

**FIRE DEPARTMENT • CITY OF NEW YORK**



**STUDY MATERIAL FOR THE EXAMINATION FOR  
CERTIFICATE OF FITNESS FOR**

**D-10 Fire and Emergency Drill Conductor for  
New York City K-12 Schools (Premise Related)**

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## NOTICE OF EXAMINATION

**Title: Examination for Certificate of Fitness for Fire and Emergency Drill Conductor for NYC K-12 Schools (D-10) (Premise Related)**

D-10 can be obtained by qualifying for an exemption on the basis of education and experience.

### **QUALIFICATION REQUIREMENTS**

1. Applicants must be at least 18 years of age.
2. Applicants must submit a notarized statement from the Department of Education's (DOE) official letterhead stating that the applicant is of good character, is physically able to perform the job and must include the applicant's full name.
3. Applicants must submit a notarized statement from the DOE official letterhead stating that the applicant and has received a copy of **the D-10 Fire and Emergency Drill Conductor (FEDC) for NYC K-12 Schools study material**.
4. Applications must include a certificate or letter from the DOE's official letter head stating that the applicant has participated in and completed General Response Protocol (GRP) training.
5. A designated liaison must submit the A-20 data electronically for multiple applicants. The data must be submitted in the layout and file type agreed upon between the DOE and the FDNY. The Department of Education liaison may submit group data in lieu of submitting each individual's data separately. The electronic submittal will include a notarized statement applicable to all of the included applicants.
6. Photographs must be a recent (2x2 head shot) in JPG or JPEG format.
7. Future submittals of applications for Alternate Issuance Procedure (AIP) must be submitted online through NYC Business Express-  
<https://www1.nyc.gov/nycbusiness/index#C>, by a designated coordinator.
8. **Special requirements for D-10 AIP:** All applicants must be a Principal or Assistant Principal approved by the NYC Department of Education (DOE). Applicants who do not qualify MUST take the computer based FDNY administered examination and obtain an F-07/W-07 Fire and Emergency Drill Conductor Certificate of Fitness.

### **APPLICATION INFORMATION**

**Application Fees:** The \$25 application fee has been waived for Department of Education employees.

### **RENEWAL REQUIREMENTS**

D-10 Certificates of Fitness are valid for TWO YEARS and shall expire on October 31<sup>st</sup> of the year closest to the two year period. D-10 Certificates of Fitness issued this year under this program will be valid until 10/31/15. The designated Department of Education coordinator shall notify the FDNY via e-mail at [Elsa.Araya@fdny.nyc.gov](mailto:Elsa.Araya@fdny.nyc.gov) of any D-10 Certificate of Fitness holders who change employment locations so that their certificate of fitness cards can be updated. Notifications should include the certificate of fitness holder's name, certificate number, and their new employment location.

**WEBSITE**

Please always check for the latest revised booklet at FDNY website before you apply, the Certificate of Fitness Study Material link, below

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_study\\_materials.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml)

**This document was prepared in collaboration between the Department of Education (DOE) and the FDNY.**

## **1. Foreword**

New York City gives broad discretionary power to the Fire Commissioner to ensure the safety of persons and property in the City of New York. The FDNY takes its responsibility for assuring safety seriously. Certificates of Fitness are developed to ensure that individuals performing the functions of the certificate holder are competent to fulfill the required duties.

The purpose of holding fire and emergency drills is to ensure that the occupants of a building know what they need to do in an emergency. The Fire Department has established minimum standards for persons who conduct fire and emergency drills. These individuals must demonstrate that they are knowledgeable of the drill requirements and the reasons for holding drills, have an understanding of the fire alarm and fire protection systems in their buildings, and demonstrate competence in holding these drills. As required in certain buildings and occupancies other than schools, the persons who have this responsibility hold a Fire and Emergency Drill Conductor (FEDC) F-07 or W-07 Certificate of Fitness.

The Fire Commissioner understands the unique needs of K-12 schools, and a specific Certificate of Fitness for schools has been developed utilizing the requirements of the F-07/W-07 Certificate of Fitness to address the key responsibilities for persons holding this C of F in schools. Persons who are responsible for the safety of students in schools have obligations under State law. Persons performing the duties of a Fire and Emergency Drill Conductor (FEDC) for K-12 NYC schools must hold a D-10 Certificate of Fitness. Certificate of Fitness holders must maintain all qualifications and comply with all requirements applicable to such certificate holders throughout the term of their certificate. D-10 Fire and Emergency Drill Conductor Certificates of Fitness are premise-related and D-10 holders can work only at the school address listed on their Certificate of Fitness.

D-10 Certificates of Fitness are valid for a period not to exceed two years from the date of issuance. At the end of this period, the certificate expires unless the commissioner approves its renewal. Please be advised that certificate renewals shall be at the discretion of the commissioner in the interest of public safety. The department may review the certificate holder's qualifications and fitness and may require a certificate holder to complete a department-approved continuing education program and/or provide other proof of the holder's continuing qualifications and fitness.

**In accordance with New York State (NYS) Education Law and New York City (NYC) Department of Education (DOE) regulations and procedures, principals are responsible for conducting fire and emergency drills in schools. The principal is responsible for training pedagogic and educational staff in their duties and responsibilities in fires and emergencies**

NYC School Principals have a strong team in place to support them and provide them with information when needed. Key team members and their functions are outlined below:

- A. The support team starts with the Division of School Facilities (DSF) site based staff, including the Custodian Engineer (CE) or Building Manager (BM). The CE holds the S-95 Certificate of Fitness for the Supervision of Fire Alarm Systems and other related systems. The CE is responsible for ensuring the proper operation of required fire suppression systems. The CE is the designated impairment coordinator when any required fire system is not working optimally. The CE is responsible for ensuring that Fire Extinguishers are in place and properly inspected/maintained, maintaining directional and egress signs/signage and for ensuring that the paths of egress are cleared.
- B. The Deputy Director of Facilities (DDF), works with the principal and the CE, and is a resource when principals have questions. The DDF can reach out to DSF's central staff in Violations Control and Program Management for answers to questions principals may have.
- C. The Borough Safety Director from the Office of Safety and Youth Development works with the principal on the School Safety Plan annual updates, and is the key resource for questions related to the plan and what principals need to do to meet the requirements of the plan and planning for emergencies in schools.
- D. The Network leader is also a resource for the principal to contact with questions.

**The use of the word “should” throughout these study materials generally refers to policies, procedures and/or best practices recommended by the FDNY, and may not be a codified requirement.**

**The use of the word “shall” throughout these study materials generally refers to a requirement of the Fire Code or the FDNY.**

## 2. Definitions

**Borough Safety Director** – the NYC Department of Education liaison between the Principals and School Safety Division of the NYPD. The Borough Safety Director is a key resource for principals and schools in developing and implementing the School Safety Plan.

**Building Occupants** – All persons in the building, including employees, students, building staff and visitors.

**Building Response Team (BRT) Staff** – The individuals identified in the school safety plan as responsible for the implementation of the School Safety Plan and the initial emergency response until first responders arrive. As per the DOE standard, there must be a minimum of six persons on the BRT.

**Central Station Company** – A facility that receives alarm signals from a protected premise and retransmits or otherwise reports such alarm signals to the FDNY.

**Custodian Engineer (CE)** – a person appointed by the Division of School Facilities who is directly responsible for the safe, reliable and efficient facility operations of a NYC public school building. This person will hold the S-95 Certificate of Fitness for the Supervision of Fire Alarm Systems and Other Related Systems.

**Dedicated Intercom** – a two way communication system installed in spaces designated for the assembly of physically or mentally impaired individuals pending rescue. In schools, dedicated intercoms are installed in Holding Areas, Fire Rescue Areas, and Areas of Rescue Assistance, and communicate to the Custodian's office and the Principal's office.

**Deputy Director of Facilities (DDF)** – The DDF is the direct line supervisor of custodian engineers and building managers. This person ensures that Department of Education facilities are properly managed and maintained.

