

# COLLEGE OF HEALTH AND HUMAN SERVICES

## EMERGENCY PREPAREDNESS PLAN

Klehm Hall  
(August 2018)

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### I. EMERGENCY CONTACT INFORMATION

|                               |                       |  |
|-------------------------------|-----------------------|--|
| <b>BUILDING COORDINATOR:</b>  | <b>Dean's Office:</b> | <b>Jake Emmett</b>   |
| <b>MAIN POINT OF CONTACT:</b> | <b>CHHS:</b>          | <b>LTC Travis Shain, Yun Sanders, Wanda Kay Robinson, &amp; Michelle Morgan.</b> |

|                              |   |
|------------------------------|---|
| <b>School of Technology:</b> | <b>Austin Cheney, Rhonda Brotherton, Peter Liu,</b> |
|------------------------------|---|

|                                |  |
|--------------------------------|--|
| <b>TELEPHONE NOTIFICATION:</b> | <b>581-6348 (for Building Coordinator)</b> |
| <b>Fire</b>                    | <b>Charleston Fire Dept. 911</b>           |
| <b>Police</b>                  | <b>Charleston Police Dept. 911</b>         |

|                                    |                              |                 |
|------------------------------------|------------------------------|-----------------|
| <b>University's Safety Officer</b> | <b>Dan Deeken</b>            | <b>581-3319</b> |
| <b>Chemical Spill</b>              | <b>EIU Work Control</b>      | <b>581-3416</b> |
| <b>EIU Health Services</b>         | <b>Eric Davidson</b>         | <b>581-7015</b> |
| <b>Hospital</b>                    | <b>SBLHC—Emergency Dept.</b> | <b>348-2551</b> |
| <b>University Police Chief</b>     | <b>Kent Martin</b>           | <b>581-3213</b> |

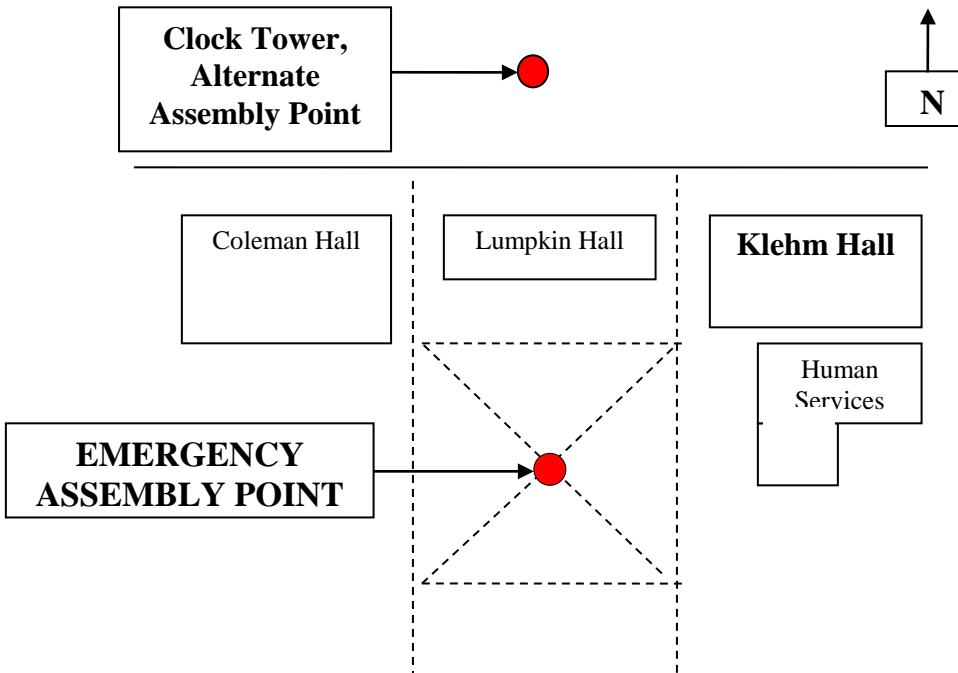
## II. ASSEMBLY POINT AREAS

**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. (The respective Assembly Point areas should be designated to occupants by the Building Coordinators of those buildings: Stephen Lucas (581-7972) Buzzard Hall; Trina Becker, (581-2712) Human Services; Tony Oliver (581-2215), Lantz Arena; and John Henderson (581-3020), McAfee Gym.

**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, 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 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, RN to BS in Nursing Program, Department of Military Science, 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. College personnel in Buzzard Hall, Human Services Building, Lantz Arena and McAfee Gym will be included as part of the emergency preparedness plans for their respective departments.

