



EVACUATION PROCEDURES FOR 334 East 25th Street

IN THE EVENT OF A FIRE, REMAIN CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

If The Fire Is In Your Apartment

- Close the door to the room where the fire is located and leave the apartment.
- Make sure **EVERYONE** leaves the apartment with you.
- Take your keys.
- Close the entrance door as you exit, but do not lock.
- Alert people on your floor by knocking on doors on your way to the exit.
- Use the nearest stairway to leave the building.
- **DO NOT USE THE ELEVATOR**
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify responding emergency personnel if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Feel your apartment door and doorknob with the back of your hand. If they are not hot, open the door slightly to check if there is any flame or smoke in the hallway.
- Exit your apartment and the building if you can do so safely, following the instructions for a "fire in your apartment."
- If the hallway or stairway is not safe for egress because of flame, heat or heavy smoke conditions and you have access to a fire escape, use it to exit the building. Always proceed cautiously when on a fire escape.
- If you cannot use the stairs or a fire escape, call 911 or the Fire Department Dispatcher and inform them of your situation. Provide the address, floor, apartment number and the number of persons present.
- Seal the front door with wet sheets or towels. Seal air ducts and any other openings where smoke may enter.
- Open windows a few inches at the top and bottom unless flames or smoke is coming from below.
- Do not break any windows; they may need to be closed later.
- If conditions in the apartment appear life threatening, open a window and wave a bedsheet or towel side-to-side to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible retreat to a balcony or terrace away from the source of the flames, heat or smoke.

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I. PURPOSE AND OBJECTIVE

A. PURPOSE

To establish a method of systematic, safe and orderly evacuation of an area or building of its occupants in case of fire or other emergency, in the least possible time, to a safe area or by the nearest safe means of egress; also the use of such available fire appliances (including sounding of alarms) as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life.

B. OBJECTIVE

To provide proper instruction as part of continuing resident and staff education and through a continuing written program for all occupants, to assure the prompt reporting of fire, response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department.

C. BACKGROUND

In response to fatal fires in residential buildings, including dormitories and apartment buildings, the Administrative Code of the City of New York was amended by Local Law #10 for the year 1999. In addition to requiring automatic sprinklers in all new

and substantially renovated buildings in occupancy group J-2 (Residential), all existing and new residential buildings are required to provide a fire safety plan.

A new rule was promulgated by the Fire Commissioner requiring owners of buildings and spaces classified in occupancy group J-2 to prepare and distribute to building occupants and building service employees a fire safety plan containing fire safety and evacuation procedures acceptable to the commissioner or such other information or educational materials as the commissioner determines will enhance fire safety and fire prevention in such buildings and spaces. The rules specify the portion of the fire safety plan or other information or educational materials which shall be distributed on an annual basis.

The owner of a building or space classified in occupancy group J-2 must provide and affix to the inside of the front or main entrance door of each dwelling unit a notice informing the occupants of fire safety and evacuation procedures for that building.

The owner of a building or space classified in occupancy group J-2 must post, in the common area of such building most proximate to where the occupants of such building customarily obtain their mail if there is such an area, otherwise in another common area, if any, one or more notices informing the occupants of the fire safety and evacuation procedures for that building.

II. FIRE SAFETY PLAN

A. FIRE EMERGENCY INFORMATION

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND YOUR ROOMMATES PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH YOUR ROOMMATES. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE:
CALL 911
OR TRANSMIT AN ALARM FROM
THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

- Every room and/or suite should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Smoke detectors are either wired directly to the electric or battery operated. Replace batteries whenever a smoke detector chirps to signal that its battery is low or in the spring and fall when clocks are moved forward or back one hour. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
- Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your stove and oven is off and any electric coffee or teapot is unplugged.
- Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
- Keep all doorways and windows leading to fire escapes free of obstructions. Report any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
- Familiarize yourself with the location of all stairwells, fire escapes and other means of egress.
- With your roommate(s), prepare an emergency escape route to use in case of a fire in the building. Choose a meeting place outside the building where you should meet if you are separated during the emergency.

B. GENERAL BUILDING INFORMATION

- Building Construction

In a fire emergency, all residents of dormitory buildings (traditional or apartment type) are expected to leave their room or suite regardless of the building construction.

Residential buildings built before 1968 are generally classified as either “fireproof” or “non-fireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building.

A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of a fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE FROM FIRE.** While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch fire and generate flame, heat and/or large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of a fire. In such buildings, the fire can spread inside the building walls to other rooms and floors, in addition to the flame, heat and smoke that can be generated by the burning contents of the building.

Be sure to check the Building Information Sheet that accompanies this Manual to see what type of building you occupy.

- Means of Egress

All dormitory buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs - All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairs may not ensure safe egress in case of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to become familiar with the means of egress available in your building.

Exterior Stairs - Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs - These are generally enclosed stairwells in a "tower" separated from the building by airshafts open to the outside. The open-air shafts allow heat and smoke to escape from the building.

Fire Escapes - Older buildings may be equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternate means of egress and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building, because they are obstructed by flame, heat or smoke. Always descend a fire escape stair facing the steps.

Exits - Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits should not be used during a fire.

Be sure to review the Building Information Sheet that accompanies this Manual and familiarize yourself with the different means of egress from your building.

- Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinklers that when triggered by the heat of a fire automatically discharges water that extinguishes or controls the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded throughout the building and is automatically transmitted to the Fire Department by way of a Central Station.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Dormitory buildings have been required to have fire sprinkler systems in compactor rooms, compactor chutes, storage rooms, boiler rooms and public areas. However, all dormitory buildings constructed or substantially renovated after March 1999, are required by law to be equipped with a fire sprinkler system throughout the building.

