

# BUILDING EMERGENCY ACTION PLAN

Music Building u0039 / 1114 W. Nevada St., Urbana, IL

In any emergency situation you have a choice: **RUN**, **HIDE**, or **FIGHT**.

Only proceed if safe to do so.

## RUN

Evacuation Assembly Areas<sup>1</sup>

1. North side- Across Oregon St (sidewalk directly South of Krannert Center)
2. South side- Across Nevada St (in front of Busey-Evans Residence Hall)
3. Main Lobby, Krannert Center (500 S. Goodwin Ave.) – inclement weather

## HIDE

Storm Refuge Areas<sup>2</sup>

1. Lower Level of building
2. Bathrooms / Interior rooms

Active Threat<sup>1</sup>

1. Secure classroom.
2. Secure your office.

## FIGHT

### RUN

If you can safely leave the building, **RUN**.

### HIDE

If you cannot safely leave, find a safe place to **HIDE**.

### FIGHT

If you cannot **RUN** away safely or cannot **HIDE**, be prepared to **FIGHT** for your life.

## NEED HELP?

Areas of Rescue Assistance<sup>2</sup>

There are no designated Areas of Rescue Assistance in this building. In a fire emergency move to the nearest exit on your floor without blocking the flow of traffic. If conditions deteriorate, move into the stair landing behind the closed door, and await help.

**More Info:** <http://police.illinois.edu/run-hide-fight/>

<sup>1</sup> Contact Emergency Management at 217-333-1216 to identify appropriate locations.

<sup>2</sup> Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.

# BUILDING EMERGENCY ACTION PLAN

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## Emergency Response Recommendations

The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

**Only follow these actions if safe to do so.** When in doubt, follow your instincts—you are your own best advocate!

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## RUN

Action taken to leave an area for personal safety.

- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance.
- Evacuate to Evacuation Assembly Area and remain until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

### ACTIVE THREAT:

- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.
- 

## HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.

- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

### ACTIVE THREAT:

- Lock or barricade your area.
  - Get to a place where the threat cannot see you.
  - Place cell phones on **silent**.
  - Do not make any noise.
  - Do not come out until you receive an Illini-Alert advising you it is safe.
- 

## FIGHT

Action taken as a last resort to increase your odds for survival.

### ACTIVE THREAT:

- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**
-

# BUILDING EMERGENCY ACTION PLAN

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## Emergency Notification Systems

**University Notifications** — The University of Illinois at Urbana-Champaign **MAY** utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **Illini-Alert Emergency Text Notification System** — Illini-Alert is an “opt-in” system designed to deliver text messages to those who have registered for the service. Illini-Alert automatically triggers mass mail and Twitter notifications. Sign up at <http://emergency.illinois.edu/>.
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service in Lincoln, Illinois, will post an alert message on NOAA weather radios.
- **Cable Channel UI-7** — Comcast Cable channel 7 will provide a scripted message on the bottom of the television screen. This can be utilized either before or after the Emergency Alert System is used.
- **265-UIPD** — An emergency voice message system will be provided via this telephone number to provide emergency information.
- **Telephone Alert System** — A systematic telephone call list or “telephone tree” designed to notify individuals throughout campus.

Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications.

**Building and Department Internal Emergency Notifications** - Individual buildings and departments may utilize their own mechanisms for communicating emergency information (i.e.: bullhorns, telephone trees, public address systems, and face-to-face contact). Ensure the following list is comprehensive enough to provide coverage for all areas. The following emergency notification system(s) and individuals have been identified specifically for your building to provide emergency information:

Emergency Notification System	Primary Communicator	Backup Communicator
Skype for Business/Microsoft Teams	LaShae Hughes-McCray	Nathan Mandel
Email	LaShae Hughes-McCray	Jenny Phillips
Pulling Fire Alarm	Nathan Mandel	Miranda Molina

# BUILDING EMERGENCY ACTION PLAN

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## Floor Coordinators

Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

### Role of Floor Coordinators

- All actions should be done only if it is safe to do so.
- Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown (see Appendix C if applicable). Floor Coordinators and the Building Emergency Management Team can initiate an evacuation and/or shutdown of the building.
- Individuals identified as Floor Coordinators assume the role voluntarily and understand they are not considered emergency responders.
- Floor Coordinators must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place. (This may include assisting persons with functional needs.)
- Floor Coordinators should report observations of persons in need of rescue assistance to emergency responders or Building Emergency Management Team members.
- Floor Coordinators should report observed damage of building systems to emergency responders or Building Emergency Management Team members.

### Floor Coordinators and Areas of Responsibility

Floor Coordinator	Backup Coordinator	Area of Responsibility
Nathan Mandel	Rebecca Palmquist	Lower Level
Nathan Mandel	Miranda Molina	Floor 1
Stephen Burian	Lana Custer	Floor 2
Miranda Molina	Jonathan Keeble	Floor 3
Eli Fieldsteel	Guido Sanchez	Floor 4
Eli Fieldsteel	Lamont Holden	EMS/CMP
Kristin Dougan	Kate Lambaria	MPA Library

# BUILDING EMERGENCY ACTION PLAN

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The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of the BEAP, will be shared with employees within this building.

