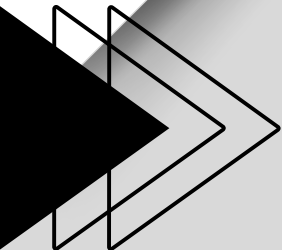
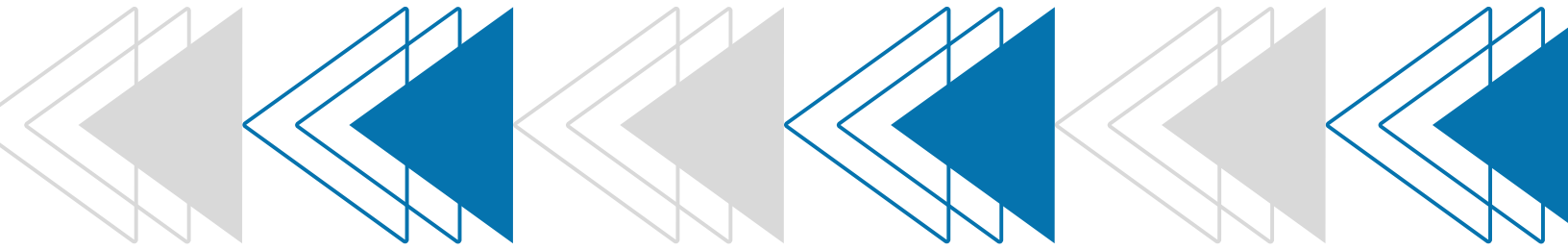




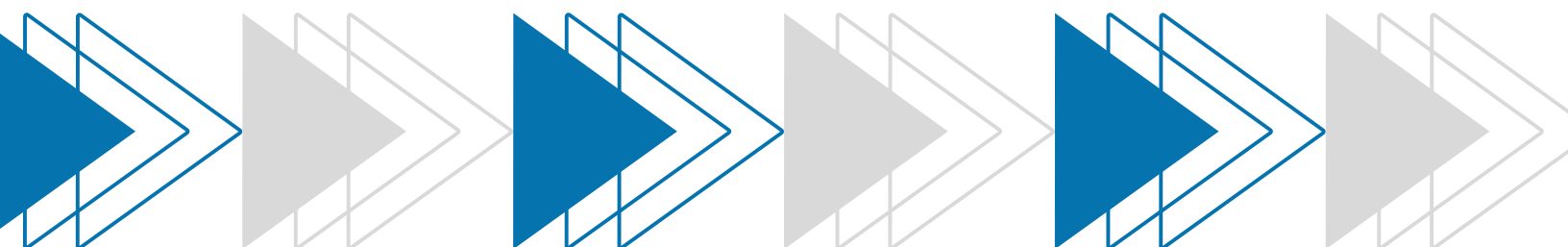
EMERGENCY PREPAREDNESS PLAN





OUR BELIEF:

In today's world, characterized by a rise in active shooting incidents, terrorist threats, and the looming specter of war, it is imperative that crowd managers possess foresight, resilience, and determination. Our staff serves as the frontline for safety, prepared to respond effectively in the event of any disaster, regardless of its nature.





EMERGENCY PREPAREDNESS TEAM:

- Albany Capital Center Command
- Guest Services and Security
- Event Managers
- General Manager
- Sales Managers
- Security Manager
- Operations Staff
- Albany Police Department
- Albany Fire Department
- Other Law Enforcement Agencies

EMERGENCY RESPONSE PLAN:

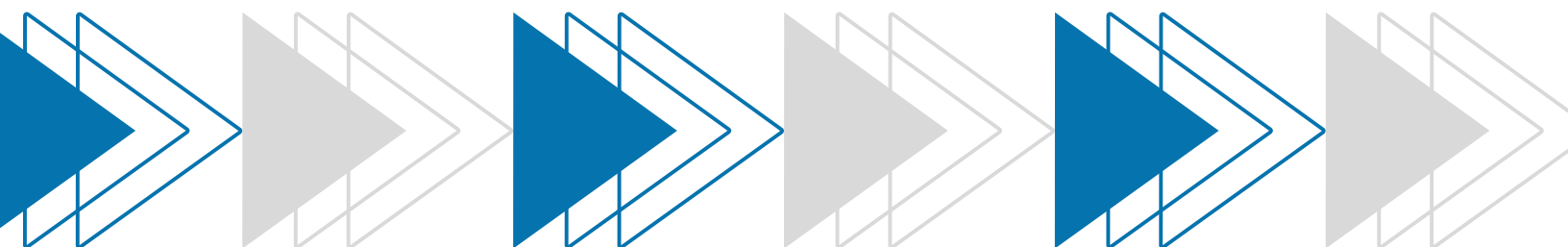
Ensure a systematic and safe evacuation from the Albany Capital Center in the event of any emergency that poses a risk to life or property.





DISASTER RESPONSE PROTOCOL:

In the event of an emergency at The Capital Center, all directives must be obtained from the Albany Police Department, Albany Fire Department, New York State Police, Albany County Sheriffs, or Albany Capital Center staff. Personnel equipped with radios are to switch to channel 8 for ongoing communication. The Event Manager will serve as the liaison between the building management and the client. Together with the Command Security Guard, the Event Manager will convene at a designated location to initiate the evacuation process for all patrons, employees, and vendors.





EVACUATION PROTOCOL:

The evacuation will be initiated by designated management personnel upon receiving instructions from the Albany Police Department (APD), Albany Fire Department (AFD), or other law enforcement agencies. Authorized representatives may include the Event Manager, General Manager, Operations Manager, or Security Manager, in collaboration with local law enforcement.

Once the announcement is made and the building is cleared, all employees should evacuate to the corner of Eagle Street and the Walkway lobby to await further instructions.

The announcement will emphasize the importance of remaining calm and proceeding in an orderly fashion, thereby minimizing panic. A successful evacuation hinges on clear communication and composed behavior.





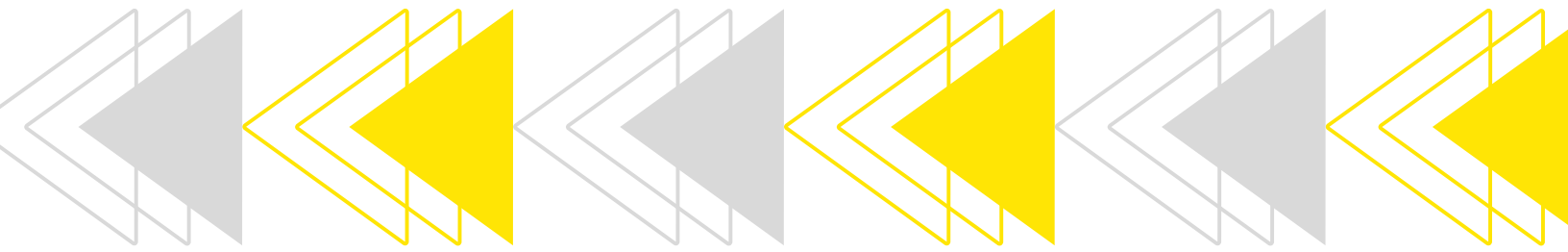
EVACUATION PROTOCOL CONTINUED:

All patrons and exhibitors should be directed toward the designated walkway for evacuation. If the north side offers a more accessible exit, please instruct individuals to utilize the stairs while avoiding the escalator and elevator.

The Albany Police Department (APD) or Albany Fire Department (AFD) will be tasked with notifying the relevant emergency response agencies.

Staff members, including those from Guest Services, Security, and Supervisors, will facilitate a safe and orderly evacuation through the appropriate exits, guiding individuals to locations away from the building.

