

## BUILDING EMERGENCY ACTION PLAN

McKinley Health Center u0003 / 1109 S. Lincoln Ave., Urbana

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

Only proceed if safe to do so.

### RUN

#### Evacuation Assembly Areas<sup>1</sup>

1. Fire: Far NW and SW parking lot out of the way of first responders
2. Inclement weather: Inside Lincoln Ave Residence Hall
3. Active Shooter: Scatter far away from MHC & reconvene at location sent by emergency management system.

### HIDE

#### Storm Refuge Areas<sup>2</sup>

1. Basement by lab (between rooms 34 – 26)
2. Basement between Medical Records and Building Services (between rooms 07 – 25)

#### Active Threat<sup>1</sup>

1. Secure any lockable area.
2. Secure your office.

### FIGHT

#### RUN

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

#### HIDE

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

#### FIGHT

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

### NEED HELP?

#### Areas of Rescue Assistance<sup>2</sup>

1. Middle Stairway by West 1 and 2
2. NW, SW, S stairwells

<sup>1</sup> Contact Emergency Management at 217-333-1216 to identify appropriate locations.

<sup>2</sup> Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.

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

## 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!

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## 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.

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### 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
Overhead page	Matt Schrock	Zach Williams
Telephone Tree	Admin on Call	Senior Leadership Group
Email to all staff	Admin on Call	Senior Leadership Group

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### 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 #A	Backup Coordinator #B	Area of Responsibility
Roger Hobbs	Betty Manint	Bintou Jallow, Erica Tibbetts	West 1 Medical Clinic
Stephanie Hensch	Marsha Dillman		West 2 Medical Clinic
Becca Wise	Melissia Wilson		Women's Health
Amy Carroll	Donna Mitchell		ITC
James Chidlaw	Casey Freden	Berenice McKinley	East 1
MiRada Ritter	Kaley Hennigh		Mental Health
Jini Hicks	Reba Smith		Medical Records
Marla Gooden	Corey Curtiss		Radiology
Ryan Philyaw			Lab and Central Supply
Marty High	Brian Koeberlein		Building Service Day
Leonardo Clemons			Building Service <b>Evening</b>
Brian Aubry	Lynda Minor		Pharmacy
Eva Palmer	Robert Woodward		Administration
Chris Thompson	Jerry Ellis		IT
Michael Lindley			Health Ed/Rehab & Sports Therapy
Alexis Smithenry	Katie Sheridan		Health Insurance
Thomas Duggan			Business Office

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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				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

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### Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Email
<b>Admin on Call</b>	<b>217-369-5808</b>		

### Attributes of Building Emergency Management Team Members

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

### Roles of Building Emergency Management Team Members

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

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

Building Command Post

1. **To be communicated at time of event**

## **BUILDING EMERGENCY ACTION PLAN**

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### **Phone List**

#### **METCAD (Metropolitan Computer-Aided Dispatch) — 911**

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

#### **University Police — 217-333-1216**

Non-emergency/non-police response number for information on public safety, personal safety, and workplace safety.

#### **Office of Campus Emergency Planning — 217-333-1216**

Serves as the focal point for emergency planning and preparedness questions, issues and activities.

#### **Code Compliance and Fire Safety — 217-265-5268**

Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

#### **Facilities and Services — 217-333-0340**

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for University-owned buildings/facilities.

#### **Division of Research Safety — 217-333-2755**

Assists campus units in identifying and managing biological, chemical and radiological hazards within the campus environment.

#### **Office of Public Affairs — 217-333-5010**

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

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## **Definitions**

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

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

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

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

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

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

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

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

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

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



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## **Preparedness**

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

- Sign up for the campus' emergency messaging system called "Illini-Alert" at: <http://emergency.illinois.edu/>
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Planning (333-1216) or download at: <http://police.illinois.edu/ERG>
- "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>

MHC Emergency Management Plan can be found in the administration box.illinois.edu.  
MHC Emergency Response guide is found on the Intranet.

