

**INFORMATION FOR EMERGENCY FLOOR COORDINATORS
DEPARTMENT OF MATHEMATICS**

ALTGELD HALL

Building Evacuation Coordinator: Wendy Harris, 221 Altgeld Hall

1. *1st floor coordinator: Jonathan Manton, 129 Altgeld Hall*
2. *2nd floor coordinator: Sandee Moore, 273 Altgeld Hall*
3. *3rd floor coordinator: Kay Daly, 313 Altgeld Hall*
4. *4th floor coordinator: Kay Daly, 313 Altgeld Hall*

In the event of an emergency, floor coordinators should, if possible, walk down all hallways on his/her floor, informing others of the situation. At classrooms, the individual should knock on the door and provide instructions as required. Instructors have been given instructions as to the procedures to follow.

- Evacuation:
 - Encourage exit out the nearest exits. Classrooms have posted signs showing the location of the closest exit. Direct occupants to report to the north side of Altgeld Hall (towards Green Street, near the Alma Mater statue) so it may be established who is still in the building.
 - Students in 314 Altgeld Hall should be instructed to evacuate as follows, if possible: The south half of the room should evacuate down the central staircase leading to the Post Office. The north half of the room should evacuate through the mezzanine and down the west staircase.
 - Areas of Rescue Assistance: Altgeld Hall does not have any areas suitable for an “area of refuge”, as per Alan Otto, Coordinator of Fire Safety 1/30/08. Those who cannot manage the stairs should seek shelter in a room with a window that will open, close the door, go to the window, and prepare to signal fire fighters that they are in the room. Fire fighters will be on the scene and start rescue operations within minutes.
 - Persons with disabilities that require assistance for evacuation or movement to shelter:
 - These volunteers will assist individuals with movement to a safe area as described above. How much assistance he/she provides will be based on that requested/required by the disabled individual. The level of assistance provided should also be based on the common sense and judgment of the volunteer. Once the person is safe, the volunteer may evacuate the building and notify emergency responders of the location of the person with disability.

| Name: | Location: |
|------------------------|-------------------------|
| 1. <i>Jane Bergman</i> | <i>273 Altgeld Hall</i> |
| 2. <i>Tony Mullen</i> | <i>129 Altgeld Hall</i> |
| 3. <i>Kay Daly</i> | <i>313 Altgeld Hall</i> |
| 4. <i>Sara Nelson</i> | <i>273 Altgeld Hall</i> |

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- Tornado:
 - A weather radio is available in 221 Altgeld Hall. In case of emergency, members of this office will call the floor coordinators and provide as much information as possible.
 - Occupants should be instructed to secure their work areas and proceed to the interior hallways on the east corridor of the first floor. All classroom doors should be shut. If time permits, relocating to the basement of the Illini Union is recommended.
 - The floor coordinator will circulate through the building to indicate when the situation has passed.

- Active Threat Situation:
 - When an active threat situation is identified, campus may notify faculty, staff, and students by mass message, email, NOAA weather radio, the UIUC website, or a phone tree. Within Mathematics, when any office (Main, Graduate, Undergraduate, Business, Illinois Journal of Mathematics) becomes aware of such a situation on campus, they will contact the other offices and call the offices in the basement of Coble Hall. The situation will be explained, or if that is not possible, the caller will refer to the need for “The Red Folder”. If possible, information about the situation will then be shared via the floor coordinators noted above.
 - Floor coordinators will attempt to notify those in public spaces (restrooms, computer laboratories, classrooms, and the commons room) of the situation, and recommended action.
 - **Instructions:**
 - Stay calm and assess the situation, determine the location of the threat if possible;
 - Call 9-1-1 as soon as it is safe to do so;
 - Evacuate the area by a safe route if possible, if not seek an area of safe refuge.
 - If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. tablet arm chairs, tables, cabinets, etc.).
 - Provide first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevate if possible.
 - Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
 - If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.
 - Be prepared to combat the subject individually to neutralize the threat if your life is in imminent danger. Active resistance increases the chance of survival, but this is strictly a personal decision.
 - If you are barricaded in a room, identify objects which could be used as missiles or weapons to deter the threat from pursuing you at your location.
 - If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to

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the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.

- Once in a secure location, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.
- DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the facility and obtaining or providing emergency medical procedures.
- **IMPORTANT:** During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. An aggressive resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. There are NO guarantees when offering resistance that NO one will be injured.

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ILLINI HALL

Building Evacuation Coordinator: Debbie Broadrick, 247 Illini Hall

1. *Basement: Bruce Carpenter, 13 Illini Hall*
2. *2nd floor coordinator: Debbie Broadrick, 247 Illini Hall*
3. *3rd floor coordinator: Maarten Bergvelt, 333 Illini Hall*

In the event of an emergency, floor coordinators should, if possible, walk down all hallways on his/her floor, informing others of the situation. At classrooms, the individual should knock on the door and provide instructions as required. Instructors have been given instructions as to the procedures to follow.

