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

Only proceed if safe to do so.

RUN

Evacuation Assembly Areas[1]
1. Outside - University of Illinois Parking Lot E45-North End
2. Inside – Illinois State Water Survey Building 2, Illinois Room – Rm 201 (2204 Griffith Dr., Champaign

HIDE

Storm Refuge Areas[2]
1. Gerty Lower Level main hallway & back

Active Threat[1]
1. Secure your office.
2. Secure any lockable area.

FIGHT

RUN If you can safely leave the building, **RUN**.

HIDE If you cannot safely leave, find a safe place to **HIDE**.

FIGHT If you cannot RUN away safely or cannot HIDE, be prepared to **FIGHT** for your life.

NEED HELP?

Areas of Rescue Assistance[2]
There are no designated Areas of Rescue Assistance in this building. In a fire emergency move to the nearest exit on your floor without blocking the flow of traffic. If conditions deteriorate, move into the stair landing behind the closed door, and await help.

More Info: http://police.illinois.edu/run-hide-fight/

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[1] Contact Emergency Management at 217-333-1216 to identify appropriate locations.
[2] Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.

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Emergency Response Recommendations

The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

Only follow these actions if safe to do so. When in doubt, follow your instincts—you are your own best advocate!

RUN

Action taken to leave an area for personal safety.
- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance.
- Evacuate to Evacuation Assembly Area and remain until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

ACTIVE THREAT:
- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.

HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.
- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE THREAT:
- Lock or barricade your area.
- Get to a place where the threat cannot see you.
- Place cell phones on **silent**.
- Do not make any noise.
- Do not come out until you receive an Illini-Alert advising you it is safe.

FIGHT

Action taken as a last resort to increase your odds for survival.

ACTIVE THREAT:
- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**

Emergency Notification Systems

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

- **Illini-Alert Emergency Text Notification System** — Illini-Alert is an "opt-in" system designed to deliver text messages to those who have registered for the service. Illini-Alert automatically triggers mass mail, emergency web alerts, Facebook and Twitter notifications. Sign up at http://emergency.illinois.edu/.
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service in Lincoln, Illinois, will post an alert message on NOAA weather radios.
- **Cable Channel UI-7** — Comcast Cable channel 7 will provide a scripted message on the bottom of the television screen. This can be utilized either before or after the Emergency Alert System is used.
- **265-UIPD** — An emergency voice message system will be provided via this telephone number to provide emergency information.
- **Telephone Alert System** — A systematic telephone call list or "telephone tree" designed to notify individuals throughout campus.

> Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications.

Building and Department Internal Emergency Notifications - Individual buildings and departments may utilize their own mechanisms for communicating emergency information (i.e.: bullhorns, telephone trees, public address systems, and face-to-face contact). Ensure the following list is comprehensive enough to provide coverage for all areas. The following emergency notification system(s) and individuals have been identified specifically for your building to provide emergency information:

Emergency Notification System	Primary Communicator	Backup Communicator
Electronic Mail	Marie Buckhanon	Kelly Block
		Nyle Bolliger
		Leana Coffey
Bull Horns	Marie Buckhanon and floor coordinators	
Phone Tree	Marie Buckhanon	
Face to Face	Floor Coordinators	Backup Coordinators

Floor Coordinators

Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Role of Floor Coordinators
- All actions should be done only if it is safe to do so.
- Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown (see Appendix C if applicable). Floor Coordinators and the Building Emergency Management Team can initiate an evacuation and/or shutdown of the building.
- Individuals identified as Floor Coordinators assume the role voluntarily and understand they are not considered emergency responders.
- Floor Coordinators must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place. (This may include assisting persons with functional needs.)
- Floor Coordinators should report observations of persons in need of rescue assistance to emergency responders or Building Emergency Management Team members.
- Floor Coordinators should report observed damage of building systems to emergency responders or Building Emergency Management Team members.

