



NEW YORK CITY FIRE DEPARTMENT

2020-2021 Fire and Emergency Preparedness Bulletin
For New York City Apartment Buildings

APARTMENT BUILDING FIRE SAFETY

NEW CLOSE THE DOOR NOTICE!

You should be seeing one of these new **Close the Door Notices** on stairwell doors in your building:

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

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



NYC Admin Code §15-135

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NYC Admin Code §15-135

This notice is meant to remind you to **close all doors** behind you when evacuating your apartment and floor in a fire. Why is this important? A closed door contains the fire in the apartment and keeps the public hallways clear of flames, heat and smoke long enough to allow others to get out and firefighters to get in.

Apartment and stairwell doors should be kept closed at all other times just in case.

No **Close the Door Notices** in your public hallways? Contact your building owner or manager, or notify the Fire Department by emailing FDNY.BusinessSupport@fdny.nyc.gov or calling 311 (ask for the Fire Department's Customer Service Center).

NOT SO NEW FIRE SAFETY NOTICE!

Every New York City apartment should have one of these **Fire Safety Notices** (they are different) on the inside of the main entrance door:

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.

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- 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

- 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.

Why is this important? The notice informs you about the type of building construction and whether to leave (evacuate) your apartment or stay (shelter in place) in the event of fire. This information is also in the **NYC Apartment Building Emergency Preparedness Guide** (see next page) but you won't remember or have time to look for it when you smell smoke in the hallway.

A fire safety notice on your door has been required for **20 years**. Make sure it's there! It's not pretty but it could save your life.

No **Fire Safety Notice** on your apartment entrance door? Contact your building owner or manager, or notify the Fire Department by emailing FDNY.BusinessSupport@fdny.nyc.gov or calling 311 (ask for the Fire Department's Customer Service Center).

Be fire smart and fire safe. Don't forget the top 7 fire safety tips! They're posted on www.nyc.gov/fdny (under Fire Code Rules).



APARTMENT BUILDING EMERGENCY PREPAREDNESS

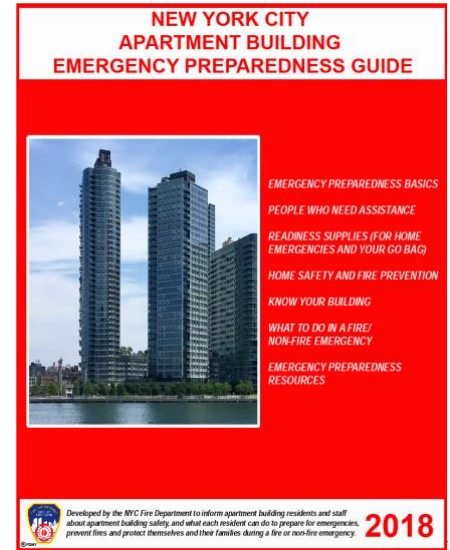
STAY INFORMED AND BE PREPARED!

1. **Inform yourself about emergency preparedness.**
 - **Fire Safety Notice:** Read the Fire Safety Notice on the back of your apartment door (see previous page).
 - **NYC Apartment Building Emergency Preparedness Guide.** Read the Guide, including the Building Information about your building!
2. **Prepare an individual evacuation plan.** Use the **new Emergency Preparedness/Evacuation Planning Checklist** (see below) to make sure you have all the facts you will need to decide whether and how to leave your building in an emergency. For example, do you know the location of all of the stairwells in your building and where they go?
3. **Talk about emergency preparedness.** Is your building ready for an emergency? Have a discussion with building management and your neighbors.
4. **Stay informed.** Notify NYC is the City's official source of information about emergency situations. Sign up at nyc.gov/notifynyc or by calling 311.

NEW EMERGENCY PREPAREDNESS/ EVACUATION PLANNING CHECKLIST!

You should have received from the building owner/manager a short 4-page checklist to help you prepare your own emergency plan. When should you stay and when should you leave your apartment in a fire/emergency? This form will help you identify the relevant building design and fire safety features, and guide you through the issues you may encounter, especially if you will need assistance in exiting the building when it is not safe to use the elevator.

Didn't get a Guide or Checklist? Contact your building owner or manager, or notify the Fire Department by emailing FDNY.BusinessSupport@fdny.nyc.gov or calling 311 (ask for the Fire Department's Customer Service Center). They're also posted on the Fire Department's website: www.nyc.gov/fdny (look under Fire Code Rules).



NYC Apartment Building Individual Emergency Preparedness/Evacuation Planning Checklist

STEP #1: Educate Yourself About Emergency Preparedness

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

STEP #2: Prepare Your Evacuation Plan

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

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

Building Construction

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

Coastal Storm Evacuation Zone

Find your zone at "nyc.gov/knowyourzone" or call 311 (212-639-8675 for voice relay)

- My apartment building is in a coastal storm evacuation zone
- My apartment building is in Coastal Storm Evacuation Zone # _____

Where will you stay if evacuated?