## Persons with Functional Needs

The following are **self-identified** persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person	Colin Rensch	269-567-0410		Various
Buddy	Nathan Mandel	217-979-3376	217-300-3994	MB 0330
Special Need	Wheelchair (motorized)			

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

# BUILDING EMERGENCY ACTION PLAN

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## Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email
Jeffrey Sposato	(713)371-6847	(217)300-8781	n/a	<a href="mailto:jsposato@illinois.edu">jsposato@illinois.edu</a>
Nathan Mandel	(217)979-3376	(217)300-3994	n/a	<a href="mailto:nmandel2@illinois.edu">nmandel2@illinois.edu</a>
Miranda Molina	(708)543-1326	TBD	n/a	<a href="mailto:Mcmolin2@illinois.edu">Mcmolin2@illinois.edu</a>

### Attributes of Building Emergency Management Team Members

- May have authority to make overall decisions for the building and/or department.
- Has thorough knowledge of the building's operational needs.
- Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Office of Public Affairs.
- May maintain financial and administrative records.
- Should understand other team member's roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergency.

### Roles of Building Emergency Management Team Members

- Planning and Preparedness Actions
  - Assist with identifying Evacuation Assembly Area(s).
  - Assist with identifying Storm Refuge Area(s).
  - Assist with identifying Command Post Location.
  - Assist with identifying Areas of Rescue Assistance.
  - Establish Building and Departmental Internal Emergency Notification list.
  - Identify Floor Coordinators and provide proper training and/or guidance.
  - Solicit the list of **Self-Identified** Persons with Functional Needs.
  - Prepare and submit BEAP to Office of Campus Emergency Planning for approval.
  - Review and update BEAP annually.
  - Create and establish annual training and exercise schedules to test functionality of BEAP.
- Response Actions
  - Initiate Building and Departmental Internal Emergency Notifications to occupants when emergency has been verified.
  - Deploy Floor Coordinators to evacuate or shelter-in-place as required.
  - Building Emergency Management Team Members report to designated Command Post.

If the emergency requires the **BUILDING EMERGENCY MANAGEMENT TEAM**:

Building Command Post

1. Krannert Center Lobby / Café area (500 S. Goodwin Ave.)

# **BUILDING EMERGENCY ACTION PLAN**

Music Building u0039 / 1114 W. Nevada St., Urbana, IL

## **Phone List**

### **METCAD (Metropolitan Computer-Aided Dispatch) — 911**

Primary public safety consolidated dispatch center serving Champaign County for ALL police, fire, and emergency medical service (EMS) response. If you require any type of emergency response, call 911 from a cellular or any landline telephone.

### **University Police — 217-333-1216**

Non-emergency/non-police response number for information on public safety, personal safety, and workplace safety.

### **Office of Campus Emergency Planning — 217-333-1216**

Serves as the focal point for emergency planning and preparedness questions, issues, and activities.

### **Code Compliance and Fire Safety — 217-265-5268**

Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

### **Facilities and Services — 217-333-0340**

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for university-owned buildings/facilities.

### **Division of Research Safety — 217-333-2755**

Assists campus units in identifying and managing biological, chemical, and radiological hazards within the campus environment.

### **Office of Public Affairs — 217-333-5010**

Determines what information to disseminate to the media before, during, and after an emergency. The Office of Public Affairs will determine, at the time of the incident, who within the building is authorized to disseminate information to the media.

# BUILDING EMERGENCY ACTION PLAN

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## Definitions

**Area of Rescue Assistance** — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

**Building Command Post** — A physical or virtual Command Post utilized by Building Emergency Management Team members to proactively manage an emergency or disaster.

**Building Emergency Action Plan (BEAP)** — A document that consists of emergency procedures to help facilitate and organize building occupant actions during an emergency.

**Building Evacuation** — Action taken to leave an area for personal safety.

**Emergency Responders** — Individuals specifically trained for emergency response, including police, fire, ambulance, public health, and public works personnel.

**Evacuation Assembly Area** — The location where all evacuees will convene once an order to evacuate is given.

**Floor Coordinators** — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

**Functional Needs** — The needs of an individual who under usual circumstances can function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

**Shelter-in-Place** — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

**Storm Refuge Area** — Specific locations within university buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.



# **BUILDING EMERGENCY ACTION PLAN**

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## **Preparedness**

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the University of Illinois at Urbana-Champaign. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system called "Illini-Alert" at: <http://emergency.illinois.edu/>
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Planning (333-1216) or download at: <http://police.illinois.edu/ERG>
- Follow Illini-Alert @IlliniAlert, UIPD @UIPD and Illinois Crime Alert @CrimeAlertIL on Twitter.
- Take the time to visit the Division of Public Safety's website at: <http://police.illinois.edu/> and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. Visit <http://ready.gov/>.

