

**Department of Mathematics**  
**Emergency Operations Plan**

**April 1, 2011**

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## **STATEMENT of NIMS / ICS COMPLIANCE**

The *Department of Mathematics* Emergency Operations Plan (EOP) is part of the overall campus emergency preparedness. The plans and procedures contained herein are subject to and compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS). *Department of Mathematics* senior executive staff and supervisory staff will establish a working knowledge of these emergency response principles and how they pertain to *Department of Mathematics* emergency response actions.

### **Relationship to Campus Emergency Planning Committee (CEOC)**

*Department of Mathematics* provides educational, research, and public service contributions to the overall campus mission of teaching, research, and public engagement. In addition, the knowledge base within the *Department of Mathematics* represents a substantial asset to the University of Illinois Urbana Champaign campus for responding to emergencies or disasters which may affect the campus operations. The research knowledge base, critical services, equipment, labor, specially trained staff, information and other resources of the *Department of Mathematics* are essential to assist in campus emergency response and preparedness. Therefore, this document is considered as an appendix to the Campus Emergency Operations Committee Manual.

## INTRODUCTION

The purpose of the *Department of Mathematics* emergency operations plan is to provide a programmed response from units when conditions arise requiring an emergency response. Situations occurring which require implementation of this plan include, but are not limited to:

- Medical
- Chemical
- Fire / Explosion
- Major Loss / Interruption of Campus Services
- Natural Disasters
- Personnel

The goal of this emergency operations plan is to minimize disruption to the department academic mission during times of crisis and to meet the expectations of the taxpayers of the State of Illinois. In order to meet this goal, *Department of Mathematics* staff must be prepared, trained, available, and willing to respond to major emergency situations with the resources of the unit.

This plan will provide the basis for training people to respond appropriately in major emergency situations. It is impossible to cover every type of emergency. This plan outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. In the event of an emergency, *Department of Mathematics* staff is expected to familiarize themselves with this document and their respective responsibilities.

This emergency operations plan is designed for any major emergency that may arise within the department. There may be some campus emergencies that are directed under other authority that have limited impact on the department, but for which, the department may need to be prepared to implement this plan.

Existing authority, whether established in the Campus Emergency Operations Committee Manual or a responding emergency agency from outside the University, will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back to *Department of Mathematics*. (Example: A major fire being fought by city fire units, or a hostage situation.)

## OBJECTIVES

1. Assure continuing personal safety for departmental faculty, staff, students, visitors, etc.;
2. Minimize disruption to general campus and department services;
3. Provide emergency response services that are adequate to restore the situation to normal as soon as possible.
4. Assure that proper communications are established and maintained with the unit's primary customer contacts (including students and their parents), emergency response assistance, and campus administrators;

## MAINTENANCE OF THE DOCUMENT

- A group selected from the *Department of Mathematics* will review the emergency operations plan at least annually. This group will include the Chair, Associate Chair, Director of Budget and Resource Planning and the Assistant to the Chair.
- Departmental suggestions for improvement are encouraged and will be solicited.
- Text changes should be communicated to the *Director of Budget and Resource Planning (333-4186; wgharris@illinois.edu)* for incorporation in the document.
- Critical plan reviews should occur either "post event" or in conjunction with the completion of a table top exercise.
- Tabletop or "live drill" exercises should be conducted at least semi-annually for the purpose of testing the plan and institutionalizing its concepts. Practice is essential.

## ACTIVATION AND TRIGGER

### During working hours

The decision to implement this plan is the responsibility of the *Department Chair* in the *Department of Mathematics*. The *Associate Chair* in the *Department of Mathematics* will accept this responsibility in the absence of the *Department Chair*. Further succession authority is explained in the next section, "Emergency Management Team."

### **The following will trigger implementation of this emergency operations plan:**

1. Notification of a campus emergency to *Department of Mathematics* Administration from the Campus Emergency Operation Committee through the Division of Public Safety;
2. A routine outage response which escalates and is deemed major by campus;
3. Severe weather related problems which threaten campus operations;
4. A major incident as defined in the Campus Emergency Operations Committee manual:
  - Major fire/explosion;
  - Major hazardous substance release;
  - Failure in the campus utility system to the extent that numerous buildings are affected;

- An incident which creates the potential for fatality or major injuries;

### **After working hours**

Emergencies which occur in *Department of Mathematics* buildings after hours will result in a phone call made to the department head as shown in the Division of Public Safety listing of personnel to be called in an emergency.

If the *Department Chair* is unavailable, the decision to implement this plan will be made by the first individual contacted by University of Illinois Police Department that is a member of the *Department of Mathematics* Emergency Management Team. Once a decision is made to activate the emergency operations plan, the individual will contact other members of the *Department of Mathematics* Emergency Management team and inform them to convene as soon as possible in *273 Altgeld Hall (main office), or if not possible, 247 Illini Hall (Illinois Journal of Mathematics)*.

The *Department of Mathematics*' Director of Budget and Resource Planning is responsible to keep the emergency contact information kept at the University of Illinois Police Department (Division of Public Safety) up to date.

### **EMERGENCY MANAGEMENT TEAM**

The *Department of Mathematics* Emergency Management Team is comprised of;

#### **Department Chair**

*Matthew Ando*

#### **Department Associate Chair**

*Scott Ahlgren*

#### **Facilities Manager/Financial Officer**

*Wendy Harris*

#### **Communications Liaison**

*Jonathan Manton*

#### **Webmaster**

*Tori Corkery*

#### **Assistant to the Chair**

*Sandee Moore*

The *Mathematics Department Chair* will act as the chair of the Emergency Management Team and will coordinate the *Department of Mathematics* response in compliance with this plan. They will also serve as the *Department of Mathematics* liaison with the campus in conjunction with any campus events requiring activation of the Campus Emergency Operations Committee. If the *Department Chair* is requested to assist the CEOC, then the fulfillment of the chair responsibilities will pass in the order of succession reflected in the above listing.

The individuals listed in this section are responsible to coordinate their unit responses to assure that the full measure of *Department of Mathematics* resources are available to deal with the emergency. These resources include staff, material, and equipment as well as appropriate personal protective equipment. These individuals are also responsible to designate alternates to serve in their absence.

## Detailed Areas of Responsibility: Math Emergency Plan

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### **I. *Department Chair – Matthew Ando*** ***(Work) 244-2846 (Cell) 721-7602 (Home) 384-6580 (Pager) NONE***

The ***Department Head*** is the Chairman of the ***Department of Mathematics*** Emergency Management Team.

