

DEPT. BUILDING EMERGENCY PLAN

Building: *Klehm Hall*

Building Name: Klehm Hall

Building Emergency Coordinator:

Jill Hutti, Associate Dean, College of Health and Human Services

Michelle Morgan, Assistant Building Coordinator

Evacuation Coordinator:

Primary: Jill-Hutti, Associate Dean, College of Health and Human Services

Department Chairs and Program Coordinators for ensuring everyone in their areas are out of the building/safe

David Melton, School of Technology

Wendy Lane, School of Technology

Jill Fahy, Director, CDS STEP Program

Julie Dietz, Public Health and Nutrition

Paula Parker, Public Health and Nutrition

Dianne Timm, Human Services

Joy Rainey, Human Services

Evacuation Assembly Areas:

Primary: Quad area southwest of Klehm Hall where the sidewalks cross in the middle of the quad by blue emergency post.

Secondary: Clock tower north of Lumpkin Hall

Department Emergency Contacts:

Jill Hutti– 217-581-6348 (o)

Michelle Morgan - 217-581-1107(o) / 217-512-9619 (c)

Toqeer Israr 217-581-2721 (o)

Wendy Lane --217-581-3226 (o)

Dianne Timm 217-581-5327

Joy Rainey -- 217-581-6025 (o)

Julie Dietz - 217-581-5761 (o)

Cassondra Strawser – 217-581-5761 (o)

Paula Parker – 217-581-5761 (o)

Jill Fahy – 217-581-6361 (o)

Other Building & Key Contacts:

Christy Hooser (581-5315) - Buzzard Hall

Jonelle DePetro (581-6337) – Coleman Hall

Trina Becker (581-2712) - Human Services

Mark Kattenbraker (581-2215) - Lantz Arena

Angi Hallowell (581-7049) - Ninth Street Hall

Unique Hazards/Threats

Contact 581-5716 [Campus Safety] for issues that appear to be non-emergency hazards/threats. If emergency, call 9-1-1.

AED Location:

See Appendix B for nearby locations (e.g., Health Services and Booth Library). AED not available in Klehm Hall.

For additional information regarding emergencies on campus, go to:

<https://www.eiu.edu/environ/procedures.php>



Reporting Emergencies

Campus emergencies are to be reported by calling 911. All 911 calls are answered by CECOM, the county's emergency dispatch center; therefore, the caller should indicate to the dispatcher that the emergency is being reported on the EIU campus.

The emergency blue light kiosk and the elevator emergency phones are activated with a one touch push button operation which places the user of these phones in immediate contact with EIUPD. The emergency blue light kiosks have a blue strobe and will begin flashing once the button is activated.

When reporting an emergency, provide the dispatcher with the following information:

- Your name
- The location of the emergency
- The nature of the emergency - a brief description
- Any additional information they request

Note: **Do not hang up.** Stay on the phone until the dispatcher advises it is okay to end the call.

Campus Emergency Notification

EIU Emergency Alert

The EIU Emergency Alert will be used by the University to notify members of the campus community of an emergency which threatens life or safety on campus.

If you receive an EIU Emergency Alert:

- Immediately respond in accordance with directions provided via the alert, and/or use best judgment on how to respond, based on your specific set of circumstances.
- Communicate by word-of-mouth to others who may have not yet received the alert.
- If possible, check the Eastern Illinois University website at eiu.edu for detailed information and updates.
- Remain calm and make wise decisions relative to your personal safety.

All active Alert EIU Account holders will automatically receive alerts to their university email address. Those that have registered a text enabled mobile phone in EIU Emergency Alert will also have text alerts sent to their mobile phone.

All faculty, staff and students are encouraged to register for EIU Emergency Alerts through the EIU Emergency Alert web portal at <https://www.eiu.edu/alerteiu/>.