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Emergency Response Guide (ERG), which provides recommendations for response actions to specific emergency events:

<http://police.illinois.edu/ERG>

## **Resource List**

<http://police.illinois.edu/beap-resources>

# BUILDING EMERGENCY ACTION PLAN

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## Record of Changes

Date	Changed By	Description of Change
03/31/2014	Nathan Mandel	Creation of document
11/01/2014	Jim Gortner	Annual update
04/08/2019	Nathan Mandel/Wendy Wolter	Annual update
01/03/2023	Nathan Mandel	2-year update

## Acknowledgement

The purpose of this BEAP is to establish a directory of key building personnel, provide general emergency response procedures, and promote planning, education and training for employees as required by federal and state law. This BEAP should be reviewed, updated, and exercised annually by all appropriate personnel. In addition, this BEAP should be distributed to all building employees.

The following individuals have reviewed and affirm this document for use by campus building occupants to support the emergency planning functions for the University of Illinois at Urbana-Champaign.

Director of Public Safety *Alice Cary* date: 03-09-23

Assistant Director of Emergency Management *Sherry A. Wooten* date: 03/09/2023

Associate Director Campus Code Compliance & Fire Safety *Mike Brown* date: 03-09-23

Senior Administrator(s) *Nathan A. Mandel* date: 03/14/2023

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

**Revised:** 01/03/2023

**Prepared By:** Nathan Mandel / Wendy Wolter

# BUILDING EMERGENCY ACTION PLAN

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## Appendix A — Building Maps

Legend:

Evacuation  
Assembly

**Evacuation Assembly Area** — The location where all evacuees will convene once an order to evacuate is given.

EXIT

**Exit** — Designated route out of the building.



**Area of Rescue Assistance** — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.



**Storm Refuge Area** — Specific locations within university buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.



**Music Building**

#0039 — 2021/07/13

Basement

**Evacuation Assembly Areas:**

1. North side- Across Oregon St
2. South side- Across Nevada St
3. Main Lobby, Krannert Center

**RUN**

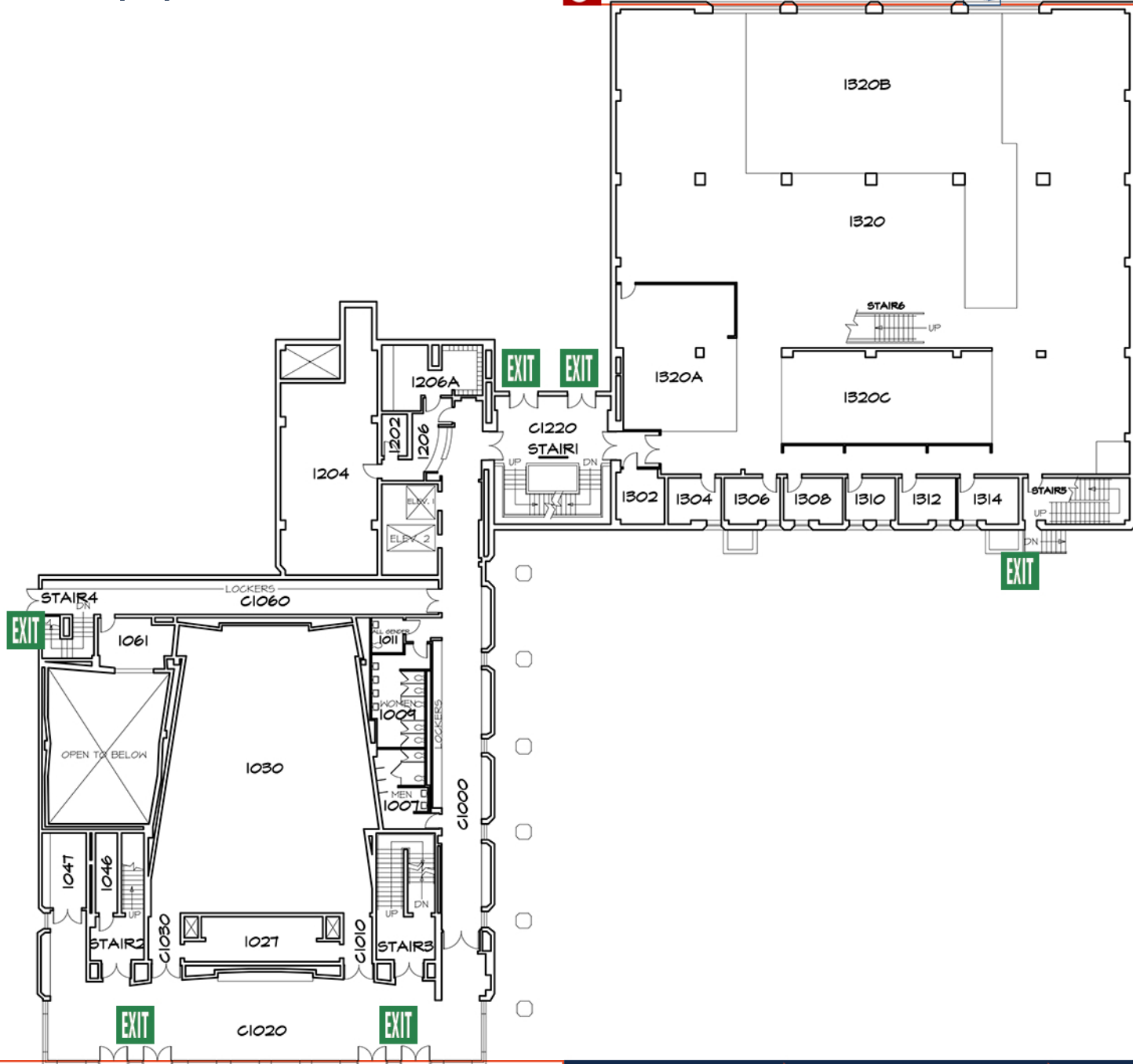
Leaving the area quickly is the best option if it is safe to do so

