

EMERGENCY PREPAREDNESS PLAN

LUMPKIN COLLEGE OF BUSINESS & APPLIED SCIENCES

Lumpkin and Klehm Halls

(July 2014)

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I. EMERGENCY CONTACT INFORMATION

BUILDING COORDINATORS:	Lumpkin Hall:	Jeanne Lord and Deb Endsley
	Klehm Hall:	Jeanne Lord, Deb Endsley, & Austin Cheney

TELEPHONE NOTIFICATION:	581 - 3526 (for Building Coordinator)
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Fire	Charleston Fire Dept.	911
Police	Charleston Police Dept.	911
Chemical Spill	EIU Work Control	581-3416
EIU Health Services	Dr. Sheila Baker	581-3013
Hospital	SBLHC—Emergency Dept.	348-2551
Environmental Health & Safety	Dan Deeken	581-7068
University Police Chief	Adam Due	581-3213

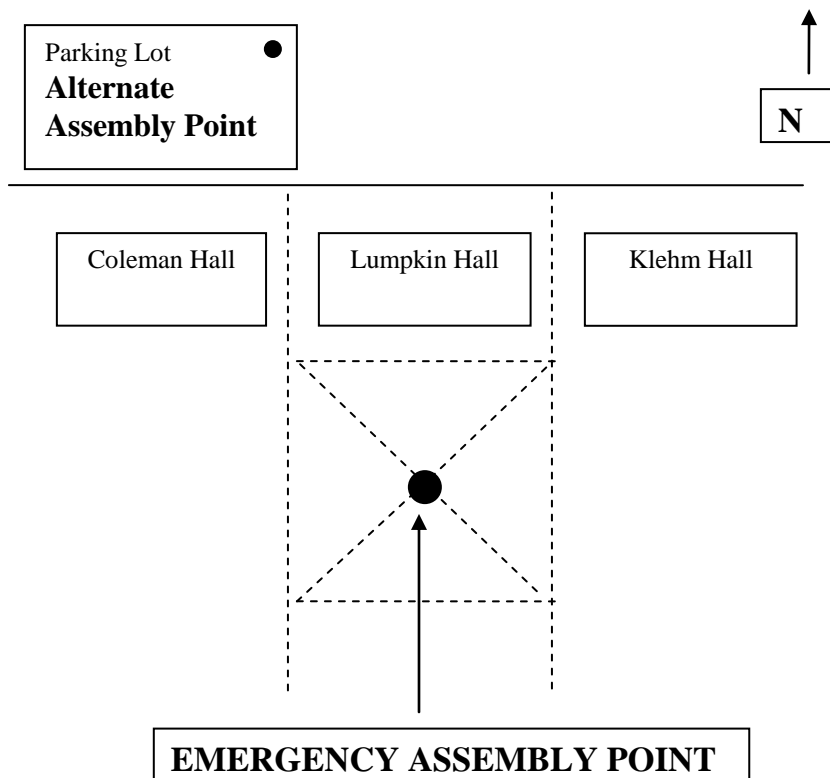
II. ASSEMBLY POINT AREAS

EMERGENCY ASSEMBLY POINT: Quad area south of Lumpkin Hall where sidewalks cross in the middle of the quad

ALTERNATE ASSEMBLY POINT: Parking Lot north of Coleman Hall

Emergency Assembly Point. The designated Emergency Assembly Point area for occupants of Lumpkin and Klehm Halls is **the quad area south of Lumpkin Hall where the sidewalks cross in the middle of the quad (by blue emergency telephone post)**. The Emergency Assembly Point is an area for gathering after an evacuation to facilitate taking a headcount and organizing rescue/first aid and support teams if necessary. (The respective Assembly Point areas should be designated to occupants by the Building Coordinators of those buildings (Doug Bower (581-2524), Buzzard Hall; Stephen Canfield (581-3021) or Glenn Hild (581-2922), Coleman Hall).

Alternate Assembly Point. The designated Alternate Assembly Point area for occupants of Lumpkin and Klehm Halls is **the parking lot north of Coleman Hall** and would be designated if conditions prevented use of or access to the priority Emergency Assembly Point area. (The Alternate Assembly Point for LCBAS occupants of Buzzard and Coleman Halls should be provided by the respective Building Coordinator of each building.)



Evacuation of Disabled Persons. Areas of Rescue Assistance for disabled persons are identified in each building.

- For Lumpkin Hall the designated rescue areas are in southeast stair landings on the 1000, 3000 and 4000 numbered floors and on the northwest stair landing of the 4000 numbered floor.
- Klehm Hall areas of rescue assistance are located in or near all stairwell landings for floors above the first/ground level.

Specific locations for rescue areas in Lumpkin and Klehm halls are noted on the building floor maps appended and/or featured on the website. Areas of rescue are identified by blue wall signs and by wall electric panels that have a button to be used to call for assistance. Evacuation of disabled persons should be conducted by Fire Department/Ambulance Service personnel. Departmental staff should not attempt to move disabled persons without prior training or needed special equipment. At the beginning of each academic term, students, faculty, and staff should review building layout/s and plan/s for safe egress, including the location of Areas of Rescue Assistance for disabled persons.

III. EMERGENCY NOTIFICATION PROCEDURES

At least once annually the college Emergency Preparedness Plan will be distributed to all employees in Lumpkin and Klehm Halls, and more often as needed when new/additional information becomes available. Emergency preparedness instructions will be posted in public areas including classrooms, administrative offices, labs, restrooms, and relevant bulletin boards. The Emergency Preparedness Plan shall be on file in the Dean's Office and in the administrative offices of those units with notification responsibilities (Lumpkin Hall/School of Business—Chair, Director of Administration, Student Center for Academic and Professional Development, Lumpkin Hall Computer Labs; and Klehm Hall—Chair offices for the School of Family & Consumer Sciences, School of Technology, and Department of Military Science). Student workers in offices with notification responsibilities will be provided a copy of the emergency preparedness plan and instructed on appropriate action to take in the event of an emergency if regular office staff are absent. College personnel in Buzzard Hall and Coleman Hall will be included as part of the emergency preparedness plans for those buildings.

In the event of an emergency caused by weather, earthquake, fire, or other catastrophe, the following procedures will be used to insure that occupants of Lumpkin and Klehm Halls respond appropriately. While the notification of college personnel in Coleman and Buzzard Halls will be the responsibility of the respective Building Coordinators of those buildings (Doug Bower (581-2524), Buzzard Hall; and Stephen Canfield (581-3021) or Glenn Hild (581-2922), Coleman Hall), an attempt will be made to reach those personnel by phone. Notification will also be made by email from Debbie Endsley to the following:
busprgm@lists.eiu.edu; sotgrp@lists.eiu.edu; sfcs@lists.eiu.edu; sfcsgroup@lists.eiu.edu; ejsavickas@eiu.edu; yjsanders@eiu.edu; jegarren@eiu.edu; tlduzan@eiu.edu; djcombs@eiu.edu; mlsherwood@eiu.edu; khart2@eiu.edu.

