STUDY MATERIAL FOR

EXAMINATION F-95 FOR:

RESIDENTIAL SPRINKLER SYSTEMS OFF CITY MAIN/DOMESTIC WATER

This study material, in addition to any formal courses you may have taken, will help you prepare for the examination for the Certificate of Fitness for Sprinkler Systems off City Main/Domestic Water (F-95). This study material includes information taken from the Fire Prevention Code and the Rules of the City of New York. This study material contains most of the information you need to know in order to perform the job as a certificate of fitness holder. In addition to the requirements of the Certificate of Fitness covered under the local laws, it is your responsibility to become familiar with all the applicable rules and regulations of the City of New York, even if they are not covered in this document.

All questions on the Certificate of Fitness examination are multiple choice with four choices on every question. Only one answer is correct for each question. If you do not answer a question, your answer will be scored as incorrect. A score of 70% is required to pass the examination. Read each question carefully before marking your answer. There is no penalty for guessing.

Sample questions

1. The capital of the United States is:
   (A) Washington D.C..
   (B) Albany.
   (C) New York City.
   (D) Seattle.

The correct answer is "A". You would touch "A" on your touch-screen monitor.

2. The New York Mets is a _____ team.
   (A) football.
   (B) basketball.
   (C) hockey
   (D) baseball

The correct answer is "D". You would touch "D" on your answer sheet.

PROVISIONS OF THE FIRE PREVENTION CODE OF NEW YORK

All multiple dwelling shall provide such fire extinguishers, fire doors and other means of preventing and extinguishing fires as the Fire Commissioner may direct.

The document below is an excerpt of subdivision c of section 27-4265 of the Administrative Code of the City of New York.

Sprinkler system maintenance and inspections In buildings and spaces classified in residential buildings classified in occupancy group J *and in every converted dwelling, or every tenement used, in whole or in part, for single room occupancy, regardless of occupancy classification, in which a sprinkler system has been installed pursuant to the requirements of the multiple dwelling law*: (a) Automatic and non-automatic sprinkler systems shall be inspected at least once a month by a competent person employed by the owner, *holding a certificate of fitness issued by the department, a fire suppression contractor license issued by the department of buildings, or, for a sprinkler system with not more than thirty sprinkler heads, holding a master plumber license issued by the department of buildings* to see that all parts of the system are in perfect working order, and that the fire department connection or connections, if any, are ready for immediate use by the fire department. Such inspection shall include a check of *all control valves* on the system*, including the main supply control valve,* making certain the *valves are* fully open and sealed in such open position, *a check of the static pressure in the sprinkler system from a pressure gauge, if installed, located at or near the inspector's test connection, making certain the system design pressure is being maintained,* a check to insure that all sprinkler heads are in place and such other requirements as the commissioner may prescribe. A detailed record of each inspection shall be kept for examination by a representative of the fire department.

2 (b) There shall be kept available at all times in the premises a supply of at least six extra sprinkler heads, to replace promptly any fused or damaged sprinklers, except that a supply of at least three extra sprinkler heads shall be kept available for any sprinkler system installed in accordance with reference standard RS 17-2A. There shall be one or more employees instructed in the location and status of the sprinkler system control valves. (e) The owner or managing agent of any building subject to the requirements of this section shall maintain a record of each inspection and test and a listing of all outstanding violations issued pursuant to this section. Such records and listing shall be made available for inspection by occupants of such residential building or space during normal business hours.

Record keeping.

The Certificate of Fitness holder is required to maintain detailed records of all inspections in detailed form acceptable to the Fire Commissioner, relative to the status of the water supply, gravity and pressure tanks if applicable and levels therein, all valves, sprinkler risers, sprinkler piping, condition of all sprinkler heads, alarms, pumps, any obstructions, and conditions of all other system equipment and devices. All defects or violations shall be noted on the report. The records and inspection reports shall be posted near the main control valve and maintained for one year and shall be made available to any representative of the Fire Department.

The Inspection record shall have the *FDNY* Certificate number and signature of the Certificate of Fitness holder, or *the license number of the fire suppression contractor issued by the Department of Buildings, or, for a sprinkler system with not more than thirty sprinkler heads ,the license number of the master plumber issued by the Department of Buildings.*

PERFORMING MONTHLY INSPECTIONS OF YOUR SPRINKLER SYSTEM

The monthly inspections are primarily visual inspections. You are walking along the system piping from the main control valve in the basement up to the highest floor where the Inspectors Test Valve is located. Your purpose is to detect for fire violations and take corrective actions to ensure the occupants are in a safe environment. Some examples of what you are inspecting includes: the main control valve is open and sealed with approved seals or chain and lock; the valve has the proper sign installed; correct number of sprinkler heads and wrench are available; no obstructions to or around the main control valve; all sprinkler piping are securely fastened and free of corrosion; sprinkler heads are not painted (on any area)or have foreign material on them and are not obstructed in any way; no object is hanging on the piping; no accumulation of rubbish anywhere in the public space or blocking the path of egress; inspectors test valve has proper sign affixed; a garden hose is available in the appropriate location; if a gauge is installed, the required minimum pressure of 15 psi. is noted; alarms are in proper operating order when required; out of service system for during repairs; and ensure that signs are provided in any other location required by the code, such as the sign for the automatic shut off valve (curb box); etc.

The inspection record must detail each item inspected and the results. In addition, the record must include any fire department violations issued within that month and also the date of the last 5yr satisfactory flow test results. Again, all records must be kept for a minimum of one year and shall note the certificate of fitness holder's name and number with expiration date and the address.

Reporting of defects or violations. The Certificate of Fitness holder must report all major defects immediately to the

1. local Fire Company
2. owner or manager of the building
3. Bureau of Fire Prevention

Major defects or violations include: empty tank, break or major leak in system water piping, inoperative or shut water supply valves; or complete or partial shut down of sprinkler systems for repairs or other reason, and defective siamese connections.

Other defects or violations which are minor should be reported to the owner or manager of the building. If the defects are not corrected within 30 days, the defects should be reported in writing to the Bureau of Fire Prevention.

