a notification will be made by Dean Schwartz to Emergency Management Team members for activation of the BEAP.

If Dean Schwartz is unavailable during normal business hours, the decision to activate the Medical Sciences Building BEAP will be made by Nora Few, Building Emergency Coordinator.

12.2.2 After Normal Business Hours Activation

Jim Hall, Liaison Officer, has been designated and authorized by Dean Schwartz to activate this BEAP after normal business hours. If any of the aforementioned triggers occur after normal business hours (5:00 p.m. to 8:00 a.m., Monday through Friday, including weekends and designated campus holidays), a notification will be made by Jim Hall to Emergency Management Team members for activation of the BEAP.

If Jim Hall is unavailable after normal business hours, the decision to activate the Medical Sciences Building BEAP will be made by Nora Few, Building Emergency Coordinator.

Section 13: Concept of Operations

One of the objectives of the Medical Sciences Building Emergency Action Plan (BEAP) is to ensure the safety of its occupants. In order to ensure group and/or individual safety to the greatest extent possible, an efficient and generally stated “Concept of Operations” has been developed which will guide the emergency response operations for the Medical Sciences Building.

13.1 Relationship of the Medical Sciences Building Emergency Management Team to the Campus Incident Command Post and Campus Emergency Operations Committee (CEOC)

The Emergency Management Team for the Medical Sciences Building recognizes the probability of working with other campus resources that will operate within the Campus Incident Command Post (ICP) and the Campus Emergency Operations Center (EOC) during an emergency.

The Campus ICP is the location where overall operations are conducted for all affected campus units/buildings. Those working in the Campus ICP will commonly include police, fire, ambulance, public health and public works officials.

The Campus EOC is the location where overall policy making decisions will be made for any affected campus units/buildings. Those working in the Campus EOC commonly include the Chancellor, Provost, Vice Chancellor for Student Affairs, Vice Chancellor for Research, Executive Director of Public Safety/Chief of Police, Director of Facilities & Services, Director of Public Affairs and the Chief Privacy Security Officer for CITES.

Members of the Medical Sciences Building Emergency Management Team may be required to work in collaboration with those operating in both the Campus Incident Command Post and the Campus Emergency Operations Center. The directive to place members of the Medical Sciences Building Emergency Management Team into the Campus Incident Command Post or the Campus Emergency Operations Center will be made at the time of the emergency by personnel operating within the Campus Incident Command Post and/or those individuals operating within the Campus Emergency Operations Center.

13.2 Modular Diagram Depictions

This BEAP will adhere to the emergency management philosophy of the University of Illinois at Urbana-Champaign, which is based on the National Incident Management System (NIMS) and the Incident Command System (ICS). Modular diagrams depicting the roles, responsibilities and communication reporting lines that will be followed by the Medical Sciences Building Emergency Management Team are illustrated in Appendix A and Appendix B.

13.3 Level #1 (Special Event/Administrative/Non-Emergency) Event Affecting the Medical Sciences Building

All response actions listed should be done only if it is safe to do so!

During a Level #1 (**Special Event/Administrative/Non-Emergency**) event, the Medical Sciences Building Emergency Management Team will do the following:

- Gather, communicate and share all pertinent information with Emergency Management Team members and other building occupants as soon as possible.
- Activate internal notification procedures as necessary.
- Convene at the designated Command Post location(s) to share information with all applicable persons, if necessary.
- Emergency Management Team members should begin making policy and operational response decisions pursuant to their respective roles and responsibilities outlined in Section 11: Emergency Management Team.
- Actively monitor the situation.
- Be prepared to contact 9-1-1 (9-9-1-1 from a campus phone).
- Be prepared to activate any of the emergency response procedures listed under Section 15: Types of Emergencies.

The Medical Sciences Building Emergency Management Team will most likely work independently of other campus resources during a Level #1 event. Other campus resources will be requested by the Emergency Management Team only if necessary. If a Level #1 situation requires additional campus resources and/or the activation of a Campus Incident Command Post, the procedures listed next under a Level #2 or Level #3 Incident will be followed.

13.4 Level #2 (Emergency) or Level #3 (Disaster) Event Affecting the Medical Sciences Building

During a Level #2 (**Emergency**) or Level #3 (**Disaster**) event, the Medical Sciences Building Emergency Management Team will do the following:

- Call 9-1-1 (9-9-1-1 from a campus phone) and report the emergency.
- Activate internal notification procedures as necessary.
- Activate the appropriate emergency response outlined in Section 15: Types of Emergencies.
- Convene at the designated Command Post location(s) as soon as it is safe to do so.
- Emergency Management Team members should begin making policy and operational response decisions pursuant to their respective roles and responsibilities as outlined in Section 11: Emergency Management Team.
- Assign the Liaison Officer to the Campus Incident Command Post as soon as possible and once safe to do so.
- Once the Campus Incident Command Post is operational, the Medical Sciences Building Emergency Management Team will communicate and obtain approval of all policy and operational decisions through personnel assigned to the Campus

- Emergency Operations Center and Campus Incident Command Post via the Liaison Officer.
- Call the Division of Public Safety at #217-333-1216 if the Campus Emergency Operations Center and/or the Campus Incident Command Post have not been formally established or there are any questions as to their respective locations.

