

Fire Safety Guidelines New York University



THIRD NORTH RESIDENCE HALL

I. PURPOSE AND OBJECTIVE

A. Purpose

To establish a method of systematic, safe, and orderly evacuation of an area or building of its occupants in the event of fire or other emergency, in the least possible time, to a safe area or by the nearest safe means of egress; also, to explain the use of such available fire appliances (including sounding of alarms) as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life.

B. Objective

To provide proper instruction as part of continuing resident and staff education and through a continuing written program for all occupants, to assure the prompt reporting of fire, response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department.

II. EMERGENCY PREPAREDNESS BASICS

A. Stay Informed/Emergency Notification Systems

All members of the NYU community are automatically enrolled in NYU Alert when beginning their academic or professional career at NYU. It is important to keep your emergency contact information updated as you travel or get new contact information. Please follow the instructions below to keep your contact information updated.

Check to see if your contact information is correct on our alert system [here](#).

B. Sheltering in Place

1. During some emergencies, officials may advise you to stay where you are (shelter in_place). Generally, this means that it is safest for you to remain in your apartment while firefighters put out a fire or emergency responders clear a nearby hazard.

2. The emergency procedures discussed in this Guide, will explain when to leave and when to shelter in place. In all cases, follow the instructions of on-scene police, firefighters or other emergency responders.
3. If an emergency requires that you shelter in place, do not leave your place of safety until the danger has passed and shelter-in-place orders have been lifted.
4. For weather emergencies and other emergencies that may require that you stay at home for several days, keep an emergency supply kit.

C. When to Evacuate

1. Evacuate immediately when you:
 - Are in a type of building in which evacuation is recommended and you can safely do so.
 - Are instructed to do so by a Campus Safety Officer or on-scene emergency responder.

III. READINESS SUPPLIES

A. Emergency Supply Kit

It is suggested that you keep enough supplies on hand for up to seven days. Below are suggested items to keep in an easily accessible container (replace expired items from time to time):

- One gallon of drinking water per person per day
- Nonperishable, ready-to-eat canned foods and manual can opener
- First aid kit
- Flashlight
- Battery-operated AM/FM radio and extra batteries
- Whistle to signal for help from neighbors
- Personal hygiene items: soap, feminine hygiene products, toothbrush, toothpaste, etc.
- Cell phone charging cord and portable battery pack
- Pet food and supplies (for Service Animals)
- At least a week's supply of any medication or medical supplies you use regularly
- Spare eyeglasses or contact lens supplies
- Back-up equipment or extra supplies for any other home medical or communication devices

B. Go Bag

It is suggested that you assemble a Go Bag. It should be sturdy and easy to carry, like a backpack. You'll need to customize your Go Bag for your personal needs, but some of the important things you need in your Go Bag include:

- Copies of your important documents in a waterproof and portable container
- Extra set of car and house keys
- Copies of credit/ATM cards
- Cash (in small bills)
- Bottled water and nonperishable food, such as energy or granola bars
- Flashlight
- Battery-operated AM/FM radio ✓ Extra batteries/chargers
- Medical items, including:
 - First-aid kit
 - At least a week's supply of any medication or medical supplies you use regularly
 - Medical insurance cards, Medicare and Medicaid cards
 - A list of medications (and dosages)
 - Names of physicians and contact information
 - Information about medical conditions, allergies and medical equipment. ✓ Toiletries
- Notepad and pen
- Lightweight raingear and blanket
- For service animals:
 - A current color photograph of your pet or service animal (or even better, one of you together, in case you are separated)
 - Name of veterinarian and contact information
 - Ownership, registration, microchip and vaccination information.
 - Food and water dishes
 - Leash and (if needed) muzzle
 - Cotton sheet to place over carrier to help keep your pet or service animal calm
 - Plastic bags for clean-up

IV. NYU RESIDENCE HALL FIRE SAFETY PLAN

A. FIRE EMERGENCY INFORMATION

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

- Basic fire prevention, as well as fire and non-fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of an emergency.
- Basic information about your building, including the type of construction, the different ways of Relocating to a safe floor, Sheltering in Place, or exiting the building and the types of fire safety systems it may have.
- Emergency fire safety guidelines and 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

AND THE CAMPUS SAFETY DISPATCHER, at:

(212) 998-2222

OR TRANSMIT AN ALARM FROM
THE NEAREST FIRE ALARM BOX

B. FIRE PREVENTION TIPS

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

- Every room and/or suite should be equipped with at least one combination smoke/ carbon monoxide detector. Check them periodically to make sure they work. Most combination smoke/ carbon monoxide detectors can be tested by pressing the test

button. Combination smoke/ carbon monoxide detector are either wired directly to the electric or battery operated. The combination smoke/ carbon monoxide detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.

