

BUILDING EMERGENCY ACTION PLAN

Roger Adams Laboratory u0116 / 600 S. Mathews 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. Krannert(KPCA)-500 S. Goodwin Ave., - Outdoor West patio
2. Krannert(KPCA)-500 S. Goodwin Ave., - Indoor West lobby

HIDE

Storm Refuge Areas²

1. Basement - Tunnel area

Active Threat¹

1. Secure classroom.
2. Secure your office.

FIGHT

RUN

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

HIDE

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

FIGHT

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

NEED HELP?

Areas of Rescue Assistance²

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.

**West Doors Near Receiving/Loading Driveway – To meet Emergency Personnel* - SCS Group Safety Officers only*

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

¹ Contact Emergency Management at 217-333-1216 to identify appropriate locations.

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

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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.**
-

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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
All departments		
Door to door contact	Floor Coordinators	Backup Coordinators
SCS		
Email	Chad Stevens	Ken Wooldridge

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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	Area of Responsibility
Jonathan Sweedler	Joaquin Rodriguez-Lopez	Ground Floor – South
Maggie Metzger	Karla Southern	Ground Floor - North
Ben McCall	Dean Olson	Floor 1 – South
Paul Kenis/Jenny Daly	Jonathon Higdon/Brendan Harley	Floor 1 - North
Prashant Jain	Paul Hergenrother	Floor 2 – South
Sarah Leonard	Christopher Rao	Floor 2 - North
Steven Zimmerman	Kami Hull	Floor 3 – South
Cara Day	Stephanie Smith	Floor 3 - North
John Katzenellenbogen	Martin Burke	Floor 4 – South
Jeff Goldberg	Susan Martinis	Floor 4 - North

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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	None identified			
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

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Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email
SMCB				
Sligar, Stephen G.	n/a	(217)244-7395	(217)367-4803	s-sligar@illinois.edu
Dalby, Dennis	(217)493-3594	(217)300-3229	Cell	dalby@illinois.edu
Martinis, Susan	(217)766-5924	(217)244-2405	(217)355-9211	martinis@life.illinois.edu
SCS				
Chad Stevens	217-493-7924	217-333-6365	Cell	stevens2@illinois.edu
Ken Wooldridge	217-202-4908	217-333-1238	Cell	ckwooldr@illinois.edu
Jonathan Sweedler	217-898-9040	217-244-7359	Cell	jsweedle@illinois.edu
Martin Gruebele		217-333-1634	Cell	mgruebel@illinois.edu
Paul Kenis	217-390-8311	217-265-0523	Cell	kenis@illinois.edu
Jenny Daly	217-841-7520	217-333-5338	Cell	jbyrd@illinois.edu

Attributes of Building Emergency Management Team Members

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

Roles of Building Emergency Management Team Members

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

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

Building Command Post

1. **Krannert Lobby – West entrance inside south doors (505 S. Goodwin Ave.)**

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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>

Resource List

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

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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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Appendix B — Employee Evacuation Accountability Form

Ground/Basement - South side

Floor Coordinator: Jonathan Sweedler / Joaquin Rodriguez-Lopez

Persons within Area of Responsibility	Evacuation Sign-Off
Jonathan Sweedler	
Becky Duffield	
Gayle Adkisson	
Kara Metcalf	
Lori Johnson	
Jameson Lowe	
Lori Sage-Karlson	
Mike Rhoton	
Jeff Craig	
Joaquín Rodríguez-López	
Kenneth Hernandez-Burgos	
Marie A. Claudio-Cintron	
Mike Counihan	
Zach Gossage	
Mathew L. Kromer	
Noah B. Schorr	
Elena Montoto Blanco	
Mark Burgess	
Burt Simpson	
Jingshu Hui	
Karolina Syrek	
Stanislav S. Rubakhin, PhD	
Elena V. Romanova, PhD	
Juan Zhang, PhD	
James Checco, PhD	
Bin Li, PhD	
Qiyao Li, PhD	
Krishna Anapindi	
Peter Andersen	
Kisurb Choe	
Troy Comi	
Sage Dunham	
Joseph Ellis	
Colin Lee	
David Mast	
Elizabeth Neumann	
Amit Patel	
Marina Philip	
Hua-Chia Tai	

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Xiying Wang	
Stephanie C. Baker	
Joaquin Rodriguez-Lopez	

Ground/Basement - North side

Floor Coordinator: Cindy Dodds / Karla Southern

Persons within Area of Responsibility	Evacuation Sign-Off
Deborah Leckband	
Poonam Sehgal	
Roberto Andresen	
Samantha Barrick	
Arkaprava Dan	
Xinyu Kong	
Zainab Rahil	
Ellen Qin	
Vinh Vu	
Tajin Ahmed	
Whitney Sinclair	
Jason Madinya	
Saiko Rosenberger	
William Hammack	
Mary Kraft	
Sayani Majumdar	
Corryn Neumann	
Brittney Gorman	
Isamar Pastrana-Otero	
Cindy Dodds	
Rebecca Lyle	
Karla Southern	
Shane Brownfield	
Beth Gregory	
Kenneth Luyando	
Josh Bennett	
Troy Vogel	

