

BUILDING INFORMATION

B&E BUILDING EMERGENCY PLAN

TERM DEFINITIONS

All Hazards Warning Messages: WVU's Alert Text Messaging system. This service is free to employees and students and you may sign up from the WVU Homepage.

Building Supervisor: The Building Supervisor is a University employee who has a defined role in each campus building. Each WVU building should have at least a primary and a secondary Building Supervisor, appointed by the Building administrator(s). In an emergency, the Building Supervisors should report to the Incident Command location to provide building information to emergency responders. The "All Clear" information will typically be communicated to the primary Building Supervisor when it is safe to return to the building, so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building, generally chaired by the Building Supervisor or other employee, charged with coordinating building safety concerns. The Building Safety Committee program is administered by Environmental Health and Safety.

- Serves as a forum for building employees to report and discuss safety or environmental improvement needs.
- Identifies employee's needs for safety training and requests training sessions accordingly.
- Coordinates safety self-audits on a regular basis; assists Building administrator(s) in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Critical Operations: Any critical operations located in your facility that require preplanning for evacuation and/or Shelter-in-Place events, such as data storage, servers,

or animal quarters, etc. This information is Public Safety Sensitive, but must be readily available to first responders to assist them in their emergency response efforts.

Hazardous Operations: Any potentially hazardous operations located in your facility that require preplanning for evacuation and/or Shelter-in-Place events, such as hazardous materials. This information is Public Safety Sensitive, but must be readily available to first responders to assist them in their emergency response efforts.

Emergency/Evacuation Assembly Area (EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

First Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from West Virginia University Police Department, Morgantown Fire Department, Environmental Health and Safety, Facilities Management, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: Building occupant(s) assigned by the Building Supervisor to take roll at the Emergency Assembly Area(s) (EAA) after a building evacuation.

INTRODUCTION

The Building Emergency Plan is designed to assist in training students, faculty, staff and visitors in basic emergency information to include shelter-in-place and building evacuation procedures for natural and man-made events.

Please remember that the Building Emergency Plan itself contains Public Safety Sensitive Information about critical and hazardous operations in the building that must not be shared with the public or all occupants of the building for security purposes. All occupants of the building need to be familiar with appropriate emergency response information when there is an emergency in the building.

As a member of the University community, you should also be familiar with the University Emergency Response Plan. This manual describes the procedures to follow in a variety of emergencies. A copy of the Plan can be viewed electronically at: http://police.wvu.edu/emergency_management/emergency_response_plan.

RESPONSIBILITIES

DEAN

- Appoints a primary and a secondary Building Supervisor.
- Ensures that current information on the Building Supervisors (name, department, building room number, phone, emergency phone numbers) is communicated to the Coordinator of the Building Supervisors Program.
- Assigns the primary Building Supervisor, or other building employee, as Building Emergency Plan Developer, and works with that person to develop the individual Building Emergency Plan.
- Reviews and signs off on the Building Emergency Plan prior to submission to the WVU Police Emergency Planning Unit.

BUILDING SUPERVISOR

- Develops the Building Emergency Plan.
- Once the Building Emergency Plan is approved by the WVU Police Emergency Planning Unit, refers to it in training all building occupants in emergency response.
- Ensures that the Building Emergency Plan is available to the appropriate personnel and that it is used during emergency incidents.
- Reviews the Building Emergency Plan annually to ensure that information and procedures are current.
- Lists all Critical and Hazardous Operations in the Building Emergency Plan for First Responder reference and use.
- Adds the electronic link to the University's Emergency Response Plan to the Building Emergency Plan.
- In the event of an emergency, ensures that emergency notification to emergency agencies takes place.
- Assists in building evacuation.
- Reports to Emergency Assembly Area(s) (EAA) and ensure that Roll Call is taken of evacuated personnel.
- Collects and provides essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develops additional building-specific information that makes the Building Emergency Plan more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, etc.).
- Includes in the Building Emergency Plan any additional information as directed by the Building Administrator(s).
- Organizes at least one annual exercise or drill and elicits feedback and ideas for improvement.

BUILDING OCCUPANTS SHOULD KNOW THE FOLLOWING:

- Evacuation routes and Emergency Assembly Area(s).
- The University's Emergency Warning Notification System.
- The locations of emergency materials that may be needed in an emergency, such as emergency telephones and fire pull alarms.
- The proper procedures for notifying emergency responders about an emergency in the building (dial 9-911 on campus, 911 from a public telephone or cell phone).
- Any additional building-specific procedures and requirements.
- To participate in annual exercises/drills.

BUILDING EMERGENCY PLAN REQUIREMENTS

The Building Emergency Plan is reviewed annually by the Building Safety Committee, Building Supervisor, and the Dean to ensure that information and procedures are current. The University Police Emergency Planning Unit will also review the Building Emergency Plan, will maintain a copy for use by Emergency Operations Center personnel and will forward a copy to Monongalia Emergency Centralized Communication Agency (MECCA).

The Building Emergency Plan will be tested with an exercise at least annually to validate procedures and to ensure building occupants' understanding. The exercise should be based on a simulated emergency event that highlights building shelter-in-place or evacuation procedures. Any lessons learned that require changes to the Building Emergency Plan should be incorporated into the Building Emergency Plan and a copy forwarded to the University Police Emergency Planning Unit. The University Police Emergency Planning Unit will assist in exercise development if needed.

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure that all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.