- 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.
- Never overload electrical outlets. Discard any electrical cord that is cracked or frayed. Use only power strips with circuit- breakers.
- **LITHIUM-ION BATTERY POWERED ELECTRIC BIKES, SCOOTERS, HOVERBOARDS, SKATEBOARDS, AND SIMILAR DEVICES ARE PROHIBITED IN NYU BUILDINGS**
- Keep all doorways and windows leading to fire escapes, if applicable, free of obstructions. Report any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
- Familiarize yourself with the location of all stairwells, fire escapes and other means of egress.
- 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, meet up with RA.

C. KNOW YOUR BUILDING

Learn about your building's construction and types of fire protection systems. This will help you make informed decisions in the event of a fire or non-fire emergency in your building.

- Building construction: Is your building made of fireproof (non-combustible) material or non-fireproof (combustible) material?
- Building fire protection systems: Is your building protected by a sprinkler system? Does it have a fire alarm system or a building communications system?
- Getting out safely (means of egress): How can I get out of the building in case of emergency? Where do the stairwells and other exits leave me: on the street, in the lobby, in the rear yard or other location?

Review the Building Information Sheet in this guide. Owners of apartment buildings (three or more apartments) are required to prepare and distribute a Building Information Sheet and New York City Apartment Building Emergency

Preparedness Guide to all residents and building staff. They are also required to post an Emergency Preparedness Notice on the inside of your apartment entrance door, and in the lobby or common area.

Building Construction

Non-Combustible Buildings. 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 part thereof in which they start and less likely to spread beyond the building walls to other apartments and floors.

THIS DOES NOT MEAN THAT A NON-COMBUSTIBLE 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 on fire and generate flame, heat and large amounts of smoke and carbon monoxide, which can travel throughout the building, especially if apartment or stairwell doors are left open.

Combustible Buildings. A “combustible” or “non-fireproof” building has a wood or other structure that will burn if exposed to fire. A fire that spreads from the burning contents of an apartment into the building walls can spread within the walls and endanger the entire building.

Be sure to review the Building Information Sheet that accompanies this Manual to learn whether your building is combustible or non-combustible construction

Fire Protection Systems

Regardless of the type of construction it is, your building may be protected by fire protection systems that detect and/or help prevent fires, and provide early warning to building occupants.

Fire Separations. Most apartments have sheetrock walls and ceilings and fire-rated metal doors. Many buildings also have enclosed stairwells (enclosed within their own walls and doors). Sheetrock and fire-rated doors are “passive” fire protection systems designed to contain the fire for some amount of time, to allow the Fire Department to respond and extinguish the fire and rescue building occupants.

- **ALWAYS CLOSE THE DOOR TO YOUR APARTMENT AS YOU LEAVE IF THERE IS A FIRE IN THE APARTMENT. LEAVING THE APARTMENT**

DOOR OPEN WHEN THE APARTMENT IS ON FIRE ALLOWS THE FIRE TO SPREAD OUTSIDE OF THE APARTMENT.

- **NEVER BLOCK/CHOCK OPEN STAIRWELL DOORS. STAIRWELL DOORS SHOULD BE KEPT CLOSED AT ALL TIMES.**

Fire Sprinkler Systems.

A fire sprinkler system is a system of pipes and sprinklers 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 is 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 rooms, compactor chutes, 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 the Building Information Sheet that accompanies this Manual 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 automatically and/ or manually activated (pulled by hand) and will 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, as well as automatic Smoke, Heat, and Carbon Monoxide Detectors throughout the building.

Upon a Fire Alarm Activation there will be visual notification (flashing strobes) and audible notification (alarm).

Be sure to review the Building Information Sheet that accompanies this Manual 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

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 the Building Information Sheet that accompanies this Manual to learn whether your building is equipped with a public address system.

GETTING OUT SAFELY (MEANS OF EGRESS)

Almost all residential apartment buildings have at least two means of egress (way of exiting the building). 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.

- **Enclosed stairwells are more likely to allow safe egress from the building, if the doors are kept closed.**
- Unenclosed stairs do **not** prevent the spread of flame, heat and smoke. Flames, heat and smoke from a fire will rise up the stairs and prevent safe egress down the stairs from floors above the fire.

Exterior Stairs. Some buildings provide access to the apartments by means of outdoor stairs and corridors. The fact that they are outdoors and do not trap heat and smoke enhance 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 the heat and smoke to escape, keeping the stairwell safe.

Fire Escapes. Older buildings may have a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes should be used only if the primary means of egress from the building (stairwells) have become unsafe because they are obstructed by flame, heat or smoke.

Exits. Almost all buildings have more than one exit to the outdoors. In addition to the main entrance to the building, there may be side exits, rear exits, basement exits, and exits to the street from stairwells. You should know which

exits lead to the street or other safe place, and how to get to them from your apartment.

- Some of these exits may have alarms and should only be used in an emergency.
- Roof access doors are not exits and may or may not allow access to adjoining buildings. Roofs are dangerous places, especially at night or in a fire. They usually have limited or no lighting and often have tripping hazards and unprotected drop-offs. Do not use roof access as an exit except as a last resort and only if there is safe access to an adjoining building.

