



NY Fire Consultants, Inc. Fire Safety Message

PORTABLE FIRE EXTINGUISHERS

The proper use of portable fire extinguishers can extinguish many fires while they are still small. You should be aware, however, that the New York City Fire Department (FDNY) should be notified without delay as soon as any fire is discovered. The FDNY regulates the number, type, and placement of the portable fire extinguishers that are required for any building. These portable fire extinguishers are an important part of an overall fire safety program. It is important to keep in mind that the successful use of portable fire extinguishers depends on the following:

- The portable fire extinguishers are properly located and in working order.
- The portable fire extinguishers are of the correct type.
- The fire is discovered while still small enough for use of the portable fire extinguishers to be effective.
- The fire is discovered by persons who are ready, willing, and able to use the portable fire extinguishers.

Also, you should know that portable fire extinguishers are valuable for immediate use on small fires. They contain a limited amount of extinguishing material and need to be used properly so that this material is not wasted. In some cases, OSHA may require that an employer provide education to its employees on how to use the portable fire extinguishers that are located in the workplace. Generally, operation instructions are provided on the side of the fire extinguisher. They clearly describe how to use the extinguisher in case of an emergency. An example of these instructions is shown below.



FREQUENTLY ASKED QUESTIONS

Q. What companies can I use to service my portable fire extinguishers?

A. You should only use companies that have been issued a certificate by the New York City Fire Department (FDNY). This certificate is called a "portable fire extinguisher servicing company" certificate. (Note: All companies servicing fire extinguishers in NYC must be certified by the FDNY). You may wish to shop around by calling different companies. You can view the list of certified companies by clicking on:

http://nyc.gov/html/fdny/pdf/fire_prevention/fire_ext_app_rpt_1.pdf

Q. How would I know if an individual person is authorized to service my portable fire extinguishers?

A. To be authorized, the individual must be certified by the FDNY - he/she will have been issued a Certificate of Fitness for portable fire extinguisher servicing. Upon your request, the individual should be able to show you the plastic photo ID card that the FDNY issued him/her as proof of being certified. The photo ID card provides much information. Under "CAT." (category) it says "W62"; under "DESCRIPTION" it says "CITIWIDE SERV PORT FIRE EXTING".

Q. Does the Fire Department (FDNY) regulate the companies or individuals that sell new portable fire extinguishers?

A. No. The FDNY does not regulate individuals or companies selling new portable fire extinguishers.

Q. Where can I purchase new portable fire extinguishers?

A. You can purchase them at a wide variety of retail stores, including most hardware stores. Another option would be to purchase them from a company engaged in the business of servicing portable fire extinguishers. These servicing companies are certified by the FDNY. (Note: All companies servicing fire extinguishers in NYC must be certified by the FDNY). You may wish to shop around by calling different companies. You can view the list of certified companies by clicking on:

http://nyc.gov/html/fdny/pdf/fire_prevention/fire_ext_app_rpt_1.pdf

Q. How do I know what type and how many portable fire extinguishers my building must have?

A. The rule that covers this is Section 15-02 of Title 3 of the Rules of the City of New York (3RCNY §15-02), entitled "Portable Fire Extinguishers" and NFPA 10. This rule also covers the requirements for the inspection, maintenance, recharging and hydrostatic testing of portable fire extinguishers. If you wish to view a complete copy of rule 3RCNY §15-02, click on:

http://24.97.137.100/nyc/rcny/Title3_15-02.asp

A copy of NFPA 10 can be purchased from the National Fire Protection Association - telephone # (800) 344-3555.

- A retail store needs one portable fire extinguisher (of minimum 2-A rating) for every 2,500 square feet of floor area or fraction thereof (for each floor).
- A restaurant kitchen needs one portable fire extinguisher suitable for a Class K fire, with a maximum travel distance of thirty (30) feet. (This is in addition to any fixed fire extinguishing system(s) required to protect individual cooking appliances in the kitchen).
- The public assembly space in the restaurant needs one portable fire extinguisher (of minimum 2-A rating) for every 2,500 square feet of floor area or fraction thereof (for each floor).

Q. My business was visited by a representative from a portable fire extinguisher servicing company. He did not have an appointment and just showed up. He said that the FDNY had sent him. He used high-pressure tactics to try and persuade me to buy more portable fire extinguishers for my store than the law requires. How can I file a complaint?