- a. Declare an event to be a critical incident. (Activate the ***Department of Mathematics*** emergency operations plan)
- b. Make calls to inform campus and department (Emergency Management Team) of activation of plan. See Appendix A.
- c. Act as liaison with campus administration and external jurisdictions.
- d. Convene the ***Department of Mathematics*** Emergency Management Team at ***273 Altgeld Hall (main office)*** or the alternate site, ***247 Illini Hall (Illinois Journal of Mathematics)***.
- e. Assure that the ***Department of Mathematics***'s response includes one person fulfilling the responsibilities outlined in Sections that follow. Designate a communications liaison with the Office of Public Affairs and other campus units. If the Facilities & Services unit is providing major support to the unit, the ***Department of Mathematics*** may consider assigning a liaison to assist in coordinating the F&S response activities.
- f. Advise the Campus Emergency Operations Committee (as needed) concerning the status of the ***Department of Mathematics***'s response and provide an assessment of the impact on affected facilities.
- g. Activate the Emergency Communication Plan.

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### **II. *Associate Department Chair – Scott Ahlgren*** ***(Work) 333-1625 (Cell) 417-5837 (Home) 355-8382 (Pager) NONE***

The ***Associate Department Chair*** assumes responsibility for the activation of this plan and will chair the Emergency Management Team in the absence of the ***Department Chair***.

- a. If necessary, fulfill the role of the chair as outlined in Sections I above.
- b. Coordinate with other campus units and/or other outside agencies to meet emergency purchasing/rental needs.
  - a. Call in appropriate environmental, health, research, and/or safety staff support. See Appendix A for details on who to call and why.
- c. Assist the Division of Research Safety to advise and provide technical resources on chemical, biological, and radiation incidents.
- d. Coordinate with the Division of Research Safety staff to achieve Emergency Management Team objectives.

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### **III. *Facilities Manager/Financial Officer – Wendy Harris*** ***Work 333-4186 Home 359-9504 Cell 621-6044***

The ***Facilities manager*** will provide essential manpower and equipment to:

- a. Assess the nature and extent of damage to stabilize and facilitate repairs.

- b. Activate the required resources to coordinate the *Department of Mathematics* response.
- c. Responsible for emergency procurement requirements, payroll assistance, and tool requirements.
- d. Assess the situation to determine the regulatory agency reporting requirements and make the appropriate notifications to regulatory agencies.
- e. Advise the Emergency Management Team on matters relating to environmental and occupational safety and health requirements and procedures.

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**III. Communications Liaison-Jonathan Manton**  
**Work 333-0805 Home 355-8030 Cell 377-8562**

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- a. Responsible for email communication equipment and services.
- b. Will staff the communication center.

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**IV. Webmaster-Tori Corkery**  
**Work 333-6006 Home 328-2204**

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- a. Maintain internal communication with the *Department of Mathematics* staff.
- b. Will staff the communication center.

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**V. Assistant to the Chair-Sandee Moore**  
**Work 333-3352 Home 328-5040 Cell 979-0137**

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- a. Record activities of the Emergency Management Team
- b. Track action items
- c. Initiate calls to Emergency Communication Team prospective members as directed and inform them where to report.
- d. Assure that Emergency Communication Team members receive status update reports.

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**EMERGENCY OPERATIONS COMMAND CENTER**

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The *Department of Mathematics* Emergency Operations Command Center will be a place where *Department of Mathematics* personnel assemble to:

1. Determine the extent of the emergency,
2. Develop an action plan to handle the emergency,
3. Send information to those individuals carrying out corrective measures.

**Specifications**

- Provide seating for approximately 10 people
- Maintain adequate cooling, heating, and ventilation during a power outage if possible.
- Maintain an adequate number of phones available during a power outage
- Facsimile machine available during a power outage
- Current campus drawings of department buildings
- Spare data lines for computers
- Sufficient number of dry eraser or chalk boards

- Computer with access to the Internet, *Mathematics* servers, and campus Intranet
- Emergency radio
- Emergency Communications *Department of Mathematics* call book

### **EMERGENCY COMMUNICATION PLAN AND PRIMARY CONTACT LIST**

The purpose of this plan is to insure that relevant Campus and College administrators receive accurate information from *Department of Mathematics* for decision-making purposes during major emergencies. This program will be activated at the discretion of the chair of the EMT.

*Those who should be contacted on campus and in the department are listed in Appendix A. A current Department of Mathematics organizational chart is included as Appendix B.*

The *Department of Mathematics* will further establish a Communication Team comprised of staff members that will be responsible to communicate with designated campus units concerning the status of the incident on a regular basis. The assignment of *Department of Mathematics* contacts will occur as each incident unfolds. Members of the Communication Team will be responsible for keeping the designated customer contact list (following this section) informed of the status of the *Department of Mathematics* emergency response. The nature and extent of the emergency will determine the number of persons assigned to the *Department of Mathematics* Communication Team. The members of the Communication Team should be given scripted statements to be provided in response to general inquiries.

#### **Operation of the Communication Team**

The Communication Team will be selected from the list of *Department of Mathematics* employees that follows. The Assistant to the Chair for *Department of Mathematics*, who is also a member of the Emergency Management Team, will be responsible for contacting the appropriate number of individuals on this list for duty on the Communication Team. The Chair of the Management Team will be responsible for assuring that the Communication Team is adequately staffed based on the initial assessment of the crisis and nature of emergency response.

If the emergency occurs outside of normal business hours, the Communication Team will gather in **273 Altgeld Hall (main office), or alternatively, 247 Illini Hall (Journal of Mathematics)**. It is the intention of the communication plan that customers affected by the crisis will receive updates at least hourly.

Once the Communication Team is called together they will be briefed on their responsibilities and the initial public statement concerning the emergency response. Unless the emergency occurs in other than normal business hours, it is anticipated that the first customer contacts will be made within the first hour of the event.

Questions from the customers to the members of the Communication Team (that they are unable to answer) must be forwarded immediately to the Emergency Management Team for discussion and reply. The Communication Team members must be aware that while acting in this role, they assume direct ownership of all customer concerns, questions, or problems.

**Communication Team Members**

<b><u>Name</u></b>	<b><u>Office Phone number</u></b>	<b><u>Home Phone Number</u></b>
1. <i>Lori Dick</i>	244-0539	369-6975
2. <i>Rhonda Davis</i>	265-8158	832-1110
3. <i>Kay Daly</i>	244-9383	378-4349
4. <i>Paul Chappell</i>	333-0870	485-3840
5. <i>Tony Mullen</i>	333-0805	892-5912
6. <i>Debra Woods</i>	244-5446	359-7880

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

*Does not apply to Mathematics*

**MISSION CRITICAL SERVICES**

*The ability to communicate with our faculty, staff, students, and the public is most important during an emergency event. Keeping our website updated and running will be handled by Tori Corkery; keeping our computer connections up and running will be handled by Jonathan Manton, with the possible assistance of Paul Chappell and Tony Mullen. Instruction is another critical mission; if we are unable to provide instruction as usual, but campus still expects instruction to continue, our classroom coordinator, Lori Dick, will work with Facility Management and Scheduling 333-1230.*

