

West Virginia Legislature

Joint Committee on Government and Finance

Loss Control/Safety Manual

Fifth Edition
July 2021

JOINT COMMITTEE ON GOVERNMENT AND FINANCE

EMPLOYEE SAFETY COMMITTEE

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Policy Statement

It is the policy of the Joint Committee on Government and Finance to ensure its employees are able to work in a safe manner and to protect the safety of employees and the general public by establishing and adhering to loss control and safety procedures. These procedures are meant to protect first the Joint Committee's employees and the general public, and to secondly ensure the protection of its property.

Emergency Telephone Numbers

Police, Fire Department, Paramedics	911
Capitol Police/Protective Services.....	304 558-9911 or 304-558-5715
Building Manager... ..	304-558-2317
National Poison Control Center	1-800-222-1222
West Virginia Division of Emergency Management.....	304-558-5380
West Virginia Hazardous Spill Hot Line	1-800-642-3074
Capitol Nurse	304-558-3663
Fiscal Officer (for reporting workplace injuries).....	304-347-4860
After Hours Escort Service	304-558-5715

***** In case of emergency, every phone has a short cut to reach the capitol police. Without picking up the handset, push 99 then select “Abbrev. Dial” on your phone screen. This will send an alert to the capitol police and 911 operators.**

Online Resources

Nixle allows employees to monitor updates and sign up for text message updates from local law enforcement and other agencies. Every employee should consider signing up for text alerts.

www.nixle.com

The Metro 911 of Kanawha County website provides real-time information on 911 calls affecting the public in Kanawha County, including traffic, flooding, chemical emergencies, amber alerts, major fires, and police emergencies. <http://www.metro911.org/index.htm>

The Kanawha Putnam Emergency Planning Committee website offers information on preparing for emergencies and includes a Kanawha County Evacuation Plan detailing routes and procedures in the event that mass evacuation of Kanawha County is necessary. <http://www.kpepc.org/>

ReadyWV is a communications campaign and an online tool that helps West Virginians know what to do before, during, and after an emergency. www.ready.wv.gov

Safety/Loss Control Committee

The Safety Committee is an important part of the Joint Committee on Government and Finance's safety and loss control efforts. The goals of the Safety/Loss Control Committee are to:

- involve employees in safety and loss control management;
- lower the frequency and severity of accidents and injuries; and
- maintain a safe environment for employees and visitors.

Committee Functions

The functions of the Safety/Loss control committee include:

- developing a loss control and safety policy and communicating that policy to all employees;
- recommending loss control and safety measures; and
- periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.

Meetings

The committee will hold meetings, at a minimum, on a bi-annual basis. Each meeting will follow an agenda. A special meeting may be held or an additional committee formed to address an emergency situation or complicated issue. The Legislative Manager should receive notice of the meeting at the same time as the employee members.

Records

Records of all Safety/Loss Control Committee Meetings and actions shall be maintained by the Safety/Loss Control Officer for at least three years.

Inspections

A member of each division will conduct an annual workplace safety inspection, using the checklist in Appendix A.

Reporting Accidents and Injuries

Reporting Workplace Injuries

An employee should alert his/her supervisor and fill out a Report of Incident form, provided in Appendix B, as soon as possible after a workplace injury has occurred. If the injured employee is unable to make immediate notification, any employee witnessing the injury should inform the supervisor. The supervisor will subsequently submit a Report of Incident Form to the Fiscal Officer, who will then report the accident to Encova Insurance. All reports to Encova must be made through the Fiscal Officer or another authorized Joint Committee representative.

Automobile Accidents

Should an employee be involved in an automobile accident during work-related travel, whether in his/her own vehicle, a rented vehicle, or a fleet vehicle, the employee should notify his/her supervisor as soon as possible. If an employee is unable to make immediate notification, any employee witnessing the accident should inform the supervisor. The supervisor will subsequently notify the Fiscal Officer so that an Insurance Loss Notice may be submitted to BRIM. This form is provided in Appendix C. All reports to BRIM must be made through the Fiscal Officer or another authorized Joint Committee representative.