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 Klehm Hall respond appropriately. The notification of college personnel in Buzzard, Human Services, Lantz and McAfee will be the responsibility of the respective Building Coordinators of those buildings (Stephen Lucas (581-7972), Buzzard Hall; Trina Becker (581-2712), Human Services; Tony Oliver (581-2215), Lantz Arena; John Henderson (581-3020), McAfee Gym) an attempt will be made to reach those personnel by phone. Notification will also be made by email from Jake Emmett to all CHHS 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: Jake Emmett,
3. Main Points of Contact:
  - a. CHHS: Wanda Kay Robinson, LTC Travis Shain, Yun Sanders, and Michelle Morgan.
  - b. School of Technology: Austin Cheney, Rhonda Brotherton, and Peter Liu
4. Occupant alert:

The Building Coordinator, or designee, will alert personnel within the Dean's Office area, Department of Human Services and Community Leadership Chair/designee,

Nutrition and Dietetics Director/designee, RN to BS Nursing Director/designee, and Department of Military Science Chair/designee (see CHHS Notification Procedure diagrams).

The chairs/designees of the Department of Human Services and Community Leadership, Nutrition and Dietetics, RN to BS Nursing, and Department of Military 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. If the Building Coordinator (Jake Emmett – 512-9433) 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.

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.

**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 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 the building as quickly as possible. Following are the “TAKE COVER” areas:

- South hallway outside room 1418
- 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 radio stations as threatening weather develops (the Dean’s Office 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 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), 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.**

SHELTER-IN-PLACE, BARRICADE IN PLACE

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 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 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).

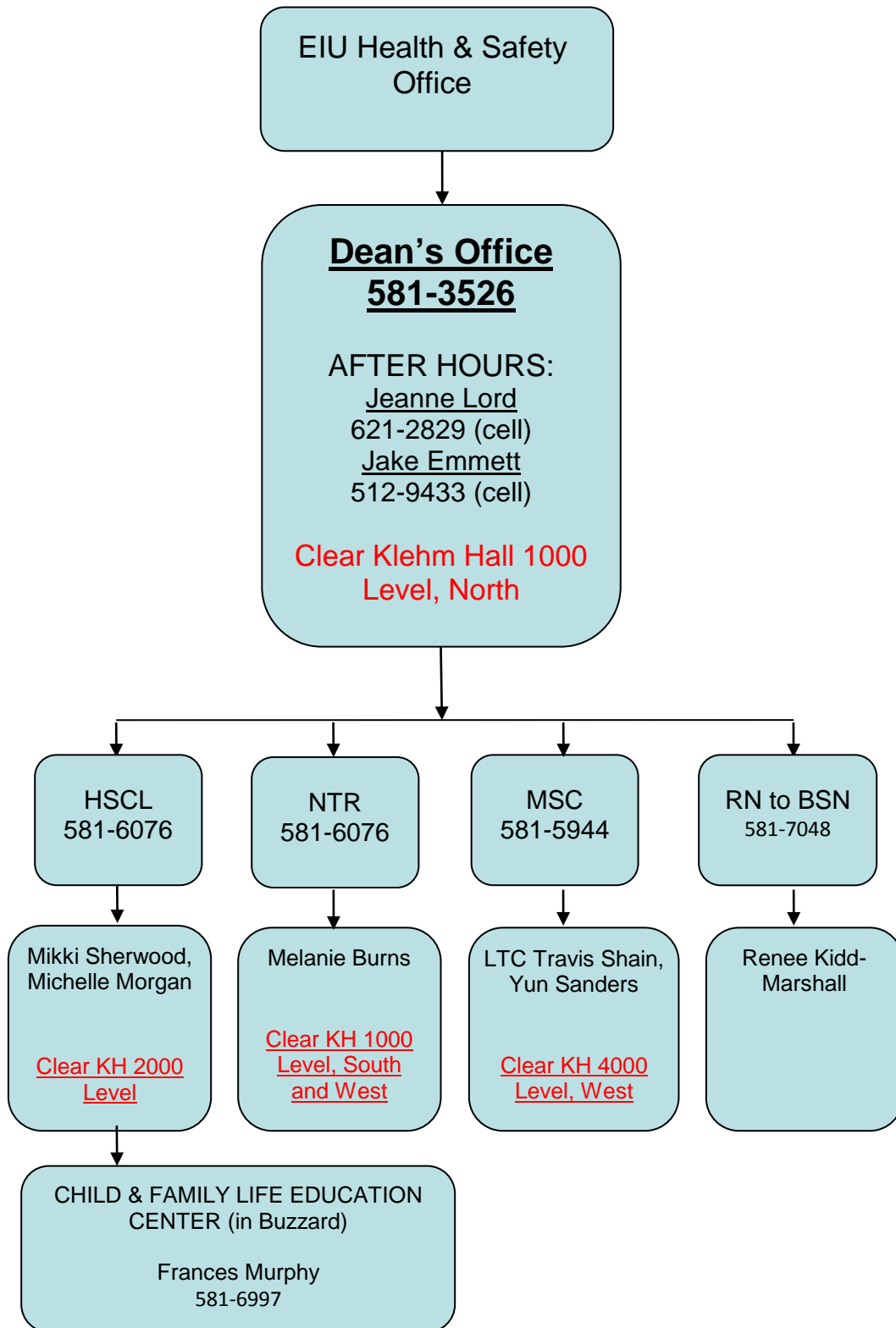
**F. Emergency Notification System.** Eastern Illinois University has several means of communication with which to notify the campus community in event of an emergency, collectively referred to as the **Emergency Notification System**. This system will be activated by members of EIU’s Emergency Management 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 this “pulse tone,” students, faculty and staff should check their EIU-assigned e-mail and/or Eastern’s Web site ([www.eiu.edu](http://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 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](http://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.