Failure to make inspections, maintain records, and report defects or violations may be cause for revocation of the Certificate of Fitness and court enforcement proceedings.

Maintenance and inspections of Sprinkler pumps and accessories.
The certificate of fitness holder shall perform monthly maintenance of the pumps after their installation and maintain proper records of those inspections.

PROVISIONS OF THE NEW YORK BUILDING CODE

Sources of water supply for sprinkler systems.

Automatic sources of water supply for small residential sprinkler systems may include a direct connection to the public water system and connection from the domestic water supply line.
At least one automatic source of water supply shall be provided for sprinklers installed in all occupancy groups.

(b) The domestic water supply may be used to supply a sprinkler system when installed in buildings classified in occupancy group J. The domestic water supply may be used to supply sprinklers if all of the following conditions are met:
   (1) The domestic water supply line from the street has the required pressure (as described below).
   (2) An O.S. & Y. valve or an approved valve having visual indication, sealed open, is installed in the sprinkler supply branch.
   (3) The number of heads in each fire section does not exceed twenty, and no more than ten Heads are supplied from any one 2 inch domestic water riser.
   (4) The connection is made at the supply or riser side of any domestic branch control valves.

Direct connection of sprinklers to the public water system.

Direct connection of sprinklers to a city water main is acceptable as an automatic water supply provided the main is capable of maintaining a pressure of at least fifteen psig at the top of the highest sprinkler riser, with five hundred gpm of water flowing from a two and one-half inch hydrant outlet located at the street level within 250 feet of the building. The size of each connection shall be as large as that of the main riser and, except in sprinkler systems in multiple dwellings, shall be at least three inches and shall be controlled by an accessible shutoff valve.

Each service shall be equipped, under the sidewalk, with a control valve in a flush sidewalk box located within two feet of the front wall of the building or street line as required by the department of environmental protection. The location of the control valve shall be indicated by a sign place on the structure directly opposite the sidewalk flush box, and shall have a white background with one inch red letters reading: "Automatic Sprinkler Shutoff Valve ... Feet Opposite This Sign. Brass, bronze, or other metal signs with one inch letters, raised or counter-sunk one-eighth of an inch may also be used.

Sprinkler booster pumps.

Where the pressure from the city water main is less than 15 psig as described above but is sufficient to give at least five psig at the highest line of sprinklers as determined by test, an automatic, electrically driven pump installed for the purpose of boosting or increasing the city water pressure in the sprinkler system may be accepted subject to the following requirements:

(a) Pumps shall be of approved centrifugal type, capable of delivering at least two hundred gpm, and shall be capable of supplying twenty-five per cent of the heads, in the largest area supplied, at twenty gpm, at a pressure of at least twenty-five psig at the top of the highest sprinkler riser.

(b) Pumps shall be maintained under approved automatic control with closed circuit supervisory attachment. The supervisory attachments shall be directly connected to an office where maintenance personnel are in attendance twenty-four hours a day; or, in lieu thereof, the supervisory attachment may be directly connected to the central station of an approved operating fire alarm company. The supervisory alarm services shall be arranged so as to provide positive indication at an approved central office or sprinkler alarm panel board that the pump has operated or that the source of electrical supply has failed.

When sprinkler are not directly connected to the public water system and a sprinkler booster pump is not present a pressure or gravity tank shall be used.

Protection of sprinkler system.

All parts of an automatic system exposed to freezing temperatures shall be protected from freezing or in lieu thereof, an automatic drypipe system or a system filled with a nonfreezing, noncombustible solution shall be used. When a system filled with nonfreezing solution is used and the system is connected to a potable water supply, it shall be subject to the requirements of the health department and the bureau of water supply of the department of environmental protection. Sprinkler heads subject to damage shall be protected.

Inspection and tests.

(a) **Sprinkler branches and heads supplied from domestic water.** Sprinkler branches and heads shall be tested at a pressure of not less than 30 pounds per square inch, in excess of the normal pressure required of such sprinkler system when in service.

PROVISIONS OF REFERENCE STANDARD RS 17-2

Chapter 2 - Water Supplies

Pumps. In light hazard occupancies with only limited ordinary hazard areas, an automatic fire pump serving the lower 300 feet of the standpipe system may be used as the primary supply to the sprinkler system, if a secondary automatic switching power supply is available to drive the pump. In hydraulically designed sprinkler systems supplied from a gravity tank, the pressure may be increased by means of an automatic, special service fire pump. The pump shall be arranged in a bypass to permit the portion of the system so supplied to be served by the system's siamese connections. If the pump is not supplied from the street side of the building service switch, the electrical service and pump operation shall be fully supervised; provided that a secondary automatic switching power supply is available to drive the pumps.

AUTOMATIC SPRINKLER SYSTEMS

Automatic sprinkler systems are designed to automatically distribute water on a fire. The sprinkler system is designed to extinguish the fire entirely, or to prevent the spread of the fire. An automatic sprinkler system consists of a series of pipes at or near the ceiling in a building. The sprinkler system is fitted with automatic devices designed to release water on a fire. These devices are called sprinkler heads. A disk or cap normally closes the sprinkler heads. This cap is held in place by a heat-sensitive releasing element. A rise in temperature to a predetermined level causes the sprinkler head to open. Water is then discharged in the form of spray. When the sprinkler heads open they are said to have fused. The sprinkler heads are fitted at standard intervals on the piping. If more than one head opens, the area sprayed by each overlaps that of the sprinkler head next to it.

Sprinkler systems are required by law in various occupancies. They also may be installed voluntarily by the owner of the building. The sprinkler systems are installed to protect the building and its occupants. The installation of sprinklers has a major effect in reducing fire losses. Statistical evidence shows that about 96% of the fires are extinguished or controlled when sprinklers are installed. The 4% failure was due to a variety of causes including burst piping, closed supply valves, frozen water lines, etc.

Automatic sprinklers are very effective for life safety. They signal the existence of a fire. At the same time they discharge water to the burning area. When sprinkler systems are installed there are rarely problems getting to the seat of the fire. They also reduce interference with visibility for fire fighting due to smoke. The downward force of the water sprayed from sprinkler heads lowers the smoke level in the room. Sprinkler systems also serve to cool the smoke. This makes it possible for persons to remain in the area much longer than they could if the room were without sprinklers.