## **Resource List**

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

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### Record of Changes

Date	Changed By	Description of Change
12/13/2018	Dr. Robert Woodward	Creation of document
04/01/2019	Eva Palmer	Updates as identified

### 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 \_\_\_\_\_ APPROVAL ON FILE WITH ADMINISTRATION date: 09/07/21

Lieutenant of Emergency Management \_\_\_\_\_ date: \_\_\_\_\_

Associate Director Campus Code  
Compliance & Fire Safety \_\_\_\_\_ date: \_\_\_\_\_

Senior Administrator(s) \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

**Revised:** 08/27/21

**Prepared By:** Eva Palmer

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## Appendix A — Building Maps

Legend:

Evacuation  
Assembly

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

EXIT

**Exit** — Designated route out of the building.



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



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

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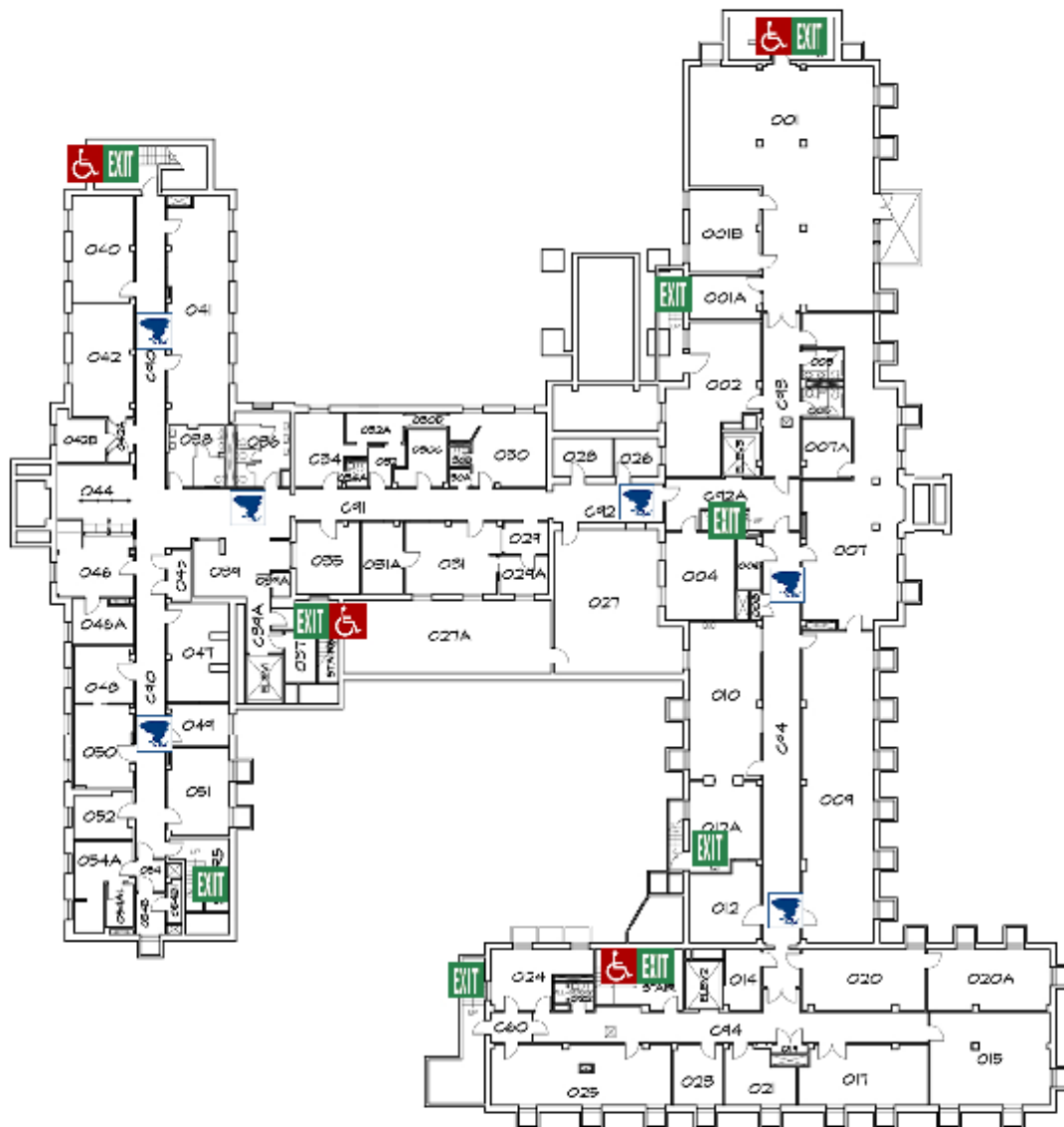
<http://police.illinois.edu/safe>