**HIDE**

When you can't or don't want to run, take shelter indoors.

**FIGHT**

As a last resort, you may need to fight to increase your chances of survival



**Music Building**

#0039 — 2021/07/13

First Floor

**Evacuation Assembly Areas:**

1. North side- Across Oregon St
2. South side- Across Nevada St
3. Main Lobby, Krannert Center

**RUN**

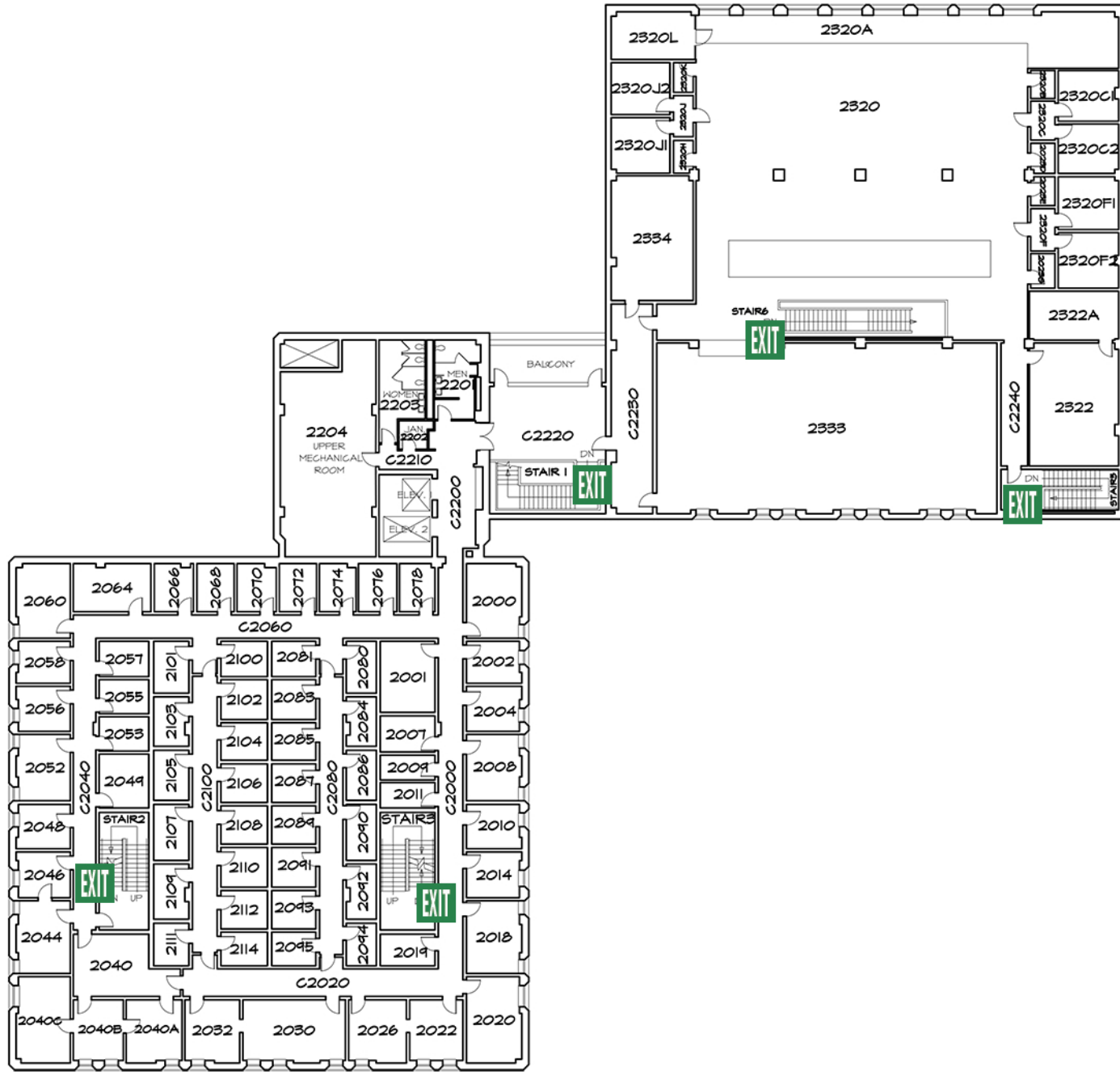
Leaving the area quickly is the best option if it is safe to do so

**HIDE**

When you can't or don't want to run, take shelter indoors.

