EVACUATION PLAN & EMERGENCY ACTION PLAN
EMERGING TECHNOLOGY AND ENTREPRENEURSHIP COMPLEX
University at Albany, SUNY
1400 Washington Avenue
Albany, New York 12222

Occupancy Class:
B, Business

Construction Type:
II B

Emergency Egress or Escape Routes:
Basement – Exit discharges can be found at the East and Southern ends of the building, and up stair 1.

1st Floor – Exit discharges can be found at the main West entrance, the Northern end through exit stair 2, and down exit stair 3 at the Southern end of the building.

Floors 2 through 5 – Exit stairs are located at the North(exit stair 2) and South(exit stair 3) ends of the building, as well as the center(exit stair 1) of the building through the main elevator lobby on floors 2 through 5.

All building occupants shall seek these marked means of egress routes and exit the building using the nearest exit once the audible and visual notification signals of the fire alarm system have been activated. Occupants shall move away from exits and continue to the parking lot on the North end of the building.

Procedures for Critical Employees:
Assigned building Fire Marshals and Assistant Fire Marshals may check rooms and encourage building occupants to exit on their way out of the building. No building occupants shall loiter in or re-enter the building during an alarm of fire.

Procedures for Use of Elevators During Emergency:
Elevators shall not be used as a means of egress during a fire alarm.

Procedures for Assisted Rescue:
Persons unable to exit the building on their own, shall seek the Area of Refuge located in the main elevator lobby on floors 2 through 5. An additional Area of Refuge is located on the 5th floor in Stair 3 at the South end of the building. Do NOT use the elevators. Push button on emergency communication panel and wait for assistance. Calls may take several minutes.
Accountability Procedures:
Supervisors and instructors shall account for their employees and students once they have exited from the building.

Identification of Personnel Responsible for Rescue:
Personnel from the City of Albany Department of Fire and Emergency Services shall be tasked with performing rescues and providing medical assistance in buildings under an alarm of fire.

No University at Albany employee or student shall be required to enter a building under an alarm of fire in order to perform a rescue or provide medical assistance.

Preferred and Alternative Means of Notifying Occupants of Fire or Emergency:
Persons discovering a fire in the building, shall alert building occupants by pulling the manual fire alarm pull station located near an exit discharge door.

Preferred and Alternative Means of Reporting Fires:
Persons discovering a fire in the building, shall report said fire by pulling the manual fire alarm pull station located near an exit discharge door.

Additionally, persons can contact the 911 dispatcher by using a Blue Light automatic-dial telephone (found on marked lampposts throughout campus), dialing 518-442-3131 from a cell phone, or dialing 911 from a campus phone.

Further Information about Evacuation Plan:
Further information about this Evacuation Plan / Emergency Action Plan may be obtained by contacting the University at Albany Code Administration – Fire Safety at 518-442-3400. Fire Safety Manager Eric Fletcher can provide more information about this plan.

Training:
The University at Albany shall provide three emergency evacuation drills per year. One drill shall occur in the Spring Semester, one drill shall occur in the Summer Session, and the third drill shall occur in the Fall Semester. All building occupants shall participate in these drills.

References:
2020 Fire Code of New York State, Section 404.2.1
29 CFR 1910.38

https://www.albany.edu/facilities/plant/fire_safety.html

Rev. 11/2021