Department of Residence Life
East Campus Apartments: Bluebell Court
2310 -2314 William Maxwell Lane

<table>
<thead>
<tr>
<th>Planning</th>
<th>Location/Unit Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Coordinator</td>
<td>RD Mike Fanucc; HCOM Office, 206-6190</td>
</tr>
<tr>
<td>Alternate Emergency Coordinator</td>
<td>TBA, HBC1; 217.206.6190 (o)</td>
</tr>
<tr>
<td>Assistant Emergency Coordinator</td>
<td>Michelle Vinson, HCOM Office, 206-6190</td>
</tr>
</tbody>
</table>

Master List of work and home contact information for area people

Individuals with mobility issues

Stay In but relocate down emergency site

Stay In but relocate down routes

Stay In but relocate up

Stay where you are emergency

1. Secure front door to unit
2. Secure windows within unit

Get Out emergency

1. Weather permitting - Outdoor area around laundry room
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit level, exit via nearest window

Each Assistant Emergency Coordinator has list classroom/offices to notify

N/A; No additional offices or classrooms to notify

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended

N/A

Instruction and Training of this plan

1. RD/RA Fall Training (Every August)
2. RD/RA Spring Training (Every January)

How to ensure contact, office and classroom lists are up to date

1. Monthly review of information at department staff meeting
## Department of Residence Life
### East Campus Apartments: Larkspur Court
### 4971-4977 University Drive

### Planning
- **Emergency Coordinator**
- **Alternate Emergency Coordinator**

### Location/Unit Specifics
- **RD Mike Fanuce; HCOM Office, 206-6190**
- **TBA, HBC1; 217.206.6190 (o)**

- **Assistant Emergency Coordinator**
  - Michelle Vinson, HCOM Office, 206-6190

- **Master List of work and home contact information for area people**
  - All Staff Roster updated each semester

- **Individuals with mobility issues**
  - Listing updated as applicable

- **Stay In but relocate down emergency site**
  - Not Applicable

- **Stay In but relocate down routes**
  - Not Applicable

- **Stay In but relocate up**
  - Not Applicable

- **Stay where you are emergency**
  - 1. Secure front door to unit
  - 2. Secure windows within unit

- **Get Out emergency**
  - 1. Weather permitting - Outdoor area around laundry room
  - 2. Otherwise relocated to PAC/BRK underground concourse
  - 3. If external stairs are inaccessible from second floor unit level, exit via nearest window

- **Each Assistant Emergency Coordinator has list classroom/offices to notify**
  - N/A; No additional offices or classrooms to notify

- **Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended**
  - N/A

- **Instruction and Training of this plan**
  - 1. RD/RA Fall Training (Every August)
  - 2. RD/RA Spring Training (Every January)

- **How to ensure contact, office and classroom lists are up to date**
  - 1. Monthly review of information at department staff meeting
Department of Residence Life
East Campus Apartments: Clover Court
2350-2356 William Maxwell Lane

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Master List of work and home contact information for area people
Individuals with mobility issues
Stay In but relocate down emergency site
Stay In but relocate down routes
Stay In but relocate up
Stay where you are emergency
Get Out emergency
Each Assistant Emergency Coordinator has list classroom/offices to notify
Each AssistantEmergency Coordinator has list of equipment that may be a safety concern if not regularly attended

Location/Unit Specifies
RD Mike Fanucce; HCOM Office, 206-6190
TBA, HBC1; 217.206.6190 (o)
Michelle Vinson, HCOM Office, 206-6190
All-Staff Roster updated each semester
Listing updated as applicable
Not Applicable
Not Applicable
Not Applicable
1. Weather permitting - Outdoor area around laundry room
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit level, exit via nearest window
N/A; No additional offices or classrooms to notify
N/A
1. Resident Director Fall Training (Every August)
2. Resident Director Spring Training (Every January)

Instruction and Training of this plan
1. Monthly review of information at department staff meeting

How to ensure contact, office and classroom lists are up to date
Department of Residence Life
East Campus Apartments: Sunflower Court
4950-4954 University Drive

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator

Location/Unit Specifics
RD Mike Fanucce; HCOM Office, 206-6190
TBA, HBC1; 217.206.6190 (o)
Michelle Vinson, HCOM Office, 206-6190

Master List of work and home contact information for area people
All-Staff Roster updated each semester

Individuals with mobility issues
Listing updated as applicable

Stay In but relocate down emergency site
Not Applicable

Stay In but relocate down routes
Not Applicable

Stay In but relocate up
Not Applicable

Stay where you are emergency
1. Secure front door to unit
2. Secure windows within unit

Get Out emergency
1. Weather permitting - Outdoor area around basketball court
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit level, exit via nearest window

Each Assistant Emergency Coordinator has list of classroom/offices to notify
N/A; No additional offices or classrooms to notify

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended
N/A

Instruction and Training of this plan
1. RD/RA Director Fall Training (Every August)
2. RD/RA Spring Training (Every January)

