

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

Occupancy Class:

R-2, Residential

Construction Type:

IB

Emergency Egress or Escape Routes:

Basement – Use exit stairs to the first floor. Or the emergency exit leading to the dock, proceed through the exit door to the dock or use the south exit hallway.

First Floor – Exit discharges can be found through the main lobby in the center of the building, or at the West end of the building.

Second and Third Floors – Exit stairs are located at both ends of the hallway.

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 Residential Life employees 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.

Accountability Procedures:

Residential Life Staff shall account for 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 five emergency evacuation drills per year. Two drills shall occur in the Spring Semester, one drill shall occur in the Summer Session, and the two drills shall occur in the Fall Semester. All building occupants shall participate in these drills.

References:

2015 International Fire Code, Section 404.2.1.

29 CFR 1910.38

11/2023