**IDENTIFICATION OF CRITICAL STAFF**

*Our unit is small enough that identification of faculty/staff will not be necessary.*

**HAZARDS PRESENT**

*Math does not have any unusual hazardous materials held in any of our buildings (Altgeld Hall, Illini Hall basement and floors 2-3, and Coble Hall basement).*

**EMERGENCY SHUT DOWN PROCEDURES**

*Math does not have any special systems requiring shut down by our own personnel.*

## EVACUATION PLAN

General comments:

1. **Review Elevator Use - Note: Elevators should not be used during a fire.** The use of elevators during certain other emergencies is acceptable. Departments are encouraged to consult with local emergency service providers to gain clear understanding of when those situations occur. Elevators can be critical assets during the evacuation of persons with disabilities.
2. **Display Routes for Evacuation** – Departments should clearly display evacuation routes from each facility and from each area within facilities. Displayed routes should depict the safest egress from an area and include the designated rallying point once outside the facility.
3. **Account for Employees** – The evacuation of campus facilities presents unique situations that are not experienced in a commercial or public school setting. For example, numerous departments may be assigned to one facility and one facility may house classes for numerous academic disciplines. Assigning responsibilities during an evacuation is important but in facilities as described above, timely and responsible evacuation often becomes the responsibility of a few key individuals.

The University plan is to assign at least one floor coordinator and a backup person to carry out the responsibilities outlined in this evacuation plan. Responsibilities of the coordinator and/or backup will be to notify all persons within their area of the need to evacuate and where to assemble, check common areas and restrooms, meet the employees at the rally point to assure full evacuation, and report to Incident Command to brief the commander regarding the status of the evacuation. The coordinator may be asked to either use a bull horn or air horn to provide audible notification of the order to evacuate.

For buildings that house numerous general purpose classrooms, Teaching Assistants and Instructors are responsible to assure the orderly evacuation of students assigned to their classes when in session. This will include a checklist (included in this template) of procedures to follow during an evacuation.

Employees should be encouraged to help one another by directing them or distributing important evacuation instructions once the decision has been made to evacuate a given facility.
4. **Pre-established Gathering/Rally Point** – Once the decision has been made to evacuate a facility, the employees should proceed in an orderly fashion to a pre-designated gathering point or rally point to complete the accounting process as near as practical. The rally point should be located at a point that does not interfere with emergency response staging. The coordinator should report to the incident command site for briefing of emergency response personnel on the status of the evacuation. Employees who do not report to the rallying point are presumed to be still in the building and possibly in need of emergency rescue.
5. **Assisting Persons with Disabilities & Areas of Rescue Assistance** – Departments should maintain a clear record of the work assignments for persons

with disabilities, especially if the disability would impair their ability to hear, see, or otherwise learn that a decision has been made to evacuate a given facility. This includes maintaining an awareness of individuals with disabilities who require assistance to egress from an upper floor or sub-ground level floor of a facility in the event that transportation via elevator is not possible. Seeking volunteers to assist persons with disabilities during an emergency is acceptable, but the individual volunteer should understand they are not an emergency responder. Their role is to assist in moving persons with disabilities either to an acceptable sheltering area, area of rescue assistance or otherwise designated tornado shelter. Accessible transportation is available either through DRES, MTD or possibly the Garage & Carpool.

6. **Tornado shelters** – Shelter areas, either inside or outside the facility, should be clearly designated on evacuation diagrams posted within the facility and clearly understood by all employees and coordinators who volunteer to assist during evacuation. Evacuation coordinators (floor coordinators) are encouraged to account for persons within the building once movement to the shelter area or gathering point is complete. This would include checking common areas and restrooms as long as doing so does not place the coordinator at greater risk for their personal safety. Sheltering in place is a common practice especially during tornadoes when satisfactory shelter exists within the facility. During a tornado warning event, individuals should seek shelter on the lower floors of their facilities, basements are preferred. Additional suitable areas for tornado sheltering include:
  - a. Interior Halls without Windows
  - b. Interior Rooms without Windows
  - c. Interior stair areas without windows
  - d. Restrooms without windows
  
7. **Exercises and drills** – Departments are encouraged to conduct an annual review of this plan. Regular exercises should be conducted to familiarize key staff with their roles during an evacuation. Assistance in planning and coordinating an exercise is available through the Urbana and/or Champaign Fire Departments, the Safety & Compliance unit within the Facilities & Services Division, and the Office of Campus Emergency Planning.

**CHECKLIST**  
***Evacuation Procedures for Teaching Assistants and Instructors***

\*In case of emergency, TAs and instructors may be notified in person by floor coordinators, by the sound of a fire alarm, by the sound of the tornado siren, or by the campus emergency contact system. TAs and instructors are NOT expected to place themselves in danger during a fire or other emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place the TA or instructor at greater risk to their personal safety.

Duties and responsibilities are as follows:

1. \_\_\_\_\_ In preparation for such an event, know where the closest exits are located. They are posted within the classroom.
2. \_\_\_\_\_ Share emergency procedures with the students on the first day of class
  - a. Location of exits
  - b. Instruct not to use elevators during a fire
  - c. Provide location of gathering point (near Alma Mater statue)
  - d. Location of tornado shelter (first floor, east hall)
3. \_\_\_\_\_ During an event, announce the evacuation to the class
4. \_\_\_\_\_ Provide clear instruction as to the designated evacuation route and the gathering point (near the Alma Mater statue)
5. \_\_\_\_\_ If possible count the number of students presently in the class so that an accurate count can be made at the rally point
6. \_\_\_\_\_ Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury. The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.
7. \_\_\_\_\_ Assist a designated floor coordinator if necessary to assure that other department personnel are safely evacuated. This could include checking commons areas, restrooms, etc.
8. \_\_\_\_\_ Once at the designated gathering (rally) point, account for the number of students that were in the class
9. \_\_\_\_\_ Report to the incident command site on the status of the evacuation to include persons who may be missing, the location of persons with disabilities, and/or to answer questions with regards to the nature of the emergency.

## **Evacuation Plan – Altgeld Hall**

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

***Bldg Name/Location Number: Altgeld Hall, 1409 West Green St., Urbana; Building 26***

*This is a classroom facility. Instructors are encouraged to familiarize themselves with the information contained in this document and to review the primary evacuation routes in the event that an emergency requires evacuation of this facility. Instructors are expected to take a primary role in assuring that students in their class are aware of the need to evacuate, to do so in an orderly manner, the location of the rally point and to assist as necessary any persons with disabilities in their class. If there are persons with disabilities in the class, please refer to “areas of rescue assistance” noted below. Other building contacts for evacuation information are noted in the section immediately following.*

***Building Evacuation Coordinator: Wendy Harris, 221 Altgeld Hall***

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

***\*\*\*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.***

**Rally Point:** In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

***The north side of Altgeld Hall (towards Green Street, near the Alma Mater statue)***

**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:**

In the event that evacuation is mandated and/or movement to an interior shelter is warranted, the assigned volunteer(s) will assist the individual with movement to the designated location.