Be sure to review the Building Information Sheet that accompanies this Manual to learn whether your building is equipped with fire sprinkler systems.

- Interior Fire Alarm Systems

All dormitory buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Generally, these systems are manually activated (pulled by hand) and automatically transmit a signal to the Fire Department by way of a Central Station.

Such interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door.

The audible notification of the fire alarm system is programmed to sound for **4** cycles and then silence. When the alarm silences, that does not mean the emergency is over. Students are to continue to evacuate the building.

Be sure to review the Building Information Sheet that accompanies this Manual to familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

- Public Address Systems

Although generally not required, some dormitory buildings may be equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review the Building Information Sheet that accompanies this Manual to learn whether your building is equipped with a public address system.

C. **EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS**

In the event of a fire, follow the directions of Fire Department Personnel. However, there may be emergency situations in which you will be required to choose a course of action that best protects yourself and the other members of your residence.

This fire safety plan is intended to assist you in selecting the safest course of action in such an emergency. Please note that no fire safety plan can account for all of the possible factors and changing conditions; you will have to assess the situation and select the safest course of action under the circumstances.

General Emergency Fire Safety Instructions

- Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel will be on the scene of a fire within minutes of receiving an alarm.
- If your building is equipped with a fire alarm and that alarm is sounded, you should evacuate the building in accordance with the procedures outlined in this document and/or in the Fire Safety notice affixed to the back of the room/suite entry door.
- Because flame, heat and smoke rise, generally a fire on a floor below your room or apartment presents a greater threat to your safety than a fire on a floor above.
- Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- When exiting the building during a fire, close all doors as you exit to confine the fire. **Never use the elevator.** It could stop between floors or take you to where the fire is.
- Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition where visibility is poor, get down on the floor and crawl. Take short breaths, breathing through your nose.

- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions In The Event of a Fire In Your Room or Suite

- Close the door to the room in which the fire started.
- Make sure that **everyone** leaves the apartment. Stay low when exiting.
- Close the apartment door but do not lock it.
- Alert people on your floor by knocking on doors on your way to the exit.
- Activate the interior fire alarm pull station on your floor.
- Use the nearest safe stairwell to exit the building.
- **Do Not Use the Elevators.**
- Once arriving at a safe location below the fire floor or the street, call 911 or transmit an alarm from a fire alarm box to report the fire. Do not assume that the fire has been reported unless you see Fire Department personnel on the scene.
- Meet your roommates at a predetermined location outside. Notify responding Fire Department personnel if anyone is unaccounted for.

Evacuation Instructions In The Event of a Fire In Your Building But Not In Your Room or Suite

- Feel your apartment door and doorknob with the back of your hand. If they are not hot, open the door slightly to check if there is any flame or smoke in the hallway.
- Exit your apartment or building if you can safely do so. Follow the instructions provided previously in this document for "A Fire In Your Room or Suite."
- If the hallway or staircase is not safe for egress (because of flame, heat or heavy smoke conditions) and you have access to a fire escape, use it to exit the building.
- If you cannot safely exit your room or building because your apartment door is hot, or because fire, heat or smoke conditions prevent safe egress, call 911 or the Fire Department dispatcher, and inform them of your situation. Provide your floor, room number and the number of persons present in your room or suite. Then complete the following:

First

If the door is hot or if there is smoke in your hallway or coming into your apartment, seal the front door with wet sheets or towels, seal air ducts and any other openings where smoke may enter. Wet down the apartment door if it gets hot. Turn off all air conditioners.

Second

Open windows a few inches at the top and bottom unless flames or smoke are coming from below. Do not break any windows. They may need to be closed at a later time.

Third

If conditions in the apartment appear life threatening, open a window and wave a bedsheet or towel side-to-side to attract the attention of firefighters.

Fourth

If possible, retreat to a balcony or terrace away from the source of the flames, heat or smoke.

D. FIRE SAFETY NOTICE

IN THE EVENT OF A FIRE, REMAIN CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

If The Fire Is In Your Apartment

- Close the door to the room where the fire is located and leave the apartment.
- Make sure **EVERYONE** leaves the apartment with you.
- Take your keys.
- Close the entrance door as you exit, but do not lock.
- Alert people on your floor by knocking on doors on your way to the exit.
- Use the nearest stairway to leave the building.
- **DO NOT USE THE ELEVATOR**
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify responding emergency personnel if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Feel your apartment door and doorknob with the back of your hand. If they are not hot, open the door slightly to check if there is any flame or smoke in the hallway.
- Exit your apartment and the building if you can do so safely, following the instructions for a "fire in your apartment."
- If the hallway or stairway is not safe for egress because of flame, heat or heavy smoke conditions and you have access to a fire escape, use it to exit the building. Always proceed cautiously when on a fire escape.

Means of Egress (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exits):

Type of Egress	Identification	Location	Leads to
Enclosed Interior Stair	A	Roof – Cellar	Lobby
Fire Escape	Back	Roof – 2 nd Floor	25 th Street
Fire Escape	Front	Top Floor – 2 nd Floor	25 th Street
Unenclosed Int. Stair	B	Roof – Cellar	Lobby
Exit Passageway	Basement	Rear of building to front	25 th Street

Other Information: Emergency lighting is provided in corridors and Stair A.

DATE PREPARED: November 11,
2011

III. Staff Fire Safety Responsibilities

Building superintendent shall be familiar with the Fire Safety Plan, the types and locations of the exists, the location and operation of the fire alarm system and manual pull stations, and types and uses of fire extinguishers.