

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 Areas¹

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 Areas²

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

Active Threat¹

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 Assistance²

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

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.

BUILDING EMERGENCY ACTION PLAN

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

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!

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.

BUILDING EMERGENCY ACTION PLAN

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

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	Zach Williams	
Telephone Tree	Admin on Call	Senior Leadership Group
Email to all staff	Admin on Call	Senior Leadership Group

BUILDING EMERGENCY ACTION PLAN

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

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	Bintou Jallow	Erica Tibbetts	West 1 Medical Clinic
Frank Barber	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
Kate Drobile-Landis	Kaley Hennigh		Mental Health
Jini Hicks	Shiesha Freeman		Medical Records
Marla Gooden	Corey Curtiss		Radiology
Ryan Philyaw			Lab and Central Supply
Marty High	Brian Koeberlein		Building Service Day
Leonardo Clemons			Building Service Evening
Brian Aubry	Lynda Minor		Pharmacy
Eva Palmer	Robert Woodward		Administration
Chris Thompson	Jerry Ellis		IT
Michael Lindley			Health Ed/Rehab & Sports Therapy
Katie Sheridan	Macie Dodd		Health Insurance
Thomas Duggan	Satwan Bowdry		Business Office

BUILDING EMERGENCY ACTION PLAN

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

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				

BUILDING EMERGENCY ACTION PLAN

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

Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Email
Admin on Call	217-369-5808		

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

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

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.

BUILDING EMERGENCY ACTION PLAN

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

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

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

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](http://administration.box.illinois.edu).
MHC Emergency Response guide is found on the Intranet.

Resource List

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

BUILDING EMERGENCY ACTION PLAN

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

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.