B&E BUILDING INFORMATION

BUILDING SUPERVISOR/SECONDARY BUILDING SUPERVISOR

Building
Name: Business and Economics

Building
Supervisor (BS): Associate Dean of
Administrative Services

BS Department: Dean's Office

BS Campus
Address: PO BOX 6025, 1601 University Ave

BS Campus
Telephone No.: 304-293-7800 FAX
No.: 304-293-5652 Dean's Office

BS Emergency
Telephone
Nos. (cell,
home): 304-685-1797 Cell 304-598-
0121

Secondary
Building
Supervisor: Director of Information
Technology

Secondary BS
Department: Information Technology

Secondary BS
Campus Address: PO BOX 6025 1601 UNIVERSITY AVE

Secondary BS
Campus Telephone No.: 304-293-7934 FAX
No.: 304-293-5207 Executive Ed
office

Last updated: 7 28 14

Secondary BS

Emergency Telephone 304-282-1538

Nos. (cell, home):

BUILDING DESCRIPTION

Four floors, Classrooms, offices, computer lab, elevator, three stairwells, SEE ATTACHED FLOOR PLANS

BUILDING CRITICAL OPERATIONS

This section includes information about critical operations that require special care during an emergency, such as servers.

Operation	Room	Department	Responsible Person	Phone
Server Room	365	INFORMATION TECHNOLOGY	Director of Information Technology	293-7934 and 293-7862

BUILDING ALARMS (S)

Fire and Elevator alarms

When the fire alarm is activated you will hear what Simplex calls CHIMES. They are located on the walls just above eye level. With the CHIMES you will see a white flashing light and on the light it is printed (FIRE). The alarm will not stop until someone locates the problem and takes care of it and then turns off the alarm. No one is permitted to turn off the alarm but fire control or the fire department.

NOTIFICATION PROCEDURES

EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial 9-911 from any campus telephone or 911 from any public or cell telephone.

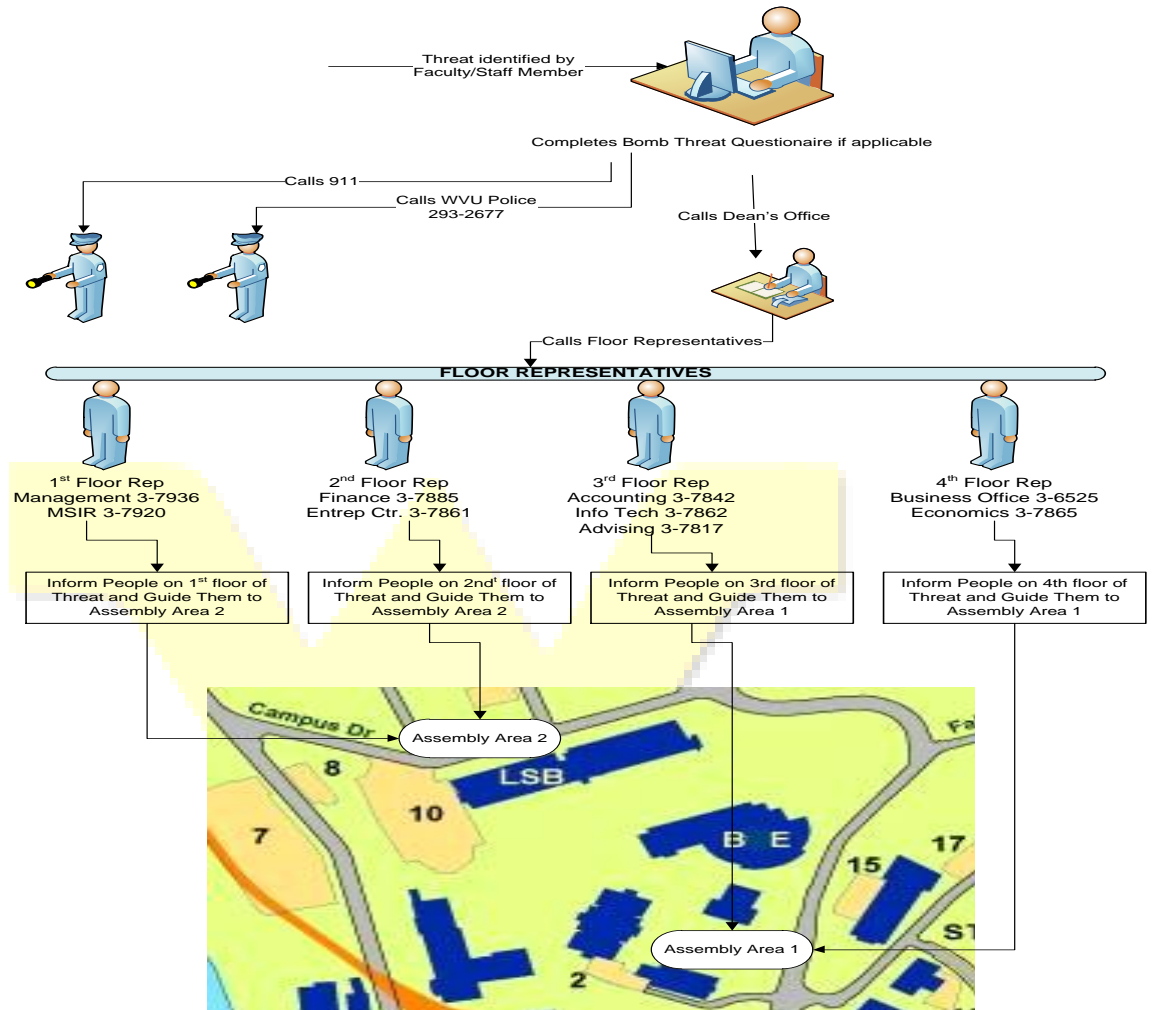
NON-EMERGENCY NOTIFICATION PROCEDURES:

