Evacuation Procedure – Persons With Special Needs

Some UAlbany Community members cannot, due to a permanent or temporary disability, readily exit a building from the upper floors during a fire alarm activation. These persons should seek refuge on the landing of a fire rated exit stair tower. Fire rated exit stairs are posted with tactile signage.

Fire rated enclosures, known as Areas of Refuge, may exist in certain areas of UAlbany buildings. These rooms or enclosures will be posted with signage indicating that they are Areas of Refuge. Persons unable to exit a building on their own may seek refuge in these areas.

Building Fire Marshals should perform a quick sweep of their assigned areas to note the location of any persons seeking assistance in safely evacuating the building. The location of these persons should be reported immediately to on-scene University Police Department or Albany Fire Department personnel. Disabled persons may also use a blue light telephone to let the 911 Communications Officer know their location and status. They can also contact emergency services on their cell phone by dialing 911 or (518) 442-3131.

This procedure should be practiced during regular evacuation drills, which are held in all academic buildings three times annually. Building occupants should pre-plan emergencies by noting the location of fire rated exit stairs, exit doors, emergency communications (blue light telephones), and Areas of Refuge. Any questions or concerns should be reported promptly to the building Fire Marshal.