

Annex C

WVU Beckley Building – Evacuation Procedures

This plan is developed, tested, and maintained by the WVU Beckley Safety Committee.

1.0 Evacuation and Building Closure Plans

- 1.1 It is required that each dean/director develops and post an evacuation plan in the areas of buildings assigned to them.
- 1.2 This annex includes an explanation of who has the authority to evacuate and close a building and a planning checklist.

2.0 Building Closure

- 2.1 If a building must remain closed for longer than a day because of damage or environmental concerns, the decision to close the building is generally made by the dean or director. The decision is made after evaluation of and discussion about the situation with one or more of the following units:
 - 2.1.1 University Police
 - 2.1.2 Physical Plant
 - 2.1.3 Beckley Fire Department
- 2.2 If a condition develops that is immediately dangerous to life or health, the University Police or the dean/director of one of these units has the authority to evacuate the building and keep it closed until the situation is resolved. Except for crimes in progress, the Beckley Fire Department becomes the **authority having jurisdiction** upon arrival at the scene.
- 2.3 If a building must remain closed for a long period of time, space requirements for students, faculty, and staff must be addressed. The deans/directors will consult with each other to obtain reassignment of space in order to continue operations.
- 2.4 If a building is to be closed for a few hours, it is the discretion of the dean/director to relocate classes and employees or to send them home. Every effort should be made to continue with operations.
 - 2.4.1 The Department of Human Resources Declared Emergency Policy, by authority of the Board of Governors or HEPC Policy Bulletin 57, defines full-time regular classified employees' eligibility for regular pay for work time lost because of a declared emergency.

3.0 Building Evacuation

- 3.1 Buildings must be evacuated when the alarm is sounded.

- 3.2 The University Police, upon receipt of information concerning a possible major interruption of WVU Beckley operations, will immediately notify pertinent building managers, deans, and/or directors.
- 3.3 The University Police, after analyzing the situation, may establish an on-site command post.
- 3.4 A formal order to evacuate will be given by one of the following:
 - 3.4.1 University Police
 - 3.4.2 Environmental Health and Safety
 - 3.4.3 Building Supervisor, Dean, or Director
 - 3.4.4 Physical Plant
 - 3.4.5 Beckley Fire Department*
- 3.5 The Building Supervisor, Dean, or Director will begin immediate evacuation IF DANGER IS IMMINENT.
- 3.6 Nothing within these instructions shall be construed to interfere with individual building or unit evacuation procedures.
- 3.7 A report of the incident will be supplied to WVU Beckley administration as necessary.

**Upon arrival at the scene, the Beckley Fire Department becomes the authority having jurisdiction, except over crimes in progress.*

4.0 Evacuation of Persons with Disabilities

- 4.1 In case of a fire alarm situation in any WVU Beckley building, *MOBILITY-IMPAIRED PERSONS* are to exit the building via the nearest exit.
- 4.2 If, however, the mobility-impaired persons are on a floor that has no direct exit to the outside, they should go to the building elevator lobby and await evacuation by trained rescue personnel (members of the Beckley Fire Department). Exceptions:
 - 4.2.1 If smoke or other problem is affecting the elevator lobby, alternate location for awaiting assistance is in the stairwell landing.
 - 4.2.2 Notify 9-1-1 of the location of the persons requiring assistance via cell phone or request someone notify arriving emergency personnel that person(s) need assistance with evacuation and their location in the building.
- 4.3 Responsible Party Emergency Situation

4.3.1 Administrative Procedures

- A. Educate employees on general procedures for evacuation of persons with disabilities.
- B. Ensure that all employees know the location of the Emergency Assistance Areas.
- C. If requested by persons with disabilities, develop with them the best method(s) for evacuation.

4.4 Building Safety Committee

4.4.1 Instructional Procedures

- A. Be prepared to explain how and where support should be provided. Practice the instructions beforehand.
- B. Call 9-1-1 and provide:
 - Name and title of caller
 - Building location and room number
 - Location of Emergency Assistance Areas
 - Explain emergency situation

4.5 Persons with Disabilities

- 4.5.1 Seek out those who would be able to assist in an emergency. It is recommended that persons with disabilities carry a loud whistle, horn, or similar device. It may be used to alert others of their locations if trapped.

Appendix C1
Building Evacuation Procedures
Evacuation Plan Preparation Checklist

	Activity	Yes	No
1	Have copies of the building floor plan for all floors been obtained?		
2	Have building areas that may be high-hazard been identified?		
3	Have safe areas outside the building been identified at which people can assemble?		
4	Have prevailing winds been taken into account regarding toxic smoke and/or chemical vapors?		
5	Have plans been made to facilitate the evacuation of persons with disabilities?		
6	Has the evacuation floor plan been posted on each floor in an area where people congregate (e.g., near elevators, stairwells, etc.)?		
7	Are exit routes posted and illuminated?		
8	Is fire equipment accessible?		
9	Is fire equipment in good condition and inspected annually?		
10	Are exits clear and unblocked and able to be opened at all times?		
11	Does the building have emergency lighting?		
12	Have evacuation procedures been disseminated to all faculty and staff?		
13	Has an evacuation drill been scheduled for your facility within the last calendar year?		
14	Optional Color-code the evacuation floor plan. Place signage outside at assembly areas.		
Important Note: In most cases, elevators should not be used during emergencies such as fires.			