- College phone number: 304-293-7800
- Fire: Morgantown Fire Department (MFD) 304-284-7480
- Police: WVU Police Department (UPD) 304-293-3136
- Closest medical facility: Ruby Memorial Hospital - 304-598-4000 and Mon General Hospital - 304-598-1200
- Environmental Health and Safety: 304-293-3792 or 304-293-3795
- Facilities Management Help Line: 304-293-4357
- Facilities Management Zone Services: Maintenance Zone 3 - 304-293-4357 (Zone telephone number may be obtained at 304-293-4357)

WVU EMERGENCY WARNING NOTIFICATION SYSTEM

WVU is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message; however, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Text Message (Shelter-In-Place).
- Fire alarms (Evacuate the building).
- An e-mail alert will be sent to Building Supervisors. They, in turn, will activate a phone tree, forward the e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways. These procedures will be covered in more detail during training.
- University Residence personnel will be notified. They activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- An e-mail may be sent to all people with WVU and MIX addresses.
- The West Virginia home page (www.wvu.edu) is the focal point of the most complete information in all campus-related emergencies.
- University News and Information personnel will work with the news media—radio, TV, newspapers, and Internet—to help spread the word.
- Additional "phone tree" processes may be activated.



REMEMBER, WHEN YOU Receive:

- ALL HAZARDS text immediately seek shelter (**Shelter-In-Place**) in a safe location.
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, following the above action, you should solicit additional clarifying information by all possible means...WVU Homepage, TV, radio, email, etc.

