



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

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Residential Fire Safety Plans and Notices

Overview

A Fire Safety Plan is a safety booklet that is intended to help people protect themselves in the event of a fire in a residential building.

A Fire Safety Plan contains:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize safety in the event of a fire.
- Basic information about the building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of a fire in the building.
- The plan will be delivered upon moving into a dwelling unit and once a year thereafter.

A Fire Safety Notice is a one page notice that serves to inform building occupants, building service employees and visitors as to the evacuation and other procedures to be followed in the event of a fire in the building. The Fire Safety Notice should be posted on the inside surface of the front or main entrance door of each dwelling and in common areas.

Applicability

In accordance with the NYC regulations, "Residential Fire Safety Plans and Notices" (3 RCNY §43-01) apply to all residential buildings with three or more dwelling units that are primarily occupied for shelter and sleeping accommodations of individuals on a month to month or longer term basis, including apartment houses, apartment hotels, school dormitories and other residential buildings.

Purpose

The Fire Safety Plan shall serve to inform building occupants and building service employees as to the building's construction, fire safety systems, means of egress, and evacuation and other procedures to be followed in the event of a fire in the building.

Content

The Fire Safety Plan shall consist of two sections: a building information section and a fire emergency information section. The fire emergency information section shall reproduce the entire text of that section as set forth in the sample Fire Safety Plan annexed hereto as Appendix 1. The building information section shall be completed by the owner with information that applies to the building

Responsibilities

The owner of each residential building shall prepare, post and maintain Fire Safety Notices.

The tenants and other occupants of dwelling units are required to allow the owner of such premises access to such dwelling units upon reasonable notice.

In residential buildings with a cooperative or condominium form of ownership and management, the board of directors, condominium association or other party generally responsible for maintenance of the common areas shall be responsible.

Distribution

Fire Safety Plans are distributed yearly during Fire Safety Week (the first week of October of each year) and within sixty days of any material change in building conditions affecting the content of the Fire Safety Plan, other than temporary repairs or maintenance work.

Each distribution of the Fire Safety Plan must be documented by a United States Postal Service certificate of mailing or other official proof of mailing, or, if hand delivered, by a receipt signed by an occupant of the dwelling unit or the building service employee, or by a sworn affidavit of the employee or agent of the owner who actually delivered the Fire Safety Plan, identifying the date and manner of delivery and the dwelling units to which it was delivered or the names of the occupants who received it.

New occupants are provided a copy at the time of the lease signing agreement. If there is no written agreement, then not later than the date the occupant assumes occupancy of the premises. New building service employees are provided with a copy of the Fire Safety Plan no later than the date upon which the employee actually commences to perform duties.

Posting

Part I of the Fire Safety Plan (the building information section) and the Fire Safety Notice must be posted with the Fire Safety Notice in the common area, in a conspicuous location near any common mailbox area customarily used by the occupants of the building, or if there is no common mailbox area, in a conspicuous location in or near the elevators or main stairwell.

Fire Safety Notices must be posted on the inside surface of the front or main entrance door of each dwelling unit in the building. Each Fire Safety Notice must be securely affixed, by mounting hardware or an adhesive, to the door or wall such that no part of the Fire Safety Notice (excluding any frame) is lower than four (4) feet from the floor, nor higher than five and a half (5½) feet from the floor.

Record Retention

The last five annual Fire Safety Plans for each building will be kept on file at each building and must be available upon request of the Fire Department

Accuracy of Information

The owner of each residential building shall be responsible for the accuracy of the information contained in the building information section of the Fire Safety Plan and for the accurate reproduction of the fire emergency section of such Fire Safety Plan.

NY Fire Consultants has prepared Fire Safety Plans for over 500 buildings since 2000. When NY Fire Consultants initially visited buildings with a previously prepared plan, it was found that nearly 90% of the Fire Safety Plans were incorrectly prepared and incomplete. NY Fire Consultants believe that most of the plans were so erroneous that if there was a fire or a serious emergency, the flawed Fire Safety Plans could be used as evidence in any legal action that might be undertaken.

