ILLINOIS
Facilities & Services

Toolbox Talk
Building Emergency Action Plans

Building Emergency Action Plans
The Facilities & Services' Building Emergency Action Plans (BEAPs) provide guidance on emergency response.

- All F&S personnel have a role in emergency response
- The 2019 update is now in place, and training is beginning
- Access to the F&S BEAPs is provided in the EMERGENCY INFORMATION link in ERIN
- Access to BEAP information for all campus buildings can be found in the EMERGENCY PREPAREDNESS tab on the U of I Police Department website

Each BEAP contains the following:

- Emergency Management Team composition and responsibilities
- How the plan is triggered and activated
- Authorities for activation
- Location of the F&S command post and back-ups where information is exchanged with emergency response personnel

Emergency Notifications
Employees in PPSB will be notified of emergencies through the following means:

- Illini-Alerts
- All employee emails
- Fire alarm system for fires. PPSB has a new voice system. Click to listen.
- Air horns sounded by Floor Coordinators for severe weather. Floor Coordinators should blast the horn 3 times, wait 5 seconds, blast the horn 3 times, wait 5 seconds, blast the horn 3 times.

If you are not in PPSB, please discuss emergency notifications listed in your BEAP?

Floor Coordinators

- Assist with personnel evacuation and physically account for individuals at evacuation assembly areas
  - Take roster of who is present/missing
  - Report roster to Command Post
- Coordinate rescue assistance
  - Areas where people with special needs can go to await assistance if they are not able to evacuate

Discussion Question 1
Who are your primary and secondary Floor Coordinators? For PPSB, see the attached maps and table.

In an emergency, you have a choice. The following video from the UofI Police Department, Emergency Planning describes your choices in an emergency: https://www.youtube.com/watch?v=8j0_8PCWASE

It is important to prepare before an emergency happens. Our safety or even our lives could depend on our ability to react quickly. Co-workers with physical limitations may need assistance. We have three options: Run, hide or fight.
Get Out/Run

Leaving the area quickly is the best option if it is safe to do so.
Leave personal items behind.
If the fire alarm sounds, evacuation is mandatory.

The 3 Evacuation Assembly Areas for the Physical Plant Service Building:

Good Weather	Inclement Weather	Alternate
NW corner of E14	Central Receiving, south end	Waste Transfer Station

If you are not in PPSB, please discuss your Evacuation Assembly Areas.

Discussion Question 2
How will you get out of the building? What if your primary path is blocked, how will you get out?

Activity 1
We recommend you walk your primary and secondary exit paths now.

Stay In/Hide
When you can't or don't want to run, take shelter indoors. If someone is trying to hurt you and you can't evacuate, get to a place where you can't be seen, lock or barricade your area if possible, silence your phone, don't make noise and don't come out until you receive an Illini-Alert indicating it is safe to do so.

For severe weather events, take shelter before there is an emergency. Severe weather warning are communicated by the National Weather Service and Illini-Alerts.

- Primary storm refuge areas include basements, offices with interior walls, and rooms without windows
- Secondary storm refuge areas include interior hallways with fire doors closed
- Security threat refuges include shops and offices with doors secured

Severe weather refuges areas in public spaces are identified in PPSB using the flag signs shown on the right.