EMERGENCY EVACUATION MAPS



**BUSINESS & ECONOMICS
FIRST FLOOR**

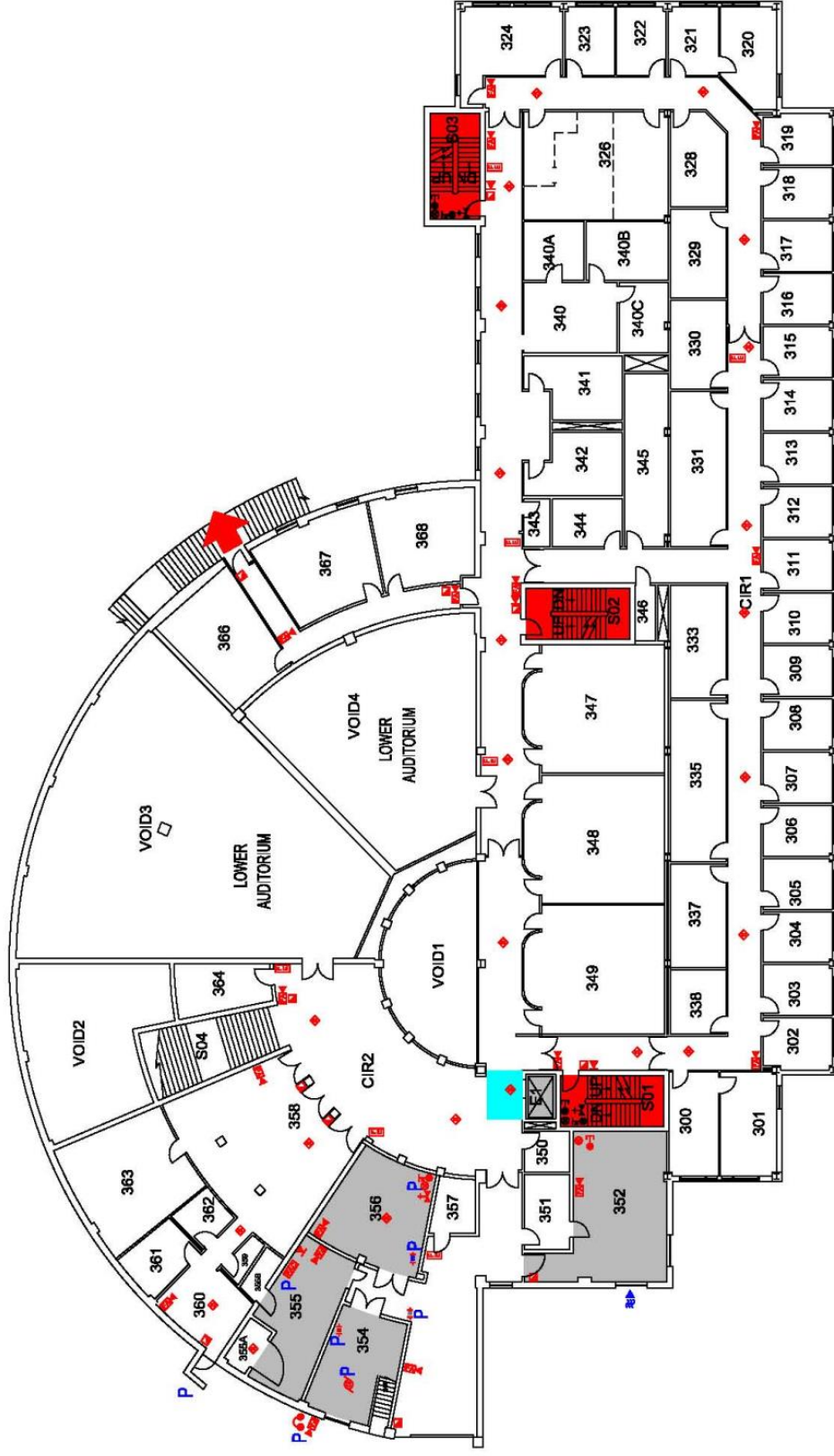




BUSINESS & ECONOMICS SECOND FLOOR



BUILDING EVACUATION PLAN



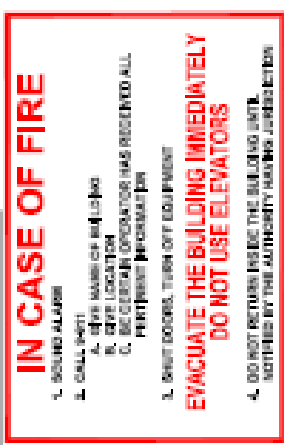
LEGEND

SYMBOLS	DESCRIPTION
Red Arrow	EVACUATION ROUTE
Blue Arrow	EVACUATION ROUTE
Red Diamond	FIRE ALARM PULL STATION
Blue Diamond	FIRE ALARM PULL STATION
Red Square	FIRE ALARM PULL STATION
Blue Square	FIRE ALARM PULL STATION
Red Circle	FIRE ALARM PULL STATION
Blue Circle	FIRE ALARM PULL STATION
Red Triangle	FIRE ALARM PULL STATION
Blue Triangle	FIRE ALARM PULL STATION
Red Star	FIRE ALARM PULL STATION
Blue Star	FIRE ALARM PULL STATION
Red Hexagon	FIRE ALARM PULL STATION
Blue Hexagon	FIRE ALARM PULL STATION
Red Octagon	FIRE ALARM PULL STATION
Blue Octagon	FIRE ALARM PULL STATION
Red Circle with Cross	FIRE ALARM PULL STATION
Blue Circle with Cross	FIRE ALARM PULL STATION
Red Square with Cross	FIRE ALARM PULL STATION
Blue Square with Cross	FIRE ALARM PULL STATION
Red Triangle with Cross	FIRE ALARM PULL STATION
Blue Triangle with Cross	FIRE ALARM PULL STATION
Red Star with Cross	FIRE ALARM PULL STATION
Blue Star with Cross	FIRE ALARM PULL STATION
Red Hexagon with Cross	FIRE ALARM PULL STATION
Blue Hexagon with Cross	FIRE ALARM PULL STATION
Red Octagon with Cross	FIRE ALARM PULL STATION
Blue Octagon with Cross	FIRE ALARM PULL STATION
Red Circle with Dot	FIRE ALARM PULL STATION
Blue Circle with Dot	FIRE ALARM PULL STATION
Red Square with Dot	FIRE ALARM PULL STATION
Blue Square with Dot	FIRE ALARM PULL STATION
Red Triangle with Dot	FIRE ALARM PULL STATION
Blue Triangle with Dot	FIRE ALARM PULL STATION
Red Star with Dot	FIRE ALARM PULL STATION
Blue Star with Dot	FIRE ALARM PULL STATION
Red Hexagon with Dot	FIRE ALARM PULL STATION
Blue Hexagon with Dot	FIRE ALARM PULL STATION
Red Octagon with Dot	FIRE ALARM PULL STATION
Blue Octagon with Dot	FIRE ALARM PULL STATION
Red Circle with X	FIRE ALARM PULL STATION
Blue Circle with X	FIRE ALARM PULL STATION
Red Square with X	FIRE ALARM PULL STATION
Blue Square with X	FIRE ALARM PULL STATION
Red Triangle with X	FIRE ALARM PULL STATION
Blue Triangle with X	FIRE ALARM PULL STATION
Red Star with X	FIRE ALARM PULL STATION
Blue Star with X	FIRE ALARM PULL STATION
Red Hexagon with X	FIRE ALARM PULL STATION
Blue Hexagon with X	FIRE ALARM PULL STATION
Red Octagon with X	FIRE ALARM PULL STATION
Blue Octagon with X	FIRE ALARM PULL STATION
Red Circle with Plus	FIRE ALARM PULL STATION
Blue Circle with Plus	FIRE ALARM PULL STATION
Red Square with Plus	FIRE ALARM PULL STATION
Blue Square with Plus	FIRE ALARM PULL STATION
Red Triangle with Plus	FIRE ALARM PULL STATION
Blue Triangle with Plus	FIRE ALARM PULL STATION
Red Star with Plus	FIRE ALARM PULL STATION
Blue Star with Plus	FIRE ALARM PULL STATION
Red Hexagon with Plus	FIRE ALARM PULL STATION
Blue Hexagon with Plus	FIRE ALARM PULL STATION
Red Octagon with Plus	FIRE ALARM PULL STATION
Blue Octagon with Plus	FIRE ALARM PULL STATION
Red Circle with Minus	FIRE ALARM PULL STATION
Blue Circle with Minus	FIRE ALARM PULL STATION
Red Square with Minus	FIRE ALARM PULL STATION
Blue Square with Minus	FIRE ALARM PULL STATION
Red Triangle with Minus	FIRE ALARM PULL STATION
Blue Triangle with Minus	FIRE ALARM PULL STATION
Red Star with Minus	FIRE ALARM PULL STATION
Blue Star with Minus	FIRE ALARM PULL STATION
Red Hexagon with Minus	FIRE ALARM PULL STATION
Blue Hexagon with Minus	FIRE ALARM PULL STATION
Red Octagon with Minus	FIRE ALARM PULL STATION
Blue Octagon with Minus	FIRE ALARM PULL STATION
Red Circle with Asterisk	FIRE ALARM PULL STATION
Blue Circle with Asterisk	FIRE ALARM PULL STATION
Red Square with Asterisk	FIRE ALARM PULL STATION
Blue Square with Asterisk	FIRE ALARM PULL STATION
Red Triangle with Asterisk	FIRE ALARM PULL STATION
Blue Triangle with Asterisk	FIRE ALARM PULL STATION
Red Star with Asterisk	FIRE ALARM PULL STATION
Blue Star with Asterisk	FIRE ALARM PULL STATION
Red Hexagon with Asterisk	FIRE ALARM PULL STATION
Blue Hexagon with Asterisk	FIRE ALARM PULL STATION
Red Octagon with Asterisk	FIRE ALARM PULL STATION
Blue Octagon with Asterisk	FIRE ALARM PULL STATION
Red Circle with Hash	FIRE ALARM PULL STATION
Blue Circle with Hash	FIRE ALARM PULL STATION
Red Square with Hash	FIRE ALARM PULL STATION
Blue Square with Hash	FIRE ALARM PULL STATION
Red Triangle with Hash	FIRE ALARM PULL STATION
Blue Triangle with Hash	FIRE ALARM PULL STATION
Red Star with Hash	FIRE ALARM PULL STATION
Blue Star with Hash	FIRE ALARM PULL STATION
Red Hexagon with Hash	FIRE ALARM PULL STATION
Blue Hexagon with Hash	FIRE ALARM PULL STATION
Red Octagon with Hash	FIRE ALARM PULL STATION