For weather-related or other catastrophes, upon sounding of the campus warning siren, broadcast of a warning notice from a local radio station, or receipt of a telephone call to the

Building Coordinator, the following notification of building occupants will be initiated:

1. Designated telephone notification number: 581-3526
(Lumpkin Hall Computer Lab, 581-7019, is also called when the emergency message center relay is activated.)

2. Building Coordinator:

LUMPKIN HALL: Jeanne Lord or designee (in order of alert sequence: Jeanne Lord, Debbie Endsley, and Darla Combs)

KLEHM HALL: Jeanne Lord, Debbie Endsley, or designee (in order of alert sequence: Linda Simpson, Austin Cheney, and LTC Eric Savickas)

3. Occupant alert:

The Building Coordinator, or designee, will alert personnel within the Dean's Office area, the Business Solutions Center, School of Business Chair/designee, School of Family and Consumer Sciences Chair/designee, School of Technology Chair/designee, and Department of Military Science Chair/designee (see LCBAS Notification Procedure and School of Business Notification Procedure diagrams).

The chairs/designees of the Schools of Business, Family & Consumer Sciences, and Technology and the Department of Military Sciences will, in turn, alert those within their areas of assigned responsibility as described following and indicated on the attached diagrams.

4. After hours/night notification procedure:

The Lumpkin Hall Computer Lab (581-7019) automatically receives a call when the emergency message center relays calls to the designated Building Coordinator. It is likely that, after regular office hours in the late afternoon and at night, the Computer Lab staff will be the only ones to receive the emergency alert. Upon receiving a call after hours or at night, an attempt, if possible, should be made to call the Building Coordinator (Jeanne Lord - 621-2829 or Christine Ward – 235-2479). The staff should respond as they would during a daytime emergency and, if possible, alert occupants in the rest of Lumpkin Hall. There is no regularly staffed area in Klehm Hall after regular daytime office hours. If the Building Coordinator (Jeanne Lord - 621-2829, Debbie Endsley – 549-5714 or Christine Ward – 235-2479, cell 259-2348) cannot be reached, a reasonable attempt will be made to notify building occupants.

In the event of threatening behavior which appears to represent an

immediate threat to self or others, contact University Police at 911. The Counseling Center after-hours emergency pager number is 217-348-2909.

5. Building Re-entry:

For any emergency that requires building evacuation, it will be the responsibility of the Building Coordinator/designee to give an “all clear” notification to building occupants that the building is safe for re-entry.

A. Fire Emergency Procedures. If anyone notices a fire in the building, they should pull the nearest fire alarm (located near building exits—see floor plan diagrams on the web). Upon hearing the building fire alarm, ALL occupants should leave the building in an orderly manner through the nearest exit and proceed to the designated emergency assembly point (quad area south of Lumpkin Hall where sidewalks cross in the middle of the quad). Since the alarm can be heard by all occupants in the building, the telephone notification procedure will not be necessary. However, those with designated responsibility to insure that the building is clear (see Notification Procedure diagrams) should perform that function if possible. Everyone should be encouraged to leave the building. Those responsible for clearing the building should, if possible, make note of those occupants who do not leave the building, but no one should put him/herself at risk doing so during an actual fire. The Building Coordinator/designee should take a position near the fire truck and wait for information from the police, fire department, or Emergency Management Team member/s. Once the emergency or fire drill period has ended, Building Coordinator/designee will give the “all clear” signal to the building occupants for re-entry.

B. Severe Weather Emergency Procedures. Occupants on upper level floors should move to the “TAKE COVER” areas on the 1000 numbered level of their respective building as quickly as possible. Following are the “TAKE COVER” areas.

Klehm Hall: 1000 numbered level, south hallway outside room 1418, east hallway outside room 1125, and restrooms

Lumpkin Hall: 1000 numbered level

If time does not allow for movement, cover should be taken away from glass and under protective items such as tables. (Restrooms and selected hallways and stairwells may also provide acceptable “TAKE COVER” areas as long as there is no exposure to windows/glass.) Once individuals have reached the “take cover” locations, they should assume a seated position on the floor with their heads down and hands over their heads, or place themselves under a desk or between fixed seating, if available, with heads lower than the backs of the seats. If they are wearing heavy clothing or have access to heavy clothing, they should use these items to cover their upper bodies and heads. A passageway should be maintained through the “take cover” areas.

The Building Coordinator/designee will listen to local radio stations as threatening weather develops (the Dean’s Office, Lumpkin Hall Computer Lab office, and office of the Chair, School of Family & Consumer Sciences maintain battery operated radios which can be

moved to "TAKE COVER" areas once a warning has been issued). Once the emergency period has ended, Building Coordinator/designee will give the "all clear" signal to the building occupants. In the event of actual tornado damage, once the disaster area is stabilized, egress from the building should occur and occupants should assemble at the designated emergency assembly point (quad area south of Lumpkin Hall where sidewalks cross in the middle of the quad).

C. Earthquake Emergency Procedures. Earthquakes occur without warning, and occupants should move under desks for protection from falling materials. (If outside, persons should avoid entering buildings, and stay away from buildings, electrical lines or other things that may fall.) Once the disaster area is stabilized, egress from the building should occur and occupants should assemble at the designated assembly point area (quad area south of Lumpkin Hall where sidewalks cross in the middle of the quad).

D. Bomb/Terrorist Threat Emergency Procedures. Upon notification of a bomb/terrorist threat, notification procedures outlined above should be followed to clear the building of all occupants as rapidly and orderly as possible. **The fire alarm SHOULD NOT be used to evacuate the building.** If necessary, notify Building Coordinator/designee (581-3526), who in turn should call 911 and report the bomb/terrorist threat. If time permits after receiving a threatening telephone call, fill out a Bomb Threat Report Form (appended), and submit it to the Building Coordinator. Once the emergency period has ended, the Building Coordinator/designee will give the "all clear" signal to the building occupants.

E. Violence in the Workplace Procedures. In the event an individual displays aggressive behavior, use extreme caution. Maintain, if possible, a safe distance from the person, and if a firearm is suspected or evident, **leave the building.** Move to safety and call 911 and the Building Coordinator/designee (581-3526).

Today society appears to move at a faster pace than ever. People may experience stress for many different reasons and could reach the level of "Fight-Flight" if they perceive themselves as being in danger. Some of these manifestations are visible (rapid breathing, fixed gazes, raised tense shoulders, dilated pupils). A person whose aggressive response has been triggered requires more personal space than normal. Don't close in unnecessarily -- use extreme caution if necessary.

