**West Virginia Northern Community College**

**Building Evacuation Procedures**

**Revised 1/6/12**

**B&O Building Evacuation Procedures**

When evacuating the B&O Building during a planned or unplanned event or occurrence, all evacuees must maintain a distance of 200 feet from the building. The areas where evacuees must stand are as follows:

West Exit of B&O Building (President’s Office) – Exit the building down the steps to the sidewalk and proceed to the right on Market Street toward 16th Street. Proceed to the corner of 16th and Market Streets remaining on the sidewalk at all times until authorized to return to the building.

East Exit of B&O Building (Business Office) – Exit the building down the steps to the sidewalk and proceed to the left, continuing on Chapline Street. Proceed on Chapline Street until you reach the corner of Chapline and 16th Street. Remain on the sidewalk at all times until authorized to return to the building.

North Exit of B&O Building (Glass Doors) – Exit the building through the glass doors walking through the Plaza until you reach the sidewalk on 16th street. Remain on the sidewalk at all times until authorized to return to the building.

All wheelchair bound occupants and those with temporary disabilities must be taken to the nearest stairwell. Fireman must be informed of the location of the occupant in preparation for evacuation. Employees are discouraged from physically removing a wheelchair bound or temporarily disabled occupant from the building.

Faculty must make certain all of their students have evacuated their classroom. During an evacuation, a Fireman or other emergency or College personnel may request confirmation from the faculty that all students have evacuated the building. Confirmation may include verification from class and or attendance rosters or may be verbal in nature.

Visitors and Guests must comply with these procedures when evacuating the building.

**Education Center Evacuation Procedures**

When evacuating the Education Center during a planned or unplanned event or occurrence, all evacuees must maintain a distance of 200 feet from the building. The areas where evacuees must stand are as follows:

Chapline Street Side of Building – Exit the building through the Chapline St. exit. Turn left, cross the alley and proceed against the concrete wall along the alley. Please remain in the alley along the concrete wall until authorized to return to the building.

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**Education Center Evacuation Procedures**

17th Street Side of Building - Exit the building through the glass door located on the second floor near Culinary Arts. Carefully cross the highway in the crosswalk and proceed to the WVNCC parking lot located on 17th street. Please remain in the 17th street parking lot until authorized to return to the building.

All wheelchair bound occupants and those with temporary disabilities are to be taken to the Chapline Street (West) stairwell if safe to do so. If the East stairwell is used as an exit, all occupants must exit first, leaving the wheelchair bound occupant in the stairwell. Fireman must be informed of the location of the wheelchair bound occupant in preparation for evacuation. Employees are discouraged from physically removing a wheelchair bound occupant or temporarily disabled occupant from the building.

Faculty must make certain all of their students have evacuated their classroom. During an evacuation, a Fireman or other emergency or College personnel may request confirmation from the faculty that all students have evacuated the building. Confirmation may include verification from class and or attendance rosters or may be verbal in nature.

Visitors and Guests must comply with these procedures when evacuating the building.