Family Friend Co-worker Hotel

Can you bring your pet?

- Yes No

If shelter is needed for you (and your pet) at time of a coastal storm evacuation, call 311 for location of nearest City Evacuation Center

Advanced Preparation For Sheltering In Place (check all that apply)

- I keep my cellphone charged and/or have a battery-powered radio to get updates for when I cannot leave my building.
- I have sheets or towels that can be soaked in water and placed under doors to block smoke from entering.
- I have duct tape to block smoke or airborne chemicals from entering any vents, windows or doors.

D. Assistance Evacuating The Building - See Sections 2 and 7 of the Guide

The following section will help you to determine if you may need to plan for assistance evacuating the building (check all that apply):

Do I Need Assistance?

- I use a wheelchair, scooter, crutches/walker or other mobility/health issues and rely on an elevator to exit the building.
- I cannot hear building alarms or announcements.
- I need support going down stairs.
- I become very anxious in crowds and/or emergencies.
- I need help with critical medical equipment.
- My service/support animal may be distracted and unavailable during a mass evacuation.

Type of Assistance Needed to Evacuate

Advance notification from my building before turning off elevators when possible

A text or ring at my door when there is an announcement that my floor needs to evacuate

Someone in the building to guide me down the stairs

Assistance operating an evacuation device

Assistance Available in My Building

Evacuation devices (See <https://www1.nyc.gov/site/fdny/codes/resources/considerations-for-purchasing-an-evacuation-device-for-use-in-your-building.page> for information about evacuation devices)

- I have my own portable device
- There is a device available in the building. Location of device: _____

Type of device:

Stair chair
Track-type evacuation chair
Manual wheelchair
Evacuation sled
Other: _____

If the device is locked, do you have a key?

- Yes No


Assistance

- I will receive advance notification from my building before elevators are turned off:
 - How/By whom? _____
 - I will be notified when my floor needs to be evacuated.
 - How/By whom? _____
 - I will be assisted when I need to evacuate the building (complete next section if volunteers)
 - How/By whom? _____
 - A wheelchair is available once I've gotten down the stairs and need to exit the building.

NEW (OR COMING SOON) HURRICANE EVACUATION ZONE NOTICES!



ZONE 5



This building is located in Zone 5 and may be required to be evacuated in the event of a hurricane or a coastal storm. If you must evacuate, plan to stay with family or friends outside of the evacuation zone, or go to the nearest evacuation center. To find your nearest evacuation center and to learn more about planning for hurricanes and coastal storms, visit nyc.gov/knowyourzone or call 311.

Spanish
Este edificio se encuentra ubicado en la Zona 5 y es posible que deba ser evacuado en caso de un huracán o tormenta costera. Si debe evacuar, planifique quedarse con un familiar o amigo que se encuentre fuera de la zona de evacuación o diríjase al centro de evacuación más cercano. Para encontrar su centro de evacuación más cercano y para obtener más información acerca de cómo planificar en caso de huracanes y tormentas costeras, visite nyc.gov/knowyourzone o llame al 311.

Chinese
此建築位於5區。發生颶風或沿海風暴時，您可能需要離開該建築。如果您必須離開，請計畫與親戚朋友以外的人或朋友住在一起，或前往最近的疏散中心。要找到離您最近的疏散中心，並瞭解有關颶風和沿海風暴的更多資訊，請訪問 nyc.gov/knowyourzone 或致電 311。

Russian
Это здание находится в Зоне 5, и в случае урагана или прибрежного шторма может потребоваться эвакуация. Если вы должны будете эвакуироваться, планируйте остановиться у друзей или родных за пределами вашей зоны эвакуации или обратитесь в ближайший эвакуационный центр. Чтобы найти свой ближайший эвакуационный центр или получить дополнительную информацию об ураганах и прибрежных штормах, обращайтесь на вебсайт nyc.gov/knowyourzone или звоните 311.


NYC

SAMPLE
CHECK YOUR LOBBY FOR YOUR ZONE
OR "KNOW YOUR ZONE" ON
WWW.NYC.GOV

Coastal storms cause life-threatening storm surges, flooding, high wind conditions and utility disruptions. Hurricanes alone have caused more than 200 deaths in New York City over the last century.

If you're in a flood-prone area, you should soon see one of these colorful Hurricane Evacuation Zone notices posted in your lobby. Know your zone so when an evacuation announcement is made you'll be ready to relocate to safety!

ZONE 1



This building is located in Zone 1 and may be required to be evacuated in the event of a hurricane or a coastal storm. If you must evacuate, plan to stay with family or friends outside of the evacuation zone, or go to the nearest evacuation center. To find your nearest evacuation center and to learn more about planning for hurricanes and coastal storms, visit nyc.gov/knowyourzone or call 311.

SAMPLE
CHECK YOUR LOBBY FOR YOUR ZONE
OR "KNOW YOUR ZONE" ON WWW.NYC.GOV