



This annual bulletin is prepared by the New York City Fire Department (FDNY). Apartment building owners must distribute this document to residents and staff. Please read this information to help keep you and your loved ones safe.



In This Issue

Battery fires

Lithium-ion batteries may cause deadly fires (pages 1-2).

Fire safety in your building

Be familiar with the fire safety guide and notices for your building (pages 2-3).

Active shooter emergencies

Learn what civilians should do (page 4).

Be Mindful of Lithium-ion Batteries in Your Home!

Lithium-ion batteries are rechargeable batteries. They are found in electric bikes and scooters, cars, laptops, tablets, phones, and common household devices.

Lithium-ion battery fires have caused deaths, serious injuries and devastating damage to property in New York City. Most fires start when people use uncertified, damaged, or illegally modified batteries for devices such as e-bikes and e-scooters. But even certified batteries can quickly turn dangerous if they are not used or charged the right way.

When should you call 911 about a lithium-ion battery?

- Dial 911 if you observe any odors, changes in shape or color, leaking, or odd noises.
- Dial 911 if your battery is visibly damaged or has been repaired by an unqualified person.

What else can you do in an emergency?

- Stop using the battery right away.
- If it is safe to do so, take the battery outside or move the battery away from anything that can catch fire.

Don't risk fire in your home.



- Do not buy uncertified, illegal, or after-market lithium-ion batteries.
- Do not attempt to build, tamper with, or repair lithium-ion batteries.
- Do not charge a lithium-ion battery with an extension cord or power strip.
- Do not keep damaged or end-of-life batteries in your apartment .
- Do not charge your lithium-ion battery next to an apartment door or window because a fire may block your escape.
- Do not charge a device or battery on or near your bed or couch, or close to drapes, papers or anything else that burns easily.
- Do not charge your battery overnight or unattended.

Be proactive about lithium-ion battery safety!



- Buy e-bikes, e-scooters, and batteries from trusted sources. Make sure they are CERTIFIED. Look for UL labels (UL 2849, 2272, or 2271).
- Follow manufacturers' guidelines for products. Use the original battery, power adapter and power cord supplied with the device, or replacement parts recommended by the manufacturer.
- Charge your e-bike, e-scooter, and batteries in a safe charging area designated by your building, if possible. Ask your building or employer if they can provide a safe charging and storage facility. Otherwise, charge and store micromobility devices and batteries outside, if possible. If you must charge your battery in your apartment, be alert.
- Look for safe disposal options for batteries at the end of their useful life.

If you are replacing an old battery, take it out of your home right away, even if it is not damaged. Protect yourself and others by NEVER putting lithium-ion batteries in your garbage or building trash. It's dangerous! Go to the NYC Department of Sanitation website to see how and where to safely drop off old batteries and devices.

<https://www.nyc.gov/site/dsny/collection/get-rid-of/batteries.page>)

Be sure to check DSNY's website regularly for updates!!

For any fire in your apartment, always CLOSE THE DOOR on your way out!

- Closing the door behind you as you evacuate your apartment in a fire is crucial. **Why?** Closed apartment and stairwell doors help contain smoke and fire in the apartment and keep the public hallways clear of flames, heat and smoke long enough to allow others to get out and firefighters to get in.
- Apartment and stairwell doors should always be kept closed, just in case.
- Your apartment building should have posted **"Close the Door Notices"** on the hallway corridor side of all stairwell doors in your building.

In a Fire, Close All Doors Behind You!
Keep Fire and Smoke Out of Building Hallways and Stairs.

Keep Apartment and Stairwell Doors Closed at All Other Times.
Protect Your Neighbors and Your Home!



NYC Admin Code §15-135

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If "Close the Door Notices" are not posted, contact your building owner or manager, or notify the FDNY by emailing FDNY.BusinessSupport@fdny.nyc.gov or by calling 311 (ask for the Fire Department's Customer Service Center).

Did You Receive Your Apartment Building Emergency Preparedness Guide and Evacuation Planning Checklist?

The 2024 New York City Apartment Building Emergency Preparedness Guide contains information about your building and what to do during a fire, storm, explosion or other emergency. You'll also find a helpful Emergency Preparedness/Evacuation Planning Checklist.

The image shows the front cover of the 2024 NYC Apartment Building Emergency Preparedness Guide. The cover is red with white text. At the top, it says "NEW YORK CITY APARTMENT BUILDING EMERGENCY PREPAREDNESS GUIDE". Below this is a black and white photograph of a modern apartment building. To the right of the photo, there is a list of sections: "EMERGENCY PREPAREDNESS BASICS", "PEOPLE WHO NEED ASSISTANCE", "READINESS SUPPLIES (FOR HOME EMERGENCIES AND YOUR GO BAG)", "HOME SAFETY AND FIRE PREVENTION", "KNOW YOUR BUILDING", "WHAT TO DO IN A FIRE/ NON-FIRE EMERGENCY", and "EMERGENCY PREPAREDNESS RESOURCES". At the bottom left is the FDNY logo, and at the bottom right is the year "2024".

