



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

SUBJECT: EMERGENCY EVACUATION PROCEDURES

INDEX NUMBER: 150.00

EFFECTIVE DATE: DRAFT 9.9.2022

PURPOSE: To establish and maintain procedures for the emergency evacuation of persons from the offices and common areas of the Division of Administrative Services, hereinafter the Division.

REFERENCE: West Virginia Code §15A-2-1 and §15A-2-2.

RESPONSIBILITY: None.

CANCELLATION: Any previous written or verbal instruction on this subject.

APPLICABILITY: All employees. This Policy Statement is available for general distribution and is not exempt from Freedom of Information Act requests.

DEFINITIONS: The words defined in this section have the meanings given them for purposes of this policy statement.

Floor Marshals: are delegated authority from the Division Director to direct all persons to evacuate the building whenever an evacuation order is issued by emergency responders or when a fire alarm is sounding. See Attachment #3 – Floor Marshals, for additional information.

Mobility Assistants: are delegated authority from the Division Director to provide building evacuation assistance to persons with increased evacuation risk factors, for example: mobility impairments, the deaf or hard of hearing, the blind or visually impaired, or the injured. See Attachment #4 – Mobility Assistants, for additional information.

Safety Assistants: are delegated authority from the Division Director to assist with the safe and orderly building evacuations during drills and emergencies by directing people away from the building to rally points, and to avoid hazards and first responder vehicles. See Attachment #5 – Safety Assistants, for additional information.

POLICY:

I. General guidelines for all persons during emergency evacuations and drills:

- A. **Develop Environmental Awareness:** Know where you are in the building in relation to the nearest safe exit points. Anytime you enter an area you should be identifying primary and secondary exit points to use if you need to leave the area quickly due to a threat or emergency.
- B. **Stop your work:** In all emergency or drills, when the alarm sounds, all employees should immediately stop whatever they are doing and quickly, yet safely, **exit the building using the nearest safe stairwell**. All doors should be closed behind employees, but not locked. **Do not use elevators**. Never ignore or assume the alarm is false or the result of a test.
- C. **Leave the building:** Exit the building on the ground floor and quickly proceed away from the building. Vehicle ingress and egress points must be kept clear to allow the passage and deployment of first responder vehicles and personnel.
- D. **Move to your designated rally point:** Be aware of possible safety threats posed by debris falling from above. **Move away** from the building once outside the building.
- E. **Wait for further instruction:** from the Fire Command authority or other incident commander on the scene.
- F. **Employees may not re-enter the building:** until it is declared safe by the Fire Command authority or other incident commander on the scene.
- G. See Attachment #1 – Second Floor Evacuation Procedures and Attachment #2 – Third Floor Evacuation Procedures. These procedures apply to the Division’s offices maintained at 1124 Smith Street, Charleston, West Virginia.

II. Floor Marshals, Mobility Assistants, and Safety Assistants

- A. An employee may volunteer to serve or be assigned by the Division Deputy Director to serve as, a Floor Marshal, Mobility Assistant, or Safety Assistant. Employees serving in these capacities exercise delegated authority from the Division Director and all persons are expected to respond appropriately to their instructions during drills and emergencies.
- B. Employees serving in these roles must be able to perform all the duties involved in a timely, safe, and orderly manner. As many employees as possible will be trained in these duties to provide a pool of trained employees able to respond during an emergency or drill regardless of staffing levels on any given day.
- C. These roles are collateral duties and do not impact employee compensation.

D. See attachments #3, #4, and #5 for additional information.

III. Equipment

- A. Requests to purchase equipment needed to implement this policy shall be submitted in writing to the Division Director through the Assistant Director – Purchasing and Assistant Director – Fiscal Operations.
- B. Placement of evacuation equipment will be made in consultation with the Charleston Fire Department and State Fire Marshal.
- C. Evacuation equipment shall be used during every drill so that personnel are familiar with its operation in the event of an emergency.
- D. The Floor Marshals for each floor shall inspect each piece of emergency evacuation equipment each month and submit a written report to the Division Deputy Director as to its condition.