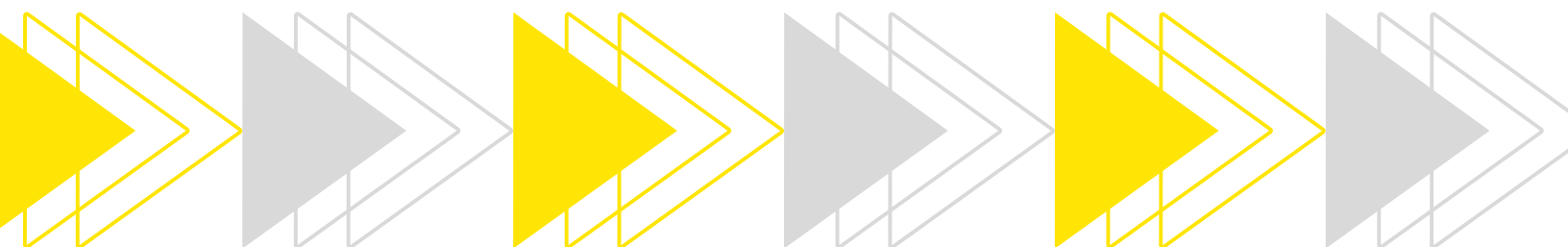


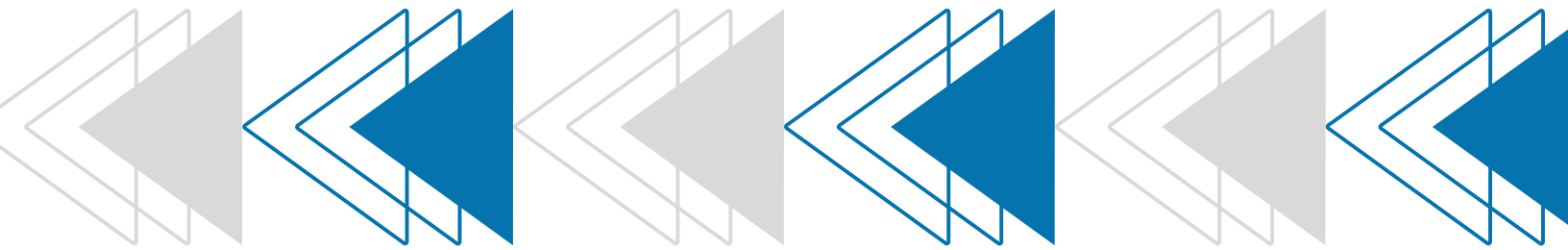


EVACUATION PROTOCOL CONTINUED:

Once the evacuation is complete, the relevant law enforcement agencies will secure the facility to prevent unauthorized reentry and assist with crowd control if necessary.

Upon the arrival of emergency units from the Albany Police and Albany Fire Departments, they will assume overall responsibility for the situation and will delegate tasks to additional emergency personnel as required to effectively manage the incident.





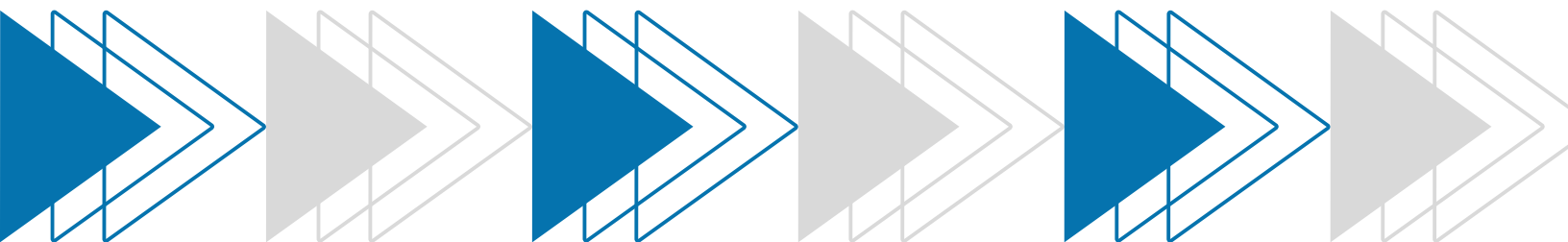
CODE BLUE ANNOUNCEMENT:

A situation has arisen that necessitates an evacuation of the building as instructed by the Albany Police Department and/or Albany Fire Department.