**Evacuation** – the emptying of a building of all building occupants in response to a fire or an emergency.

**Fire Drill** – A training exercise by which building occupants are familiarized with and/or practice the procedures for the safe, orderly and expeditious evacuation in the event of a fire, in accordance with the School Safety plan for the premises.

**Fire Protection System** – Approved devices, equipment and systems or combinations of systems used to deter a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof, including fire extinguishing systems, fire alarm systems, sprinkler systems and standpipe systems.

**Impairment Coordinator** - The person designated by the owner who is responsible for ensuring that proper notification and safety precautions are taken when a fire protection system is out of service. The role of impairment coordinator in schools will always be assigned to either the Custodian Engineer or the Building Manager if they

are on the premises. There may be a limited number of locations where the landlord has the responsibility to designate the impairment coordinator.

**Internal Relocation** – The controlled movement of building occupants from an endangered area within a school building to an internal area within the same building in response to an emergency.

**Internal Relocation Area** – A designated area within a school to which occupants may be relocated in accordance with the School Safety Plan training guidelines. In schools, this will generally be the Public Assembly area furthest from the area of concern as determined by the Building Administrators based on information regarding the emergency.

**Limited Mobility Person** – In fires, non-fire emergencies, fire drills and/or emergency drills, limited mobility persons are those individuals who by virtue of a physical or mental impairment cannot perform the actions required during the emergency without the assistance of others. The Safety Plan of the school must include specific information detailing the actions required of the individual and site staff to ensure the safety of the limited mobility persons in the school.

**Lockdown** – There are two different types of Lockdowns. A **Soft lockdown** implies that there is no identified imminent danger to personnel in the building or to staff assigned to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. A **Hard lockdown** implies that imminent danger is known, and all individuals will lockdown. No one except for first responders will conduct a building search. This includes School Safety Agents. In both lockdown scenarios, occupants will remain in rooms, or if in a corridor enter the closest classroom or office.

**Manual Fire Alarm Box** – A manually operated device used to initiate an alarm signal.

**Non-Fire Emergency** – A biological, chemical or nuclear incident or release; declaration of emergency by a lawful authority; explosion; medical emergency; natural disaster; or other emergency affecting the premises or the safety of building occupants.

**Non-Fire Emergency Drill** – A training exercise by which building occupants are familiarized with and/or practice the procedures for safe, orderly and expeditious sheltering in place, partial evacuation or evacuation, or combination thereof, in the event of a non-fire emergency, in accordance with the school safety plan for the premises.

**Off-Line** - Those periods of time when a Central Station Company will, at the request of a building owner, not transmit fire alarm signals received from a building to the Fire Department. Fire alarm systems can be taken "off-line" only for Fire Department approved purposes associated with the prevention of unnecessary and unwarranted alarms.

**One-way Voice Communication** – enables the FEDC, Staff, or Fire Department personnel to make announcements from the fire command station to building

occupants in all parts of the building, such as in their offices, classrooms, or in building stairwells. The one-way voice communication system can be used to warn and instruct building occupants in case of a fire or non-fire emergency.

**Online Occurrence Reporting System (OORS)** - New York City Public Schools under the jurisdiction of the Department of Education shall maintain Fire Drill records in OORS.

**Public Address System** – an electronic sound amplification and distribution system with a microphone, amplifier and loudspeakers, used to allow a person to address a large public.

**Regular Business Hours** – for the purposes of this study material, regular business hours refers to any time and any day in which the school is open to the public or business is being conducted.

**School Safety Plan** – The school safety plan required ensures that, in the event of a fire or a non-fire emergency, there are procedures in place that can be timely implemented to provide the information, guidance, direction and assistance needed to protect the safety of building occupants, including, if necessary, effecting their evacuation, relocation or sheltering in (this applies to Limited Mobility Staff and Students). Such school safety plans shall further serve to assure that knowledgeable assistance is readily available on the premises to emergency response personnel responding to a fire or non-fire emergency at the premises.

**Shelter-In** – the precaution of directing building occupants to remain indoors in response to a non-fire emergency. The outside doors are locked and entry into and exit from the building is restricted. This action would be used when the hazard is outside of the school building.

**Sweep Team** – the sweep team consists of the following: Building Response Team members, school administrators, floor wardens and searchers (in buildings requiring these titles), school aides, and School Safety Agents.

**Unnecessary Alarm** – An alarm signal transmitted by a fire alarm system which functioned as designed, but for which a department response proved unnecessary. An example of an unnecessary alarm is an alarm triggered by smoke from a lit cigarette in a non-smoking area, when the presence of such smoke does not implicate fire safety concerns.

**Unwarranted Alarm** – An alarm signal transmitted by a fire alarm system which failed to function as designed as a result of improper installation, improper maintenance, malfunction, or other factor.

**Voice Communication Capability** – The ability to communicate to the occupants of a building or occupancy, whether by means of a fire alarm system with one-way or two-way voice communication or other approved means of communication.

### **3. School Safety Plan**

The Fire Code requires that many types of buildings and occupancies prepare an Emergency preparedness plan. Your school safety plan meets the requirements of the emergency preparedness plan. This plan serves to assure that, in the event of a fire or emergency there are procedures in place that can be implemented to provide the information, guidance, direction and assistance needed to protect the safety of building occupants, including, if necessary, effecting their evacuation, relocation or sheltering in place. The plan is intended to assure that knowledgeable assistance is readily available on the premises to emergency response personnel responding to a fire or emergency at the premises.

Buildings or occupancies that require a fire and emergency drill conductor should have their staff training and fire drills conducted by an FEDC Certificate of Fitness holder. The procedures to follow in the event of an emergency will be set forth in the school safety plan and will vary depending on the building and the needs of the students and staff in the school.

As a principal you already have a working knowledge of the school safety plan for your building. A copy of the school safety plan must be maintained on the premises in an approved location and it shall be made available at all times to Fire Department representatives (subject to required redaction of the names of the students and staff with special needs) immediately upon request.

The school safety plan is reviewed and updated as necessitated by the following: changes in staff assignments, changes in student or grade and/or changes in the design and arrangement of the premises. Regardless, the school safety plan must be updated at a minimum of once a year.

### **4. Training**

#### ***4.1 Building Response Team (BRT) Staff Training***

Fire and Emergency Drill Conductors should ensure that members of the BRT are trained on their duties and their responsibilities during a fire drill or during a fire or non-fire emergency. Training on this content should consist of both an initial training session and refresher training as follows:

**Initial training:** BRT staff members should receive a minimum of 1 hour of initial training on the school safety plan and their duties and responsibilities during a fire drill or during a fire or non-fire emergency. This training should occur at the commencement of their authority and duties in the building. Such training should be for the duration necessary to familiarize BRT staff members with their duties pursuant to the School Safety plan.

**Refresher training:** BRT staff should receive a minimum of 1 hour of refresher training annually. It is important to understand that all required periodic training is not required to be conducted in a single training session.

**Both the initial and refresher BRT staff training described in this section is in addition to existing BRT training and exercise programs developed by the administrators at each school building.**

**Training methods:** BRT staff training should be in the form of live instruction, but may be supplemented by video presentations and/or the distribution of other educational materials.

Training may be conducted in the form of approved computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the BRT staff members' understanding of the training materials, and is not conducted in lieu of live instruction for more than one half of the required staff training sessions per year.