Interdepartmental Communication

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, 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 [Christy Hooser (581-5315) - Buzzard Hall; Jonelle DePetro (581-6337) – Coleman Hall; Trina Becker (581-2712) - Human Services; Mark Kattenbraker (581-2215) - Lantz Arena; Angi Hallowell 581-7049) - Ninth Street Hall]. An attempt will be made to reach those personnel by phone call, text message, or email by Jill Hutti (CHHS faculty and staff) and David Melton (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: Jill Hutti (CHHS Associate Dean)
3. Main Points of Contact/Designees:
 - a. **CHHS:** Michelle Morgan (581-6025)
 - b. **School of Technology:** David Melton (581-5762) and/or Wendy Lane (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 office 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, and Department of Public Health and Nutrition will, in turn, alert those within their areas of assigned responsibility as described and indicated on Appendix D (*Klehm Hall Emergency Notification Procedures*).
5. After hours/night notification procedure:

There is no regularly staffed area in Klehm Hall after regular daytime office hours (4:30 pm). Call the Building Coordinator via Teams. If the Building Coordinator cannot be reached, a reasonable attempt should 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 off 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.

Emergency Actions

Evacuation

When an evacuation has been ordered or initiated due to a fire alarm, all building occupants are to immediately evacuate.

If you see smoke or fire, immediately evacuate by following the nearest Exit signs:

- If the alarm is not already sounding, pull the nearest fire alarm pull station to alert other building occupants of the fire.
- If nearby, take your cell phone with you.
- Be alert for smoke as you exit the building.
- Before exiting through a door, check the door and handle. If the door or handle are hot to the touch or smoke is present, do not open the door.
- DO NOT use elevators if evacuating due to a fire or fire alarm.
- Evacuate to the designated Evacuation Assembly Area. If you have knowledge of the specific location of the fire, its source or other pertinent information, call 911 once safely out of the building. Assist anyone needing help while not compromising your own safety.
- Advise Emergency Personnel if you are aware of any person taking refuge in an Area of Rescue Assistance.
- After reporting to the designated Evacuation Assembly Area, be prepared to begin the accountability process. If there is any question about an individual's safe evacuation from the building, the accountability process will need to be initiated.
- Advise the Evacuation Coordinator if you believe someone is missing or trapped inside and/or needs assistance. The Evacuation Coordinator will, in turn, inform the police or fire department.
- Stay out of the way of emergency personnel and equipment.
- Do not re-enter the building until you are approved to do so by the University Police, Fire Department or Environmental Health and Safety.

If trapped in the building:

- Try to get as far away from the fire/smoke as you can and take refuge in a room, preferably one with an outside wall and window.

- Attempt to seal the base of your door (wet towel or cloth if possible) to prevent smoke from entering.
- Call 911 and let them know your situation and location.
- If possible, move to a window and signal for help.

Evacuation Assembly Area

The primary Evacuation Assembly Area for **College of Health and Human Services and the School of Technology** in **Klehm Hall** is located **at the quad area southwest of Klehm Hall where the sidewalks cross in the middle of the quad by blue emergency telephone post.**

In the event the primary site is unsuitable based upon the circumstances of the emergency, the Evacuation Coordinator may instruct individuals to move to the secondary Evacuation Assembly Area located **at the Clock Tower north of Lumpkin Hall.** **See Appendix E for a diagram of the Klehm Hall Emergency Evacuation Areas.**

Accountability

- The Evacuation Coordinator will conduct the accountability process. Unit leads will determine who is not accounted for and may still be in the building and provide those names to the Evacuation Coordinator. The names of departmental employees who work in that building are to be compiled on a list that is to be attached to the Response Plan. The Evacuation Coordinator will use the list to verify that departmental employees have been accounted for.
- The Evacuation Coordinator is to report to University Police, Charleston Fire Department, or other emergency personnel on the scene, anyone who has not been accounted for and is believed to be inside the building.
- Employees may leave the Evacuation Assembly Area when released by the Evacuation Coordinator. It is extremely important that all personnel known to have been in the building have evacuated and are accounted for and that all known information on the emergency has been shared with emergency personnel.

