

*NY Fire Safety Institute
Coordinator of Fire Safety & Alarm Systems F-80*



*Established 1995
Preparing the future High Rise Building Fire Safety Directors*

***Presents the FDNY
Coordinator of Fire Safety and Alarm Systems
Homeless Shelters (Premise Related)
Certificate of Fitness F-80
Definitions and Terminology***

NY Fire Safety Institute

Located at the Wyndham New Yorker Hotel
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The NY Fire Safety Institute is wholly owned and operated by NY Fire Consultants, Inc.

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Definitions and Terminology

Alarm Silence Switch- The alarm silence switch is used to silence the building audible and visual devices **after evacuation is complete** while the source of the alarm is being investigated. Depending on the configuration of the alarm system, this function will either silence the system's notification appliances completely, or will silence only the audible alarm, with strobe lights continuing to flash. The silence switch does not prevent a signal from being transmitted to an FDNY approved central station company.

Building Occupants – All persons in the shelter, including employees, clients, staff and visitors.

Carbon Monoxide Alarm - A single or multiple-station alarm responsive to carbon monoxide, containing a build-in initiation sensor, audible sounder (notification device), and power supply (battery or electric with battery backup) and is not connected to a system.

Carbon Monoxide Detector – An automatic device that senses carbon monoxide and is connected to the fire alarm control panel.

Central Station Company – A facility that receives alarm signals from a protected premise and retransmits or otherwise reports such alarm signals to the FDNY.

Coordinator of Fire Safety & Alarm Systems in Homeless Shelters – F-80 Certificate of Fitness holders; also referred to as Coordinator of Fire Safety & Alarm Systems throughout this study material.

Deputy Coordinator of Fire Safety & Alarm Systems in Homeless Shelters - When the Coordinator of Fire Safety & Alarm Systems in Homeless Shelters is absent, a deputy Coordinator of Fire Safety & Alarm Systems in Homeless Shelters shall be present in the building and shall perform the duties of the Coordinator of Fire Safety & Alarm Systems in Homeless Shelters. Deputy Coordinators of Fire Safety & Alarm Systems in Homeless Shelters must possess an F-80 Coordinator of Fire Safety & Alarm Systems in Homeless Shelters Certificate of Fitness issued by the Fire Department.

Evacuation – the emptying of a building of all building occupants in response to a fire or other emergency.

Emergency Preparedness Plan – The emergency preparedness plans required ensure that, in the event of a fire or a non-fire emergency, there are procedures in place that can be timely implemented to provide the information, guidance, direction and assistance needed to protect the safety of building occupants, including, if necessary, effecting their evacuation, relocation or sheltering in place. Such emergency preparedness plans shall assure that knowledgeable assistance is readily available on the premises to emergency response personnel responding to a fire or non-fire emergency at the premises. *The emergency preparedness plan is also known as the fire safety and evacuation plan and/or emergency action plan.*

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Fire Alarm System – any system, including any interconnected fire alarm sub-system, of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices.

Fire and Emergency Preparedness (FEP) Staff – The individuals identified in the emergency preparedness plan (also known as the fire safety and evacuation plan or emergency action plan) as responsible for the implementation of such plan. (In a shelter, this will include the Coordinator of Fire Safety & Alarm Systems in Homeless Shelters, deputy Coordinator of Fire Safety & Alarm Systems in Homeless Shelters and fire guards)

Fire Drill – A training exercise by which building occupants are familiarized with and/or practice the procedures for the safe, orderly and expeditious sheltering in place, in-building relocation, partial evacuation, evacuation, or any combination thereof, in the event of a fire, in accordance with the emergency preparedness plan for the premises.

Fire Guard – A person holding a certificate of fitness for such purpose, who is trained in and responsible for maintaining a fire watch and performing such fire safety duties as may be prescribed by the commissioner. Fire guards are responsible for the safety of all occupants, and to reduce the threat of fires and to help in the evacuation of occupants in case of a fire emergency. Fire guards report any fire safety violations to the Coordinator of Fire Safety & Alarm Systems in Homeless Shelters.