#### ***4.2 Building Response Team (BRT) Staff Training Content***

Fire and emergency drill conductors should ensure that the BRT staff and all teachers are fully trained on their duties and their responsibilities during a fire drill or during a fire or non-fire emergency. Fire and emergency drill conductors should cover the following content:

- The appropriate actions to take upon discovering a fire.
- The appropriate actions to take in a non-fire emergency, such as a medical emergency.
- The appropriate actions to take during both hard and soft lockdown situations.
- The appropriate actions to take if a fire or non-fire emergency occurs **DURING** a drill
- The building's fire-related features such as, but not limited to, sprinklers, fire exits, pull stations.
- How to activate the fire alarm throughout the building.
- The procedure for calling the Fire Department and the information that should be provided, as follows:
  - provide name and address of the emergency condition
  - provide exact location (floor, room) of the emergency condition if known
- The procedure to follow upon the sound of the fire alarm tone
- The procedures for alerting building visitors of the emergency condition and directing them to the exits
- Locations of assembly areas and the evacuation procedures for building occupants to reach such areas

- Location of all exits and escape routes, especially those not in regular use
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- The reasons why elevator use is prohibited during a fire emergency
- The importance of general fire safety, including daily housekeeping
- The location of portable fire extinguishers
- The typical types of fires that start in schools
- The locations of all egress stairs and their designation (Stair A, Stair B, Stair C)
- Location where each stair terminates (interior lobby, exterior of building, etc.)

Depending on the school, the exact content of staff training may differ. Training may be modified based on a building's available fire protection systems.

## **5. Emergency Drill Best Practices**

Drills and other forms of emergency education should be conducted to enhance the fire and non-fire emergency preparedness of building occupants, including building staff and employees of building tenants. Drills shall serve to educate building occupants as to the proper actions to take in the event of a fire or other emergency and the primary and secondary evacuation routes. Drills and educational sessions should be conducted in accordance with the standards, procedures and requirements of the NYC Department of Education and the School Safety Plan for the school. Drills should be in the form of live instruction.

Drills should include procedures to ensure that all persons in the building and subject to the drill actually participate. Ideally, drills should be unscheduled, and employees and occupants of the building should not know the time of day they are taking place. However, depending on the building or occupancy, the FEDC may choose to inform building occupants that a drill will be taking place on a particular day so that their workload or schedule can be altered to ensure their participation in the drill. **Drills shall be conducted at varying times of day and comply with State Education requirements.** Fire Drills should be held with enough frequency to familiarize all building occupants with the drill procedure and to have the conduct of the drill a matter of established routine.

Actual fires and emergencies are always unexpected. Any fire alarm activation within a building that is not planned, or preceded by an announcement indicating that it is not an emergency, must be treated as an actual fire condition. Fire and emergency drill conductors should be aware that if drills are allowed to be considered a routine exercise, there is potential danger that in an actual emergency, an evacuation or relocation will not be successful. Employees and building occupants may panic if in an actual emergency it becomes dangerous to follow the exact circumstances

presented by the routine drill. FEDCs and their staff should also have a plan in place for the rare situation in which an actual fire or non-fire emergency occurs during a drill.

Drills should discuss possible emergency situations including fire and non fire conditions. FEDCs are encouraged to use the non-fire emergency scenarios developed by the Office of School and Youth Development since practicing these scenarios will help participants and building occupants apply important drill concepts.

FEDCs should ensure that drills use different stairways and means of egress depending on the assumption that fire or smoke could be present and could prevent access to the normal means of egress. FEDCs should ensure that non-fire emergency drills are conducted as well. Discussions between FEDCs and BRT staff should include procedures to follow during lockdowns, medical emergencies, bomb threats, and natural disasters. Drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not normally used during regular occupancy of the building.

Prior to conducting a drill in any building or occupancy, FEDCs should ensure that they are familiar with all key aspects of the building or occupancy. As part of their preparation, FEDCs should be conscious of the following:

1. Complete familiarity and understanding of the School Safety Plan
2. FEDCs should have a written drill plan to ensure that important information is not forgotten once the drill begins.
3. The Custodian Engineer (CE) or Building Manager (BM) should review any modifications to the fire alarm system with the fire and emergency drill conductor so that they are aware of the changes.
4. FEDCS should be aware of the location of the closest emergency call box.
5. FEDCS should be aware of any construction going on in the building. For more information regarding standardized procedures for closing exits during construction in schools, please reference the Construction Activities and Egress Impairment Situations section in this study material and Appendix B “Standard Procedure for Work Requiring Closing of an Exit/Stairway.”
6. FEDCS should be aware of any hot work going on in the building. For more information regarding hot work in schools please reference Appendix C “Standard Procedures for ‘HOT’ work in or on schools.”

### **5.1 Fire Drill Procedure**

The purpose of conducting fire drills is to provide training exercises by which building occupants are familiarized with and/or practice the procedures to be followed in the event of fire.

**New York State Education Law requires that schools are fully evacuated in the event of a fire alarm; fire drills conducted to meet the requirements of the law require that you fully evacuate the building.** For more detailed information about the NYS Education Law, please reference Appendix A.

Fire and emergency drill conductors should at a minimum, follow the steps below when conducting a drill in which there is a total evacuation of building occupants in the event of a fire.

1. The CE shall call Central Station Company and take the fire alarm system **OFF-LINE** (if applicable) to avoid an unnecessary alarm.
2. The S-95 Certificate of Fitness Holder (usually the Custodian Engineer) shall, upon **confirmation** from the Central Station Company, document that the fire alarm system is off-line in the fire safety logbook maintained by the CE.
3. Initiate the Fire Drill
4. Building occupants should leave the building and gather at the designated assembly areas noted for their rooms/spaces, where they should remain until a recall or dismissal signal is given.
5. Ensure that staff determines that all occupants have been successfully evacuated and accounted for at the assembly points.
6. The S-95 C of F holder restores the fire alarm system to normal operation condition if altered for drill purposes.
7. An entry is required to be made in OORS by the C of F holder to record the details of the fire drill. In multi-campus locations, gathering the information required and entering the information into OORS is the responsibility of a specifically designated principal.
8. The S-95 C of F holder must call Central Station Company and request that they put the Fire Alarm System back “on-line.” The S-95 holder shall, upon confirmation, document that the fire alarm system is on-line.

The fire alarm system should be activated each time a fire drill is conducted to initiate the drill and familiarize building occupants with the alarm tones. However, if the fire alarm system in the building is connected to a central station, it is the responsibility of the S-95 Holder, the CE or BM, to notify the Central Station Company that a drill is being conducted and that on behalf of the building owner, they would like to request to take the fire alarm system off line.

## ***5.2 Participation in Drills***

All building occupants shall participate in fire and non-fire emergency drills.

The FEDC should evaluate the performance of building occupants and BRT staff during the drills and provide feedback to them post-drill, and enter these comments in OORS. The FEDC should provide written materials to all BRT staff members at this time, summarizing the important lessons of the drill. This is recommended since receiving both a written document and verbal instruction should help BRT staff members retain important drill information.

Throughout the drill, the FEDC, Custodian Engineer and staff, and BRT staff should pay particular attention to the following:

- Difficulties experienced in determining that all building occupants are accounted for
- Difficulties experienced by people with disabilities or other special needs
- Unnecessary delays or unsafe actions in implementing the school safety plan, such as building occupants stopping to collect personal items or attempting to use the elevators
- Identifying any problems with the fire alarm system
- Discuss how to evacuate via the nearest unaffected exit (if necessary). Explain the importance of checking the door for heat with the back of the hand in an actual fire emergency. Inform occupants of alternate exits to use if their exit door is hot.
- Discuss that smoke from a fire will rise and that in some circumstances (such as a heavy smoke condition) building occupants may be required to remain low to the floor and crawl along the wall in order to safely reach an exit.
- Monitoring whether the evacuation or other procedures in the school safety plan for the building are performed as required
- Determining the amount of time it takes to implement the evacuation of the building (when evacuation is a necessary part of the drill)
- Visually inspecting the building for any exit, stairway or hallway obstructions
- Ensuring that self-closing doors close on their own and are not propped open
- Ensuring that there are no locks, bolts or chains installed on exits while the building is occupied

FEDCs should ensure that all those required to participate in a drill do so. If a building occupant refuses to participate in a drill, the FEDC should inform the appropriate entity that the person did not participate and initiate disciplinary action. After discussing the drill with the staff and building occupants, the FEDC should thank everyone for participating and answer any drill related questions.