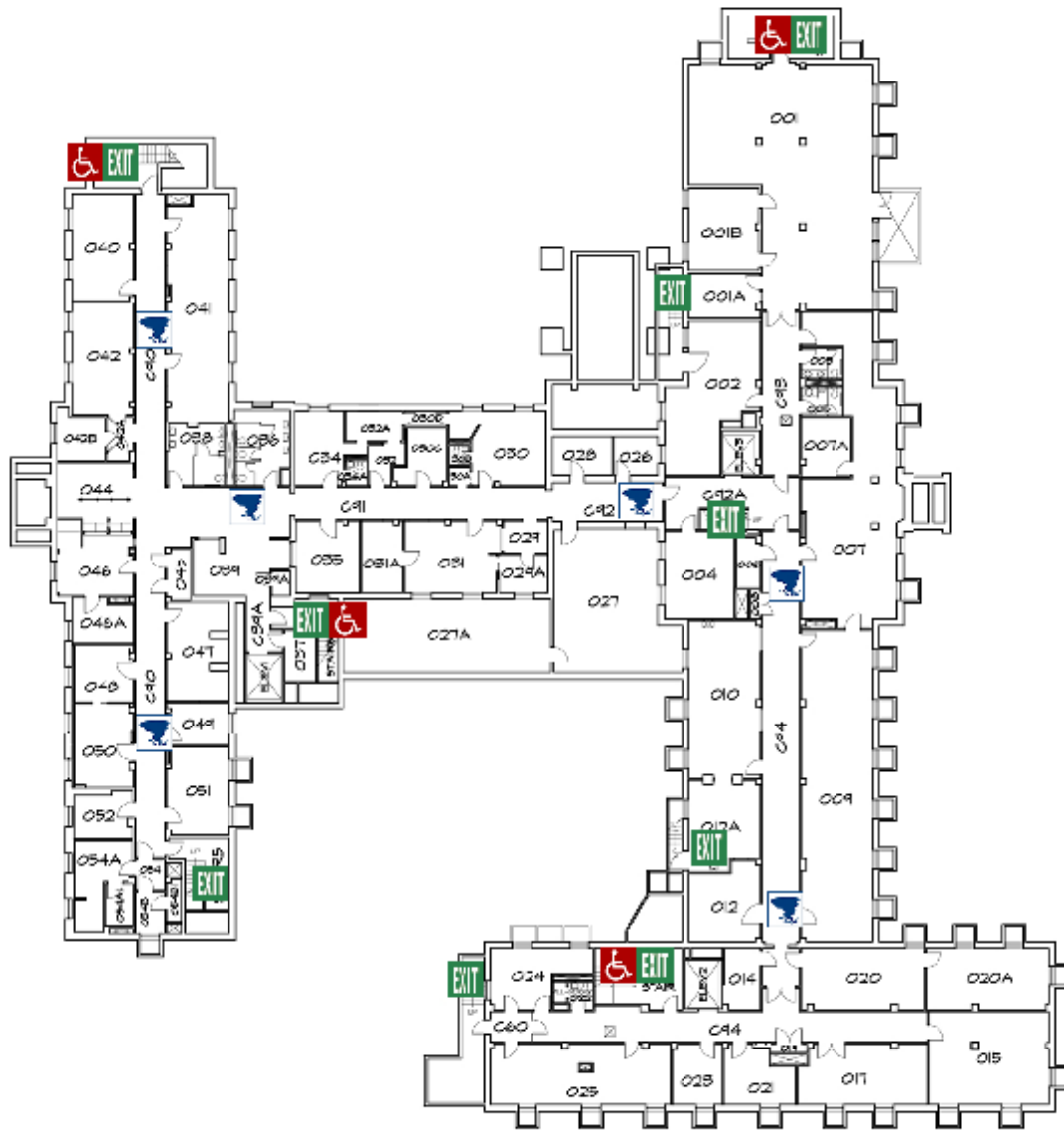
BUILDING EMERGENCY ACTION PLAN

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



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

= Area of Rescue Assistance = Storm Refuge



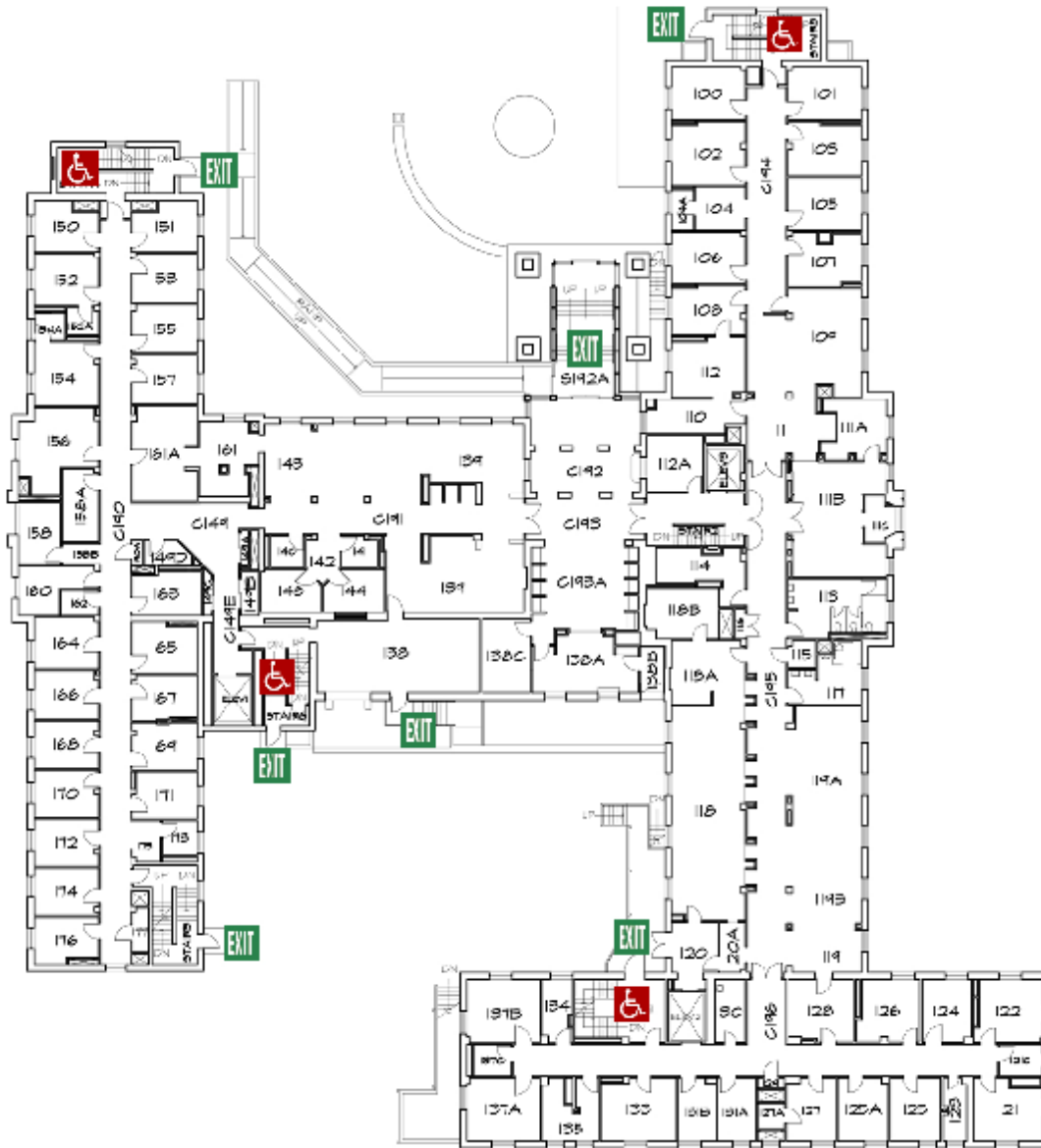
McKinley Health Center #0003 — 2019/01/07			Basement Floor Plan		
Evacuation Assembly Areas:			RUN	HIDE	FIGHT
1. Far NW and SW parking lot			Leaving the area quickly is the best option if it is safe to do so	When you can't or don't want to run, take shelter indoors.	As a last resort, you may need to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