During a Level #2 or Level #3 event, it may be necessary for the Medical Sciences Building Emergency Management Team to work in collaboration with the Campus Incident Command Post and the Campus Emergency Operations Center due to the nature of the emergency and the need for additional resources. To achieve this collaboration and ensure constant communication, the Medical Sciences Building Emergency Management Team Liaison Officer may be physically assigned to the Campus Incident Command Post as soon as possible. It will be the Liaison Officer's responsibility to communicate timely information between the Campus Incident Command Post and the Medical Sciences Building Emergency Management Team. If the Liaison Officer cannot be physically assigned to the Campus Incident Command Post, an alternate, electronic form of communication will be assigned by those working in the Campus Incident Command Post, depending on the nature of the emergency (i.e. email, cellular phone, portable radio). **Once the Campus Emergency Operations Center and/or the Campus Incident Command Post is functional, all operational and policy decisions affecting the Medical Sciences Building will be made from the Campus Emergency Operations Center and the Campus Incident Command Post in collaboration with the Medical Sciences Building Emergency Management Team.**

13.5 Location of the Medical Sciences Building Command Post(s)

The following locations are designated by the Medical Sciences Building as internal Command Post locations where the Emergency Management Team will convene if it is safe to do so inside the building:

- Room 177 Medical Sciences Building
- Room 002 Medical Sciences Building

The following locations are designated by the Medical Sciences Building as external Command Post locations where the Emergency Management Team will convene if the building is not safe to occupy:

- Carle Forum lower level
- Illini Union room (contact David Guth (333-0693) for availability)

13.6 Resources to Assist the Emergency Response

The following resources are available to assist the Medical Sciences Building in the event of an emergency:

- University of Illinois Police Department: Responsible for crimes in progress, criminal investigations, evidence processing, scene security.
- Champaign Police Department: Responsible for crimes in progress, criminal investigations, evidence processing, and scene security if necessary.
- Urbana Police Department: Responsible for crimes in progress, criminal investigations, evidence processing, and scene security if necessary.
- Champaign County Sheriff's Office: Responsible for crimes in progress, criminal investigations, evidence processing, and scene security if necessary.
- Urbana Fire Department: Responsible for fire suppression, rescue and recovery and trench rescue operations.
- Champaign Fire Department: Responsible for fire suppression, rescue and recovery and hazardous material operations.
- Arrow Ambulance Service: Responsible for treatment, triage and transportation of injured persons.
- Pro Ambulance Service: Responsible for treatment, triage and transportation of injured persons.
- McKinley Health Center: Responsible for patient care to ill persons.
- Carle Hospital: Responsible for treatment, triage and care of ill or injured persons.
- Provena Covenant Hospital: Responsible for treatment, triage and care of ill or injured persons.
- Facilities & Services: Responsible for providing facility and service needs, such as engineering, custodial, maintenance, construction and equipment.
- Office of Public Affairs: Responsible for information collection and dissemination to the general public and/or media outlets.

*****All of these resources can be accessed by contacting the Division of Public Safety at 217-333-1216.**

Section 14: Evacuation/Shelter-in-Place/Lockdown Procedures

14.1 Building Evacuation Guidelines

Evacuation: Actions taken to leave an area for personal safety.

Shelter-In-Place: The process of remaining at your current location and taking shelter in lieu of attempting to evacuate.

Lockdown: Actions taken to prevent people from entering or leaving a facility.

The following procedures will be followed if an evacuation of the Medical Sciences Building is required:

- **Evacuations are mandatory for fire alarms and when directed by authorities!**
- **Elevator Use - Elevators should not be used during a fire.** If possible, stairs should be used by building occupants.
- **Display Routes for Evacuation** – the Medical Sciences Building is not required to display evacuation routes, however if any evacuation routes are posted, they should be in well-lit areas and unobstructed and clear of debris at all times. All evacuation routes that are displayed by the Medical Sciences Building will be unlikely to expose evacuating personnel to additional hazards.

14.2: Evacuation Staging Areas

Evacuation Staging Area: The location where evacuees will convene once an order to evacuate is given.

Designated Evacuation Staging Area(s) – In the event of an evacuation, building occupants will proceed as quickly as possible to a designated evacuation staging area(s). The Evacuation Staging Areas for the Medical Sciences Building are located at a point that will not interfere with any other emergency operations.

Criteria for determining proper Evacuation Staging Areas include but are not limited to:

- 1) Areas not physically adjacent to the building.
- 2) Areas not exposed to inclement weather.

The following areas have been designated as Evacuation Staging Areas for the Medical Sciences Building.

- 1) Krannert Center for the Performing Arts, West outdoor staircase
- 2) Krannert Center for the Performing Arts, Main lobby

** If all designated Evacuation Staging Areas are unavailable or deemed unsafe, floor coordinator will be notified.

14.3: Employees Who May Remain to Shut Down Operations Critical to Life Safety Before Evacuating

- There may be instances where employees need to remain in the evacuated area to shut down critical operations or perform other duties before evacuating. **Any of these actions should be done only if it is safe to do so and if remaining in the building does not reasonably place the individual in danger.** Any employee who is designated to stay behind must have agreed to do so voluntarily. Any employee designated by the Medical Sciences Building Emergency Management Team must be able to recognize and abandon the operation or task and evacuate before the egress path is blocked, be familiar with and know how to operate the utilities within the building and report directly to the Medical Sciences Building Emergency Management Team once finished.

