

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 (<http://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page>).
- Review the Building Information Sheet provided with the Guide for information on your building's construction and fire protection systems and exits, and the fire safety notice the building owner/manager is required to post on your apartment entrance door.
- Sign up for emergency alerts at [NYC.gov/notifynyc](http://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 ready to make an informed judgment as to the best course of action in an emergency.

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

Building Construction

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

Coastal Storm Evacuation Zone

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

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

Where will you stay if evacuated?

Family Friend Co-worker Hotel

Can you bring your pet?

- Yes No

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

Building Notifications

Yes, my building has a plan to notify residents if there is an emergency in the building. They will use the following (*check all that apply*):

Intercom Telephone Email Text Other: _____

No, there is no method for notification (*Discuss setting up one with your neighbors and the owner*)

Contact name for building staff or management in an emergency: _____

Telephone #: _____ Email: _____

Safely Exiting the Building

I know where all stairwells and building exits are located.

I have practiced evacuating the building using all exits and have asked for an orientation from the building if I am unsure of where they are located.

The stairwell and my apartment doors are self-closing to contain the fire and limit the spread of smoke.

Corridors, stairwells, and street-level exits are all free of obstructions.

B. Prepare Your Household and Apartment - See Sections 1 and 4 of the Guide

Smoke and Carbon Monoxide Alarms

In my apartment:

I have working smoke and carbon monoxide alarms

Yes, everyone in the apartment will hear the alarm

No, some household members are deaf or hard of hearing (*consider installing a visual/ sensory alarm*)

Yes, everyone in my household is prepared to immediately evacuate and call 911 if the carbon monoxide alarm sounds or if there is a smell inside the apartment of gas or other hazardous material

See ABCs of Housing Guide at NYC.gov/HPD for information about tenant/landlord responsibilities, including alarms and detectors

Connecting with First Responders/Reuniting with Family Members

We have pre-written messages that family members with communication barriers can show emergency staff.

Family members will meet at this location if evacuated (*choose a convenient place known to all family members, a safe distance away from your building, where it will be easy to find each other*):

Family members will call the following person outside NYC to check-in if separated:

Name: _____ Telephone: _____

C. When and How to Shelter In Place (Staying in your apartment) – See Sections 1 and 6 of the Guide

I understand that (*check after reading the below items*):

If I live in a fireproof building, and the fire is not in my apartment and there is no immediate danger, it is safer to stay inside my apartment and call 911.

If there is a dangerous condition outside my building (such as a hazardous material release), it is generally safer to stay in my apartment, call 911, close all vents and windows, and monitor NotifyNYC.

As a last resort, if I am unable to evacuate, I will retreat to the safest area away from the danger (apartment, a neighbor, area of rescue assistance or stairwell) and call 911 to report my situation.

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 unreliable 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/mopd/resources/considerations-for-purchasing-an-evacuation-devise-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.

Identifying Volunteers to Assist

If you need assistance evacuating, how many volunteers do you need to identify (at a minimum)?

How many neighbors on your floor can potentially help? _____

Name and contact of potential volunteers who might be able to help in an emergency evacuation when safe to do so:

Name: _____

Phone/Email: _____

Name: _____

Phone/Email: _____

Name: _____

Phone/Email: _____

Name: _____

Phone/Email: _____

Have potential volunteers been contacted? Yes No

Have potential volunteers been provided instructions on how to best assist you? Yes No

If you have no one to assist you and are unable to evacuate your apartment on your own when the City has issued a coastal storm evacuation order, you can call 311 for assistance.

In emergencies, call 911 for help.

Has everyone in my apartment reviewed this checklist? YES