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Floor 1 - South side

Floor Coordinator: Wilfred Van der Donk / Dean Olson

Persons within Area of Responsibility	Evacuation Sign-Off
Scott Dubowsky	
Charles Markus	
Jefferson McCollum	
Amber Rose	
Philop Kocheril	
Scott Silverman	
Chih-Chi (Jimmy) Chu	
Puzhou Wang	
Tianjiong (Yves) Yao	
Chih-Cheng (Peter) Yeh	
Cong Zhou	
Kevin M. Duffin	
Paul C. Klauser	
Nickolaus C. Lammer	
Xinyi (Alice) Li	
Tiyaporn (Tent) Tangpradabkul	
Adam C. Wylder	
Wilfred van der Donk	
Nan Holda	
Lindsay Repka	
Mark C. Walker	
Debapriya "Priya" Dutta	
Lijie Huo	
Ian Bothwell	
Michael Funk	
Julian Hegemann	
Dean Olson	

Floor 1 - North side

Floor Coordinator: Paul Kenis / Jenny Daly & Jonathon Higdon / Brendan Harley

Persons within Area of Responsibility	Evacuation Sign-Off
Brendan Harley	
Bhushan Mahadik	
Sara Pedron Haba	
Emily Chen	
Marley Dewey	
William Grier	

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Aleczandria Tiffany	
Mai Ngo	
Aidan Gilchrist	
Raul Sun Han	
Jonathan Higdon	
Paul Kenis	
Ash Pawate	
Sarah Leonard	
Joseph Whittenberg	
Jeremy Scheiferstein	
Byoungsu Kim	
Sumit Verma	
Whitney Sinclair	
Ajit Vikram	
Uzoma Nwabara	
Christine Bowser	
Christine des Garennes	
Jadii Rodgers	
Braden Shain	
Charles M. Schroeder	
Bo Li	
Kai-Wen Hsiao	
Anish Shenoy	
Yuecheng (Peter) Zhou	
Songsong Li	
Shivani Patel	
Dinesh Kumar	
Andrew Wegner	
Yi Ren	
Zijie Wu	
Edmund G Seebauer	
Eitan Barlaz	
Qilong Huang	
Kandis Leslie Gilliard	
Zhiyu Peng	
Jingtian Kuang	
Heonjae Jeong	
Charles Sing	
Kate Dahlke	
Tyler Lytle	
June Rebecca Qian	

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Floor 2 - South side

Floor Coordinator: Prashant Jain / Paul Hergenrother

Persons within Area of Responsibility	Evacuation Sign-Off
Jeff Chan	
Lukas Smaga	
Chelsea Anorma	
Thomas Bearrood	
Hailey Knox	
Effie Zhou	
Christopher Reinhardt	
MinJung Han	
Nick Pino	
Junlong Geng	
Ryan Hoffman	
Daven Feng	
Scott Denmark	
Samantha Tarter	
Soumitra Athavale	
Scott Barraza	
Laura Calvo Parra	
Kimberly Hilby	
Jeremy Henle	
Malek Ibrahim	
Rebecca Leising	
Zachery Matesich	
Kevin Robb	
Brennan Rose	
Aaron Roth	
Zhonglin Tao	
Andy Thomas	
Yang Wang	
Andrew Zahrt	
Guanqun Zhang	
Paul Hergenrother	
Hyang Yeon Lee	
Andrew Riley	
Sarah Tasker	
William Montgomery	
Erica Parker	
Emily Geddes	
Matthew Boudreau	
Riley Svec	
Sterling Brooks	
Sarah Perlmutter	

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Joshua Francis	
Alfredo Garcia	
Bryon Drown	
Aya Matsunaga Kelly	
Samantha Tartar	
Martin Garcia Chavez	
Evijola Llabani	
Jessie Peh	
Michelle Richter	
David Sarlah	
Chris Bemis	
Carrie Levinn	
Mikiko Okumura	
Emma Southgate	
Lucas Hernandez	
Chad Ungarean	
Will Wertjes	
Stephanie Nakamata	
Tanner Bingham	
Yarik Boyko	
Chris Huck	
David Dennis	
Alexander Shved	
M Christina White	
Raundi Quevedo	
Rachel Chambers	
Jon Young	
Chloe Wendell	
Anasheh Sookezia	
Connor Delaney	
Siraj Z. Ali	
Kaibo Feng	
Rulin Ma	
Wei Liu	
Jennifer Griffin	
Jinpeng Zhao	
Stephen Ammann	
Joseph Clark	
Emilio de Lucca Jr.	
Friederike Dannheim	
Shannon Miller	
Prashant Jain	