Blue Octagon with Hash	FIRE ALARM PULL STATION
Red Circle with Percent	FIRE ALARM PULL STATION
Blue Circle with Percent	FIRE ALARM PULL STATION
Red Square with Percent	FIRE ALARM PULL STATION
Blue Square with Percent	FIRE ALARM PULL STATION
Red Triangle with Percent	FIRE ALARM PULL STATION
Blue Triangle with Percent	FIRE ALARM PULL STATION
Red Star with Percent	FIRE ALARM PULL STATION
Blue Star with Percent	FIRE ALARM PULL STATION
Red Hexagon with Percent	FIRE ALARM PULL STATION
Blue Hexagon with Percent	FIRE ALARM PULL STATION
Red Octagon with Percent	FIRE ALARM PULL STATION
Blue Octagon with Percent	FIRE ALARM PULL STATION
Red Circle with Underscore	FIRE ALARM PULL STATION
Blue Circle with Underscore	FIRE ALARM PULL STATION
Red Square with Underscore	FIRE ALARM PULL STATION
Blue Square with Underscore	FIRE ALARM PULL STATION
Red Triangle with Underscore	FIRE ALARM PULL STATION
Blue Triangle with Underscore	FIRE ALARM PULL STATION
Red Star with Underscore	FIRE ALARM PULL STATION
Blue Star with Underscore	FIRE ALARM PULL STATION
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Blue Hexagon with Underscore	FIRE ALARM PULL STATION
Red Octagon with Underscore	FIRE ALARM PULL STATION
Blue Octagon with Underscore	FIRE ALARM PULL STATION
Red Circle with Tilde	FIRE ALARM PULL STATION
Blue Circle with Tilde	FIRE ALARM PULL STATION
Red Square with Tilde	FIRE ALARM PULL STATION
Blue Square with Tilde	FIRE ALARM PULL STATION
Red Triangle with Tilde	FIRE ALARM PULL STATION
Blue Triangle with Tilde	FIRE ALARM PULL STATION
Red Star with Tilde	FIRE ALARM PULL STATION
Blue Star with Tilde	FIRE ALARM PULL STATION
Red Hexagon with Tilde	FIRE ALARM PULL STATION
Blue Hexagon with Tilde	FIRE ALARM PULL STATION
Red Octagon with Tilde	FIRE ALARM PULL STATION
Blue Octagon with Tilde	FIRE ALARM PULL STATION
Red Circle with Caret	FIRE ALARM PULL STATION
Blue Circle with Caret	FIRE ALARM PULL STATION
Red Square with Caret	FIRE ALARM PULL STATION
Blue Square with Caret	FIRE ALARM PULL STATION
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Blue Star with Caret	FIRE ALARM PULL STATION
Red Hexagon with Caret	FIRE ALARM PULL STATION
Blue Hexagon with Caret	FIRE ALARM PULL STATION
Red Octagon with Caret	FIRE ALARM PULL STATION
Blue Octagon with Caret	FIRE ALARM PULL STATION
Red Circle with Dollar	FIRE ALARM PULL STATION
Blue Circle with Dollar	FIRE ALARM PULL STATION
Red Square with Dollar	FIRE ALARM PULL STATION
Blue Square with Dollar	FIRE ALARM PULL STATION
Red Triangle with Dollar	FIRE ALARM PULL STATION
Blue Triangle with Dollar	FIRE ALARM PULL STATION
Red Star with Dollar	FIRE ALARM PULL STATION
Blue Star with Dollar	FIRE ALARM PULL STATION
Red Hexagon with Dollar	FIRE ALARM PULL STATION
Blue Hexagon with Dollar	FIRE ALARM PULL STATION
Red Octagon with Dollar	FIRE ALARM PULL STATION
Blue Octagon with Dollar	FIRE ALARM PULL STATION
Red Circle with Pound	FIRE ALARM PULL STATION
Blue Circle with Pound	FIRE ALARM PULL STATION
Red Square with Pound	FIRE ALARM PULL STATION
Blue Square with Pound	FIRE ALARM PULL STATION
Red Triangle with Pound	FIRE ALARM PULL STATION
Blue Triangle with Pound	FIRE ALARM PULL STATION
Red Star with Pound	FIRE ALARM PULL STATION
Blue Star with Pound	FIRE ALARM PULL STATION
Red Hexagon with Pound	FIRE ALARM PULL STATION
Blue Hexagon with Pound	FIRE ALARM PULL STATION
Red Octagon with Pound	FIRE ALARM PULL STATION
Blue Octagon with Pound	FIRE ALARM PULL STATION
Red Circle with Euro	FIRE ALARM PULL STATION
Blue Circle with Euro	FIRE ALARM PULL STATION
Red Square with Euro	FIRE ALARM PULL STATION
Blue Square with Euro	FIRE ALARM PULL STATION
Red Triangle with Euro	FIRE ALARM PULL STATION
Blue Triangle with Euro	FIRE ALARM PULL STATION
Red Star with Euro	FIRE ALARM PULL STATION
Blue Star with Euro	FIRE ALARM PULL STATION
Red Hexagon with Euro	FIRE ALARM PULL STATION
Blue Hexagon with Euro	FIRE ALARM PULL STATION
Red Octagon with Euro	FIRE ALARM PULL STATION
Blue Octagon with Euro	FIRE ALARM PULL STATION
Red Circle with Yen	FIRE ALARM PULL STATION
Blue Circle with Yen	FIRE ALARM PULL STATION
Red Square with Yen	FIRE ALARM PULL STATION
Blue Square with Yen	FIRE ALARM PULL STATION
Red Triangle with Yen	FIRE ALARM PULL STATION
Blue Triangle with Yen	FIRE ALARM PULL STATION
Red Star with Yen	FIRE ALARM PULL STATION
Blue Star with Yen	FIRE ALARM PULL STATION
Red Hexagon with Yen	FIRE ALARM PULL STATION
Blue Hexagon with Yen	FIRE ALARM PULL STATION
Red Octagon with Yen	FIRE ALARM PULL STATION
Blue Octagon with Yen	FIRE ALARM PULL STATION
Red Circle with Rupee	FIRE ALARM PULL STATION
Blue Circle with Rupee	FIRE ALARM PULL STATION
Red Square with Rupee	FIRE ALARM PULL STATION
