



NY Fire Consultants, Inc. Fire Safety Message

www.NYFireSafe.com

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June 2008



Fire Commissioner Nicholas Scoppetta joined City Council Speaker Christine Quinn on May 28 to announce the City Council has approved a new Fire Code for New York City. It will replace the existing code, which is more than 100 years old. "This was a complete overhaul of the fire code, four years in the making" said Speaker Quinn during a press conference at City Hall. The Code is based on the International Fire Code with amendments to address the New York's urban needs. The new code is more modern, comprehensive and accessible. Among the many changes is the new requirement that the code be reviewed every three years, to ensure amendments will be made when necessary. Commissioner Scoppetta said this "consistent review will ensure that it will keep current." "These changes are going to make New York safer," he said. "It was redrafted from top to bottom to meet the needs of this great city." Other changes include requirements for fire apparatus and rooftop access in buildings as well as labeling and color-coding rooftop installations.

The revision project was headed by FDNY Counsel Julian Bazel and Director of Code Revision James Hansen as well as Chief of Fire Prevention Thomas Jensen, representatives from the City Council and Department of Buildings, FDNY fire chiefs, inspectors, engineers and legal staff. A draft of the Fire Code was publicly unveiled in December 2007 and New Yorkers were invited to submit comments in writing and in a public forum, which more than 200 people attended. Mayor Michael Bloomberg is expected to sign the Fire Code on June 3, 2008, and it will take effect on July 1, 2008.

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.

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. The last weekday session before we break for the summer starts Tuesday, July 8, 2008.



**New
Saturday Classes
See Page 9**

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 9.

EAP

The course for the Emergency Action Plan Directors consists of two sessions. They will now run the fourth Tuesday and Thursday of each month. The last EAP class for the spring program is June 24th and June 26th. The first fall EAP classes will be September 23rd and 25th.

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>

High Rise Office Buildings

Fire Wardens and Deputy Fire Wardens Responsibilities

1. The tenant or tenants of each floor shall, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Wardens and Deputy Fire Wardens.
2. Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. He shall be assisted in his duties by a Deputy Fire Warden. A Deputy Fire Warden shall be provided for each tenancy.

When the floor area of a tenancy exceeds 7,500 square feet, a Deputy Fire Warden shall be assigned for each 7,500 square feet of part thereof.

3. Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of the exits and the location and operation of any available fire alarm system.
4. In the event of a fire, or fire alarm, the Fire Warden shall ascertain location of the fire and direct the evacuation of the floor in accordance with directions received and the following guidelines:
 - a. The most critical areas for immediate evacuation are the fire floor and floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicates such action. Evacuation should be via uncontaminated stairs. He shall try to avoid stairs being used by the Fire Department. If this is not possible, he shall try to attract the attention of the Fire Department personnel before such personnel opens the door to the fire floor.
 - b. Evacuation to two or more levels below the fire floor is generally adequate. He shall keep the Fire Command Station informed regarding his location.
 - c. Fire Wardens and their Deputies shall see that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
 - d. The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
 - e. Fire Wardens on the floor above the fire shall, after executing the Fire Safety Plan, notify the Fire Command Station of the means being used for evacuation and any other particulars.
 - f. In the event that stairways serving fire floor and/or floors above are unusable due to contamination or cut-off by fire and/or smoke, or that several floors above fire involving large numbers of occupants must be evacuated, consideration may be given to using elevators in accordance with the following:
 - i. If the elevators servicing his/her floor also services the fire floors, they shall not be used. However, elevators may be used if there is more than one bank of elevators, and he is informed by the Fire Command Station that one bank is unaffected by the fire.
 - ii. If elevators do not service the fire floor and their shafts have no opening on the fire floor, they may be used, unless otherwise directed.
 - iii. Elevators manned by trained building personnel or firefighters also may be used.
 - iv. In the absence of a serviceable elevator the Fire Warden shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Warden shall check the environment in the stair prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected and the Fire Command Station notified.
 - v. The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his floor.
 - g. Determine that an alarm has been transmitted.

5. Organizational Chart for Fire Drill and Evacuation Assignment
A chart designating employees and their assignments shall be prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the possession of the Fire Safety Director.
6. Have available an updated listing of all personnel with physical disabilities who cannot use stairs unaided. Make arrangements to have these occupants assisted in moving down the stairs to 2 or more levels below fire floor. If necessary to move such occupants to still lower levels during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove to street by elevator. Where assistance is required for such evacuation, notify Fire Safety Director.
7. Provide for fire warden identification during the fire drills and fires, such as using armbands, etc.
8. Assure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to assure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
9. Check availability of applicable personnel on Organizational Chart and provide for substitute when position on chart is not covered.
10. After evacuation, perform a head count to assure that all regular occupants known to have occupied the floor have been evacuated.
11. When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor in order to maintain communications with the Fire Command Station and to receive and give instruction.

In the event of a fire:

- Select safe evacuation stairs (check for smoke or heat in stairs).
- Stairs without standpipe hose should be first choice, as the former is the attack stair for the Fire Department to advance on the fire.
- Note stair ID and floor number you are going to re-enter and notify FSD at the Fire Command Station (FCS).
- Evacuation to two or more floors below the fire floor is generally safe.
- Reports all floor changes and conditions to FSD by warden phone.
- Floor Warden on the floor above the fire floor follows same procedure
- Additional floors should stand by for evacuation instructions determined by FSD, Chief-in-Charge or as conditions may warrant (smoke on their floor).

NOTE: Deputy Floor Wardens are required for each tenancy and if the tenancy is more than 7,500 square feet, an additional Deputy Floor Warden for each part thereof.