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

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

## **Evacuation Plan – Illini Hall**

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

***Bldg Name/Location Number: Illini Hall, 725 S. Wright St.; Building 65***

***Building Evacuation Coordinator: Debbie Broadrick, 247 Illini Hall***

- 1. Basement: Bruce Carpenter, 13 Illini Hall***
- 2. 1<sup>st</sup> floor coordinator: n/a***
- 3. 2<sup>nd</sup> floor coordinator: Debbie Broadrick, 247 Illini Hall***
- 4. 3<sup>rd</sup> floor coordinator: Maarten Bergvelt, 333 Illini Hall***
- 5. 4<sup>th</sup> floor coordinator: n/a***

**Rally Point:** In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

***The north side of Altgeld Hall (towards Green Street)***

**Areas of Rescue Assistance:** In the event that it becomes necessary to evacuate this building, staff personnel are directed to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities. The following areas have been deemed “areas of rescue assistance” for the respective floors of this facility:

Basement-

- a. at handicapped entrance (southwest corner of building)***

Second floor –

- a. Top of staircase at north end of building***

Third floor –

- b. Top of staircase at north end of building***

**Persons with disabilities that require assistance for evacuation or movement to shelter:**

In the event that evacuation is mandated and/or movement to an interior shelter is warranted, the assigned volunteer(s) will assist the individual with movement to the designated location.

**Name:**

**Location:**

- |                                   |                               |
|-----------------------------------|-------------------------------|
| <b><i>1. Debbie Broadrick</i></b> | <b><i>247 Illini Hall</i></b> |
| <b><i>2. Hal Schenck</i></b>      | <b><i>332 Illini Hall</i></b> |

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

## **Evacuation Plan – Coble Hall**

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

***Bldg Name/Location Number: Coble Hall, 801 S. Wright St., Champaign, Building 130***

***Building Evacuation Coordinator: Rhonda Davis, 221 Altgeld Hall***

**Rally Point:** In the event that it becomes necessary to evacuate this building, all occupants are directed to report to:

***South side of Illini Hall (due north of Coble Hall)***

**Areas of Rescue Assistance:** In the event that it becomes necessary to evacuate this building, staff personnel are directed to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities. The following areas have been deemed “areas of rescue assistance” for the respective floors of this facility:

***Basement-***

- a. Handicapped exit, hallway at 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.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

## SPILLS/RELEASES OF HAZARDOUS CHEMICALS OR OILS

*No such events are anticipated in the Mathematics Department due to the nature of our research.*

In all situations, life threatening or not, anyone who discovers a release of a substance they suspect to be harmful to human health or the environment, should immediately report the release to the appropriate campus officials. This includes oil and chemical spills into a storm drain.

During normal work hours, if release is **LIFE-THREATENING** call:

1. **UIUC Public Safety** (9-911 or 911 from a non-campus phone)
2. Then contact: Immediate Supervisor

If release is **NON-LIFE THREATENING** call:

1. Immediate Supervisor
2. Safety and Compliance (333-0340)
3. After hours call UIUC Public Safety (9-911 or 911 from a non-campus phone)

### **Large Hazardous Materials Spills:**

FD or UIPD is responsible for evacuation. If possible to do safely, shut down the source of the spill. Processes and buildings (particularly those processes involving flammable materials) should be shut down and secured, if possible, prior to leaving the area.

To all practicable extents, without endangering his or her own life, the witness to a release should try to obtain and convey the following information to the emergency contacts above:

- Location of the Release.
- Time of the Release.
- Type and quantity of substance released.
- Whether the release entered a storm sewer, the Boneyard Creek, or the Embarras River.
- Whether the release occurred inside a building, outside to the land, water, or air.
- Damages or injuries caused by the release, whether any life is threatened by the release.

Never add water to try to wash a spill into the ground or down a drain! If it is possible to do safely, and without contacting the substance, spills of hazardous chemical or oil should be contained by diking (using sand), or diverted to a safe area. Absorbent materials can be used to soak up most liquid chemicals with an oil base. Sewer manholes should be sealed to prevent entry of hazardous materials by placing heavy plastic over sewer manhole covers and weighing them down with sand.

Waste from a chemical spill cleanup, such as contaminated dirt, brooms, pads and absorbent, must be disposed of in accordance with State and Federal regulations. Consult Chemical Safety at 333-2755 for proper disposal. No special training is required for employees to clean up small oil spills on the ground or floor. Also, a sturdy bag with a few shovels or a single bucket of oily dirt/absorbent can be disposed of in a dumpster, as long as the soil is not dripping oil.

## **TORNADO PREPAREDNESS**

### **Introduction**

Natural disaster can strike at any time, destroying property and lives. Being prepared for natural disaster helps avoid panic and prevents further disaster. This section provides basic information you will need to know to help in preparing for a natural disaster.

### **Tornado Procedures**

Champaign, Urbana, Champaign County, and the University of Illinois are prepared to keep a watchful eye on weather conditions and to warn the populace of impending tornadoes. This will be done by sounding the civil defense sirens, located in strategic positions throughout the campus, for a continuous three-minute unwavering blast. The sirens will be sounded only if a tornado is actually sighted or if the University is mentioned as being in the path of an approaching tornado. (Tornado warning sirens are tested on the first Tuesday of the month at 10:00 a.m.) The Public Safety Division, consisting of both the Police and Fire Departments, will also receive the warning.

If you are *outside* when you hear the warning siren, seek inside shelter, in the nearest building.

Once *inside* a building, go to the interior hallway or other enclosed area that is away from windows and on a lower floor of the building. Avoid going into auditoriums, gymnasiums, or other large rooms where roof collapse may be likely. In wooden buildings, such as houses, the least hazardous place is in the basement or under heavy furniture in the center of the building. Stay away from all windows.

In the event of injuries, give first aid to the best of your ability and notify emergency personnel as soon as possible at 9-911 (or 911 from a non-campus phone).

### **Tornado Warning Guidelines**

All staff should read these tornado guidelines. A tornado warning alert is provided by sirens located throughout the campus. A continual siren at any time, except for the emergency test conducted the first Tuesday of each month at 10:00 a.m., indicates an emergency condition. It is presumed to be a tornado warning unless notified by officials to the contrary.

Tornadoes are unpredictable, therefore, you should avoid exterior windows, walls, and ceilings whenever possible. Caution and common sense by each individual is of utmost importance. In particular, actions that may cause panic should be avoided.

