

EAP - Literatures, Cultures and Linguistics Building - 0172

Building

Location

Name	Literatures, Cultures and Linguistics Building
Building Code	172
Address 1	707 S Mathews Ave
City	Urbana
Campus Region	
UI	

Floor Plans

[Link](#)

Evacuation Assembly Areas

Active Threat Response

Do not go to your Evacuation Assembly Area during an active threat incident. Follow instructions from law enforcement on scene or if prior to their arrival find your own safe location.

Location

Evacuation Assembly Area #1	Lincoln Hall
Evacuation Assembly Area #2	South Main Quad
Evacuation Assembly Area #3	lot D15
Evacuation Assembly Area #4	
Evacuation Assembly Area #5	

Storm Refuge Areas □

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

If not, the safest place to be is underground. Move to a pre-designated storm refuge area, or a small window-less interior room on the lowest level possible. Put as many walls as possible between you and the outside. Crouch down or get under sturdy furniture and use arms to protect head and neck. Stay away from windows and open spaces.

Location

Storm Refuge Areas	
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Areas of Rescue Assistance □

If unable to evacuate 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. Not all university buildings/facilities have Areas of Rescue Assistance.

Location

Areas of Rescue Assistance	
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Active Threat □

1. Secure your classroom/office.
2. Turn off all lights.
3. Silence all devices.

Emergency Response Recommendations □

The Department of Homeland Security and the University of Illinois Emergency Management 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.

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 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.

During an 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.

During an 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.

During an Active Threat:

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

Link for More Information

[Emergency Response Guide](#)

Rescue or Medical Duties ☐

No staff in this building have designated rescue nor medical duties during an emergency.

Staff Required for System Shutdowns During an Evacuation ☐

No staff in this building have designated system shutdown duties during an emergency.

Building EAP Contacts

Administrative Contact is the contact for the College++. Building Emergency contacts are for this specific building.

Role and Responsibilities	Primary Members	Alternate Members
Administrative Contact	Mariselle Melendez	Marcia Bellafiore
Building Emergency Contact	Nathan Payne	Derek Fultz, Klayton Matlock
University EAP Contact	Jason Madden	

Floor Coordinators

- Ryan Snyder-4th floor
- Nathan Payne-3rd floor
- Natalia Sakhartova-4th floor
- Liam Moran-Ground floor
- Anne Olmstead-2nd Floor
- Linh Tran-2nd Floor

Building Contact Information

Contact information is **not** published in public version of the EAP. Please provide phone numbers for the staff listed above and any other building emergency contact here.

Name	Cell Phone	Role (Optional)
Nathan Payne	217-418-1758	Facilities Coordinator (Emergency Contact)
Klay Matlock	719-304-1413	Asst. Director of Facilities LAS (Emergency Contact)

Building Labs

Location

Labs

Building Lab Risks

Title	Description	Existing Likelihood Controls	Impact Rating	Likelihood Rating	Existing Impact Controls	Risk Rating
No Lab Risks						0

Occupant Accountability

Evacuation Assembly Area Procedure

A survey of faculty, staff, students, and visitors present at the Evacuation Assembly Area shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing that information shall immediately be reported to the on-site first responders.

Building Roster

Optional: You may attach your building roster here if that is your occupant accountability process.

File Name	Tags
CLASSICS 2024-2025 Space Allocation F....xlsx	(empty)
CWL. 2024-2025 Space Allocation FINAL....xlsx	(empty)
EALC.2024-2025 Space Allocation FINAL....xlsx	(empty)
FRIT 2024-2025 Space Allocation FINAL....xlsx	(empty)
GLL 2024-2025 Space Allocation FINAL-....xlsx	(empty)
REL. 2024-2025 Space Allocation FINAL....xlsx	(empty)
LING.2024-2025 Space Allocation FINAL....xlsx	(empty)
TIS.2024-2025 Space Allocation FINAL-....xlsx	(empty)
SP 2024-2025 Space Allocation-FINAL-BEAP.xlsx	(empty)
SLL 2024-2025 Space Allocation FINAL-....xlsx	(empty)
SP 2024-2025 Space Allocation-FINAL-BEAP.xlsx	(empty)

Additional Assistance

You may attach a file of self-identified people with a disability who may require reasonable assistance during an emergency. Do not include any medical nor health details. Include their name, office location, phone numbers, their buddy name who volunteered to provide assistance, their buddy's office location, their buddy's phone numbers, and any self-identified assistance needs.

File Name	Tags
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History Log

Version	Date	User	Action	Change Summary
V2	June 23, 2025	Madden, Jason	Approval	Approved by Madden, Jason
	June 23, 2025	Payne, Nathan	Email	Request Approval sent to jrh@illinois.edu; jmadden4@illinois.edu; npayne@illinois.edu; kmatlock@illinois.edu
	June 23, 2025	Payne, Nathan	Added and Deleted	+
V1	May 30, 2025	Madden, Jason	Approval	Approved by Madden, Jason View PDF
	May 30, 2025	Payne, Nathan	Email	Request Approval sent to jrh@illinois.edu; jmadden4@illinois.edu; npayne@illinois.edu; kmatlock@illinois.edu