



NY Fire Consultants, Inc. ***Fire Safety Message***

Office Buildings and Hotel

Owner's Responsibilities

1. Providing for fire safety and having fire drills conducted therein.
2. Developing a written Fire Safety Plan providing for fire drill and evacuation procedures.
3. Designate an employee as the Fire Safety Director holding a Certificate of Fitness qualifying him to perform the duties of the Fire Safety Director.
4. Designate one or more employees holding a Certificate of Fitness qualifying him to perform the duties of the Deputy Fire Safety Director
5. Insure that during normal working or business hours when the building is occupied by more than 100 persons above or below the street level or more than a total of 500 persons in the entire building there shall be at least one person on duty in the building as Fire Safety Director holding a Certificate of Fitness.

Note: For purposes of these rules, normal working or business hours shall be construed to mean scheduled or designated periods of time during which work is performed or business is conducted.

6. Insure that at all other times when there are occupants in the building and there is no Fire Safety Director on duty in the building there shall be at least one person on duty in the building as Building Evacuation Supervisor. He shall be capable of directing the evacuation of the occupants as provided for in the Fire Safety Plan. During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be the manning of a Fire Command Station and the direction and execution of the evacuation as provided in the Fire Safety Plan. His training and related activities shall be under the direction of the Fire Safety Director in accordance with the requirements of these rules and the Fire Safety Plan. Such activities shall be subject to Fire Department control.

Fire Safety Director's Responsibilities

1. Be familiar with the written Fire Safety Plan providing for fire drill's and evacuation procedures in accordance with these rules.
2. Select qualified building service employees for a Fire Brigade and organize, train and supervise such Fire Brigade.
3. Be responsible for the availability and state of readiness of the Fire Brigade.
4. Conduct fire and evacuation drills.
5. Be responsible for the designation of a Fire Warden for each floor and sufficient Deputy Fire Wardens for each tenancy in accordance with these rules.
6. Be responsible for a daily check for the availability of the Fire Warden and Deputy Fire Wardens.

NOTE: If the number of Fire Wardens and Deputy Fire Wardens in the building is such that it is impractical to individually contact each one daily, a suggested method to satisfy the requirement is to make provisions for the Fire Warden, or a Deputy Fire Warden, in the absence of the Fire Warden, to notify the Fire Safety Director when the Fire Warden, or required number of Deputy Fire Wardens are not available. In order to determine the compliance by the Fire Warden and Deputy Fire Warden when this method is used, the Fire Safety Director shall make a spot check of several floors each day.

7. Notify the owner or other person having charge of the building when any designated individual is neglecting his responsibilities contained in the Fire Safety Plan. The owner or other person in charge of the building shall bring the matter to attention of the firm employing the individual. If the firm fails to correct the condition, the Fire Department shall be notified by the owner or person in charge of the building.
8. In event of a fire, report to the Fire Command Station to supervise, provide for and coordinate the following:
 - (A) Manning of the Fire Command Station.
 - (B) Direction of evacuation procedures as provided in the Fire Safety Plan.
 - (C) Report on conditions on fire floor for information of Fire Department on their arrival.
 - (D) Advise the Fire Department Chief-in-Charge in the operation of the Fire Command Station.

(E) Ensure that the Fire Department has been notified of any fire or fire alarm.

9. Be responsible for the training and activities of the Building Evacuation Supervisor.

In the Event of a Fire:

The Fire Safety Director, Deputy Fire Safety Director or Building Evacuation Supervisor shall report to the Fire Command Station to supervise, provide for and coordinate the following:

- Insure that the Fire Department has been notified of any fire or fire alarm*
- Manning of the Fire Command Station (personally)
- Direction of evacuation procedures as per the evacuation plan (for a fire)
- Relay reports from the fire floor (Wardens/Brigade) to the arriving Fire Department Officer-in-Charge
- Advise Chief in-Charge, as to the capability of the class E or J, fire alarm and communications system

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 Central Office Connection (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.

