



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

## **Campers and Camping**

### **Bottled Gas**

- Always change cylinders in open air, away from any source of ignition.
- Check connections are tight.
- Turn off at main valve when not in use.
- Keep cylinders outside your caravan.
- Before going to bed or leaving the camper, turn off all appliances. Turn off cylinders unless appliances (such as a fridge) are designed to run continuously.
- Never use a cooker or a heater while camper is moving.
- If you suspect a leak:
  - Turn off all appliances.
  - Open all doors and windows.
  - Do not smoke.
  - Do not operate electrical switches.

### **Other Hazards**

- Take care when cooking - don't leave stove unattended.
- Keep matches out of the reach of children.
- If you smoke, use metal ashtrays.
- NEVER smoke in bed.
- Children should not be left alone in a campers.
- Keep camper ventilated. Don't block up air vents - it could be fatal.

## Camping

### Tents

- Allow at least 20 feet spacing between tents and campers.
- Never use candles in or near a tent. Battery lamps are much safer.
- Flammable liquids and LPG cylinders should be kept outside the tent.
- Oil burning appliances are not recommended.
- Cooking appliances should not be used in small tents.
- Keep cooking appliance away from walls and the roof where it can be easily knocked over.

### Open fires

If you must have an open fire:

- It should be downwind, at least 30 feet from the tent.
- Clear earth, leaves, etc, to form a circle of earth around the fire.
- Build a stack that will collapse inwards while burning.

## 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. Starting on April 5, 2008 for 4 (four) consecutive Saturdays NY Fire Safety Institute will hold a Fire Safety Directors course. Candidates must attend all four classes see registration form on page 9.



**New  
Saturday Classes  
See Page 9**

### EAP

The course for the Emergency Action Plan Directors consists of two sessions. They will now run the fourth Tuesday and Thursday of each month.

## 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>

## High Rise Office Buildings and Hotels

### Owner's Responsibilities




1. Providing for fire safety and having fire drills conducted therein.
2. Developing a written Fire Safety Plan providing for fire drill and evacuation procedures.
3. Designate an employee as the Fire Safety Director holding a Certificate of Fitness qualifying him to perform the duties of the Fire Safety Director.
4. Designate one or more employees holding a Certificate of Fitness qualifying him to perform the duties of the Deputy Fire Safety Director
5. Insure that during normal working or business hours when the building is occupied by more than 100 persons above or below the street level or more than a total of 500 persons in the entire building there shall be at least one person on duty in the building as Fire Safety Director holding a Certificate of Fitness.

Note: For purposes of these rules, normal working or business hours shall be construed to mean scheduled or designated periods of time during which work is performed or business is conducted.

6. Insure that at all other times when there are occupants in the building and there is no Fire Safety Director on duty in the building there shall be at least one person on duty in the building as Building Evacuation Supervisor. He shall be capable of directing the evacuation of the occupants as provided for in the Fire Safety Plan. During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be the manning of a Fire Command Station and the direction and execution of the evacuation as provided in the Fire Safety Plan. His training and related activities shall be under the direction of the Fire Safety Director in accordance with the requirements of these rules and the Fire Safety Plan. Such activities shall be subject to Fire Department control.

## Electrical Fire Safety

**Avoid the following improper and hazardous practices:**

- ✓ Never use three prong adapters that allow a three pronged plug to plug into a two prong outlet.
 
- ✓ Never use any item with a damaged or frayed electrical cord.
 
- ✓ Never daisy chain or piggy back multi-plug strips and electrical cords (plugging strips and cords into each other).
 