Medical Emergencies

- Call 911.
- Provide aid consistent with your level of knowledge/training.
- Do not attempt to move a person with a suspected head or neck injury unless imminent danger is present.
- Remain with the individual until emergency medical personnel arrive. Be prepared to share pertinent information with Emergency Responders.
- If blood is involved in the incident and you believe you had contact with it, wash the affected area thoroughly. Ask University Police Department for directions regarding whom to contact for blood borne exposure management.
- Automated External Defibrillators (AEDs) should be used in the event of a sudden cardiac arrest emergency. Cardiopulmonary Resuscitation (CPR) can be performed by anyone trained in CPR. *(Note: While the use of an AED by the lay public is typically encouraged, departments who have an AED or are interested in CPR/ AED training should contact Environmental Health and Safety.)*

Tornado Warnings

Tornado Warnings will be issued for the EIU campus when a funnel cloud or tornado has been spotted or RADAR has indicated a tornado threatening the EIU campus. The University Police Department/EHS or Coles County EMA will initiate an EIU Emergency Alert instructing persons to seek shelter. Typically, the Charleston and Campus Outdoor Warning Sirens will also be activated. In either case, the campus community will need to take cover immediately. In the event of a tornado warning, the campus community should:

- **Collect Emergency Equipment**
Keep a cell phone with you to receive additional emergency information, and to receive the EIU Emergency Alert “All Clear” message. Keep a flashlight and a portable battery-operated radio in a common area, if possible.
- **Take shelter**
Immediately move to a pre-designated tornado shelter area for the **building located in the East Hallway in Klehm Hall 1125 or the lowest level restrooms in Klehm Hall**. If you are unsure of the pre-designated shelter locations, move to inner hallways, stairwells, underground tunnels, rest rooms, or other areas, on the lowest level of the building, which are directly supported and relatively free from exterior windows and glass. If you are outside during a tornado warning and do not have time to move inside for shelter, move to a ditch or other low spot below grade level where you can lie (flying debris causes most deaths and injuries during a tornado).
- **Avoid Dangerous Areas**
Always avoid the upper floors of a building and areas such as elevators, lobbies, gyms, atriums, auditoriums, any area with windows, or dining centers.
- **Wait for All Clear Before Exiting a Shelter Area**
Following receipt of an “All Clear message” via EIU Emergency Alert, use caution when exiting your shelter area, as storm damage could have caused downed power lines, damaged buildings, fallen tree limbs, etc.

Acts of Violence

This category includes several acts of violence situations:

- Armed robbery
- Person with weapon
- Shots fired
- Active shooter
- Hostage situation

When any of the acts of violence listed above have occurred on or near campus, EIUPD will issue an EIU Emergency Alert. All personnel will need to assess their situation to determine the appropriate course of action. Depending on your situation, you may have to Run, Hide or Fight.

When an EIU Emergency Alert has been issued for an act of violence, you should:

- Remain calm.
- Assess your situation.
- Consider:
 - Your location as compared to the intruder’s location.

- Whether you have a better chance at getting to a safe location by running to another building, other location, or to stay put and take shelter.
- If the decision is to take shelter inside a building:
 - Close and lock windows and doors leading to adjacent areas.
 - Barricade doors if possible.
 - Lower and close window blinds.
 - Turn off room lights.
 - Keep quiet and silence cell phones.
 - Remain out of view from any interior windows or block the view through the window.
- If confronted by the intruder, a decision to overpower him/her may be your only option for survival.

Other Response Actions

Bomb Threats

If you receive a bomb threat by phone you should:

- Keep calm.
- Keep the caller on the phone as long as possible.
- If your phone has caller ID ascertain the caller's phone number.
- Secure as much information as possible.
- Do not hang up the phone the call was received on.
- Call or have someone call the University Police Department (UPD) via 911 immediately from another campus phone.
- Meet with UPD officers when they arrive to the scene and provide them with detailed information regarding the call.

Chemical Spills / Hazardous Material Incident

An EIU Emergency Alert will be sent depending on the significance of the spill or release and the location. A significant spill or release is one that by volume and/or because of its characteristics cannot be cleaned up safely with supplies and equipment immediately available.

