

KLEHM HALL EMERGENCY PREPAREDNESS PLAN

(College of Health and Human Services, School of Technology, CDS Step)

(*Updated March 2021)

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I. EMERGENCY CONTACT INFORMATION

BUILDING COORDINATOR: **Dean's Office:** **Jon Oliver (581-6025)**
MAIN POINT OF CONTACT: **CHHS:** **Michelle Morgan**

School of **Peter Liu (581-3226)**
 Technology: **Angela Hallowell**

STEP Program **Jill Fahy (581-6361)**

TELEPHONE NOTIFICATION: **581-6348 (for Building Coordinator)**

Fire	Charleston Fire Dept.	911
Police	Charleston Police Dept.	911

University's Safety Officer	Kris Phipps	581-7068
Chemical Spill	EIU Work Control	581-3416
EIU Health Services	Eric Davidson	581-7015
Hospital	SBLHC—Emergency Dept.	348-2551
University Police Chief	Kent Martin	581-3213

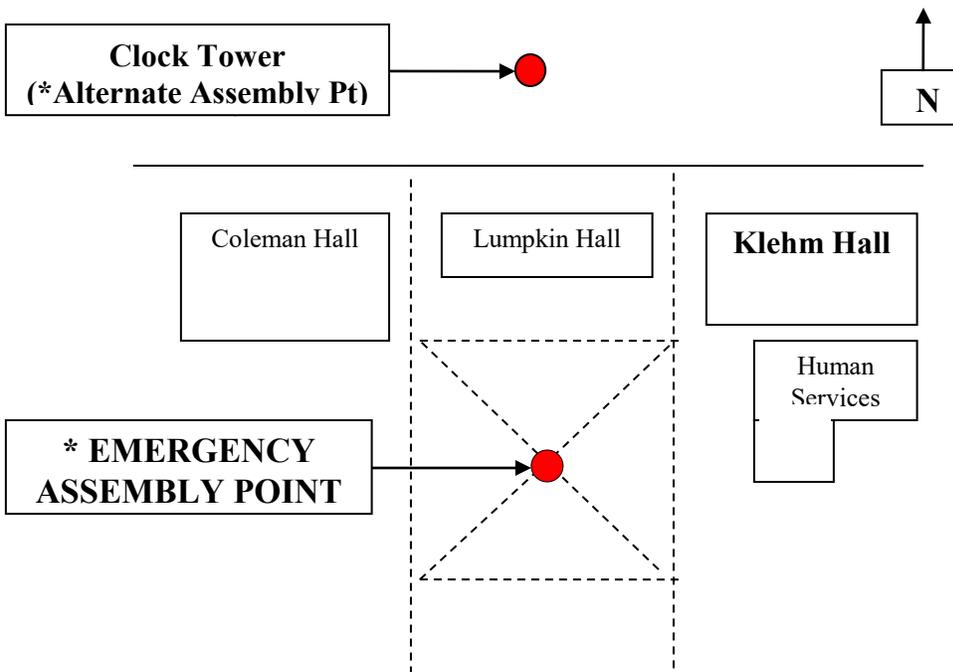
II. ASSEMBLY POINT AREAS FOR KLEHM HALL OCCUPANTS:

***EMERGENCY ASSEMBLY POINT:** Quad area southwest of Klehm 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 Klehm Hall is **the quad area southwest of Klehm Hall where the sidewalks cross in the middle of the quad by blue emergency telephone post.** An Assembly Point is a place for your department members to gather during an emergency or after a disaster for further duties of take roll and accountability of students, staff, faculty and visitors; organize rescue; first aid; and support teams.

Alternate Assembly Point. The designated Alternate Assembly Point area for occupants of Klehm Hall is **the Clock Tower north of Lumpkin Hall** and would be designated if conditions prevented use of or access to the priority Emergency Assembly Point area. (The Alternate Assembly Point for CHHS occupants of Buzzard, Coleman, Human Services, Lantz and McAfee Buildings should be provided by the respective Building Coordinator of each building.)



Evacuation of Disabled Persons. Areas of Rescue Assistance for disabled persons are located in all stair landings on the 2000, 3000 and 4000 numbered floors. Specific locations for rescue areas 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 or 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 the building layout and plan 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 Klehm Hall and more often as needed when new or 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 CHHS Dean's Office and in the administrative offices of those units with notification responsibilities (Chair offices for the Department of Human Services and Community Leadership, Nutrition and Dietetic Program, Department of Public Health, STEP Program, and School of Technology). 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. CHHS personnel in Buzzard Hall, Coleman Hall, Human Services Building, Lantz Arena, and Ninth Street Hall will be included as part of the emergency preparedness plans for their respective departments and buildings.