**FIGHT**

As a last resort, you may need to fight to increase your chances of survival



**Music Building**

#0039 — 2021/07/13  
Second Floor

**Evacuation Assembly Areas:**

1. North side- Across Oregon St
2. South side- Across Nevada St
3. Main Lobby, Krannert Center

**RUN**

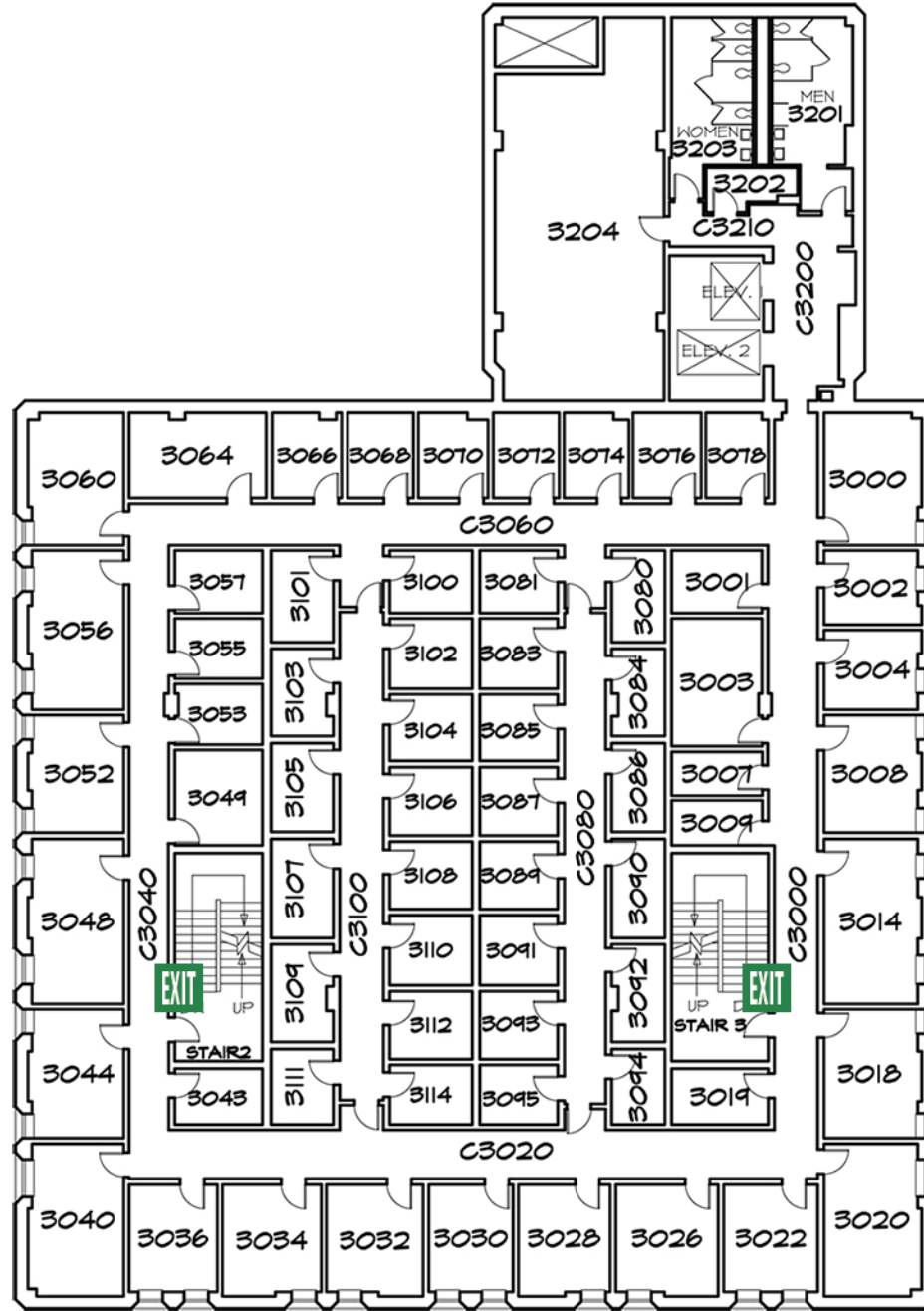
Leaving the area quickly is the best option if it is safe to do so

**HIDE**

When you can't or don't want to run, take shelter indoors.