A. If the representative was from a servicing company that is certified by the FDNY, you can file a complaint with the FDNY by calling (718) 999-2533 during business hours, or by clicking on:

http://nyc.gov/html/fdny/pdf/fire_prevention/instruct_complaint_form.pdf

If the representative was from a servicing company that is not certified by the FDNY, you can contact the NYC Department of Consumer Affairs by calling (212) 487-4444 for your rights.

Note: Be aware that the FDNY does not send private companies (such as portable fire extinguisher servicing companies) to conduct official FDNY inspections.

Q. My business was visited by a representative from a portable fire extinguisher servicing company. He was wearing a cap and a T-shirt that both had the FDNY logo on them. Is he allowed to dress like that while conducting business for a private company? Doesn't that give off the wrong impression?

A. A representative of a private company engaged in the servicing of fire safety equipment (such as a portable fire extinguisher servicing company) is prohibited from wearing FDNY clothing and logos.



Q. What should I look for when purchasing new portable fire extinguishers?

A. You should keep the following in mind:

- All fire extinguishers should be "listed" and "labeled" by an independent testing laboratory such as FM (Factory Mutual) or UL (Underwriters Laboratories). The identification mark of the listing and labeling company should be on each fire extinguisher.
- The selection of portable fire extinguishers should be based on the character of the fires anticipated. Using the wrong type of fire extinguisher on the fire could be dangerous and make matters worse. In addition, the fire extinguisher being selected should be of sufficient capacity and quantity to meet the code/rule requirements. Make sure you can handle and operate the fire extinguisher you are purchasing.
- Remember that fire extinguishers need care and must be recharged after every use. Ask how it should be serviced and inspected.
- All new extinguishers must be fully charged and in an operable condition. For a stored-pressure type such as dry chemical fire extinguisher, this may be confirmed by checking that the pressure gauge is in the operable range (commonly known as green zone). For a non-stored-pressure type such as carbon dioxide, this can be done by weighing.



Q. Are all portable fire extinguishers the same?

- A. Definitely not. The type of portable fire extinguisher that you will use depends on what it is that is burning. Portable fire extinguishers are listed and labeled according to the type of fire (class of fire) they are intended for. Letters, "A", "B", "C", "D" and "K" are used. There is a rating number preceding letters "A" and "B". The rating number indicates the relative extinguishing effectiveness. The higher the rating number, the higher the capacity (more extinguishing agent). There is no rating number preceding letters "C", "D" and "K". Some fire extinguishers have more than one letter classification, such as 2-A:20-B:C. This classification means that this portable fire extinguisher:
1. could extinguish approximately twice as much Class A fires as a 1-A rated fire extinguisher.
 2. could extinguish approximately 20 times as much Class B fires as a 1-B rated fire extinguisher.
 3. is suitable for use on Class C fires (energized electrical equipment).

MORE INFORMATION ABOUT PORTABLE FIRE EXTINGUISHERS

- A fire extinguisher labeled with letter "A" is for use on Class A fires. Class A fires are fires that involve ordinary combustible materials such as cloth, wood, paper, rubber, and many plastics.
- A fire extinguisher labeled with letter "B" is for use on Class B fires. Class B fires are fires that involve flammable and combustible liquids such as gasoline, alcohol, diesel oil, oil-based paints, lacquers, etc., and flammable gases.
- A fire extinguisher labeled with letter "C" is for use on Class C fires. Class C fires are fires that involve energized electrical equipment.
- A fire extinguisher labeled with letter "D" is for use on Class D fires. Class D fires are fires that involve combustible metals such as magnesium, titanium and sodium.
- A fire extinguisher labeled with letter "K" is for use on Class K fires. Class K fires are fires that involve vegetable oils, animal oils, or fats in cooking appliances. This is for commercial kitchens, including those found in restaurants, cafeterias, and caterers.

Q. I have a number of portable fire extinguishers in my building. Can I inspect them myself?

- A. Yes and no. You can perform the monthly "quick-check" inspections yourself, but a portable fire extinguisher servicing company (certified by the FDNY) must come in at least once a year and perform any maintenance, recharging, and/or testing that is required by 3RCNY §15-02 and NFPA 10.