BUILDING EMERGENCY ACTION PLAN

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

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

= Area of Rescue Assistance = Storm Refuge



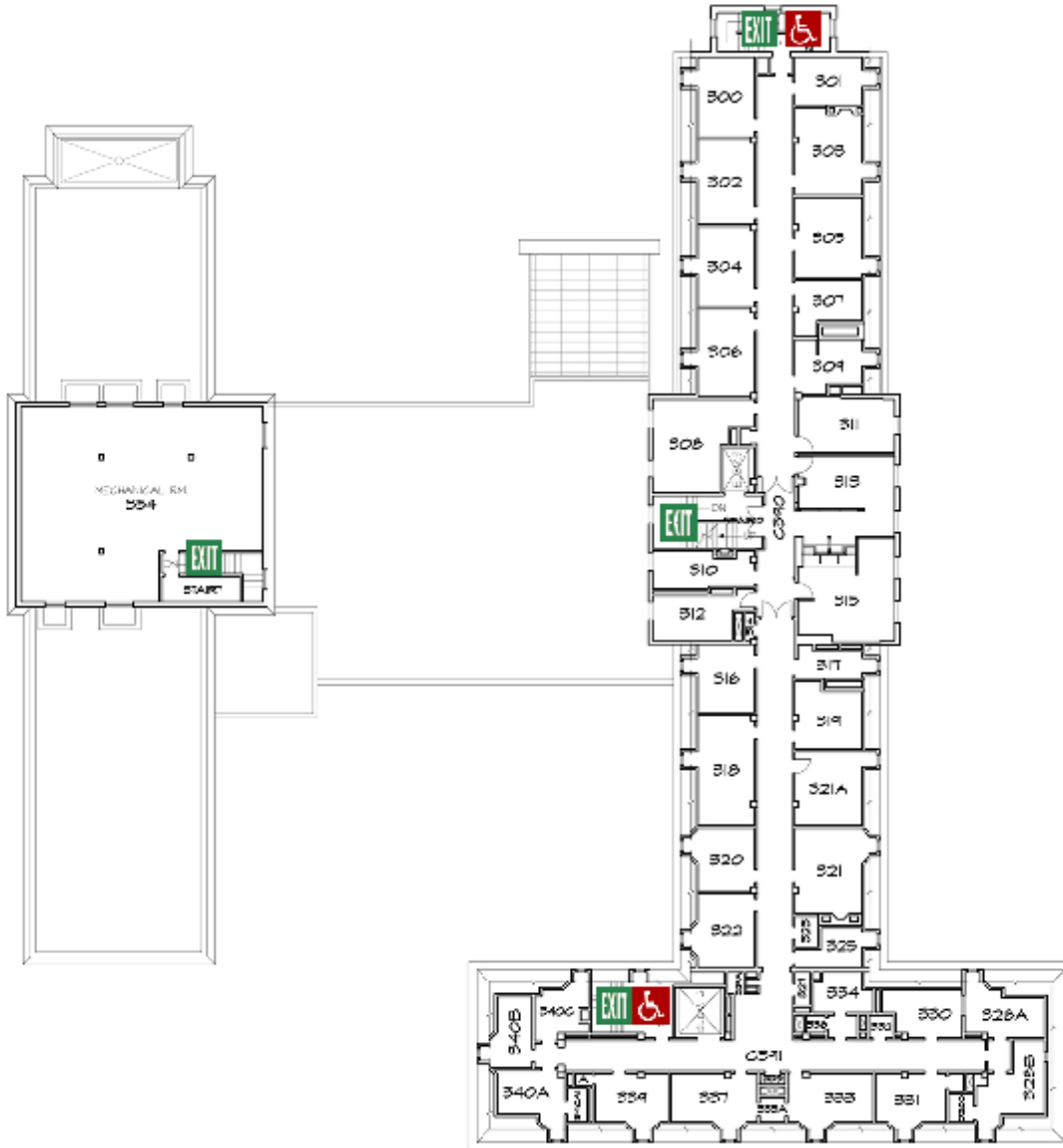
McKinley Health Center #0003 — 2019/01/07			First Floor Plan		
Evacuation Assembly Areas:					
1. Far NW and SW parking lot					
2. Incident weather: Inside Lincoln Ave Residence					
RUN Leaving the area quickly is the best option if it is safe to do so		HIDE When you can't or don't want to run, take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