Social distances between people will vary with each condition -- in public more than 12 feet between people should be observed, in a social environment 3-6 feet, and in a personal environment 1-3 feet. If a person is demonstrating violent behavior, he or she may change his or her required social distance without prior notification. Use the following safe distance guide:

UNARMED BEHAVIOR - GREATER THAN 10 FEET
CLUB OR EDGED WEAPON - GREATER THAN 21 FEET
FIRE ARM - KEEP PERSON IN THE LINE OF SIGHT; LEAVE THE BUILDING

A violent crisis may come up, in all cases call 911. If the person is believed to have a fire arm, leave the building. Move yourself to safety, and then call security. If building residents

have expressed a "cause to feel uncomfortable," call the Human Resources Department. Do not try to become involved with the violent person. Let the University Police handle the situation as they are trained to handle such behavior.

Crisis Management Strategies:

How a person should respond to any potential crisis situation:

1. Observation - Go about your day as normal as possible with the understanding that violent behavior could happen.
2. Escape - Plan your escape route before events require escape.
3. Notify Human Resources if you feel uncomfortable and UPD if you believe there is a potential for violence. If the subject is armed, leave the building then call the UPD.
4. Documentation - This will aid in handling the stress and confirm that you were correct in pursuing the problem.
5. Shelter-In-Place which require the building occupants to barricade themselves in their room. Proceed to the nearest available room in which you can take shelter.
 - Take roll call, including names of any visitors
 - Turn off lights and remain quiet and calm
 - DO NOT open the door for anybody.

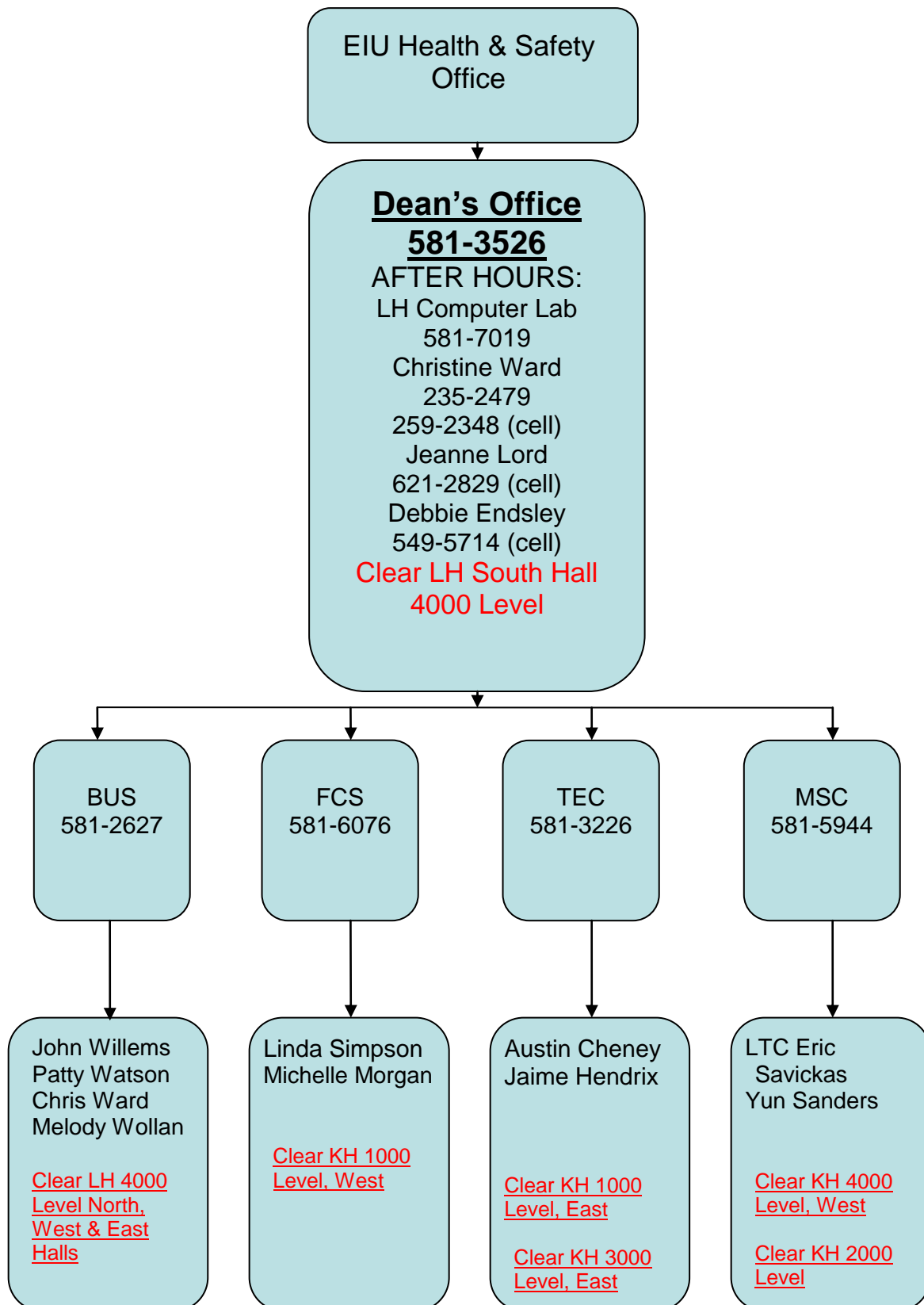
F. Emergency Notification System. Eastern Illinois University has several means of communication with which to notify the campus community in event of an emergency situation. Collectively referred to as the **Emergency Notification System**. This system will be activated by members of Eastern's Emergency Management Team in order to notify the campus about an emergency and to provide important information. **Please be aware of these methods of communication:**

1. **A siren/public address system** will sound a "pulse tone," followed by a public address message, to alert the university community about a potentially dangerous non-weather-related threat. Upon hearing this "pulse tone," students, faculty and staff should check their EIU-assigned e-mail and/or Eastern's Web site (www.eiu.edu) for important information. **(Please note: The University's pulse tone is distinct from the normal continuous tone used by the Coles County Emergency Management Agency as a severe weather alert. That siren is tested at 10 a.m. on the first Tuesday of each month. The "pulse tone" is tested at 10:30 a.m.)**
2. **An e-mail message** to all students, faculty and staff via their EIU-assigned e-mail addresses will provide more detailed information about the emergency.
3. **A "phone tree"** will help notify key individuals in departments/programs on campus; they, in turn, will post emergency information in accessible locations (when and where possible) for general public awareness.
4. Information will be available via **WEIU Radio (88.9 FM)** and **TV (channel 51)**.

