

EVACUATION PLAN & EMERGENCY ACTION PLAN  
EDUCATION BUILDING  
University at Albany, SUNY  
1400 Washington Avenue  
Albany, New York 12222

Occupancy Class:

B, Business

Construction Type:

IB

Emergency Egress or Escape Routes:

Basement – exits can be found at the East or West ends of the hallway to the exterior of the structure.

First Floor – exits can be found at the East and West ends of the building.

Second and Third Floors – exits stair towers are located at the East and West end of the building. These exits are located on the South side of the corridor.

All building occupants shall seek these marked means of egress routes and exit the building using the nearest exit upon the activation of the audible and visual notification signals for the fire alarm system.

Procedures for Critical Employees:

Assigned building Fire Marshals and Assistant Fire Marshals may check rooms and encourage building occupants to exit on their own 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 an alarm of fire.

Procedures for Assisted Rescue:

Persons unable to exit the building on their own shall seek refuge in one of the fire rated egress stair towers. The West stair tower has blue light automatic-dial telephones to communicate with the 911 dispatcher. Persons seeking refuge in the stair tower shall use the blue light telephone to request assistance in rescue from the building.

### 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 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, 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](https://www.albany.edu/facilities/plant/fire_safety.html)

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