BUILDING EMERGENCY ACTION PLAN

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

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

= Area of Rescue Assistance = Storm Refuge



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

Evacuation Assembly Areas:

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

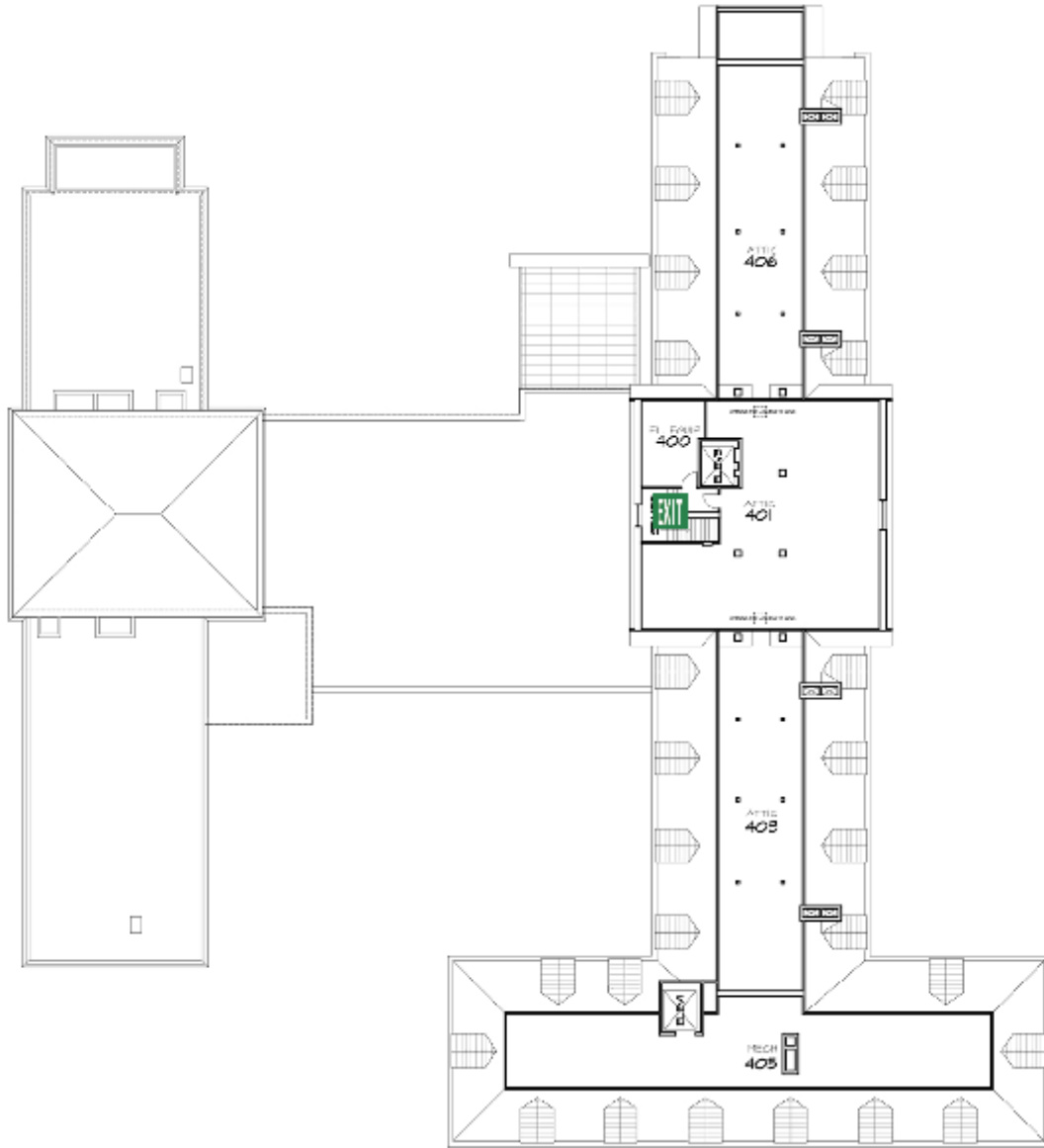
<p>RUN</p> <p>Leaving the area quickly is the best option if it is safe to do so</p>	<p>HIDE</p> <p>When you can't or don't want to run, take shelter indoors.</p>	<p>FIGHT</p> <p>As a last resort, you may need to fight to increase your chances of survival</p>
---	--	---