Emergency Procedures

Evacuation

Evacuation Procedures

If evacuation is necessary, follow the procedures below to exit the building in a calm and safe manner:

1. Secure vital records and shut down electrical equipment, if it is safe to do so. **The first priority is to get out of the building.**
2. Proceed to your designated exit or an alternate exit, if necessary. Shut all doors as you leave.
3. The designated emergency leader is responsible for ensuring that everyone evacuates the area.
4. Assist disabled individuals in exiting the building.
5. Proceed in a quiet and orderly manner.
6. Do not use elevators.
7. Do not open the door if it is hot or if smoke is present.
8. Once outside, assemble at your designated area and stay there so that supervisors may tally their personnel.

Evacuating Persons with Disabilities

Hearing or Speech Impaired

Individuals with hearing impairments may not hear audible alarms, so it is important that they understand what is happening and how to proceed. Gain the person's attention by turning the light switch on and off, tapping his or her shoulder, waving your hands, etc. Indicate through gestures or in writing what is happening and what to do. Those with speech impairments can be limited in emergencies by the inability of others to recognize what they are trying to communicate non-verbally. Be sure to provide the individual with an opportunity to communicate.

Vision Impaired

Explain the nature of the emergency to the person and offer to guide him or her. Upon arriving at the designated evacuation area, orient the individual to his or her surroundings and ask if further assistance is needed. Remain with the person if they desire.

Mobility Impaired

There are a variety of mobility impairments that may impede an individual's ability to evacuate in case of an emergency, including conditions that require the use of wheelchairs, crutches, canes, and walkers; motor dysfunctions; and health problems that limit mobility. If the

individual is unable to use the stairs with assistance, a stair evacuation chair should be utilized. In the east and west wings of the capitol building, chairs are located on the second floor north landings. In the main capitol building, chairs are located on the second floor outside the clerks' offices.

Evacuation Routes

The following are the designated evacuation routes for the State Capitol Building. Upon evacuating the building, you should congregate with your division so that your supervisor may account for all staff. Should you happen to be in another location during an evacuation, please exit the building with staff in that office location, and then safely work your way to your agency's designated assembly area if possible in order to make your supervisor aware that you have vacated the building.

West Wing: Employees located in the West Wing will evacuate from the door facing the Cultural Center, turn right and proceed down the sidewalk to the Cultural Center parking lot. Employees should proceed the grassy area around and to the west of the War Memorial.

Main Building/Senate Side: Employees located in the west main building will use the Governor's Drive door. Once they cross the sidewalk to the grassy area between the Governor's Drive and the Cultural Center.

Main Building/East Wing and House of Delegates: Employees located in the East Wing closest to the main building and the House of Delegates will use the doorway at the Attorney General's exit (E-26) and carefully cross California Avenue to the parking lot directly across from that exit.

Basement Center: Employees will use the stairwell at the west end of the food court to the ground level and then exit from the South Portico and proceed down the driveway. Employees should carefully cross Kanawha Boulevard to the Capitol Levy.

Basement West Main: Employees in the West Main section of the basement will exit through the loading dock and cross the sidewalk to the grassy area between the Governor's Drive and the Cultural center.

Fire

Fire on Your Floor

If there is a fire on your floor, you should:

1. Call 911 and report the location of the fire.
2. Activate the fire alarm, alert others, and move everyone away from the area of the fire.
3. Only use fire extinguishers on small fires, if safe to do so.
4. For larger fires, get away from the fire, closing all doors and confining the fire as much as possible.

Fire Alarm

When a fire alarm is activated, you should:

1. Proceed to the nearest exit and follow evacuation procedures.
2. Feel the top of the door. If it is hot or smoke is visible, do not open the door.
3. Do not attempt to rescue possessions at the risk of personal injury. **The priority is to get out of the building.**
4. Do not use elevators.
5. Do not break windows.
6. Stay low to the ground if moving through smoke.
7. If your clothing catches fire, stop, drop and roll.

Fire Extinguisher

Do not attempt to use a fire extinguisher on a large fire. To use a fire extinguisher to put out a small fire:

1. Pull the safety pin from the handle.
2. Aim the nozzle at the base of the fire.
3. Squeeze the trigger handle.
4. Sweep the spray from side to side.