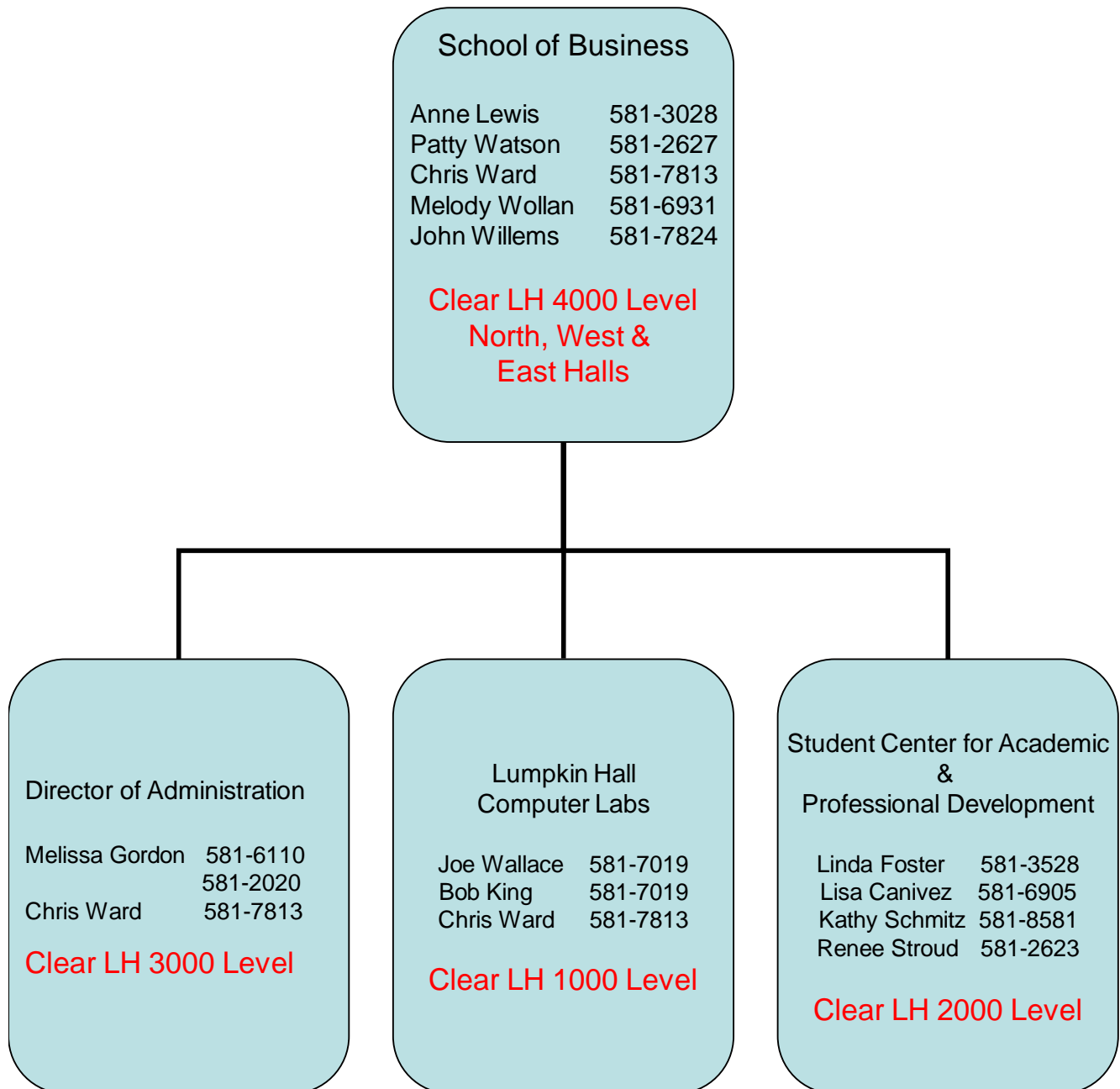
In addition, **Alert EIU** is a text-messaging system that alerts subscribers, via their cell phones, to emergency situations. The messages are short – no longer than 160 characters – and focus on possible threats to EIU's main campus. To subscribe, or for additional information, please see the following Web site: www.eiu.edu/alerteiu/index.php.

G. Chemical Spills Emergency Procedures. While some buildings on campus are more at risk for chemical hazards than others, chemicals are used in all buildings. If a spill occurs and the responsible person is unable to control the hazard, call 581-7068, Environmental Health and Safety, and the Building Coordinator/designee (581-3526). In the event a chemical spill requires the evacuation of a building, the established notification procedures should be followed. Once the emergency period has ended, the Building Coordinator/designee will give the “all clear” signal to the building occupants.

LCBAS Notification Procedures



School of Business Notification Procedure



School of Technology Notification Procedure

School of Technology

Sonna Dust/Lori Smith	581-3226
Jaime Hendrix	581-3719
Donna Dawson	581-7128
Thomas Hawkins	581-7426
Austin Cheney	581-6270