### **5.3 Drills in Schools**

In educational occupancies, familiarizing faculty and other building occupants with the appropriate actions to take in either a fire or non-fire emergency is of paramount importance. This population is especially vulnerable in an emergency situation. Past tragedies at schools such as at Sandy Hook, Virginia Tech and Columbine High School have demonstrated that all building occupants must be prepared for all types of emergencies, not just fires. Fire and Emergency Drill Conductors in educational occupancies are imperative in keeping students, faculty and other building occupants safe. Since this is the case, it is the responsibility of the FEDC to train faculty and building occupants in the appropriate procedures to follow during emergency situations.



Students in Newtown, CT being evacuated during a school shooting incident that occurred at Sandy Hook Elementary School.

As outlined in the “Emergency Drill Best Practices” section, all building occupants should participate in emergency drills. Emergency drill times should vary, and different means of egress and stairwells should be used. Each drill should be treated as an actual emergency, which is of the utmost importance with a student population. If the FEDC treats each drill as if it were an actual emergency, there is a better chance that students and other building occupants will follow the practiced procedures during a real emergency.

Fire and non-fire emergency drills are critical to maintaining an orderly environment. Frequent drills enable students, staff and faculty to be prepared in the event of an emergency. NYS Education law requires a minimum of 12 drills each school year for every public or private school or educational institution within the state, other than colleges or universities. Eight of those drills are required to be held between September first and December first of each such year. Additionally, NYS Education law requires a minimum of 3 drills each year in colleges and universities. (Reference Appendix A for more detail regarding the NYS Education Law)

At the beginning of the school year, Fire and Emergency Drill Conductors should ensure that a fire drill takes place as soon as feasible. This will identify any issues with the drill procedures right away and give the FEDC time to modify those processes if necessary. FEDCs in schools may also find the following best practices helpful:

- Assign limited mobility occupants to an adult so that they have someone to assist them during drills and during a fire or non-fire emergency
- Determine alternate accommodations for limited mobility occupants with special needs when necessary
- During a drill, FEDCs should instruct faculty that they should be the last to leave their classroom to ensure that no student is left behind, and that they need to remove the Evacuation folder from the holder near the door. The contents of the Evacuation folder includes all of the following:
  - Accurate student rosters
  - GRP Assembly Card
  - Building Response Team names
- FEDCs should instruct faculty to shut their classroom doors and any hallway doors as they evacuate to prevent the spread of smoke or fire
- FEDCs should instruct faculty to account for each student once they arrive at their designated meeting place
  - Faculty or other staff should use the folder at the door of the room for this purpose
- Fire Drill and GRP signs are to be kept up to date and prominently posted in the classrooms
- Ensure that hard and soft lockdowns are drilled so that building occupants are familiar with both
- Ensure that students are aware of all of the exits from each room and that they are also aware of the location of each door and window
- Instruct faculty to keep all doors and windows unobstructed so that they are available for exit
- Instruct faculty to keep hallways and walkways in rooms clear to avoid tripping hazards or blocking a means of egress
- Be familiar with the school's fire protection system, including the location of fire alarm pull stations and sprinklers
- In addition to the FEDC, all staff should be familiar with the location of and how to operate a portable fire extinguisher

Fire and Emergency Drill Conductors in educational occupancies should be aware that most fires in schools occur between the hours of 8:00 AM and 5:00 PM, which is during the time when school is in session. This is also the time of day when there are the most people in the building. Fires in schools usually start in the bathroom or hallway, most likely since students are not watched as closely in those areas. Fires in bathrooms may be set intentionally by students, or accidentally by students smoking. Fire and Emergency Drill Conductors and other building occupants should be aware of this and immediately report any suspicious behavior that is witnessed.

Fires in educational occupancies may also occur in the cafeteria kitchen, laboratories, classrooms set up for home economics and industrial arts, offices and storage areas. Some of these types of classrooms, such as science or research laboratories may

require additional permits or certificates of fitness from the FDNY. Specifically, all non-production laboratories, including those in grade schools, high schools and those found in colleges and universities are required to operate under the supervision of a C-14 Certificate of Fitness for Supervising Non-Production Chemical Laboratories holder. It is advisable for the Principal, Safety Officers and other supervisory staff to be prepared for other non-fire emergencies including medical emergencies or incidents requiring assistance of the NYPD, FDNY or other first responders.

Frequent causes of fires in educational occupancies include overloaded electrical outlets, the improper use or storage of flammable liquids and the accumulation of trash on school property. FEDCs should pay particular attention to potential fire hazards when there is construction occurring on school premises. Construction equipment may unintentionally block means of egress, hallways and stairwells that would normally be used to evacuate the building during a fire drill or fire or non-fire emergency. If this is the case, Fire and Emergency Drill Conductors may need to determine alternate evacuation routes and disseminate that information to all building occupants.

## **6. Record keeping**

New York City Public Schools under the jurisdiction of the Department of Education shall maintain Fire Drill records in OORS. Other K-12 Schools shall maintain fire drill records in a bound log book or electronic method approved by the Commissioner of the Fire Department.

**Entries** - Entries shall be made in OORS or the log book to document drills, education, staff training, plan review and amendment, plan implementation and/or such other information as the commissioner may require.

Entries shall include the following content:

1. Name and C of F number of the person who conducted the drill
2. Date and time of the drill
3. Name and title of staff assisting with the drill
4. Number of occupants participating in the drill
5. Evaluation of effectiveness of the drill, including any delays and deficiencies
6. The time required to conduct an evacuation

Any school required to have a school safety plan, should be subject to periodic fire safety inspection by the Fire department. This inspection may include ensuring that the school safety plan has been both prepared and implemented according to the requirements outlined in the Fire Code and the Rules.

## **7. People Who Require Assistance**

### ***7.1 Limited Mobility Staff and Students***

In all buildings there may be employees, occupants, or visitors who have limited mobility and have special needs during a drill or an emergency. Fire and emergency

drill conductors must follow the procedures in the school safety plan for identifying in advance building occupants who require assistance to participate in the plan because of an infirmity or disability or other special need, and the approved procedures for providing such assistance. All procedures should be in compliance with the Americans with Disabilities Act. The dedicated intercoms that are located in spaces where limited mobility students and staff are directed to wait for rescue should be tested during drills.

It is important that anyone in the building who may have a special need during the drill or during an actual emergency informs their employer at the start of their employment or residency within a building so that they can be included in the list of people requiring assistance.

### **7.2 English as a Second Language (ESL) Occupants**

FEDCs may have ESL (English as a second language) employees, building occupants or visitors in their building or occupancy. ESL occupants may have difficulty understanding what Public Address (PA) announcements mean and the proper actions to take when an alarm sounds.

Clarifying the announcements and drill procedures with ESL occupants during BRT staff training, education sessions and drills can help alleviate any confusion. For example, if there are a large percentage of ESL occupants in the building, FEDCs can use the fire alarm system's voice communication system to make announcements in both English and other languages. In addition, depending on the occupancy, the FEDC may send staff to check all of the floors and stairwells in the building to ensure that everyone has evacuated during a drill (if evacuation is part of the drill). If participants in a drill or training session inform the FEDC that it is difficult for them to understand English, the FEDC may use a translator or provide other non-verbal cues and forms of written communication to ensure that the person understands. Resources will vary depending on the type of occupancy.

## **8. Emergency Procedures**

Any owner, occupant or other person who becomes aware of a fire or explosion or any other emergency should immediately report the emergency to 911. No owner or other person shall issue any directive or take any action to prevent or delay the reporting of a fire or other emergency to the department.

A durable, legible sign setting forth the following information for reporting a fire or other emergency (including the text to be inserted based on the building's location) shall be posted in a conspicuous location in the lobby of the main front entrance of the school.