- Evacuation announcements will be made through the public address system, urging all individuals to exit the building calmly.
- Special priority will be afforded to patrons with disabilities and those requiring assistance during the evacuation process.

CODE RED ANNOUNCEMENT:

- A directive has been issued by the APD and/or AFD to evacuate the building IMMEDIATELY due to a hazardous condition.
- A dangerous situation is present.
- Specific areas to avoid will be communicated to prevent confusion.
- Announcements will be made through the PA system, urging everyone to exit the building swiftly and calmly.
- Priority will be given to patrons with disabilities and those requiring assistance during the evacuation.



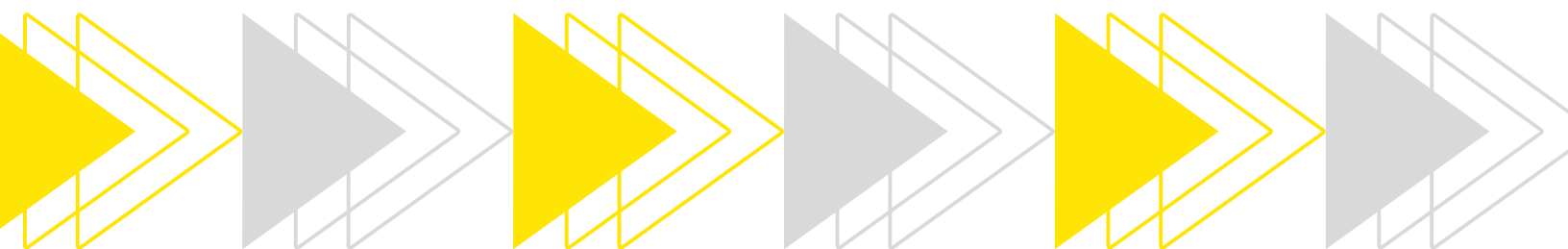


CODE BLUE AND CODE RED

EVACUATION ROUTES:

The following directives are to be issued by the ACC staff, with the primary objective of ensuring that all attendees are directed to safe locations, including the MVP Arena and the Empire State Plaza.

- Attendees exiting onto Eagle Street will be guided by staff to the Empire State Plaza walkway. Personnel will manage the distribution of attendees, directing proportional numbers to the Plaza while the majority will proceed to the MVP Arena. It is crucial that the walkway is utilized, as there may be emergency response vehicles operating on Eagle Street.
- Those exiting through the Howard Street doors on both levels will be instructed by staff to proceed down Wendell Street and enter the Beaver Street doors leading to the MVP Arena. This guidance is contingent upon there being no incident on the East Side of the building. Should a situation arise in that area, attendees will instead be directed west along Howard Street and then left onto Eagle Street to access the enclosed walkway.