The following individuals are designated by the Medical Sciences Building Emergency Management Team to remain in the building and shut down critical operations before evacuating:

Name of Person	Phone #	Action Items To Be Completed Before Evacuating
Jackie Bode (steam distribution op)	333-0697	Shut down mechanical systems

14.4: Assisting Persons With Special Needs During an Evacuation

The following list includes **self-identified** persons with special needs who may request evacuation assistance during an emergency:

Name	Room #	Phone #	Special Need	Name of Person Agreeing To Assist In Evacuation and Phone Number

This list is compiled in order to provide information to anyone who may assist in evacuating individuals with special needs. The person(s) agreeing to assist those with

special needs during an emergency have done so voluntarily and understand they are not an emergency responder. Their role is to assist in moving persons with special needs to an area of rescue assistance, or in an emergency which presents immediate danger to life and health, an evacuation staging area or other place of shelter with the consent of the individual with the special need.

14.4.1: Areas of Rescue Assistance

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

The following areas are designated as Areas of Rescue Assistance for the Medical Sciences Building.

- 1st Floor: West, main stairwell (alternate: Northeast stairwell)
- 2nd Floor: West, main stairwell (alternate: Northeast stairwell)
- 3rd Floor: West, main stairwell (alternate: Northeast stairwell)
- 4th Floor: West, main stairwell (alternate: Northeast stairwell)
- 5th Floor: West, main stairwell (alternate: Northeast stairwell)
- 6th Floor: West, main stairwell (alternate: Northeast stairwell)

For guidance in determining proper areas to designate as Areas of Rescue Assistance, please call Code Compliance and Fire Safety at #217-333-9711.

14.5: Accountability

Defining responsibilities during an evacuation is imperative to increase the safety of the Medical Sciences Building occupants and account for those evacuated. For overall safety and accountability purposes, the Medical Sciences Building Emergency Management Team has attempted to identify at least one Floor Coordinator and a redundant back-up to carry out the responsibilities outlined in this evacuation plan, as long as it is safe to do so. **Any individual who assumes the role of Floor Coordinator must do so voluntarily and must be physically and emotionally able to perform the necessary functions of the position. Duties of the Floor Coordinator and/or redundant back-up should not delay a safe and/or timely evacuation from the building.** For accountability purposes, Floor Coordinator(s) and/or redundant back-up(s) will assist in the orderly evacuation of all personnel within their area of responsibility and physically gather the names of those individuals once convened at the evacuation staging area(s). The names of all individuals present in the evacuation staging area(s) should then be provided to the Medical Sciences Building Emergency Management Team and/or emergency response personnel as quickly as possible. A checklist is included in this BEAP for each Floor Coordinator to follow during an evacuation.

For areas of the Medical Sciences Building that house numerous general purpose classrooms or other areas where there is not a faculty or staff member designated as a Floor Coordinator, professors, teaching assistants and/or other instructors may wish to

provide evacuation assistance for individuals in their area of responsibility. **Any professor, teaching assistant and/or other instructor who wishes to provide evacuation assistance must do so voluntarily and must be physically and emotionally able to perform the necessary functions of the position. Any evacuation assistance performed by a professor, teaching assistant and/or other instructor should not delay a safe and/or timely evacuation from the building.** For accountability purposes, professors, teaching assistants and/or other instructors will assist in the orderly evacuation of all personnel within their area of responsibility and physically gather the names of those individuals once convened at the evacuation staging area(s). The names of all individuals present in the evacuation staging area(s) should then be provided to the Medical Sciences Building Emergency Management Team and/or emergency response personnel as quickly as possible. A checklist is included in this BEAP for each professor, teaching assistant and/or other instructor who may provide evacuation assistance.

In all other cases, occupants of the Medical Sciences Building including faculty, staff and students are encouraged to help one another by directing or making individuals aware of important evacuation procedures once the decision has been made to evacuate the building.

14.5.1: Identification of Floor Coordinators

The following individuals have been identified by the Medical Sciences Building Emergency Management Team as Floor Coordinators to assist in an evacuation:

FLOOR COORDINATORS

Name of Floor Coordinator	Area of Responsibility
Tony Jimenez	Basement
Susie Florey and Rita Knight	First floor
Susan Kies and Sonya Grindley	Second floor
Dixie Whitt and Martha Sweeney	Third floor
James Morrissey and Stephanie Smith	Fourth floor
Stephanie Ceman and Lin-Feng Chen	Fifth floor

14.6: Evacuation Procedures/Checklist for Floor Coordinators

CHECKLIST

Each of the following should only be done if safe to do so:

- ____ **1) Notification/Accounting:** Floor Coordinators will be responsible for alerting individuals in their area of responsibility once advised an evacuation has been ordered. If possible, Floor Coordinators should have a general population count of the individuals in their area of responsibility for accountability purposes at the evacuation staging area(s).
- ____ **2) Evacuation Staging Area:** Floor Coordinators will direct occupants to designated evacuation staging area locations as quickly as possible. The following areas have been designated as evacuation staging areas for the Medical Sciences Building:
- 1) Krannert Center for the Performing Arts, West outdoor stairs (in good weather)
 - 2) Krannert Center for the Performing Arts, Main lobby (in inclement weather)
- ____ **3) Assisting those with special needs:** Floor Coordinators will assist in moving persons with special needs to an area of rescue assistance, or in an emergency that presents immediate danger to life and health, an evacuation staging area or other place of shelter, with the consent of the individual with the special need. The following areas have been designated areas of rescue assistance for the respective floors of the Medical Sciences Building:
- 1st Floor: West, main stairwell (alternate: Northeast stairwell)
 - 2nd Floor: West, main stairwell (alternate: Northeast stairwell)
 - 3rd Floor: West, main stairwell (alternate: Northeast stairwell)
 - 4th Floor: West, main stairwell (alternate: Northeast stairwell)
 - 5th Floor: West, main stairwell (alternate: Northeast stairwell)
 - 6th Floor: West, main stairwell (alternate: Northeast stairwell)
- ____ **4) Accounting:** Once all individuals have evacuated the building, Floor Coordinators will assist in gathering the names of individuals in their area of responsibility at the evacuation staging area(s). Floor Coordinators will then report accountability information to the Medical Sciences Building Emergency Management Team and/or any on scene emergency response personnel (i.e. police and/or fire departments) as quickly as possible.
- ____ **5) Leaving the Staging Area:** All evacuees located within the evacuation staging area(s) should not leave until directed to do so by authorities (police and/or fire departments). Depending on the nature of the emergency a location may be identified for evacuees to convene. This decision will be made by the Emergency Management Team for the Medical Sciences Building at the time of the incident.

14.7: Summary of Evacuation Procedures for the Medical Sciences Building

These procedures should only be followed if safe to do so:

- An order to evacuate the Medical Sciences Building will be made by the Building Emergency Coordinator (Nora Few) or public safety authorities (police and/or fire departments).
- Once the order to evacuate is given, building occupants will be advised to evacuate via bullhorn.
- Once the order to evacuate is disseminated to building occupants, all designated Floor Coordinators and/or professors, teaching assistants and/or other instructors who volunteered will assist with the evacuation.
- All building evacuees will report to a designated evacuation staging area(s).
- Once evacuees have relocated to the evacuation staging area(s), all Floor Coordinators and/or professors, teaching assistants and other instructors will gather names of individuals in their area of responsibility and provide all information to the Medical Sciences Building Emergency Management Team and/or any emergency response personnel (i.e. police and fire departments) as quickly as possible.
- All evacuees located within the evacuation staging area(s) should not leave until directed to do so by authorities (police and/or fire departments). Depending on the nature of the emergency a location may be identified for evacuees to convene. This decision will be made by the Emergency Management Team for the Medical Sciences Building at the time of the incident.

14.8: Shelter-In-Place Procedures for the Medical Sciences Building

There may be emergencies that arise that do not afford individuals the opportunity to safely evacuate. During these emergencies, sheltering-in-place may be necessary, by finding a safe interior or exterior shelter. Examples of emergencies where the shelter-in-place option may be preferred include severe weather (i.e. tornado) and active shooter/active threat situations, where leaving a place of safety may be detrimental to personal safety. Desired shelter-in-place options will vary depending on the emergency, but may include bathrooms (during a tornado) and classrooms with lockable doors (during an active shooter situation).

14.8.1: Employees Who May Remain to Shut Down Operations Critical to Life Safety Before Sheltering-in-Place

- There may be instances where employees may need to remain in the affected area to shut down critical operations or perform other duties before sheltering-in-place. **Any of these actions should only be done if it is safe to do so and if remaining in the building does not reasonably place the individual in danger.** Any employee that is designated to stay behind must have agreed to do so voluntarily. Any

employee designated by the Medical Sciences Building Emergency Management Team must be able to recognize and abandon the operation or task and shelter-in-place before the egress path is blocked, be familiar with and know how to operate the utilities within the building and report directly to the Medical Sciences Building Emergency Management Team once finished.

The following individuals are designated by the Medical Sciences Building Emergency Management Team to remain in the building and shut down critical operations before sheltering-in-place:

Name of Person	Phone #	Action Items To Be Completed Before Sheltering-In-Place
Jackie Bode (steam distribution op)	333-0697	Shut down mechanical systems

14.8.2: Assisting Persons with Special Needs with Sheltering-in-Place

The following list includes **self-identified** persons with special needs who may request shelter-in-place assistance during an emergency:

Name	Room #	Phone #	Special Need	Name of Person Agreeing To Assist In Evacuation and Phone Number

This list is compiled in order to provide information to anyone who may assist those individuals with special needs with sheltering-in-place. The person(s) agreeing to assist those with special needs during an emergency have done so voluntarily and understand they are not an emergency responder. Their role is to assist in moving persons with special needs to an area suitable for sheltering-in-place during an emergency that presents immediate danger to life and health, with the consent of the individual with the special need.

The following shelter-in-place procedures should be followed within the Medical Sciences Building.

These procedures should only be followed if safe to do so.