Fire alarm box at \_\_\_\_\_ (name of street) and \_\_\_\_\_ (name of street)

**OR**

To report a fire by telephone dial “911” or, depending upon the borough in which the property is located, insert one of the following telephone numbers:

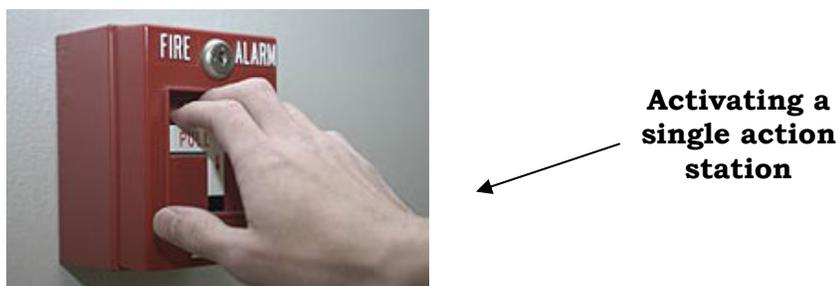
<b>Bronx properties</b>	<b>718-999-3333</b>
<b>Brooklyn properties</b>	<b>718-999-4444</b>
<b>Manhattan properties</b>	<b>212-999-2222</b>
<b>Queens properties</b>	<b>718-999-5555</b>
<b>Staten Island properties</b>	<b>718-999-6666</b>

### **8.1 Fire Alarms**

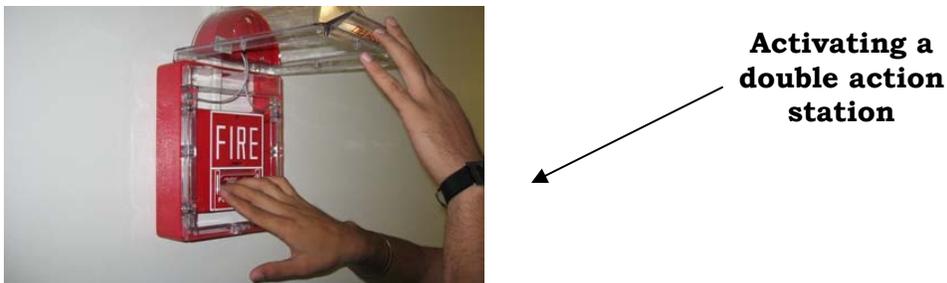
All employees must be trained in how to manually activate the fire alarm pull boxes. Generally, these pull boxes are installed at several locations on the premises and are usually located near the exits of a building. **Activating the pull station is the most effective way to notify the building occupants in case of an emergency.**

There are two types of manual fire alarm pull stations. They are called **single action** and **double action** stations.

- A. Single action stations:** Single action stations require only one step to activate the alarm. The cover on these alarm stations serves as a lever. An example of a single action station is shown below. This kind of alarm station is often found indoors, e.g., in office buildings. When the cover is pulled down, it allows a switch inside to close. This sends the alarm signal.



**B. Double action stations:** Double action stations require two steps in order to activate the alarm. The user must first break a glass, open a door or lift a cover. The user can then gain access to a switch or lever which must then be operated to initiate an alarm. To activate this type of alarm station the cover must be lifted before the lever is pulled. This kind of double action station is often found indoors. Another kind of double action break glass station requires someone to break a small pane of glass with a small metal mallet.



The FEDC and members of the BRT staff must know how to manually operate each alarm station on the premises. Once activated, the fire alarm system can not be re-set at the fire alarm manual pull station only. The alarm must be re-set at a main Fire Alarm Control Panel (FACP) after the pull station is reset to its normal condition. The alarm may be re-set by building personnel only after being instructed to do so by a Fire Department representative. Once activated, a key may be required to reset the manual pull station.

FEDCs should become familiar with the location of all fire protection devices, as well as interior and street fire alarm pull stations. FEDCs should be aware that in some buildings, Fire Alarm pull stations may exist that have a white stripe across them. The white stripe indicates that by activating that particular pull station, a signal will be sent to the Central Station Company. Although buildings constructed after 2008 may not have pull boxes with white stripes, it is still important that FEDCs are knowledgeable about which manual fire alarm pull stations send a signal to the

Central Station Company and which pull stations do not. All fire alarm pull stations installed or relocated after April 1, 1984 should be installed so that the handle is approximately four feet from the floor and it is located within 5 feet of the exit doorway opening. Manual stations should never be blocked or obstructed.

## ***8.2 Portable Fire Extinguishers***

**FEDCs should be familiar with the use of portable fire extinguishers.** Portable fire extinguishers weighing 40 lbs. or less must be installed so that the top of the extinguisher is not more than 5 ft above the floor. Hand-held portable fire extinguishers weighing more than 40 lbs. must be installed so that the top of the extinguisher is not more than 3.5 feet above the floor. The clearance between the bottom of the extinguisher and the floor must not be less than 4 inches. In other words, **no fire extinguisher is allowed to be on the floor.**

Fire extinguishers must be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations must be along normal paths of travel.

It is important to remember that portable fire extinguishers should only be used when there is an available means of egress that is clear of fire. Users must keep a clear and accessible means of egress at their back. This is important because if the fire intensifies or if the user is unable to extinguish the fire, it is imperative that there is still an unobstructed means of egress. Portable fire extinguishers are important in preventing a small fire from growing into a catastrophic fire; however, they are not intended to fight large or spreading fires. By the time the fire has spread, fire extinguishers, even if used properly, will not be adequate to extinguish the fire. Such fires should be extinguished by the building fire extinguishing systems or trained firefighters only. In the event that a fire extinguisher has been discharged, it must be fully recharged or replaced prior to being used again.

In case of any fire, 911 must be called. Fire extinguishers must be used in accordance with the instructions painted on the side of the extinguisher. They clearly describe how to use the extinguisher in case of an emergency. The Certificate of Fitness holder should be familiar with the use of portable fire extinguishers. When it comes to using a fire-extinguisher, remember the acronym **P.A.S.S.** to help make sure you use it properly. **P.A.S.S.** stands for **P**ull, **A**im, **S**queeze, **S**weep.

## ***8.3 Different Types of Portable Fire Extinguishers***

Fire extinguishers are classified by the type of fire that they will extinguish. Some fire extinguishers can only be used on certain types of fires, while other fire extinguishers are made to extinguish more than one type of fire. The portable fire extinguisher classification is indicated on the right side of the extinguisher. For more detailed information regarding the different portable fire extinguisher classifications and the types of fires they extinguish, reference the chart below.



A **Class A** fire extinguisher is used for ordinary combustibles, such as wood, paper, some plastics and textiles. This class of fire requires the heat-absorbing effects of water or the coating effects of certain dry chemicals. Extinguishers that are suitable for **Class A** fires should be identified by a triangle containing the letter "A." If in color, the triangle should be green.



A **Class B** fire extinguisher is used for flammable liquid and gas fires such as oil, gasoline, etc. These fire extinguishers deprive the fire of oxygen and interrupt the fire chain by inhibiting the release of combustible vapors. Extinguishers that are suitable for **Class B** fires should be identified by a square containing the letter "B." If in color, the square should be red.

ELECTRICAL



A **Class C** fire extinguisher is used on fires that involve live electrical equipment which require the use of electrically nonconductive extinguishing agents. (Once the electrical equipment is de-energized, extinguishers for Class A or B fires may be used.) Extinguishers that are suitable for **Class C** fires should be identified by a circle containing the letter "C." If in color, the circle should be blue.

COMBUSTIBLE



A **Class D** fire extinguisher is used on combustible metals such as magnesium, titanium, sodium, etc., which require an extinguishing medium that does not react with the burning metal. Extinguishers that are suitable for **Class D** fires should be identified by a five-point painted star containing the letter "D." If in color, the star should be yellow.



A **Class K** fire extinguisher is used on fires involving cooking media (fats, grease and oils) in commercial cooking such as restaurants. These fire extinguishers work on the principal of saponification. Saponification takes place when alkaline mixtures such as potassium acetate, potassium citrate or potassium carbonate are applied to burning cooking oil or fat. The alkaline mixture combined with the fatty acid creates a soapy foam on the surface which holds in the vapors and steam and extinguishes the fire. These extinguishers are identified by the letter **K**.