Blue Square with Rupee	FIRE ALARM PULL STATION
Red Triangle with Rupee	FIRE ALARM PULL STATION
Blue Triangle with Rupee	FIRE ALARM PULL STATION
Red Star with Rupee	FIRE ALARM PULL STATION
Blue Star with Rupee	FIRE ALARM PULL STATION
Red Hexagon with Rupee	FIRE ALARM PULL STATION
Blue Hexagon with Rupee	FIRE ALARM PULL STATION
Red Octagon with Rupee	FIRE ALARM PULL STATION
Blue Octagon with Rupee	FIRE ALARM PULL STATION
Red Circle with Won	FIRE ALARM PULL STATION
Blue Circle with Won	FIRE ALARM PULL STATION
Red Square with Won	FIRE ALARM PULL STATION
Blue Square with Won	FIRE ALARM PULL STATION
Red Triangle with Won	FIRE ALARM PULL STATION
Blue Triangle with Won	FIRE ALARM PULL STATION
Red Star with Won	FIRE ALARM PULL STATION
Blue Star with Won	FIRE ALARM PULL STATION
Red Hexagon with Won	FIRE ALARM PULL STATION
Blue Hexagon with Won	FIRE ALARM PULL STATION
Red Octagon with Won	FIRE ALARM PULL STATION
Blue Octagon with Won	FIRE ALARM PULL STATION
Red Circle with Dollar Sign	FIRE ALARM PULL STATION
Blue Circle with Dollar Sign	FIRE ALARM PULL STATION
Red Square with Dollar Sign	FIRE ALARM PULL STATION
Blue Square with Dollar Sign	FIRE ALARM PULL STATION
Red Triangle with Dollar Sign	FIRE ALARM PULL STATION
Blue Triangle with Dollar Sign	FIRE ALARM PULL STATION
Red Star with Dollar Sign	FIRE ALARM PULL STATION
Blue Star with Dollar Sign	FIRE ALARM PULL STATION
Red Hexagon with Dollar Sign	FIRE ALARM PULL STATION
Blue Hexagon with Dollar Sign	FIRE ALARM PULL STATION
Red Octagon with Dollar Sign	FIRE ALARM PULL STATION
Blue Octagon with Dollar Sign	FIRE ALARM PULL STATION
Red Circle with Pound Sign	FIRE ALARM PULL STATION
Blue Circle with Pound Sign	FIRE ALARM PULL STATION
Red Square with Pound Sign	FIRE ALARM PULL STATION
Blue Square with Pound Sign	FIRE ALARM PULL STATION
Red Triangle with Pound Sign	FIRE ALARM PULL STATION
Blue Triangle with Pound Sign	FIRE ALARM PULL STATION
Red Star with Pound Sign	FIRE ALARM PULL STATION
Blue Star with Pound Sign	FIRE ALARM PULL STATION
Red Hexagon with Pound Sign	FIRE ALARM PULL STATION
Blue Hexagon with Pound Sign	FIRE ALARM PULL STATION
Red Octagon with Pound Sign	FIRE ALARM PULL STATION
Blue Octagon with Pound Sign	FIRE ALARM PULL STATION
Red Circle with Euro Sign	FIRE ALARM PULL STATION
Blue Circle with Euro Sign	FIRE ALARM PULL STATION
Red Square with Euro Sign	FIRE ALARM PULL STATION
Blue Square with Euro Sign	FIRE ALARM PULL STATION
Red Triangle with Euro Sign	FIRE ALARM PULL STATION
Blue Triangle with Euro Sign	FIRE ALARM PULL STATION
Red Star with Euro Sign	FIRE ALARM PULL STATION
Blue Star with Euro Sign	FIRE ALARM PULL STATION
Red Hexagon with Euro Sign	FIRE ALARM PULL STATION
Blue Hexagon with Euro Sign	FIRE ALARM PULL STATION
Red Octagon with Euro Sign	FIRE ALARM PULL STATION
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Red Circle with Yen Sign	FIRE ALARM PULL STATION
Blue Circle with Yen Sign	FIRE ALARM PULL STATION
Red Square with Yen Sign	FIRE ALARM PULL STATION
Blue Square with Yen Sign	FIRE ALARM PULL STATION
Red Triangle with Yen Sign	FIRE ALARM PULL STATION
Blue Triangle with Yen Sign	FIRE ALARM PULL STATION
Red Star with Yen Sign	FIRE ALARM PULL STATION
Blue Star with Yen Sign	FIRE ALARM PULL STATION
Red Hexagon with Yen Sign	FIRE ALARM PULL STATION
Blue Hexagon with Yen Sign	FIRE ALARM PULL STATION
Red Octagon with Yen Sign	FIRE ALARM PULL STATION
Blue Octagon with Yen Sign	FIRE ALARM PULL STATION
Red Circle with Rupee Sign	FIRE ALARM PULL STATION
Blue Circle with Rupee Sign	FIRE ALARM PULL STATION
Red Square with Rupee Sign	FIRE ALARM PULL STATION
Blue Square with Rupee Sign	FIRE ALARM PULL STATION
Red Triangle with Rupee Sign	FIRE ALARM PULL STATION
Blue Triangle with Rupee Sign	FIRE ALARM PULL STATION
Red Star with Rupee Sign	FIRE ALARM PULL STATION
Blue Star with Rupee Sign	FIRE ALARM PULL STATION
Red Hexagon with Rupee Sign	FIRE ALARM PULL STATION
Blue Hexagon with Rupee Sign	FIRE ALARM PULL STATION
Red Octagon with Rupee Sign	FIRE ALARM PULL STATION
Blue Octagon with Rupee Sign	FIRE ALARM PULL STATION
Red Circle with Won Sign	FIRE ALARM PULL STATION
Blue Circle with Won Sign	FIRE ALARM PULL STATION
Red Square with Won Sign	FIRE ALARM PULL STATION
Blue Square with Won Sign	FIRE ALARM PULL STATION
Red Triangle with Won Sign	FIRE ALARM PULL STATION
Blue Triangle with Won Sign	FIRE ALARM PULL STATION
Red Star with Won Sign	FIRE ALARM PULL STATION
Blue Star with Won Sign	FIRE ALARM PULL STATION
Red Hexagon with Won Sign	FIRE ALARM PULL STATION
Blue Hexagon with Won Sign	FIRE ALARM PULL STATION
Red Octagon with Won Sign	FIRE ALARM PULL STATION
Blue Octagon with Won Sign	FIRE ALARM PULL STATION