Floor Coordinators and Areas of Responsibility

Floor Coordinator	Backup Coordinator	Area of Responsibility
Suzanne Moss		Southwest side of lower level
Mark Thompson	Aaron Brown	South side of upper level
Mike Nevill	Marla McKinney	Northeast side of upper level
Chuck Schultz	Mark Mesplay	Northwest side of upper level
Adam LeGrande	Dave Kittell	Northwest side of lower level
Kathi Gorrell	Matthew Macomber	Northeast side of lower level
Sonya Shipley	Christina Worthington	Southeast side of lower level
	Lisa Ferris	Back up for entire lower level
	Marie Buckhanon	Back up for entire upper level

BUILDING EMERGENCY ACTION PLAN

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The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of the BEAP, will be shared with employees within this building.

Persons with Functional Needs

The following are **self-identified** persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person	Mark McCarthy	815-260-8792	217-300-3408	133N (NE side)
Buddy #1	Debby Borg	217-722-9218	217-265-5178	133M (NE side)
Buddy #2	Mike Kramer	217-898-8142	217-333-9772	105 (NE side)
Special Need	Guidance/mobility assistance in evacuating building.			

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email
Kelly Block	217-417-6935	217-333-8011 312-996-3640	217-485-5636	kjb@uillinois.edu
Nyle Bolliger	217-898-0191	217-333-0546	217-688-3205	nbollige@uillinois.edu
Marie Buckhanon	217-637-8627	217-265-5452		kreoger@uillinois.edu
Leana Coffey	217-841-2576	217-333-7826		lcoffey@uillinois.edu
Lisa Ferris	217-508-2917	217-244-1329		lferris@uillinois.edu

Attributes of Building Emergency Management Team Members
- May have authority to make overall decisions for the building and/or department.
- Has thorough knowledge of the building's operational needs.
- Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Office of Public Affairs.
- May maintain financial and administrative records.
- Should have understanding of other team member's roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergency.

Roles of Building Emergency Management Team Members
- Planning and Preparedness Actions
  - Assist with identifying Evacuation Assembly Area(s).
  - Assist with identifying Storm Refuge Area(s).
  - Assist with identifying Command Post Location.
  - Assist with identifying Areas of Rescue Assistance.
  - Establish Building and Departmental Internal Emergency Notification list.
  - Identify Floor Coordinators and provide proper training and/or guidance.
  - Solicit the list of **Self-Identified** Persons with Functional Needs.
  - Prepare and submit BEAP to Office of Campus Emergency Planning for approval.
  - Review and update BEAP annually.
  - Create and establish annual training and exercise schedules to test functionality of BEAP.
- Response Actions
  - Initiate Building and Departmental Internal Emergency Notifications to occupants when emergency has been verified.
  - Deploy Floor Coordinators to evacuate or shelter-in-place as required.
  - Building Emergency Management Team Members report to designated Command Post.

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

Building Command Post
  Illinois State Water Survey, Illinois Room, Room 201, Building 2 (0289), 2204 Griffith Drive, Champaign, IL 61820

Phone List

METCAD (Metropolitan Computer-Aided Dispatch) — 911
Primary public safety consolidated dispatch center serving Champaign County for ALL police, fire, and emergency medical service (EMS) response. If you require any type of emergency response, call 911 from a cellular or any landline telephone.

University Police — 217-333-1216
Non-emergency/non-police response number for information on public safety, personal safety, and workplace safety.

Office of Campus Emergency Planning — 217-333-1216
Serves as the focal point for emergency planning and preparedness questions, issues and activities.

Code Compliance and Fire Safety — 217-265-5268
Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

Facilities and Services — 217-333-0340
Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for University-owned buildings/facilities.

Division of Research Safety — 217-333-2755
Assists campus units in identifying and managing biological, chemical and radiological hazards within the campus environment.

Office of Public Affairs — 217-333-5010
Determines what information to disseminate to the media before, during, and after an emergency. The Office of Public Affairs will determine, at the time of the incident, who within the building is authorized to disseminate information to the media.

Definitions

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

Building Command Post — A physical or virtual Command Post utilized by Building Emergency Management Team members to proactively manage an emergency or disaster.

Building Emergency Action Plan (BEAP) — A document that consists of emergency procedures to help facilitate and organize building occupant actions during an emergency.

Building Evacuation — Action taken to leave an area for personal safety.