# CHHS Notification Procedures





## 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, Human Services, Lantz or McAfee, 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 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 the posting of emergency procedures in classrooms, offices, labs and restrooms in your area of responsibility. If procedures are not posted, notify the 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:

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## 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:

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**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**  
**EIU CAMPUS POLICE DEPARTMENT                      581-3213 or 911**

RECEIVING TELEPHONE NUMBER

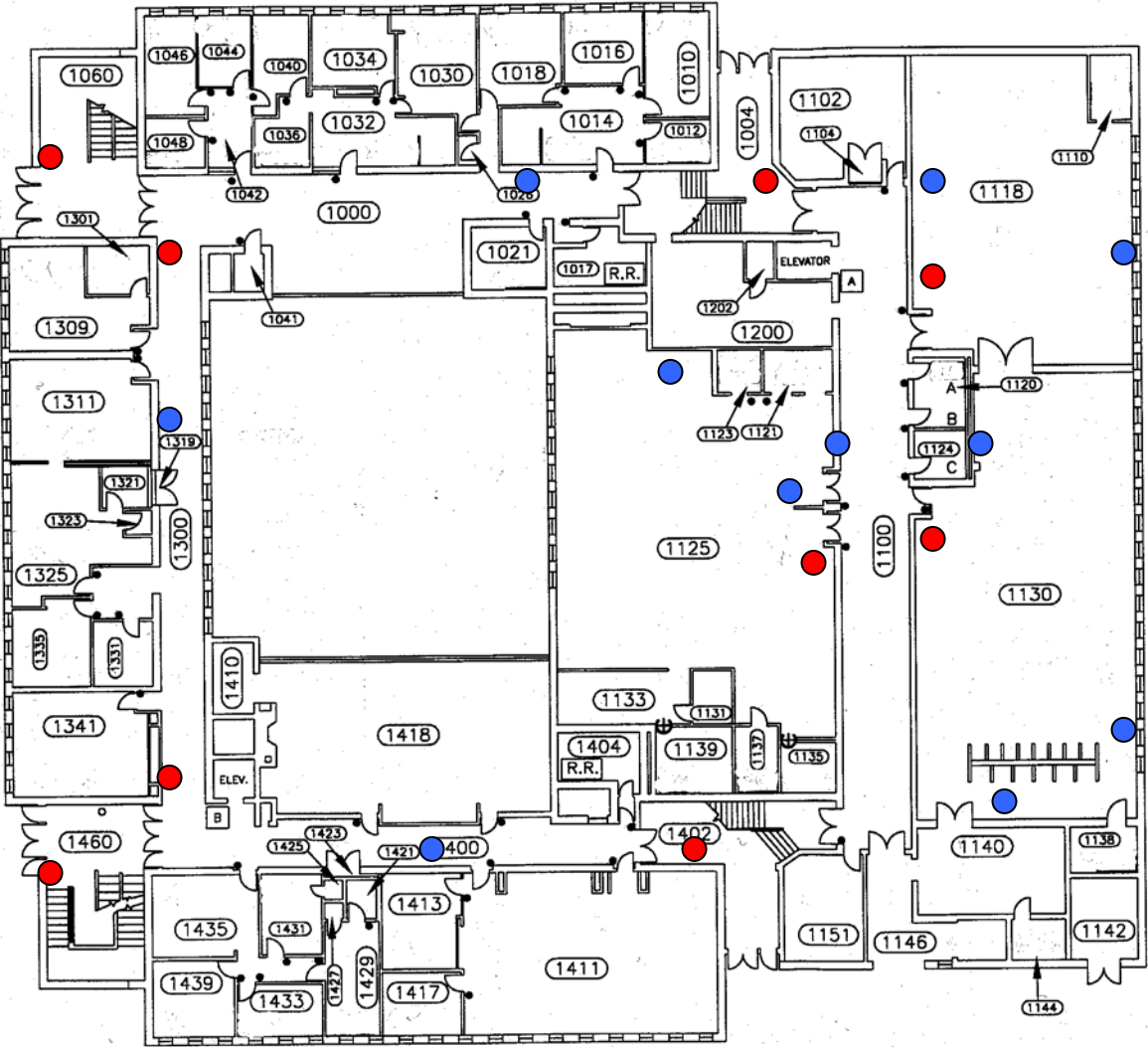