The most commonly sold portable fire extinguishers (PFEs) are labeled ABC extinguishers. Class ABC extinguishers are often the primary PFE in offices, hotels, theaters and classrooms. Class ABC extinguishers are dry chemical extinguishers that can be used to extinguish regular combustible fires, flammable liquid fires, and fires involving electrical equipment. ABC extinguishers are usually red in color and range in size from 5-20 lbs. The following pictures show an example of a Class ABC portable fire extinguisher.



Class ABC Portable Fire Extinguisher

Class A portable fire extinguishers are available but are not as prevalent as Class ABC extinguishers. Class A PFEs are also known as Air Pressurized Water (APW) fire extinguishers. Water is an extinguishing agent for regular combustibles.

These extinguishers are usually silver in color, approximately 3 feet in height and weigh approximately 25 lbs. Class A portable fire extinguishers are useful in buildings and occupancies that primarily contain Type A combustible materials. These PFEs should ONLY be used on ordinary combustible fires. The picture to the right shows an example of a typical Class A portable fire extinguisher.



Class A PFE

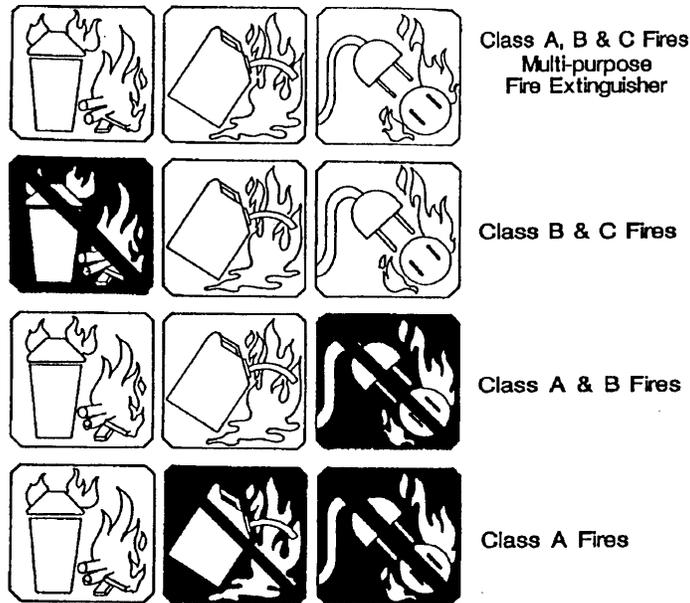
Portable fire extinguishers with a classification of “BC” are used to extinguish flammable liquid fires and electrical equipment fires. Portable fire extinguishers with a classification of just “B” or a classification of just “C” do not exist. “BC” portable fire extinguishers are red in color and range in size from 5-100 lbs. or larger. Class BC portable fire extinguishers are filled with sodium bicarbonate or potassium bicarbonate. An example of a BC portable fire extinguisher is shown in the following picture:



As mentioned above, a portable fire extinguisher with just a “C” classification does not exist. The "C" classification indicates ONLY that the extinguishing agent is a non conductor and is safe to use on live electrical fires. "C" fires will have either an "A" component, such as ordinary combustibles around the electrical item, or a "B" component such as an oil filled transformer or some electrical device involving flammable liquids. This is the reason "C" classifications are only attached to either a "B" or "AB" fire extinguisher. This classification specifies the fire extinguisher that is most appropriate for extinguishing the fire.

#### **8.4 Labeling**

Portable fire extinguishers are labeled so users can quickly identify the classes of fire on which the extinguisher will be effective. The marking system combines pictures of both recommended and unacceptable extinguisher types on a single identification label. The following is an example of typical labels.



### 8.5 Portable Fire Extinguisher Monthly Inspection

Portable fire extinguishers are required to be **inspected monthly**. The Custodian Engineer is responsible for designating a person to perform a monthly visual inspection. This inspection is a "quick check" that a fire extinguisher is available and will operate. It is intended to give reasonable assurance that the fire extinguisher is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent its operation. The information on the monthly inspection record must include the date the inspection was performed, the person performing the inspection, and those portable fire extinguishers found to require corrective action. Such recordkeeping must either be attached to the extinguisher or on an inspection checklist maintained on file. Labels or markings indicating fire extinguisher use, or classification, or both shall be placed on the front of the fire extinguisher.

Monthly inspection record located on the front of a portable fire extinguisher



## **8.6 Portable Fire Extinguisher Annual Servicing**

Servicing is a thorough examination of the Portable Fire Extinguisher (PFE). It is intended to give maximum assurance that the PFE will operate effectively and safely. It also includes any necessary repair or replacement. Servicing the PFE will reveal if hydrostatic testing or internal maintenance is needed. **A separate certificate of fitness is required to service, maintain and/or recharge a PFE.** A Servicing Company certificate is also required for a company providing such service. PFEs must be serviced **at least annually or** at the time of hydrostatic testing, or when physical damage to the cylinder is visible during a monthly inspection. PFEs removed for servicing must be replaced by a similar PFE and must be of at least equal rating.

## **9. Smoke Detectors**

Smoke detector cleaning and testing may be performed by an employee of the building owner. That individual shall possess a proper Certificate of Fitness for smoke detector cleaning and testing. He/she should possess the tools, instruments or other equipment necessary to perform such services in accordance with the Fire Code and the Fire Rules. A record of all tests, inspections, and other operations of the fire alarm system must be noted in the log book.

The fire alarm control panel installed in schools must be visually inspected **weekly** in order to determine whether any impairment exists in the building. It is recommended that these inspections be done on a more frequent basis.

If an impairment is found in any occupancy, fire guard coverage may be required. A record of all tests, inspections, and other operations of the fire alarm system must be noted in the log book. The Certificate of Fitness holder is responsible for this log. Defective equipment must be replaced immediately by an authorized service technician.

All smoke detectors connected to a defined fire alarm system shall be cleaned not less than once every six (6) months, except for analog (intelligent) smoke detectors, which shall be cleaned no later than one (1) week from receipt of an indication of the need for cleaning. (FR 907.0, 4(1)) This procedure ensures that the detector is kept in good working condition. Smoke detectors must be cleaned by an S-78, F-78, S-97, T-97 or an S-98 Certificate of Fitness holder. The FDNY provides a list of approved Smoke Detector maintenance companies on the FDNY website below. This list is updated monthly:

[www.nyc.gov/html/fdny/pdf/fire\\_prevention/instruct\\_smoke\\_detectors.pdf](http://www.nyc.gov/html/fdny/pdf/fire_prevention/instruct_smoke_detectors.pdf)

Smoke detectors are extremely sensitive and easily damaged. They should never be painted or altered in any way. All testing shall be consistent with manufacturer specifications.

## ***9.1 Out of Service Situations and Impairment***

The impairment coordinator is the person responsible for ensuring that proper notification and safety precautions are taken when a fire protection system is out of service. Generally the impairment coordinator is either the Custodian Engineer or the Building Manager in schools. It is important for the impairment coordinator to take immediate steps to notify the FDNY in the event of an out-of-service fire protection system.

The DSF designated Emergency Desk for the Borough in which your school is located shall be notified when a fire protection system or part of the system is impaired. System defects and malfunctions shall be corrected. If a defect or malfunction is not corrected at the conclusion of a system inspection, test, or maintenance, the CE shall notify the Emergency Desk and the DDF for the Building. DSF shall also be notified when an impairment period is completed or discontinued.

**Out of service system:** A fire protection system that is not fully functional; or whose operation is impaired or is otherwise not in good working order.

**System off-line entries:** Entries should include the date and time the alarm system was taken off-line, the reason for such action, the name and operator number of the person notified at the FDNY approved central station (or other evidence of notification satisfactory to the Department), and the date and time the system was restored to service.

**Out of service signage:** C of F holders shall notify their supervisor and put a placard (tag) over the defective device, indicating that it is out of service.