### **Individual Building Guidelines**

*In Altgeld and Illini Halls, floor coordinators will move up and down the halls advising individuals to move to a safe area. If an individual receives notification via other means (email, radio, text message, etc.) he/she should share the information with others on the floor while relocated to the safe area. Coble Hall occupants will be apprised of the situation via phone (probably from the business office).*

*You should quickly secure your work area (e.g. close doors and windows, shut down computers, lock door, etc.) and move away from exterior doors and windows. Proceed into interior hallways and/or the first floor/basement. DO NOT USE THE*

***ELEVATOR.*** *The stairwells at the north entrances, if available, should be used since tornadoes generally follow a southwest to northeast path.*

***In Altgeld Hall, use the eastern hallway for protection, closing all classroom doors. If time permits, campus authorities actually recommend relocating to the basement of the Illini Union as opposed to staying in Altgeld Hall. In Illini Hall, use the basement hallway or the area currently occupied by CITES. In Coble Hall, use space in the basement away from windows. In the event of a fire or personal injury, go to the nearest safe telephone to call for help.***

***The building or floor coordinator will circulate through the building to indicate the situation has passed.***

### **Tornado Warning Siren Procedures**

The decision to activate the sirens will be based upon the following situations:

- A funnel cloud or tornado which is threatening the U of I campus has been sighted by, or has been confirmed by, law enforcement or Fire Department personnel.
- A tornado has touched down within any of the three jurisdictions.
- A report of a radar echo of a tornado threatening the U of I campus has been received from the U.S. Weather Service.
- The report of a tornado or funnel cloud threatening the U of I campus has been received from the Champaign County ESDA emergency operations center.

The siren-warning signal is intended to advise all who hear it to take cover for a period of 30 minutes. Should the dangers outline above persist, the warning signal will be repeated every 30 minutes for as long as those conditions continue or as new similar situations develop.

### **Tornado Questions and Answers**

March through October is “tornado season” in Central Illinois. However, a tornado can occur at any time of the year, day or night. Two of the most asked questions about tornadoes are:

*Q. What is the difference between a funnel cloud and a tornado?*

A. A funnel cloud is just what its name implies. It is a funnel-shaped cloud that does not touch the ground. When a funnel cloud does touch the ground, it is then referred to as a tornado.

*Q. Where does Illinois rank in tornado frequency?*

A. The Central United States is the area of maximum tornado frequency. Of the central states, Illinois ranks eight in frequency. Although Illinois has a high rate, the probability of a tornado striking twice in exactly the same place is once in 500 years.

### **Commonly Used Terms**

**Tornado Watch:** Weather conditions are favorable to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced.

**Tornado Warning:** A tornado has been sighted in the area.

### **Tornado Preparedness Kit**

Departments may wish to consider preparing a tornado preparedness kit for storage in the shelter. Such a kit would assist in keeping the occupants informed on the status of the storm and would include the following:

1. NOAA weather radio – A NOAA weather radios with Specific Area Message Encoding (SAME) technology is recommended. This allows a department to program the radio for only those watches and warnings within a one or two-county area (such as Piatt and Champaign since most severe weather comes from the west). This minimizes the number of alerts a department will receive and decreases the likelihood that the radio will be turned off due to too many unrelated notifications. Some of these radios can also be "de-programmed" for alerts such as flood watches. These radios are available locally at many retailers and are also available “on-line”.
2. Flashlight (w/ extra batteries);
3. AM/FM radio with battery backup (and extra batteries);
4. Television (if possible and the power is still on);
5. Telephone (cell or land line) to contact emergency authorities –cell phones often times are the first form of communication lost during an emergency due to overloading of the system. A land line that does not require electricity is preferred, since many of the modern day land lines are inoperative without electrical power
6. Signaling device, such as an air horn, if people become trapped. The universal signal for distress is three quick bursts of any loud noise. For example, 3 quick bursts from an air horn. This might be helpful in the event of structural collapse.

### **Distribution and Exercising the Plan**

Departments should distribute the plan and assure that all staff members are familiar with its contents. It is recommended that departments exercise their plan routinely. A good way to do this is by conducting a table top exercise where occupants can discuss the procedures, preparations, and their individual roles, responsibilities, and assignments during an emergency. A “live drill” is recommended once a year and don’t always do it at a convenient time such as after supper.

### **Tornado Signage**

Departments should assure that their designated tornado shelters are properly signed to inform staff, students and visitors of the shelter location. Recommendations on the type of signage are available from the Office of Campus Emergency Planning (333-1491) or the Facilities & Services Office of Code Compliance and Fire Safety (Alan Otto 333-9711)

## **FIRE AND/OR EXPLOSION**

Each person should be continually on the alert for fire safety hazards. If hazards are observed, they should be reported to their supervisors.

Some examples of the most frequent fire safety hazards are:

- Permitting aisles, corridors, and routes of egress to become obstructed.
- Using extension cords, ungrounded plugs, and non-over current protected multiple outlet adapters for various small appliances. These are NOT PERMITTED and will only overload the electrical circuit.
- Illegal storage in corridors, fan rooms, equipment rooms, under stairways, etc. THESE AREAS MUST BE KEPT CLEAR AT ALL TIMES.
- Improper handling and storage of chemicals and flammable liquids. These must be limited to acceptable quantities and stored only in approved cabinets.
- Wedging open of fire resistive doors. These doors are designed to slow the spread of fire. Keep them closed at all times.
- Improper smoking habits. Smoke only in permitted areas, and discard ashes in approved ashtrays.

### **Be Prepared:**

- Know the exit routes from your office, floor, and building. Study these in advance. It is easy to get disoriented during an actual emergency.
- Know the location of fire extinguishers and how to use them. Read the directions before an emergency. Report missing extinguishers immediately.
- Always assess the safety of putting out the fire yourself before doing so. Only attempt to extinguish small fires if you will not be endangering yourself or others in the process.
- Always allow yourself a clear route of escape from the fire should it get out of control.

### **In the Event of a Fire:**

- Leave fire area and close doors.
- Actuate nearest wall-mounted fire alarm.
- Notify EMERGENCY 9-911 (or 911 from a non-campus phone) reporting the location of the fire if known.
- Evacuate the building, and keep clear of all exits.
- Report to Police or Fire Officer if anyone is suspected of being in the building after general evacuation.
- Do not use elevators.

### **When Fire Alarms Sound - Do the Following:**

1. Evacuate the building quickly even though alarm is suspected to be false.

**NOTE:** It is mandatory for all University buildings to be evacuated upon sounding of the building fire alarm unless a test has been announced.

2. Do **not** use elevators.
3. Do **not** re-enter the building; keep clear of the evacuated area until authorized by the Fire Officer or Police.

**Fire Do's and Don'ts:**

- **Do** report the fire – don't assume someone else will call. Call the Fire Department at 9-911 (or 911 from a non-campus phone).
- **Do** activate the nearest alarm box. Know their locations.
- **Do** close doors – they will slow the spread of fire.
- **Do** use stairs to vacate the building. Assemble outside.
- **Don't** congregate in the stairways – keep to the right and keep going until it is safe to exit. Always move down and out.
- **Don't** panic – remain calm. Help is on the way.