= Area of Rescue Assistance



= Storm Refuge



McKinley Health Center #0003 — 2019/01/07

Basement Floor Plan

## Evacuation Assembly Areas:

1. Far NW and SW parking lot
2. Inclement weather: Inside Lincoln Ave Residence

## RUN

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

## HIDE

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

## FIGHT

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

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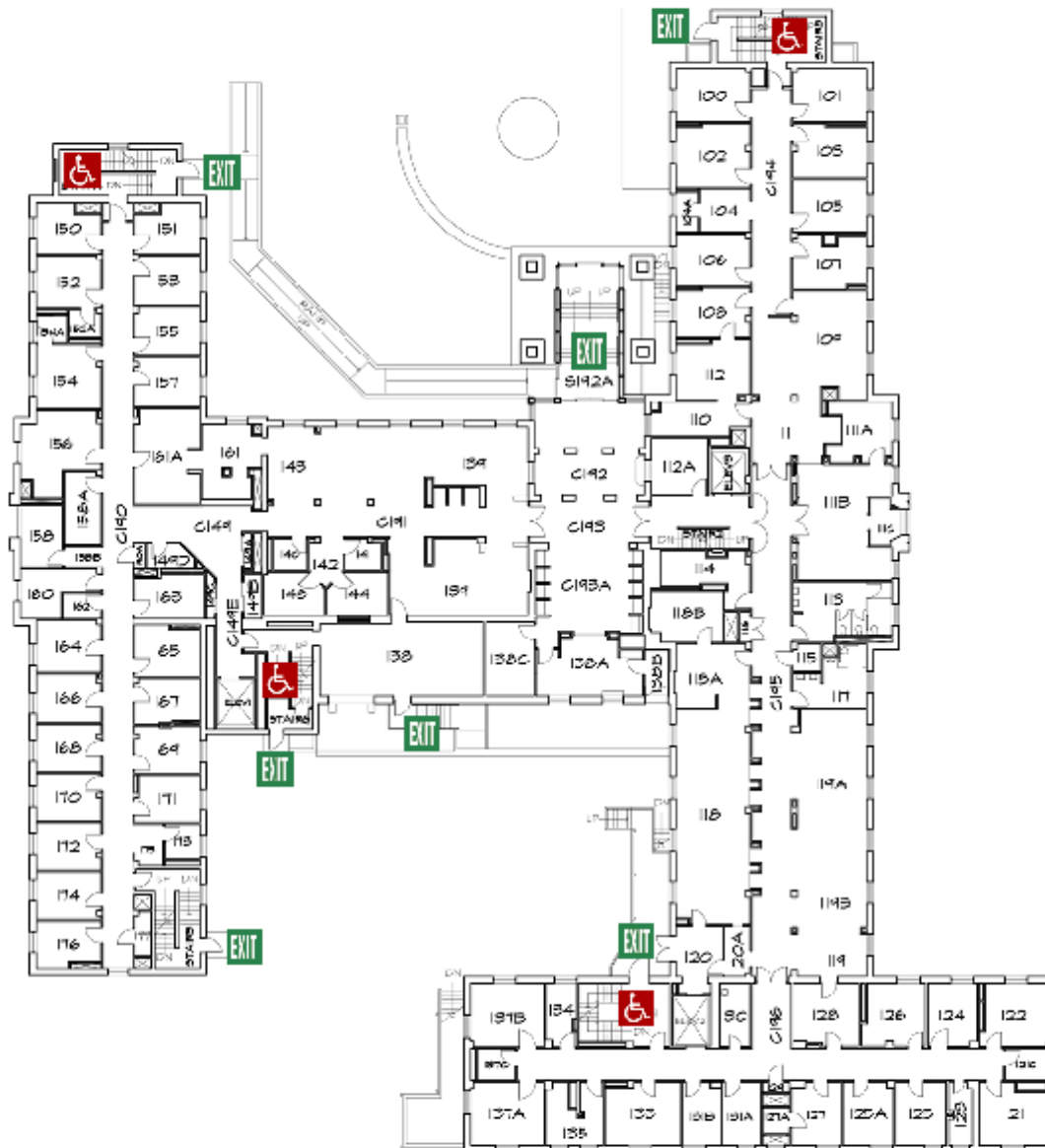
<http://police.illinois.edu/safe>



