



NY Fire Consultants, Inc. ***Fire Safety Message***

New York City Smoke-Free Air Act of 2002

What businesses are affected?

The law, which went into effect on **March 30, 2003**, made virtually all establishments and businesses with employees smoke-free. These include:

- **All office buildings, factories, and warehouses.**
- **All private offices and previously designated "smoking lounges."**
- **All food service establishments, restaurants, and catering halls.**
- **All bars, including bars in restaurants.**
- **Membership associations.**
- **All areas of theatres.**
- **Banks, educational and health care facilities, and child day care centers.**
- **Shopping malls and retail stores (where goods are sold or rented to the public).**
- **Sports arenas, roller and ice skating rinks, billiard parlors, bingo halls, bowling establishments, and other similar places.**
- **Public transportation facilities, reception areas, platforms and waiting rooms.**

To comply with the law:

1. **Ensure your workplace smoking policy reflects the law.**
2. **Talk with your customers and employees about the law.**
3. **Discuss the law with employees including what they should do to comply with the law:**
 - **Request any person smoking to refrain from smoking inside the workplace.**
 - **Refer to the law and to workplace policy when dealing with refusals to not smoke in the workplace.**
 - **Remind them that the business or building owner may be assessed fines for infractions.**
 - **Request staff to report problems directly to the management or owner of the business, or to the building's management.**
 - **Inform them that the law has a no-retaliation provision.**
4. **Post "no smoking" signs at all entrances as required including bathrooms, stairwells on each floor, bulletin boards, and other prominent places.**

5. Remove all ashtrays from the premises as required.
6. Contact the NYC Department of Health and Mental Hygiene for additional information, to register a complaint, and for compliance support at 311. In addition, the Department's website at nyc.gov/health will be updated with the most current information.

Exceptions

The New York City Smoke-Free Air Act has been modified by passage of the New York State Clean Indoor Air Act of 2003, which became effective July 24, 2003. The law voids some of the exemptions in the New York City law passed in December 2002. The few rare exceptions to the smoke-free policy that became effective July 24, 2003, are:

- Tobacco bars that *were in existence on December 31, 2001*, that have not moved or expanded since then, that sell or rent tobacco products and devices, and that derive 10% or more of their income from these sales or rentals;
- Non-profit membership associations with no employees.
The above facilities must apply for an exemption and register with the New York City Department of Health and Mental Hygiene.
- In any restaurant, smoking is limited to 25% of seating in a single contiguous outdoor dining area. An outdoor dining area is defined as one with no roof, overhang, or other ceiling enclosure.
- Residential and certain day treatment health care facilities may provide smoking rooms for some patients.
- Hotel rooms that specifically allow for smoking (not in public areas such as lobbies, meeting rooms, bars and restaurants).
- Retail tobacco stores devoted primarily to the sale of tobacco products; sale of other items account for less than 50% of total annual gross sales.
- Tobacco promotional events (with specific parameters).

Under the New York City Smoke-Free Air Act of 2002, previous exceptions for owner operated bars and separate smoking rooms in bars are no longer permitted due to restrictions in the State Clean Indoor Air Act.

Remember: This law does not apply to private homes. For a more detailed explanation of exceptions, registration, and regulation requirements, visit the Department's website at nyc.gov/health.

Penalties

Each violation will be subject to fines.

First violation: Civil penalties of not less than \$200 and not more than \$400.

Second violation (within 12 months of the first violation): Civil penalties of not less than \$500 and not more than \$1,000.

Third or subsequent violation (within 12 months of the first violation): Civil penalties of not less than \$1,000 and not more than \$2,000.

The New York City Department of Health and Mental Hygiene may suspend or revoke the permit of an establishment that is found in violation of the law on three separate occasions within a 12-month period.

Enforcement

The New York City Department of Health and Mental Hygiene's Bureau of Food Safety and Community Sanitation is responsible for enforcement of the law as part of its regular inspection operations. Inspections may also be performed in response to complaints. You can register complaints by calling **311**.