- Once aware of an emergency, seek or remain in a location deemed safe from the affected area.
- Once within a safe area, attempt to secure the space in whatever reasonable manner is applicable.
- Stay in the area of safety and remain quiet, unless making noise would be beneficial to your safety (i.e. rescue recovery).
- Stay away from any other objects which may lead to an injury.
- Do not leave the area of safety until you are directly notified that the emergency is no longer a threat to personal safety by a known public safety authority (police and/or fire department personnel).

14.9: Lockdown Procedures for the Medical Sciences Building

The Medical Sciences Building does not have the ability to lock down the building in a safe, timely and efficient manner. Due to the physical structure of the Medical Sciences Building, it is not possible or within reason that all exterior doors, windows, etc. could be secured in a safe, timely and efficient manner.

Section 15: Types of Emergencies

The following emergency response procedures shall be followed by occupants within the Medical Sciences Building. **All response actions listed should be done only if it is safe to do so!**

15.1 TORNADO

A **Tornado Watch** is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornados. Remain alert for approaching storms, and be prepared to seek shelter.

Tornado Warning means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. If a **Tornado Warning** is issued, do the following:

- When a tornado siren is activated or a tornado has been sighted, notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to any designated tornado shelter locations if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to a designated tornado shelter location or area of rescue assistance if possible/necessary and if the person with the disability consents to such assistance.
- If sheltering in a designated tornado shelter location is not possible, move to an interior room on the lowest level (closets, interior hallways or restrooms) and get under a sturdy table, desk or other solid object.
- Stay away from windows and open spaces.
- Remain in the designated tornado shelter location until the danger has passed.
- Once the danger has passed, the Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- The Logistics Officer (Debbie McCall) will deploy the “**Tornado Preparedness Kit**” to the designated Command Post. The “**Tornado Preparedness Kit**” should include:
 - NOAA Weather Radio
 - Flashlight
 - AM/FM radio
 - Television
 - Cellular telephone
 - Signaling device (i.e. air horn) if someone becomes trapped
 - First Aid Kit
 - Dust masks
 - Wrench or pliers to turn off utilities
 - Water and non-perishable food (one-day supply)

- Extra batteries for any devices that require them.
- Call 9-1-1 (9-9-1-1 from a campus phone) to report any injuries or need for emergency assistance.

*****If your building does not have a designated tornado shelter location, please contact Fire Safety & Code Compliance at 217-333-9711 for assistance.**

15.2: BLIZZARD

- When a blizzard is in effect, notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with specific instructions on how to proceed based on the severity of the storm.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- The Logistics Officer (Debbie McCall) will deploy the **“Blizzard Preparedness Kit”** to the designated Command Post. The **“Blizzard Preparedness Kit”** should include:
 - A working flashlight
 - NOAA weather radio
 - Extra non-perishable food, water and medicine (three-day supply)
 - First Aid Kit
 - Fire Extinguisher
 - Moist towelettes, garbage bags and plastic ties for personal sanitation
 - Wrench or pliers to turn off utilities
 - Extra batteries for any devices that require them
- If you cannot go home and must stay inside the Medical Sciences Building, all building occupants should follow these basic emergency actions:
 - If there is no heat, close off unneeded rooms.
 - Stuff rags in the cracks under doors.
 - Cover windows at night.
 - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - Wear layers of loose-fitting, light-weight, warm clothing.
 - Exercise to keep warm.
- Call 9-1-1 (9-9-1-1 from a campus phone) to report any injuries or need for emergency assistance.

15.3: FLOOD

- When a flood is imminent, notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with specific instructions on how to proceed.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- If ordered to evacuate or if rising water is threatening, all building occupants will leave immediately and/or get to higher ground.

- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- Individuals will secure vital equipment, records and hazardous materials within their area by moving them to higher, safer ground.
- Individuals will shut off all non-essential electrical equipment in their area.
- Building Occupants should not return to the building until instructed to do so by members of the Medical Sciences Building Emergency Management Team, Public Safety or Facilities and Services.
- Call 9-1-1 or (9-9-1-1 from a campus phone) to report any injuries or need for emergency assistance.

15.4: EARTHQUAKE

- Find a place of safety immediately and seek shelter (i.e. under sturdy tables, desks, in doorways, etc.).
- Stay indoors if already there and if it is safe to do so.
- Do not use elevators.
- Do not go near anything where there is danger of falling debris.
- If you have to evacuate, stay in the open, away from buildings, trees and power lines.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- Do not re-enter damaged buildings.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed based on the severity of the earthquake.
- Once the danger has passed, the Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- Individuals will be responsible for shutting down or securing all necessary items within their area that could negatively impact rescue assistance/recovery operations.

- Call 9-1-1 or (9-9-1-1 from a campus phone) to report any injuries or need for emergency assistance.

15.5: CIVIL DISTURBANCE

- If the disturbance is in its initial stage and/or has not evolved into an emergency, call the University of Illinois Police Department at #217-333-1216.
- Call 9-1-1 (9-9-1-1 from a campus phone) if the disturbance evolves into an emergency.
- Provide any applicable information to the emergency dispatcher, such as address, location and number of individuals involved in the disturbance.
- Do not interfere, interrupt or become involved in the disturbance.
- Secure your work area, log off computers and secure sensitive files.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed based on the severity of the disturbance.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- If the disturbance is outside the building, stay away from doors and windows and remain inside.