- If safe to do so, isolate the area by closing doors to prevent others from entering.
- Notify others in the area/building of the need to evacuate.
- Report to the designated Evacuation Assembly Area.
- Call 911. Identify this as an EIU campus emergency. If known, state the type and amount of chemical spilled.
- Do not attempt to clean up any chemical spill without the proper training or without consulting Environmental Health and Safety at (217) 581-7068.
- Isolate any potentially contaminated person until first responders arrive.

Explosion

- Immediately take cover.
- Remain inside the building until it is considered safe to exit.
- Follow the Evacuation Procedure above once determined it is safe to evacuate.

Earthquake

- Remain calm.
- Seek refuge under a desk, table, or stable item. Face away from windows and glass.

- Cover the back of your neck and head. If outside, get to the nearest open space. Stay away from buildings, overhangs, utility poles, trees, and power lines.

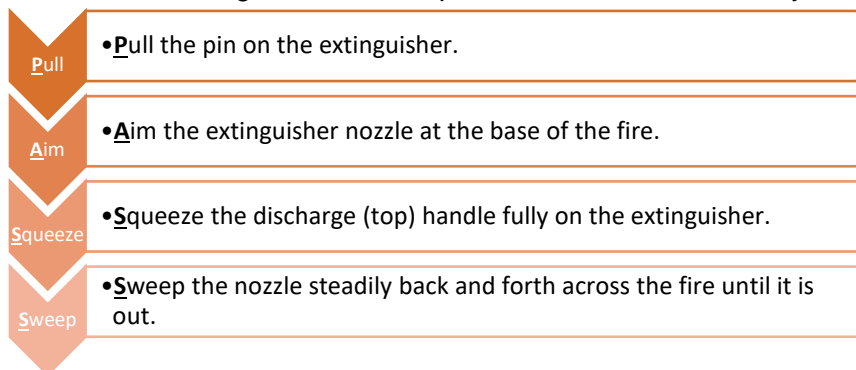
After the earthquake:

- Call 911 only to report any injuries or immediate health hazards.
- If in a building, exit the building (being careful to not take any route that appears to be unstable/unsafe) and report to the designated Evacuation Assemble Area.
- Remain there until released by the Evacuation Coordinator. Advise the Evacuation Coordinator of anyone who may be trapped in the building.

Fire Extinguishers

Portable fire extinguishers are readily available in University buildings and may be used provided the following conditions are met:

- The fire alarm pull station has been activated and the alarm is sounding. **See Appendix C for locations of Klehm Hall Fire Alarms.**
- The observer has been trained on the use of the portable fire extinguisher and feels confident that he/she can safely extinguish the fire. **See Appendix C for locations of Klehm Hall Fire Extinguishers)**
 - You are not required to fight the fire. If you are uncomfortable, or unfamiliar with usage of a fire extinguisher, you are not required to do so.
- If nearby, take your cell phone with you.
- Before fighting a fire, ensure that the fire does not block your escape path—in other words, position yourself with your back to your escape route when you fight the fire.
- Ideally, there should also be a second person with an extinguisher to act as a backup, and as a lookout.
- To attack a small fire, initially position yourself with the extinguisher 6-8 feet away from the fire, and then work your way closer if necessary, but only if it is safe to do so. Starting too close may scatter the burning contents before the extinguishing agent does its job.
- To use a fire extinguisher, it is helpful to remember the acronym PASS. PASS means:



- Once the fire has been extinguished, ensure that EIU PD has been notified and is en-route, so they can evaluate whether further response is needed.
- Ensure that someone keeps an eye on the extinguished fire until EIU PD arrives, in the event the fire rekindles.

Training

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. 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.

The following checklist can be used as a guide while reviewing procedures annually with faculty, staff, and students.

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).

Training

- The building coordinator will send copies of the Emergency Plan on at least once/year to all building evacuation coordinators and building key contacts.
- All Chairs will provide new staff or employees copies of the emergency plan and notify them of any other emergency procedures.
- Ongoing training should occur when conditions change within the department that would impact any response efforts, there are changes made to the College or Departmental emergency response plans, or when employees are assigned new responsibilities that would affect their role in an emergency response.