= Area of Rescue Assistance



= Storm Refuge



McKinley Health Center #0003 — 2019/01/07 First Floor Plan

## Evacuation Assembly Areas:

1. Far NW and SW parking lot
2. Inclement weather: Inside Lincoln Ave Residence

## RUN

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

## HIDE

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

## FIGHT

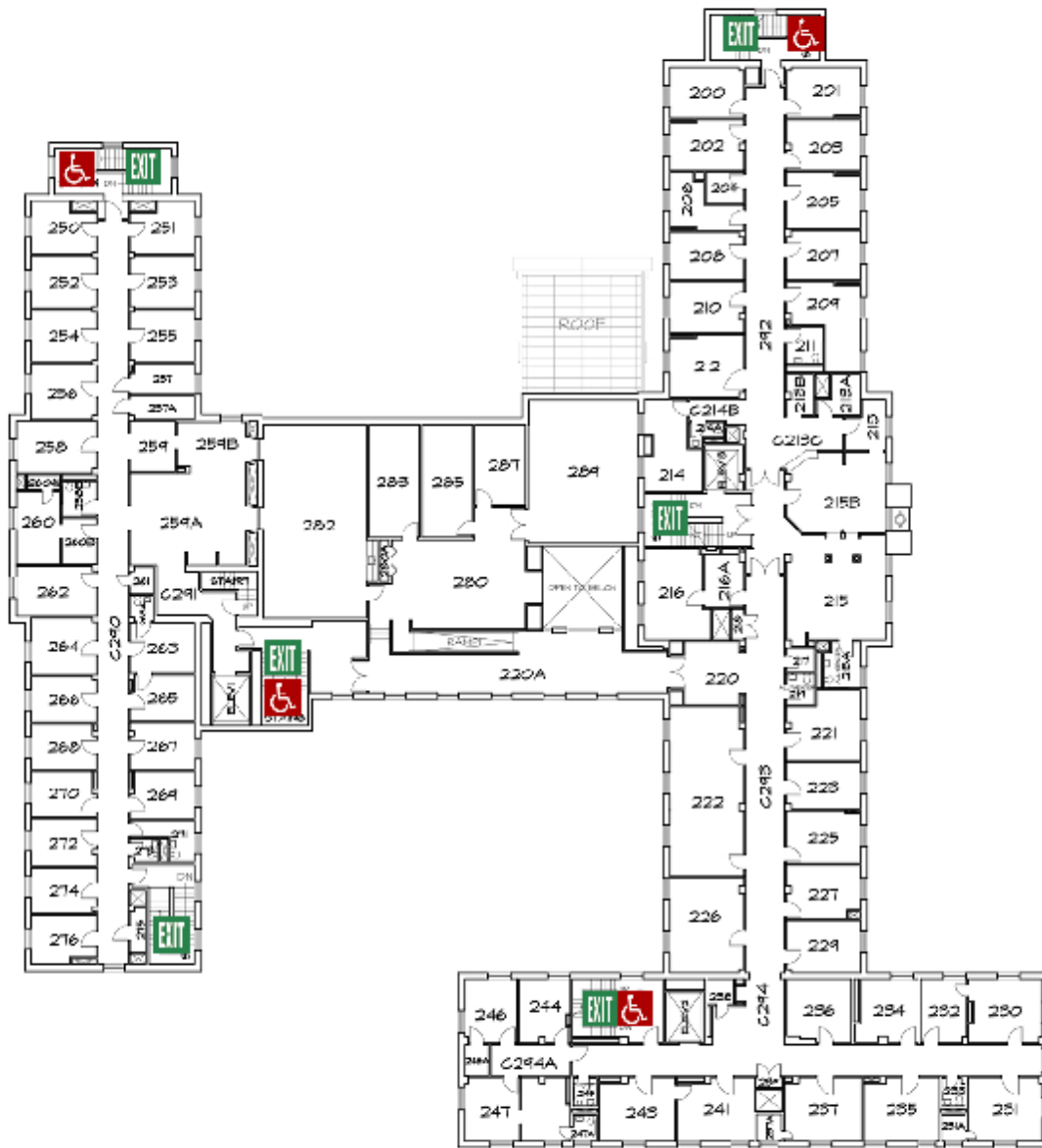
As a last resort, you may need to fight to increase your chances of survival

# BUILDING EMERGENCY ACTION PLAN

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**I ILLINOIS**  
<http://police.illinois.edu/safe>

