Planning
Emergency Coordinator
Alternate Emergency Coordinator

Location/Unit Specifics
East Campus RD; HCOM Office, 206-6190
Ryan Hofman, HBC1; 217.206.8436 (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
### Planning

<table>
<thead>
<tr>
<th>Location/Unit Specifics</th>
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<tbody>
<tr>
<td>East Campus RD; HCOM Office, 206-6190</td>
<td>Emergency Coordinator</td>
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<td>Ryan Hofman, HBC1; 217.206.8436</td>
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<tr>
<th>Assistant Emergency Coordinator</th>
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<td>Michelle Vinson, HCOM Office, 206-6190</td>
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<th>Get Out emergency</th>
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<tr>
<td>2. RD/RA Spring Training (Every January)</td>
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</tbody>
</table>
### Department of Residence Life
East Campus Apartments: Clover Court
2350-2356 William Maxwell Lane

<table>
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| 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. Resident Director Fall Training (Every August) |
|                                                               | 2. Resident Director 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: Sunflower Court  
4950-4954 University Drive

**Planning**  
Emergency Coordinator  
Alternate Emergency Coordinator

**Location/Unit Specifics**  
East Campus RD; HCOM Office, 206-6190  
Ryan Hofman, HBC1; 217.206.8436

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 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 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
**Department of Residence Life**  
West Campus Townhouse: Pennyroyal Court  
2100-2110 Vachel Lindsay Drive

### 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 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**

### Location/Unit Specifies

**West Campus RD; Foxglove 12; 206-7260**

**Ryan Hofman, HBC1; 217.206.8436**

**Michelle Vinson, HCOM; 206-6190**

**All-Staff Roster updated each semester**

**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 unit, exit via nearest window

**N/A; No additional offices or classrooms to notify**

**N/A**

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

1. Monthly review of information at department staff meeting
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

West Campus RD; Foxglove 12; 206-7260

Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HCOM; 206-6190

Master List of work and home contact information for area people

Incomplete; All Staff Roster updated each semester

Individuals with mobility issues

Incomplete; 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

Get Out emergency

Use interior stairs within unit

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 level, exit via nearest window

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. Resident Director Fall Training (Every August)
   2. Resident Director 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

**West Campus Townhouse: Foxglove Court**  
**2020-2030 Vachel Lindsay Drive**

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<thead>
<tr>
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<tbody>
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<td>Emergency Coordinator</td>
<td>West Campus RD; Foxglove 12; 206-7260</td>
</tr>
<tr>
<td>Alternate Emergency Coordinator</td>
<td>Ryan Hofman, HBC1; 217.206.8436</td>
</tr>
<tr>
<td>Assistant Emergency Coordinator</td>
<td>Michelle Vinson, HCOM; 217.206-6190</td>
</tr>
</tbody>
</table>

**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 equipment that may be a safety concern if not regularly attended**

N/A; No additional offices or classrooms to notify

**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
West Campus Townhouse: Trillium Court
2021-2031 Carl Sandburg Lane

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator

Location/Unit Specifics
West Campus RD; Foxglove 12; 206-7260
Ryan Hofman, HBC1; 217.206.8436
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
Department of Residence Life
Homer Butler Commons
2325 Richard Wright Drive

Planning
Emergency Coordinator
Alternate Emergency Coordinator

Assistant Emergency Coordinator

Location/Unit Specifics
John Ringle; HBC1; 217.206.7261 (o)
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HBC 1; 217.206.8595 (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

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

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

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

<table>
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<tbody>
<tr>
<td>Emergency Coordinator</td>
<td>Lincoln Residence Hall RD, LRH Office; 206-6200</td>
</tr>
<tr>
<td>Alternate Emergency Coordinator</td>
<td>Ryan Hofman, HBC1; 217.206.8436</td>
</tr>
<tr>
<td>Assistant Emergency Coordinator</td>
<td>Michelle Vinson; 206-6190 (HCOM Office)</td>
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<tr>
<td>Master List of work and home contact information for area people</td>
<td>Staff listing updated each semester</td>
</tr>
<tr>
<td>Individuals with mobility issues</td>
<td>List updated as applicable each semester</td>
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</tbody>
</table>

| 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
Alternate Emergency Coordinator
Assistant Emergency Coordinator

Location/Unit Specifics
Founders Residence Hall RD, FRH Office; 206-8474
Ryan Hofman, HBC1; 217.206.8436
Michelle Vinson; 206-6190 (HCOM Office)

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