Most standard sprinkler systems have devices that automatically give an alarm when a sprinkler head discharges water. This alarm is usually an audible signal in the building. In many cases they also give an alarm at a remote location, such as the local fire house or a central station company. The central station company monitors the entire fire protection system for water discharge and problems with the equipment. When water discharge or equipment problems are identified the local fire house is immediately notified. This allows the Fire Department to gain control of a fire as quickly as possible. Water is rarely discharged accidentally from sprinkler heads.

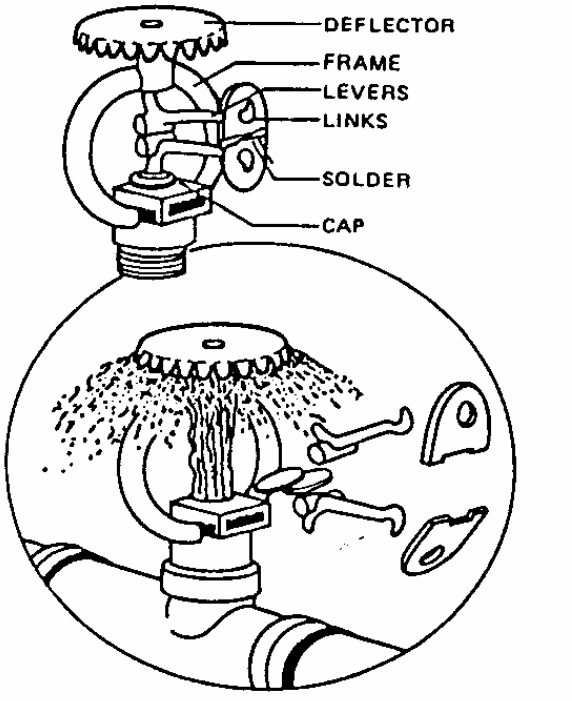
SPRINKLER HEADS

Sprinkler heads are made of metal. They are screwed into the piping at standard intervals. The water is prevented from leaving the sprinkler head by an arrangement of levers and links. The levers and links are soldered together on the sprinkler head. The solder is a metal alloy with a fixed melting point. Other types of sprinkler heads use a quartz bulb which expands and breaks under heat. Still another type uses a solid chemical held in a cylinder which is broken by heat action. The sprinkler head is designed to withstand at least 500 psi without injury or leakage. If properly installed, there is little danger of the sprinkler head breaking apart unless it is damaged.

The latest type of sprinkler head is called the "cycling sprinkler". This sprinkler cycles water on and off depending on the temperature. When the disk reaches a temperature of 165oF, the valve opens, permitting water to flow. When the disk temperature cools the valve closes to shut off the water.

Some sprinkler heads are designed to be used in special situations. Sprinkler heads exposed to corrosive conditions are often covered with a protective coat of wax, or lead. Corrosive vapors are likely to make automatic sprinklers inoperative or slow down the speed of operation. They can also seriously block the spray nozzles in the sprinkler heads. They can damage, weaken or destroy the delicate parts of the sprinkler heads. In most cases such corrosive action takes place over a long time. For this reason the sprinkler heads must be carefully watched for signs of corrosion. Care should be taken to make sure that the protective coating is not damaged when handling or replacing the heads.

A typical fusible link type sprinkler head is shown in the picture below.



A typical sprinkler head

Spray Pattern of Sprinklers. The best way to put out a fire is to spray the water from the sprinkler head downward and horizontally. The spray pattern will also prevent the spread of the fire. The force of the water against the deflector creates a heavy spray which is directed outward and downward. The shape of the deflector determines the spray pattern of the water discharged from the sprinkler head. Usually, this is an umbrella shaped spray pattern. At a distance of 4 feet below the deflector, the spray covers a circular area having a diameter of approximately 16 feet when the sprinkler is discharging 15 gpm. The newest kinds of sprinkler heads allow the sprinklers to be placed farther apart needing lower flow rates to give coverage to an area. These new heads offer more effective fire protection and are less likely to cause water damage than the old sprinkler heads.

Temperature Ratings of Sprinkler Heads. Automatic sprinkler heads have various temperature ratings which state the temperatures at which they will fuse. The temperature rating of all solder type automatic sprinklers is stamped on the soldered link. For other heat sensitive units, the temperature rating is stamped on one of the releasing parts. The temperature ratings of sprinkler heads are also indicated by a color coding system. See color codes below.

Temperature Ratings	Color Code
135° to 165°	Uncolored
175° to 225°	White
230° to 300°	Blue

In places where the temperature is normally high (e.g. boilers, ovens and drying rooms) a sprinkler head with a higher temperature rating must be used. This is to make sure that the sprinkler head does not discharge water at the wrong time. If heads with a high temperature rating are used in ordinary room (e.g., an office, an apartment, and store) the value of the sprinkler protection is greatly reduced. This is because the temperature will have to increase much higher for the sprinkler head to open.

Sprinkler systems are excellent for controlling fires. However, they can cause water damage if they are not shut down soon after the fire has been extinguished. No control valve on the system should be closed except on the order of the fire officer in charge. Sometimes the Fire Department has a difficult time finding the control valve to shut down the system. This problem can be prevented by keeping a small sketch of the sprinkler system and the position of the control valves. This sketch should always be readily available. This sketch is very helpful to the fire fighters when they have to work with the sprinkler system.

Build up of Foreign Material on Sprinkler Heads. Sometimes conditions exist which cause a build-up of foreign material on sprinkler heads. This may prevent the sprinkler head from working properly. This build-up is commonly called loading. The build-up of foreign material insulates the sprinkler head. This insulation prevents the sprinkler head from opening at the temperature it is designed to.

If the build-up is hard, it may prevent the sprinkler head from opening. The best practice is to replace loaded sprinklers with new sprinklers rather than to attempt to clean them. If the deposits are hard, attempts to clean the heads are likely to damage them. This damage may make prevent the sprinkler heads from working properly. The damage may also cause the sprinkler heads to leak.