 = Area of Rescue Assistance  = Storm Refuge 



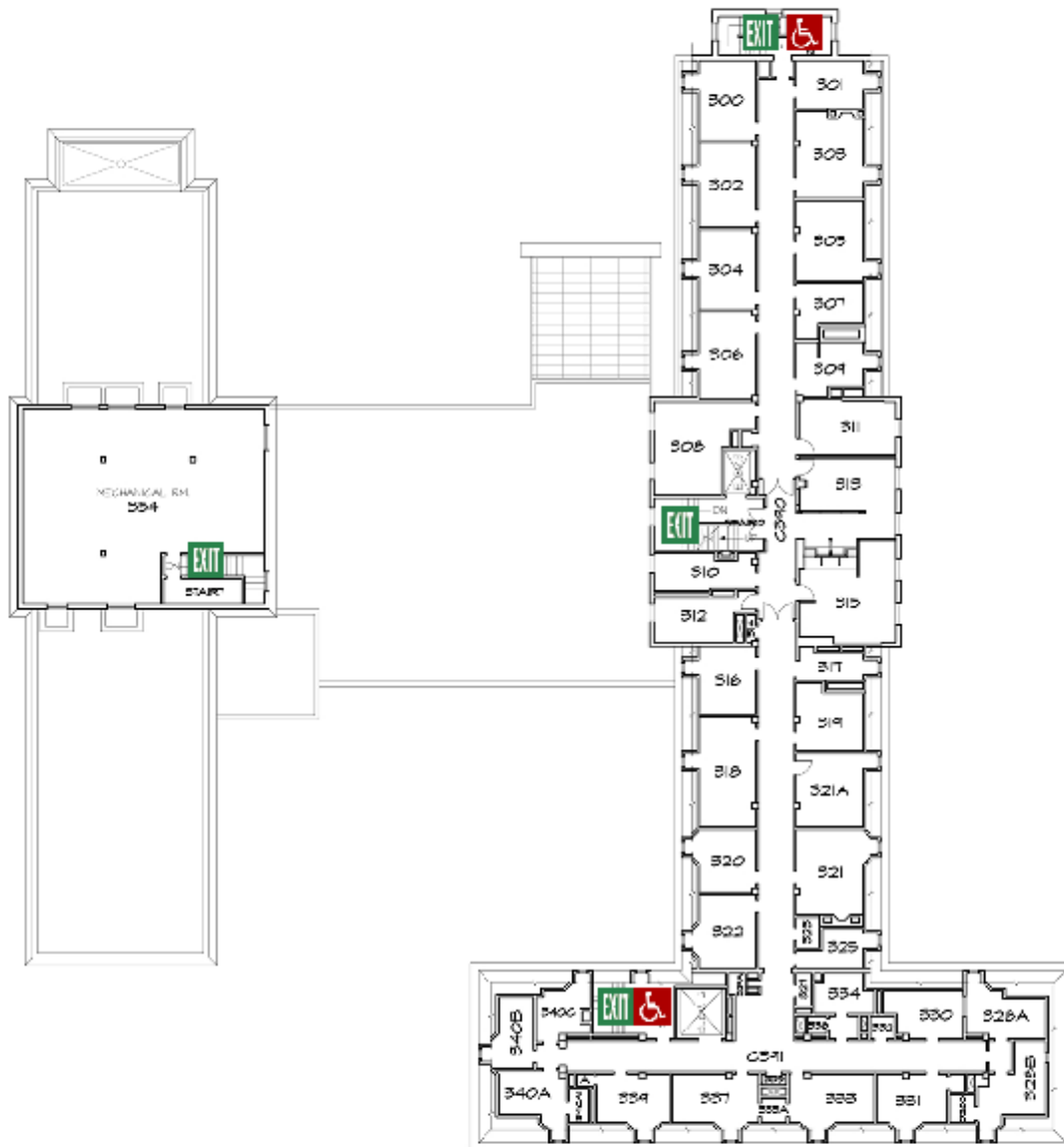
McKinley Health Center #0003 — 2019/01/07			Second Floor Plan		
<b>Evacuation Assembly Areas:</b>					
1. Far NW and SW parking lot					
2. Inclement weather: Inside Lincoln Ave Residence					
<b>RUN</b>		<b>HIDE</b>		<b>FIGHT</b>	
Leaving the area quickly is the best option if it is safe to do so		When you can't or don't want to run, take shelter indoors.		As a last resort, you may need to fight to increase your chances of survival	

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**I ILLINOIS**  
<http://police.illinois.edu/safe>