BUILDING EMERGENCY ACTION PLAN

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

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

= Area of Rescue Assistance = Storm Refuge



McKinley Health Center #0003 — 2019/01/07 Attic 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

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

Appendix B — Employee Evacuation Accountability Form

EVACUATION AREA: NORTH SIDE OF PARKING LOT

Business Office

Floor Coordinator: Thomas Duggan

Backup Coordinator: Satwan Bowdry

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: Shiesha Freeman

Persons within Area of Responsibility	Evacuation Sign-Off
Clark, Alysia	
Hicks, Jini	
Freeman, Shiesha	
Howie, Thomas	
Ross, Janet	
Wilson, Sean	

Mental Health

Floor Coordinator: Kate Dobile-Landis

Backup Coordinator: Kaley Hennigh

Persons within Area of Responsibility	Evacuation Sign-Off
Carr, Christina	
Davenport, Reese	
Diaz, Maritza	
Dobile-Landis, Kate	
Durack, Ruth	
Edwards, Stephen	
Hammon, Ann	
Hennigh, Kaley	
Lenhart, Ann Marie	

BUILDING EMERGENCY ACTION PLAN

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

Ritter, MiRada	
Roberts, Chelsea	
Rouse, Eden	
Sanchez, Jadie	
Shelby, Daylanda	
Smith, Amy	
Tilton, Sini	

Student Insurance

Floor Coordinator: Katie Sheridan

Backup Coordinator #A: Macie Dobbs

Backup Coordinator #B: _____

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

Women's Health

Floor Coordinator: Becca Reed

Backup Coordinator: Melissia Wilson

Persons within Area of Responsibility	Evacuation Sign-Off
Anderson, Casey	
Ambroz, Karla Rae	
Berner, Sherris	
Blair, Alana	
Brownfield, Vanessa	
Ernst, Katie	
Higgs, Kristy	
Kauffman, Kathryn	
Levitt, Lisa	
Rosecrans, Emily	
Taylor, Lisa	
Wilson, Melissia	
Reed, Becca	

EVACUATION AREA: CENTRAL SIDE OF PARKING LOT

East 1

BUILDING EMERGENCY ACTION PLAN

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

Floor Coordinator: James Chidlaw

Backup Coordinator #A: Casey Freden

Backup Coordinator #B: Berenice McKinley

Persons within Area of Responsibility	Evacuation Sign-Off
Ahmed, Mohammed	
Brown, Carlos	
Chidlaw, James	
Christ, Amanda	
Diaz, Alexis	
Freden, Casey	
Husmann, Jean	
Manint, Betty	
McKinley, Berenice	
Park, Grace	
Purcell, Kelli	
Thompson, Eric	
Villalon, Mitzi	