- Evacuation:
 - Encourage exit out the nearest exits. Classrooms have posted signs showing the location of the closest exit. Direct occupants to report to the north side of Altgeld Hall (towards Green Street, near the Alma Mater statue) so it may be established who is still in the building.
 - Areas of Rescue Assistance: The following areas have been deemed “areas of rescue assistance” for the respective floors of this facility:
 - *Basement- at handicapped entrance (southwest corner of building)*
 - *Second floor – top of staircase at north end of building*
 - *Third floor – Top of staircase at north end of building*
 - Persons with disabilities that require assistance for evacuation or movement to shelter:
 - These volunteers will assist individuals with movement to a safe area as described above. How much assistance he/she provides will be based on that requested/required by the disabled individual. The level of assistance provided should also be based on the common sense and judgment of the volunteer. Once the person is safe, the volunteer may evacuate the building and notify emergency responders of the location of the person with disability.

| Name: | Location: |
|----------------------------|------------------------|
| 1. <i>Debbie Broadrick</i> | <i>247 Illini Hall</i> |
| 2. <i>Doug West</i> | <i>226 Illini Hall</i> |
| 3. <i>Hal Schenck</i> | <i>332 Illini Hall</i> |
| 4. <i>George Francis</i> | <i>344 Illini Hall</i> |

- Tornado:
 - A weather radio is available in 247 Illini Hall. In case of emergency, members of this office will call the floor coordinators and provide as much information as possible.
 - Occupants should be instructed to secure their work areas and proceed to the basement hallways or interior rooms.
 - The floor coordinator will circulate through the building to indicate when the situation has passed.

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- Active Threat Situation:
 - When an active threat situation is identified, campus may notify faculty, staff, and students by mass message, email, NOAA weather radio, the UIUC website, or a phone tree. Within Mathematics, when any office (Main, Graduate, Undergraduate, Business, Illinois Journal of Mathematics) becomes aware of such a situation on campus, they will contact the other offices and call the offices in the basement of Coble Hall. The situation will be explained, or if that is not possible, the caller will refer to the need for “The Red Folder”. If possible, information about the situation will then be shared via the floor coordinators noted above.
 - Floor coordinators will attempt to notify those in public spaces (restrooms, computer laboratories, classrooms, and the commons room) of the situation, and recommended action.
 - **Instructions:**
 - Stay calm and assess the situation, determine the location of the threat if possible;
 - Call 9-1-1 as soon as it is safe to do so;
 - Evacuate the area by a safe route if possible, if not seek an area of safe refuge.
 - If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. tablet arm chairs, tables, cabinets, etc.).
 - Provide first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevate if possible.
 - Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
 - If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.
 - Be prepared to combat the subject individually to neutralize the threat if your life is in imminent danger. Active resistance increases the chance of survival, but this is strictly a personal decision.
 - If you are barricaded in a room, identify objects which could be used as missiles or weapons to deter the threat from pursuing you at your location.
 - If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.
 - Once in a secure location, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.
 - DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return

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immediately to organizing the evacuation of the facility and obtaining or providing emergency medical procedures.

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COBLE HALL

Building Evacuation Coordinator: Sherri Kiska, 221 Altgeld Hall

In the event of an emergency, floor coordinators should, if possible, walk down all hallways on his/her floor, informing others of the situation. At Coble Hall, is it also possible that a call to the area may be made.

- Evacuation:
 - Encourage exit out the nearest exits. Direct occupants to report to the south side of Illini Hall so it may be established who is still in the building.
 - Areas of Rescue Assistance: The following areas have been deemed “areas of rescue assistance” for the respective floors of this facility:
 - *Basement- at handicapped entrance (south end of building)*
 - Persons with disabilities that require assistance for evacuation or movement to shelter:
 - There are no personnel routinely in Coble Hall during regular business hours, so assistance will be handled by those who happen to be present, as part of being a Good Samaritan.

- Tornado:
 - A weather radio is available in 247 Illini Hall and 221 Altgeld Hall. In case of emergency, members of this office will call the Coble Hall basement and provide as much information as possible.
 - Occupants should be instructed to secure their work areas and remain in the basement, away from windows and doors.
 - The floor coordinator will circulate through the building, or call, to indicate when the situation has passed.

- Active Threat Situation:
 - When an active threat situation is identified, campus may notify faculty, staff, and students by mass message, email, NOAA weather radio, the UIUC website, or a phone tree. Within Mathematics, when any office (Main, Graduate, Undergraduate, Business, Illinois Journal of Mathematics) becomes aware of such a situation on campus, they will contact the other offices and call the offices in the basement of Coble Hall. The situation will be explained, or if that is not possible, the caller will refer to the need for “The Red Folder”. If possible, information about the situation will then be shared via the floor coordinators noted above.
 - Floor coordinators will attempt to notify those in public spaces (restrooms, computer laboratories, classrooms, and the commons room) of the situation, and recommended action.
 - **Instructions:**
 - Stay calm and assess the situation, determine the location of the threat if possible;
 - Call 9-1-1 as soon as it is safe to do so;
 - Evacuate the area by a safe route if possible, if not seek an area of safe refuge.

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- If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. tablet arm chairs, tables, cabinets, etc.).
- Provide first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevate if possible.
- Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
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