 = Area of Rescue Assistance  = Storm Refuge 



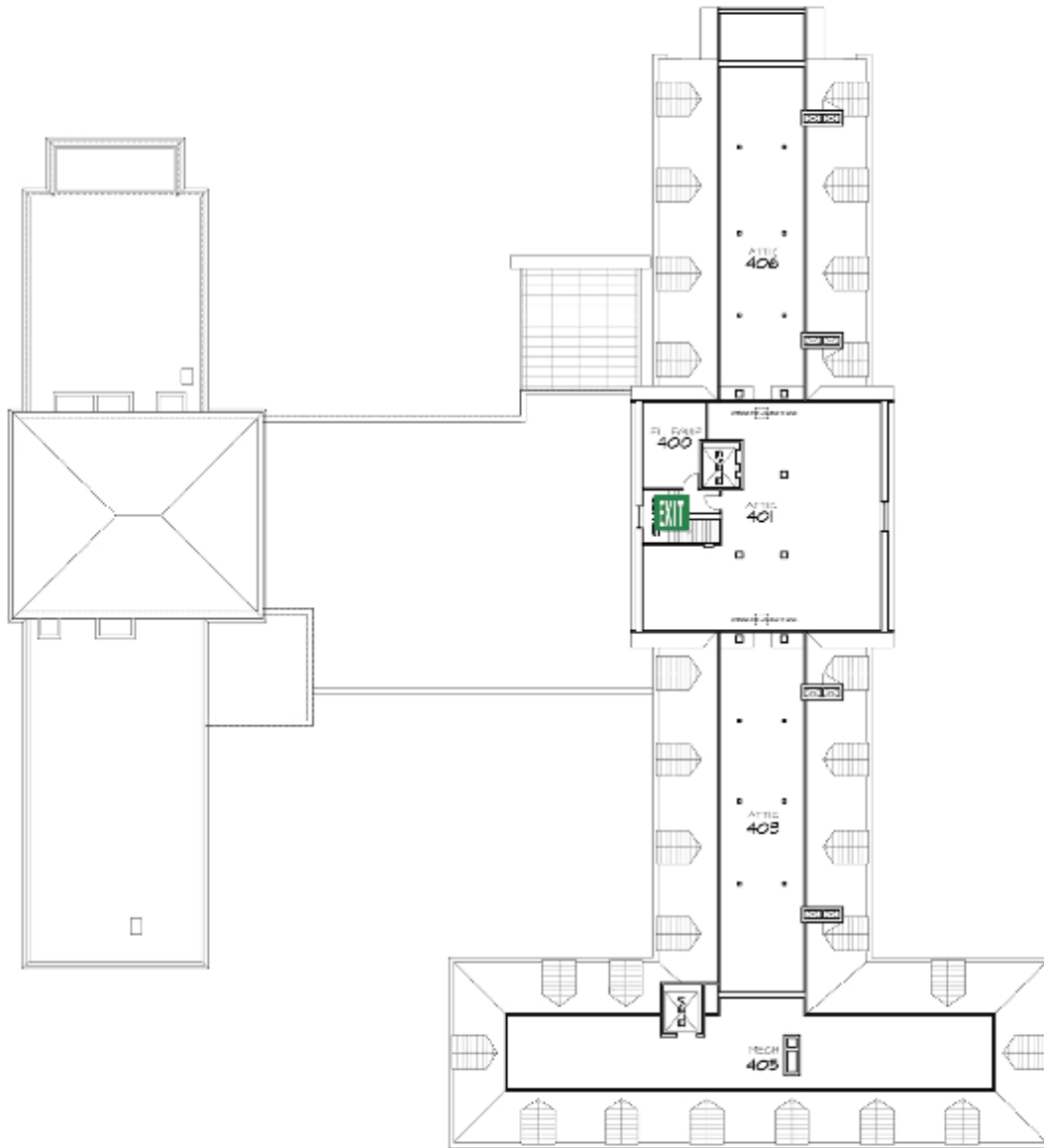
McKinley Health Center #0003 — 2019/01/07 Third Floor Plan		
<b>Evacuation Assembly Areas:</b>		
1. Far NW and SW parking lot		
2. Inclement weather: Inside Lincoln Ave Residence		
<b>RUN</b> Leaving the area quickly is the best option if it is safe to do so	<b>HIDE</b> When you can't or don't want to run, take shelter indoors.	<b>FIGHT</b> As a last resort, you may need to fight to increase your chances of survival

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**I ILLINOIS**  
<http://police.illinois.edu/safe>

 = Area of Rescue Assistance  = Storm Refuge 



McKinley Health Center #0003 — 2019/01/07		Attic Floor Plan	
<b>Evacuation Assembly Areas:</b> 1. Far NW and SW parking lot 2. Inclement weather: Inside Lincoln Ave Residence		<b>RUN</b> Leaving the area quickly is the best option if it is safe to do so	<b>HIDE</b> When you can't or don't want to run, take shelter indoors.
		<b>FIGHT</b> As a last resort, you may need to fight to increase your chances of survival	



