

## Department of Residence Life

East Campus Apartments: Bluebell Court  
2310 -2314 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 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 Specifics

East Campus RD; HCOM Office, 206-6190  
Ryan Hofman, HBC1; 217.206.8436 (o)

Michelle Vinson, HCOM Office, 206-6190

All-Staff Roster updated each semester

Listing updated as applicable

Not Applicable

Not Applicable

Not Applicable

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 level, 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

East Campus Apartments: Larkspur Court  
4971-4977 University 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 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

### Location/Unit Specifics

East Campus RD; HCOM Office, 206-6190

Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HCOM Office, 206-6190

All Staff Roster updated each semester

Listing updated as applicable

Not Applicable

Not Applicable

Not Applicable

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 level, 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

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 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 Specifics

East Campus RD; HCOM Office, 206-6190  
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HCOM Office, 206-6190

All-Staff Roster updated each semester

Listing updated as applicable

Not Applicable

Not Applicable

Not Applicable

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 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

East Campus Apartments: Sunflower Court  
4950-4954 University 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 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

### Location/Unit Specifics

East Campus RD; HCOM Office, 206-6190  
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HCOM Office, 206-6190

All-Staff Roster updated each semester

Listing updated as applicable

Not Applicable

Not Applicable

Not Applicable

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

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

N/A; No additional offices or classrooms to notify

N/A

1. RD/RA Director 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: 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 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

### Location/Unit Specifics

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

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

### Location/Unit Specifics

West Campus RD; Foxglove 12; 206-7260  
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HCOM; 206-6190

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

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 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 Specifics

West Campus RD; Foxglove 12; 206-7260  
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HCOM; 217.206-6190

All Staff Roster 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 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

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: Trillium Court  
2021-2031 Carl Sandburg 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 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 Specifics

West Campus RD; Foxglove 12; 206-7260  
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HBC 1; 217.206.6190 (o)

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 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

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

Homer Butler Commons  
2325 Richard Wright 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 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

### Location/Unit Specifics

John Ringle; HBC1 ; 217.206.7261 (o)

Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson, HBC 1; 217.206.8595 (o)

All Staff Roster updated each semester

Listing updated as applicable

Not Applicable

Not Applicable

Not Applicable

1. Secure front/back doors to building
2. Secure windows within building

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

N/A; No additional offices or classrooms to notify

N/A

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

1. Monthly review of information at department staff meeting

# Department of Residence Life

Lincoln Residence Hall (LRH)  
2160 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  
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

## Location/Unit Specifics

Lincoln Residence Hall RD, LRH Office; 206-6200

Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson; 206-6190 (HCOM Office)

Staff listing updated each semester

List updated as applicable each semester

1. Closest bathroom (without glass windows)
2. Student room, Building Office, Great Room/Seminar Room

1. South wing rooms/offices/areas use Hallway
2. West wing rooms/offices/areas use Hallway

Incomplete; May not be applicable

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)

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

May not be applicable

1. Rolling storage carts (three total)

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

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

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

### Location/Unit Specifics

Founders Residence Hall RD, FRH Office; 206-8474  
Ryan Hofman, HBC1; 217.206.8436

Michelle Vinson; 206-6190 (HCOM Office)

Staff listing updated each semester

Staff listing updated as applicable each semester

1. Closest bathroom (without glass windows)
2. Student room, Building Office, Classrooms

1. North wing rooms/offices/areas use Hallway
2. East wing rooms/offices/areas use Hallway

May not be applicable

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

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

List updated as applicable each semester

1. Rolling storage carts (three total)

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

1. Monthly review of information at department staff meeting