Deposits of light dust are less serious than hard deposits. Dust build up may delay the operation of sprinkler heads. However, it will not prevent the eventual discharge of water. Dust deposits can be blown or brushed off. If a brush is used, it should be soft to avoid possible injury to sprinkler parts. Scouring or acidic liquids

are likely to damage the sprinkler heads and should not be used for cleaning. Hot solutions of any kind should never be used to clean the sprinkler heads.

Sometimes sprinklers heads need to be protected when ceilings or piping are being painted. Usually a small lightweight paper bag or a sheet of lightweight paper is placed over the heads until the painting is completed. The bag or the sheet of paper should be secured with a rubber band. The bags are likely to delay the operation of the sprinkler heads and should be removed immediately after the painting is completed. There is no known method to safely remove paint from under the water cap or on the fusible link. Sprinkler heads that have been painted other than by the manufacturer must be replaced with new units.

A supply of at least three or six extra sprinklers with the appropriate wrench should always be kept in a sprinkler cabinet. The reason why the requirement for spare heads varies is because any building more than Seven (7) stories or seventy five (75) feet requires six heads. This extra supply should be used to promptly replace any sprinklers that have opened or have been damaged. The extra supply of sprinkler heads should be exactly the same as the sprinkler heads already installed in the system. It is very important that the replacement sprinkler heads have the same temperature rating as those installed in the system.

WET PIPE SPRINKLER SYSTEMS

Wet pipe systems have water in the piping at all times. This type of system is used where there is no danger of the water supply freezing. A picture of a typical wet pipe system is shown in the picture below. A typical wet pipe sprinkler valve is shown on the following page.

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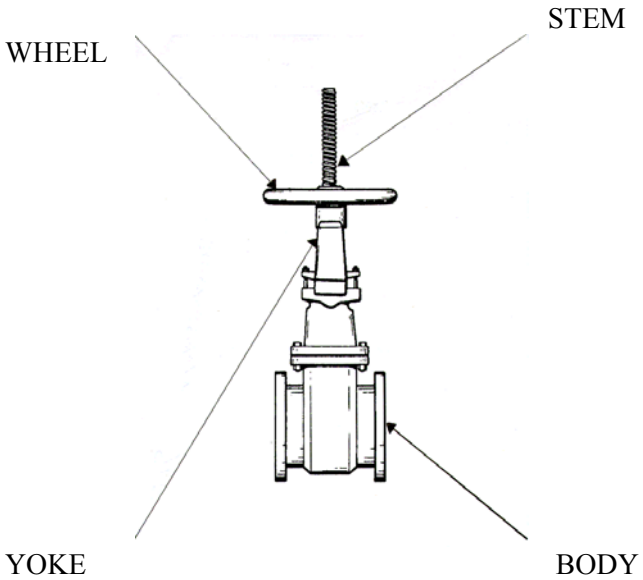
WATER SUPPLY SOURCES FOR RESIDENTIAL SPRINKLER SYSTEMS



Sprinklers systems may be supplied from one or a combination of sources. For example, they may be supplied by public mains, gravity tanks, pressure tanks, reservoirs, rivers, or lakes. A single water supply would appear to be all that is needed to supply a sprinkler fire protection system. This assumes that there is enough water at an acceptable pressure. However, there are a few reasons why it is good to have a second water supply source. These reasons include: 1) a single supply source may be out of service (for maintenance or repair) during a fire emergency; 2) a single supply source may be disabled during fire or before the fire is fully extinguished; 3) the water supply source may fall below normal pressure or volume during an emergency.

In some cases it is required by law to have a second water supply source. Whether a second source is needed depends on several factors. These factors include the strength and reliability of the primary supply, the value of the property, the height, area and design of the building.

When a sprinkler system is supplied from a public water main, the entire system may be closed down by closing a control valve. This valve is located between the building and the water main in a box that is recessed into the sidewalk. The location of the box is found by reading a sign on a building or post nearby. For example, the sign might read **"Shut-off for Sprinkler System Located 6 Feet FromThis Sign",** or it will have similar instructions. A special key may be required to operate this valve.

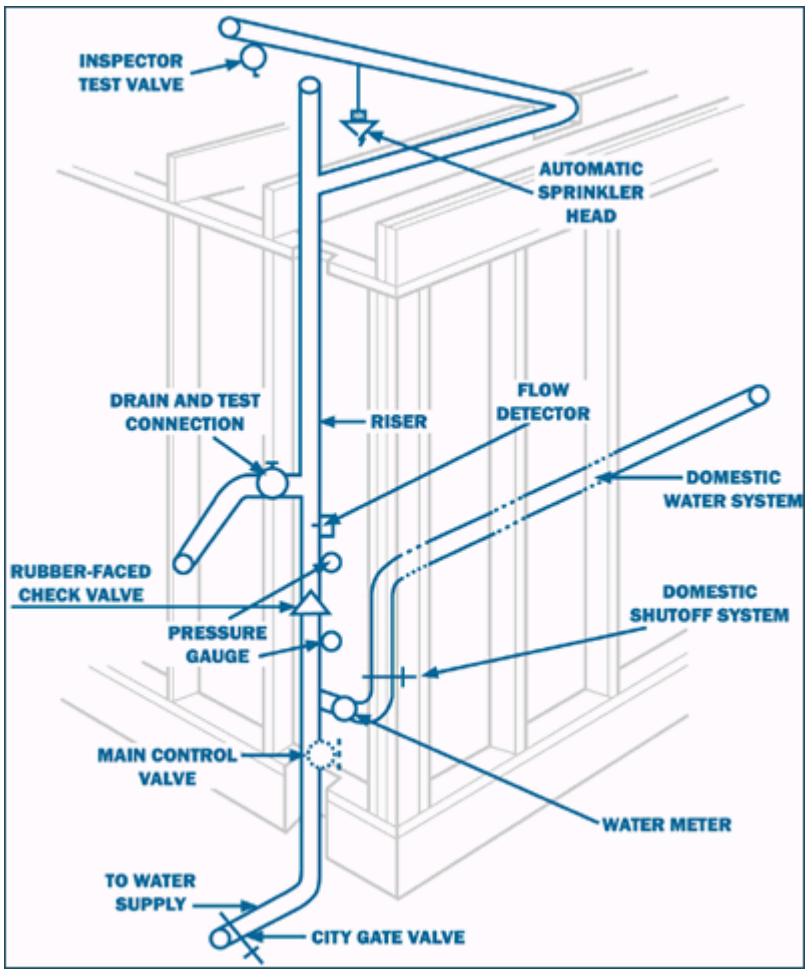
The main water supply for sprinkler systems may also be controlled an OS&Y valve (Outside Stem and Yolk valve). The OS&Y valves are found just inside the building wall on the main riser, or outside in protected pits. It is easy to tell at a glance if the valve is open or shut. When the stem is all the way out the valve is open. When the stem is all the way in the valve is closed. Some OS&Y valves may be used to control the water supply for individual floors in a building. The OS&Y valves are also installed to shut off certain sections of an individual floor. Being able to shut off parts of a building allows the Fire Department to have greater control over the fire protection system. When a fire is under control in an area the OS&Y valve can be closed to prevent any further water damage.