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### Appendix B — Employee Evacuation Accountability Form

#### **EVACUATION AREA: NORTH SIDE OF PARKING LOT**

##### **Business Office**

**Floor Coordinator:** Thomas Duggan

**Backup Coordinator:** \_\_\_\_\_

Persons within Area of Responsibility	Evacuation Sign-Off
Bowdry, Satwan	
Bray, Gary	
Duggan, Thomas	
Rudder, Rachel	

##### **Medical Records/SAHR**

**Floor Coordinator:** Jini Hicks

**Backup Coordinator:** Reba Smith

Persons within Area of Responsibility	Evacuation Sign-Off
Clark, Alysia	
Hicks, Jini	
Howie, Thomas	
Richardson, Ethan	
Ross, Janet	
Smith, Reba	
Wilson, Sean	

##### **Mental Health**

**Floor Coordinator:** MiRada Ritter

**Backup Coordinator:** Kaley Hennigh

Persons within Area of Responsibility	Evacuation Sign-Off
Carr, Christina	
Davenport, Reese	
Diaz, Maritza	
Edwards, Stephen	
Hammon, Ann	
Hartke, Michele	
Hennigh, Kaley	
Lenhart, Ann Marie	

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Ritter, MiRada	
Rouse, Eden	
Shelby, Daylanda	
Smith, Amy	
Tilton, Sini	

### **Student Insurance**

**Floor Coordinator:** Alexis Smithenry

**Backup Coordinator #A:** Katie Sheridan

**Backup Coordinator #B:**

Persons within Area of Responsibility	Evacuation Sign-Off
Dodd, Macie	
Sheridan, Katie	
Smithenry, Alexis	

### **Women's Health**

**Floor Coordinator:** Becca Reed

**Backup Coordinator:** Melissia Wilson

Persons within Area of Responsibility	Evacuation Sign-Off
Ambroz, Karla Rae	
Brownfield, Vanessa	
Higgs, Kristy	
Kauffman, Kathryn	
Levitt, Lisa	
Luening, Amy	
Taylor, Lisa	
Wilson, Melissia	
Reed, Becca	

## **EVACUATION AREA: CENTRAL SIDE OF PARKING LOT**

### **East 1**

**Floor Coordinator:** James Chidlaw

**Backup Coordinator #A:** Casey Freden

**Backup Coordinator #B:** Berenice McKinley

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Persons within Area of Responsibility	Evacuation Sign-Off
Ahmed, Mohammed	
Chidlaw, James	
Christ, Amanda	
Freden, Casey	
Giri, Pushpa	
Husmann, Jean	
Jayasingh, Japhia	
Knight, Kris	
McKinley, Berenice	
Park, Grace	
Parmenter, Chad	
Price, Devin	
Purcell, Kelli	

### **Immunization Clinic**

**Floor Coordinator:** Amy Carroll

**Backup Coordinator:** Donna Mitchell

Persons within Area of Responsibility	Evacuation Sign-Off
Carroll, Amy	
Diaz, Adrian	
Flenniken, Andrea	
Huang, Ju Fang	
Mitchell, Donna	
Palmer, Cassie	
Sperka, Gretchen	
Stack, Kara	
Thompson, Eric	
Weddle, Makenna	

### **West 1**

**Floor Coordinator:** Roger Hobbs

**Backup Coordinator #A:** Betty Manint

**Backup Coordinator #B:** Bintou Jallow/Erica Tibbetts

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Persons within Area of Responsibility	Evacuation Sign-Off
Bell, Michael	
Berlatsky, Lacey	
Burris, Alex	
Cronin, Katie	
Dahlen, Jeff	
Denney, Danielle	
Harrington, Christine	
Harrison, Victoria	
Hobbs, Roger	
Jackson, Ann	
Jallow, Bintou	
Jones, Cydney	
Manint, Betty	
Meyers, Kerra	
Moy, Sharon	
Parker, Robert	
Rhee, Joyce	
Rosenbeck, Katerina	
Rouse, Michele	
Schuler, Brin	
Tibbetts, Erica	
Thai, Sara	
Ung, Anita	
Warner, Malea	

### **West 2**

**Floor Coordinator:** Stephanie Hensch

**Backup Coordinator:** Marsha Dillman

Persons within Area of Responsibility	Evacuation Sign-Off
Anderson, Brittany	
Blesch, Katherine	
Berner, Sherris	
Cartmill, Tamara	
Dillman, Marsha	
Dodds, Janelle	
Grandt, Alex	
Heckman, David	
Hurt, Travis	
Johnson, Todd	
Josefson, Rebecca	