Hotel Fire Safety

NY Fire Safety consultants are pleased to announce that the long anticipated Hotel Employee's Fire Safety Awareness course is finally ready to be presented. See page 10 for the training schedules. On March 5, 2008, NY Fire Consultants in conjunction with International Protective Service Agency is proud to announce that we will host Security Directors from all of the New York Area Hotels for a **free seminar** to introduce the course to the industry. Included in the program will be a preview of a new training course on Hazardous Material Incidents. Seating will be limited and pre-registration is a must. A continental breakfast will be served. This is a vital educational course for

the staffs of the hotels. It will teach them what to do in the event of a fire in their workplace. This comes on the heels of the fire at the Monte Carlo Hotel and Casino in Las Vegas a few weeks ago. In this situation the staff of the hotel was trained, and they knew how to react to the fire. It is not something they just decided to do. They relied on the training that they were afforded. **No Lives were lost. Please look for more information to follow shortly.**

Be Proactive not Re-Active

Don't let this happen to you. After a building had a fire, the Co-op Board was outraged at the management company. The building staff had no idea of what to do at a fire and did not know good fire prevention practices that could have prevented a fire from occurring in the first place. The Co-op Board invited NY Fire Consultants to their next meeting. The entire building staff is now signed up for both the Fire and Non-Fire Emergencies classes. We give group discounts to buildings and management companies.

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. Starting on April 5, 2008 for 4 (four) consecutive Saturdays NY Fire Safety Institute will hold a Fire Safety Directors course. Candidates must attend all four classes see registration form on page 12.



New Saturday Classes
See Page 12

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.

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>

Where are Fire Safety Directors required?

In office buildings (class E) whenever there are more than 100 persons above or below the street level or 500 persons in the building. At least one deputy FSD is required in all buildings for times when the FSD is absent.

In hotels and motels (class J-1) whenever there are more than 30 sleeping rooms or lodgers in the building or more than 15 sleeping rooms above the first floor or any number of rooms in a building over 75 feet tall.

New York City Local Laws 5/73 and 16/84 require a Fire Safety Director certified by the New York City Fire Department to be on duty at most Class E office buildings and most Class J hotels. NY Fire Safety Institute offers a course for the Fire Safety Director Certificate of Fitness issued by the NYC Fire Department. NY Fire Safety Institute has been accredited by the NYC Fire Department since 1995.

Requirements for the Fire Safety Director Certificate of Fitness include satisfactory completion of this course, which is approved by the Fire Department, and satisfactory completion of both written and on-site examinations administered by the Fire Department. Instruction in this course includes an overview of local laws and the development and implementation of a fire prevention and safety plan.

New York City Local Law #26 of 2004 requires that most Class E office buildings have an Emergency Action Plan (EAP) Director in addition to a Fire Safety Director. Applicants must already be Fire Safety Directors and must take our 7-hour course (given over 2 days) and pass the school test. After passing the school test, applicants must take and pass the Fire Department's computer-based test and an on-site test. We also offer this course online so you can go through the course material in your home or office.

Fire Safety and Awareness Training

Our Fire Safety Awareness classes are off and running again. The classes are scheduled every Wednesday morning and will run as long as we have this tremendous demand. The classes are held at the New Yorker Hotel located on 8th Avenue and West 34th Street. 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 9 for the registration form. The following topics will be covered:

Residential Fire Safety Plans
Fire Extinguishers
Fire Prevention Strategies
Flammable & Combustible Liquids

Discovery & Reporting a Fire
Goals of Fire Prevention
Housekeeping Issues
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 9 to 13

February 13, 2008 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 training for hotel staff

This 2-½ hour fire safety course is aimed at members of staff in hotels (including new employees) to assist them in identifying and reducing the risk that fire presents in the workplace.

Course overview

The course examines the phenomenon of fire that all of us can recognize, but the majority of people fail to fully appreciate.

Aim

The training aims are to provide students with a greater awareness of the threat posed by fire to people, property and the business community. By combining the recognition of individual responsibilities to report fire related hazards and how to initiate the appropriate actions should a fire occur, the risks to employees and the workplace will be reduced.

Dates

Monday mornings starting March 3, 2008.

Cost

\$75.00 per student

Location

New Yorker Hotel located at 8th Avenue and West 34th Street, suite 1570

Learning objectives

- Knowledge of a fire-safe workplace
- Knowledge of how to prevent fire and limit fire spread
- Be able to recognize the importance of effective evacuation
- Be able to identify the requirements of an effective fire action plan

Who should attend?

All employees will benefit from the training, particularly fire brigades, new employees and security personnel. It is also valuable for those individuals intending to become a Fire Safety Director.

Program

- Employee safety duties
- Combustion, fire spread and fire prevention
- Fire drills and evacuation training
- Fire action plans

Fire Safety and Awareness Training

Registration forms on page 10 and 11

Mondays	AM	Hotel Fire Awareness
Tuesdays & Thursdays		Fire Safety Director (next class starts 3/4/08)
Tuesdays & Thursdays		Emergency Action Plan Director (next class 3/25/08)
Wednesdays	AM	Residential Fire Safety Awareness
Wednesdays	PM	Residential Non-Fire Emergencies
Saturdays	Mornings	Fire Safety Director (new class starts 4/5/08)

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.