**NY Fire Consultants**

### Summary Local Law 26

#### Retroactive Requirements:

Topic	Classes Covered	Retroactive Requirement	Compliance Date
<b>Sprinklers</b>	Office buildings 100 feet or more in height	Full sprinklering within 15 years  Possibility for hardship time extension; possibility for partial waivers for interior Landmark designation or structural impracticability	July 1, 2019 deadline for completion of installation and certification of compliance
<b>Photoluminescent Markings</b>	High rise ( $\geq 75$ ft) office buildings	Install Photoluminescent signs on doors leading to exits  Install Photoluminescent markings in exit stairs	July 1, 2006 deadline for installation of markings
<b>Additional Signage Where Egress Path Not Clear</b>	High rise ( $\geq 75$ ft) office buildings	Install illuminated exit sign in stairs with horizontal extensions and transfer levels  Install wall signs where re-entry door is recessed or around corner, etc.  Install wall signs where re-entry is restricted for more than four floors	July 1, 2007 deadline for installation of additional signs
<b>Exit Sign Power Source</b>	All office, educational, and hotel buildings;  All high-rise ( $\geq 75$ ft): mercantile, industrial and institutional buildings	Power source for existing illuminated exit signs must be battery pack or generator, whether or not they are wired on a circuit connected ahead of the main switch	July 1, 2007 deadline for completion of work and certification of compliance

## Prospective Requirements:

Topic	Classes Covered	Prospective Requirement	Effective Date
<b>Scissor Stairs</b>	High rise ( $\geq 75$ ft) office buildings where stairs serve a floor $\geq 10,000$ sf	Stairs are prohibited from sharing a common wall, floor, ceiling, etc., where these two stairs are required to be remote	Jobs receiving Work Permits on or after October 22, 2004
<b>Fire Tower Option</b>	All buildings, regardless of height or occupancy	At applicant's option, fire towers are permitted in lieu of interior stairs or exterior stairs	Jobs receiving Work Permits on or after October 22, 2004
<b>Elevator Vestibules</b>	High rise buildings ( $\geq 75$ ft) with office space	Elevators serving 4 or more stories containing office space must open onto a smoke-stop vestibule; Applies to existing buildings only when two or more new elevator shafts are being introduced	<u>For New Building applications filed on or after October 22, 2004</u>  For alterations of existing buildings: work permits issued on or after October 22, 20/04
<b>Impact Resistant Stair &amp; Elevator Enclosures</b>	High rise ( $\geq 75$ ft) buildings	Stair and elevator enclosures serving office spaces must be constructed of impact-resistant materials	Applications filed on or after July 1, 2006; <a href="#">Rule 1 RCNY §32-05</a>
<b>Open Web Steel Joists</b>	High rise ( $\geq 75$ ft) nonresidential buildings	<u>OWSJs are prohibited</u>  Prohibition will end when Commissioner promulgates fireproofing standards	Jobs receiving Work Permits on or after October 22, 2004
<b>Inspection of Existing Fireproofing</b>	Alterations in office spaces	Alterations are subject to controlled inspection to assess exposed existing spray-on fireproofing	Jobs receiving Work Permits on or after October 22, 2004
<b>Inspection of Fire Dampers</b>	All buildings, regardless of height or occupancy	Installation of new ventilation systems will be subject to controlled inspection for fire dampers	Jobs receiving Work Permits on or after October 22, 2004
<b>Air Intake Locations</b>	New high rise ( $\geq 75$ ft) office buildings	Air intakes serving spaces that are $> 10,000$ sf and are $> 2^{\text{nd}}$ story must be 20 ft above grade, 20 ft from exhaust discharges, and 20 ft from loading bays	New Building applications filed on or after; alterations to existing buildings are not affected by this section
<b>Fuel Oil Piping Above Lowest Floor</b>	All buildings, regardless of height or occupancy	Oversized fuel oil piping above the lowest floor is prohibited; standards for fuel oil piping above the lowest floor are established	Jobs receiving Work Permits on or after October 22, 2004
<b>Floor Drains in Elevator Shafts and Vestibules</b>	All buildings, regardless of height or occupancy	Where the applicant chooses to put floor drains in an elevator vestibule or elevator shaft, these drains are excluded from fixture count calculations	Jobs receiving Work Permits on or after October 22, 2004
<b>Emergency Action Plan for Evacuation</b>	Office buildings	"Emergency Action Plans" may be required by FDNY regarding evacuation drills for non-fire related emergencies	Refer to <a href="#">FDNY Rule 3 RCNY §6-02</a> and <a href="#">3 RCNY §9-08</a>