Appendix A

BOMB THREAT PROCEDURE

This checklist is designed to help employees and other decision-makers at Eastern Illinois University respond to a bomb threat in an orderly and controlled manner. For more details, visit www.dhs.gov/what-to-do-bomb-threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information by using the checklist on the right side of this page.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from the other phone.
5. If your phone has a display, copy the number and/or any letters from the caller ID on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, CALL 911 immediately with information and await instructions.

If a bomb threat is received by email:

- Call 911
- Do not delete the message

If a package/delivery seems suspicious:

DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES –
RADIO/CELLULAR SIGNALS MAY DETONATE

Signs of a suspicious package:

No return address	Unexpected delivery
Excessive postage	Poorly handwritten
Stains	Incorrect titles
Strange odor	Foreign postage
Strange color	Restricted notes (e.g., "only to be opened by...")
Strange sounds	

If a package is determined to be suspicious:

- Call 911 from landline/VOIP phone
- Refer to Emergency Guide flip charts (in classrooms)
- Refer to Department Emergency Response Plan (in department or College office)
- Enact evacuation protocols as directed in Department ERP



PHONE THREAT CHECKLIST

DATE: _____ TIME OF HANGUP: _____

TIME: _____ CALLER ID#: _____

NUMBER/AREA CALLED: _____

ASK CALLER:

Where is it located? _____

When will it go off? _____

What does it look like? _____

What kind of device is it? _____

What will set it off? _____

Did you place it? [Yes] [No]

Why?

What is your name? (and/or) Who do you represent?

EXACT WORDS OF THREAT

INFORMATION ABOUT CALLER

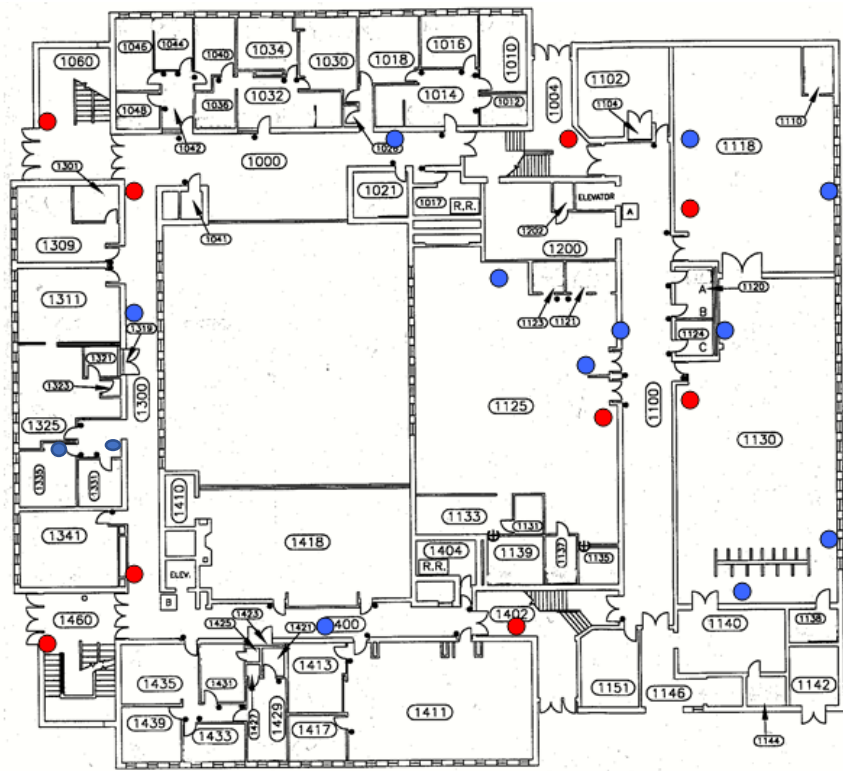
Estimated age: _____ Is Voice Familiar? _____