High Rise Office Buildings

Fire Brigade Duties

1. On receipt of an alarm for fire the Fire Brigade shall:
 - a. Report to the floor below the fire to assist in evacuation and provide information to the Fire Command Station.
 - b. After evacuation of fire floor, endeavor to control spread of fire by closing doors, etc.
 - c. Attempt to control the fire until arrival of the Fire Department, if the fire is small and conditions do not pose a personal threat.
 - d. Leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions.
 - e. On arrival of the Fire Department the Fire Brigade shall report to the Fire Command Station for additional instructions.
 - f. Have a member designated as Alarm Box Runner, who shall know the location of the nearest street Fire Alarm Box, and be instructed in its use. Such member shall immediately, upon receipt of information that there is a fire or evidence of fire, go to the street alarm box, transmit an alarm and await the arrival of the Fire Department and direct such department to the fire.

NY Fire Safety Institute

NY Fire Safety Institute an accredited Fire Safety Directors Training school offers classes for the New York City Fire Department Certificates of Fitness as Fire Safety Director and Emergency Action Plan Director. The Institute will provide professional, cost effective classes where hotels and office buildings employees can attain the

knowledge needed for their Certificate of Fitness. All instructors are active or retired Fire Department chief officers, captains, and lieutenants.



FSD

The course for the Fire Safety Directors consists of six sessions. They will now run the first three Tuesdays and Thursdays of each month. The last weekday session before we break for the summer starts Tuesday, July 8, 2008.

The Saturday classes are 4 (four) consecutive Saturdays. The Saturday classes have stopped for the summer and will resume September 6, 2008. Candidates must attend all classes to receive a school diploma see registration form on page 9.


EAP

The course for the Emergency Action Plan Directors consists of two sessions. They run the fourth Tuesday and Thursday of each month. The last EAP class for the spring program ended June 26th. The first fall EAP classes will be September 23rd and 25th.

EAP Online

If you do not have the time to attend the school in person, the Emergency Action Plan Directors course is available online. Take the online course at home, in the office or anywhere you have internet access. The details to the online course can be found at <http://nyfsi.com/workshops.html#f59online>

**Emergency Action Plan (EAP)
You received the Letter that you Didn't Comply**



Date: February 2, 2007

To whom it may concern:
Re: Owner/Managing Agent of:
[REDACTED]

RCNY §6-02 dated April 6th, 2006 requires the owners of all office buildings and spaces that meet the definition of occupancy group E, set forth in the New York City Building Code, (New York City Administrative Code §27-255) that are:

- (i) greater than six (6) stories; or
- (ii) greater than seventy-five feet or more in height; or
- (iii) occupied or arranged to be occupied for an occupant load of more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building; or
- (iv) otherwise required by law, rule or regulation, or as a condition of a governmental approval, to provide a fire safety director in such a building in accordance with the requirements of New York City Administrative Code §27-426(a); or
- (v) ordered by the Department to comply with the requirements of this section, based upon the determination that compliance with this section is required in the interest of public safety given the location, use or occupancy of the building.

Owners of these properties are to submit an Emergency Action Plan (EAP) to be filed with, and acceptance obtained, from the New York City Fire Department.

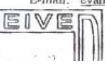
Our records indicate that you are in violation of RCNY §6-02, in that you have failed to submit an EAP in a timely manner and in accordance with the provisions set forth below:

<ul style="list-style-type: none"> (a) August 31, 2006, for any building that is greater than forty stories in height, or that has been designated as a landmark by the New York Landmarks Commission. (b) October 31, 2006, for any building greater than twenty-five stories in height. (c) December 31, 2006 for all buildings not in any of the preceding categories.
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You have exceeded the December 31st, 2006 submission dead line for your building. Failure to submit an EAP as per the prescribed time requirements set forth in this letter will result in enforcement action by the Department. A 30-day extension has been granted from the date of this letter.

E-mail or fax acknowledgment of this notice to prevent a visit from the HI Rise Inspection Unit.