Be sure to review the Building Information Sheet that accompanies this Manual to see the different means of egress from your building and where they exit the building.

V. WHAT TO DO IN A FIRE OR NON-FIRE EMERGENCY

FIRE/ FIRE ALARM ACTIVATION

IN THE EVENT OF A FIRE, REMAIN 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:

In the event of a fire, follow the directions of Fire Department Personnel. However, there may be emergency situations in which you will be required to choose a course of action that best protects 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 assess the situation and select the safest course of action under the circumstances.

General Emergency Fire Safety Instructions

- 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.
- If your building is equipped with a fire alarm and that alarm has sounded, you should evacuate the building in accordance with the procedures outlined in

this document and/or in the Fire Safety notice affixed to the back of the room/suite entry door.

- 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.
- 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. Position yourself between the fire and your way out.
- 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.
- 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, keeping your head close to the floor. Take short breaths, breathing through your nose.
- 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.

NYU DORMITORY FIRE SAFETY PLAN and NOTICE

IN THE EVENT OF A FIRE, REMAIN 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:

If the Fire Is In Your Room or Suite

- Close the door to the room where the fire is located and leave the apartment
- Make sure EVERYONE leaves the apartment
- Take your keys
- Stay Low when exiting
- Close the apartment door as you exit, but do not lock
- Alert people on your floor by knocking on doors on your way to the exit
- Use the nearest safe Enclosed Fire Exit Stairway (no smoke/ heat/ fire) to leave the building
- Activate the Fire Alarm Manual Pull Station on your floor, prior to entering the Fire Exit Stairway (typically located near the enclosed Fire Exit Stairways)
- **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 your roommates and RA at the pre-determined location outside the building.
- Notify responding emergency personnel and RA if anyone is unaccounted for

If the Fire Is NOT in Your Room or Suite

- Feel your apartment door and doorknob with the back of your hand. If they are not hot, stay low, open the door slightly to check if there is any flame or smoke in the hallway.
- If it is safe to do so, exit your apartment and the building, following the guidelines for a “Fire in Your Room or Suite”
- If the hallway or stairway is not safe for egress because of flame, heat or smoke conditions and you have access to a fire escape, use it to exit the building. Always proceed cautiously when on a fire escape.
- If you cannot safely exit your room or suite because your door is hot, or because fire, heat, or smoke conditions prevent safe egress, or if you cannot use the stairs or a fire escape, call 911 and the Campus Safety Dispatcher (212)998-2222, and inform them of your situation. Provide your name, the address, floor, apartment number, location within your apartment, and the number of persons present.
- Seal the front door with wet sheets or towels. Seal air ducts and any other openings where smoke may enter.

- If you do not see smoke or flames outside, open windows a few inches at the top and bottom
- Do not break any windows; they may need to be closed later
- 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.
- 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.

RESIDENTS WITH DISABILITIES/ ACCESSIBILITY NEEDS

1. An up-to-date list of all residents with disabilities/ accessibility needs, who require assistance to evacuate a building in a fire safety emergency, is to be established and maintained in each residence hall along with a list of residents with approved emotional support animals. This list is to be developed from the following sources of information:
 - The Moses Center for Student Accessibility will provide a list of students registered, to the Associate Director, Residential Wellness. The Associate Director, Residential Wellness will be responsible for providing this information to the Residence Hall Directors of each building.
 - The Residence Hall Directors are then responsible for providing this information to the Campus Safety Desk at their building lobby and to assure the list is current and accurate.
 - The list is to be kept at the Campus Safety Desk in the building lobby, easily accessible to the Campus Safety Officer at the desk
 - During the floor meeting and throughout the year, Resident Assistants will instruct residents with a disability who require assistance to evacuate, to notify the building Residence Hall Director, if they will require assistance to evacuate the building in the event of an emergency.
 - If the resident with disabilities/ accessibility needs, has a permanent disability and is not registered with Moses Center, refer them to request accommodations. The Residence Hall Director will assure that students with temporary disabilities will be included on the list at the Campus Safety Desk.
2. The aforementioned list should include:
 - The resident's name
 - Nature of impairment

- Room location
- Telephone number

3. Fire/ Fire Alarm Activation:

It is the responsibility of each Residence Hall Director to meet personally with each resident with a disability/ accessibility needs and advise them of the following protocol/procedures:

- If there is a **fire in your room**, the resident with a disability/ accessibility needs, requiring assistance to evacuate, is to:
 - Leave the room, close but do not lock the room door
 - Go to a **safe location – Horizontal Exit (through Fire or Smoke Doors), Enclosed Fire Exit Stairway, Enclosed Elevator Lobby, or designated safe area**
 - **Refer to Building Information Sheet for your building, in this guide**
 - Use a Pull Station Alarm
 - Call 911 to report the fire condition, that they require assistance to evacuate, and their location, provide Floor number, as well as Stairwell Letter or Elevator Lobby Bank Letter.
 - Also call the Campus Safety Dispatcher (212)998-2222 to provide the same information
 - Ask people evacuating (if possible, as they descend the stairway) to inform the building staff and/ or the Fire Department of their location when they reach the lobby.
 - **DO NOT USE ELEVATORS**
- Residents with disabilities/ accessibility needs, are **not** expected to immediately evacuate their room at the sounding of the building Fire Alarm.
- If the building alarm sounds and the **fire is not in your room**, the resident with disability/ accessibility needs is to remain in the room/ **Shelter-in-Place** and prepare for an evacuation.
 - If at any time this resident feels like they are in danger, they should call 911 and the Campus Safety Dispatcher at (212)998-2222.
 - Inform them that you are a person with a disability/ accessibility needs and inform them of your situation and location.
 - Provide your name, the address, floor, apartment number, location within your apartment, nature of your disability, and the number of persons present. Remain in the room with the door closed but not locked. Open windows if outside air is fresh, keep windows closed if outside air is hot or smoke-filled.

- If smoke or fire is present in the hallway, remain inside room and place wet towels or clothing at the bottom of the door.
- If the building alarm sounds and the resident with disability/ accessibility needs is in the building, but **not in their room**, they should contact the Resource Center Desk and the Campus Safety Dispatcher (212)998-2222 to alert building staff of their location.
 - o The Residence Hall Director must ensure that each resident with a disability/ accessibility needs has been given these telephone numbers, and should urge the resident to program those numbers into their cell phone.
 - o If there is no access to a telephone ask people in the area evacuating (if possible) to inform the building staff and/ or Fire Department of their location when they reach the lobby. As soon as they arrive on the scene, Fire Department personnel will be supplied with the list of all residents who require assistance to evacuate. It is the responsibility of the Campus Safety Officer to perform this task.
 - o If there is a need to evacuate, fire department personnel will immediately proceed to the rooms of each resident who requires assistance to evacuate to assist them. Other fire department personnel should conduct a “sweep” of public areas (e.g. laundry, lounges, etc.) to ensure that no residents with disabilities have been “stranded” in those areas.

4. Fire Drills:

During a scheduled fire drill, all residents on the Moses Center disabilities/ accessibility needs list should be notified **PRIOR TO** the drill (this does not include those with approved Emotional Support Animals only).

- Residents with disabilities do not need to evacuate during a scheduled drill, they should move to a safe location – Horizontal Exit, Enclosed Fire Exit Stairway (it is not necessary to enter the stairway, remain at the location of the stairway in the corridor), Enclosed Elevator Lobby, or designated safe area.
- For residents who use a wheelchair or other motorized device, consider keeping a lightweight travel wheelchair or evacuation chair in your apartment to make it easier for others to assist. Show how it works to those who will be helping you.

EXTINGUISHING A SMALL FIRE



1. Your safety is the number one priority. You are not expected to put out a fire. If you feel comfortable doing so you may attempt to try to extinguish the fire. Do not attempt to fight a fire once it has spread. Instead:
 - Get everyone out of the apartment.
 - Leave immediately and close the apartment door behind you. (**This is very important.**)
 - Report the fire by calling 911 as soon as you reach a safe location. (If your building has a fire alarm system, use the manual pull station to activate the fire alarm as you leave the building.)
 - Notify any building staff.

2. For a fire that has not spread, you can use a portable fire extinguisher. Standard ABC-type (dry chemical) portable fire extinguishers are designed for household fires, except for stove-top fires. Cover the pan or pot and/or use a baking soda or wet portable fire extinguisher (labeled Class K) for stove-top grease/oil fires.

3. To use a portable fire extinguisher, remember P.A.S.S.:
 - Pull
 - Aim
 - Squeeze
 - Sweep

NYU DORMITORY FIRE SAFETY PLAN - BUILDING INFORMATION SHEET

Building Information Sheets with building specific information on Fire Protection Systems, Egress including all residents with disabilities/ accessibility needs, and additional info to be inserted here.

Building Information Sheet for Third North Residence Hall:

BUILDING ADDRESS: 67-75 3rd Avenue New York, N.Y.

BUILDING OWNER:

Name: New York University
10 Astor Place
New York, NY 10003 14
(212)998-1401

Address:

Telephone:

BUILDING INFORMATION:

Year of Construction: 1989

Type of Construction: Non-Combustible

Number of Floors: 14 Aboveground 2 Belowground

Sprinkler System: Yes

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

Location of Manual Pull Stations: Adjacent to all Egress stairs

Public Address System: No

Location of Speakers: Stair 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 Stairs	A/B	South Tower - Roof - 1 Fl/ Roof - Sub-cellar	Lobby/ 11 th Street
Enclosed Stairs	C/D	North Tower - Roof - Sub-cellar/ Roof - 1 st Fl	Courtyard/ 3rd Ave
Enclosed Stairs	E/F	East Tower - Roof - Sub-cellar/ Roof - 1 st Fl	12th Street/ Lobby
Enclosed Stairs	G	Sub- cellar- 1st Floor	
Enclosed Stairs	H	South Tower - 6 th - 1 st Floor	11 th Street

Other Information: Emergency Power is provided via generator.

