



West Virginia University  
 Environmental Health and Safety  
 Evacuation Plan Preparation Checklist

|  | YES | NO | Comments |
|--|-----|----|----------|
| Have copies of the building floor plan for all floors been obtained?   |     |    |          |
| Have building areas that may be high-hazard been identified?   |     |    |          |
| Have safe areas outside the building been identified for people to assemble?   |     |    |          |
| Have prevailing winds been considered for toxic smoke and/or chemical vapors?  |     |    |          |
| Have plans been made to facilitate the evacuation of persons with disabilities?  |     |    |          |
| Has the evacuation floor plan been posted on each floor in an area where people congregate? (e.g., near elevators, stairwells, etc.) |     |    |          |
| Are exit routes posted and illuminated?  |     |    |          |
| Is fire equipment accessible?  |     |    |          |
| Is fire equipment in good condition?   |     |    |          |
| Are exits clear and unblocked?   |     |    |          |
| Does the building have emergency lighting?   |     |    |          |
| Have evacuation procedures been disseminated to all faculty and staff?   |     |    |          |
| Has an evacuation drill been scheduled for your facility within the last calendar year?  |     |    |          |

**Important Notes**

- Do not use elevators during evacuation.

**Optional**

- Color code the evacuation floor plan.
- Assign preparation of Building Evacuation Plan to Building Safety Committee.