Department of Residence Life
East Campus Apartments: Bluebell Court
2310, 2312, 2314 William Maxwell Lane

Planning

Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifics

East Campus RD; HBC Office 108, (217) 206-8554 (o)
Eric Kappelmann, HBC Office 122; (217) 206-8436 (o)
Michelle Vinson, HBC Office 114, (217) 206-8595 (o)
East RAOC, HBC Office, (217) 206-2909 (c)

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 - Basketball Court near Homer Butler Commons (HCOM)
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
About this Plan

This plan includes general procedures for handling typical emergency situations. These procedures are designed to assist in the management of various types of emergency situations, including on-campus incidents. It serves as a guide for students, staff, and faculty during emergency situations, providing them with a structured approach to handling such incidents. The plan is updated regularly to ensure its effectiveness and relevance in the face of changing conditions and circumstances.

Emergency Coordinator

Emergency coordinates are responsible for implementing the emergency plan and ensuring that all necessary procedures are followed during an emergency. They are also responsible for communicating with other emergency personnel and coordinating their efforts.

Location/Unit Specifics

Emergency Coordinator

Location/Unit Specifics

- East Campus RD, HBC Office 108, (217) 206-8554 (o)

Alternate Emergency Coordinator

- Eric Kappelmann, HBC Office 122, (217) 206-8436 (o)

Assistant Emergency Coordinator

- Michelle Vinson, HBC Office 114, (217) 206-8595 (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

- 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 - Basketball Court near Homer Butler Commons (HCOM)
- 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, 2352, 2354, 2356 William Maxwell Lane

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifies
East Campus RD; HBC Office 108, (217) 206-8554 (o)
Eric Kappelmann, HBC Office 122; (217) 206-8436 (o)
Michelle Vinson, HBC Office 114, (217) 206-8595 (o)
East RAOC, HBC Office, (217) 206-2909 (c)

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 - Basketball Court near Homer Butler Commons (HCOM)
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, 4952, 4954 University Drive

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifics
East Campus RD; HBC Office 108, (217) 206-8554 (o)
Eric Kappelmann, HBC Office 122, (217) 206-8436 (o)
Michelle Vinson, HBC Office 114, (217) 206-8595 (o)
East RAOC, HBC Office, (217) 206-2909 (c)

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 - Basketball Court near Sunflower Parking Lot
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
Floor Coordinator (if applicable)

Location/Unit Specifies
West Campus RD; HBC Office 109, (217) 206-7260 (o)
Eric Kappelmann, HBC Office 122; (217) 206-8436 (o)
Michelle Vinson, HBC Office 114, (217) 206-8595 (o)
West RAOC, HBC Office, (217) 206-2907 (c)

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 - Soccer Field By Vachel Lindsay Drive
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit, 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
West Campus Townhouse: Marigold Court
2101-2031 Carl Sandburg Lane

Planning

Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifics
West Campus RD; HCOM Office 109, (217) 206-7260 (o)
Eric Kappelmann, HCOM Office 122; (217) 206-8436 (o)
Michelle Vinson, HCOM Office 114, (217) 206-8595 (o)
West RAOC, HCOM Office, (217) 206-2907 (c)

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

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 - Soccer Field By Vachel Lindsay Drive
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit, 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
West Campus Townhouse: Foxglove Court
2020-2030 Vachel Lindsay Drive

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifics
West Campus RD; HCOM Office 109, (217) 206-7260 (o)
Eric Kappelmann, HCOM Office 122; (217) 206-8436 (o)
Michelle Vinson, HCOM Office 114, (217) 206-8595 (o)
West RAOC, HCOM Office, (217) 206-2907 (c)

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 - Soccer Field By Vachel Lindsay Drive
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit, 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
West Campus Townhouse: Trillium Court
2021-2031 Carl Sandburg Lane

Planning
Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifics
West Campus RD; HCOM Office 109, (217) 206-7260 (o)
Eric Kappelmann, HCOM Office 122; (217) 206-8436 (o)
Michelle Vinson, HCOM Office 114, (217) 206-8595 (o)
West RAOC, HCOM Office, (217) 206-2907 (c)

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 - Soccer Field By Vachel Lindsay Drive
2. Otherwise relocated to PAC/BRK underground concourse
3. If external stairs are inaccessible from second floor unit, 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
### Lincoln Residence Hall (LRH)
2160 Vachel Lindsay Drive

<table>
<thead>
<tr>
<th>Planning</th>
<th>Location/Unit Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Coordinator</td>
<td>Lincoln Residence Hall RD, LRH Office 150; (217) 206-6195 (o)</td>
</tr>
<tr>
<td>Alternate Emergency Coordinator</td>
<td>Eric Kappelmann, HCOM Office 122; (217) 206-8436 (o)</td>
</tr>
<tr>
<td>Assistant Emergency Coordinator</td>
<td>Michelle Vinson, HCOM Office 114, (217) 206-8595 (o)</td>
</tr>
<tr>
<td>Floor Coordinator (if applicable)</td>
<td>LRH RAOC, LRH Office 151, (217) 206-2903 (c)</td>
</tr>
</tbody>
</table>

### 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
1. Closest bathroom (without glass windows) - 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)
5. Secure South Entrance (facing TRAC)
6. Secure door to unit/office/bathroom
7. Secure windows within unit/office

### 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

### 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
Floor Coordinator (if applicable)

Location/Unit Specifics
Founders Residence Hall RD, FRH Office 143; (217) 206-8745 (o)
Eric Kappelmann, HCOM Office 122; (217) 206-8436 (o)
Michelle Vinson, HCOM Office 114, (217) 206-8595 (o)
FRH RAOC, LRH Office 142, (217) 206-2905 (c)

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
1. Closest bathroom (without glass windows) - May not be applicable.

Stay where you are emergency
1. Verify North Courtyard Entrance is secure (closest to Student Affairs)
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 Student Affairs 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
7. Secure door to unit/office/bathroom
8. Secure windows within unit/office

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
Classrooms (FRH 153, 154); Student Affairs Suite

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
Department of Residence Life  
Homer Butler Commons

Planning

Emergency Coordinator
Alternate Emergency Coordinator
Assistant Emergency Coordinator
Floor Coordinator (if applicable)

Location/Unit Specifics

Melissa Beisel; HBC Office 123; (217) 206-7261 (o)
Eric Kappelmann, HBC Office 122; (217) 206-8436 (o)
Michelle Vinson, HBC Office 114, (217) 206-8595 (o)
East RAOC, HBC Office, (217) 206-2909 (c)

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/back doors to building
2. Secure windows within building
3. Secure individual office/conference room/supply closet windows and doors

Get Out emergency

1. Weather permitting - Basketball Court near Homer Butler Commons (HCOM)
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