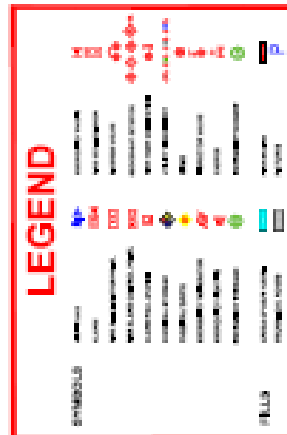
IN CASE OF FIRE

1. SOUND ALARM
2. CALL 9-911
 - A. GIVE NAME OF BUILDING
 - B. GIVE LOCATION
 - C. BE CERTAIN OPERATOR HAS RECEIVED ALL PERTINENT INFORMATION
3. SHUT DOORS, TURN OFF EQUIPMENT
**EVACUATE THE BUILDING IMMEDIATELY
 DO NOT USE ELEVATORS**
4. DO NOT RETURN INSIDE THE BUILDING UNTIL NOTIFIED BY THE AUTHORITY HAVING JURISDICTION

BUSINESS & ECONOMICS THIRD FLOOR



BUSINESS & ECONOMICS FOURTH FLOOR



EMERGENCY PROCEDURES

WVU's Emergency Response Plan will be referenced for all emergencies. A copy of the link must be attached to the Building Evacuation Plan (BEP).

The BEP focuses on two basic and immediate warning notifications:

- Fire Alarms mean to immediately evacuate the building and proceed to your Emergency Assembly Area.
- All Hazards Emergency Warning Text means to immediately seek shelter (Shelter-In- Place) in a safe location within closest facility/building. "Shelter-In-Place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a criminal/civil disturbance. When you receive the message, immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

Additional warning notifications will follow using the WVU Emergency Warning Notification System.

EVACUATION

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.