E-mail: evangej@fdny.nyc.gov Fax: 718-999-7133



By Order of F. D.N.Y.
Chief of Fire Prevention

Next is the Violation

CITY OF NEW YORK FIRE DEPARTMENT VIOLATION ORDER

CROSS STREETS: Madison & Park Ave
 CITY OF NEW YORK: A-1009 10-08
 BATTALION: 36
 D.O.: 36
 OCCUPANCY: E

ADDRESS: 2002 9877
 ROOM NO. OR FLOOR: 202
 TYPE OF OCCUPANCY: E

An inspection this date of the above premises indicates the existence of the following violations under the enforcement jurisdiction of this Department. You are hereby directed to correct such violations by compliance with the following order:

STANDARD ORDER FORM NO.	ITEM NO.	DESCRIPTION
EXP-1	1	Failure to prepare an Emergency Action Plan for the premises that conforms to the Fire Dept's EAP Form and Guidelines, in violation of 3 RCUY 6-02 (c) (1) (i) and 3 RCUY 6-02 (c) (2) (i).
	2	Remedy: Submit to the Fire Dept. an "EMERGENCY ACTION PLAN".

If this order has not been complied with in 90 days of the issuance date, a SUMMONS will be served for violations of the Administrative Code of the City of New York.

TO 25 FOR-NUMBERING | TO 24 FOR DISMISSAL

By Order of the Fire Commissioner: *M. Scoppa*

This is to certify that I have made an inspection of said premises and have issued the above order to:

Nelson Alvarez (NAME OF PERSON WHO RECEIVED THIS ORDER) FSD 212-213-3362
 Joe Morvka (SIGNATURE) 4/25/08 (DATE) Hill Fire (PHONE #)
 UNIT: 7899-2557

Unit Address: 2 Metro Tech Ctr. Bklyn NY 11201
 Unit Telephone: 7899-2557

Last Month the Fire Department Started Issuing Violation Orders to Comply with the EAP law

Who must comply?

Rule of the City of New York §6-02 Emergency Action Plans

All office buildings and spaces in occupancy group E that are:

- Greater than six (6) stories in height; or
- Greater than seventy-five feet or more in height; or
- Occupied or arranged to be occupied for an occupant load of more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building; or
- Otherwise required by law, rule or regulation, or as a condition of a governmental approval, to provide a fire safety director in such building in accordance with the requirements of New York City Administrative Code §27-4267(a); or
- Ordered by the Department to comply with the requirements of this section, based upon a determination that compliance with this section is required in the interest of public safety given the location, use or occupancy of the building.



Good Housekeeping...

All storage must be at least 3 ft from electrical panels. In some emergency situations it will be necessary to access these panels quickly.

Maintain at least a 3ft clearance from heating surfaces, air ducts, heaters, and lighting fixtures.

Storage of combustible materials in mechanical rooms is prohibited.



NY Fire Consultants

Fire Safety and Awareness Training

Registration forms on page 8 and 10

Tuesdays & Thursdays
Tuesdays & Thursdays
Wednesdays AM
Wednesdays PM
Saturdays Mornings

Fire Safety Director (1st three weeks of a Month)
Emergency Action Plan Director (4th week of a month)
Residential Fire Safety Awareness (see schedule page 10)
Residential Non-Fire Emergencies (see schedule page 10)
Fire Safety Director

Training

As a business owner or manager, you have the responsibility of ensuring that your staff understands the safety risks present within the workplace. You are also required to ensure that they are equipped with the knowledge and skills to handle a potentially dangerous situation. Training can prepare your staff by enabling them to prevent or safely respond to such situations.

Registration forms -
pages 8 to 10



Beware!

Not renewing your NYC certificates and permits will provide city inspectors with an opportunity to pay your building a visit.