Clear KH 1000 Level East
& KH 3000 Level East Halls

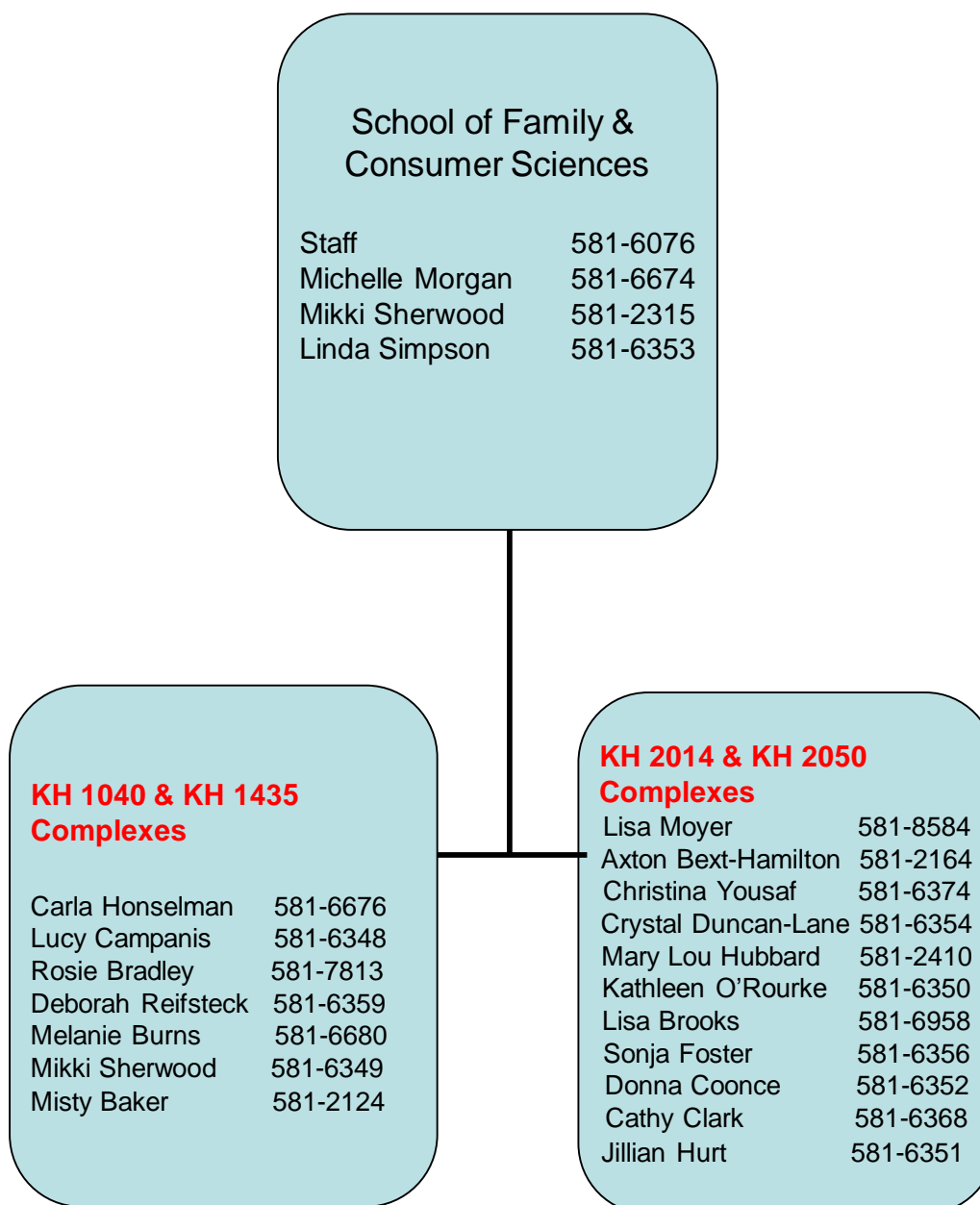
SOT Graduate Office

Laurie Smith	581-8526
Connie Buchenroth	581-8526
Peter Ping Liu	581-6267

Clear KH 4000 Level North
& South Halls

School of Family & Consumer Sciences

Notification Procedure



EMERGENCY PREPARATION CHECKLIST

The likelihood of an emergency situation is remote, but if and when one occurs, injury is minimized when individuals are prepared to act in accordance with established safety instructions and notification procedures. BE PREPARED. Following is a checklist which you are encouraged to complete so that you are ready to respond appropriately if an emergency situation develops.

- _____ Read the Emergency Preparedness Plan for the Lumpkin College of Business and Applied Sciences, which details instructions/procedures for occupants of Klehm and Lumpkin Halls.
- _____ If you are an occupant of Buzzard or Coleman Hall, obtain an emergency preparedness plan from the respective building coordinator (Doug Bower (2524), Buzzard, and Stephen Canfield (3021), Coleman), and familiarize yourself with that plan.
- _____ Walk from your office/work area to the designated take cover area/s to familiarize yourself with the location and shortest route.
- _____ Familiarize yourself with the designated outside assembly area for occupants of Klehm and Lumpkin Halls
- _____ Take a practice walk of notifying persons to leave the building if you have designated responsibility for this in the event of an emergency.
- _____ Be able to identify your Building Coordinator and designee/s.
- _____ Know the location of fire alarms in the building you occupy.

NOTIFICATION RESPONSIBILITY CHECKLIST

- _____ Confirm that a current copy of the college Emergency Preparedness Plan is on file in the unit office
- _____ Conduct at least one staff meeting annually to review the Emergency Preparedness Plan and the responsibility of your unit/staff for Dean's office staff.
- _____ Provide a copy of the Emergency Preparedness Plan to each student worker in the unit office, and provide training for student workers in the event an emergency call is received and regular staff are absent
- _____ Have a battery operated radio in a conspicuous place, and replace the batteries March 1 of each year.
- _____ Have operable flashlight/s available for use in the event of power outages, and replace the batteries March 1 of each year.
- _____ Confirm posting of emergency procedures in classrooms, offices, labs and restrooms in your area of responsibility. If procedures are not posted, notify the Building Coordinator (3526).

BOMB THREAT REPORT FORM

INSTRUCTIONS: BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER, NOTIFY SUPERVISOR/SECURITY OFFICER BY PREARRANGED SIGNAL WHILE CALLER IS ON LINE.

Date _____ Time Call Started _____ Time Call Ended _____

Exact Words of Person Placing Call:

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of a bomb is it? _____
4. What does it look like? _____
5. Why did you plant the bomb? _____

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

Caller's Identity: Male Female Adult Juvenile Age _____ years

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other _____

Accent: Local Not Local Foreign Region _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp _____

Language: Excellent Good Fair Poor Foul Other _____

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional
Righteous Laughing Intoxicated

Background Noises: Office Machines Factory Machines Bedlam Trains Animals Music
Quiet Voices Mixed Airplanes Street Traffic Party Atmosphere

ADDITIONAL INFORMATION:

ACTION TO TAKE IMMEDIATELY AFTER CALL: Notify your supervisor/security officer as instructed. Talk to no one other than instructed by your supervisor/security officer.