ATTACHMENTS:

- #1 Second Floor Evacuation Procedures
- #2 Third Floor Evacuation Procedures
- #3 Floor Marshals
- #4 Mobility Assistants
- #5 Safety Assistants
- #6 View of Gate opening next to Spa Bliss - Graphic
- #7 1124 Smith Street Evacuation Plan - Graphic

APPROVED SIGNATURE: _____

Michael V. Coleman, Director

Date

**DIVISION OF ADMINISTRATIVE SERVICES
2nd FLOOR (Purchasing, HR, Fiscal, Administration)**

EMERGENCY EVACUATION POLICY

1124 Smith Street, Suite 2100
Charleston, WV 25301

In the event of an emergency, all staff will be notified of that situation either by alarm or by use of the agency paging system. The agency's Administrative Secretary will utilize the desk phone paging system and inform employees that, "This is an emergency. All employees are to vacate the building immediately and proceed to the evacuation area." Upon hearing an alarm or the notice, all employees and guests will do the following:

*****DO NOT USE OR ATTEMPT TO USE THE ELEVATORS*****

There will be only one designated staging area/evacuation point for the 2nd Floor. This point will be indicated by a BLUE placard in the East parking lot along the fence.

- Employees located in suites 2100 and Parts of 2300 (from Laura Angels cube towards Sharon Hayes's office) should exit out the NORTH stairwell, if accessible, and proceed to the North parking lot and head East to the BLUE placard designated evacuation area.
- Employees located in suites 2200 and parts of 2300 (from Rosetta Crihfield's cube towards Bryan Arthurs office) should exit out the SOUTH stairwell, if accessible, and proceed East along Smith Street to Spa Bliss, head left and continue through the fence opening to the BLUE placard designated evacuation area.

NOTE: Each stairwell will be equipped with a handicapped evacuation chair for use in the event of an emergency evacuation. Floor Marshals will be responsible for ensuring that there are two (2) persons per chair, are properly trained, and to assist those who need to use the chairs.

Appointed Safety Assistants from the 2nd floor will be directing traffic and for personnel exiting via the South stairwell. The agency's Admin Secretary will take the "Attendance Log" with them to the parking lot.

Only purses, coats or jackets will be taken with the employee. DO NOT turn off any lights or computers or take office equipment with you. DO NOT make telephone calls or tend to any other personal matters.

Report to your Floor Marshal(s) and stand by for a full roll call of all employees for the floor. DO NOT go to your vehicle or leave the designated area until advised to do so. Under no circumstances are you to return to the office until you are advised of an "all clear."

The Director or the agency's Admin/Executive Secretary will make two phone calls. First call will be made to 9-1-1 (if not a drill or actual fire alarm) and the second call to Secretary Sandy.

Both the North and South stairwell doors will automatically lock after you exit. The Floor Marshals will be the last individuals to leave their respective floor and shall check each office to ensure that all employees/visitors have vacated the building in their area.

Floor Marshals will report to the Building Evacuation Officer, Jeremy Wolfe with BRIM, when their respective floors are cleared.

Emergency personnel will advise the Director of the "all clear" when it is safe to return to the building.

**DIVISION OF ADMINISTRATIVE SERVICES
3RD FLOOR (JCS, Assets, Fleet, EMD)**

EMERGENCY EVACUATION POLICY

1124 Smith Street, Suite 3100
Charleston, WV 25301

In the event of an emergency, all staff will be notified of that situation either by alarm or by use of the agency paging system. The agency's Administrative Secretary will utilize the desk phone paging system and inform employees that, "This is an emergency. All employees are to vacate the building immediately and proceed to the evacuation area." Upon hearing an alarm or the notice, all employees and guests will do the following:

*****DO NOT USE OR ATTEMPT TO USE THE ELEVATORS*****

There will be only one designated staging area/evacuation point for the 3rd Floor. This point will be indicated by a **BLACK** placard in the East parking lot along the fence.

- Employees located in suites 3100 and 3200 (north of the reception/lobby area) should exit out the **NORTH** stairwell, if accessible, and proceed to the North parking lot and head East to the Black placard designated evacuation area.
- Employees located in suites 3200 (south of the reception/lobby area) and all employees in suites 3300 and 3400 should exit out the **SOUTH** stairwell, if accessible, and proceed East along Smith Street to Spa Bliss, head left and continue through the fence opening to the Black placard designated evacuation area.

NOTE: Each stairwell will be equipped with a handicapped evacuation chair for use in the event of an emergency evacuation. Floor Marshals will be responsible for ensuring that there are two (2) persons per chair, are properly trained, and to assist those who need to use the chairs.

Appointed Safety Assistants from the 2nd floors will be directing traffic and for personnel exiting via the South stairwell. The agency's Admin Secretary will take the "Attendance Log" with them to the parking lot.

Only purses, coats or jackets will be taken with the employee. **DO NOT** turn off any lights or computers or take office equipment with you. **DO NOT** make telephone calls or tend to any other personal matters.

Report to your Floor Marshal(s) and stand by for a full roll call of all employees for the floor. **DO NOT** go to your vehicle or leave the designated area until advised to do so. Under no circumstances are you to return to the office until you are advised of an "all clear."