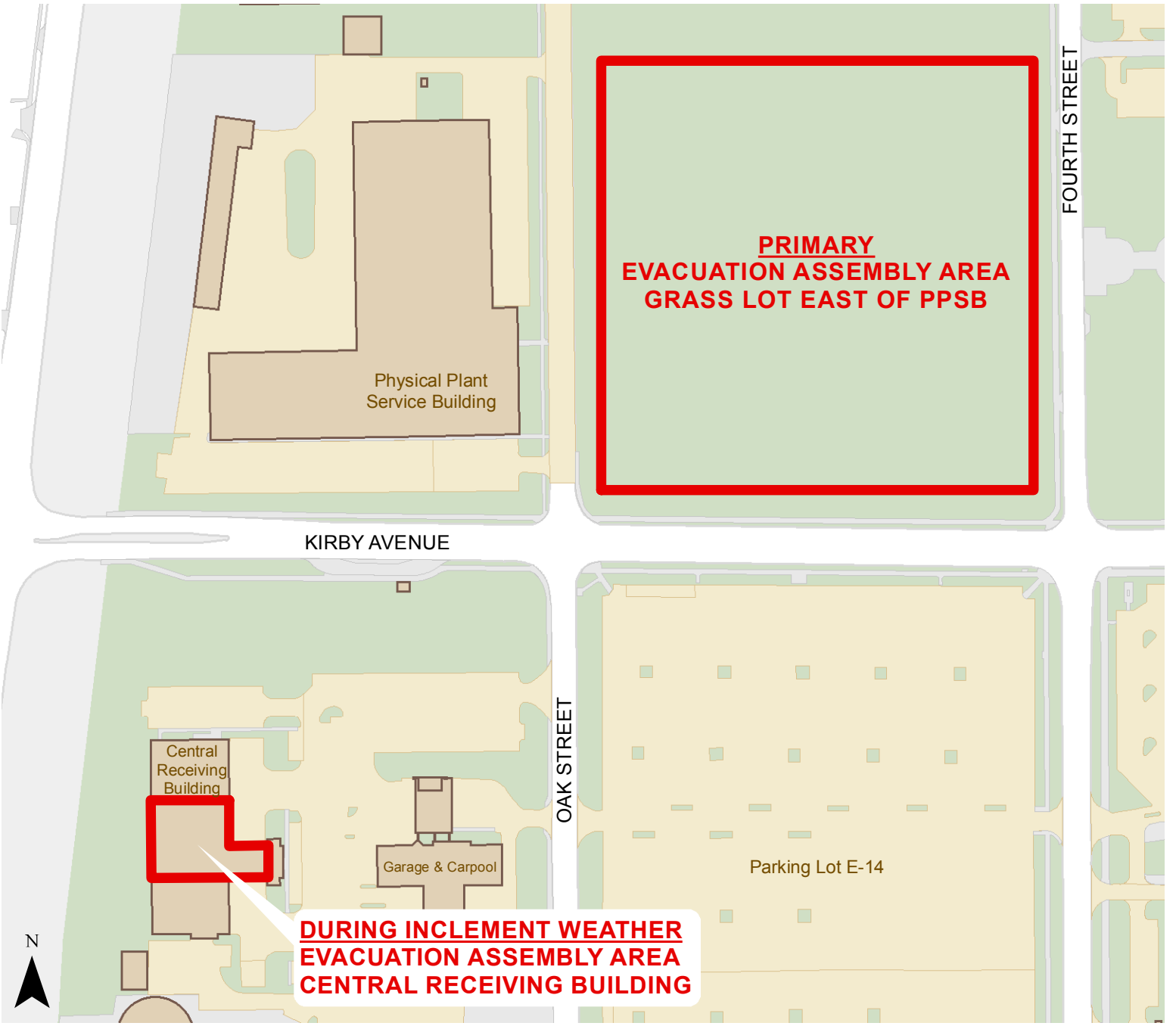
Discussion Question 3
Where are the nearest areas of refuge to you? For PPSB, see the attached maps.

Activity 2
We recommend you locate them now.

Fight
As a last resort during an active threat, you may need to fight to increase your chances of survival.

- Think about what kind of common items are in your area which you can use to defend yourself.
- Team up with others to fight if the situation allows.

Discussion Question 4
What is in your area that you can use to fight?



Building Emergency Action Plan (BEAP) - Evacuation Assembly Area Map

WHEN ASKED TO EVACUATE THE BUILDING:

QUICKLY & SAFELY MAKE YOUR WAY TO THE PRIMARY EVACUATION AREA IN THE GRASS LOT EAST OF PPSB; DURING INCLEMENT WEATHER ASSEMBLE IN THE CENTRAL RECEIVING BUILDING