Smoke and Flames

If you are trapped in a room by smoke or flames, close as many doors as possible between you and the fire and place cloth around and under the door to prevent smoke from entering. Do not open or break windows unless necessary to escape. Be prepared to signal your location through the window.

If you are caught in smoke, crawl on your hands and knees. Hold your breath as much as possible. Breathe through your nose through a filter such as a shirt or jacket.

If you must advance through flames, wet your clothing if possible. Hold your breath and move quickly, covering your head and hair. Keep your head down and eyes closed as much as possible.

Earthquake

In case of an earthquake, you should:

1. Take cover under a sturdy desk or table and protect your head and neck.
2. Stay away from windows and outside walls.
3. Stay where you are and do not run outside. Falling debris may cause injury.
4. Do not use elevators.
5. If you are outdoors, stay in an open area. Do not enter the building.

Following the earthquake, you should:

1. Be prepared for aftershocks.
2. Give first aid to any injured persons. Do not move them unless absolutely necessary.
3. Replace telephone handsets that have fallen during the earthquake, but do not use the telephone except to report fires or medical emergencies.
4. Go to the interior of the building and avoid windows and outside walls.
5. Wait for instructions from Emergency Personnel.
6. Follow evacuation procedures if necessary.

Tornado

If there is a tornado warning or a tornado occurs, you should:

1. Move to the basement of the building, if at all possible. **The basement is the safest location.**
2. If you are unable to move to the basement, move to an interior room or hallway. Stay away from windows and outside walls.
3. If you are outside when the tornado strikes, you should lie in a ditch or depression and cover your head with your hands.
4. Watch for flying debris.

Threats and Suspicious Mail

Telephone/Bomb Threat

If you answer the phone to a bomb threat or other threatening caller, you should:

1. Remain on the line, though your first reaction may be to hang up.

2. Remain calm. Do not express anger or fear.
3. Try to calm the caller.
4. Use the Bomb/Other Threats Checklist in Appendix D to gain as much information as possible about the nature of the threat, the intended target of the threat, the reason for the threat, and details about the caller and his or her location.
5. When the call is over, contact the Capitol Police at 304-558-5715 or call 911.

Suspicious Package or Letter

If you receive a suspicious package or mail, you should:

1. Refrain from handling the suspicious item.
2. Contact the Capitol Police at 304-558-5715 or call 911.
3. Keep everyone away from the area until law enforcement arrives.
4. If the item has been opened and is threatening or appears to be a suspicious device, immediately stop handling it and vacate the area, then contact law enforcement.

Shelter in Place

“Shelter in place” means to take immediate shelter where you are. There are various reasons this may be necessary, including the release of chemical, biological, or other dangerous substances; terrorist attacks; workplace violence or other threatening situations. General procedures for dealing with these situations are discussed below.

Chemical Release or Similar Incident

If you are instructed to shelter in place due to the release of a chemical or other dangerous substance in the area, you should

1. Gather all office employees into an interior room with no or few windows.
2. If possible, employees in basement areas should move to the first floor, as some chemicals are heavier than air and may travel to basement areas more quickly.
3. Close and lock all windows and exterior doors.
4. Using tape and plastic (if available), seal around any windows, doors and air vents.
5. If you are told there may be an explosion, close shades, blinds, and curtains.
6. General Services has plans in place to turn off any air generators and fans in capitol complex buildings.
7. Listen to the radio (see list of advisory stations in Appendix E), watch television, and/or monitor websites, such as the Metro 911 of Kanawha County website or local news station websites, if you are at the capitol complex or other local area.
8. Remain in place until you are told it is safe to leave or are asked to evacuate.

Workplace Violence or Similar Incident

If you hear gunshots or have other indications that there is a threat to your safety, you should do the following:

1. If evacuation is possible, go to a safe place and call 911.
2. If evacuation is not possible and you are in an office, stay there.
3. If you are in a hallway, get into an office.
4. Lock the door if possible or blockade it to keep the shooter out.
5. Turn out the lights.
6. Hide on the floor behind large objects, such as a cabinet or desk.
7. Remain quiet.
8. If possible, call 911. If you are unable to talk, remain on the line and let the operator hear what is going on.
9. When officers arrive, you should:
 - a. Put down anything you might be carrying, such as bags or purses.
 - b. Keep your hands where they can be seen.
 - c. Remain calm and do as officers instruct you.