## **”ACTIVE THREAT” SITUATIONS**

### **Introduction:**

1. Description: An “active threat” is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.
2. Types of “active threats”:
  - a. Active shooter
  - b. Hostage/barricaded subject
  - c. Sniper
  - d. Suicide/Homicide bomber
  - e. Known or suspected terrorist threat (biological/chemical threat)

### **Notification Procedures:**

In the event that an “active threat” becomes apparent in any campus location (internal or external) the threat should be reported immediately (as soon as it is safe to do so) through one of the mechanisms that follow:

1. Call 9-1-1 (from non-university phone)
2. Call 9 9-1-1 (from university phone)

### **Campus notification procedures:**

**The UIUC campus will use the following systems (listed in priority order) to notify campus faculty, staff, students, and parents of an existing “active threat” to UIUC.**

1. Mass Messaging / Emergency Communications (UI-Emergency) –
2. Email
3. NOAA weather radio
4. Internet – website
5. Phone tree
6. 265-UIPD

In addition to the above means of communication, the University will also seek to use public mass media (radio and TV) for appropriate announcements to keep the UIUC campus informed.

*During an incident, individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cell phone systems typically result in system overloads and the general failure of the system until traffic diminishes.*

### **Departmental notification procedures:**

*When a Department of Mathematics office becomes aware of an active threat, that office will call 9-911, and then immediately call the other offices (Main Office, Business Office, Undergraduate Office, Graduate Office, the Illinois Journal of Mathematics) and one of the student offices in the basement of Coble Hall, if appropriate. 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.*

## **Notifications to persons occupying public space:**

*Floor coordinators will attempt to notify those in public spaces (restrooms, computer laboratories, classrooms, and the commons room) of the situation, and recommended action.*

### **Guidelines for Protection**

The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation. They are intended to improve both individual and group levels of personal safety. “Active threat” situations are very dynamic and they evolve quickly. Individuals need to assess their situation and be prepared to make decisions in a matter of seconds. An “active threat” situation typically does not last for a long period of time unless it evolves into a hostage situation.

### **Individual / Group Safety:**

1. Stay calm and assess the situation, determine the location of the threat if possible;
2. Call 9-911 (or 911 from a non-campus phone) as soon as it is safe to do so;
3. Evacuate the area by a safe route if possible, if not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such an attack or threat.
4. 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.).
5. Render 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. (Include other first aid items here)
6. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
7. 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.
8. 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.
9. 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. Examples may be student desks, keys, shoes, belts, books, cell phones, ipods, book bags, laptops, pens, pencils, etc. or any item capable of being launched at an attacker. Articles of clothing can be used for protection against a knife wielding attacker.
10. 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.
11. 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.
  12. **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.
  13. **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.**

### **Recommended Best Practices**

1. Be prepared and aware of your environment! Anticipate the unexpected.
2. Implement “active threat” preparedness into each department’s emergency operations plan.
3. Practice these emergency operations plans once implemented so each department will have general guidelines on how to react in a crisis.
4. Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.
5. Early detection of individuals having personal or family problems or demonstrating odd or threatening behavior is the best method for reducing the likelihood of “active threat” events. The University has exceptional resources to assist these persons through the Faculty Staff Assistance Program (244-5312) or the University of Illinois Psychological Emergency Service (244-7911).

## **BOMB THREAT PROCEDURES**

All calls regarding bomb threats must be documented as though they are real. In the event of a bomb threat, the following actions will be initiated. It is critical that the individual receiving the call must do the following:

1. Let the caller finish the message without interruption.
2. Let the caller talk, document the message exactly and listen for the following clues:
  - Caller's sex and approximate age.
  - Noticeable conditions affecting speech, such as drunkenness, laughter, anger, etc.
  - Peculiarities of speech, such as accent, speech impediment, tone, pitch, etc.
  - Background noises audible, such as music, traffic, talking, machinery, etc.
3. When the caller has given the message, try to keep the person in conversation. The following key questions should be asked if possible:
  - Where is the bomb located?
  - What time will it explode?
  - When was it placed?
  - Why was it placed?
4. Note the exact time the threat was made.
5. Notification must be made immediately to Emergency 9-911 (or 911 from an off-campus phone) and to the Division of Public Safety, 333-1216. Based on assessment and evaluation action will be taken as deemed necessary.

## **EARTHQUAKES**

The following are some helpful tips that should be practiced daily to help prepare for an earthquake:

- Identify what equipment you should shut down if time permits.
- Look around your area and decide where the safe spots are, under sturdy tables, desks or against inside walls.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, appliances), chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible.
- Make sure latches on cabinets, process tanks, storage tanks, and closets are secured.

## **Safety Tips**

- Stay indoors if already there. If you're in a high-rise building, do not use the elevator or man lifts.
- If you're outdoors, stay in the open, away from buildings, trees, and power lines. Don't go near anything where there is a danger of falling debris.

## **Emergency Procedures**

After an earthquake, follow these guidelines:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.
- Don't re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source. If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines. If problems are detected, leave the building quickly, and notify your supervisor or the communication center.
- Know your shutdown procedures.

## **OVERNIGHT ACCOMMODATIONS**

Emergency conditions on the campus, including inclement weather conditions, may make it necessary for departments to request that some of their employees remain on campus at the end of the duty day, to guarantee their availability during the course of the evening or on the next duty day. When this is necessary, staff may be accommodated in guest housing provided by either the Illini Union or University Housing. Department heads will approve the cost of the accommodations from departmental funds if the employees are being held on campus at the request of the department. The rates established for such accommodations have been reduced to cover out-of-pocket costs, and are as follows:

Illini Union	\$45.65 single; \$48.40 double
University Housing	\$40.00 single or double

Reservations for these accommodations may be made by calling the Illini Union, 333-3030; or University Housing, 333-7111. If a need is anticipated, department heads should call during the course of that day to alert the Illini Union or University Housing of their estimated needs, to make certain that accommodations are available.

Employees who are in need of overnight housing accommodations on campus because they choose to stay or have been warned by highway officials not to drive due to impassable roads may arrange for accommodations in the Illini Union or University

Housing on a space-available basis at special rates, which must include overhead charges.  
The rates are as follows:

Illini Union	\$62.25 single; \$66 double
University Housing	\$50.00 single or double

The telephone numbers listed above should be used to reserve accommodations.

## **ACCIDENT INVESTIGATION PROCEDURES**

### **Accident Investigation Team**

When an accident resulting in major injury or major loss of property occurs on the campus, the initial emergency response is the responsibility of the city fire departments and campus police departments. Once it is determined that there is no criminal activity associated with the accident, the department head or College Dean may appoint an accident investigation team to conduct a follow-up investigation.

