I. EMERGENCY CONTACT INFORMATION

BUILDING COORDINATOR: CHHS Dean’s Office: Jon Oliver (581-6348)
MAIN POINT OF CONTACT: Michelle Morgan (581-6025)
School of Technology: Issac Slaven (581-7259) Angi Hallowell (581-3226)
STEP Program: Jill Fahy (581-6361)

TELEPHONE NOTIFICATION:

*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 (or -2119)
EIU Health Services Eric Davidson = 581-7015
Hospital SBLHC—Emergency Dept. = 258-2551
University Police Chief Marisol Gamboa = 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: Clock Tower North of Lumpkin 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, Nutrition and Dietetic Program, Department of Public Health & Nutrition, CDS 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 occasionally using 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 Issac Slaven (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 or text 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: Issac Slaven (581-7259) and/or Angi Hallowell (581-3226)
   c. CDS STEP Program: Jill Fahy or staff member (581-6361)
4. Occupant alert:

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

The chairs/designees of CDS STEP, Department of Human Services, Nutrition and Dietetics program, Department of Public Health and Nutrition 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 = 217.508.6778 text) 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.

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

**EIU Environmental Health & Safety Office** (581-5716)

**CHHS Dean’s Office**
581-6025

*AFTER HOURS:
Jon Oliver
217-508-6778 (text)
or
*EIU POLICE*
911

Clear Klehm Hall (with assistance)

**School of Technology**
581-3226

- Issac Slaven
- Kelly Best
- Angi Hallowell

Clear KH 1000
Level North and East & 3000 Level
North and East

**HSL**
581-6076

- Mikki Sherwood
- Alisa Gray

Clear KH 2000
Level

**NTR**
581-5276

- Krystal Lynch
- Paula Parker

Clear KH 1000
Level, South

**PBN**
581-5761

- Julie Dietz
- Paula Parker

Clear KH 4000
Level, West and North

**CDS STEP**
581-6361

- Jill Fahy

Clear KH 1000
West

**CHILD & FAMILY LIFE EDUCATION CENTER**

Mikki Sherwood (217-254-3094)
(in Buzzard)

**BIOLOGY DEPT OFFICE**
Klehm 2050 (581-7285)

- Marschelle McCoy
  Clear KH 2000 BIO Spaces
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 __________
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:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

*Notify your supervisor/security officer ASAP. Talk to no one other than those advised by supervisor/security officer.

*CHARLESTON POLICE = 345-0060 (or 911)   *EIU CAMPUS POLICE = 581-3213 (or 911)

DO NOT DISCUSS CLASSIFIED INFORMATION ON THE TELEPHONE
Klehm Hall
1000 Level

- Fire Alarm
- Fire Extinguisher
## Location of AEDs on EIU Campus
(as of March 1, 2021)

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