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Floor 2 - North side

Floor Coordinator: _____ Sarah Leonard / Christopher Rao _____

Persons within Area of Responsibility	Evacuation Sign-Off
Diwakar Shukla	
Alexander S. Moffett	
Zahra Shamsi	
Chuankai Zhao	
Moeen Meigooni	
Qihua Chen	
Diwakar Shukla	
Christopher Rao	
Payman Tohidifar	
Jiewen Zhou	
Simon A. Rogers	
Jiho Choi	
Johnny (Ching-Wei) Lee	
Hong Yang	
Jaemin Kim	
Yung-Tin Pan	
Kai-Chieh Tsao	
Thao H Ngo	
Pei-Chieh Shih	
Huimin Zhao	
Jonathan Ning	
Zehua Bao	
Sam Hamedi Rad	
Xiong Xiong	
Ipek Tasan	
Hengqian Ren	
Yajie Wang	
Surbhi Jain	
Behnam Enghiad	
Tahere Mokhtari	
Shekhar Mishra	
Jiazhang Lian	
Yi Yu	
Yuhao Min	
Yuying Wu	
Justin Genova	
Sheri Ho	

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Floor 3 – South Side

Floor Coordinator: Steven Zimmerman / Kami Hull

Persons within Area of Responsibility	Evacuation Sign-Off
Douglas Mitchell	
Chris Schwalen	
Brandon Burkhart	
Graham Hudson	
Xiao Rui Guo	
Adam Dicaprio	
Andi Liu	
Arash Firouzbakht	
Lonnie Harris	
Preston Hills-Rieck	
Kyle Shelton	
Steven C. Zimmerman	
Yugang Bai	
Hsuan-Chin Wang	
Julio Francisco Serrano	
Juyeon Lee	
Brenda Andrade	
Brittany Walker	
Edzna Shunay Garcia Ramirez	
Ephraim Gabriel Morado	
Junfeng Chen	
Lauren Hagler	
Yanhua "Henry" Xu	
Ke Li	
Thao Mee Xiong	
Aoon Rizvi	
Ben Pedretti	
Dan Curet	
Ignacio "Nacho" Vergara	

Floor 3 – North Side

Floor Coordinator: Cara Day / Stephanie Smith

Persons within Area of Responsibility	Evacuation Sign-Off
Morrissey, James H. "Jim"	
Gajsiewicz, Joshua	
Hebbard, Carleigh	

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Travers, Richard"Ricky"	
Baker, Catherine	
Breitenfeld, Rachel	
Morrissey, Genevieve	
Smith, Stephanie	
Wang, Yan	
Kalani, Mohamad	
Birkle, Fabienne Rosa Patricia	
Miller, Holly	
Zhang, Kai	
Khamo, John	
Procko, Erik	
Park, Jihye	
Heredia, Jeremiah	
Young, Heather	
Daniels, Page	
Szymanski, Steven	
Shapiro, David S.	
Mao, Chengjian	
Mahapatra, Lily	
Zheng, Xiaobin	
Yu, Liqun	
Kim, Ji Eun	
Livezey, Mara	
Tajkhorshid, Emad	
Switzer, Robert L.	
Glaser, Michael	
Romine, Marita	
Day, Cara	

Floor 4 – South Side

Floor Coordinator: _____ John Katzenellenbogen / Martin Burke _____

Persons within Area of Responsibility	Evacuation Sign-Off
Martin Burke	
Page Daniels	
Rajeev Chorghade	
Claire Simons	
Anthony Sotelo	
Jiabao Zhang	
Andrea Palazzolo	
Anna SantaMaria	

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Katrina Diaz	
Jenn Hou	
Alex Cioffi	
Tony Grillo	
Hannah Haley	
Adam Hill	
Ian Crouch	
Pengaluri Balasubramanyam	
Anuj Khandelwal	
Daniel Blair	
Melanie Trobe	
Christopher Nardone	
Eliot Rapoport	
John Katzenellenbogen	

Floor 4 – North Side

Floor Coordinator: Jeff Goldberg / Susan Martinis

Persons within Area of Responsibility	Evacuation Sign-Off
Nair, Satish	
Dong, Shi-Hui	
Adiljiang, Gulishana "Lisa"	
Chekan, Jillian	
Chekan, Jonathan	
Cogan, Dillon	
Estrada, Paola	
Kapoor, Iti	
Olivares, Philip	
Petronikolou, Nektaria	
Morrill, Megan	
Muchmore-W, Samuel	
Huang, Raven H.	
Selvadurai, Kiruth	
Carruthers, Amy	
Fatma, Shirin	
Chakravarti, Arpita	
Herera-W, Matthew	
Ho-SA (yes), Sang	
Martinis, Susan A.	
Banerjee, Aditi	
Baymiller, Maxwell J. "Max"	
Buechler, Andrew "Andy"	
Li, Zhongyi	

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Zhang, Dayu	
Saks, Margaret "Peggy"	
Fratti, Rutilio "Rudy"	
Ellis, Ez Rhodes	
Sparks, Robert	
Miner, Greg	
Starr, Matthew	
Hurst, Logan	
Guo, Annie	
Calamaro, Leora	
Cho-padburry, Kelly	
Curtis, Brittany	

BUILDING EMERGENCY ACTION PLAN

Roger Adams Laboratory u0116 / 600 S. Mathews 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
Please see attached "SCS Group Safety Officers"			SCS - Please refer to Group Safety Manual – Red Binder in each Research Group
Weller, Andy	217-300-4845	217-377-3333	Unknown