CHARLESTON POLICE DEPARTMENT
EIU CAMPUS POLICE DEPARTMENT

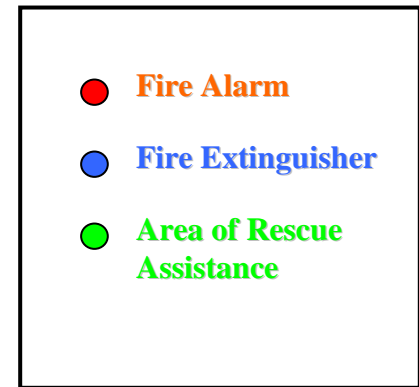
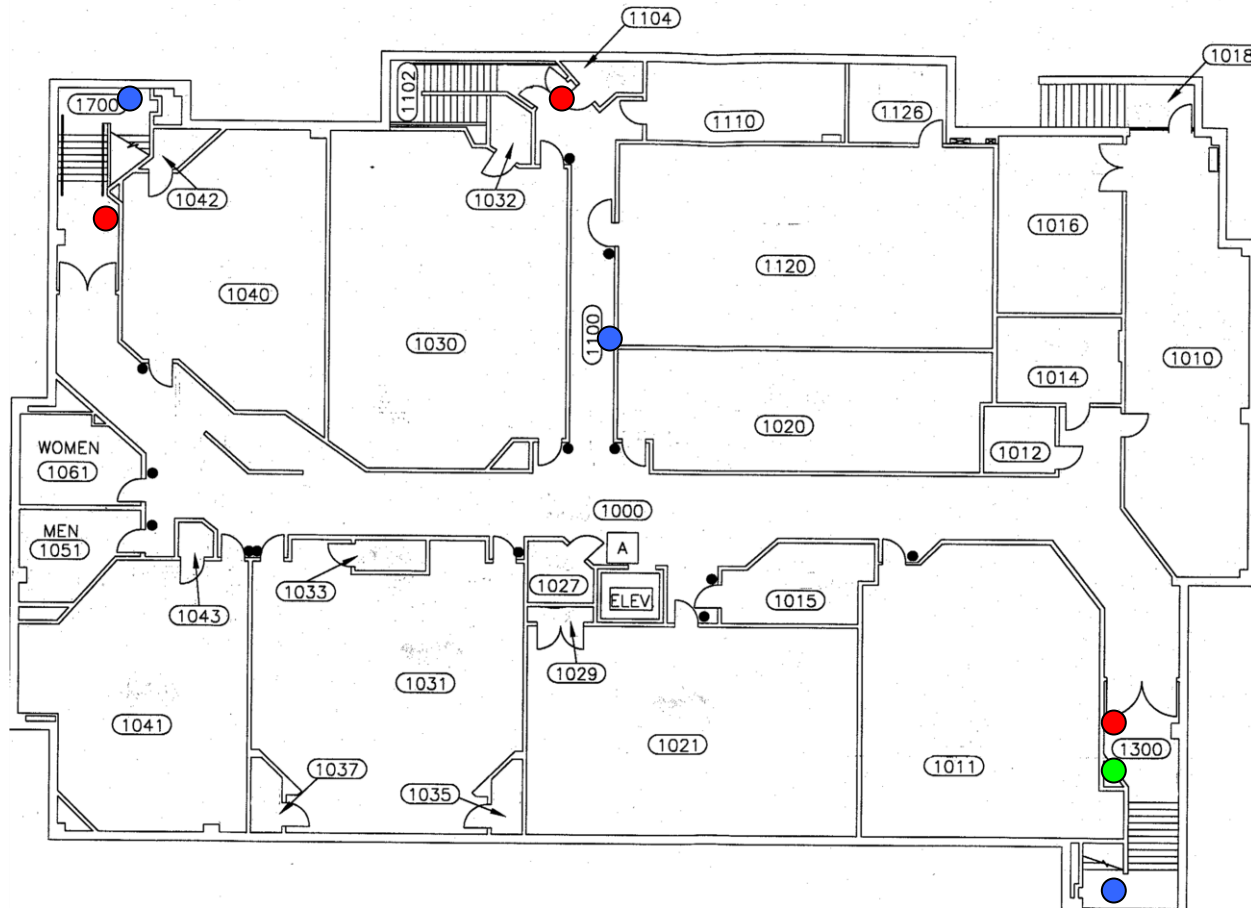
345-0060
581-3213

RECEIVING TELEPHONE NUMBER

PERSON RECEIVING CALL

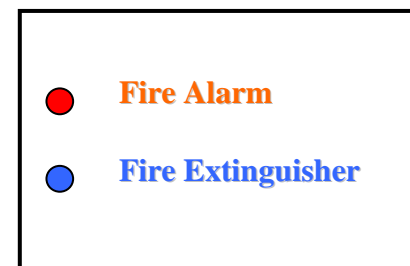
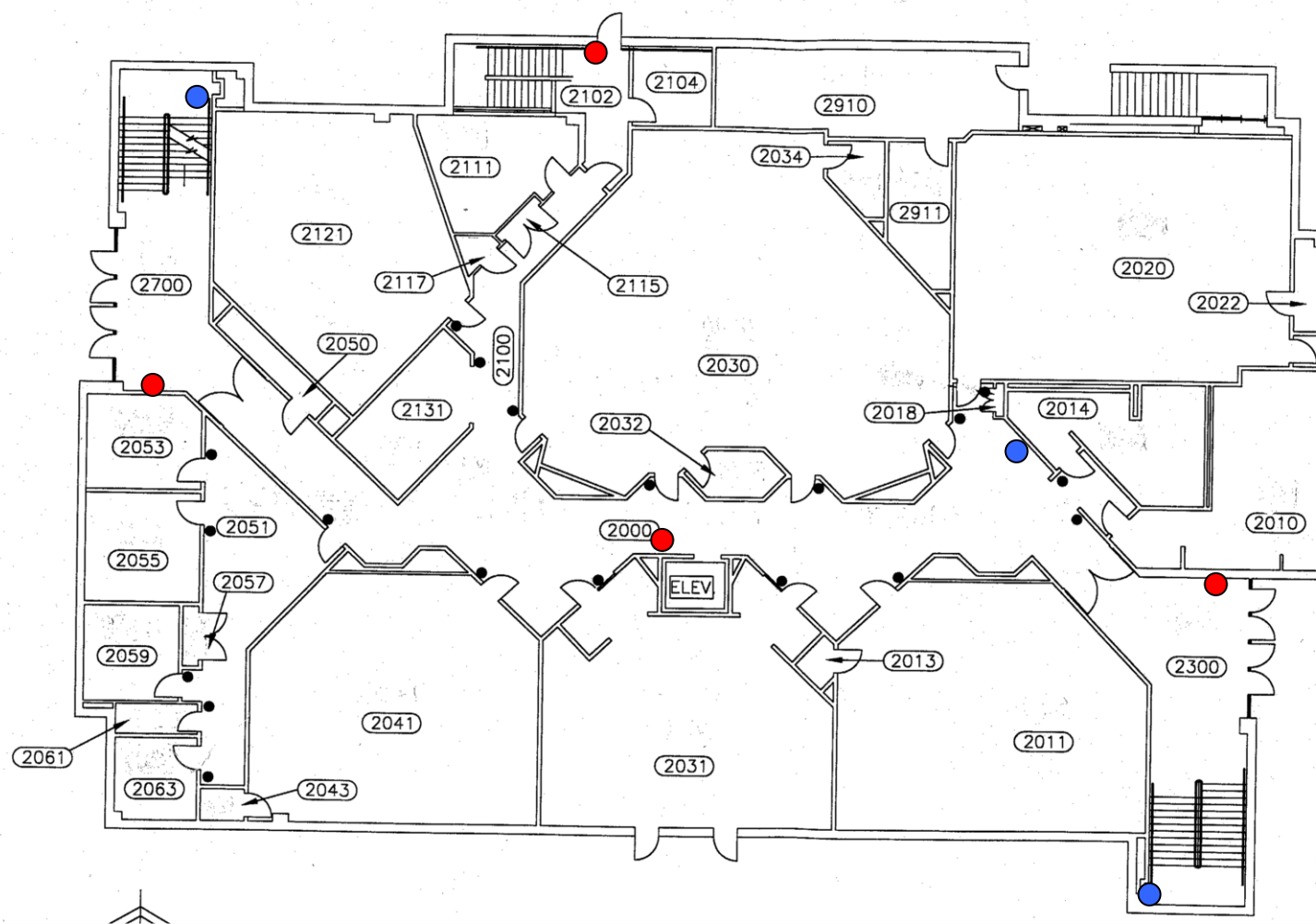
DO NOT DISCUSS CLASSIFIED INFORMATION ON THE TELEPHONE