Sometimes repairs must be made to the sprinkler system. When this happens the OS&Y valves are used to close the water supply to only those sections being repaired. This is good because the rest of the sprinkler system does not have to be shut down.

It is quite common for the two systems to share the same water supply source. For example, both systems may use the same gravity tank as a water supply source. The gravity tank is a limited water supply. The amount of water that is allocated to each system is regulated by local building laws.

Acceptable water supplies for the sprinkler system include connection to public or private water mains, connection to fire pumps, pressure tanks, and gravity tanks. These sources may be also used in combination to supply a sprinkler system. At least one of the water sources should be able to supply the sprinkler system automatically. This supply must have the needed water volume and water pressure for the entire system. The public water works system is the most commonly used water supply source. In tall buildings the connection to the public water system may not have enough water pressure to supply the upper floors. In this situation a second supply source is often required to increase the water pressure. For example, a fire pump may be installed in a building that is more than ten stories high. The higher the building the greater the water pressure needed to supply the standpipe and/or sprinkler system.

Connections to Public Water Works System. While a connection to a reliable public water works system is the preferred primary water supply for automatic sprinkler systems, a check valve must be installed next to the interior connection to the sprinkler system. This valve makes sure that the system does not backflow into the public water supply.



MOVE

WATERFLOW ALARMS IN SPRINKLER SYSTEMS SUPERVISION

Sprinkler systems should have devices and equipment for signaling when water flows through risers or mains supplying the systems. The flow may be due to fire, leakage, or accidental rupture of the piping. It is important that prompt action is taken when waterflow is noticed or signaled by these devices.

Functions of Alarms and Supervisory Signals. Sprinkler systems with a waterflow alarm serve two functions. (1) It is an effective fire extinguishing system. (2) It is an automatic fire alarm. An alarm is signaled as soon as a sprinkler head has fused. Waterflow alarms and fire alarms give warning of the actual occurrence of a fire. They also signal when water flows through the system due to broken pipes. Alarms alert occupants and summon the Fire Department. Any signal, whether waterflow or supervisory, may be used to give an audible alarm. It may also send a signal to an approved central station company. The central station company will then contact the local fire house.

Supervisory devices are often connected to a central station company which monitors the sprinkler systems for problems with equipment and when sprinkler heads are opened. The central station company should be notified when any control valves is closed for maintenance or repair. This reduces the number of false alarms.

Automatic sprinkler systems are required to have an approved water motor gong or an electric bell, horn, or siren on the outside of the building. An electric bell or other audible signal device may also be located inside

the building. Water operated devices must be located near the alarm valve, dry pipe valve, or other water control valves in order to avoid long runs of connecting pipe.

Devices and Equipment Supervised. Sprinkler system supervision is commonly provided for several purposes. These purposes include the detection of: (1) low water level in water supply tanks, (2) low temperature in water supply tanks or ground level reservoirs, (3) high or low water level in pressure tanks, (4) high or low air pressure in pressure tanks, (5) high or low air pressure in dry pipe sprinkler systems, (6) failure of electric power supply to fire pumps, and (7) automatic operation of electric fire pumps.

Waterflow Alarm Valves. The basic design of most waterflow alarm valves is that of a check valve which lifts from its seat when water flows into a sprinkler system. This alarm then starts an audible signal to alert the occupants in the building that the sprinkler system has been activated.

Alarm Retarding Devices. An alarm check valve that is exposed to changing water supply pressure needs an alarm retarding device. This is required to prevent false alarms when the check valve clapper is lifted from its seat by a temporary pressure surge.

Gate Valves. Gate valves of the non-indicating type are provided in water distribution systems. Gate valves allow parts of the sprinkler system to be shut off for repairs or maintenance. This is done without reducing protection over a wide area. Such valves are normally a non-rising stem type. They are operated using a special key wrench. A valve box is located over the valve to keep dirt from the valve. The valve box also provides a convenient access point for the valve wrench to the valve nut. A complete record should be made for each valve in the system. This record should include the exact location, the date it was installed, the make, the direction of opening, number of turns to open, and any maintenance that was performed.

GARBAGE COMPACTOR SPRINKLER SYSTEMS

Waste compactors are usually found in tall buildings and multiple dwelling occupancies such as residential buildings. They are used to reduce the trash build-up in a building. They consist of a tall chute that has an opening at each floor. Each opening is used for trash disposal. Occupants of the buildings take their trash and throw it through the opening and down the chute. The trash piles up in the chute. At the bottom of the chute there is a device that regularly crushes the trash into smaller blocks of trash. The blocks of trash are then removed and taken to a garbage dump. The compactor may be located indoors or outdoors.

The build-up of trash in the compactor chute is a fire hazard. Fires have been started in several ways, for example, by a smoldering cigarette thrown into the compactor chute. Sprinkler systems must be installed to put out fires that may start in the compactor chute. Any of the standard water supply sources may be used to supply the compactor sprinkler system. For example, gravity tanks, fire pumps and pressure tanks are all used as water supply sources. Fire doors must be installed in the chute to allow firefighter access to burning trash.