Emergency Responders — Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

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

Floor Coordinators — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Functional Needs — The needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

Shelter-in-Place — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

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

BUILDING EMERGENCY ACTION PLAN

Administrative Information Technology Services u0281 / 50 Gerty Drive, Champaign, IL

Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the University of Illinois at Urbana-Champaign. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system called "Illini-Alert" at: http://emergency.illinois.edu/
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Planning (333-1216) or download at: http://police.illinois.edu/ERG
- "Like" Illini-Alert - University of Illinois at Urbana-Champaign and University of Illinois Police on Facebook.
- Follow Illini-Alert @IlliniAlert, UIPD @UIPD and Illinois Crime Alert @CrimeAlertIL on Twitter.
- Take the time to visit the Division of Public Safety's website at: http://police.illinois.edu/ and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. Visit http://ready.gov/.

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Emergency Response Guide (ERG), which provides recommendations for response actions to specific emergency events:

http://police.illinois.edu/ERG

Resource List

http://police.illinois.edu/beap-resources

Record of Changes

Date	Changed By	Description of Change
10/09/2012	Carla Dickey	Creation of document
11/13/2013	Carla Dickey	Annual update
01/09/2015	Carla Dickey	Annual update
01/25/2016	Carla Dickey	Annual update
03/16/2017	Carla Dickey	Annual update
09/11/2018	Marie Buckhanon	Annual update

Acknowledgement

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

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

Director of Public Safety _____Craig A. Stone_____ date: 9/27/18

Lieutenant of Emergency Management _____#275_____ date: 9/27/18

Associate Director Campus Code
Compliance & Fire Safety _____Craig P. Grant_____ date: 9/27/18

Senior Administrator(s) _____Kelly Block_____ date: 10/2/18

_____Karen Greenwalt_____ date: 10/6/18

_____ date: _____

Revised: 09/11/2018
Prepared By: Marie Buckhanon

Appendix A — Building Maps

Legend:

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

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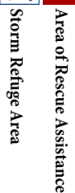
Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

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

NORTH

BASEMENT PLAN

0   8   16   24   32 FEET

Evacuation Assembly
Parking Lot E-45

EXIT UP

B20
B22
B24
B26
B28
B30
B32
B35
B31
B29
B34
B02
B38 MEN
B39
CB36
ELEV.
WOMEN B37
B33
B15
B15A

EXIT UP

CB43
CB41
B01
B03A
B03
B03B
B05
B07

L16
L06
L04
CL18
L18A
L18B
L26
WOMEN L20
L24
L30
L29
L27
L23
L25
MEN L21
CL19
L05
L07
L17
L31
CL6
L103
L101

EXIT DN

Area of Rescue Assistance

Storm Refuge Area

NAME AND LOCATION OF STRUCTURE:	FILE NAME:	FLOOR:
ADMINISTRATION I.T. BLDG	B0281-00.DWG	BASEMENT
	DATE PRINTED:	UIUC BLDG. #
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN	14 DEC 2011	#0281

facilities & SERVICES
PLANNING DIVISION

FIRST FLOOR PLAN

NORTH

0 8 16 24 32 FEET

EXIT (top right)

EXIT (left)

EXIT (center right)

EXIT (bottom right)

Evacuation Assembly
Parking Lot E-45

Rooms: 118, 116, 114, 112, 110, 108, 106, 104, 102, 134, 120, 124, 126, 130, 132, 136A, 136 MEN, 100A, 140, ELEV., C100, C101, C136, C135, 131, 129, 127, 123, 121, 117, 115, 113, 111, 109, 107, 105, 103, 133, 139, 133A, 100B, 137 WOMEN, 136B

C118, C119, 1124, 1124A, 1124B, 1123, 1126, 1122, 1102, 1120, 1121, 1104, 1114, 1108, 1106, 1110, 1112, 116A, 1107, 1109, 1105, 1115, 1113, 1111, C1101, C1110, DN

Area of Rescue Assistance

Storm Refuge Area

facilities & SERVICES
PLANNING DIVISION
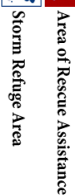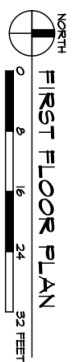
Appendix B — Employee Evacuation Accountability Form