Emergency Action Plan deadline ended on August 31st Next deadline October 31st for buildings over 25 stories

What is an EAP? An Emergency Action Plan outlines the procedures for a buildings response to a non-fire-related emergency involving an explosion, biological, chemical, radiological, nuclear or hazardous materials incident, natural disasters such as a hurricane or earthquake, or other emergency conditions that occur inside or in close proximity to their buildings.

Emergency Action Plans are professionally designed plans that include an official EAP document that is filed with the Fire Department and kept onsite at a building. EAP training and implementation manuals must be created for the buildings staff and tenants. Emergency Action Plans take into account the buildings size, its number of occupants, the number of exits/emergency stair pathways, how staff and tenants are to be notified of emergencies, the frequency of drills and who is in charge in an emergency.

Emergency Action Plans must be kept on site and maintained at the Fire Command Station. The EAP Director uses the plan for reference in the event of an emergency, which places a detailed plan in action to deal with a variety of emergency situations should they occur. An EAP requires the designation of an EAP Director who's responsible for the organization and implementation of an Emergency Action Plan. The EAP Director is also required to serve as the buildings Fire Safety Director and must receive additional special training relevant to the duties and responsibilities of an EAP Director. The EAP Director is responsible to educate and train his subordinates and building occupants with respect to the procedures for sheltering in place, in building relocation, partial evacuation and evacuation.

The EAP Director must maintain records and log books related to Emergency Action Plan training drills just like the Fire Drills and other fire safety related logbooks are maintained by the Fire Safety Director. Education of building occupants will be critical to the successful implementation of any Emergency Action Plan, as building occupants must understand the reasons for complying with the procedures that have been developed for their safety.

In every case the lead person who's in charge until official Fire, Police or other official emergency personnel arrive is always the Emergency Action Plan Director. There are many other requirements for other EAP staff. These include the Deputy Emergency Action Plan Director, EAP Building Evacuation Supervisors and EAP Brigade Members as well as Critical Operations Staff. These assorted EAP officers are people who are on the buildings staff. An Emergency Action Plan must state exactly which people at the building are in charge in a given emergency, how emergency notifications and instructions are delivered to the buildings occupants (in most cases over the public address system or other methods), how often training and drilling of the buildings tenants is conducted.

Why are EAPs necessary? By planning for emergencies, we can make our decisions while in a calm state, unaffected by stress.

Compliance deadlines, based on building type, will be phased in throughout 2006 as follows:

By August 31, any building that is greater than forty stories in height, or that has been designated as a landmark by the New York City Landmarks Commission

By October 31, any building that is greater than twenty-five stories in height

By December 31, all buildings not in any of the preceding categories

NY Fire Consultants offers Emergency Action Plans created by retired FDNY Fire Officers. Our retired fire officers are professionals in emergency preparedness training. They have a proven record of creating effective, comprehensive plans in some of New York's most visible properties. Moreover, they are professional trainers and have served as instructors at national fire and emergency seminars.

NY Fire Consultants can provide all of the required elements of your Emergency Action Plan, either in an EAP package or by individual services.

- EAP Development
- EAP Documentation
- Building Information Cards
- EAP Diagrams
- EAP Rosters
- EAP Training
- EAP Drills

NY Fire Consultants Services:

Fire and Life Safety Consulting

Fire and Life Safety Inspections
Fire Safety Plans for Residential Buildings (LL 10 of 1999)
Fire Safety & Evacuation Plans
Commercial (Class E) Buildings

Emergency Action Plans

Emergency Procedures Manuals

Fire & Evacuation Preparedness Training

Interior Fire Alarms Consultants

Violations Correction & Removal

Environmental Control Board
Fire & Building Department
Housing Preservation & Development

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