**FIGHT**

As a last resort, you may need to fight to increase your chances of survival



**Music Building**

#0039 — 2021/07/13

Third Floor

**Evacuation Assembly Areas:**

1. North side- Across Oregon St
2. South side- Across Nevada St
3. Main Lobby, Krannert Center

**RUN**

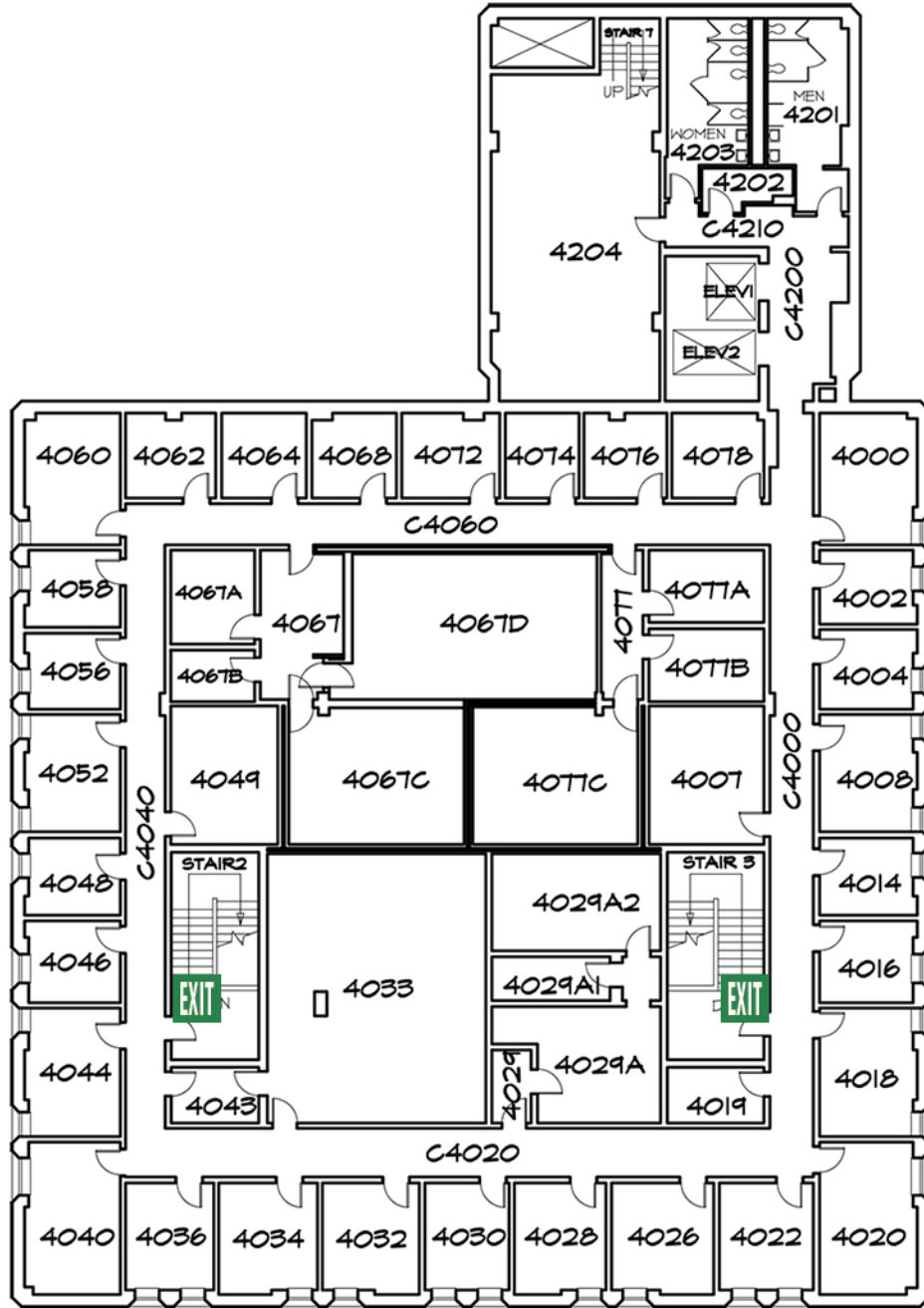
Leaving the area quickly is the best option if it is safe to do so

**HIDE**

When you can't or don't want to run, take shelter indoors.