Immunization Clinic

Floor Coordinator: Amy Carroll

Backup Coordinator: Donna Mitchell

Persons within Area of Responsibility	Evacuation Sign-Off
Carroll, Amy	
Comrie, Jane	
Diaz, Adrian	
Flenniken, Andrea	
Huang, Ju Fang	
Mitchell, Donna	
Sperka, Gretchen	
Rajlich, Kara	
Summers, Amy	
Weddle, Makenna	

West 1

Floor Coordinator: Roger Hobbs

Backup Coordinator #A: Bintou Jallow

BUILDING EMERGENCY ACTION PLAN

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

Backup Coordinator #B: Erica Tibbetts

Persons within Area of Responsibility	Evacuation Sign-Off
Burris, Alex	
Cronin, Katie	
Dahlen, Jeff	
Denney, Danielle	
Harrington, Christine	
Harrison, Victoria	
Hobbs, Roger	
Jackson, Ann	
Jallow, Bintou	
Jayasingh, Japhia	
Kuritz, Kaitlynn	
Meyers, Kerra	
Moy, Sharon	
Parker, Robert	
Rhee, Joyce	
Rosenbeck, Katerina	
Rouse, Michele	
Schuler, Brin	
Smith, Reba	
Tibbetts, Erica	
Thai, Sara	
Ung, Anita	
Warner, Malea	
Watt, Megumi	

West 2

Floor Coordinator: Frank Barber

Backup Coordinator: Marsha Dillman

Persons within Area of Responsibility	Evacuation Sign-Off
Anderson, Brittany	
Barber, Frank	
Blesch, Katherine	
Cartmill, Tamara	
Dillman, Marsha	
Dodds, Janelle	
Grandt, Alex	
Hansen, Sonja	
Heckman, David	
Hurt, Travis	

BUILDING EMERGENCY ACTION PLAN

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

Johnson, Todd	
Josefson, Rebecca	
Ketchens, Milorad	
Luening, Amy	
Martinez, Whitney	
Mitsdarffer, Laura	
Moton, Lori	
Parmenter, Chad	
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	
Benchouk, Kaoutar	
Chancellor, Nick	
Fletcher, DuRae	
Hensch, Stephanie	
Palmer, Eva	
Rosegold, Lydia	
Sadeghi, Sohail	
Smithenry, Alexis	
Vaid, Awais	
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, Marty	
Koeberlein, Brian	
Sudduth, Becky	
Vargas, Ricardo	

BUILDING EMERGENCY ACTION PLAN

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

***Building Service... Evening Hours**

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	
Billingsley, Chloe	
Carson, Jennifer	
Cisna, Audra	
Clark, Rex	
Haselhorst, Michelle	
Lindley, Michael	
Masko, Gina	
Ogbudimkpa, Jerry	
Robicheaux, Kennyethia	
Whitted, Brienne	

II

Floor Coordinator: Chris Thompson

Backup Coordinator: Jerry Ellis

Persons within Area of Responsibility	Evacuation Sign-Off
Dai, Michelle	
DeSouza, Chris	
Ellis, Jerry	
Fauver, Abigail	
Porter, Chad	

BUILDING EMERGENCY ACTION PLAN

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

Ramos, Angelo	
Thompson, Christopher	
Webb, Wyatt	

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	
Lam, Astrid	
McAllister, Heather	
Melvin, Shamara	
Odeh, Lubna	
Paisley, Catherine	
Philyaw, Ryan	
Sprau, Jill	
Thadison, Renika	

Pharmacy

Floor Coordinator: Brian Aubry

Backup Coordinator: Lynda Minor

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

Radiology

Floor Coordinator: Marla Gooden

Backup Coordinator: Corey Curtiss

BUILDING EMERGENCY ACTION PLAN

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

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

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

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 Service
HE/Rehab & Sports Therapy
IT
Lab/Central Supply
Pharmacy
Radiology