PLEASE REMAIN IN THE EVACUATION AREA UNTIL YOU ARE CLEARED TO LEAVE BY AUTHORITIES

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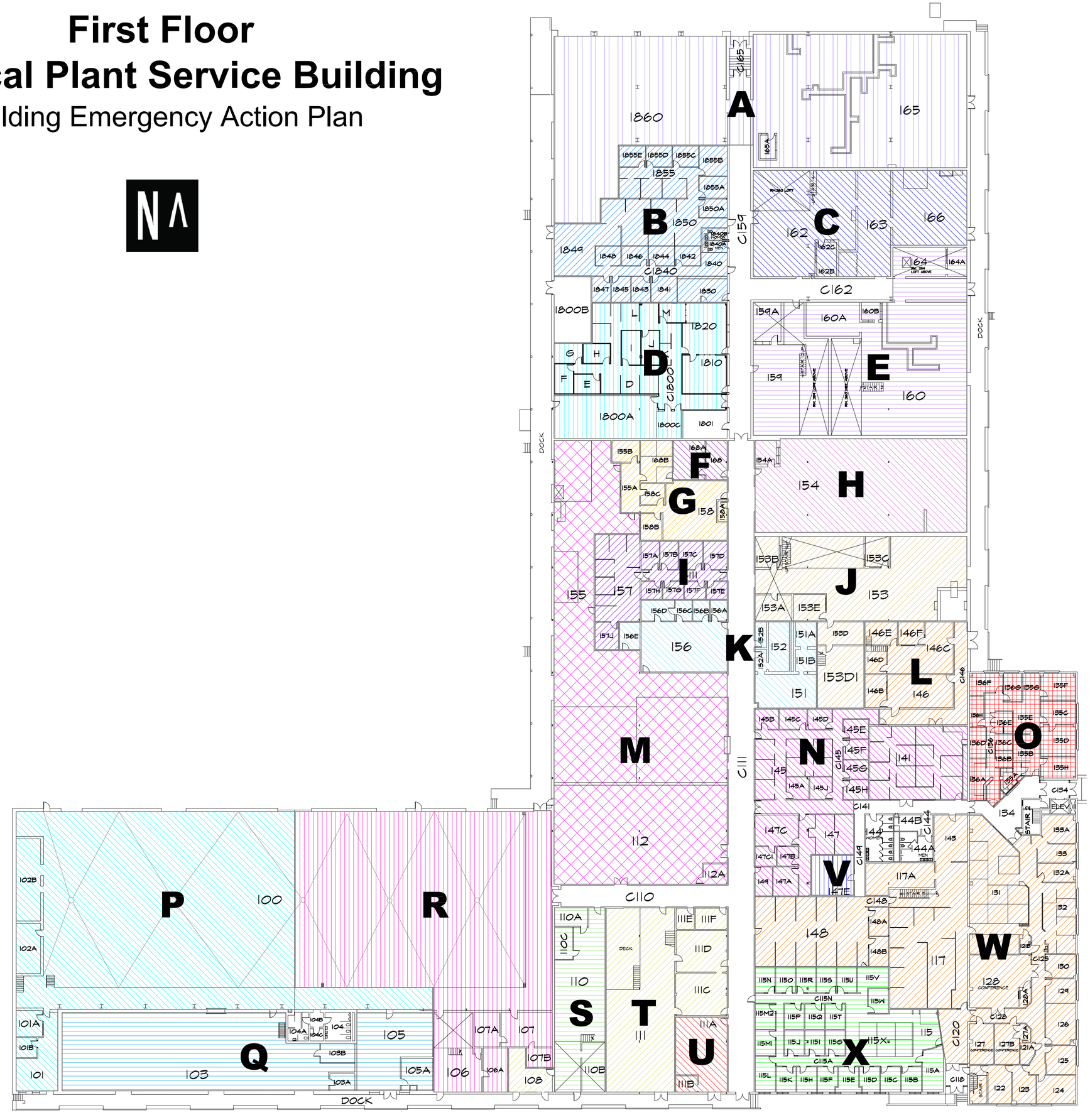
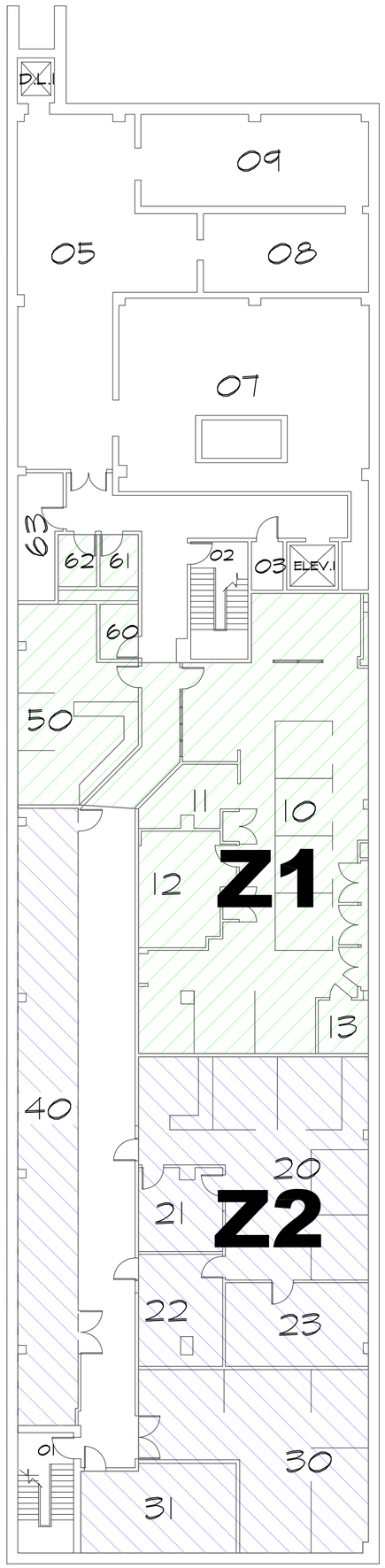
First Floor
Physical Plant Service Building
Building Emergency Action Plan