The Certificate of Fitness holder must know the location of all sprinkler heads, control valves, supply lines and compactor rooms. **A sketch of the entire compactor sprinkler system should be drawn by the Certificate of Fitness holder.** This sketch should be posted in the compactor room in a frame under glass. The sketch should be made available to official representatives of the Fire Department. The Certificate of Fitness holder may be questioned about this sketch by inspectors from the Fire Department during routine inspections. A sign indicating the location of all control valves should be kept in the compactor room. This sign should be displayed with the sketch in the compactor room. All control valves in the sprinkler system must be labeled. The label should show the purpose of the valve. The labels should be attached to the yoke of the valves. **All indicating valves in the compactor sprinkler system must be sealed open.**

A minimum of 6 extra sprinkler heads with the appropriate wrench must be available to replace any fused or damaged sprinkler head. Fused or damaged sprinkler heads must be replaced immediately. A garden hose connected to a water supply must be kept in the compactor room. This hose may be used to put out small fires or smoldering material in the compactor room.

The Certificate of Fitness holder must conduct an inspection of the entire sprinkler system at least once a month. Special attention should be given to the condition of the sprinkler heads in the compactor chute and the compactor room. Any defects or violations must be recorded in a detailed inspection report. All inspections are recorded on a card kept near the main control valve. The Certificate of Fitness holder should sign and date the card each time an inspection is made. If any minor defects in the system are discovered they must be reported to the owner of the building. If repairs are not made within 30 days the Certificate of Fitness Holder must notify the Bureau of Fire Prevention. If any major defects are discovered they must be reported to the local fire company, the owner of the building, and the Bureau of Fire Prevention. Major defects must be repaired immediately.

When a fire is discovered in the compactor room the Certificate of Fitness holder should notify the local firehouse immediately. He should not attempt to enter the compactor chute to put out the fire.

COMPACTORS OPERATIONS AND REGULATIONS:

The refuse room must be fire resistive, with a Fire Proof Self Closing door, be protected with a sprinkler system, and also have a water supply for a garden type hose.

Sprinkler System:. Sprinkler heads are required in the compactor room, as well as inside of the compactor, near where it joins the chute. These sprinkler heads are fed by a small house water line (and in some exceptional cases from the garage sprinkler system or a standpipe riser) and there operation does not transmit an alarm. A small Outside Stem & Yoke (OS& Y) valve, controlling these heads is usually found near the entrance to the compactor room. Under actual fire conditions, it has been found that the head inside the compactor often does not function; even with fire burning nearby. This occurs when the head has become covered with trash, which tends to insulate the fusible link. Thus, the head inside the compactor should not be depended upon to extinguish the fire, or prevent its extension into the compactor room.

COMPACTOR ROOM

Refuse containers: Refuse containers in which refuse is deposited to await collection shall be constructed of metal. Containers shall be provided with tight-fitting covers. Containers shall be so constructed as to hold their contents without leakage.

Adequate lighting shall be provided in refuse collection rooms.
Maintenance. Refuse chutes, refuse rooms, hoppers and all parts of the refuse collecting system shall be maintained in a clean and sanitary condition at all times, free of vermin, odors, and defects, and shall be maintained in good operating condition Newspapers, periodicals, magazines, paper bags, or similar waste paper shall first be tightly wrapped in small bundles and then placed for collection at the location. Throwing loose paper into public halls, shafts, courts or yards is prohibited.

The document (43-01) required to the Fire Safety Plans and Fire Safety Notices required to be posted in residential buildings is being provided as a service. There will be no questions on the exam from this source document.

§43-01 **Residential Fire Safety Plans and Notices.**

(a) *Applicability.* (1) This section applies to all residential buildings and spaces that meet the definition of residential occupancy group J-2 set forth in the New York City Building Code, including apartment houses, apartment hotels, school dormitories and other residential buildings and spaces that are primarily occupied for the shelter and sleeping accommodation of individuals on a month-to-month or longer-term basis.

(2) This section sets forth procedures and standards for compliance with the requirements of §27-4267.3 of the New York City Administrative Code.

(3) The requirements of this section shall be in addition to the requirements applicable to certain residential buildings and spaces pursuant to 3 RCNY §§39-01 and 39-02, including the fire safety plan and sign requirements contained therein.

(b) *General requirements.* (1) The owner of each residential building or space subject to the requirements of this section shall prepare a fire safety plan in accordance with the provisions of subdivision (c) of this section and distribute such plan to the occupants of the building or space and all building service employees in accordance with the provisions of said subdivision not later than October 31, 2000, unless such distribution is to be included with the window guard notice distribution to building occupants, as set forth in subsection (5)(i)(A) of subdivision (c) of this section, in which case such distribution shall be made no later than January 31, 2001.

(2) The owner of each residential building or space subject to the requirements of this section shall prepare, post and maintain fire safety notices in such building or space in accordance with the provisions of subdivision (d) of this section not later than January 31, 2001.

(3) Tenants and other occupants of dwelling units in residential buildings and spaces subject to the requirements of this section shall allow the owner of such premises access to such dwelling unit, upon reasonable notice, for purposes of compliance with this section.

(4) In residential buildings and spaces with a cooperative or condominium form of ownership and management, the board of directors, condominium association or other party generally responsible for maintenance of the common areas shall be responsible for the preparation and distribution of the fire safety plan, the preparation, posting and maintenance of fire safety notices in common areas, and the preparation and distribution to individual dwelling unit owners or proprietary lessees of fire safety notices for dwelling unit doors (including instructions and the means for affixing the notice). The owners or proprietary lessees of the individual dwelling units in such residential buildings and spaces shall be responsible for the posting and maintenance of the fire safety notice on their respective dwelling unit doors.

(c) *Fire Safety Plan.* (1) *Purpose.* The fire safety plan shall serve to inform building occupants and building service employees as to the building's construction, fire safety systems, means of egress, and evacuation and other procedures to be followed in the event of fire in the building.