Flooding

Flooding Inside the Building

If there is flooding inside your building, such as from a burst pipe, you should:

1. Notify a supervisor and General Services.
2. Secure your area and vital records.
3. Use caution near appliances or outlets near the water.
4. If you know the source of the water and can safely stop it, do so.
5. If directed to evacuate, follow evacuation procedures.

Exterior Flooding

If there is a threat of flooding due to an exterior source, such as from torrential rains, you should:

1. Monitor the Emergency Alert System for advisories (see list of advisory radio stations in Appendix E).
2. If facility closure is necessary, Joint Committee leadership will notify you.

If you are caught in a flood from exterior sources:

1. Go to higher ground and avoid areas subject to flooding.
2. Do not attempt to walk across flowing streams or drive through flooded roadways.
3. If water rises in your building before you can evacuate, go to the top floor, attic, or roof.
4. Listen to a battery-operated radio for the latest storm information.

5. If you've come in contact with floodwaters, wash your hands with soap and disinfected water when safe to do so.

Medical Emergencies

Upon encountering an injured or unconscious person, you should first assess the area to make sure there is no threat of danger to yourself. It is possible that you could also be injured by whatever caused the injury to the other person. If it is not safe to enter the area, call 911 and wait for emergency personnel. If it is safe, go to the person and assess their breathing and injuries. Assist them as detailed below.

Unconscious victim

If the person appears to be unconscious, you should:

1. Call for help and have someone call 911. If you are at the capitol, also have someone call the capitol nurse at 304-558-3663.
2. Check for breathing. If the person is not breathing, begin administering CPR.
3. If the person is unconscious but breathing, tend to any obvious injuries, such as bleeding.
4. Help prevent shock by maintaining the person's body temperature.

Conscious victim

If the person is conscious, you should:

1. Have someone call 911. If you are at the capitol, also have someone call the capitol nurse at 304-558-3663.
2. If you are alone, reassure the person that you will return and go summon help. Immediately return after getting help.
3. Unless there is immediate danger, such as a fire, that requires moving the person, keep them still.
4. Help prevent shock by maintaining the person's body temperature.

Choking

If the person is choking but conscious, you should:

1. Ask if he or she can breathe. If he or she cannot cough, speak, or breathe, have someone call for help and begin the Heimlich maneuver.
2. Avoid interfering if he or she can cough, speak, or breathe.

If the choking person loses consciousness, you should:

1. Administer CPR, then check his or her throat for the object.

2. Continue as needed or until help arrives.

Stalled Elevator

If you are in an elevator that becomes stalled or stuck, you should:

1. Remain calm.
2. Press the Call button to call for assistance. Someone will respond to your call over the speaker.
3. If you do not receive a response from the Call button and you have a cell phone, you may call Protective Services at 304-558-5715 for assistance. This number is staffed 24 hours a day.
4. You may also push the Alarm button to let people outside the elevator know that you are stuck.

Appendix A

Office Area Health and Safety Inspection Checklist

Division:

Location:

Inspected by:

Date Inspected:

✓	Description	Corrective Action Needed	Correction Date
Walking Surfaces			
	Aisles correctly established and clear		
	No tripping hazards in evidence		
	Floors dry, not slippery		
	Cords not stretched across aisles or under carpets		
	Entrance mats available and used in wet weather		
	Carpet is secure and free of tears, lumps, or loose pieces		
Stairways, Aisles, Storage Rooms, Halls, Emergency Exits, Fire Extinguishers			
	Adequate lighting in stairways, aisles, and storage rooms		
	Stairways clear – not cluttered		
	Handrails installed and in good condition		
	Halls kept clear of equipment and supplies		
	Emergency exit doors clearly marked and accessible		
	Fire extinguishers accessible and fully charged		
Bookcases, Shelves, Cabinets			
	Bookcases and shelves not overloaded		
	Heavy storage shelves secured to wall		
	File drawers closed when not in use		
	Bookcases and cabinets secured against tipping		
Electrical Safety, Chairs, Chemical Products, Ladders, Tools, Air Movement			
	Electrical outlets not overloaded		
	Equipment properly grounded		
	Electrical cords and plugs in good condition		
	Extension cords not substituted for permanent wiring		
	Chairs in good mechanical condition		
	Chemical products properly used and stored		
	Safe step stools/ladders used properly		
	Paper cutter equipped with guard/blade spring functioning		
	Paper shredder guarded		
	Unobstructed air movement and vents		

