

NYU DORMITORY FIRE SAFETY PLAN PART II - FIRE EMERGENCY INFORMATION

BUILDING

ADDRESS: _____

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

- **Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.**
- **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.**
- **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 YOUR ROOMMATES. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE:

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, at:

(212) 999-2222

**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 room and/or suite 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. Smoke detectors are either wired electrically operated or battery operated. Replace batteries whenever a smoke detector chirps to signal that its battery is low or in the spring and fall when clocks are moved forward or back one hour. 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 furniture or unattended.

3. 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 stove and oven is off and any electric coffee or teapot is unplugged.
4. 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.
5. Keep all doorways and windows leading to fire escapes free of obstructions. Report any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
6. Familiarize yourself with the location of all stairwells, fire escapes and other means of egress.
7. With your roommate(s), prepare an emergency escape route to use in case of a fire in the building. Choose a meeting place outside the building where you should meet if you are separated during the emergency.

BUILDING INFORMATION

Building Construction

In a fire emergency, all residents of dormitory buildings (traditional or apartment type) are expected to leave their room or suite regardless of the building construction.

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 a 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 FROM 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 fire and generate flame, heat and/or 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 a fire. In such buildings, the fire can spread inside the building walls to other rooms and floors, in addition to the flame, heat and smoke that can be generated by the burning 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 occupy.

Means of Egress

All dormitory 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 stairs may not ensure safe egress in case 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 corridors 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 airshafts open to the outside. The open-air shafts allow heat and smoke to escape from the building.

Fire Escapes - Older buildings may be 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 alternate 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.

Fire Sprinkler Systems

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 or controls the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded throughout the building and automatically transmitted to the Fire Department by way of a Central Station.

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.

Dormitory buildings have been required to have fire sprinkler systems in compactor chutes and rooms, storage rooms, boiler rooms and public areas. However, all dormitory buildings constructed or substantially renovated after March 1999, are required by law to be equipped with a fire sprinkler system 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

All dormitory buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Generally, these systems are manually activated (must be pulled by hand) and do automatically transmit a signal to the Fire Department by way of a Central Station.

Such 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.

Be sure to review Part I (Building Information Section) of this fire safety plan to 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 dormitory buildings may be equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems 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 RESIDENCE.

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. Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel 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 room or apartment presents a greater threat to your safety than a fire on a floor above.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a 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. When exiting 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 where visibility is poor, 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 In The Event of a Fire In Your Room or Suite

1. Close the door to the room in which the fire started.
2. Make sure that **everyone** leaves the apartment. Stay low when exiting.
3. Close the apartment door but do not lock it.
4. Alert people on your floor by knocking on doors on your way to the exit.
5. Activate the interior fire alarm pull station on your floor.
6. Use the nearest safe stairwell to exit the building.

7. **Do Not Use the Elevators.**
8. Once arriving at a safe location below the fire floor or the street, call 911 or transmit an alarm from a fire alarm box to report the fire. Do not assume that the fire has been reported unless you see Fire Department personnel on the scene.
9. Meet your roommates at a predetermined location outside. Notify responding Fire Department personnel if anyone is unaccounted for.

Evacuation Instructions In The Event of A Fire In Your Building But Not In Your Room or Suite

1. Feel your apartment door and doorknob with the back of your hand. If they are not hot, open the door slightly to check if there is any flame or smoke in the hallway.
2. Exit your apartment or building if you can safely do so. Follow the instructions for a “fire in your room.”
3. If the hallway or staircase is not safe for egress (because of flame, heat or heavy smoke conditions) and you have access to a fire escape, use it to exit the building.
4. If you cannot safely exit your room or building because your apartment door is hot, or because fire, heat or smoke conditions prevent safe egress, call 911 or the Fire Department dispatcher, and inform them of your situation. Provide your room number and the number of persons present in your room or suite.
 - A. If the door is hot or if there is smoke in your hallway or coming into your apartment, seal the front door with wet sheets or towels, seal air ducts and any other openings where smoke may enter. Wet down the apartment door if it gets hot. Turn off all air conditioners.
 - B. Open windows a few inches at the top and bottom unless flames or smoke is coming from below. Do not break any windows. They may need to be closed at a later time.
 - C. If conditions in the apartment appear life threatening, open a window and wave a bedsheet or towel side-to-side to attract the attention of firefighters.
 - D. If possible, retreat to a balcony or terrace away from the source of the flames, heat or smoke.