- 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).
- 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.
- All building occupants will follow instructions relevant to public safety issued by the Building Supervisor, or fire and police personnel.
- 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.

- No one may re-enter building until authorized to do so by fire or police department officials.

GENERAL EVACUATION PROCEDURES

If You Hear The Fire Alarm Or Are Instructed To Leave The Building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- 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.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area(s).
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated Emergency Assembly Area(s). Stay away from the immediate area near the building you evacuated.
- Remain in Emergency Assembly Area(s) until Roll Call is taken and instructions are given.
- Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

BUILDING SPECIFIC EVACUATION PROCEDURES

The College of Business and Economics has designated floor representatives in addition to Directors to assist in the evacuation of the building. The floor representatives are:


Floor	Name	Contact Information
First Floor	Chair, Management/ILR	293-7936 office
Second Floor	Chair, Marketing	293-7957 office
	Chair, Finance	293-7885 office
Third Floor	Chair, Accounting	293-7842 office
	Director, Graduate Programs	293-7937 office
Fourth Floor	Associate Dean, Administration	293-7801 office
	Chair,, Economics	293-7865 office

If for any reason you evacuate to an EAA other than the one defined for your unit (for example a faculty member teaching class on another floor or an employee meeting on another floor) contact a director or floor representative at that EAA.

Building evacuation maps are attached.

EMERGENCY ASSEMBLY AREA LOCATION

Emergency Assembly Areas (EAA—Roll Call) - Once out of the building, congregate with others in a designated Emergency Assembly Area a safe distance away from the building. Remain at the designated area until told to reenter the building by the Dean or Dean's representative. Designated areas are as follows:

	WHERE	DESIGNATED EAA	ROLE TAKING RESPONSIBILITY
	4 TH FLOOR	EAA #1 WOODBURN HALL	DEAN/ASSOCIATE DEANS, DEANS STAFF
	3 RD FLOOR	EAA #1 WOODBURN HALL	DEAN/ASSOCIATE DEANS, DEANS STAFF
	2 ND FLOOR	EAA #2 LIFE SCIENCES	CHAIRS, DIRECTORS
	1 ST FLOOR	EAA #2 LIFE SCIENCES	CHAIRS, DIRECTORS
THE EMERGENCY ASSEMBLY AREA WHERE YOU GO IN THE CASE OF AN EMERGENCY IS DETERMINED BY WHERE YOU ARE AT THE TIME THE ALARM SOUNDS			

EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

Third floor	Primary – Atrium area in front of Academic Advising Backup – Outside exit by Information Technology
Second floor	Primary – Outside exit by room 272 Backup – Student Study Area

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.

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.

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.

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.

SHELTER-IN-PLACE

YOU MAY BE REQUIRED TO SHELTER IN PLACE FOR EVENTS SUCH AS:

- Tornado warning
- High winds
- Active shooter
- Building intruder
- Civil disturbance
- As directed by police personnel for any other situation that requires you to find protection within a building.

WHEN TO SHELTER-IN-PLACE:

You must immediately seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- You receive an All Hazards Emergency Warning message.
- You are directed to do so by police or fire department personnel.

PROCEDURES:

The WVU ALERT Warning System (text messaging system) will be used to notify the campus community of a “shelter in place” situation.

If you are “sheltering” due to a tornado warning, immediately go to a safe location in your building.

- Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.

- In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.

If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.

- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)
- If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:
 - Close all windows and doors.
 - Turn heating/cooling systems (HVAC) off.
 - Move to the shelter in place location.
 - Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
 - Do not use elevators as they may pump air into or out of the building.
 - Any occupant that encounters a student or visitor should direct them to take appropriate actions.
 - Any occupant that encounters a physically disabled individual should assist them if possible.
 - After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)
 - If you are “sheltering” due to an active shooter, building intruder or a civil disturbance on campus, immediately go to a safe location in your building (normally the police department or the All Hazards Sirens will be the notification method).
 - If possible, take refuge in a room that can be locked.
 - If possible, close and lock the building’s or room’s door(s). If unable to lock the door secure it by any means possible, but avoid using your body.
 - The room should also provide limited visibility to anyone outside of it.
 - Hide under a desk, in a closet, or in the corner.

- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)
- Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS

Shelter-in-Place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter-in-place locations.

Community Response Checklist- Active Shooter or Violent Crime in Progress

Secure Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Un-Securing an Area:

- Consider risks before un-securing rooms.
- Remember, the shooter or perpetrator will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities :

- Use Emergency 9-911 from all campus phones
- Use 911 from all non-campus phones, including cell phones

What to Report:

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters/perpetrators identity if known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

ACRONYMS AND RESOURCE LIST

BEP:	Building Emergency Plan
BS:	Building Supervisor
EAA:	Emergency/Evacuation Assembly Area
MFD:	Morgantown Fire Department
UPD:	West Virginia University Police Department
EH&S:	Environment Health and Safety Department

University Police Emergency Planning Unit: 304-293-2677

The office serves as the focal point for emergency preparedness questions and issues. Its web site can be found at <http://police.wvu.edu>

Environmental Health and Safety: 304-293-3792 or 304-293-3795

Information on various safety topics, including hazard evaluations and employee training can be found online at

Facilities Management: 304-293-4357

Last updated: 7 28 14

Installation and repair of facility safety equipment; maintenance services can be found online at

West Virginia University Police: 304-293-3136

Information on personal safety in the workplace can be found online at <http://police.wvu.edu>