(2) *Form.* Each fire safety plan shall be:

(i) substantially similar in format to the sample fire safety plan annexed to this section as Appendix 1, and include all of the information contained in such sample fire safety plan;

(ii) printed as a single-sided or double-sided document, stapled or bound, in full-page or booklet format, on not smaller than $8^1/_2$ inches by 11 inches nor larger than $8^1/_2$ inches by 14 inches in size;

(iii) printed such that all text is clearly legible, using contrasting lettering and a typesize not smaller than eleven (11) point Times New Roman or equivalent; and

(iv) printed in the English language. The owner may print the fire safety plan in such other additional languages (including symbols) as the owner concludes would benefit the occupants and building service employees of the building or space.

(3) *Content.* The fire safety plan shall consist of two sections: a building information section and a fire emergency information section. The fire emergency information section shall reproduce the entire text of that section as set forth in the sample fire safety plan annexed hereto as Appendix 1. The building information section shall be completed by the owner with the following information:

(i) The address of the premises. A separate fire safety plan shall be prepared for each building or space, except for buildings or spaces that have common means of egress.

(ii) The name and address of the owner of the building or space or the owner's representative, unless the fire safety plan is prepared on a letterhead containing such information. For purposes of the fire safety plan, the owner's representative shall be any person or company authorized by the owner to receive and respond to complaints, violations or questions regarding building fire safety.

(iii) The number of floors in the building, above and below ground level.

(iv) The year the building was constructed.

(v) Whether the building is of combustible or non-combustible construction. For purposes of the fire safety plan, all buildings, including non-residential buildings containing residential spaces, shall be deemed to be of "combustible construction" unless:

(A) The current Certificate of Occupancy for the building issued by the New York City Department of Buildings or a Letter of No Objection by that department indicates that the building is of "non-combustible" construction or "fireproof" construction; or

(B) If there is no Certificate of Occupancy or Letter of No Objection for the building, a written certification by a professional engineer or registered architect that the building is of "non-combustible" construction within the meaning of the New York City Building Code in effect since 1968, or "fireproof" construction within the meaning of the New York City Building Code in effect prior to 1968.

(vi) Whether the building or space is equipped with a system of fire sprinklers, and if so, whether such sprinkler system protects the entire building or space or only certain

areas, and, if only certain areas, specifying those areas (for example, "the compactor chute on each floor and the compactor room and boiler room in the basement").

(vii) Whether the building or space is equipped with a fire alarm system, and if so:

(A) the general location of the manual pull stations of such system (for example, "by the main entrance of building and next to the stairwell at each end of the corridor on each floor"); and

(B) whether the manual pull stations, when activated, transmit an alarm to the Fire Department or to a private fire alarm company central station that notifies the Fire Department.

(viii) Whether the building or space is equipped with a public address system (apart from any intercom system), and if so, the location of the speakers.

(ix) All means of egress from the building or space, and the general location and any identification number of such means of egress, including:

(A) unenclosed interior stairwells;

(B) enclosed interior stairwells;

(C) exterior stairwells;

(D) fire tower stairwells;

(E) fire escapes;

(F) all exits from the building (for example, "main entrance on first floor exiting onto 1st Avenue; service entrance from basement level exiting by ramp onto 5th Street; emergency exit (with alarm) from stairwell exiting on north side of building with access to 5th Street; rear entrance at basement level to rear yard with no access to street; emergency exit (with alarm) at top of stairwell to roof with no access to ground or adjoining buildings.");

(x) The date the fire safety plan was prepared; and

(xi) Any other fire safety information or requirements (including lease provisions, house rules or other private building regulations) that the owner may wish to include, such as restrictions on storage or decoration. Any private building regulations shall be clearly identified as such.

(4) *Accuracy of information.* The owner of each residential building or space shall be responsible for the accuracy of the information contained in the building information section of the fire safety plan and for the accurate reproduction of the fire emergency section of such fire safety plan.

(5) *Distribution.* The fire safety plan shall be distributed as follows:

(i) To each dwelling unit in the building or space, or an occupant thereof, and to each building service employee:

(ii) on an annual basis, by hand delivery or mailing a copy by first class mail, during Fire Safety Week (the first week of the month of October of each year), or, if the fire safety plan is distributed together with the window guard notices required by New York City Administrative Code §17-123, at such time as the rules of the New York City

Department of Health shall require the annual distribution of such window guard notices to be made; and

(iii) within sixty days of any material change in building conditions affecting the content of the fire safety plan, other than temporary repairs or maintenance work. Nothing contained herein shall be construed to relieve an owner of any residential building or space of any duty to notify building occupants, the Department or other party that fire sprinkler systems, fire alarm systems or other fire safety systems are not functional.

(iv) To a new occupant, by providing a copy at the time the lease, sublease or other agreement allowing occupancy of the dwelling unit or other space is presented to the occupant for signature, or, if there is no written agreement, not later than at the date the occupant assumes occupancy of the premises.

(v) To a new building service employee, by providing a copy to such employee not later than the date upon which the employee actually commences to perform duties at the premises.

(vi) Each distribution of the fire safety plan shall be documented by a United States Postal Service certificate of mailing or other official proof of mailing, or, if hand delivered, by receipt signed by an occupant of the dwelling unit or the building service employee, or by sworn affidavit of the employee or agent of the owner who actually delivered the fire safety plan, identifying the date and manner of delivery and the dwelling units to which it was delivered or the names of the occupants who received it.

(6) *Inspection.* The owner shall make available for inspection upon request of any Department representative a copy of the last five annual fire safety plans.

(d) *Fire safety notices.* (1) *Purpose.* The fire safety notice shall serve to inform building occupants, building service employees, and visitors as to the evacuation and other procedures to be followed in the event of fire in the building.