In the event of an emergency caused by weather, earthquake, fire, or other catastrophe, the following procedures will be used to ensure that occupants of Klehm Hall respond appropriately. The notification of college personnel via phone call, text, or email in Buzzard, Coleman Hall, Human Services, Lantz, and Ninth Street Hall will be the responsibility of the respective Building Coordinators of those buildings [Stephen Lucas (581-7972) - Buzzard Hall; Jonelle DePetro (581-6337) – Coleman Hall; Trina Becker (581-2712) - Human Services; Mark Kattenbraker (581-2215) - Lantz Arena; Brad Green (581-7049) - Ninth Street Hall]. An attempt will be made to reach those personnel by phone call, text message, or email by Jon Oliver (CHHS faculty and staff) and Peter Liu to School of Technology faculty and staff.

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 = 581-6348
2. Building Coordinator: Jon Oliver (CHHS Associate Dean)
3. Main Points of Contact/Designees:
 - a. CHHS: Michelle Morgan (581-6025)
 - b. School of Technology: Peter Liu (581-7426)
4. Occupant alert:

The Building Coordinator, or designee, will alert personnel within the Dean's Office area, School of Technology office, CDS STEP Coordinator/designee, Department of Human Services and Community Leadership Chair/designee, Nutrition and Dietetics Program Director/designee, and Department of Public Health Chair/designee (see Klehm Hall Notification Procedure diagrams).

The chairs/designees of CDS STEP, Department of Human Services and Community Leadership, Nutrition and Dietetics, Department of Public Health will, in turn, alert those within their areas of assigned responsibility as described and indicated on the attached diagrams.

5. After hours/night notification procedure:

There is no regularly staffed area in Klehm Hall after regular daytime office hours (430 pm). If the Building Coordinator (Jon Oliver = 217-345-3739) cannot be reached, a reasonable attempt will be made to notify building occupants.

In the event of concerning 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.

6. 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 after confirming with the EIU Police.

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 southwest of Klehm 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 are to insure 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 or 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 for re-entry.

B. Severe Weather Emergency Procedures. Occupants on upper level floors should move to the "TAKE COVER" areas on the Klehm 1000 level as quickly as possible. "TAKE COVER" areas are:

- East hallway outside room 1125
- Restrooms

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 reports as threatening weather develops. 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 southwest of Klehm 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. The electrical alarm may detonate the bomb.** If necessary, notify Building Coordinator/designee (581-6348), and/or 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 after receiving confirmation from EIU Police.

E. Violence in the Workplace Procedures.

SHELTER-IN-PLACE, BARRICADE IN PLACE

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 warning. 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 Human Resources Department. Do not try to resolve issue with the violent person. Let trained University Police handle the situation.

Crisis Management Strategies-How a person should respond to any potential crisis situation:

1. Observation- Go about your day in normal fashion understanding that violent behavior is possible.
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 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, move to safety and call 911 and the Building Coordinator/designee (581-6348).

