EMERGENCY PREPAREDNESS PLAN
LUMPKIN COLLEGE OF BUSINESS & APPLIED SCIENCES
Lumpkin and Klehm Halls
(April 2017)

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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

MAIN POINT OF CONTRACT:
Klehm Hall: Melanie Burns, Austin Cheney & LTC McPhillips

TELEPHONE NOTIFICATION:
581 – 3526 (for Building Coordinator)
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
Kent Martin 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 King (581-2016) or Anita Shelton (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 King (581-2016) or Anita Shelton (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; sfcsgrp@lists.eiu.edu; pemcphillips@eiu.edu; yjsanders@eiu.edu; mmbaker2@eiu.edu; mlishenwood@eiu.edu; khart2@eiu.edu; flmurphy@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 and Deb Endsley)

KLEHM HALL: Jeanne Lord, Deb Endsley, or designee (in order of alert sequence - Main Points of Contact: Melanie Burns, Austin Cheney, and LTC Patricia McPhillips)

3. Occupant alert:

The Building Coordinator, or designee, will alert personnel within the Dean's Office area, the SEED 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 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). 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 or Deb Endsley – 549-5714) 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).

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](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 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

EIU Health & Safety Office

Dean’s Office
581-3526
AFTER HOURS:
Jeanne Lord
621-2829 (cell)
Deb Endsley
549-5714 (cell)
Dean Mahyar Izadi
549-2225 (cell)
John Willems
512-9050 (cell)
Clear LH South Hall
4000 Level

BUS 581-2627
John Willems
Patty Watson
Melody Wollan
Clear LH 4000
Level
North, West & East Halls

SEED 581-2913
Dean Izadi
Clear LH 3000
Level
North, West & East Halls

FCS 581-6076
Melanie Burns
Michelle Morgan
Clear KH 1000
Level, West

TEC 581-3226
Austin Cheney
Rhonda Brotherton
Clear KH 1000
Level, East
Clear KH 3000
Level, East

MSC 581-5944
LTC Patricia McPhillips
Yun Sanders
Clear KH 4000
Level, West
Clear KH 2000
Level

CENCERE 581-8586
Peter Ping Liu
Clear All
CENCERE
Building areas

CENCERE Building areas
School of Business Notification Procedure

School of Business
Patty Watson  581-2627
Melody Wollan 581-3028
John Willems  581-2627

Clear LH 4000 Level
North, West & East Halls

Administration Office
Melissa Gordon  581-6110
Clear LH 3000 Level

Lumpkin Hall
Computer Labs
Melissa Gordon  581-6110
Clear LH 1000 Level

Student Center for Academic & Professional Development
Lisa Canivez  581-6905
Kathy Schmitz  581-8581
Renee Stroud-Witt  581-2623
Clear LH 2000 Level
School of Technology Notification Procedure

School of Technology
Rhonda Brotherton   581-3719
Shawn Schultz      581-7128
Peter Ping Liu     581-7426
Austin Cheney      581-6270

Clear KH 1000 Level East & KH 3000 Level East Halls

SOT Graduate Office
David Melton       581-6267
Clear KH 4000 Level North & South Halls

CENCERE
Peter Ping Liu     581-7426
Clear all areas of CENCERE building
School of Family & Consumer Sciences
Notification Procedure

School of Family & Consumer Sciences
Michelle Morgan 581-6674
Melanie Burns  581-6680
Karen Hart  581-7917
(Child Dev Lab)

KH 1042 & KH 1435 Complexes
Mikki Sherwood  581-6349
Rosie Bradley  581-7813
Deborah Reifsteck  581-6359
Melanie Burns  581-6680
Jackie Frank  581-7843
Graduate Assistants  581-6962

KH 2014 & KH 2050 Complexes
Christina Yousaf  581-6374
Kathleen O'Rourke  581-6350
Lisa Brooks  581-6958
Donna Coonce  581-6352
Kathy Clark  581-6368
Jeanette Andrade  581-6679

Additional Contacts
CCR&R KH 1311  581-6698
Misty Baker  581-7261
KH 2301 & 7571  581-2301
KH 1413  581-6679
Katie Shaw  581-6955
Axton Betz-Hamilton  581-2164
Rick Wilkinson  581-6046
Nichole Hugo  581-2410
Frances Murphy  581-6679
Military Science Notification Procedure

Military Science
Yun Sanders  581-5944
Patricia McPhillips  581-6204
Clear KH 4000 Level West
& KH 2000 Level
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 King (2016), 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 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 (581-3526).
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  345-0060
EIU CAMPUS POLICE DEPARTMENT  581-3213 or 911

________________________________________              _______________________________
Appendix A-4
Appendix B-2
Klehm Hall
4000 Level

- Fire Alarm
- Fire Extinguisher
- Area of Rescue Assistance

Appendix B-3