### **Purpose and Composition**

The purpose of the accident investigation will be to determine the causes leading up to the event so that the University, its employees, and the public can be protected and future incidents can be prevented.

The Accident Investigation Team will be chaired by the Dean or his designee and may consist of a representative from Division of Research Safety, unit managers, supervisors, and employees. Campus Risk Management, the Office of Emergency Planning, and the Division of Research Safety may also play a role in this effort.

Depending upon the nature of the accident, in consultation with campus legal counsel, representatives from other units, such as human resources, and the department where the accident took place may be asked to join the team.

## APPENDIX A

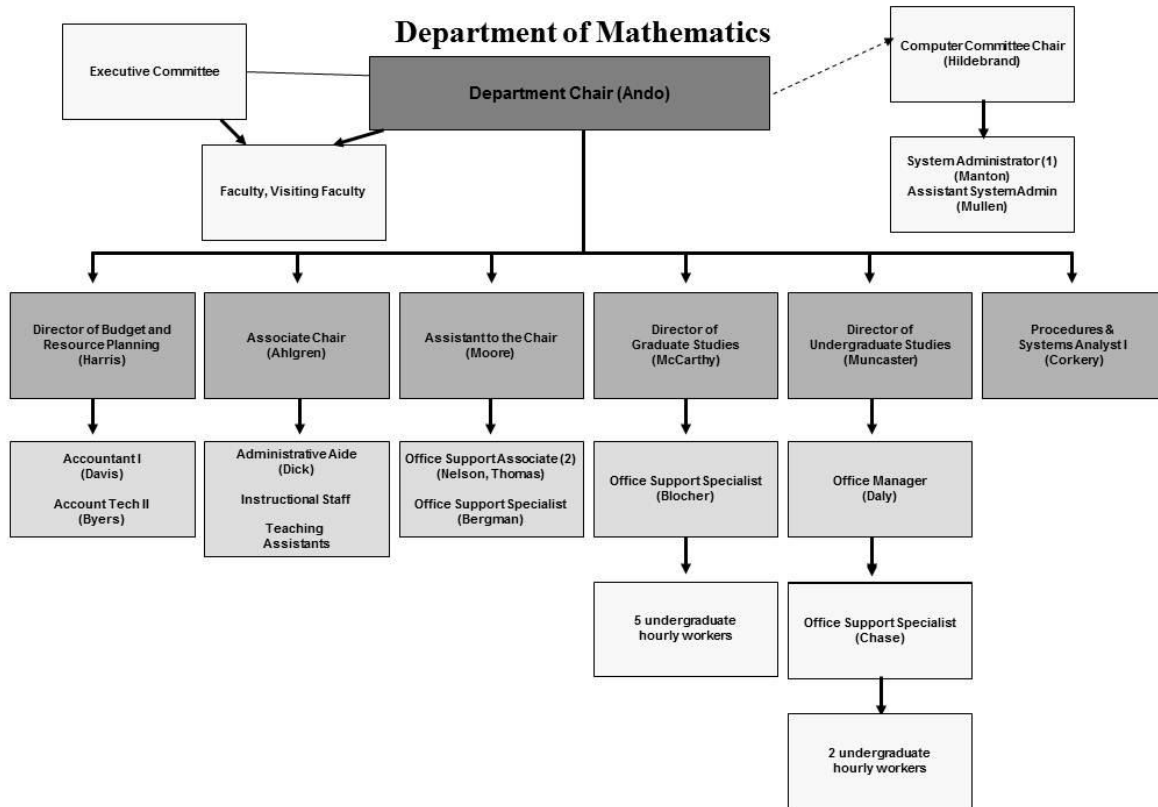
### *Department of Mathematics* **EMERGENCY CALL SCHEDULE**

<b>EMERGENCY MANAGEMENT TEAM</b>					
<b>Contact</b>	<b>Work</b>	<b>Home</b>	<b>Other</b>	<b>To be called by</b>	<b>Reason</b>
Matthew Ando, Chair	244-2846	384-6580	721-7602 (cell)	First to identify need	Need for emergency plan identified
Scott Ahlgren, Assoc Chair	333-1625	355-8382	417-5837 (cell)	Ando	Need for emergency plan identified
Sandee Moore, Asst to Chair	333-3352	328-5040	979-0137 (cell)	Ando	Need for emergency plan identified
Tori Corkery, Webmaster	333-6006	328-2204		Moore	Need for emergency plan identified
Wendy Harris, Dir Budget/Resource Planning	333-4186	359-9504	621-6044 (cell)	Moore	Need for emergency plan identified
Jonathan Manton, System Admin	333-0805	355-8030	377-8562 (cell)	Harris	Need for emergency plan identified
<b>CAMPUS CONTACTS</b>					
<b>Contact</b>	<b>Work</b>	<b>Home</b>	<b>Other</b>	<b>To be called by</b>	<b>Reason</b>
Emergency	911			First to identify need	call for assistance
Chancellor	333-6290			Ando	if emergency operations plan activated
UI Public Safety	9-911 (on campus) or 911			Ando	if emergency operations plan activated
Dean of LAS, Ruth Watkins	333-1350			Ando	if emergency operations plan activated
F&S Environmental Compliance, Dave Wilcoxon	333-3655			Ahlgren	if external hazardous substance release
UI Research Safety	333-2755			Ahlgren	if internal hazardous substance release
F&S Code Compliance and Fire Safety, Alan Otto	333-9711			Ahlgren	if hazardous substance release
Campus Emergency Operations Committee				Ando	as crisis continues
UI Police	333-1216			Ando	if emergency operations plan activated
Public Affairs, Robin Kaler	333-5010		840-6527 (cell); 265-2900 (pager)	n/a	refer all questions about situation here
National Science Foundation	703-292-5111			communications team	if long-term impact on research anticipated
National Security Agency, Michelle Wagner	301-688-0400			communications team	if long-term impact on research anticipated

Netmath students				Debra Woods	if long-term impact on instruction anticipated
Netmath/MTL high schools				Debra Woods	if long-term impact on instruction anticipated
UI News Bureau, Jeff Unger	333-1085		369-5155 (cell); 373-4760 (pager)	communications team	if need arises
Vice Chancellor for Research	333-0034			communications team	if need arises
<b>COMMUNICATIONS TEAM CONTACTS</b>					
<b>Contact</b>	<b>Work</b>	<b>Home</b>	<b>Other</b>	<b>To be called by</b>	<b>Reason</b>
Lori Dick	244-0539	369-6975		Moore	if needed
Rhonda Davis	265-8158	832-1110		Moore	if needed
Kay Daly	244-9383	378-4349		Moore	if needed
Paul Chappell	333-0870	485-3840		Moore	if needed
Tony Mullen	333-0805	892-5912		Moore	if needed
Debra Woods	244-5446	359-7880		Moore	if needed
<b>OTHER STAFF MEMBERS</b>					
Carolyn Thomas	244-1260	359-9633		Moore	as needed
Jane Bergman	333-3351	351-6897		Moore	as needed
Sara Nelson	265-6742	355-6113		Moore	as needed
Lori Dick	244-0539	369-6975		Moore	as needed
Joe Miles	333-1108	356-3477		Moore	as needed
Marci Blocher	333-5749	637-2182		Dick	as needed
Randy McCarthy	333-3354	328-6233		Dick	as needed
Kay Daly	244-9383	378-4349		Muncaster	as needed
Rhonda Chase	244-7310	355-6113		Muncaster	as needed
Coble Hall room 1	265-5430			Davis	as needed
Ann Byers	333-8406	367-5634		Harris	as needed
Debbie Broadrick	333-3410	351-5972		Harris	as needed