Additional instructions for residents with a disability/ accessibility needs, if there is a fire in their apartment/ room/ suite in Third North Residence Hall:

- **If the fire is NOT in your Dorm Unit/ Apartment, you should Shelter in Place (SIP).**
- **If the fire is IN your Dorm Unit/Apartment the following actions shall be taken.**
 - **South Tower**
 - If there is a fire in the apartment/ room/ suite of a resident with a Disability/ Accessibility needs, they should use Areas of Safety/ Safe Areas to Await FDNY Evac Assistance, in Fire Exit Stairways, for safety. Prior to entering the stairway, activate the Manual Pull Station. Upon entering the stairway, call 911, and the Campus Safety Dispatcher (212)998-2222, let them know you need assistance with evacuation, and provide your name, the floor number, and the letter of the stairway you are in, wait on the landing for FDNY assistance.
 - Use the recommended Fire Exit Stair as an Area of Safety if it is clear - no smoke, heat, fire. If not clear, use another Fire Exit Stair
 - 14th – 2nd Floors - Area of Safety - Stair WITHOUT FIRE DEPARTMENT STANDPIPE on the floor you are on.
 - 1st Floor – Exit via lobby main exit
 - Level C3 - Area of Safety – Stair A
 - **North Tower**
 - If there is a fire in the apartment/ room/ suite of a resident with a Disability/ Accessibility needs, they should use Areas of Safety to Await FDNY Evac Assistance, in Fire Exit Stairways, for safety. Prior to entering the stairway, activate the Manual Pull Station. Upon entering the stairway, call 911, and the Campus Safety Dispatcher (212)998-2222, let them know you need assistance with evacuation, and provide your name, the floor number, and the letter of the stairway you are in, wait on the landing for FDNY assistance.
 - Use the recommended Fire Exit Stair as an Area of Safety if it is clear - no smoke, heat, fire. If not clear, use another Fire Exit Stair
 - 14th – 2nd Floors – Area of Safety – Stair on South Side of building
 - Stair designations alternate on each floor so us the south stair
 - 1st Floor 3rd North Dining Hall – Either East or North Exit to street
 - Level C2 – Area of Safety – Emergency Exit Passageways
 - Level C3 – Area of Safety – Stair C
 - **East Tower**
 - If there is a fire in the apartment/ room/ suite of a resident with a Disability/ Accessibility needs, they should use Areas of Safety to Await FDNY Evac Assistance, in Fire Exit Stairways, for safety. Prior to entering the stairway, activate the Manual Pull Station. Upon entering the stairway, call 911, and the Campus Safety Dispatcher (212)998-2222, let them know you need assistance with evacuation, and provide your name, the floor number, and the letter of the stairway you are in, wait on the landing for FDNY assistance.

- Use the recommended Fire Exit Stair as an Area of Safety if it is clear - no smoke, heat, fire. If not clear, use another Fire Exit Stair
- 14th – 3rd Floors – Area of Safety – Stair on South Side of building
- 2nd Floor – Area of Safety - Either E or F Stair, whichever is clear
- 1st Floor 3rd North Dining Hall – Either East or North Exit to street
- C3 – Area of Safety – Emergency Exit Passageways near East Elevators

NON-FIRE EMERGENCIES

A. Medical Emergencies

Take a moment to plan ahead for a medical emergency. What should you do if you, a roommate, or a friend experience a medical condition that requires emergency ambulance transport to a hospital?

Familiarize yourself with the warning signs of a medical emergency and the information the 911 operator will ask you to provide. Keep handy the phone numbers of someone you can call to meet emergency responders and escort them directly to the patient.

1. Warning signs. The following are warning signs of a medical emergency:

- Burns or smoke inhalation
- Bleeding that will not stop
- Breathing problems, such as difficulty breathing or shortness of breath
- Change in mental status, such as unusual behavior, confusion, difficulty in waking
- Chest pain
- Choking
- Coughing up or vomiting blood
- Fainting or loss of consciousness
- Feeling of committing suicide or murder
- Head or spine injury
- Severe or persistent vomiting
- Sudden, severe pain anywhere in the body
- Sudden dizziness, weakness, or change in vision
- Swallowing a poisonous substance
- Upper abdominal pain

2. Call 911. Should you, a roommate, or a friend experience any of the above symptoms, immediately call 911. Be ready to provide the following information to the 911 operator:

- The address of the building, including the nearest cross-street and apartment number.
- The best building entrance to use to get to where you are.
- The number of persons who are ill and your exact location inside or outside of the building.
- The chief complaint and/or present condition (e.g. bleeding, breathing/not breathing, conscious/unconscious, etc.).
- Any disability of which emergency responders should be aware, such as hearing loss, blind or limited vision, or a cognitive disability that will affect the emergency responder's ability to communicate with you.