How to ensure contact, office and classroom lists are up to date
1. Monthly review of information at department staff meeting
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<td>RD Liz Steinborn-Gourley; Foxglove 12; 206-7260</td>
<td>Emergency Coordinator</td>
</tr>
<tr>
<td>TBA, HCOM217; 206.6190 (o)</td>
<td>Alternate Emergency Coordinator</td>
</tr>
<tr>
<td>Michelle Vinson, HCOM; 206-7260</td>
<td>Assistant Emergency Coordinator</td>
</tr>
<tr>
<td>All-Staff Roster updated each semester</td>
<td>Master List of work and home contact information for area people</td>
</tr>
<tr>
<td>Listing updated as applicable</td>
<td>Individuals with mobility issues</td>
</tr>
<tr>
<td>Stay inside the unit (downstairs bathroom)</td>
<td>Stay In but relocate down emergency site</td>
</tr>
<tr>
<td>Use interior stairs within unit</td>
<td>Stay In but relocate down routes</td>
</tr>
<tr>
<td>Use interior stairs within unit</td>
<td>Stay In but relocate up</td>
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<tr>
<td>1. Secure front door to unit</td>
<td>Stay where you are emergency</td>
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<td>2. Secure windows within unit</td>
<td>Get Out emergency</td>
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<tr>
<td>1. Weather permitting - Outdoor area around laundry room</td>
<td>Each Assistant Emergency Coordinator has list classroom/offices to notify</td>
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<tr>
<td>2. Otherwise relocated to PAC/BRK underground concourse</td>
<td>N/A; No additional offices or classrooms to notify</td>
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<tr>
<td>3. If external stairs are inaccessible from second floor unit, exit via nearest window</td>
<td>Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended</td>
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<td>How to ensure contact, office and classroom lists are up to date</td>
<td>1. Monthly review of information at department staff meeting</td>
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Department of Residence Life
West Campus Townhouse: Marigold Court
2101-2031 Carl Sandburg Lane

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator

Location/Unit Specifics
RD Liz Steinborn-Gourley; Foxglove 12; 206-7260
TBA, HCOM; 217.206.6190 (o)

Master List of work and home contact information for area people
Individuals with mobility issues
Stay In but relocate down emergency site
Stay In but relocate down routes
Stay In but relocate up
Stay where you are emergency
Get Out emergency

Each Assistant Emergency Coordinator has list classroom/offices to notify
Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended

Instruction and Training of this plan

How to ensure contact, office and classroom lists are up to date

Incomplete; All Staff Roster updated each semester
Incomplete; Listing updated as applicable
Stay inside the unit (downstairs bathroom)
Use interior stairs within unit
Use interior stairs within unit
1. Secure front door to unit
2. Secure windows within unit
1. Weather permitting - Outdoor area around laundry room
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor level, exit via nearest window
N/A; No additional offices or classrooms to notify
N/A
1. Resident Director Fall Training (Every August)
2. Resident Director Spring Training (Every January)
1. Monthly review of information at department staff meeting
Department of Residence Life
West Campus Townhouse: Foxglove Court
2020-2030 Vachel Lindsay Drive

Planning
Emergency Coordinator
Alternate Emergency Coordinator

Location/Unit Specifics
RD Liz Steinborn-Gourley; Foxglove 12; 206-7260
TBA, HCOM; 217.206.6190 (o)

Assistant Emergency Coordinator
Michelle Vinson, HCOM; 217.206-6190

Master List of work and home contact information for area people
All Staff Roster each semester

Individuals with mobility issues
Listing updated as applicable

Stay In but relocate down emergency site
Stay inside the unit (downstairs bathroom)

Stay In but relocate down routes
Use interior stairs within unit

Stay In but relocate up
Use interior stairs within unit

Stay where you are emergency
1. Secure front door to unit
2. Secure windows within unit

Get Out emergency
1. Weather permitting - Outdoor area around Court laundry room
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor level, exit via nearest window

Each Assistant Emergency Coordinator has list of classroom/offices to notify
N/A; No additional offices or classrooms to notify

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended
N/A

Instruction and Training of this plan
1. RD/RA Fall Training (Every August)
2. RD/RA Spring Training (Every January)

How to ensure contact, office and classroom lists are up to date
1. Monthly review of information at department staff meeting
Location/Unit Specifics
RD Liz Steinborn-Gourley; Foxglove 12; 206-7260
TBA, HCOM; 217.206.6190 (o)
Michelle Vinson, HBC 1; 217.206.6190 (o)

Master List of work and home contact information for area people
All Staff Roster updated each semester

Individuals with mobility issues
Listing updated as applicable

Stay In but relocate down emergency site
Stay inside the unit (downstairs bathroom)

Stay In but relocate down routes
Use interior stairs within unit

Stay In but relocate up
Use interior stairs within unit

Stay where you are emergency
1. Secure front door to unit
2. Secure windows within unit