15.6: GAS LEAK/FUMES/VAPORS

If natural gas or any other identified fumes/vapors are detected:

- Leave the immediate area and move to a location where the odor, fumes or vapors are not present.
- Call 9-1-1 (9-9-1-1 from a campus phone) to report the situation.
- Provide your location and the location of the odor to the emergency dispatcher.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.

- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.

15.7: ACTIVE SHOOTER/ACTIVE THREAT

If the active shooter/active threat is inside the Medical Sciences Building (Reminder, all of these actions should only be done if/when it is safe to do so!):

- Immediately exit the building via the safest possible route, away from the threat if possible.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.

If you cannot evacuate, or the threat is not inside the Medical Sciences Building:

- Immediately initiate shelter-in-place procedures, specifically:
 - Find the nearest location that provides safety.
 - Close and lock doors; if doors cannot be locked, barricade/block the door with anything available.
 - Move towards the area of the room where the threat cannot see you.
 - Keep quiet! Do not talk until it is safe to do so.
 - When safe to do so, call 9-1-1 (9-9-1-1 from a campus phone).
 - Do not open the door or other ingress point until a KNOWN law enforcement officer advises it is safe to do so or other credible information is received advising the threat has been neutralized.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.

15.8: SUSPICIOUS PACKAGE

- Do not open, smell, touch or taste the package.
- Isolate the area around the package immediately (recommended 300 feet in all directions).

- Call 9-1-1 (9-9-1-1 from a campus phone) from a land-line telephone to report the package. Do not use a cellular telephone or radio to report the package! You may detonate explosive material contained within the package.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- If an evacuation is ordered, do not return to the building until instructed to do so by the University of Illinois Police Department.

15.9: BOMB THREAT

- If the threat is advised via telephone, record the number displayed if the phone has caller ID.
- If the threat is advised via telephone, gain the attention of someone in close proximity, and have that person call 9-1-1 (9-9-1-1 from a campus phone) from a land-line telephone. Cellular phones should not be used because they may detonate explosive materials close to the building!
- If the threat is advised via telephone, keep the caller on the phone long enough to complete the “Bomb Threat Check Sheet” located below.
- Ask the questions listed on the “Bomb Threat Check Sheet” on the next page.
- If the threat is advised via letter or email, print and/or save the document and call 9-1-1 (9-9-1-1 from a campus phone) via a land-line telephone.
- Work with arriving emergency personnel, and assist with searching the area only if requested.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.

- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.

15.9.1: BOMB THREAT CHECK SHEET

Exact Time of Call:

Exact Words of Caller:

Questions To Ask:

- 1) When is the bomb going to explode?
- 2) Where is the bomb?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) Where are you calling from?
- 9) What is your address?
- 10) What is your name?
- 11) Caller's Voice: (circle in table below)

CALM	GIGGLING
DISGUISED	DEEP
NASAL	CRYING
ANGRY	SQUEAKY
BROKEN	EXCITED
STUTTER	STRESSED
SLOW	ACCENT
SINCERE	LOUD
LISP	SLURRED
RAPID	NORMAL

If voice is familiar, who did it sound like?

Were there any background noises?

Overall Remarks?

Person receiving the call:

Telephone number call received at:

Date:

15.10: POWER OUTAGE

- Call 9-1-1 (9-9-1-1 from a campus phone) or Facilities & Services at #217-333-0340 to report the power outage.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- Secure all vital equipment, records, experiments and hazardous substances. Store all chemicals in their original or marked containers.
- Unplug electrical equipment, including computers, and turn off light switches.

15.11: SUICIDE THREAT/PSYCHOLOGICAL EMERGENCY

- Call 9-1-1 (9-9-1-1 from a campus phone) if the individual exhibiting unusual or suspicious behavior causes an immediate threat to health and safety.

The following resources are available if necessary

- Call the Crisis Line at #217-359-4141. The Crisis Line is a 24-hour telephone counseling service for individuals experiencing crisis and seeking counseling.
- Call the Faculty/Staff Assistance Program (FSAP) Crisis Phone at #217-244-7739. The FSAP provides a 24-hour crisis phone number to all employees at the University of Illinois at Urbana-Champaign and their immediate family and household who may have made a suicidal threat.
- Call the Psychological Emergency Service at #217-244-7911. This resource is for University professional staff who wish to consult with a mental health professional regarding a student.
- Call the Trauma Response Team at #217-333-0050. This is a resource for students, faculty and staff following an accident, death or other traumatic event.
- Call the Emergency Dean at #217-333-0050. The Emergency Dean provides information and follow-up services to students and families in an emergency situation.

15.12: CRIME PROCEDURES

- If a crime is witnessed, call 9-1-1 (9-9-1-1 from a campus phone) immediately to report the incident to police.
- Do not confront the person exhibiting the behavior.

- Get a good description of the perpetrator, note their direction of travel and obtain vehicle information if possible.
- Do not allow the perpetrator unauthorized access into a locked room or building.
- Do not block the perpetrator's access to an exit.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.