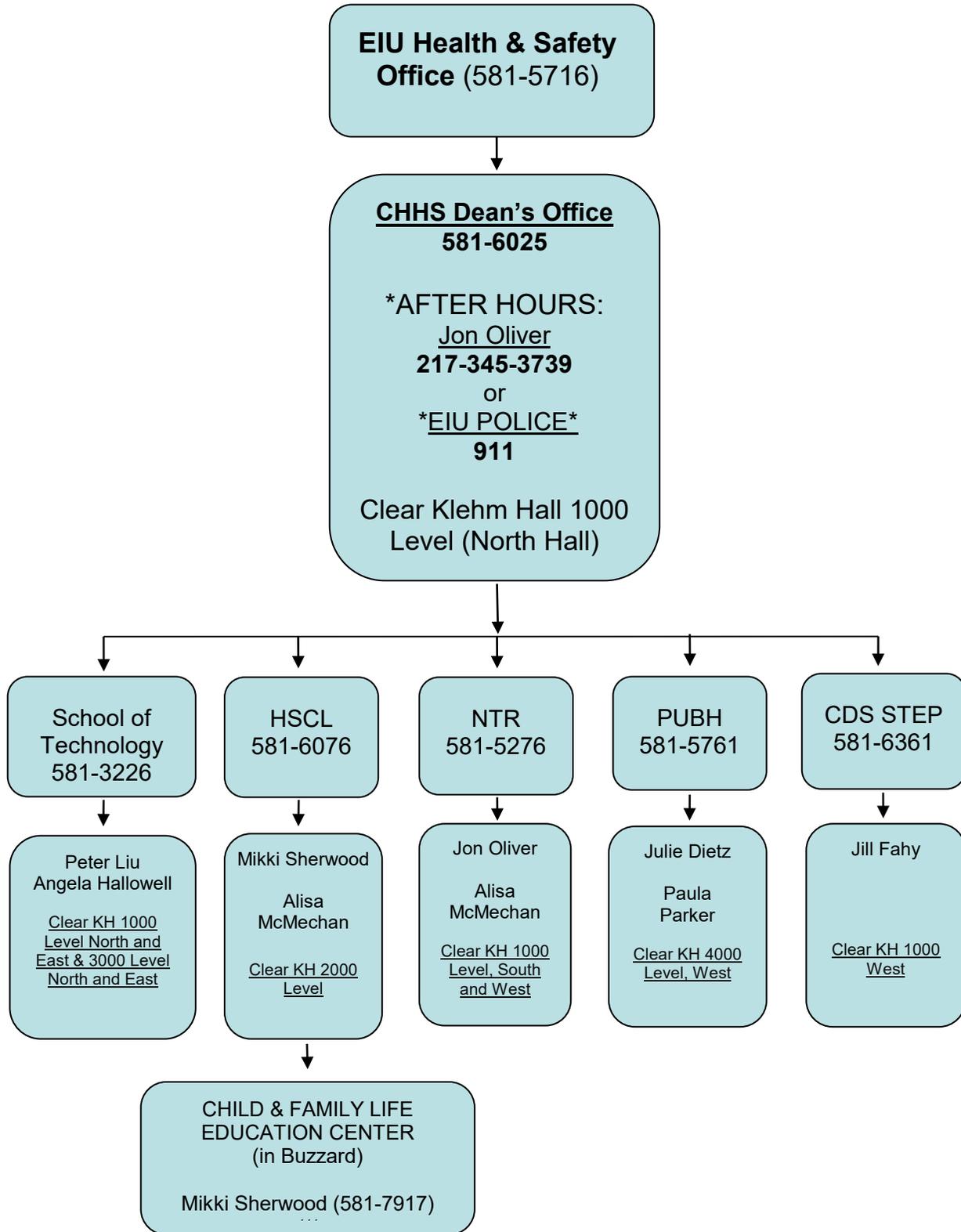
F. Emergency Notification System. Eastern Illinois University has several means of communication with which to notify the campus community in event of an emergency, collectively referred to as the **Emergency Notification System**. This system will be activated by members of EIU's Emergency Management Team 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 the "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: EIU's pulse tone is distinct and is tested at 9:30 a.m. on the first Tuesday of each month. The Coles County Emergency Management Agency severe weather alert notification system is tested at 10:00am on the first Tuesday of each month).
2. **An electronic message (text and/or email)** to all students, faculty and staff via their EIU-assigned e-mail addresses or mobile phone numbers will provide more emergency details.
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 the general public's awareness.
4. Information will be available via **WEIU Radio (88.9 FM)** and **TV (channel 51)**.

Alert EIU is a text-messaging system that alerts subscribers via cell phones to emergency situations. The messages are short 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 Work Control 581-3416 and the Building Coordinator/designee (581-6348). 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.

Klehm Hall Notification Procedures



EMERGENCY PREPAREDNESS 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 Klehm Hall.
- _____ If you are an occupant of Buzzard, Coleman Hall, Human Services, Lantz or Ninth Street Hall, obtain an emergency preparedness plan from the respective building coordinator 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 Hall
- _____ 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 or 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 mobile phone or similar device charged and ready to use in case of emergency.
- _____ Have operable flashlight/s available for use in the event of power outages and replace the batteries March 1 of each year.
- _____ Confirm the posting of emergency procedures in classrooms, offices, labs and restrooms in your area of responsibility. If procedures are not posted, call Building Coordinator (581-6348).