- Q. What is a "quick check" inspection of a portable fire extinguisher?
- A. It is intended to give reasonable assurance that the fire extinguisher is fully charged and operable. This quick check is done by verifying that the portable fire extinguisher is in its designated place, that it has not been used or tampered with, and that there is no visible physical damage or condition to prevent its operation.
- Q. What does "maintenance" of portable fire extinguishers involve?
- A. Maintenance is a thorough examination of the fire extinguisher. It is intended to give maximum assurance that a portable fire extinguisher will operate effectively and safely. It includes a detailed examination, including any necessary repair or replacement. Maintenance will normally reveal if hydrostatic testing or internal maintenance is required. Maintenance and recharging are considered "servicing". Recharging is the replacement of the extinguishing agent. It may also include the replacement of the pressurizing gas (expellant gas) for certain types of fire extinguishers. A FDNY Certificate of Fitness is required to service (maintain and/or recharge) a portable fire extinguisher.

High Rise Office Buildings

NEVER DELAY REPORTING A FIRE OR SMOKE CONDITION

No person shall make, issue, post or maintain any regulation or order, written or verbal that would require any person to take any unnecessary delaying reporting smoke or fire.

- A fire alarm can be verified on the class E or class J panel by an indicator light marked "COC" or alarm flashing (red).
- Fire Warden or Fire Brigade reports of a confirmed fire should be reported to the Fire Department dispatcher by telephone.



International Protective Service Agency
A division of International Protection Group, LLC

16 Penn Plaza, Suite 1570 New York, NY 10001 (800) 947-5826 (212) 947-1681

If you are looking for Fire Safety Directors or Fire Guards with Fire Department issued Certificates of Fitness, call IPGA. Tell them NY Fire Consultants sent you.



FIRE DEPARTMENT

250 LIVINGSTON STREET BROOKLYN, N.Y. 11201-5884

BUREAU OF FIRE PREVENTION

July 24. 1991

HI RISE UNIT FIRE ALERT BULLETIN I

Attention: Fire Safety Director


Subject: Duties of Fire Safety Director

An on-going problem that has been highlighted recently by a much publicized fire has again surfaced.

The problem is, that during fire emergencies, in some instances, the fire safety director is responding to the fire floor to investigate, instead of transmitting the alarm and manning the fire command station. Section 27-4267 of the Administrative Code clearly states: "During fire emergencies, the PRIMARY responsibility of the fire safety director shall be the SUPERVISION and MANNING of the fire command station and the direction and execution of the evacuation as provided in the fire safety plan.

Arriving Fire Department units must be met by the fire safety director with meaningful information, and he/she must remain in the lobby where his assistance will be available at any time.

With your cooperation we must work together to provide as fire safe an environment as possible.


Chief of Fire Prevention

REM/EC/yj

NY Fire Safety Institute

NY Fire Safety Institute, an accredited Fire Safety Directors Training school, offers classes for the New York City Fire Department Certificates of Fitness as Fire Safety Director and Emergency Action Plan Director.

The Institute will provide professional, cost effective classes where hotels and office buildings employees can attain the knowledge needed for their Certificate of Fitness. All instructors are active or retired Fire Department chief officers, captains, and lieutenants.



Next
Saturday Class
Sept. 6, 2008

FSD

The course for the Fire Safety Directors consists of six sessions. They will now run the first three Tuesdays and Thursdays of each month. Classes start September 2, 2008.

The Saturday classes are 4 (four) consecutive Saturdays. The Saturday classes have stopped for the summer and will resume September 6, 2008. Candidates must attend all classes to receive a school diploma. See registration form on page 12.

FSD Classes in Queens

If you are interested in taking the Fire Safety Directors course in Queens, contact Robert O'Brien at 212-239-9051 for more information.

EAP


The course for the Emergency Action Plan Directors consists of two sessions. They run the fourth Tuesday and Thursday of each month. The first fall EAP classes will be September 23rd and 25th. See registration form on page 13

EAP Online

If you do not have the time to attend the school in person, the Emergency Action Plan Directors course is available online. Take the online course at home, in the office or anywhere you have internet access. The details to the online course can be found at <http://nyfsi.com/workshops.html#f59online>

Training

As a business owner or manager, you have the responsibility of ensuring that your staff understands the safety risks present within the workplace. You are also required to ensure that they are equipped with the knowledge and skills to handle a potentially dangerous situation. Training can prepare your staff by enabling them to prevent or safely respond to such situations.



Registration forms -
Pages 11 to 13



Good Housekeeping...