15.13: HAZARDOUS MATERIALS

If you are involved with or observe a hazardous material release (chemical, biological, radiological, nuclear, explosive) for which assistance is needed:

- If the incident occurs indoors, leave the area, closing all doors in order to isolate the area.
- Call 9-1-1 (9-9-1-1 from a campus phone) to report the incident.
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of the material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosion is involved
 - Your name, phone number and location
- Access the Material Safety Data Sheet of involved substances if this information is available, and be prepared to give this information to emergency responders.
- Notify the Building Emergency Coordinator (Nora Few), who will initiate internal notification messages with additional instructions on how to proceed.
- If an evacuation is ordered, proceed in a crosswind direction to a location that is eventually upwind, uphill and upstream of the hazardous material
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators and/or professors, teaching assistants and other instructors will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if

possible/necessary and if the person with the disability consents to such assistance.

- Follow all instructions from emergency responders.
- Do not attempt to clean up a spill or release unless you have been trained to do so and have the proper personal protective equipment.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.

15.14: MEDICAL EMERGENCIES

- Call 9-1-1 (9-9-1-1 from any campus phone) to report the emergency.
- DO NOT MOVE the victim unless there is an immediate threat to life or you need to move the victim to provide care.
- In an emergency, use universal precautions (i.e. gloves and rescue masks).

Cardiopulmonary resuscitation (CPR)

- Assess the situation:
- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”
- If the person doesn’t respond, call 9-1-1 (9-9-1-1 from a campus phone).
- Locate an Automatic External Defibrillator (AED) if one is immediately available.
- Use the AED if you have been trained.
- Perform CPR if trained to do so.

To Control Bleeding

- Have the injured person lie down. If possible, position the person’s head slightly lower than the trunk, or elevate the legs if you do not suspect a head, neck or back injury. If possible, elevate the site of bleeding above the heart.
- Apply pressure directly to the wound. Use a sterile bandage, clean cloth or even a piece of clothing. If nothing else is available, use your hand.
- Continue applying pressure until paramedics arrive.
- Don’t remove the gauze or bandage. If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it. Instead, add absorbent material to stop it.

Chemical Burns

- Remove the cause of the burn by flushing the chemicals off the skin’s surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.
- Remove clothing or jewelry that has been contaminated by the chemical.
- Wrap the burned area loosely with a dry, sterile dressing or a clean cloth.

- Rinse the burn again for several more minutes if the victim complains of increased burning after the initial washing.
- **Seek emergency medical assistance if:**
 - The victim has signs of shock, such as fainting, pale complexion, or breathing in a notably shallow manner.
 - The chemical burned through the first layer of skin and the resulting second-degree burn covers an area more than 2 to 3 inches in diameter.
 - The chemical burn occurred on the eye, hands, feet, face, groin or buttocks or over a major joint.
 - If you are unsure whether a substance is toxic, call the poison control center at (800)222-1222. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

Burns

First Degree

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present.

- Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin or buttocks or a major joint.

Second Degree

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned. Blisters develop and the skin takes on an intensely reddened, splotchy appearance.

- If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin or buttocks or over a major joint, get medical help immediately.
- For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:
 - Cool the burn by holding the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses.
- Consider a lotion. Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment or a moisturizer to prevent drying and increase comfort.
- Cover the burn with a sterile gauze bandage. Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on the burned skin.
- Don't use ice. Putting ice directly on a burn can cause frostbite, further damaging your skin.
- Don't break blisters. Fluid-filled blisters protect against infection.
- If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage.
- Clean and change dressings daily.

Third Degree

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

- For major burns, dial 9-1-1 (9-9-1-1 from a campus phone) to call for emergency medical assistance. Until an emergency unit arrives, follow these steps:
 - Don't remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
 - Make sure the burn victim is breathing. If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.
 - Cover the area of the burn. Use a sterile bandage or clean cloth.

15.15: FIRE

- Manually activate the building's fire alarm system.
- Call 9-1-1 (9-9-1-1 from a campus phone) to report the fire.
- Immediately evacuate the building, closing all doors and windows as you leave.
- Do not use elevators.
- If necessary, drop to your knees and crawl to the closest, safest exit.
- Floor Coordinators, professors and/or teaching assistants will assist individuals in their area(s) of responsibility to an evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators, professors and/or teaching assistants will assist individuals with special needs to an area of rescue assistance, evacuation staging area(s) or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- The Medical Sciences Building Emergency Management Team will convene at the appropriate Command Post location(s) and be prepared to work in collaboration with the Campus Incident Command Post.
- If unable to evacuate, do the following:
 - Close all doors and windows.
 - Wet and place cloth material around and under the door to prevent smoke from entering.
 - Attempt to signal people outside the building. Call for help using a telephone.

Instructions For Using A Fire Extinguisher

- Use a fire extinguisher only if trained to do so.
- If you have any doubt about your ability to extinguish the fire, evacuate immediately.

- If you decide to use the fire extinguisher:
 - Place yourself between the fire and your exit from the area.
 - Pull the pin.
 - Aim low, pointing the extinguisher nozzle at the base of the fire.
 - Squeeze the handle to release the extinguishing agent.
 - Sweep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.