The fine for a "failure to renew" violation will cost you, for a first time offense, at least \$250 - \$500. The subsequent inspections may cost you much more. In our experience it is rare for an inspector to issue only one violation during a visit. If one is found, multiple violations are usually issued. This can add up to significant penalties! The key is to not give an inspector a reason to visit. Keep your building's registrations up to date. Best of all, a Cityfile representative will populate your current data into their website, where all data is available 24/7. Don't give city inspectors an excuse to inspect your building; let them go to the building next door.

We at NY Fire Consultants suggest you call Cityfile today at (212) 732-2300 to schedule a fifteen-minute presentation; it will be well worth your time.

The New York City Fire Department warns the public of the hidden dangers associated with candle use.

With the ever increasing use of candles in and around the home either for interior decoration or aromatherapy, it is extremely important to use proper precautionary measures when using them.

NY Fire Consultants Services:

<p><u>Fire and Life Safety Consulting</u> Fire and Life Safety Inspections Fire Safety Plans for Residential Buildings (LL 10 of 1999) Fire Safety & Evacuation Plans Commercial (Class E) Buildings</p> <p><u>Emergency Action Plans</u> FDNY Submissions Training Drills</p> <p><u>Expert Witnesses Provided</u></p>	<p><u>Emergency Procedures Manuals Fire & Evacuation Preparedness Training</u> Hotel Staff Building Service Employees</p> <p><u>Interior Fire Alarms Consultants</u></p> <p><u>Violations Correction & Removal</u> Environmental Control Board Fire & Building Department Housing Preservation & Development</p> <p><u>Fire Consultantants Construction Protects</u></p>
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NY Fire Consultants, Inc. 481 Eighth Ave., Suite 1570, New York, NY 10309 212-239-9051



NY Fire Consultants, Inc.

481 Eighth Avenue, Suite 1570
New York, NY 10001

(212) 239-9051 (212) 239-9052 fax

Fire Safety & Awareness Training For Residential Building Staff

**Wednesdays
10:00 am**

- Residential Fire Safety Plans
- Discovery & Reporting a Fire
- Fire Extinguishers
- Goals of Fire Prevention
- Fire Prevention Strategies
- Housekeeping Issues
- Flammable & Combustible Liquids
- Electrical Fire Hazards

**Wednesday
1:00 pm**

Non-Fire Emergencies Training For Residential Building Staff

- Suspicious Letter or Package
- Bomb Threats
- Suspected Terrorist
- Steam Explosion
- Shelter In Place
- Chemical Spills
- Threatening Behavior
- Power Outage

Both seminars are 2 to 2 ½ hours in duration. A study guide handout and a certificate of completion are provided to each attendee. Course fee is \$75.00 for each course.

Central location- Hotel New Yorker West 34th St. & 8th Avenue (Suite 1570)

Mail in Registration Form

Students must Pre-Register

Student Name: _____ Employed by: _____

Work Address: _____

Phone: _____ Cell/Pager: _____

Email: _____

SCHEDULE OF CLASSES

Fee: \$ 75.00 for each course

Doors Open 9:30 for AM class and 12:30 for PM class Classes start at 10:00 AM and 1:00 PM

Please circle class or classes you wish to attend AM for Fire Awareness or PM for Non-Fire Emergencies

June 18, 2008 AM Last class until September

No PM class

Make out company checks or money orders payable to **NY Fire Consultants, Inc.**

Mail payments to **NY Fire Consultants, Inc.**, 165 McBaine Avenue, Staten Island, NY 10309



The New York Fire Safety Institute

481 Eighth Ave. Suite 1570, New York, NY 10001

Phone: (212) 239-9051 Fax: (212) 239-9052

www.nyfsi.com

Mail in Registration - Fire Safety Director Training Course

Student Name: _____ Employed by: _____

Work Address: _____ Supervisor: _____

Cell/Pager: _____ Work # _____

Email: _____ Work email: _____

Course fee Weekdays: \$220.00

Course fee Saturdays: \$240.00

Money Order Check (Company check only) Pay Pal verification # _____

Start date: _____ Amt. Enclosed: _____

Send checks or money orders to: NYFSI, 481 Eight Avenue, Suite 1570, New York, NY 10001