- ✓ No storage is allowed in corridors and stairwells. A cluttered hallway could slow down emergency evacuation.



NY Fire Consultants



CityFile was founded by building management professionals to assist owners, managers and on site personnel in the organizing and tracking of critical time sensitive information. We at CityFile understand the challenges of building management. Whether you manage one building or 1000, CityFile can help you stay on top of building compliance while avoiding unnecessary penalties.

City and State laws require building owners to periodically inspect, renew and track dozens of building certificates and inspections. Failure to do so can result in thousands of dollars in fines being levied against your building.






CityFile will put an end to unwanted fines and help insure that your building is in compliance with all applicable rules and regulations.

Auto Alerts CityFile tracks each certificate and notifies you well in advance of expirations online and through email.

Fire Safety and Awareness Training

Registration forms on page 11 and 13

Tuesdays & Thursdays	Fire Safety Director (1 st three weeks of a Month)
Tuesdays & Thursdays	Emergency Action Plan Director (4 th week of a month)
Wednesdays AM	Residential Fire Safety Awareness (see schedule page 10)
Wednesdays PM	Residential Non-Fire Emergencies (see schedule page 10)
Saturdays Mornings	Fire Safety Director
Queens Mornings	Fire Safety Director Call 212-239-9051

Fire Extinguisher Chart							
Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.
	Halon	Halon fire extinguishers are not recommended for home use but will knock fire down quickly and can be used on all domestic fire types.					

NY Fire Consultants Services:

<u>Fire and Life Safety Consulting</u> Fire and Life Safety Inspections Fire Safety Plans for Residential Buildings (LL 10 of 1999) Fire Safety & Evacuation Plans Commercial (Class E) Buildings <u>Emergency Action Plans</u> FDNY Submissions Training Drills <u>Expert Witnesses Provided</u>	<u>Emergency Procedures Manuals Fire & Evacuation Preparedness Training</u> Hotel Staff Building Service Employees <u>Interior Fire Alarms Consultants</u> <u>Violations Correction & Removal</u> Environmental Control Board Fire & Building Department Housing Preservation & Development <u>Fire Consultantants Construction Protects</u>
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NY Fire Consultants, Inc. 481 Eighth Ave., Suite 1570, New York, NY 10309 212-239-9051



NY Fire Consultants, Inc.

481 Eighth Avenue, Suite 1570
New York, NY 10001

(212) 239-9051 (212) 239-9052 fax

Fire Safety & Awareness Training For Residential Building Staff

**Wednesdays
10:00 am**

- Residential Fire Safety Plans
- Discovery & Reporting a Fire
- Fire Extinguishers
- Goals of Fire Prevention
- Fire Prevention Strategies
- Housekeeping Issues
- Flammable & Combustible Liquids
- Electrical Fire Hazards

**Wednesday
1:00 pm**

Non-Fire Emergencies Training For Residential Building Staff

- Suspicious Letter or Package
- Bomb Threats
- Suspected Terrorist
- Steam Explosion
- Shelter In Place
- Chemical Spills
- Threatening Behavior
- Power Outage

Both seminars are 2 to 2 ½ hours in duration. A study guide handout and a certificate of completion are provided to each attendee. Course fee is \$75.00 for each course.

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)

Mail in Registration Form

Students must Pre-Register

Student Name: _____ Employed by: _____

Work Address: _____

Phone: _____ Cell/Pager: _____

Email: _____

SCHEDULE OF CLASSES

Fee: \$ 75.00 for each course

Doors Open 9:30 for AM class and 12:30 for PM class. Classes start at 10:00 AM and 1:00 PM.

Please circle class or classes you wish to attend - AM for Fire Awareness or PM for Non-Fire Emergencies

Call for the New Fall Schedule

Make out company checks or money orders payable to **NY Fire Consultants, Inc.**

Mail payments to **NY Fire Consultants, Inc.**, 165 McBaine Avenue, Staten Island, NY 10309



The New York Fire Safety Institute

481 Eighth Ave. Suite 1570, New York, NY 10001
 Phone: (212) 239-9051 Fax: (212) 239-9052
 www.nyfsi.com

Mail in Registration - Fire Safety Director Training Course

Student Name: _____ Employed by: _____

Work Address: _____ Supervisor: _____

Cell/Pager: _____ Work # _____

Email: _____ Work email: _____

Course fee Weekdays: \$240.00

Course fee Saturdays: \$260.00

Money Order Check (Company check only) Pay Pal verification # _____

Start date: _____ Amt. Enclosed: _____

Send checks or money orders to: NYFSI, 481 Eighth Avenue, Suite 1570, New York, NY 10001

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)

SCHEDULE OF CLASSES 2008. Please select Morning, Afternoon or Saturday Classes.

