



The following checklist is a tool to assist building staff in their emergency planning efforts and includes both Fire Code and City Charter mandates as well as best practices.

RESIDENTIAL BUILDING OWNER EMERGENCY PREPAREDNESS PUNCHLIST		
STATUS	TASK	ADDITIONAL INFORMATION
Distribute the following as required by the NYC Fire Code:		
1	NYC Apartment Building Emergency Preparedness Guide to all residents at lease signing and once every 3 years. Include with Guide:	<p><i>Guides and Notices are available on the NYC Fire Department website at http://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page</i></p> <p><i>You can obtain a sample of notices on HPD's website at www1.nyc.gov/site/hpd/services-and-information/required-signage.page</i></p>
2	○ Building Information Section (1 page form completed with building-specific information)	
3	○ NYC Apartment Building Individual Emergency Preparedness and Evacuation Planning Checklist.	
4	Fire and Emergency Preparedness Bulletin posted on FDNY website (August in off years when not distributing Guide)	
5	A gas leak notice regarding procedures to follow if a gas leak is suspected to residents and prospective tenants with the lease or lease renewal form.	
Post City required signs and notices including the following:		
6	Fire Safety Notice on the inside of all apartment doors	<p><i>Planning materials available at http://www1.nyc.gov/site/em/ready/qui-des-resources.page</i></p> <p><i>Request a Fire Safety Education presentation at https://www.fdnysmart.org/safety/</i></p> <p><i>Register with HPD at https://www1.nyc.gov/site/hpd/services-and-information/register-your-property.page</i></p>
7	Copy of Fire Safety Notice and Building Information Section in building lobby/common area	
8	"Shut the Door" signs indicating tenants to close their doors when escaping from a fire to limit smoke and contain the fire.	
9	Gas Leak Notice in the common area of the building.	
10	A temporary notice in at least the building lobby with emergency information prior to a weather emergency, after a natural disaster, and when a utility outage will last over 24 hours.	
11	Evacuation zone notice and how to locate nearest shelter in lobby. (coming soon)	
Communicate with your residents so they can plan and respond appropriately:		
12	Communicate your building's elevator policy to residents. Try to keep elevators in use as long as possible and not take them out of service until just prior to landfall of a storm or an evacuation.	<p><i>Request a Fire Safety Education presentation at https://www.fdnysmart.org/safety/</i></p> <p><i>Register with HPD at https://www1.nyc.gov/site/hpd/services-and-information/register-your-property.page</i></p>
13	When residents call 911, ask staff to hold elevator and guide EMS to the appropriate apartment. (Remind residents to let your staff know that they called 911 for a medical or other emergency.)	
14	At building meeting, talk about fire and emergency preparedness using the NYC Apartment Building Emergency Preparedness Guide and/or invite FDNY Fire Safety Education to present.	
15	Talk to vulnerable residents individually about emergency planning before an event and check on them afterwards.	
16	Evaluate your capability to communicate critical information to all building occupants through the use of building systems (such as intercoms and fire alarm systems), email or text messaging.	
17	Provide training to building staff on emergency planning and assisting vulnerable residents with their planning	
Stay informed:		
18	Register annually with HPD in order to be contacted during emergencies at the property and during citywide emergency events.	<p><i>Register with HPD at https://www1.nyc.gov/site/hpd/services-and-information/register-your-property.page</i></p>
19	Sign up for City emergency alerts at "www.NYC.gov/NotifyNYC"	