- Have a roommate or friend stay with you.
3. Notify your RA and Res Life Staff

B. Utility Emergencies

Utility disruptions include power outages, carbon dioxide releases, gas leaks and water leaks. They can affect a single apartment, building or block or the entire city.

1. Power Outages

Advance preparation:

- Keep flashlights and spare batteries in your apartment.
- Avoid the use of candles, which can start a fire. For more information about the safe use of candles, see Section 7, Emergency Preparedness Resources.
- If you rely on medical equipment that requires electric power, look into obtaining a back-up power source. Ask your utility company whether your medical equipment qualifies you to be listed as a life-sustaining equipment (LSE) customer who will be contacted in the event of power emergency. See Section 7, Emergency Preparedness Resources.
- Keep your cell phone charged. If you have a battery pack, keep it fully charged as well.

At time of the power disruption:

- Keep refrigerator and freezer doors closed as much as possible to avoid spoilage.

2. Carbon Monoxide Release

NYU Student Residence Halls are equipped with CO Detectors. Carbon monoxide (CO) is a colorless, odorless gas produced by fuel-burning appliances and equipment (such as stoves, furnaces and hot water heaters), fireplaces and vehicle exhaust pipes. The carbon monoxide generated by these appliances should be released outdoors through a chimney, vent pipe or other means.

Symptoms of carbon monoxide poisoning are flu-like. They may include headache, dizziness, fatigue, chest pain, vomiting. If not promptly addressed, it can cause death.

IF YOU SUSPECT CARBON MONOXIDE POISONING:

- Open windows.
- Evacuate the building.
- Call 911, the Campus Safety Dispatcher (212)998-2222, and your RA as soon as you reach a safe location.

3. Gas Leaks

Many apartments use piped natural gas from the utility company for cooking and clothes drying. Natural gas is flammable and explosive. If it leaks and collects in an apartment or room, a spark can ignite it, causing an explosion and a fire.

Piped natural gas is given a distinctive, “rotten eggs” smell by the utility company. If you smell natural gas:

- Do not operate any light switches or electrical devices in the apartment, including your cell phone. Any spark could cause a fire.
- Do not use cell phones
- Do not smoke and immediately extinguish any smoking materials.
- Evacuate the building, notifying others
- Call 911 to report the emergency when outdoors.

4. Water Leaks or Interruptions

Water leaking into electrical wiring can cause a fire.

- If water is leaking into your room or suite notify your RA and Res Life
- If water is entering electrical wiring in the ceiling or walls, call 911, Campus Safety Dispatcher, and your RA

C. Weather Emergencies

1. Blizzards and Other Winter Weather Storms

The public is generally advised to shelter in place in their homes during a winter weather storm. Apartment buildings usually provide a safe environment during storms and persons can remain indoors for several days if necessary if they make adequate provision for food and other supplies.

2. Heavy Rain, Coastal Storms and Hurricanes

In some extreme weather emergencies, such as hurricanes, the City may order evacuations in areas. If you live in a high-rise building, especially on the

10th floor or above, stay away from windows in case they break or shatter, or move to a lower floor.

Advance preparation:

- Be guided by instructions from NYU authorities, Campus Safety, and NYU Alert
- Have your Go Bag ready.
- Be prepared for a power interruption by charging your cell phone and other portable devices and adjust the refrigerator setting to a colder temperature.

During the storm:

- Stay indoors.
- Call 911 if you have a medical emergency or are in danger from physical damage to your building or apartment, but be aware that an emergency response may be delayed or unavailable during the storm.
- If you are trapped inside by rising waters, move to a higher floor. Call 911 and report your situation. Wait for help. Do NOT try to swim to safety. Do not enter a building if it is surrounded by floodwaters.
- Stay away from downed power lines. Water conducts electricity.

3. Earthquakes

Although earthquakes are not common in the New York City area, earthquakes can and have affected our area, and apartment building residents and staff should be prepared.

Depending on its location, even a small earthquake can cause buildings to shake, physically damage buildings (including cracks in walls), and cause objects to move or fall from shelves.

During an earthquake, “drop, cover and hold on”:

- Take cover under a sturdy piece of furniture (such as a table) and hold on.
- If you cannot take cover under a piece of furniture, take cover in a corner next to an inside (interior) wall.
- Drop to the floor.
- Cover your head and neck with your arms.
- If you use a wheelchair, take cover in a doorway or next to an interior wall and lock the wheels. Remove from the wheelchair any equipment that is not securely affixed to it. Cover yourself with whatever is available to protect yourself from falling objects.
- If you are unable to move from a bed or chair, protect yourself from falling objects with blankets or pillows.
- If you are outdoors, go to an open area away from trees, utility poles and buildings.

- Stay where you are until the shaking stops.

Be aware that there may be aftershocks, additional earthquake vibrations which often follow an earthquake.

4. Tornados

Although not common in the New York City area, a number of tornados (and microbursts, a similar wind condition) have touched down in New York City in recent years.