## Appendix B

### Department of Mathematics Organizational Chart



**APPENDIX C**

**Additional Emergency Response Vendor/Equipment Contacts & Resources**

*Not necessary for Department of Mathematics*

## APPENDIX D

### Mathematics EMERGENCY RESPONSE TASK LIST

#### **Staff Responsibilities**

##### **I. Before emergency**

###### A. Policies and Procedures:

\_\_\_\_\_ The Department Head and his/her direct reports will meet once a year to review the plan and any changes proposed by the review team.

\_\_\_\_\_ Review of procedures with appropriate campus and local emergency response units.

\_\_\_\_\_ Review Communications Plan with customer contacts and update as necessary.

###### B. Training

\_\_\_\_\_ A once a year manual simulation exercise followed by critical review.

##### **II. During emergency**

###### A. Emergency Operations Center (EOC):

\_\_\_\_\_ (*College/School/Department/Building*) administrative personnel convened at EOC.

\_\_\_\_\_ Notification to campus leadership.

\_\_\_\_\_ Communication established with Command Center personnel at the site.

###### B. Emergency Equipment/Services/Supplies:

\_\_\_\_\_ Cellular phones, two-way radios or other communications

\_\_\_\_\_ Vehicle and equipment support to assure continued campus operation with minimal disruption of regular service.

\_\_\_\_\_ Manpower services as deemed necessary by the Emergency Management Team.

\_\_\_\_\_ Emergency supplies to affect repairs or provide continuing services as necessary.

##### **I. After Initial emergency:**

\_\_\_\_\_ Assist with temporary relocation of student(s) residents.

\_\_\_\_\_ Assist with temporary relocation of campus offices; classes; events; etc.

\_\_\_\_\_ Assist with liability assessment.

##### **II. Post emergency:**

\_\_\_\_\_ Evaluate emergency procedures, including all tasks outlined above.

\_\_\_\_\_ Revise procedures as appropriate.

**APPENDIX E**

**EMERGENCY INCIDENT CRITIQUE SHEET**

At the conclusion of any campus or *Department of Mathematics* emergency incident, it is critical to have select personnel involved in the incident review what went well and what could be improved. You may attach additional sheets as needed.

1. Date of incident: _____		
2. Name of incident: _____	YES	NO
3. Were you notified in a timely fashion? .....	___	___
4. Was the incident well coordinated? .....	___	___
In no, please comment: _____		
_____		
_____		
5. Did you have available the necessary equipment?.....	___	___
If no, please comment: _____		
_____		
_____		
6. Of the equipment you used, was it in serviceable condition?.....	___	___
If no, please comment: _____		
_____		
_____		
7. Was there good cooperation and coordination between different work units?	___	___
If no, please comment: _____		
_____		
_____		
8. During the incident, what went well? _____		
_____		
_____		
What did not go well? _____		
_____		
What would be your recommendations for improvement?_____		
_____		
_____		
Name: _____	Date: _____	

## APPENDIX F

### **III. CRITICAL FACTORS ASSESSMENT SHEET**

*During an emergency this sheet can be used to identify any issues of significance which occur that severely impact the units operations or emergency response. This appendix identifies the impact, tracks the review towards, and provides follow-up towards resolution of the problem.*

**Date of the Emergency:** \_\_\_\_\_

**Description of the Emergency:**

**Issue # 1 -**

1. Variance that occurred (describe):
2. Resulting problem and the estimated time delay:
3. Review of this problem was assigned to:
4. Identify the findings and proposed resolution of the problem:
5. Date this issue is due to be resolved:

**Issue # 2 –**

1. Variance that occurred (describe):
2. Resulting problem and the estimated time delay:
3. Review of this problem was assigned to:
4. Identify the findings and proposed resolution of the problem:
5. Date this issue is due to be resolved:

**Issue # 3 –**

1. Variance that occurred (describe):
2. Resulting problem and the estimated time delay:
3. Review of this problem was assigned to:
4. Identify the findings and proposed resolution of the problem:
5. Date this issue is due to be resolved:

**Issue # 4 –**

1. Variance that occurred (describe):
2. Resulting problem and the estimated time delay:
3. Review of this problem was assigned to:
4. Identify the findings and proposed resolution of the problem:
5. Date this issue is due to be resolved:

**Issue # 5 –**

**Issue # 6 –**

**APPENDIX G**

**EMERGENCY EQUIPMENT(GENERATOR) LIST**

*Use this page to identify internal and external resources for emergency equipment needs in the event of an emergency. This may be unique equipment that the unit already possesses and/or specialized equipment that must be brought in by a vendor to support critical research and/or salvage elements of a departmental operation. Additionally, the campus may have in place a “Disaster Recovery Contract for Services” from specialized, pre-approved vendors to assist with critical response and recovery services to protect priceless collections, artifacts, rare books, data, research, etc. These services are normally in addition to or beyond the scope of a University unit to provide and may include “freeze-drying of wet materials, smoke remediation, air purification, etc.) The information that follows reflects portions of typical information regarding some campus resources.*

**The Garage and Carpool maintains a list and map of all emergency generators and their “fill” locations. For questions call 3-3912 or 3-7583.**

31014-00	(College/School/Department/Building) TOOL ROOM HONDA GENERATOR	(College/School/Department/Building)-PPSB
31017-100	(College/School/Department/Building) TOOL ROOM GENERAC GENERATOR	(College/School/Department/Building)-PPSB
31266-90	(College/School/Department/Building) TOOL ROOM ONAN GENERATOR/PORTABLE	(College/School/Department/Building)-PPSB
31280-70	(College/School/Department/Building) TOOL ROOM FAIRBANKS GENERATOR	(College/School/Department/Building)-PPSB
31281-70	(College/School/Department/Building) TOOL ROOM FAIRBANKS GENERATOR	(College/School/Department/Building)-PPSB

## APPENDIX H

### **EMERGENCY OPERATIONS PLAN CHANGES**

*Use this page to track major changes and/or updates in this plan.*

**APPENDIX I**

**CRITICAL RESEARCH AREAS**

*Not necessary for Department of Mathematics*