Any impairment to a fire protection or related system poses safety risks to a building and its occupants. The impairment coordinator shall be responsible for ensuring appropriate posting of a fire guard detail, notifications to tenants, and posting out of service signage when appropriate.

## ***9.2 Construction in Schools and Egress Impairment***

There will be times when exits may need to be closed for emergency repairs or other reasons. It is critical for the safety of the occupants that there be a well thought out plan to address the situation. In NYC Public Schools, the FDNY, DSF, and the SCA have a procedure to address these situations when an exit is closed for any extended period of time. In all schools, closing an exit requires that the egress plan for the school be evaluated by a design professional to ensure continued compliance with the Building and Fire Code requirements for exit capacity. The professional's evaluation will also address rooms or spaces affected by the closing of the exit. This may include closing rooms or limiting the occupancy of public assembly spaces. Please reference Appendix B for the standard procedure and a helpful checklist used in schools when construction work requires the closing of an exit or stairway. Please note that during construction affecting egress, and at the various stages of construction where the exits

being used are changed, the FEDC is expected to hold a fire drill to familiarize the building occupants with the change in egress.

School Facilities has developed Standard Procedures for certain types of work. The contractor performing this work and the CE receive a copy of the Standard Procedure with the notice of the Proceed Order. Examples of work having a Standard Procedure include:

- Landscaping and Concrete/Asphalt/Paving Work (For more detailed information, please reference Appendix F)
- Work in Corridors or Stairways (For more detailed information, please reference Appendix D)
- Work in PA Spaces (For more detailed information, please reference Appendix E)
- As mentioned above, Closing an Exit or Stairway

## **10. Safety Requirements**

Several types of safety signs may be posted at various locations inside the building. The signs are designed to ensure the safety of occupants. For example these signs may indicate:

- The general fire safety procedures to be followed during a fire emergency
- The location of fire extinguishers and emergency exits
- How to use the fire extinguishers and related fire fighting equipment
- How to sound the fire alarm in case of an emergency
- That the elevators must not be used in case of a fire unless otherwise instructed by the Fire Department
- The floor numbers

The FEDC should be familiar with the specific requirements for fire safety signs in his/her building. He/she should also ensure that exit signs posted above doors are always illuminated. Examples of some of these signs are shown on the next page.

**Typical Safety Signs**

<b>Exit Signs</b>		
		
<b>Special Exit Signs</b>		
		
<b>Fire Extinguisher Sign</b>	<b>Elevator Warning Sign</b>	<b>No-smoking Sign</b>
		
<b>Sprinkler Sign</b>	<b>Stair Signs</b>	
	 <p style="text-align: center;">(posted by outside of door)</p>	 <p style="text-align: center;">(posted by door inside of stairwell)</p>

## **10.1 Medical Emergency**

If Fire and Emergency drill conductors become aware of an injury or other medical emergency, they should call 911 and provide as much of the following information as possible. The fire and emergency drill conductor is NOT required to have specific medical knowledge or training, however when communicating with medical responders the ability to provide this information is helpful.

- Caller location and the location of the victim(s) (if different from your location), including the business name, street address, cross street, floor and room number (if applicable)
- Caller name and telephone number for a return call
- The number of victim(s)
- The victim(s)'s chief complaint or present condition (e.g. bleeding, breathing erratically, conscious/unconscious, etc)
- Any hazards involved

The caller should follow the exact instructions of the 911 operator and emergency personnel.

- Fire and Emergency drill conductors should alert trained employees who are CPR qualified, as noted in the school safety plan. Only trained employees should provide first aid assistance. If there are no trained employees on the premises, designate a responsible person to stay with the victim(s).
- FEDCs should arrange for an elevator to be placed on stand by.
- The victim should not be moved unless the victim(s)'s location is unsafe.
- The FEDC should control access to the scene.
- The FEDC should arrange a designated person to meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s)

## **10.2 Bomb or other explosion threats**

If a person receives a suspicious package and is unable to verify its contents, they should follow the emergency reporting protocol below:

- Do not touch/move/open the article
- Do not use cell phones, two-way radios or any communication devices other than the hardwired or landline phone and the Public Address system
- Call 911 (using a hardwired or landline phone) and provide the following information:

- Your location and the location of the suspicious package (if different from your location), including the business name, street address, cross street, floor and room number (if applicable)
- Name and telephone number for return call

### ***10.3 Chemical incident or release***

- In case of a major spill, the Fire Department must be notified by calling 911 immediately. After calling 911, the caller's supervisor should be notified.
- The caller should wait for and follow instructions from the first respondent.

## **Appendix A: New York State Education Law**

### **§ 807. Fire drills.**

1. It shall be the duty of the principal or other person in charge of every public or private school or educational institution within the state, other than colleges or universities, to instruct and train the pupils by means of drills, so that they may in a sudden emergency be able to leave the school building in the shortest possible time and without confusion or panic. Such drills or rapid dismissals shall be held at least twelve times in each school year, eight of which required drills shall be held between September first and December first of each such year. At least one-third of all such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. In the course of at least one such drill, pupils shall be instructed in the procedure to be followed in the event that a fire occurs during lunch period, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period. At least four additional drills shall be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.

1-a. In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to leave the building in a timely, orderly manner.

2. It shall be the duty of the board of education or school board or other body having control of the schools in any district or city to cause a copy of this section to be printed in the manual or handbook prepared for the guidance of teachers, where such manual or handbook is in use or may hereafter come into use.

3. It shall be the duty of the person in charge of every public or private college or university within the state, to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills shall be held between September first and December first of each such year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of such summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations.

4. Neglect by any principal or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fine to be paid to the pension fund of the local fire department where there is such a fund.

## Appendix B: Work Requiring Closing of Exit/Stairwell

### Standard Procedure for WORK REQUIRING CLOSING of an EXIT/STAIRWAY

Points to consider when closing an exit or stair for work to be done:

- 1) Closing more than one (1) exit at a time requires filing a Building Safety and Egress Plan with the FDNY. This plan must be designed by a registered licensed professional!
- 2) When possible, even with trenching taking place, provide a safe path of egress from the door to the street. The work to provide the safe path of egress shall be done on off hours or weekends and the safe path shall be in place every day by the start of school.
- 3) Determine the impact of closing stairway/exit on all rooms and spaces that normally use that stair or exit
  - a) Are all of the travel distances to other stairs within code from the rooms with changed egress plan?
  - b) Teachers in the affected spaces should be notified of the closing and informed of the new egress path during the temporary closing
  - c) Are there any dead end corridors created by the closed exit and if so how will the students be shifted to other spaces? (This is critical when the exit closed is at the end or near the end of a corridor as the code only allows ONE classroom on each side of the corridor to be located after the stairway door and if the stair is closed ALL the rooms between that door and the next stairway are dead ended and CANNOT be used)
  - d) Does the closed exit affect any Public Assembly space? Critical attention must be given to the impact of a closed exit especially given the requirement for two exits "remote from each other" for these spaces.
- 4) Post signs at stairways noting the closed stair/exit AT ALL LEVELS OF THE STAIRS not just the lowest floor
- 5) The affected Exit door CANNOT be locked (seems contrary to logic, but the FD is explicit on this matter as the feeling is that the occupants should be able to get out if trapped against the exit)
- 6) If the closing continues after school hours and there is a program or activity scheduled, there must be a Guard posted to warn persons that they need to take a different exit. This will require at least one guard and a relief person for breaks and meals. This is a stationary post – not a roaming fire guard. The person should be expected to have a command of English sufficient to be able to clearly inform occupants of the need to use a different route. The Guard must be present WHENEVER the building is occupied by other than Building Operational and Maintenance personnel– so the Guard must be present when there is any repeat ANY planned activity in the school.
- 7) The CE should notify the local responsible Fire Company when the exit is closed and when it is reopened. The CE should inform the Fire Company of the plans for the new paths of egress, associated signage and Guards.