Appendix B
Report of Incident Form

Report of Incident Form

Date of Incident:	Time of Incident:
-------------------	-------------------

Employee Information			
Name:		Date of Birth:	
Job Title:	Division:	Work Phone:	

Incident Details				
Location of Incident	Address:	City:	State:	Zip:
Weather conditions (if relevant)				

Witnesses		
Name:	Address:	Phone Number:
Name:	Address:	Phone Number:
Name:	Address:	Phone Number:

Description of the Incident
Describe how the incident occurred. Include the cause, what you were doing, equipment/objects involved, etc.:

Appendix C
Insurance Loss Notice Form

INSURANCE LOSS NOTICE - State of West Virginia

BRIM USE ONLY

Instructions: For **all** losses, complete sections 1, 2 & 3
For **Auto** losses – **also** section 4
For Insured **Property** losses – **also** section 5

! Coding _____ / _____ / _____
! To. Co. _____
! _____

(1) Insured Name: _____ Insured Acct. # (required) _____

Insured Address: _____

Insured Phone Number (day): _____

Contact Person _____ Position with Insured _____
For insured (Contact Person)

(2) Date of Loss: _____ Time of Day: _____

Location of Occurrence: (Street address) _____

Description of Occurrence: _____

Investigated By: (Police, Fire, etc.) _____

(3) Injured/Property Damaged use additional sheet(s) as necessary

Name (injured/owner) _____ Home Phone #: _____

Address: _____ Work Phone #: _____

Age _____ Sex _____ Social Security #: _____ Occupation: _____

Employer: _____ Where is Property Now? _____

Description-Injury: _____

Description-Property Damage: _____ Estimate Amt. \$ _____

Witnesses: _____

(4) Auto Losses Only use additional sheet(s) as necessary

Insured Vehicle**Claimant Vehicle**

Year _____ Make _____ Model _____ Year _____ Make _____ Model _____

VIN _____ VIN _____

Vehicle Driver _____ Vehicle Driver _____

Vehicle Owner _____ Vehicle Owner _____

Passengers _____ Passengers _____

(5) Insured Property Losses Only: Loss Type

() Fire () Windstorm () Burglary & Theft () Boiler & Machinery () Fidelity

() Vehicle () Aircraft () Other _____

SUBMITTED BY: _____ DATE: _____

West Virginia Board of Risk & Insurance Management * 90 MacCorkle Ave., S.W. Suite 203, So. Charleston, WV 25303
(304) 766-2646 * (800) 345-4669 * fax (304) 766-2653