**FIGHT**

As a last resort, you may need to fight to increase your chances of survival



**Music Building**

#0039 — 2021/07/13  
Fourth Floor

**Evacuation Assembly Areas:**

1. North side- Across Oregon St
2. South side- Across Nevada St
3. Main Lobby, Krannert Center

**RUN**

Leaving the area quickly is the best option if it is safe to do so

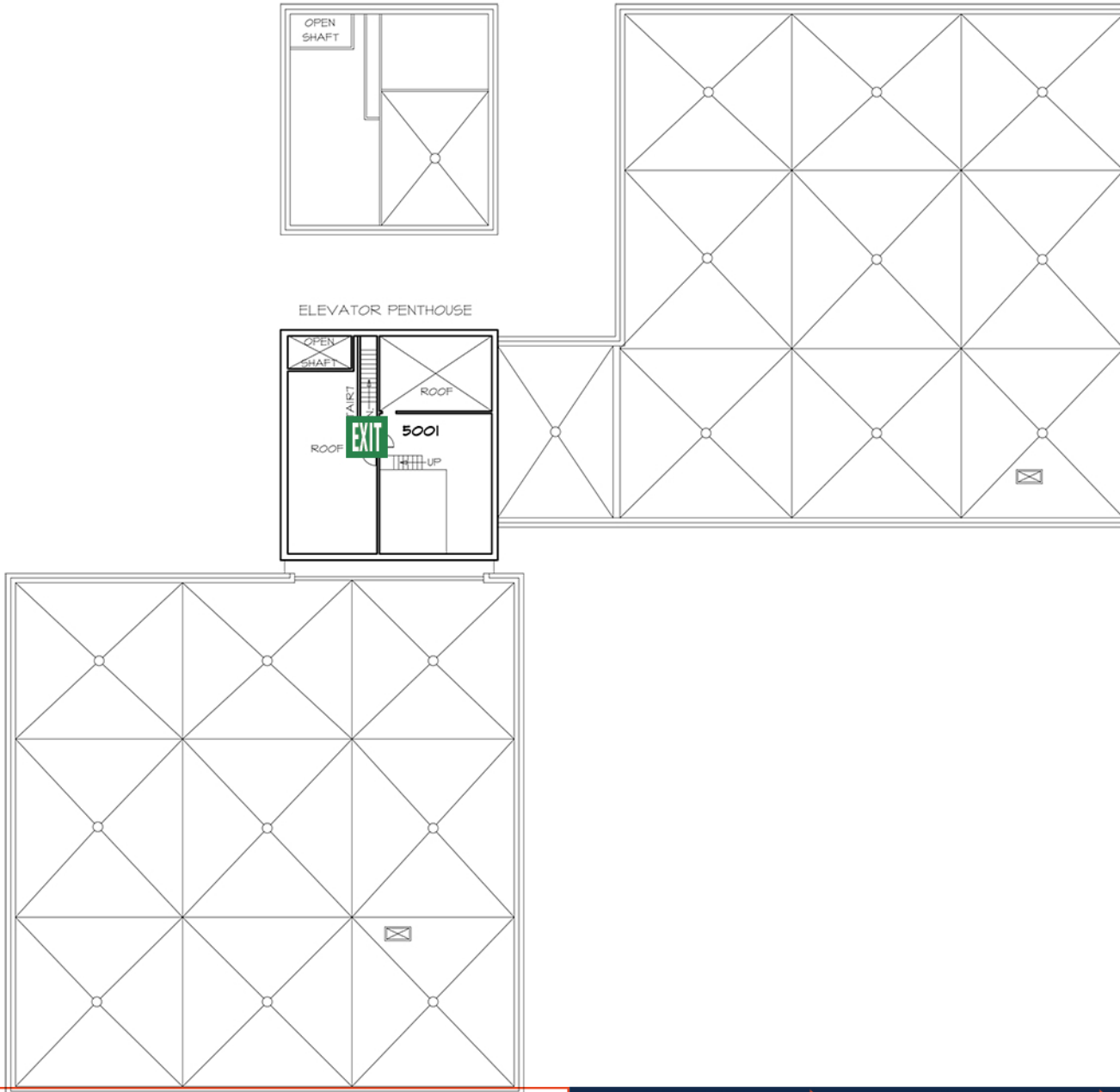
**HIDE**

When you can't or don't want to run, take shelter indoors.

**FIGHT**

As a last resort, you may need to fight to increase your chances of survival





**Music Building**  
 #0039 — 2021/07/13  
 Penthouse

**Evacuation Assembly Areas:**

1. North side- Across Oregon St
2. South side- Across Nevada St
3. Main Lobby, Krannert Center

**RUN**

Leaving the area quickly is the best option if it is safe to do so

**HIDE**

When you can't or don't want to run, take shelter indoors.

**FIGHT**

As a last resort, you may need to fight to increase your chances of survival

# BUILDING EMERGENCY ACTION PLAN

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## Appendix B — Employee Evacuation Accountability Form

### Lower Level

Floor Coordinator: Nathan Mandel/Rebecca Palmquist

Persons within Area of Responsibility	Evacuation Sign-Off
Nathan Mandel	
Rebecca Palmquist	
Annika Templin	
Lower-Level Classrooms	

### Floor 1

Floor Coordinator: Nathan Mandel /Miranda Molina

Persons within Area of Responsibility	Evacuation Sign-Off
Music Building Auditorium occupants	
Recording Studio occupants	
1 <sup>st</sup> floor restrooms	
Larry Gray	
Reception student worker(s)	

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Music Building u0039 / 1114 W. Nevada St., Urbana, IL