NYU DORMITORY FIRE SAFETY PLAN
BUILDING INFORMATION SHEET
240 MERCER STREET

BUILDING

ADDRESS: 240 Mercer Street, New York, NY

BUILDING OWNER:

Name: New York University

Address: 70 Washington Square South

New York, New York 10003

Telephone: 212-998-1212

BUILDING INFORMATION:

Year of Construction: 1981

Type of Construction: ☐ Combustible

☒ Non-Combustible

Number of Floors: 20 Aboveground

1 Belowground

Sprinkler System: ☒ Yes

☐ No

Sprinkler System Coverage: ☐ Entire Building

☒ Partial (*complete all that apply*)

☐ Dwelling Units:

☒ Hallways: All hallways, common areas, and half of cellar hallway

☐ Stairwells:

☒ Compactor Chute:

☒ Other: 1st Floor Mail Room, Supervisors Office

Fire Alarm: ☒ Yes ☒ Transmits Alarm to Fire Dept/Fire Alarm CO ☐ No

Location of Manual Pull Stations: 1st floor and cellar: near all exits 2nd – 6th floor: 4 per
floor 7th – 8th floors: 3 per floor 9th – 20th floors: 2 per floor

Public Address System: ☐ Yes

☒ No

Location of Speakers: ☐ Staircase ☐ 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
Enclosed interior Stair	A	Cellar – 20 th Floor w/ roof access	3 rd street
Enclosed interior Stair	B	Cellar – 20 th Floor w/ roof access	Mercer St.
Enclosed interior Stair	C	1 st – 6 th Floors w/ roof access	Mercer St.
Enclosed interior Stair	D	1 st – 8 th Floors w/ roof access	Mercer St.
Enclosed interior Stair	E	Cellar – 1 st	lobby

Other Information: Emergency lighting is provided in stairwells and corridors.

DATE PREPARED: November 17, 2000

NYU DORMITORY FIRE SAFETY PLAN
BUILDING INFORMATION SHEET
D'AGOSTINO HALL

BUILDING

ADDRESS: 110 West 3rd Street, New York, NY (D'Agostino Hall)

BUILDING OWNER:

Name: New York University

Address: 70 Washington Square South

New York, NY 10003

Telephone: 212-998-1212

BUILDING INFORMATION:

Year of Construction: 1986

Type of Construction: ☐ Combustible ☒ Non-Combustible

Number of Floors: 14 Aboveground 2 Belowground

Sprinkler System: ☒ Yes ☐ No

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

☐ Dwelling Units:

☒ Hallways: 2nd – 14th floors

☐ Stairwells:

☐ Compactor Chute:

☒ Other: Cellar, Sub-cellar, 1st floor, mezzanine, 12th floor laundry, roof mech. Room

Fire Alarm: ☒ Yes ☒ Transmits Alarm to Fire Dept/Fire Alarm CO ☐ No

Location of Manual Pull Stations: Two pull stations per floor, near each stairwell door

Public Address System: ☐ Yes ☒ No

Location of Speakers: ☐ Staircase ☐ 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
Enclosed, interior	A	Roof - Sub-cellar	Courtyard and Macdougall St.
Enclosed, interior	B	Roof - Sub-cellar	3 rd Street

Other Information: Emergency lighting is provided in hallway and corridors

DATE PREPARED: August 14, 2000