Basement
Physical Plant Service Building

Building Emergency Action Plan



PPSB FLOOR COORDINATOR LIST

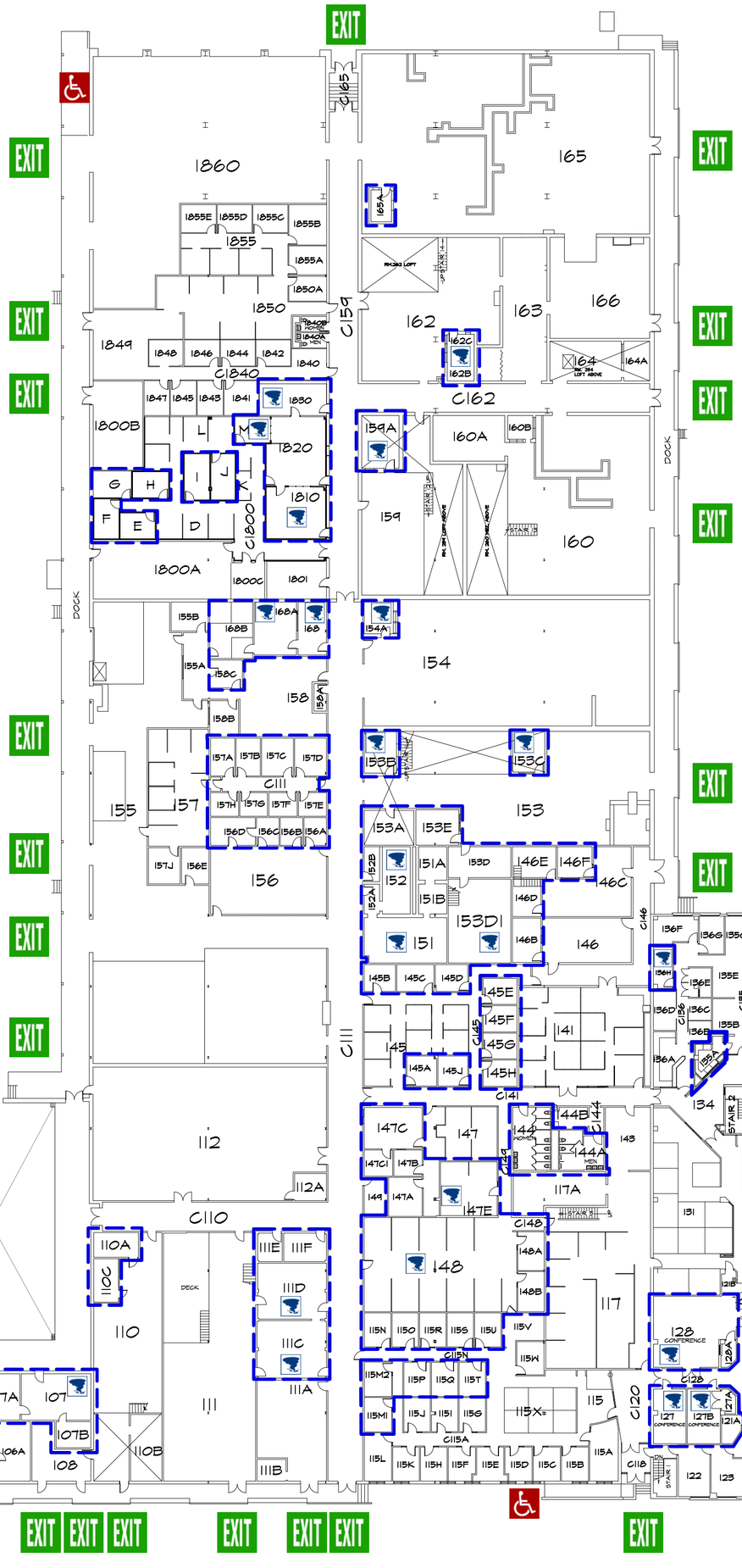
Zone	Locations	Primary Coordinator	Backup Coordinator
A	Room 165, 1860	Jim McGuire	Brad Ward
B	Room 1840, 1850	Dave Dowler	Tom Doud
C	Room 162, 163	Dave Middleton	Sean Cassidy
D	Conference Room 1810, C-1800, 1820	Scott Bahr	Kannan Ramasamy
E	Room 159, 164, and 160	Robert Weeks	Shane Carr
F	Room 168	Ravi Ramrattan	
G	Room 158	Maria Thompson	Deb Caparoon
H	Room 154	Randy Reinhart	Mike Bishop
I	Room 157	Mark Barcus	Ken Buenting
J	Room 153	Neal Silver	Alan Holt
K	Suite 156	Robert (Rube) King	Bruce Rodgers Eric Knisley
L	Rooms 146 A-D	Scott Sullivan	Bill Conner
M	Room 112, Tool Room 155	Todd Hawkins	Andrew (Andy) Harpst
N	Suites 141, 147, and 145	Patrick Wood	Bill Walsh
O	Suites 135 and 136	Larisha Exum	Nicole McCurry
P	Room 101, 105	Isaac Williams	Chad Garrett
Q	Room 103	Nate Payne	Joe Perkins
R	Room 107, 107A&B, 106	Steve Heath	Greg Moen
S	Room 110	Kelly Hutcherson	John Vinton
T	Room 111, 111C, 111D, 111E, 111F	Steve Bainbridge	Mark Henry
U	Room 111A	Vince Schaub	Eric Koester
V	Rooms 147D and 148A	Mike Marquissee	Anthony Ewing
W	Suites 131-133A, 148, 148B, 117 and FIR Vault Suites 121A, 123, 125, Conference Rooms 127, 127B, 128 and Lobby	Damon Brogdon	Chad Kupferschmid
X	Suite 115	Ted Christy	Clarence Odom
Z1	All IT Offices	Brad Trankina	Patrick Duda
Z2	Financial and Accounting Offices	Jenny Watkins	Mike Alsip