Good Housekeeping...

- ✓ No storage is allowed in corridors and stairwells. A cluttered hallway could slow down emergency evacuation.
- ✓ Storage must not exceed a plane of 18 inches below sprinkler heads or smoke detectors. Storage that breaks this plane may prevent sprinkler heads from fully covering room during a fire.



Storage must be 18 inches below
sprinkler heads.

NY Fire Consultants

Who must comply?

Rule of the City of New York §6-02 Emergency Action Plans

All office buildings and spaces in occupancy group E that are:

- Greater than six (6) stories in height; or
- Greater than seventy-five feet or more in height; or
- Occupied or arranged to be occupied for an occupant load of more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building; or
- Otherwise required by law, rule or regulation, or as a condition of a governmental approval, to provide a fire safety director in such building in accordance with the requirements of New York City Administrative Code §27-4267(a); or
- Ordered by the Department to comply with the requirements of this section, based upon a determination that compliance with this section is required in the interest of public safety given the location, use or occupancy of the building.

Fire Safety and Awareness Training

The last class of the spring program is Wednesday morning June 18th. This class is held at the New Yorker Hotel located on 8th Avenue and West 34th Street. There are spaces left in this class. Call 212-239-9051 to save your spot or you will have to wait until the classes resume in September. Our staff is comprised of retired lieutenants, captains and chief officers from the New York City Fire Department. The first set of classes is for residential building staff. The seminar will be a PowerPoint presentation approximately 2 ½ hours in duration. A study guide handout and a certificate of completion will be given to each attendee. See page 8 for the registration form. The following topics will be covered:

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

Our seminars have been specifically designed to reduce the risk of fire through the promotion of fire safety awareness and basic fire training for all staff. Our training provides the building manager and building staff with an overview of their roles in the event of a fire or emergency. It also provides participants with the necessary knowledge and skills to enable them to deal with small fires safely, by using portable fire extinguishers, and to develop an awareness of the dangers and causes of fire.



Registration forms -
pages 8 to 10

We added an additional course on non-fire emergencies. This training will cover subjects such as Bomb Threats, Chemical Spills, Power Outages, Shelter In Place, Steam Explosions, Suspected Terrorists and Suspicious Letters or Packages.

For additional information please call 718-432-1600

Fire Safety and Awareness Training

Registration forms on page 8 and 10

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

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.

Beware!

Not renewing your NYC certificates and permits will provide city inspectors with an opportunity to pay your building a visit.

The fine for a "failure to renew" violation will cost you, for a first time offense, at least \$250 - \$500. The subsequent inspections may cost you much more. In our experience it is rare for an inspector to issue only one violation during a visit. If one is found, multiple violations are usually issued. This can add up to significant penalties! The key is to not give an inspector a reason to visit. Keep your building's registrations up to date. Best of all, a Cityfile representative will populate your current data into their website, where all data is available 24/7. Don't give city inspectors an excuse to inspect your building; let them go to the building next door.

We at NY Fire Consultants suggest you call Cityfile today at (212) 732-2300 to schedule a fifteen-minute presentation; it will be well worth your time.

The New York City Fire Department warns the public of the hidden dangers associated with candle use.

With the ever increasing use of candles in and around the home either for interior decoration or aromatherapy, it is extremely important to use proper precautionary measures when using them.

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 Procedures Manuals Fire & Evacuation Preparedness Training</u> Hotel Staff Building Service Employees
<u>Emergency Action Plans</u> FDNY Submissions Training Drills	<u>Interior Fire Alarms Consultants</u>
<u>Expert Witnesses Provided</u>	<u>Violations Correction & Removal</u> Environmental Control Board Fire & Building Department Housing Preservation & Development
	<u>Fire Consultantants Construction Protects</u>

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

June 18, 2008 AM Last class until September

No PM class

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: \$220.00

Course fee Saturdays: \$240.00

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

Start date: _____ Amt. Enclosed: _____

Send checks or money orders to: NYFSI, 481 Eight 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: \$220.00

Course fee Saturdays: \$240.00

May 2008

Tues, 6	Thurs, 8
Tues. 13	Thurs. 15
Tues. 20	Thurs. 22

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

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

May 2008 (Saturdays)

May 3	May 10
May 17	May 31
No Class	May 24

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

June 2008

Tues, 3	Thurs, 5
Tues. 10	Thurs. 12
Tues. 17	Thurs. 19

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

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

July 2008

Tues, 8	Thurs, 10
Tues. 15	Thurs. 17
Tues. 22	Thurs. 24

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

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

Students must Pre-Register

School Policy: The Fire Department requires a mark of 70% on the schools 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 \$ 140.00 per student (group rate quotes as well) (\$135 if you use Pay Pal)
2008 Class Schedule: (Seating Limited)

April 22nd (Tuesday) and 24th (Thursday) at 1:00pm – 5:00 pm

May 27th (Tuesday) and 29th (Thursday) at 1:00pm – 5:00 pm

June 24th (Tuesday) and 26th (Thursday) at 1:00pm – 5:00 pm

Fill out registration form and mail check for \$140.00 payable to *NY Fire Safety Institute*.

Mail in Registration – Emergency Action Plan Director Training course

Students must Pre-Register

Student Name: _____ Employed by: _____

Work Address: _____

Phone: _____ Supervisor: _____

Cell/Pager: _____ Employer # _____

Email: _____ Work email: _____

Course fee is \$140.00

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 Eight 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

HOTEL
EMPLOYEES
GUIDE BOOK
NOW AVAILABLE
212-239-9051

- 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

