

West Virginia Northern Community College

Building Evacuation Procedures - New Martinsville Campus

***A clearly marked floor plan and evacuation route is posted near the door in all classrooms, library, and public areas.**

When evacuating the building during a planned or unplanned event or occurrence, all personnel must maintain a distance of 200 feet from the building. **The *designated safe area* is the lower parking lot at main entrance.**

Evacuation Procedure:

- **Follow Evacuation Route indicated on map in your current location (posted near doorway)**
- **Exit room and building in a calm, orderly manner**
 - Leave personal belongings
 - Those who are wheelchair bound or have mobility restrictions which prohibit them from safely using the stairs, are to remain at the top of the nearest stairwell. Upon exiting the building, the floor monitor will immediately notify fire personnel. For safety purposes, personnel are discouraged from physically removing an individual from the building.
- **Follow directions of floor monitor(s)/emergency personnel to exit building**
 - Proceed to the external *designated safe area* (a minimum distance of 200 feet from the building)
 - 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.
 - Remain with your class/group in the *designated safe area*, until further instructions are given by authorized personnel

Access to External *Designated Safe Area(s)* (minimum distance of 200 feet from the building):

- **North Exit**
 - **First Floor from Lobby through LRC/Room 115**
 - **Second Floor through hallway(s) by Room(s) 209 and 220**
 - Exit building, turn right, follow sidewalk to external *designated safe area* - *WVNCC designated (lower) parking lot*
- **East Exit**
 - **First Floor Main Entrance/Service Center**
 - Exit building, follow sidewalk to external *designated safe area* - *WVNCC designated (lower) parking lot*
- **South Exit**
 - **First Floor Hallway**
 - Exit building, turn left, follow sidewalk to external *designated safe area* - *WVNCC designated (lower) parking lot*
- **Student Lounge Exit – South**
 - **Student Lounge**
 - Exit building, turn left, follow sidewalk to external *designated safe area* - *WVNCC designated (lower) parking lot*

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