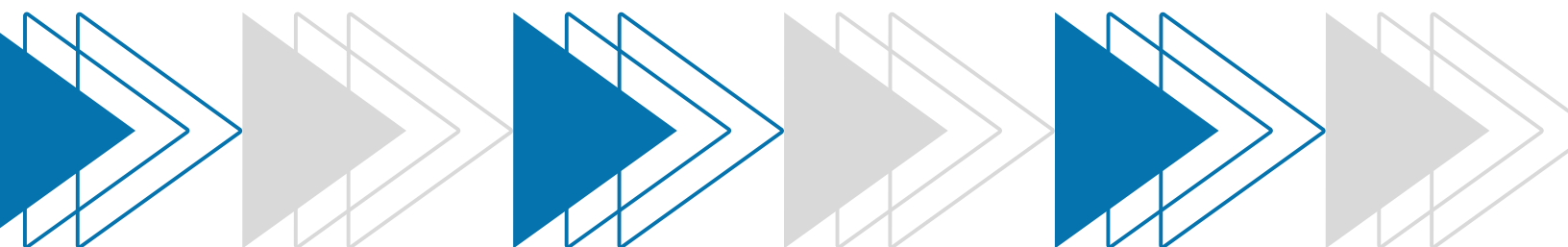


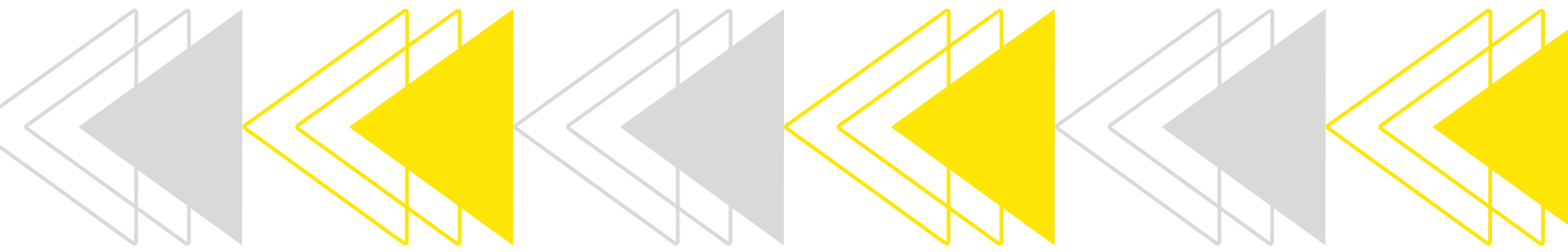


- All ACC staff will be equipped with radios and will operate on channel 8 for real-time updates.
- Once your designated area or sections have been cleared, please request further instructions from Command regarding which area to report to for additional guidance on whether to advise attendees to return to the venue or to send them home.

PLEASE BE AWARE OF THE FOLLOWING POTENTIAL HAZARDS:

- Insufficient lighting
- Equipment, such as cables, placed on the floor, tables, chairs, and other production apparatus
- Limited spacing in the C2 multipurpose room (due to the airwall)
- Absence of doors and steps for wheelchair accessibility; ensure that disabled patrons are staged in designated refuge areas, with the AFD team informed about these locations.





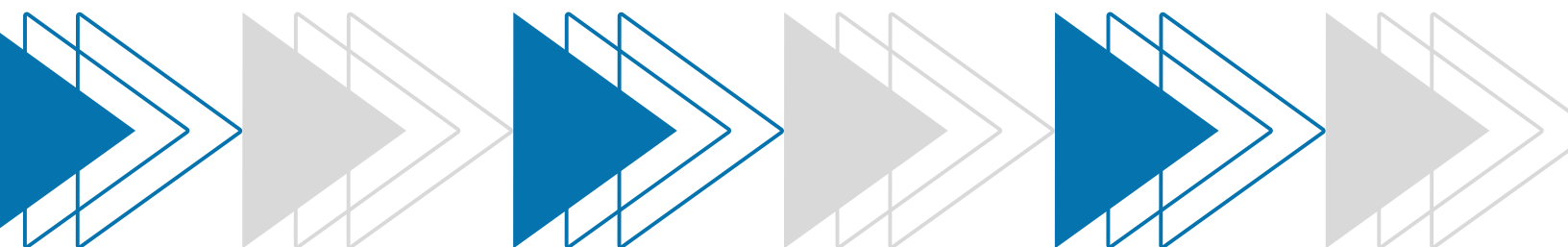
OUR STAFF IS TRAINED TO CONSIDER THE FOLLOWING:

- What if an emergency were to occur today or tonight?
 - What is my plan for safely evacuating my area?
 - Are there patrons with disabilities that require assistance?
- Where is the nearest exit door?
- How do I navigate away from the designated code red area in my evacuation plan?
- Is there anyone present who requires medical attention due to injuries?
- Ensure that you have all necessary information readily accessible during stressful situations.
- Remain calm, act swiftly, and proceed to the designated meeting location.
- Respond to emergency situations in accordance with these established protocols.