PERSON RECEIVING CALL

DO NOT DISCUSS CLASSIFIED INFORMATION ON THE TELEPHONE

# Klehm Hall 1000 Level

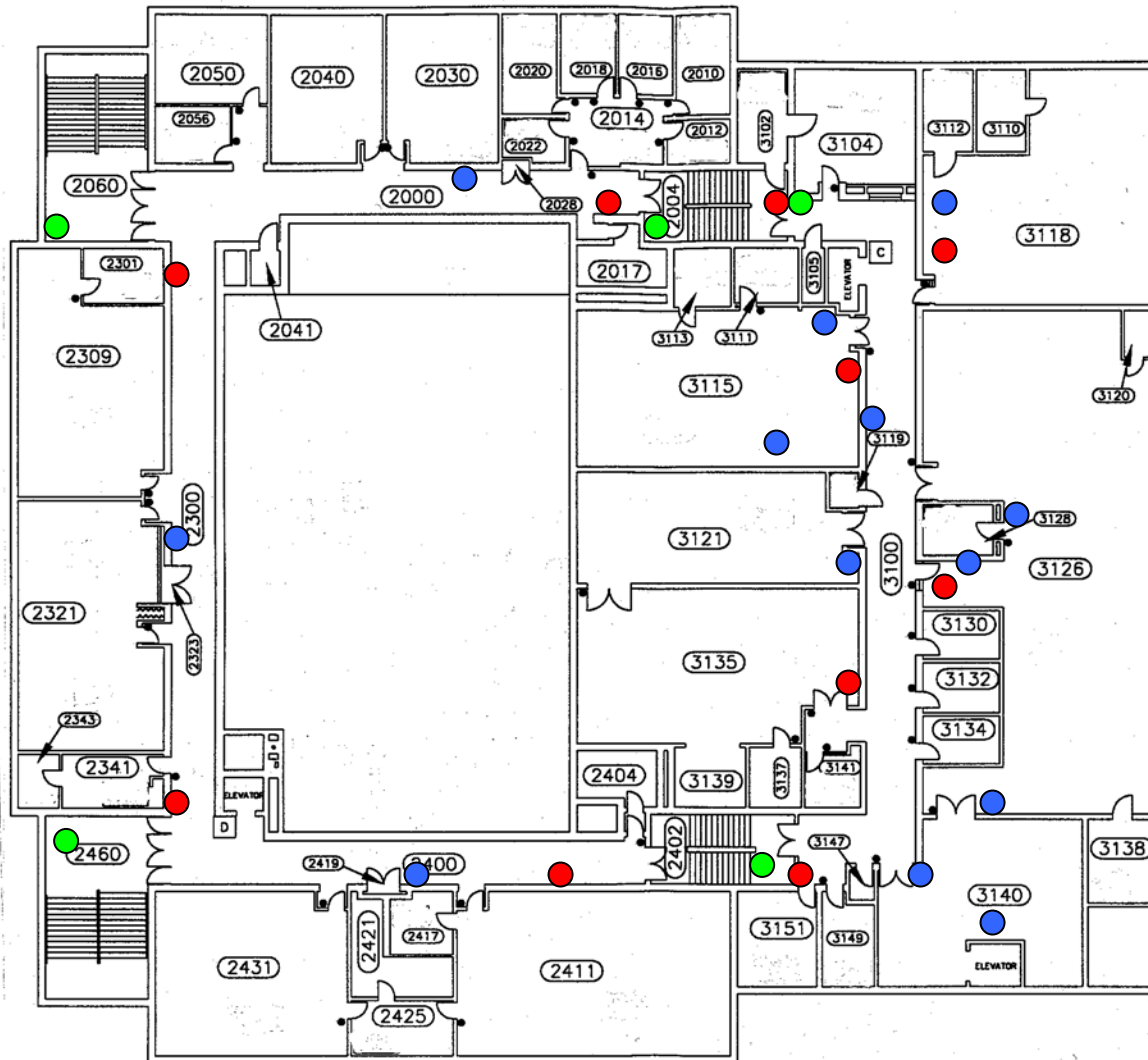
● Fire Alarm

● Fire Extinguisher

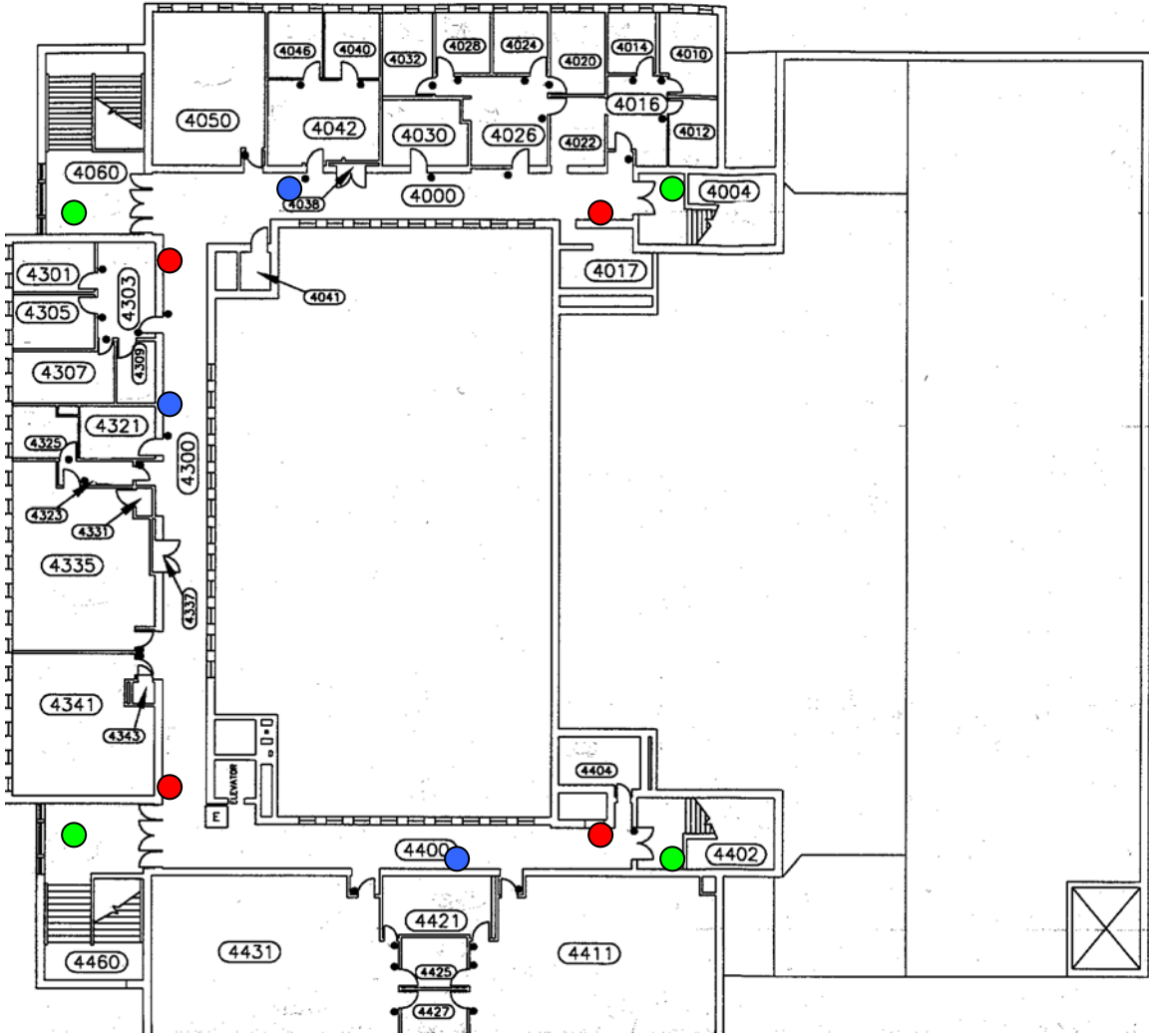


# Klehm Hall 2000 Level - 3000 Level

- Fire Alarm
- Fire Extinguisher
- Area of Rescue Assistance



# Klehm Hall 4000 Level



- Fire Alarm
- Fire Extinguisher
- Area of Rescue Assistance