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 345-0060 or 911
EIU CAMPUS POLICE DEPARTMENT 581-3213 or 911

RECEIVING TELEPHONE NUMBER

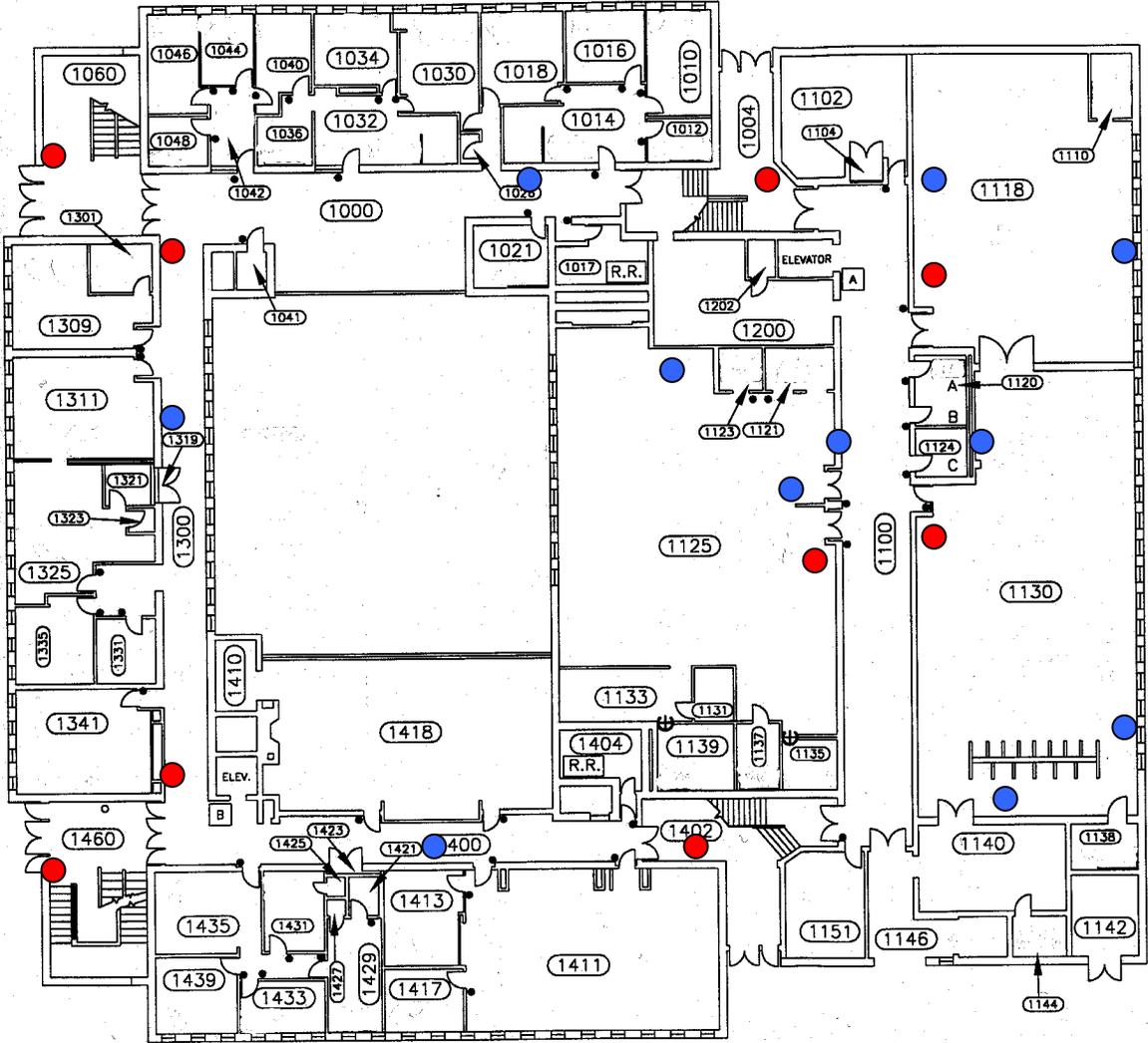
PERSON RECEIVING CALL

DO NOT DISCUSS CLASSIFIED INFORMATION ON THE TELEPHONE

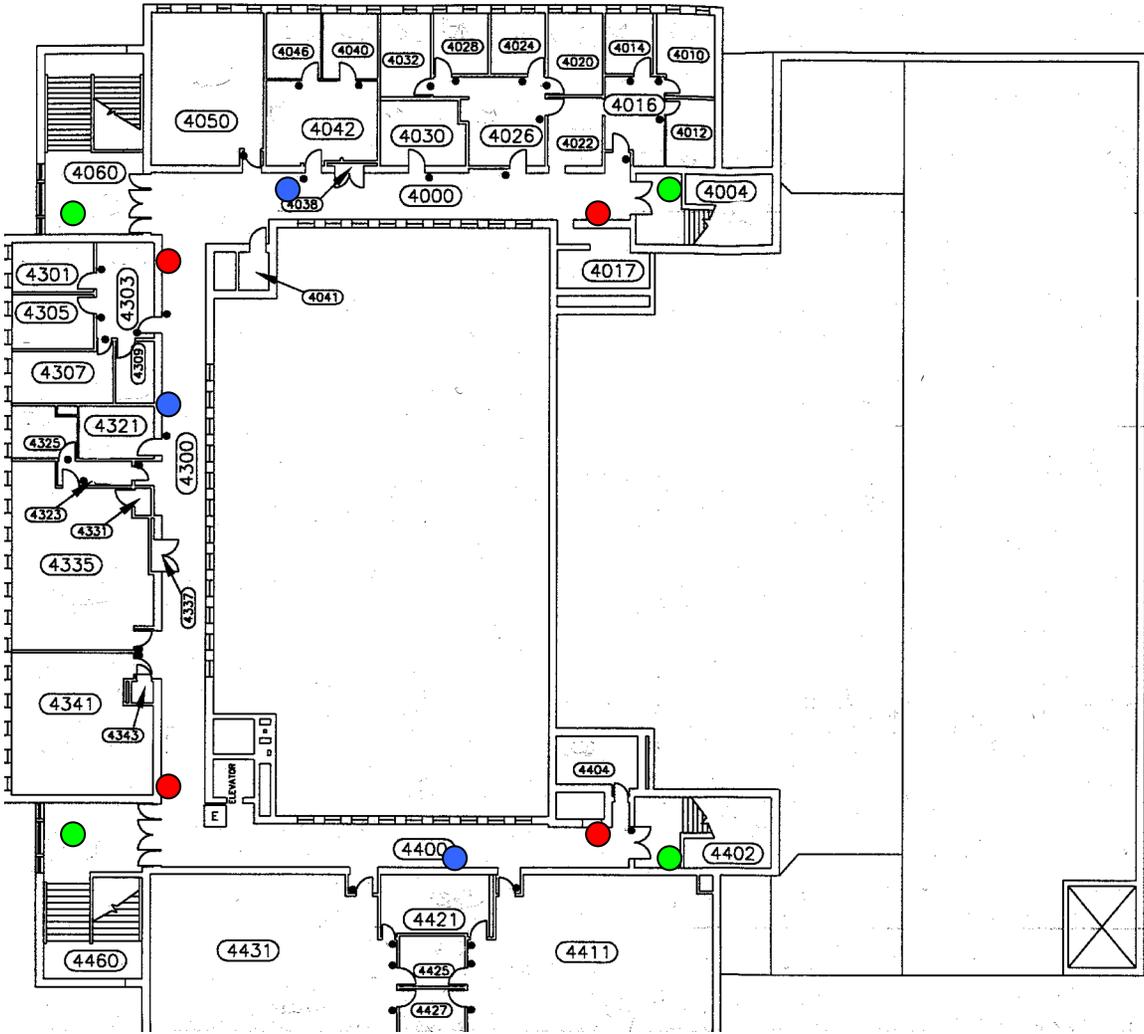
Klehm Hall 1000 Level

● Fire Alarm

● Fire Extinguisher



Klehm Hall 4000 Level



- Fire Alarm
- Fire Extinguisher
- Area of Rescue Assistance

Location of AEDs on EIU Campus
(as of March 1, 2021)

EIU Tag #	Building or Location	Room #
159469	UPD Squad Car	U 142, 143, 298 or 23 951
159470	O'Brien Training Room, traveling	1003
159471	O'Brien Training Room, traveling	1003
159472	UPD Squad Car	U 142, 143, 298 or 23 951
159473	Student Rec Center	1924
159474	Student Rec Center, traveling	1922
159475	Lantz Arena	1300
159476	Ray Padovan Pool	2485
159477	Lantz Fieldhouse	1450
159478	Lantz Training Room traveling	1541
159479	Doudna Fine Arts Room	1211 East of east lecture hall door
159480	Booth Library, Reference Services Room	3302, East of north elevator
159481	Old Main Elevator Hallway Room	1021, Across from Room 1019 west door
162530	MLK University Union Bridge walkway	Room 2400, West across from Rm 2515
162531	O'Brien Stadium Hallway	Adjacent to Room 1110
162532	Lantz Lower Level	Room 1011, Across from ATP Lab
162533	McAfee Gym	2125
162534	Health Service, Nurses Station	Room 1405, South hallway
166766	Table Arts Center	Between Restrooms #1108 & #1110
168142	Facilities Planning and Management	South bldg, east entryway on north side



AED MAP

This map shows the location of Automated external defibrillators (AEDs) on the campus of Eastern Illinois University. AEDs are portable, life-saving devices designed to treat people experiencing sudden cardiac arrest, a medical condition in which the heart stops beating suddenly and unexpectedly.