NYC Apartment Building
Individual Emergency Preparedness/Evacuation Planning Checklist

STEP #1: Educate Yourself About Emergency Preparedness

- Read the FDNY-issued NYC Apartment Building Emergency Preparedness Guide to learn about fires and other types of emergencies and how to prepare for them. You should receive the Guide from the building owner/manager at least once a year and once every 3 years, and it is available on the FDNY website (<http://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-rules.page>).
- Review the Building Information Sheet provided with the Guide for information on your building's construction and fire protection systems and exits, and the fire safety notice the building owner/manager is required to post on your apartment entrance door.
- Sign up for emergency alerts at www1.nyc.gov/notifnyc or download the app for Apple/Android users.

STEP #2: Prepare Your Evacuation Plan

- Complete the checklist below to develop an individual evacuation plan for you and your family.
- The checklist outlines recommended measures that you can proactively take to prepare to evacuate your building in an emergency.
- If you educate yourself about emergency preparedness and complete an evacuation plan, you will be ready to make an informed judgment as to the best course of action in an emergency.

A. Know Your Building - See Sections 5 and 6 of the Guide and your Building Information Sheet

Building Construction

- Non-combustible/fireproof
- Combustible/non-fireproof (check all that apply):
 - My fire escape window opens easily
 - My fire escape window is unobstructed inside and out

Coastal Storm Evacuation Zone

Find your zone at "NYC.gov/KnowYourZone" or call 311 (212-639-9675 for video relay)

- My apartment building is not in a coastal storm evacuation zone
- My apartment building is in Coastal Storm Evacuation Zone # _____

Where will you stay if evacuated?
Family Friend Co-worker Hotel
Can you bring your pet?
 Yes No
If shelter is needed for you (and your pet) at time of a coastal storm evacuation, call 311 for location of nearest City Evacuation Center

Do You Have a Fire Safety Notice on Your Apartment Door?

Your New York City apartment must have one of these **Fire Safety Notices** on the inside of the main entrance door. The notice contains potentially life-saving guidance about what to do in the event of a fire, depending upon the type of building construction and the location of the fire.

"You are in a combustible (non-fireproof) building."

or

"You are in a non-combustible (fireproof) building."

FIRE SAFETY NOTICE

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

YOU ARE IN A COMBUSTIBLE (NON-FIREPROOF) BUILDING

If The Fire Is In Your Apartment

- Close the door to the room where the fire is and leave the apartment.

EVERYONE leaves the apartment with you.

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

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

If The Fire Is In Your Apartment

- Close the door to the room where the fire is and leave the apartment.

EVERYONE leaves the apartment with you.

Your building owner or manager must provide the Preparedness Guide and the correct Fire Safety Notice. If you do not have the Fire Safety Notice on the inside of your apartment door, contact your building owner/manager or the FDNY (FDNY.BusinessSupport@fdny.nyc.gov or dial 311).

Active Shooter Emergencies

If you are near an active shooter or violent attacker, the New York City Police Department (NYPD) recommends that civilians use an “**avoid, barricade, confront**” strategy. Dial 911 when safe to do so. Stay alert and be ready to protect yourself while following the safety steps below.

Avoid

- Leave the building right away if you can do so safely.
- Do not carry any personal belongings with you.
- Avoid elevators and escalators if possible. Use the stairs.
- When using the stairs, stay close to the wall so responders can move past you quickly.



Barricade

- If you cannot safely leave the area, go into an apartment or other room and close the door and lock it if possible.
- Block the door with large, heavy objects to make it hard for an attacker to enter. You can use sofas, tables, chairs, dressers, etc.
- Hide behind a large, solid item if possible, and try to stay below waist level to avoid any shots fired.
- Stay still and quiet. Turn off lights and any source of noise. Put your phone and other devices on silent, not vibrate.
- Look for items you can use as improvised weapons (such as scissors, coat rack, leg of a table or chair, etc.).



Confront

- As a last resort, defend yourself if your life is in immediate danger and you cannot escape or hide.
- Take direct action against the attacker.
- Attempt to overpower the attacker with surprise, speed, and force in the most violent manner possible. If available, use improvised weapons.
- If you are with other people, try to work together to overcome the attacker.



If you encounter law enforcement personnel during the incident, remember that responding officers will be focused on your hands. Keep your hands out, open, above your head, and most importantly, empty.

NYC Emergency Management offers additional tips and information for all types of emergencies. “How Do I Survive an Active Shooter?” is available at <https://plannownyc.cityofnewyork.us/active-shooter/>.