In the event of a tornado alert:

- If a tornado is approaching your neighborhood, immediately go to the basement of your building. If your building has no basement, go to the lowest floor of the building.
- Stay next to the wall in an interior room or area away from windows until the tornado has passed.
- Avoid interior spaces with roofs that span a large open space, such as atriums and auditoriums.
- If there is no suitable place to shelter in your building, evacuate your building for a safer location, but only if there is sufficient time to get there.

D. Hazardous Materials Emergencies

1. Chemical

A hazardous materials emergency can result from an accident, such as an overturned truck or an explosion in a factory, or as a result of criminal activity, such as a terrorist attack.

If the chemical is being dispersed through the air, every effort should be made to avoid breathing it in.

During the emergency:

- Be guided by instructions from NYU authorities, Campus Safety, and NYU Alert
- Shelter in place. Generally, it is safest to shelter in place in your apartment.
- Close windows and seal up all ventilation grilles and other openings that will allow outside air to enter into your apartment.

If you are near the area of the chemical release or it has entered your apartment:

- Cover your nose, mouth and as much of your skin as possible.
- Evacuate your apartment and building if it is safe to do so. If not, move to an interior room, such as a bathroom and seal up the windows and doors.

Once the emergency has been resolved, if you have been exposed to, or contaminated by, the chemical:

- Be guided by instructions from NYU authorities, Campus Safety, and NYU Alert
- Decontaminate yourself as soon as you reach a clean area. Obtain medical assistance if needed.

2. Radiological Dispersal Device (RDD)

Radiological dispersal devices (RDDs) use conventional explosives with radioactive material. RDDs are not capable of creating a nuclear explosion: they are not nuclear weapons. They are meant to cause panic and disrupt daily life.

RDDs can cover a wide area with dangerous radioactive material. Radioactive material dispersed from an RDD can settle like dust on your clothing, your body, and other objects.

If you are outside, immediately take shelter in the nearest safe building. Be guided by instructions from NYU authorities, Campus Safety, and NYU Alert

If you are near the location of a confirmed RDD explosion, follow the steps below to reduce any potential radiation exposure. Do not go to a hospital unless you have a medical emergency.

- Take off your outer layer of clothing and your shoes. This can remove up to 90% of any radioactive material. Do not shake or brush off the dust.
- Seal the clothing and shoes you were wearing in a plastic bag or other container and keep them away from people and pets, but do not place them in the garbage.
- Gently blow your nose and wipe your eyes and ears with a clean wet cloth.
- Take a shower with plenty of soap. Wash from your head down. Avoid scratching your skin. Wash your hair using shampoo only. Do not use conditioner because it may cause radioactive material to stick to your hair and skin.
- If you cannot shower, use a dry or wet cloth or wipe to clean skin that was uncovered, including your face and hands. Seal the used cloth or wipes in a bag or container like you did with your contaminated clothes.

- Put on whatever clothing and shoes you have that are not contaminated with dust. If necessary, borrow clothes from a neighbor.
- All personal devices and equipment that may have been exposed to radioactive material, especially wheelchairs and other mobility equipment, should be wiped down with a damp cloth or wipe. Make sure to clean the wheels. Wash your hands afterwards.
- Decontaminate pets and service animals by washing and shampooing them. It is not necessary to shave their fur.

E. Building Explosions/Collapse

The most common reason for a building explosion is a gas leak. See Section 6(C)(3), Gas Leaks.

Building explosions can also result from malfunctioning equipment or criminal activity.

Explosions can cause buildings, or portions of buildings, to collapse. Building collapses also result from unlawful or improperly performed alterations to the building structure.

Buildings of noncombustible construction (with concrete or steel structures) are less likely to collapse, except in extraordinary circumstances.

If there is an explosion in your apartment building:

- If conditions allow, evacuate the building as quickly and calmly as possible.
- Call 911 as soon as you are in a safe location.
- If you cannot safely evacuate or you are not certain it is safe to evacuate, call 911 and follow the instructions they provide.
- If there is a possibility of a collapse of walls or ceilings, take cover under a sturdy piece of furniture (such as a table).

If there is a collapse in your building and you are trapped by debris:

- Cover your nose and mouth with a dry cloth or clothing.
- Move around as little as possible to avoid generating dust, which may be harmful and make it difficult to breathe.
- Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available.

F. ACTIVE THREAT EMERGENCIES

Follow the link below for Campus Safety Page for Active Threat:

III. STAFF FIRE SAFETY RESPONSIBILITIES

1. Each Resident Assistant shall be familiar with the Fire Safety Guide/ Plan, the types and locations of the exists, the location and operation of the fire alarm system and manual pull stations, and types and uses of fire extinguishers. Each RA shall have participated in a mandatory in-building training module conducted by the Building Leadership Team (BLT).
2. Each Resident Assistant shall have prepared his/her residents for a fire safety emergency by doing the following:
 - a. Each RA should conduct a meeting within the first 10 days of each semester. Each of these meetings should conclude with a coordinated fire evacuation exercise in which the RA and floor residents walk to each fire exit on the floor. The RA should be prepared to describe the location where the stairway exits the building (i.e. "This stairway exists on to E. 10th Street). Residents should be asked to identify which fire exit is closest to their rooms/suites, as well as identify a secondary exit to be used in the event their primary exit is blocked or unusable due to fire or smoke conditions.
 - b. Each RA should review fire safety information with any resident who moves on to his/her floor after the opening of the semester.
 - c. Each RA should include fire safety information on the bulletin board and/or provide fire safety information to residents in other forms such as written materials or floor programs in accordance with related programming expectations and requirements.
3. Each RA shall have designated and informed residents of a pre-determined location where residents should meet in the event of a building evacuation. In the event of an actual emergency, the RA should exercise his/her own best judgment as to whether the designated location is in a safe and secure area, and move the group to another location if necessary.
4. Each RA is expected to be attentive and responsive to violations of fire safety related policies or other conditions that may compromise the safety of building residents by taking the appropriate action, including the reporting of such conditions to the Building Leadership Team (BLT). Such conditions may include disabled fire extinguishers or pull stations, hazardous/prohibited materials in rooms or in hallways, or vandalized or missing fire exit signs. RAs should exercise their own best judgment about other conditions not listed here.

5. To supplement information obtained by the Moses Center, from Residential Life, and Central Housing offices, each RA is expected to report any of his/her floor residents that have a temporary disability (injury, illness, etc.) that would affect that resident in the event of a fire safety emergency or evacuation situation, and notify the BLT of the name, location, phone number and duration of disability so that this information may be included in the list maintained for this purpose at Campus Safety Officer Desk. This may be accomplished through meetings (such as the first meeting at the start of each semester) and/or individual visits with residents. The RA should inform the resident that the BLT has been notified of the resident's condition.
6. In the event that an evacuation (as a function of the sounding of the Fire Alarm, Fire, by personal decision, or at the direction of Fire Department personnel, or Campus Safety Officers) becomes necessary, the RA should do the following:
 - a. Assist in the Evacuation of the Building (in buildings with Full Evacuation Fire Alarm Systems), Relocation to three floors below the floor they are occupying or Shelter in Place (in buildings with High-Rise Staged Evacuation Fire Alarm Systems with Voice Communication), in accordance with the Fire Alarm Activation or Fire Guidelines. Residents should be advised to Shelter in Place, or Evacuate the building in accordance with the established guidelines via Uncontaminated Enclosed Fire Exit Stairways.
 - b. As the RA evacuates the Floors in Alarm, **he/she/they are to knock only on doors that are in his/her path of egress**. The RA should not knock on all room/suite doors or stop on other floors.
 - c. In the event that stairways are unusable due to contamination or cut-off by fire and/or smoke conditions, stay in your Dorm Room or Apartment. Call 911, the Campus Safety Dispatcher (212)998-2222, and inform them of your situation and location. Provide your name, the address, floor, apartment number, location within your apartment, and the number of persons present. Remain in the room with the door closed but not locked. Open windows if outside air is fresh, keep windows closed if outside air is hot or smoke-filled. If smoke or fire is present in the hallway, remain inside room and place wet towels or clothing at the bottom of the door.
 - d. After Evacuating the building, Relocating to three floors below the floor they are occupying, or Sheltering in Place, to the extent that it is possible to do so, the RA should perform head count to account for the residents on their floor.
 - e. The RA should contact the other staff members. Provide the BLT and/or Fire Department personnel with any information that he/she/they may have regarding conditions on their floor.

- f. If the floor was evacuated to the outside, assist with crowd control outside the building. Provide residents with information, as appropriate and necessary, regarding the status of the situation.
- g. If the Fire Department determines there is no need for students with disabilities to evacuate, use the telephone contact list to inform any students with disabilities that they are safe to remain in their rooms. These calls will be made by professional staff.
- h. When the Fire Department has determined that it is safe to re-enter the building, Residential Life staff shall assist the Campus Safety Officer at the front door to check each resident's ID and verify those students without IDs and guests.



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NEW YORK CITY FIRE DEPARTMENT

2022-2023 Fire and Emergency Preparedness Bulletin
For New York City Apartment Buildings

APARTMENT BUILDING FIRE SAFETY

E-Bike Fire Safety

(Fire Safety Hazards Associated with
Powered Mobility Devices)



There have been over 140 e-bike and other lithium-ion structural fires in New York City in the first 10½ months of 2022 alone. Six persons died and 140 persons were injured in these fires. Apartments have been severely damaged.

LITHIUM-ION BATTERY POWERED ELECTRIC BIKES, SCOOTERS, HOVERBOARDS, SKATEBOARDS, AND SIMILAR DEVICES ARE PROHIBITED IN NYU BUILDINGS

IN A FIRE, CLOSE THE DOOR!

You should be aware of the importance of closing all doors behind you when evacuating your apartment and floor in a fire. Why? A closed door helps contain smoke and 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.

Your apartment building should have posted **Close the Door Notices** on the hallway corridor side of all 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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