(2) *Form.* Each fire safety notice shall be:

(i) substantially similar in format to the sample fire safety notice annexed to this section as Appendix 2, and include all of the information contained in such sample fire safety notice;

(ii) printed on a single-sided sheet of paper framed under a clear plexiglas cover or laminated with a firm backing and designed to be affixed by mounting hardware or an adhesive, or printed on a matte-finish vinyl adhesive-backed decal not less than three (3) mils in thickness, using thermalprinting, screenprinting or other permanent, water-resistant printing technique;

(iii) $5^1/_2$ inches by $8^1/_2$ inches in size (excluding any frame), except that fire safety notices to be posted in the common area of the residential building or space may be up to $8^1/_2$ by 11 inches in size:

(iv) printed such that all text is clearly legible, using contrasting lettering and a typesize not smaller than ten (10) point Times New Roman or equivalent; and

(v) printed in the English language. The owner may print the fire safety notice in such other additional languages (including symbols) as the owner concludes would benefit the occupants and building service employees of the building or space, or as may be otherwise required by law. In such event, the fire safety notice may exceed $5^1/_2$ inches by $8^1/_2$ inches in size.

(3) *Content.* The fire safety notice shall reproduce the entire text of the sample fire notice annexed hereto as Appendix 2 that is applicable to the building or space, as follows: (i) Noncombustible Construction (Appendix 2A). The text of this notice shall be used for dwelling unit doors and common areas when the building is of noncombustible construction within the meaning set forth in paragraph (3)(v) of subdivision (c) of this section.

(ii) Combustible Construction (Appendix 2B). The text of this notice shall be used for dwelling unit doors and common areas when the building is of combustible construction within the meaning set forth in paragraph (3)(v) of subdivision (c) of this section.

(4) *Accuracy of information.* The owner of each residential building or space subject to the requirements of this section shall be responsible for the accurate reproduction of the fire safety notices.

(5) *Posting.*

(i) *Location.* A fire safety notice shall be posted in each of the following locations:

(A) Dwelling unit door. On the inside surface of the front or main entrance door of each dwelling unit in the building or space.

(B) Common area. In a conspicuous location near any common mailbox area customarily used by the occupants of the building or space, or if there is no common mailbox area, in a conspicuous location in or near the elevators or main stairwell.

(ii) Method of posting. Each fire safety notice shall be securely affixed, by mounting hardware or an adhesive, to the door or wall such that no part of the fire safety notice (excluding any frame) is lower than four (4) feet from the floor, nor higher than five and a half ($5^1/_2$) feet from the floor.

(iii) Posting of Building Information Section. A copy of Part I of the fire safety plan (the building information section) shall be posted with the fire safety notice in the common area. Such posting shall be in the same form as the fire safety notice.

(6) *Maintenance and replacement.* The owner shall maintain the fire safety notice in the common area and shall prepare and post any amended Part I (building information section) of the fire safety plan within sixty days of any material change in building conditions requiring such amended fire safety plan. The owner shall replace any missing or damaged notice on the dwelling unit door prior to any lawful change in occupancy of the dwelling unit. The owner shall replace any missing or damaged notice at any other time upon written request of the tenant. The tenant may be charged the reasonable cost of replacement.

(e) *Modifications.* Whenever circumstances, conditions, limitations, or surroundings are unusual, or such as to render it impracticable to comply with any of the forgoing provisions, the commissioner

may waive or modify such provisions to such extent as he or she may deem necessary, consistent with public safety.

APPENDIX 1
TO 3 RCNY §43-01

FIRE SAFETY PLAN
PART I—BUILDING INFORMATION SECTION

BUILDING ADDRESS: _____

BUILDING OWNER/REPRESENTATIVE:

Name: _____

Address: _____

_____

Telephone: _____

BUILDING INFORMATION:

Year of Construction _____

Type of Construction: □ Combustible □ Non-Combustible

Number of Floors: _____ Aboveground _____ Belowground

Sprinkler System: □ Yes □ No

Sprinkler System Coverage: □ Entire Building □ Partial *(complete all that apply):*

□ Dwelling Units: _

□ Hallways: _

□ Stairwells: _

□ Compactor Chute: _

□ Other: _

Fire Alarm: □ Yes □ Transmits Alarm to Fire Dept/Fire Alarm Co □ No

Location of Manual Pull Stations: _____

_____

Public Address System: □ Yes □ No

Location of Speakers: □ Stairwell □ Hallway □ Dwelling Unit □ Other: _____

_____

Means of Egress (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exits):

Type of Egress	Identification	Location	Leads to

Other Information: _____

_____

_____

DATE PREPARED: _____

FIRE SAFETY PLAN
PART II—FIRE EMERGENCY INFORMATION

BUILDING ADDRESS: _____

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- ;sb **Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.**
- ;sb **Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.**
- ;sb **Emergency fire safety and evacuation instructions in the event of fire in your building.**

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	**(212) 999-2222**
Bronx	**(212) 999-3333**
Brooklyn	**(718) 999-4444**
Queens	**(718) 999-5555**
Staten Island	**(718) 999-6666**

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on fur- niture.
3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.
8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do

not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as "combustible" or "non-combustible." The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the

hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and cooridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

<u>Fire Sprinkler Systems</u>

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address system are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO

DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment

(All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.

3. Take your keys.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.

8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
   B. Open windows a few inches at top an bottom unless flames and smoke are coming from below. Do not break any windows.

C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

APPENDIX 2
TO 3 RCNY §43-01

FIRE SAFETY NOTICES

[APPENDIX 2A] The following fire safety notice shall be posted in buildings of non-combustible construction within the meaning of 3 RCNY §43-01(c)(3)(v):

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 NON-COMBUSTIBLE (FIREPROOF) BUILDING

<u>If The Fire Is In Your Apartment</u>

- Close the door to the room where the fire is and leave the apartment.
- Make sure <u>EVERYONE</u> leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- <u>DO NOT USE THE ELEVATOR</u>.

- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

<u>If The Fire Is Not In Your Apartment</u>

- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

[APPENDIX 2B] The following fire safety notice shall be posted in buildings of combustible construction within the meaning of 3 RCNY §43-01(c)(3)(v):

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.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- DO NOT USE THE ELEVATOR.

- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- Exit the apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
- If the hallway or stairwell is not safe because of smoke, heat, or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
- If you cannot use the stairs or the fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat or smoke.