Southwest side (Gerty) Lower Level_ Offices L16A-J; Southside Women's Restroom L20 and Room L01, L104, L106

Floor Coordinator: ____Suzanne Moss_____

Persons within Area of Responsibility	Evacuation Sign-Off
L16A - Edward Riesberg	
L16B - Mark Baysore	
L16C	
L16D - Jim Caputo	
L16E - Michael Keck	
L16F - Suzanne Moss	
L16G - Peter Bossert	
L16H - Scott Gidcomb	
L16I - Michelle Neuhauser	
L16J	
L06 - Paul Masters	
L04 - Mark Pollard	

South side (Gerty) Upper Level Offices 103, 105, 107, 109, 111, 113, 115, 1104, 1105, 1107, 1108, 1109, 1110-1115, Women's Restroom 1120 and Men's Southside Restroom 1121, Conference Rooms 1106, 1124, 1126

Floor Coordinator: ____Mark Thompson / Aaron Brown_____

Persons within Area of Responsibility	Evacuation Sign-Off
103 - Christopher Barton	
105 - Michael Kramer	
107 - Jeffrey Heckel	
109 - Colleen Miller	
111 - Cynthia Cobb	
113 - Jared Ross	
115 - Stephanie Dable	
1104 - Marie Buckhanon	
1105 - Leana Coffey	
1107 - Kelly Block	
1108 – Candice Solomon-Strutz	
1109 – Suzi McLain	
1110 – Karen Greenwalt	
1111 – Dimuthu Tilakaratne	
1112 – Aaron Brown	

	Evacuation Sign-Off
1113 – Nyle Bolliger	
1114 – Lisa Ferris	
1124A – Jerry Myers	
1124B – Edwin Lee	
1124C – Amy Bayless	
1124D – Lisa Fogarty	
1124E – Tara Sadler	
1124F – Christie Campbell-Hall	
1124G –	
1124H – Alison Campbell	
1124I – Stephanie Adams	
AFM student desk #1 in Suite 1104	
AFM student desk #2 in Suite 1104	

Northeast side (Gerty) Upper Level Offices 117, 121, 123, 127, 129, 131, 133A-V, Elevator, Women's Restroom 137

Floor Coordinator: ____Mike Nevill / Marla McKinney_____

Persons within Area of Responsibility	Evacuation Sign-Off
117 – Steven Briney	
121 – Marla McKinney	
123 – David Wells	
127 – Michael Nevill	
129 – Daryl Fritchey	
129 – Alice Jones	
131 – AJ Lavender	
133A –	
133B - Elizabeth Strate	
133C – Karen Sivils	
133D – DeAnn Behrens	
133E – David Keith	
133F – Dominic Arend	
133G – Ashley Hallock	
133H – Vincent Wiley	
133J – Daniel Lapp	
133K -	
133L -	
133M – Debby Borg	
133N – Mark McCarthy	
133P – Mark Thompson	

133Q – Steven Ashwill	
133R – Shih-Yu (Eddie) Tsai	
133S – Anuradha Pardeshi	
133T – Edward Hill	
133U – Steven Branch	
133V -	

Northwest side (Gerty) Upper Level Offices 104, 106, 108, 110, 112, 114, 116, 118, 120, 124, 126, 130, 132, 134A-V, and Men's Restroom 138

Floor Coordinator: _____ Chuck Schultz / Mark Mesplay _____

Persons within Area of Responsibility	Evacuation Sign-Off
104 – Butch Zunich	
106 – Marty McLain	
108 – Tony Kerber	
110 – Rich Getty	
112 – Michael Wonderlich	
114 – Mark Mesplay	
116 – Peter Herrig	
118 – Charles Schultz	
120 – John Cowsert	
120 – Larry Gibson	
124 – Christopher Newman	
126 -	
130 – Brian Schoudel	
132 – Cheryl Parrett	
134A -	
134B – Alan Schuele	
134C – Julia Strode	
134D – DBA Visitor	
134E – Rita Bates	
134F – Jayesh Patel	
134G – Rich Fenwick	
134H – John Tanner	
134J – Eric Hansen	
134J – Mikel Storm	
134K -	
134L -	
134M – Zhijin (Louise) Sheng	
134N – Hagit Itzkowitz	