# Fire Safety and Awareness Training

The classes are scheduled every other Wednesday morning and will run as long as we have this tremendous demand. The classes are held at the New Yorker Hotel located on 8<sup>th</sup> Avenue and West 34<sup>th</sup> Street. Our staff is comprised of retired lieutenants, captains and chief officers from the New York City Fire Department. The first set of classes is for residential building staff. The seminar will be a PowerPoint presentation approximately 2 ½ hours in duration. A study guide handout and a certificate of completion will be given to each attendee. See page 8 for the registration form. The following topics will be covered:

- |                                 |                              |
|---------------------------------|------------------------------|
| 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      |

Our seminars have been specifically designed to reduce the risk of fire through the promotion of fire safety awareness and basic fire training for all staff. Our training provides the building manager and building staff with an overview of their roles in the event of a fire or emergency. It also provides participants with the necessary knowledge and skills to enable them to deal with small fires safely, by using portable fire extinguishers, and to develop an awareness of the dangers and causes of fire.



We added an additional course on non-fire emergencies. This training will cover subjects such as Bomb Threats, Chemical Spills, Power Outages, Shelter In Place, Steam Explosions, Suspected Terrorists and Suspicious Letters or Packages.

For additional information please call 718-432-1600

## Fire Safety and Awareness Training

Registration forms on page 8 and 10

- |                      |  |
|----------------------|--|
| Tuesdays & Thursdays | Fire Safety Director (1 <sup>st</sup> three weeks of a Month)    |
| Tuesdays & Thursdays | Emergency Action Plan Director (4 <sup>th</sup> week of a month) |
| Wednesdays AM        | Residential Fire Safety Awareness (see schedule page 10)         |
| Wednesdays PM        | Residential Non-Fire Emergencies (see schedule page 10)          |
| Saturdays Mornings   | 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.

## 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:

<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	<u>Emergency Procedures Manuals Fire &amp; Evacuation Preparedness Training</u> Hotel Staff Building Service Employees
<u>Emergency Action Plans</u> FDNY Submissions Training Drills	<u>Interior Fire Alarms Consultants</u> <u>Violations Correction &amp; Removal</u> Environmental Control Board Fire & Building Department Housing Preservation & Development
<u>Expert Witnesses Provided</u>	<u>Fire Consultantants Construction Protects</u>

NY Fire Consultants, Inc. 481 Eighth Ave., Suite 1570, New York, NY 10309 212-239-9051



# **NY Fire Consultants, Inc.**

481 Eighth Avenue  
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 34<sup>th</sup> St. & 8<sup>th</sup> 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

April 9, 2008    AM    PM                      April 23 2008    AM    PM                      May 7, 2008    AM    PM

May 21, 2008    AM    PM                      June 4, 2008    AM    PM                      June 18, 2008    AM    PM

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 34<sup>th</sup> St. & 8<sup>th</sup> 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

#### June 2008 (Saturdays)

June 7	June 14
June 21	June 28

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

#### July 2008

Tues, 1	Thurs, 3
Tues. 8	Thurs. 10
Tues. 15	Thurs. 17

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 34<sup>th</sup> St. & 8<sup>th</sup> Avenue (Suite 1570)

Realistic price of \$ 140.00 per student (group rate quotes as well) (\$135 if you use Pay Pal)  
2008 Class Schedule: (Seating Limited)

April 22<sup>nd</sup> (Tuesday) and 24<sup>th</sup> (Thursday) at 1:00pm – 5:00 pm

May 27<sup>th</sup> (Tuesday) and 29<sup>th</sup> (Thursday) at 1:00pm – 5:00 pm

June 24<sup>th</sup> (Tuesday) and 26<sup>th</sup> (Thursday) at 1:00pm – 5:00 pm

Fill out registration form and mail check for \$140.00 payable to *NY Fire Safety Institute*.

### **Mail in Registration – Emergency Action Plan Director Training course**

**Students must Pre-Register**

Student Name: \_\_\_\_\_ Employed by: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_ Employer # \_\_\_\_\_

Email: \_\_\_\_\_ Work email: \_\_\_\_\_

Course fee is \$140.00

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