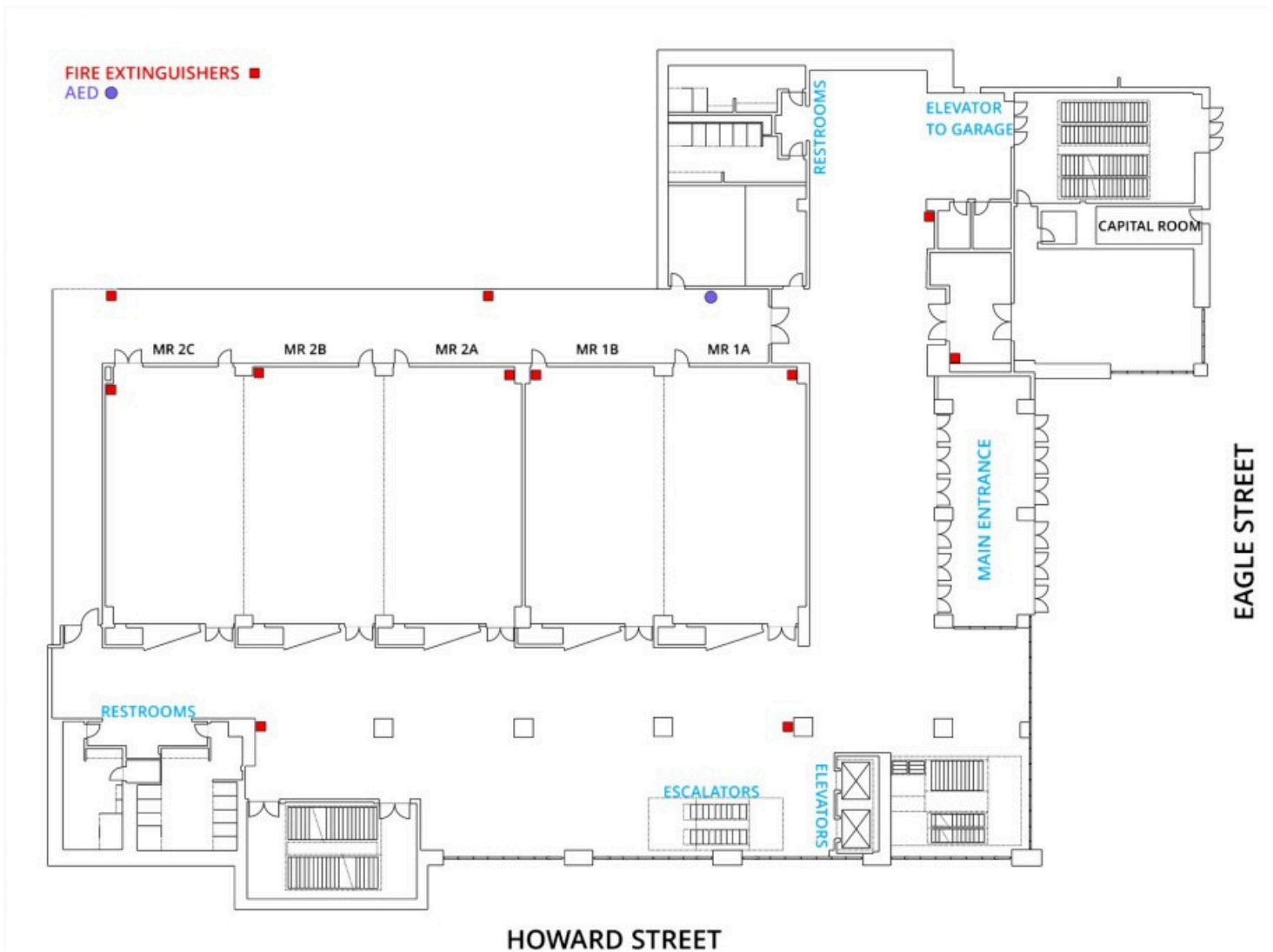


- Assess the patient's gender and approximate age.
- Identify the presenting issue, such as difficulty breathing, chest pain, lacerations, or fall-related injuries, along with any relevant medical history or prior symptoms.
- Contact ACC Security (Command).
- Clearly communicate the precise location of the patient.
- Escort paramedics to the patient upon their arrival.





FIRE EXTINGUISHERS & AED LOCATIONS: LEVEL 1





FIRE EXTINGUISHERS & AED LOCATIONS: LEVEL 2