Section 16: Plan Maintenance

16.1 Annual Review & Update

It is understood this Building Emergency Action Plan (BEAP) for the Medical Sciences Building will only be effective if its occupants continually review and update its content. Therefore, the individuals referenced in the BEAP for the Medical Sciences Building, specifically the Emergency Management Team Members, those listed on the Emergency Contact List, Floor Coordinators and any applicable professors, teaching assistants and other instructors shall review this document every six months. The review process will familiarize applicable building occupants with the emergency response and overall command and control operations outlined in the BEAP. Any substantive operational changes to the Medical Sciences Building BEAP will be documented and provided to the Office of Campus Emergency Planning so the University of Illinois Division of Public Safety will have accurate, updated information.

16.2 Training & Exercises

The Medical Sciences Building Emergency Management Team or designated Building Emergency Coordinator will work with the Office of Campus Emergency Planning to schedule a formal exercise at least annually. A formal exercise will minimally include a tabletop scenario, which is a facilitated analysis of an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined. Tabletop exercises will be based upon the types of emergencies outlined in the BEAP and will include those individuals identified as having operational responsibilities within the Medical Sciences Building.

16.3 Building Emergency Action Plan Accessibility

The Medical Sciences Building BEAP will be accessible to both building occupants and the general public via two versions of the document once it has been approved by the Office of Campus Emergency Planning.

The first version will include the full content of the BEAP, including emergency contact list names and contact information. This version will be provided to all appropriate individuals within the Medical Sciences Building at the discretion of the Emergency Management Team. This version will not be placed on www.dps.illinois.edu for public dissemination.

The second version of the BEAP will include its full content, excluding emergency personal contact information. This version will be publicly accessible, as it will be placed on www.dps.illinois.edu for faculty, staff, students and visitors to review if necessary.

Section 17: Acronyms & Definitions

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

Building Emergency Action Plan (BEAP): A plan detailing procedures to facilitate and organize building occupant actions during an emergency.

Building Emergency Management Team: Individuals within the building who coordinate and command applicable resources to ensure the safety of building occupants.

Campus Emergency Operations Center (EOC): The location where policy and strategic management decisions are made during an emergency.

Campus Emergency Operations Committee (CEOC): Individuals charged with overall policy making decisions for the campus during an emergency.

Campus Emergency Operations Plan (CEOP): The written plan of a higher education institution describing the organization, mission and functions of the higher education institution and supporting services for responding to and recovering from disasters/emergencies and for violence prevention.

Campus Incident Command Post (ICP): The location at which the primary command functions for the Campus Emergency Operations Plan are executed.

Continuity of Operations Plan (COOP): The plan that outlines procedures to be followed in the event of a catastrophic incident that will affect long-term operations.

Evacuation: Actions taken to leave an area for personal safety.

Evacuation Staging Areas: The location where all evacuees will convene once an order to evacuate is given.

Floor Coordinators: Individuals responsible for assisting with the orderly evacuation of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation staging area(s).

Lockdown: Actions taken to prevent people from entering or leaving a facility.

Memorandums of Understanding (MOUs): A formal understanding describing a bilateral or multilateral agreement between parties.

National Incident Management System (NIMS): The comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all

government, private-sector and nongovernmental organizations to work together during domestic incidents. [See Homeland Security Presidential Directive-5]

Shelter-in-Place: The process of remaining at your current location and taking shelter in lieu of attempting to evacuate.

Table Top Exercise: A low stress, non-time-pressured discussion based exercise of a minimum of four functions of the emergency operations plan, including the direction and control function.

Traditional First Responders: Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

Appendix A

Level #1 Incident Affecting

Medical Sciences

177 Medical Sciences

Command Post

Incident/Unified Commander(s)

Insert Dean/Director/Department Head Names who will serve as the Incident or Unified Commander(s)

Brad Schwartz / Nora Few

Public Information Officer (PIO)

Tod Jebe
Sarah

Liaison

Jim Hall

Safety Officer

Jim Cagle

Officer

Operation Section
(Operations Officer)

Jim Cagle

Planning Section
(Planning Officer)

Nora Few

Logistics Section
(Logistics Officer)

Debbie
McCall

Finance/ Administration
(Finance/ Administration Officer)

Jim Cagle

Building Emergency

Nora Few

Appendix B

Level #2 & #3 Incident Affecting

Medical Sciences Building

Campus Emergency Operations Center

Campus Emergency Operations Core Group

(Chancellor, Provost, Vice Chancellor for Research, Vice Chancellor for Student Affairs, Director of Public

"The individuals above this line are dealing with the impact of the incident on the community"

"The individuals below this line are dealing with the incident itself"

Campus Incident/Unified Commander(s)

Lead operationally driven representatives from

Campus Public Information Officer (PIO)

Campus Liaison Officer

Campus Safety Officer

Operation Section
(Campus Operations Section Chief)
TBD
(Incident Driven)

Planning Section
(Campus Planning Section Chief)
TBD
(Incident Driven)

Logistics Section
(Campus Logistics Section Chief)
TBD
(Incident Driven)

Finance/ Administration Section
(Campus Finance/ Administration Section Chief)
TBD
(Incident Driven)

Police Group

Fire Group

Ambulance Service Group

Public Health Group

Public Works Group

Nora Few
Emergency Management Team Liaison Officer