

Department of Residence Life

Homer Butler Commons

Planning

Emergency Coordinators

Alternate Emergency Coordinator

Assistant Emergency Coordinator

Floor Coordinator (if applicable)

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

FRH/EAST Area Coordinator, HBC Office 108, (217) 206-8445 (office)

Eric Kappelman, HBC Office 122; (217) 206-8436 (office)

Laura Hetch, HBC Office 114, (217) 206-7181 (office)

Assistant Resident Director on call (217) 518-3520 (cellular)

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
3. Secure individual office/conference room/supply closet windows and doors

1. Weather permitting - Basketball Court near Homer Butler Commons (HCOM)
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. AC/ARD/RA Training Sessions (Every August & January)

1. Monthly review of information at department staff meeting

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)

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

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Location/Unit Specifics

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Eric Kappelmann, HBC Office 122; (217) 206-8436 (office)
Laura Hetch, HBC Office 114, (217) 206-7181 (office)
Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

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

1. Monthly review of information at department staff meeting

Department of Residence Life

East Campus Apartments: Larkspur Court
4971, 4973, 4975, 4977 University Drive

Planning

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

Master List of work and home contact information for area people

Individuals with mobility issues

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Stay In but relocate down routes

Stay In but relocate up

Stay where you are emergency

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Instruction and Training of this plan

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

Location/Unit Specifics

FRH/EAST Area Coordinator, HBC Office 108, (217) 206-8445 (office)
Eric Kappelmann, HBC Office 122; (217) 206-8436 (office)
Laura Hetch, HBC Office 114, (217) 206-7181 (office)
Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

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

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)

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

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Instruction and Training of this plan

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

Location/Unit Specifics

FRH/EAST Area Coordinator, HBC Office 108, (217) 206-8445 (office)

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

Laura Hetch, HBC Office 114, (217) 206-7181 (office)

Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

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

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)

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

FRH/EAST Area Coordinator, HBC Office 108, (217) 206-8445 (office)

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

Laura Hetch, HBC Office 114, (217) 206-7181 (office)

Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

1. AC/ARD/RA Fall Training (Every August)
2. AC/ARD/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

Floor Coordinator (if applicable)

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

LRH/WEST Area Coordinator, LRH AC Office, (217) 206-6195

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

Laura Hetch, HBC Office 114, (217) 206-7181 (office)

Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

1. AC/ARD/RA Fall Training (Every August)
2. AC/ARD/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

Floor Coordinator (if applicable)

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

LRH/WEST Area Coordinator, LRH AC Office, (217) 206-6195

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

Laura Hetch, HBC Office 114, (217) 206-7181 (office)

Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

1. AC/ARD/RA Fall Training (Every August)
2. AC/ARD/RA 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
Floor Coordinator (if applicable)

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

LRH/WEST Area Coordinator, LRH AC Office, (217) 206-6195
Eric Kappelman, HBC Office 122; (217) 206-8436 (office)
Laura Hetch, HBC Office 114, (217) 206-7181 (office)
Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

1. AC/ARD/RA Fall Training (Every August)
2. AC/ARD/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
Floor Coordinator (if applicable)

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

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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

LRH/WEST Area Coordinator, LRH AC Office, (217) 206-6195
Eric Kappelmann, HBC Office 122; (217) 206-8436 (office)
Laura Hetch, HBC Office 114, (217) 206-7181 (office)
Assistant Resident Director on call (217) 518-3520 (cellular)

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 - 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

N/A; No additional offices or classrooms to notify

N/A

1. AC/ARD/RA Fall Training (Every August)
2. AC/ARD/RA Spring Training (Every 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
Floor Coordinator (if applicable)

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

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

Location/Unit Specifics

LRH/WEST Area Coordinator, LRH AC Office, (217) 206-6195
Eric Kappelmann, HBC Office 122; (217) 206-8436 (office)
Laura Hetch, HBC Office 114, (217) 206-7181 (office)
Assistant Resident Director on call (217) 518-3520 (cellular)

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

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

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

CAP Offices - (LRH 100, 101, 102, 103, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, and 115)

1. Rolling storage carts (three total)

1. AC/ARD/RA Fall Training (Every August)
2. AC/ARD/RA Spring 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
Floor Coordinator (if applicable)

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

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Location/Unit Specifics

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Eric Kappelman, HBC Office 122; (217) 206-8436 (office)
Laura Hetch, HBC Office 114, (217) 206-7181 (office)
Assistant Resident Director on call (217) 518-3520 (cellular)

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

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

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

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

Classrooms (FRH 153, 154); Student Affairs Suite

1. Rolling storage carts (three total)

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

1. Monthly review of information at department staff meeting