Safe candle usage:

- Never leave a lit candle unattended in any room of the house.
- Never leave candles burning when you go to bed.
- Never leave a child or pet alone with a lit candle or any open flame- Children and unattended pets can knock over a candle causing a fire and possible burns. With open flames, such as those on a stove, loose clothing or material can easily catch fire.
- Never use candles near combustible materials such as curtains, drapes, bedding and or cabinets.
- Never spray an aerosol can near an open flame.
- If you are going to use candles, make sure they sit properly in holders on a flat stable non-flammable surface.

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.

165 McBaine Avenue
Staten Island, NY 10309
(718) 432-1600 (718) 967-8195 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

New
Class

Non-Fire Emergencies Training For Residential Building Staff

Wednesdays
1:00 pm

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

Starts
February 13th

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

March 5 2008 AM PM March 12, 2008 AM PM March 19, 2008 AM PM

March 26, 2008 AM PM April 2, 2008 AM PM April 9, 2008 AM PM

April 16, 2008 AM PM April 23, 2008 AM PM April 30, 2008 AM PM

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



NY Fire Consultants, Inc.

**165 McBaine Avenue
Staten Island, NY 10309
(718) 432-1600 (718) 967-8195 fax**

Fire Safety & Awareness Training For Hotel Staff

This 2-½ hour seminar will include but is not limited to the following topics:

- Knowledge of a fire-safe workplace
- Knowledge of how to prevent fire and limit fire spread
- Be able to recognize the importance of effective evacuation
- Be able to identify the requirements of an effective fire action plan

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

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Mail-in Registration Form

Student Name: _____ Employed by: _____

Work Address: _____

Phone: _____ Cell/Pager: _____

Email: _____

SCHEDULE OF CLASSES

Doors Open 9:30 AM	Classes start at 10:00 AM	(Please circle one)
March 3, 2008	March 10, 2008	March 17, 2008
March 24, 2008	March 31, 2008	April 7, 2008
April 14, 2008	April 21, 2008	April 28, 2008

Course fee is \$75.00

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

Students must pre-register



The New York Fire Safety Institute

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

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

Mail in Registration - Fire Safety Director Training course

Student Name: _____ Employed by: _____

Work Address: _____ Supervisor: _____

Cell/Pager: _____ Work # _____

Email: _____ Work email: _____

Course fee is: \$220.00

Money Order Check (co. ck 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 Class or Afternoon Class

March 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

April 2008

Tues, 1	Thurs, 2
Tues. 8	Thurs. 10
Tues. 15	Thurs. 17

- Morning Class:
9:30 am to 12:30 pm
- Afternoon Class:
1:00 pm to 4:00 pm

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

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

Students must Pre-Register

PLEASE READ THE INFORMATION CAREFULLY

Qualifications: You must have 36 months or more experience or combined, as follows:

- Firefighter – Police or Corrections
- High-Rise building manger, engineer, superintendent with Certificates of fitness
- Building Evacuation Supervisor
- Office Building
- Member of the fire brigade

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

Mail in Registration - Fire Safety Director Training Course

Student Name: _____ Employed by: _____

Work Address: _____ Supervisor: _____

Cell/Pager: _____ Work # _____

Email: _____ Work email: _____

Course fee is: \$240.00

Money Order Check (co. ck 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 Street & 8th Avenue (Suite 1570)

New Saturday Classes

MORNING CLASS: 9:00 am to 1:00 pm

SCHEDULE OF CLASSES 2008

April 5, 2008	May 3, 2008	June 7, 2008
April 12, 2008	May 10, 2008	June 14, 2008
April 19, 2008	May 17, 2008	June 21, 2008
April 26, 2008	May 31, 2008	June 28, 2008
	No Class May 24 th	

Students must Pre-Register

PLEASE READ THE INFORMATION CAREFULLY

Qualifications: You must have 36 months or more experience or combined, as follows:

- Firefighter, Police Officer or Corrections Officer
- High-Rise building manger, engineer, superintendent with Certificates of fitness
- Building Evacuation Supervisor
- Office Building
- Member of the fire brigade

School Policy: Students must attend four (4) consecutive Saturdays. 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)

March 25th (Tuesday) and 27th (Thursday) at 1:00pm – 5:00 pm

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 (Wednesday) 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
CALL

- 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 (718) 432-1600
Fax (718) 967-8195
Email: info@NYFireSafe.com