**Appendix B (continued)**

## **Checklist for Closing Exit or Stairs**

Does the work call for an exit or stair to be closed? IF YES:

- a. Has the travel distance from any affected space to the “new” exit been calculated?  
**YES** \_\_\_\_\_
- b. Does the closing create any dead end classrooms?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- c. Does the closing affect any PA space?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- d. Have the teachers in the affected rooms been informed of the closing and changed exit path?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- e. Have signs been posted at all levels of the stairs indicating the stair or exit is closed?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- f. Have arrangements been made to direct users to a different stair/exit at the egress floor and at the floor above?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- g. If the closing will affect night time activity is there a provision for the necessary number of guards during the activity periods?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- h. The door leading to the outside is not locked when the building is occupied.  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- i. Has the local responsible FDNY company been informed?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- j. If the closing will be longer than one work day have arrangements been made for fire drills for the affected spaces?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

## Appendix C: Standard Procedure for Hot Work

### Standard Procedures for “HOT” Work IN or ON Schools

**Torch use in and around buildings has risks. There are legal requirements that MUST be followed any time you or your employees use or operate a torch.**

Please take note and keep in mind that you are required to adhere to the following policies and procedures.

- Your firm must have a current valid Citywide Permit for Torch Operations.
- The torch user must hold a valid G-60 Certificate of Fitness for Torch Use.
- Except for emergency and critical repairs, 48 hours notice must be given to the school.
- Prior to starting work you must submit to the Custodian Engineer a HOT WORK AUTHORIZATION PERMIT on a form (attached) approved by the FDNY. You should fax a copy of the fully signed permit to the CM.
- There shall be at least one (1) F-60 Fire Guard for each torch in operation on the job site, with at least one (1) additional F-60 Fire Guard assigned to the floor below the HOT WORK area. **The minimum number of F-60 Fire Guards for Hot Work is two for any work location with a floor beneath the work area.**
- There shall be a Pre-Hot Work check performed before the start of any HOT WORK, and at least once each day thereafter.
- Caution Signs shall be posted around (or at the entry to) Hot Work areas.
- There shall be one (1) 2A:20 BC Fire Extinguisher for each Fire Guard. **NOTE: Torch Down Roofing requires the use of 3A:40 BC Fire Extinguishers.**
- The F-60 Fire Guard shall perform an inspection of the area and the floor below thirty minutes after the completion of the torch operations.
- All flammable and compressed gas containers must be removed from the premises at the end of each work day. **No storage of flammable or compressed gas is allowed in schools overnight.**



**Appendix C (continued)**

## HOT WORK AUTHORIZATION PERMIT

*Note: This authorization applies only to this job, and in the area specified during the date and time noted.*

GENERAL INFORMATION	
Hot Work Performed By: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor      <input type="checkbox"/> Off-hours	Authorization #
Employee /	Contractors Name:
Supervisor / Foreman Name:	Supervisor / Foreman - On-site emergency contact phone number:
Location: Building address, room # and/or area of work .	Permit Start Date: _____ Permit Start Time: _____
	Permit Stop Date: _____ Permit Stop Time: _____
	Comments: _____

HOT WORK ACTIVITY				
<input type="checkbox"/> ARC WELDING	<input type="checkbox"/> SOLDERING	<input type="checkbox"/> GRINDING	<input type="checkbox"/> BRAZING	<input type="checkbox"/> USING OXYGEN AND A FLAMMABLE GAS (FDNY PERMIT)
<input type="checkbox"/> MAPP WELDING	<input type="checkbox"/> WELDING	<input type="checkbox"/> CUTTING	<input type="checkbox"/> NON-FIRE WORK	<input type="checkbox"/> OTHER: _____
<i>All hot work activities must be conducted by FDNY Certificate of Fitness holders. Certificate holders shall be responsible for keeping such certificate upon his/her person or otherwise readily available for inspection.</i>				
Torch Operator:	Certificate #:	Exp Date:		
Fire Guard:	Certificate #:	Exp Date:		

ACCEPTANCE BY THE RESPONSIBLE PERSON FOR HOT WORK		
I certify that all applicable codes, procedures, regulations, rules, pre-checks and safety precautions will be followed for as long as the hot work authorization is effective.		
Name:	Signature:	Date:
_____	_____	_____
<input type="checkbox"/> Employee <input type="checkbox"/> Contractor		

DESIGNATED TO AUTHORIZE THE PERFORMANCE OF HOT WORK			
Name:	Signature:	Time:	Date:
_____	_____	_____	_____
Fire alarm precautions taken <input type="checkbox"/> YES <input type="checkbox"/> N/A Type: _____	Pre-hot work check completed: <input type="checkbox"/> YES		
	FDNY permit required to conduct hot work?		
	<input type="checkbox"/> YES <input type="checkbox"/> N/A		

**This authorization shall be available for inspection by any representative of the fire department during the performance of the work and for 48 hours after the work is complete.**

## Appendix D: Work in Corridors and Stairways

### Standard Procedure for Work in Corridors and Stairways

1. Provisions of the General Work Standard for the type of work apply and shall be observed in addition to the items below.
2. Preplanning access is important for work in corridors and stairways. Whenever possible you or your supervisor should arrange for access when these spaces will not be in use.
3. If work is for an EMERGENCY REPAIR or CRITICAL REPAIR, and the Principal(s) are not giving access, contact your supervisor and/or the Contract Manager to arrange access.
4. If work is not for an emergency or critical work, check school calendar for upcoming no school days, ½ days or no student days, or arrange area in advance with principal and CE to have exclusive access to work areas.
5. Have a safe place to store material near work site (slop sink, empty class room).
6. Know the change of class schedule. Avoid being in area during class change. Move all materials, tools, and equipment out of the area prior to the change of class.
7. Have 2nd person (may be school based staff) there to watch over tools and material.
8. Never go on ladder when alone.
9. Use cordless tools when available to avoid power cord trip hazards.



## Appendix E: Work in Intermittently Occupied Spaces

### Standard Procedure for Work in Intermittently Occupied Spaces (Gyms, Auditoriums, Cafeterias, etc.)

1. Provisions of the General Work Standard for the type of work apply and shall be observed in addition to the items below.
2. Preplanning access is important for work in these spaces. Whenever possible you or your Contract Manager should arrange for access when the space will be empty.
3. If work is for an EMERGENCY REPAIR, or a CRITICAL REPAIR and the Principal(s) are not giving access, contact your supervisor and/or the Contract Manager to arrange access.
4. If non-emergency work, check school calendar for upcoming no school, ½ days or no student days, or arrange area in advance, working with the Contract Manger, principal and CE for exclusive access to work areas.
5. It is crucial when the school has arranged for your access to the space that you notify the school and the Contract Manager if you cannot fulfill the plan in order that the school can use the areas.
6. If there is a need to share space with students or staff be sure work area is separated with physical barriers when possible.
7. Never work alone when students and/or staff are in area.



## Appendix F: Standard Procedure for Landscaping Work

### Standard Procedures for Landscaping Work

Please take note and keep in mind that you are required to adhere to following policies and procedures.

- If your work plan includes accessing the yard with a vehicle, you are responsible to make appropriate arrangements with the Principal and the CE for access. You shall adhere to the directives from the Principal and the CE regarding the times when you may bring a vehicle into the yard.
- You shall secure any area where you work. Arrange for protective barriers to prevent entry into the work location. Use of a flag person is not sufficient. Appropriate caution signs should be placed to alert pedestrians. **“DO NOT ENTER---TRADE PERSONNEL AT WORK.”** Or **“Caution Construction Equipment in use – DO NOT ENTER”**.
- You must provide a safe path for pedestrians around your work area. This may require the installation of JERSEY BARRIERS for sidewalk work or where access paths in a play yard approach the work area.
- No hazardous or dangerous material shall be left in the work area at the end of the work day without protection approved by the Contract Manager.
- **This work is inherently noisy due to the operation of chain saws, stump grinders, and chippers. Coordinate work times with the school to prevent disruption of the educational process.**
- Comply with all of the requirements for the prevention of the spread of the Asian Longhorn Beetle.

