

**West Virginia Northern Community College**  
**New Martinsville Campus**  
***Building Evacuation Procedures***  
Revised 2/16/12

**\*A clearly marked floor plan indicating the evacuation route for that specific room is posted near the door in all classrooms, library, and other public areas.**

**Evacuation Procedure:**

- When evacuating the building during a planned or unplanned event or occurrence, all evacuees must:
  - Follow evacuation route indicated on map located near doorway of your current location (classrooms);
  - Exit the building in an orderly manner;
    - Persons on second floor of the building should take wheelchair bound occupants, and those with temporary disabilities, to the nearest stairwell. (Do not attempt to bring them to the first floor.)
  - Stay with your class/group and proceed to the nearest exit and proceed to the *designated safe area*; and
    - Once arriving in the *designated safe area*, remain with your class/group until further instructions are given by authorized personnel.
    - Do not leave the *designated safe area* without first informing the person(s) responsible (Faculty/Administrator/Staff/Outside Group Representative) for the class/group.
  - Move away from the building to the external designated safe area, a minimum distance of 200 feet from the building.

**External Designated Safe Areas (minimum distance of 200 feet from the building):**

- **North Exit (First Floor through Room 115)** – Exit the building, turn right, follow sidewalk and proceed to the external designated safe area - *WVNCC designated (lower) parking lot*.
- **East Exit (First Floor Main Entrance/Service Center)** – Exit the building, follow sidewalk and proceed to the external designated safe area - *WVNCC designated (lower) parking lot*.
- **South Exit and Student Lounge (First Floor through either Student Lounge or Glass Doorway to Sidewalk)** – Exit the building turn left, follow sidewalk and proceed to the external designated safe area - *WVNCC designated (lower) parking lot*.

**After Arriving in External Designated Safe Area:**

- Faculty/Administrator/Staff/Outside Group Representative – account for those in attendance to assure all have evacuated the building.
  - During an evacuation, fire department, emergency personnel or College personnel may request confirmation that all students/guests are accounted for and have evacuated the building. This can be reported through attendance rosters or verbal documentation.

**Visitors and Guests are expected to comply with these procedures when evacuating the building.**