Central location- Hotel New Yorker West 34th St. & 8th Avenue (Suite 1570)

SCHEDULE OF CLASSES 2008 Please select Morning, Afternoon or Saturday Classes

Course fee Weekdays: \$220.00

Course fee Saturdays: \$240.00

May 2008

Tues, 6	Thurs, 8
Tues. 13	Thurs. 15
Tues. 20	Thurs. 22

Morning Class:
9:30 am to 12:30 pm

Afternoon Class:
1:00 pm to 4:00 pm

May 2008 (Saturdays)

May 3	May 10
May 17	May 31
No Class	May 24

Saturday Morning:
9:00 am to 1:00 pm

June 2008

Tues, 3	Thurs, 5
Tues. 10	Thurs. 12
Tues. 17	Thurs. 19

Morning Class:
9:30 am to 12:30 pm

Afternoon Class:
1:00 pm to 4:00 pm

July 2008

Tues, 8	Thurs, 10
Tues. 15	Thurs. 17
Tues. 22	Thurs. 24

Morning Class:
9:30 am to 12:30 pm

Afternoon Class:
1:00 pm to 4:00 pm

Students must Pre-Register

School Policy: The Fire Department requires a mark of 70% on the schools final exam. Those passing are granted a diploma, which must be presented at the Fire Department.



The New York Fire Safety Institute

481 Eighth Ave. Suite 1570, New York, NY 10001

Phone: (212) 239-9051 Fax: (212) 239-9052

Office Building Managers/& Fire Safety Directors

NY Fire Safety Institute is offering:

Emergency Action Plan Director Course (F-59)

We have schedules to meet your needs.

We have qualified instructors to deliver the material you need to know.

Central location- Hotel New Yorker West 34th St. & 8th Avenue (Suite 1570)

Realistic price of \$ 150.00 per student (group rate quotes as well)

2008 Class Schedule: (Seating Limited)

September 23rd (Tuesday) and 25th (Thursday) at 1:00pm – 5:00 pm

October 28th (Tuesday) and 30th (Thursday) at 1:00pm – 5:00 pm

November 24th (Monday) and 26th (Wednesday) at 1:00pm – 5:00 pm

Fill out registration form and mail check for \$150.00 payable to *NY Fire Safety Institute*.

Mail in Registration – Emergency Action Plan Director Training course

Student Name: _____ Employed by: _____

Home Address: _____ Work Address: _____

Home Phone: _____ Supervisor: _____

Cell/Pager: _____ Employer # _____

Email: _____ Work email: _____

Course fee is \$150.00

Money Order Check (co. check only) Pay Pal Verification # _____

Start date: _____ Amount Enclosed: _____

Company checks or money orders payable to **NY Fire Safety Institute**

Mail payments to NY Fire Safety Institute, 481 Eight Avenue, Suite 1570, New York, NY 10001



Personal Life Safety Guide Book

Fireproof Residential Apartment Buildings

The Personal Life Safety Guide Book offers a quick reference for fire and life safety emergencies. A must for residential building staff.

Bomb Threat
Carbon Monoxide
Chemical Spills
Extreme Heat
Fire
First Aid
Gas Leaks
Heart Attack

Person Trapped in Elevator
Poisoning
Power Outage
Robbery or Mugging
Shelter in Place
Suspected Terrorist
Suspicious Packages
Threatening Behavior



- Overall size 3-1/2 " x 5-1/2"
- Coated card stock
- Emergency telephone numbers can be written on back
- Comes with a vinyl pouch that fits in your shirt pocket

Prices:		
<u>100 +</u>	<u>500 +</u>	<u>1000+</u>
\$4.50 ea.	\$4.25 ea.	\$3.75 ea.
Combine building orders and save		



Basic Emergency Information at Your Finger Tips

Phone (212) 239-9051
Fax (212) 239-9052
Email: info@NYFireSafe.com