First Floor
Physical Plant Service Building

Building Emergency Action Plan

SYMBOL KEY

- STORM REFUGE AREA
- BUILDING EXIT
- ACCESSIBLE EXIT
- EVACUATION ASSEMBLY



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Basement
Physical Plant Service Building

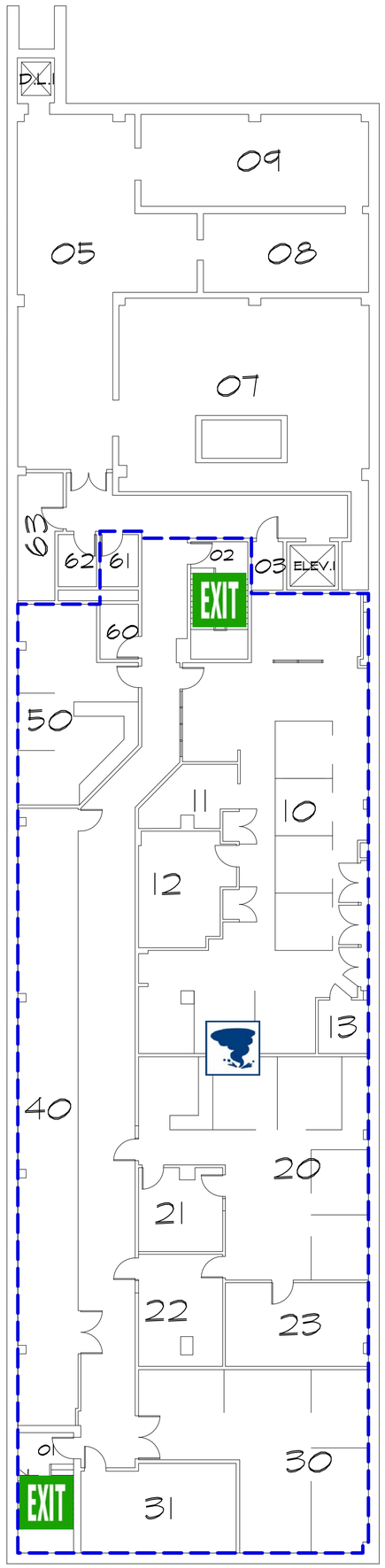
Building Emergency Action Plan

NA

SYMBOL KEY

STORM REFUGE AREA

BUILDING EXIT



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