Attachment 2

The Director or the agency's Admin/Executive Secretary will make two phone calls. First call will be made to 9-1-1 (if not a drill or actual fire alarm) and the second call to Secretary Sandy.

Both the North and South stairwell doors will automatically lock after you exit. The Floor Marshals will be the last individuals to leave their respective floor and shall check each office to ensure that all employees/visitors have vacated the building in their area.

Floor Marshals will report to the Building Evacuation Officer, Jeremy Wolfe with BRIM, when their respective floors are cleared.

Emergency personnel will advise the Director of the "all clear" when it is safe to return to the building.

FLOOR MARSHAL

The responsibilities for this role are as follows:

Floor Marshals are a delegated authority from the Division Director to direct all persons to evacuate the building whenever an evacuation order is issued by emergency responders or when a fire alarm is sounding

The Floor Marshals should be the last individuals to leave their respective floor and shall check each office to ensure that all employees/visitors have vacated the building in their area.

Floor Marshals will report to the Building Evacuation Officer, Jeremy Wolfe with BRIM, when their respective floors are cleared.

Second Floor – Floor Marshals:

Bryan Arthur

Brody Hedrick

William White

Brad Bailey

Third Floor - Floor Marshals:

Jeff Estep

Marty Hatfield

Melissa McDowell

Christopher Walker-Akers

MOBILITY ASSISTANTS

The responsibilities for this role are as follows:

Mobility Assistants are the delegated authority from the Division Director to provide building evacuation assistance to persons with increased evacuation risk factors, for example: mobility impairments, the deaf or hard of hearing, the blind or visually impaired, or the injured. Each mobility assistant(s) will be assigned an employee who has known mobility limitations or who has asked for additional assistance in traveling the fire escape stairs or in need of additional assistance to reach the DAS rally point in the event of an emergency.

Second Floor Mobility Assistants:

Mickey Skeens

Thomas Hymes

Mark Beckner

Shawna Carson

Sharon Hayes to serve as Back up to Shawna or Mark in their absence;

Mark Nolawski will serve as back-up to Mickey or Thomas in their absence

Third Floor Mobility Assistants:

Nick Martin

SAFETY ASSISTANT

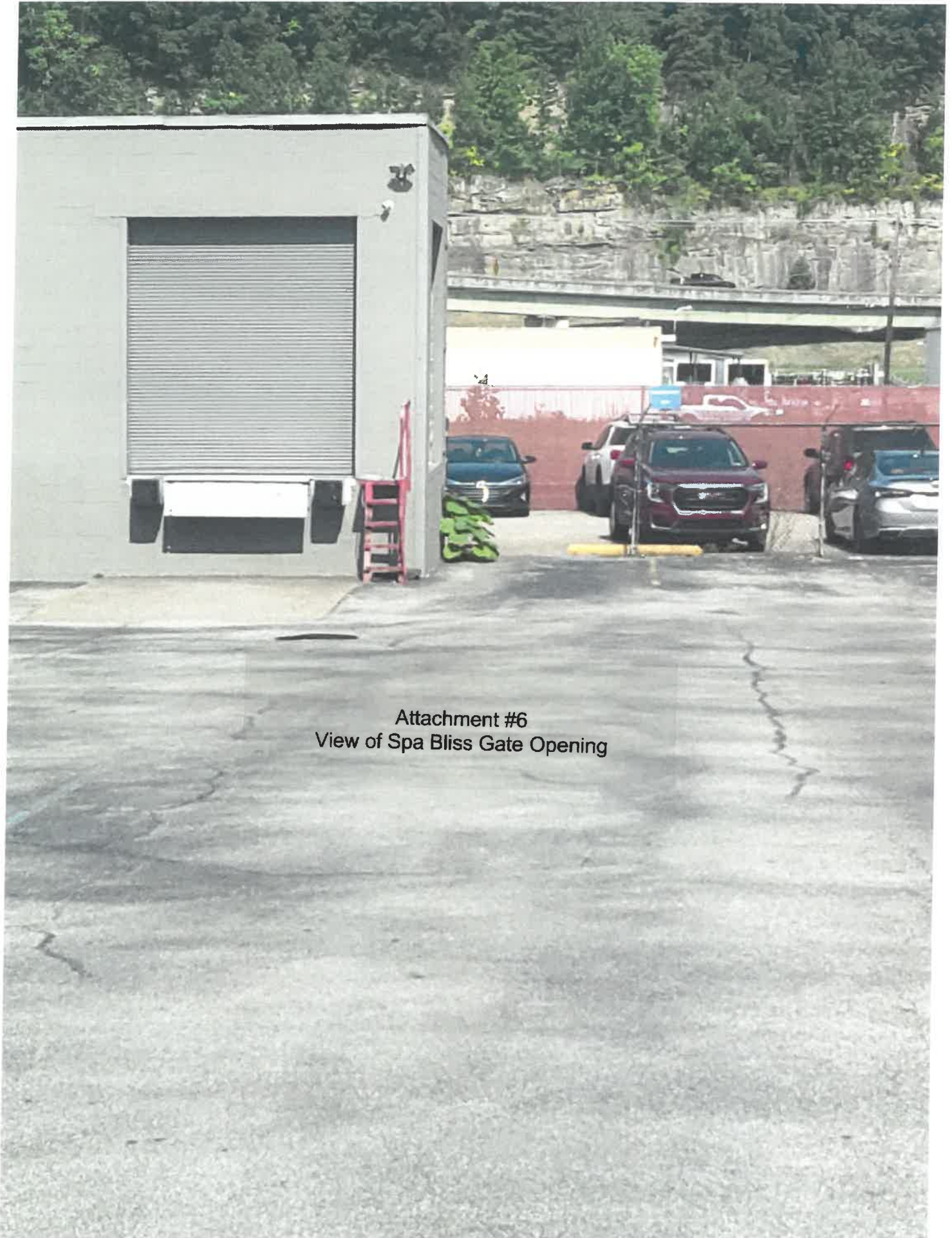
The responsibilities for this role are as follows:

Second Floor Safety Assistants

The Safety Assistant roles are a delegated authority from the Division Director to assist with the safe and orderly building evacuations during drills and emergencies by directing people away from the building to rally points, and to avoid hazards and first responder vehicles. **The Safety assistants should be one of the first person(s) to exit the building** to ensure that as other employee(s) exit the building, they are already on the scene to direct the traffic towards the DAS rally point.

Donald Staats and Doug McClung (South Fire Escape Exit Door and beyond to Rally Point)

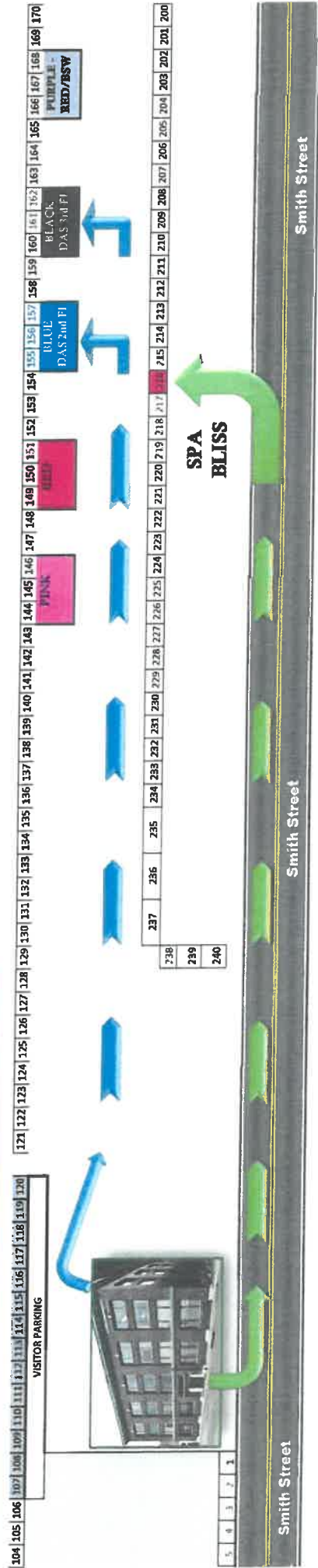
Kim Potters and Kim Wilson (North Fire Escape Exit Door and beyond to Rally Point)



Attachment #6
View of Spa Bliss Gate Opening

**Division of Administrative Services
EMERGENCY EVACUATION MAP**
Applies to all emergencies, disasters and drills

When exiting the Albert T. Summers Building from the North exit, proceed "Right" until you reach your designated agency "Evacuation Rally Point" area.



When exiting the Albert T. Summers Building from the South exit on Smith Street, proceed to the "Left" on the sidewalk until you reach "Spa Bliss" turn "Left" to enter the parking lot through the fence opening and proceed to your designated agency "Evacuation Rally Point" area.

Evacuation "Rally Point Designation" Legend

Pink	1st Floor
Red	1st Floor
Blue	DAS - 2nd Floor
Black	DAS - 3rd Floor
Purple	Prof. Surveyors/Board of Social Work/Med. Imaging - Basement
Yellow	BRJM / WV Prosecuting Attorneys Institute - 4th Floor
Orange	General Services Division/Custodial Staff - Basement