### Floor 2

**Floor Coordinator:** Stephen Burian / Lana Custer

Persons within Area of Responsibility	Evacuation Sign-Off
Jeffrey Sposato	
LaShae Hughes-McCray	
Linda Moorhouse	
Lana Custer	
Jenny Phillips	
Reynold Tharp	
Heidi Bidner	
Jarran Miller	
Rebecca Spennetta	
Erfan Namaki (GA)	
Manju Durairaj (GA)	
Samuel Rivera (GA)	
Michael Broussard (GA)	
Rayna Bell (GA)	
Sarah Kwilecki (GA)	
Colin Rensch (GA)	
Practice Rooms East Corridor	
Stephen Burian	
Teresa Lituma	
Angela Tammen	
Lactation Room occupants	
Conference Room 2020 occupants	
Joy Yang (GA)	
Jonathan Dufresne (GA)	
Madison Booth (SW)	
David Allen	
Break Room	
Hannah Reitz (GA)	
Amy Watson (SW)	
Fenella Theodore	
MB 2334	
Practice Room Corridor West Corridor	

### Floor 3

**Floor Coordinator:** Miranda Molina / Jonathan Keeble

Persons within Area of Responsibility	Evacuation Sign-Off
Rudolf Haken	
Miranda Molina	
Pete Shungu	
Graham Duncan	
Megan Eagen-Jones	

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Donna Buchanan	
Daniel McDonough	
John Dee	
Adrian Alvarado (GA)	
Santiago Bozzoli (GA)	
Jonathan Keeble	
Christina Bashford	
Adam Kruse	
Donna Gallo	
Bridget Sweet	
Stephen Fairbanks	
Salley Koo	
Practice Rooms West Corridor	
Practice Rooms East Corridor	
Douglas Yeo	
Evan Stoor (GA)	
Jack Bertrand (GA)	
Miranda Rowland (GA)	
Timothy McGovern	
Gayle Magee	
Kevina Lam	
Sarah Wigley	
Justin Balcov (GA)	
Maia Perez (GA)	
Ian Nutting (GA)	
Kelli McQueen (GA)	
Samantha Lampe (GA)	
Wes Sharpe (GA)	
Alina Dorion (GA)	
Katlin Harris (GA)	
Casey Robards	
Melissa Miller (GA)	
Nan Yi (GA)	
Ti Zang (GA)	
Ann Yeung	
Laura Gaynon (GA)	
Linxi Zheng (GA)	
Anna Wallace (GA)	
Valerie Wiley (GA)	
Jeffrey Howard (GA)	
Julia Escobar (GA)	
Peter Varga (GA)	
Wesley Boehm (GA)	
Victor Rangel-Comacho (GA)	
Victor Zheng (GA)	
Andrei Skorobagatykh (GA)	
Athena Carson (GA)	
Miranda Schreiber (GA)	

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### Floor 4

**Floor Coordinator:**     Eli Fieldsteel / Guido Sanchez    

Persons within Area of Responsibility	Evacuation Sign-Off
Amy Gilreath	
Lamont Holden	
Matt Chiu	
MB 4007	
Eli Fieldsteel	
Alonza Lawrence	
Makoto Takao	
Debra Richtmeyer	
Charles Daval	
Carlos Carrillo	
Mike Silvers	
Reynold Tharp	
Steve Taylor	
Janice Minor	
Andrea Solya	
Carlos Ramirez	
Bernhard Scully	
Guido Sanchez	
Nathan Gunn	
Mike Vecchio	
Iura de Rezende	
Kerrith Livengood	
Scott Tegge	
MB 4049	

**Floor Coordinator (EMS/CMP):**     Eli Fieldsteel / Lamont Holden    

Persons within Area of Responsibility	Evacuation Sign-Off
EMS studios occupants	
CMP studio occupants	
CAMIL 1 occupants	
Kevin Kierspe (GA)	
Peter Karda (GA)	
Jack Thorpe (GA)	
Leah Humphreys (GA)	
Caleb Liddel (GA)	

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Felipe Hoyos Gonzales (GA)	
Jenn Lee (GA)	
Xavier Davenport (GA)	
Jinjue Wang (GA)	
Kerrith Livengood	

**MPA Library**

**Floor Coordinator:**     Kristin Dougan / Kate Lambaria    

Persons within Area of Responsibility	Evacuation Sign-Off
Music & Performing Arts Library	
Kirstin Dougan	
Kate Lambaria	
William Buss	
David Butler	
Joshua Hankemeier	
Diane Pye	
Alex McHattie	
Diana Eynon	
Elena Negruta	
Brian Clark	

# BUILDING EMERGENCY ACTION PLAN

Music Building u0039 / 1114 W. Nevada St., Urbana, IL

## Appendix C — Building Shutdown

### OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

#### Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or over time. In other instances, it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However, some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

#### Staff Required for Shutdown during Evacuation

Name	Office Phone	Cell	Critical Actions Required
n/a			