Who does it sound like? _____

Caller's Voice	Background Sounds	Threat Language
<ul style="list-style-type: none">o Femaleo Maleo Accento Calmo Clearing throato Coughingo Cracking Voiceo Deepo Deep Breathingo Disguisedo Distincto Excitedo Laughingo Lispo Loudo Nasalo Normalo Ragged	<ul style="list-style-type: none">o Animalso Householdo Kitcheno Bar/Restauranto Bootho PA Systemo Conversationo Music (kind)o Motor/Engineo Statico Office Equipmento Factory Machinery	<ul style="list-style-type: none">o Incoherento Reading from Scripto Taped/Recordedo Irrationalo Profaneo Well-Spoken
Other information: _____		

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

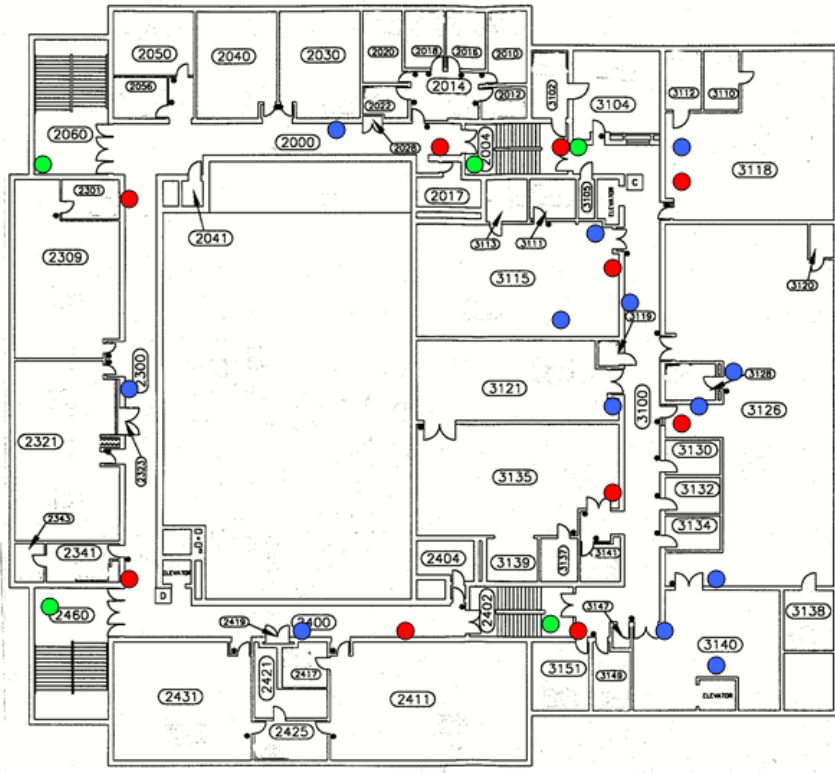
Building or Location	Room #
UPD Squad Car	U 142, 143, 298 or 23 951
O'Brien Training Room, traveling	1003
O'Brien Training Room, traveling	1003
UPD Squad Car	U 142, 143, 298 or 23 951
Student Rec Center	1924
Student Rec Center, traveling	1922
Lantz Arena	1300
Ray Padovan Pool	2485
Lantz Fieldhouse	1450
Lantz Training Room traveling	1541
Doudna Fine Arts Room	1211 East of east lecture hall door
Booth Library, Reference Services Room	3302, East of north elevator
Old Main Elevator Hallway Room	1021, Across from Room 1019 west door
MLK University Union Bridge walkway	Room 2400, West across from Rm 2515
O'Brien Stadium Hallway	Adjacent to Room 1110
Lantz Lower Level	Room 1011, Across from ATP Lab
McAfee Gym	2125
Health Service, Nurses Station	Room 1405, South hallway
Tarble Arts Center	Between Restrooms #1108 & #1110
Facilities Planning and Management	South Bldg, east entryway on north side