Course fee Weekdays: \$240.00

Course fee Saturdays: \$260.00

September 2008

Tues, 2	Thurs, 4
Tues. 9	Thurs. 11
Tues. 16	Thurs. 18

Morning Class:
9:30 am to 12:30 pm

Afternoon Class:
1:00 pm to 4:00 pm

Sept. 2008 Saturdays

Sept. 6	Sept 13
Sept 20	Sept 27

Saturday Morning:
9:00 am to 1:00 pm

October 2008

Tues, 7	Thurs, 9
Tues. 14	Thurs. 16
Tues. 21	Thurs. 23

Morning Class:
9:30 am to 12:30 pm

Afternoon Class:
1:00 pm to 4:00 pm

Oct. 2008 Saturdays

Oct. 4	Oct. 11
Oct. 18	Oct. 25

Saturday Morning:
9:00 am to 1:00 pm

November 2008

Tues, 4	Thurs, 6
Tues. 11	Thurs. 13
Tues. 18	Thurs. 20

Morning Class:
9:30 am to 12:30 pm

Afternoon Class:
1:00 pm to 4:00 pm

Nov. 2008 Saturdays

Nov. 1	Nov. 8
Nov. 15	Nov. 22

Saturday Morning:
9:00 am to 1:00 pm

Students must Pre-Register

School Policy: The Fire Department requires a mark of 70% on the school's final exam. Those passing are granted a diploma which must be presented at the Fire Department.



The New York Fire Safety Institute

481 Eighth Ave. Suite 1570, New York, NY 10001

Phone: (212) 239-9051 Fax: (212) 239-9052

Office Building Managers/& Fire Safety Directors

NY Fire Safety Institute is offering:

Emergency Action Plan Director Course (F-59)

We have schedules to meet your needs.

We have qualified instructors to deliver the material you need to know.

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)

Realistic price of \$ 150.00 per student (group rate quotes as well)

2008 Class Schedule: (Seating Limited)

September 23rd (Tuesday) and 25th (Thursday) at 1:00pm – 5:00 pm

October 28th (Tuesday) and 30th (Thursday) at 1:00pm – 5:00 pm

November 24th (Monday) and 26th (Wednesday) at 1:00pm – 5:00 pm

Fill out registration form and mail check for \$150.00 payable to *NY Fire Safety Institute*.

Mail in Registration – Emergency Action Plan Director Training course

Student Name: _____ Employed by: _____

Home Address: _____ Work Address: _____

Home Phone: _____ Supervisor: _____

Cell/Pager: _____ Employer # _____

Email: _____ Work email: _____

Course fee is \$150.00

Money Order Check (co. check only) Pay Pal Verification # _____

Start date: _____ Amount Enclosed: _____

Company checks or money orders payable to **NY Fire Safety Institute**

Mail payments to NY Fire Safety Institute, 481 Eighth Avenue, Suite 1570, New York, NY 10001



Personal Life Safety Guide Book

Fireproof Residential Apartment Buildings

The Personal Life Safety Guide Book offers a quick reference for fire and life safety emergencies. A must for residential building staff.

Bomb Threat
Carbon Monoxide
Chemical Spills
Extreme Heat
Fire
First Aid
Gas Leaks
Heart Attack

Person Trapped in Elevator
Poisoning
Power Outage
Robbery or Mugging
Shelter in Place
Suspected Terrorist
Suspicious Packages
Threatening Behavior



- Overall size 3-1/2 " x 5-1/2"
- Coated card stock
- Emergency telephone numbers can be written on back
- Comes with a vinyl pouch that fits in your shirt pocket

Prices:		
<u>100 +</u>	<u>500 +</u>	<u>1000+</u>
\$4.50 ea.	\$4.25 ea.	\$3.75 ea.
Combine building orders and save		



Basic Emergency Information at Your Finger Tips

Phone (212) 239-9051
Fax (212) 239-9052
Email: info@NYFireSafe.com