Appendix D
Bomb Threat Checklist

BOMB THREAT CHECKLIST

<i>Description Detail Report</i> 1) When is bomb going to explode? 2) Where is it right now? 3) What does it look like? 4) What kind of bomb is it? 5) What will cause it to explode? 6) Did you place the bomb? 7) Why? 8) What is your address? 9) What is your name? <i>Exact wording of the threat:</i> _____ _____ _____ _____ _____ _____ _____ _____		Caller's Voice – Circle as applicable <table style="width: 100%;"> <tr> <td>• Calm</td> <td>• Nasal</td> </tr> <tr> <td>• Angry</td> <td>• Stutter</td> </tr> <tr> <td>• Excited</td> <td>• Lisp</td> </tr> <tr> <td>• Slow</td> <td>• Raspy</td> </tr> <tr> <td>• Rapid</td> <td>• Deep</td> </tr> <tr> <td>• Soft</td> <td>• Ragged</td> </tr> <tr> <td>• Loud</td> <td>• Clearing Throat</td> </tr> <tr> <td>• Laughing</td> <td>• Deep Breathing</td> </tr> <tr> <td>• Crying</td> <td>• Cracked Voice</td> </tr> <tr> <td>• Normal</td> <td>• Disguised</td> </tr> <tr> <td>• Distinct</td> <td>• Accent</td> </tr> <tr> <td>• Slurred</td> <td>• Familiar</td> </tr> </table> If voice is familiar, who did it sound like? _____ _____		• Calm	• Nasal	• Angry	• Stutter	• Excited	• Lisp	• Slow	• Raspy	• Rapid	• Deep	• Soft	• Ragged	• Loud	• Clearing Throat	• Laughing	• Deep Breathing	• Crying	• Cracked Voice	• Normal	• Disguised	• Distinct	• Accent	• Slurred	• Familiar
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• Crying	• Cracked Voice																										
• Normal	• Disguised																										
• Distinct	• Accent																										
• Slurred	• Familiar																										
Gender of caller: M F		Threat Language <table style="width: 100%;"> <tr> <td>• Well-spoken (educated)</td> <td>• Incoherent</td> </tr> <tr> <td>• Foul</td> <td>• Taped</td> </tr> <tr> <td>• Irrational</td> <td>• Message read by threat maker</td> </tr> </table>		• Well-spoken (educated)	• Incoherent	• Foul	• Taped	• Irrational	• Message read by threat maker																		
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Age:		Background Sounds: <table style="width: 100%;"> <tr> <td>• Street Noises</td> <td>• Music</td> </tr> <tr> <td>• Animal Noises</td> <td>• House Noises</td> </tr> <tr> <td>• Factory Machinery</td> <td>• Long Distance</td> </tr> <tr> <td>• Voices</td> <td>• Motor</td> </tr> <tr> <td>• Clear</td> <td>• Phone Booth</td> </tr> <tr> <td>• Static</td> <td>• Train</td> </tr> <tr> <td>• PA System</td> <td>• Office Machinery</td> </tr> <tr> <td>• Local Call</td> <td>• Other</td> </tr> </table>		• Street Noises	• Music	• Animal Noises	• House Noises	• Factory Machinery	• Long Distance	• Voices	• Motor	• Clear	• Phone Booth	• Static	• Train	• PA System	• Office Machinery	• Local Call	• Other								
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• Voices	• Motor																										
• Clear	• Phone Booth																										
• Static	• Train																										
• PA System	• Office Machinery																										
• Local Call	• Other																										
Length of call:																											
Date of call:																											
Individual that received call:																											
Remarks:																											

Appendix E
Emergency Alert System Broadcast Stations

Emergency Alert System Broadcast Stations

Station	Phone	Counties
WVAF – FM 99.9	304-342-8131	Boone, Calhoun, Clay, Jackson, Kanawha, Putnam, Roane
WRVC – AM 930	304-523-8401	Cabell, Lincoln, Mason, Wayne
WJLS – AM 560	304-253-7311	Fayette, Raleigh, Summers, Wyoming
WCWV – FM 92.9	304-872-5202	Braxton, Nicholas, Webster
WHAJ – FM 104.5	304-327-7114	McDowell, Mercer
WRON – FM 97.7	304-645-1400	Greenbrier, Monroe, Pocahontas
WVOW – AM 1290	304-752-5080	Logan, Mingo
WXIL – FM 95	304-485-4565	Pleasants, Ritchie, Wirt, Wood
WWLW – FM 106.5	304-623-6546	Barbour, Doddridge, Gilmer, Harrison, Lewis, Taylor, Upshur
WVAQ – 101.9	304-296-0029	Marion, Monongalia, Preston
WDNE – FM 98.9	304-636-1300	Randolph, Pendleton, Tucker
WWVA – AM 1170	304-233-1170	Brooke, Hancock, Ohio, Marshall, Tyler, Wetzel
WQZK – FM 94.1	304-759-1005	Grant, Hampshire, Hardy, Mineral
WEPM – AM 1340	304-263-8868	Berkeley, Jefferson, Morgan