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Ketchens, Milorad	
Martinez, Whitney	
Mitsdarffer, Laura	
Moton, Lori	
Murphy, Jeanelle	
Rogers, Mindy	
Young, Rakia	

### **EVACUATION AREA: SOUTH SIDE OF PARKING LOT**

#### **Administration**

**Floor Coordinator:** Eva Palmer

**Backup Coordinator:** Robert Woodward

Persons within Area of Responsibility	Evacuation Sign-Off
Barrett, Season	
Chancellor, Nick	
Fletcher, DuRae	
Hensch, Stephanie	
Palmer, Eva	
Peppers, Helen	
Rosegold, Lydia	
Schrock, Matt	
Vaid, Awais	
Wilke, Andy	
Williams, Zach	
Woodward, Robert	

#### **Building Service...Day Time**

**Floor Coordinator:** Marty High

**Backup Coordinator:** Brian Koeberlein

Persons within Area of Responsibility	Evacuation Sign-Off
Ackerman, Dustin	
High, Martin	
Koeberlein, Brian	
Vargas, Ricardo	

#### **\*Building Service... Evening Hours**

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**Floor Coordinator:** Leonardo Clemons

**Backup Coordinator:** \_\_\_\_\_

Persons within Area of Responsibility	Evacuation Sign-Off
Boyd, Mason	
Boyd, Matthew	
Clemons, Leonardo	
Tran, Minh	
Wilbur, Robert (Mike)	

### **Health Ed/Rehab & Sports Therapy**

**Floor Coordinator:** Michael Lindley

**Backup Coordinator:** \_\_\_\_\_

Persons within Area of Responsibility	Evacuation Sign-Off
Bensken, Jeanine	
Carson, Jennifer	
Cisna, Audra	
Clark, Rex	
Haselhorst, Michelle	
Lindley, Michael	
Masko, Gina	
Ogbudimkpa, Jerry	
Whitted, Brienne	

### **IT**

**Floor Coordinator:** Chris Thompson

**Backup Coordinator:** Jerry Ellis

Persons within Area of Responsibility	Evacuation Sign-Off
Bengtson, Steve	
Dai, Michelle	
Ellis, Jerry	
Fauver, Abigail	
Porter, Chad	
Ramos, Angelo	
Thompson, Christopher	
Webb, Wyatt	

## BUILDING EMERGENCY ACTION PLAN

McKinley Health Center u0003 / 1109 S. Lincoln Ave., Urbana

### Lab/Central Supply

**Floor Coordinator:** Ryan Philyaw

**Backup Coordinator:** \_\_\_\_\_

Persons within Area of Responsibility	Evacuation Sign-Off
Ashford, Juanita	
Gladney, Pamela	
Glass, Jennifer	
Jones, Hala	
McAllister, Heather	
Melvin, Shamara	
Paisley, Catherine	
Philyaw, Ryan	
Thadison, Renika	

### Pharmacy

**Floor Coordinator:** Brian Aubry

**Backup Coordinator:** Lynda Minor

Persons within Area of Responsibility	Evacuation Sign-Off
Aubry, Brian	
Brunworth, Danielle	
Garrett, Lori	
McDermith, Paula	
Minor, Lynda	
Pruitt, Susan	
Reidy, Nancy	
Roadcap, Janet	

### Radiology

**Floor Coordinator:** Marla Gooden

**Backup Coordinator:** Corey Curtiss

Persons within Area of Responsibility	Evacuation Sign-Off
Curtiss, Corey	
Gooden, Marla	
McCullough, Toshia	

**BUILDING EMERGENCY ACTION PLAN**  
McKinley Health Center u0003 / 1109 S. Lincoln Ave., Urbana

**Appendix C - Building Shutdown**

**OSHA Standard 1910.38(c)(3)**

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

**Employees who may remain to shut down critical operations before evacuating**

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

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

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

**Staff Required for Shutdown during Evacuation**

Name	Office Phone	Cell	Critical Actions Required
N/A			



## BUILDING EMERGENCY ACTION PLAN

McKinley Health Center u0003 / 1109 S. Lincoln Ave., Urbana

### NORTH

Business Office  
Medical Records  
MH  
Student Insurance  
WH

### CENTRAL

East 1  
ITC  
West 1  
West 2

### SOUTH

Administration  
Building Services  
HE/Rehab & Sp  
IT  
Lab/Central Sup  
Pharmacy  
Radiology