Get Out emergency
1. Weather permitting - Outdoor area around Court laundry room
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor level, exit via nearest window

Each Assistant Emergency Coordinator has list classroom/offices to notify
N/A; No additional offices or classrooms to notify

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended
N/A

Instruction and Training of this plan
1. RD/RA Fall Training (Every August)
2. RD/RA Spring Training (Every January)

How to ensure contact, office and classroom lists are up to date
1. Monthly review of information at department staff meeting
Location/Unit Specifics
John Ringle; HBC1; 217.206.7261 (o)
TBA, HBC1; 217.206.6190 (o)
Michelle Vinson, HBC 1; 217.206.8595 (o)

Master List of work and home contact information for area people
All Staff Roster updated each semester
Listing updated as applicable
Not Applicable

Stay In but relocate down emergency site

Stay In but relocate down routes
Not Applicable

Stay In but relocate up
Not Applicable

Stay where you are emergency
1. Secure front/back doors to building
2. Secure windows within building

Get Out emergency
1. Weather permitting - Outdoor area between UHB and Bluebell 160 building
2. Otherwise relocated to PAC/BRK underground concourse

Each Assistant Emergency Coordinator has list classroom/offices to notify
N/A; No additional offices or classrooms to notify

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended
N/A

Instruction and Training of this plan
1. Orientation as new staff hired; annual review by all staff
2. RD/RA Training Sessions (Every August & January)

How to ensure contact, office and classroom lists are up to date
1. Monthly review of information at department staff meeting
Department of Residence Life
Lincoln Residence Hall (LRH)
2160 Vachel Lindsay Drive

Planning

Emergency Coordinator
Joshua Starks, LRH Office; 206-6200
Alternate Emergency Coordinator
Zach Berillo, FRH Office; 206-8474
Assistant Emergency Coordinator
Michelle Vinson; 206-6190 (HCOM Office)

Location/Unit Specifies

Master List of work and home contact information for area people
Staff listing updated each semester

Individuals with mobility issues
List updated as applicable each semester

Stay In but relocate down emergency site
1. Closest bathroom (without glass windows)
2. Student room, Building Office, Great Room/Seminar Room

Stay In but relocate down routes
1. South wing rooms/offices/areas use Hallway
2. West wing rooms/offices/areas use Hallway

Stay In but relocate up
Incomplete; May not be applicable

Stay where you are emergency
1. Secure Central Courtyard Entrance (closest to vending)
2. Secure Vachel Lindsay Drive main entrance
3. Secure East Entrance (closest to UHB)
4. Secure West Entrance (closest to FRH/Bookstore)
5. Secure South Entrance (facing TRAC)

Get Out emergency
1. Weather permitting - Outdoor area between UHB & PAC; Do Not use central quad between LRH/FRH
2. Inclement Weather - Proceed to PAC lower level

Each Assistant Emergency Coordinator has list of classroom/offices to notify
May not be applicable

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended
1. Rolling storage carts (three total)

Instruction and Training of this plan
1. RD/RA Fall Training (Every August)
2. RD/RA Training (Every January)

How to ensure contact, office and classroom lists are up to date
1. Monthly review of information at department staff meeting
Department of Residence Life
Founders Residence Hall (FRH)
6800 Eliza Farnham Drive

Planning

Emergency Coordinator
Zach Berillo, FRH Office; 206-8474
Alternate Emergency Coordinator
Joshua Starks, LRH Office; 206-6200
Assistant Emergency Coordinator
Michelle Vinson; 206-6190 (HCOM Office)

Location/Unit Specifics

Master List of work and home contact information for area people
Staff listing updated each semester

Individuals with mobility issues
Staff listing updated as applicable each semester

Stay In but relocate down emergency site
1. Closest bathroom (without glass windows)
2. Student room, Building Office, Classrooms

Stay In but relocate down routes
1. North wing rooms/offices/areas use Hallway
2. East wing rooms/offices/areas use Hallway

Stay In but relocate up
May not be applicable

Stay where you are emergency
1. Verify North Courtyard Entrance is secure (closest to Bookstore)
2. Verify South Courtyard Entrance is secure (closest to Vending)
3. Verify West Main Entrance is secure (closest from Eliza Farnham Drive)
4. Verify with Bookstore staff North entrance secure
5. Verify loading dock garage door and entrance door is secure
6. Verify ground floor stairway doors to residential wings closed and secured

Get Out emergency
1. Weather permitting - Outdoor area between FRH & TRAC; Do Not use central quad between LRH/FRH
2. Inclement Weather - Proceed to TRAC

Each Assistant Emergency Coordinator has list classroom/offices to notify
List updated as applicable each semester

Each Assistant Emergency Coordinator has list of equipment that may be a safety concern if not regularly attended
1. Rolling storage carts (three total)

Instruction and Training of this plan
1. RD/RA Fall Training (Every August)
2. RD/RA Spring Training (Every January)

How to ensure contact, office and classroom lists are up to date
1. Monthly review of information at department staff meeting