Lumpkin Hall 1000 Level



Appendix A-1

Lumpkin Hall 2000 Level

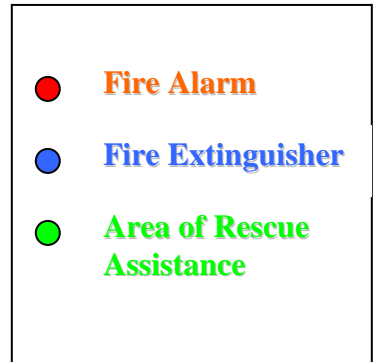
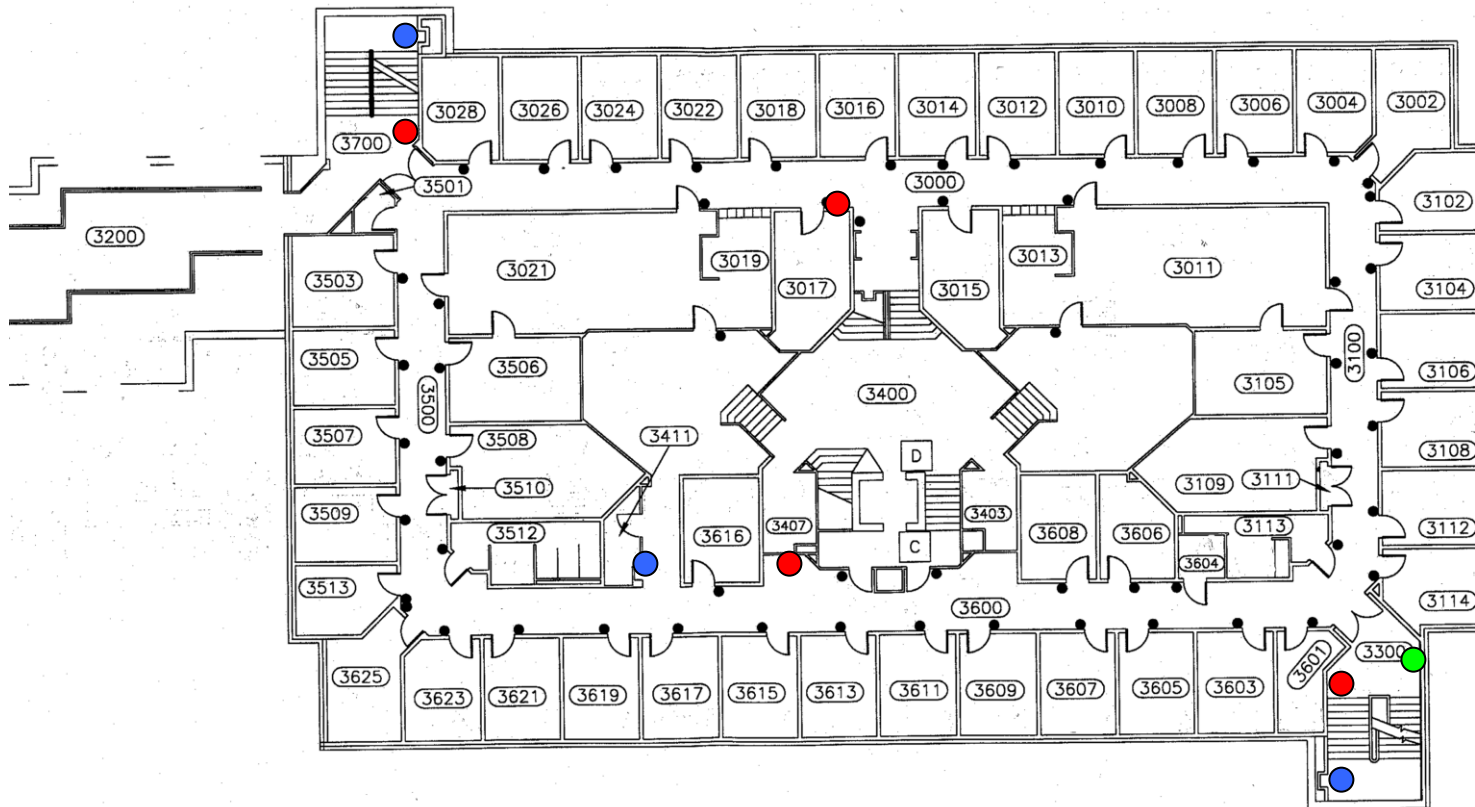