134P – Jennifer Trevillian	
134Q – Scott Carpenter	
134R – Christopher Hawk	
134R – Aaron Zuercher	
134S – James Clennon	
134T – Dustin Gentry	
134U – Marta Viviani	

Northwest side (Gerty) Lower Level Offices B12A-F, B34A-P, B20, B22, B24, B26, B28, B30, B32, Conference Rooms B02, B04, Men's Restroom B38 and Northwest Stairwell

Floor Coordinator: Adam LeGrande / Dave Kittell

Persons within Area of Responsibility	Evacuation Sign-Off
B12A – Michael Kammin	
B12B – Uttam Roy	
B12B – Andrew Miller	
B12C – Jared Crowe	
B12D – Sean McKendall	
B12E – Jane Stone	
B12F – Todd Nelson	
B34A – Franklin Alexander	
B34B – Stephanie Cummings	
B34C – Russell Chalfant	
B34D – Darin Lahners	
B34E – Mary Combs	
B34F – Jun Huang	
B34G – Quoc Le	
B34H – Martha Boller-Saha	
B34J – Charles Gibson	
B34K – Richard Hungerford	
B34L – Derek Schweitzer	
B34M – Shekar Bochetty	
B34N – Jannah Coon	
B34P – Kelly Delahanty	
B20 – Sherri Presson	
B22 – Adam LeGrande	
B24 – David Kittell	
B24 – David Stone	
B26 – Todd Bickers	
B28 – Rodney Schaefer	

	Evacuation Sign-Off
B30 – Richard Gegg	
B30 – Tanya Smith-Wood	
B32 – Vacation Space	
B35 – Daniel Upton, BSW	
B02 – Amy Glenn	

Northeast side (Gerty) Lower Level Offices B21A-21J, B33A-H, Conference Rooms B11, B13, B15 and Northeast Stairwell, and Northside Women's Restroom (B37) and Women's Lounge B37A

Floor Coordinator: Kathi Gorrell / Matthew Macomber

Persons within Area of Responsibility	Evacuation Sign-Off
B21A – Tanya Williamson	
B21B – Kristi Moore	
B21C – Matthew Macomber	
B21D – Student Desk	
B21E – Dawn Davis	
B21F – Thomas Muehling	
B21G – Rebekah Wright	
B21H – Service Desk	
B21J – Kathy Gorrell	
B33A – Patrick Schlehuber	
B33B – John Taylor	
B33C – Christina Molitor	
B33D – Renee Beere	
B33F – David Oldani	
B33G – Desktop	
B33H – Stephan Seyfert	

Southeast side (Gerty) Lower Level Offices L24, L25A-F, L05, L07, L17A-J, Men's Restroom L21, South Stairwell Corridor L02 and Elevator

Floor Coordinator: Sonya Shipley / Christina Worthington

Persons within Area of Responsibility	Evacuation Sign-Off
L24 – Desktop Rollout	
L25A – Jeannine Reese	

L25B – Lori Pelmore	
L25C –	
L25D – Robert Law	
L25E -	
L25F – Amanda Hemming	
L05 – Barbara LeGrant	
L07 – Cheri Gorrell	
L17A – Sonya Shipley	
L17B – Erin Arie	
L17C - Christina Worthington	
L17D – Deborah Bramowicz	
L17E – Robyn Velazquez	
L17F -	
L17G –	
L17H – Lynn Phillips	
L17I –	
L17J – Human Capital Student	

Floor Coordinator: ____INTENTIONALLY LEFT BLANK_____

Persons within Area of Responsibility	Evacuation Sign-Off

Appendix C — Building Shutdown

OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or over time. In other instances it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

Staff Required for Shutdown during Evacuation

Name	Office Phone	Cell	Critical Actions Required
Kelly Block	217-333-8011 312-996-3640	217-417-6935	Shutdown critical equipment
Nyle Bolliger	217-333-0546	217-898-0191	Shutdown critical equipment