

1. EVACUATION POLICY:

WVU policy requires immediate evacuation when any fire alarm sounds within a building. All employees, students and any other individuals within the building must **promptly** depart the building using designated exit routes.

1. Departments are responsible to ensure that all people in their building are aware of exit routes and location of their building Emergency Assembly Area(s) (EAA).
2. Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
3. All building occupants will follow instructions relevant to public safety issued by the Building Supervisor, or fire and police personnel.
4. After exiting building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by the Building Supervisor, Building Administrator(s) and emergency responders.
5. No one may re-enter building until authorized to do so by fire or police department officials.

2. GENERAL EVACUATION PROCEDURES--If you hear the fire alarm or are instructed to leave the building:

1. Immediately obey evacuation alarms and orders. Tell others to evacuate.
2. No one may remain inside a building when an evacuation is in progress.
3. Classes in session must evacuate.
4. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
5. When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area(s).
6. Close doors as rooms are vacated.
7. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
8. Note location of trapped and injured victims and notify emergency responders.
9. Walk calmly but quickly to the nearest emergency exit.
10. Use stairways only. **Do not use elevators.**
11. Keep to the right side of corridors and stairwells as you exit.
12. Proceed directly to your designated Emergency Assembly Area(s). Stay away from the immediate area near the building you evacuated.
13. Remain in Emergency Assembly Area(s) until Roll Call is taken and instructions are given.
14. Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

3. EMERGENCY ASSEMBLY AREA LOCATION

SOUTH END OF BROOKS HALL BLDG. EXITS ARE TO CONGREGATE AT FAR END OF ARMSTRONG HALL BLDG.

NORTH END OF BROOKS HALL BLDG. EXITS ARE TO CONGREGATE ON GRASS AREA IN FRONT OF LIFE SCIENCES BLDG.

UPPER FLOOR OF BROOKS HALL BLDG. EXITS ARE TO CONGREGATE IN WOODBURN CIRCLE AREA KEEPING THE ROADWAY CLEAR FOR EMERGENCY VEHICLES.

4. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

1. a. General Policy (reference Appendix C, Emergency Response Plan for specific information that may be useful in developing your specific policy/procedures for your building):

Expand on any specific occupant disability procedures here.

b. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

c. **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

d. **Always ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

e. Faculty and staff who are mobility impaired should let the Building Supervisor know the location of their usual work area and special needs. Document the information in the table below.