Appendix A-2

Lumpkin Hall

3000 Level

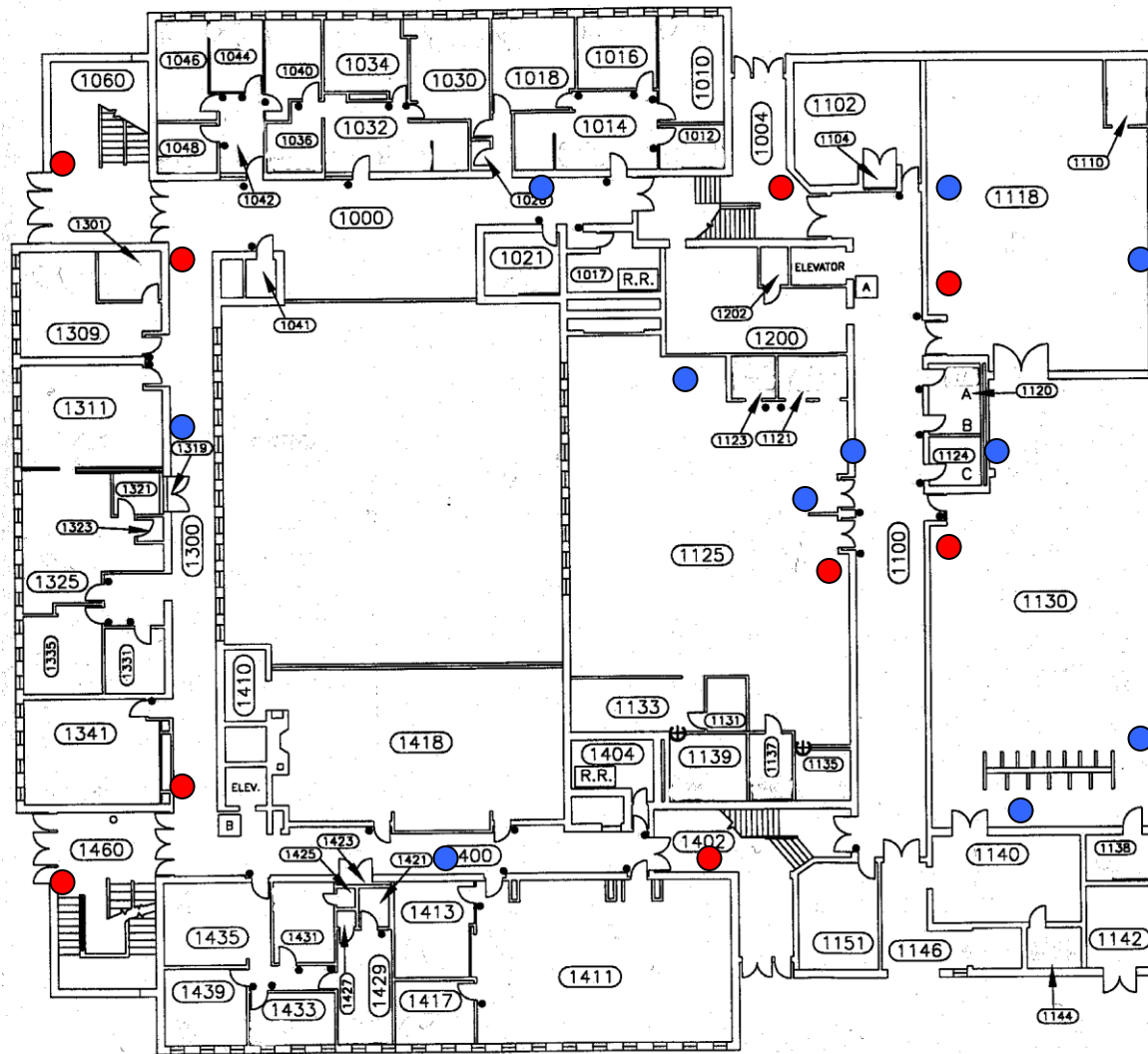
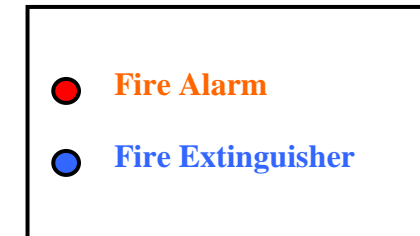
Appendix A-3



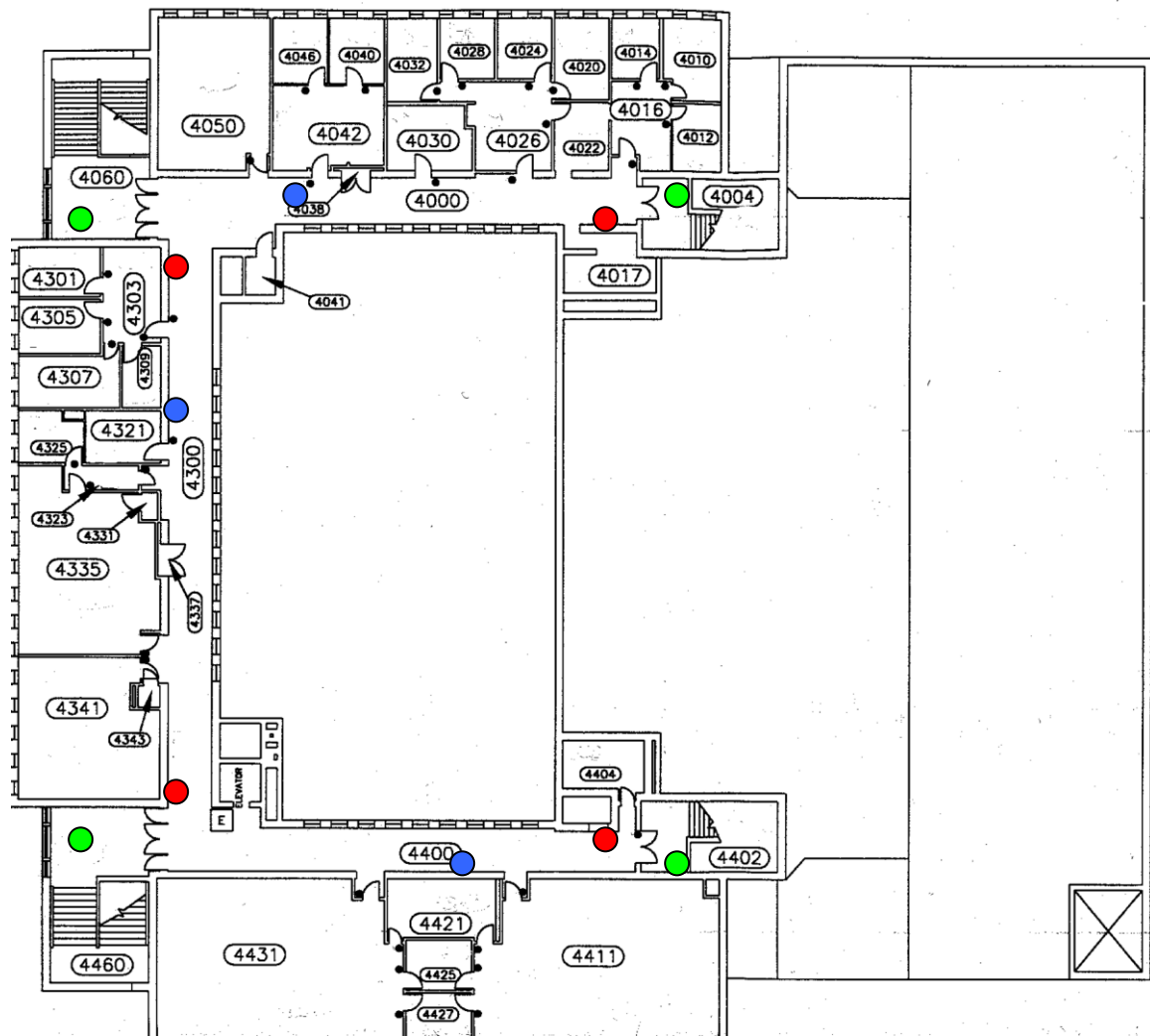


- Appendix A-4

Klehm Hall 1000 Level



Klehm Hall 4000 Level



- Fire Alarm
- Fire Extinguisher
- Area of Rescue Assistance

Appendix B-3