**Klehm Hall
1000 Level**

Fire Alarm

Fire Extinguisher



**Klehm Hall
2000 Level -
3000 Level**

Fire Alarm

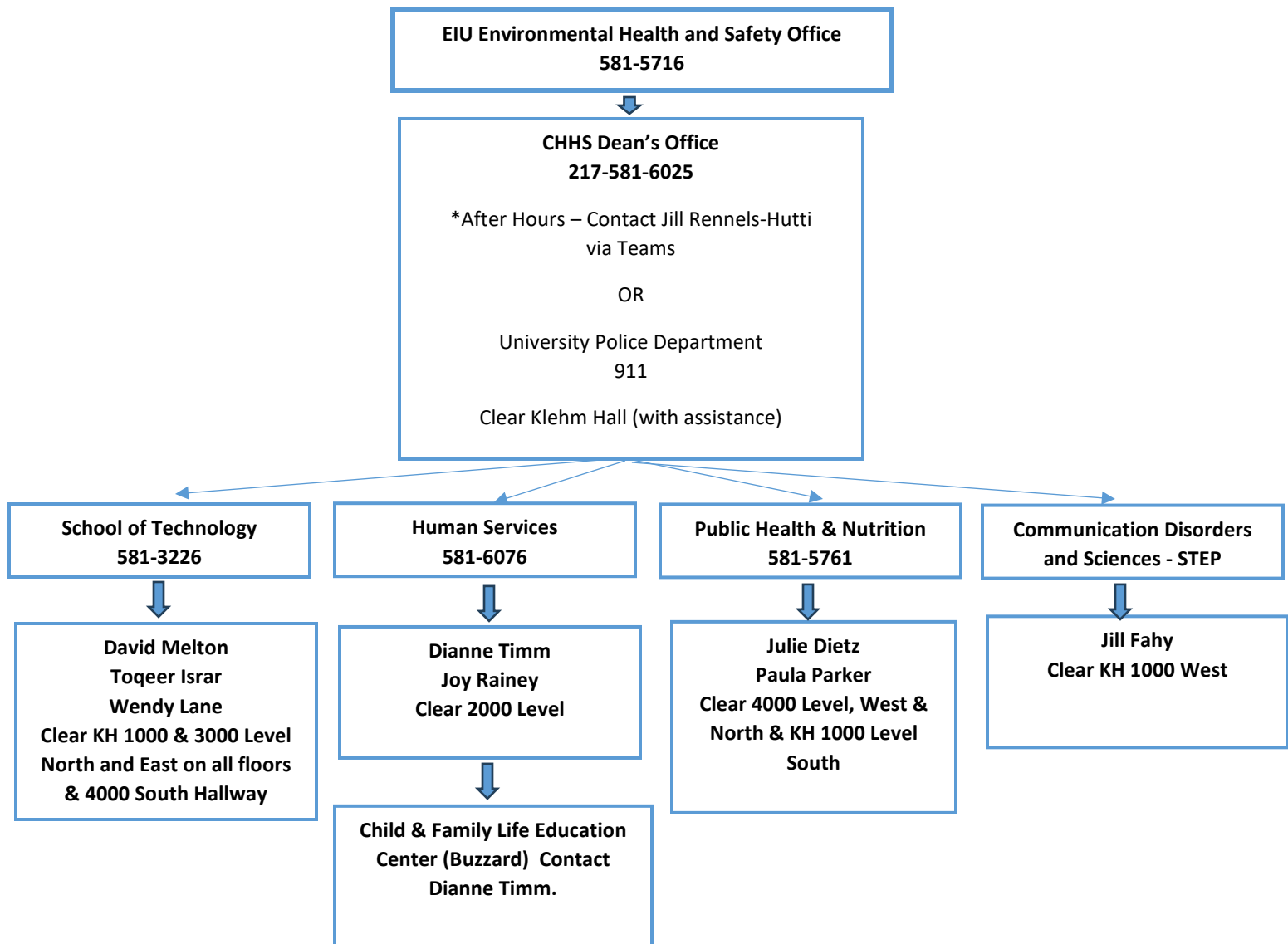
Fire Extinguisher

Area of Rescue Assistance



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Appendix D – Klehm Hall Notification Procedures



Appendix E