Fire Protection System – Approved devices, equipment and systems or combinations of systems used to deter a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof, including fire extinguishing systems, fire alarm systems, sprinkler systems and standpipe systems.

Fire Triangle – A fire requires fuel, oxygen and heat, which are the three parts of the fire triangle, to be sustained. If one is removed, the fire will extinguish.

Free Burning Stage of a Fire – The fully developed stage of a fire. This is the second stage of the three stages of a fire. Generally during this stage the entire room and all of its contents are burning. The fire is still fuel regulated but is rapidly consuming the available fuel. If no efforts are made to extinguish the fire, it will continue to burn until the available fuel and/or oxygen in the area or room has been consumed.

Incipient Stage of a Fire – The growth stage of a fire. This is the first stage of the three stages of a fire. This stage begins at the moment of ignition. During this stage, a fire increases in size from small flames to a full fire that involves an entire room or area.

In-Building Relocation – the controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same

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building in response to a fire or non-fire emergency.

In-Building Relocation Area (IBRA) – a designated area in a building to which building occupants may be relocated to in accordance with the emergency preparedness plan for the premises.

Manual Fire Alarm Box – A manually operated device used to initiate an alarm signal.

Non-Fire Emergency – A biological, chemical or nuclear incident or release; declaration of emergency by a lawful authority; explosion; medical emergency; natural disaster; or other emergency affecting the premises or the safety of building occupants.

Non-Fire Emergency Drill – A training exercise by which building occupants are familiarized with and/or practice the procedures for safe, orderly and expeditious sheltering in place, in-building relocation, partial evacuation or evacuation, or combination thereof, in the event of a non-fire emergency, in accordance with the emergency preparedness plan for the premises.

Off-Line - Those periods of time when a Central Station Company will, at the request of a building owner, not transmit fire alarm signals received from a building to the Fire Department. Fire alarm systems can be taken "off-line" only for Fire Department approved purposes associated with the prevention of unnecessary and unwarranted alarms.

One-way Voice Communication – enables the Coordinator of Fire Safety & Alarm Systems in Homeless Shelters, fire guards, FEP Staff or Fire Department personnel to make announcements from the lobby to building occupants in their apartments, offices, classrooms, or in building stairwells. One way voice communication is a public address system that is capable of making announcements from the fire command center to all parts of the buildings. The one-way voice communication system can be used to warn and instruct building occupants in case of a fire or non-fire emergency.

Out of service signage: Impairment coordinators shall notify their supervisor and put a placard (tag) over a defective device, indicating that it is out of service.

Out of service system: A fire protection system that is not fully functional; or whose operation is impaired or is otherwise not in good working order.

Owner – The owner of the freehold of any real property (as defined in section two of the Real Property Law), or of a lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, agent or any other person, firm or corporation, directly or indirectly in control of real property. Any reference in this code to the owner of any building, structure or premises shall be deemed to designate collectively any and all of the foregoing, including, but not limited to, the owner of the freehold or lesser estate therein and a managing agent designated by such owner pursuant to Section 27-2098 of the New York City

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Administrative Code.

Owner/occupant responsibility – The owner shall be responsible at all times for the safe maintenance of a building, structure and premises in accordance with this code. Correction and abatement of violations of this code and the rules shall be the responsibility of the owner. If an occupant creates, or allows to be created, hazardous conditions in violation of this code or the rules, the occupant shall also be responsible for the abatement of such hazardous conditions.

Partial Evacuation – the emptying of a building of some but not all building occupants in response to a fire or an emergency.

Phase I Emergency Elevator Recall (Phase I) – involves using a keyed switch to bring the elevators back to the lobby or sky lobby. This will cause the elevator car to return non-stop and without opening the doors to the lobby or sky lobby. The Coordinator of Fire Safety & Alarm Systems in Homeless Shelters must be able to perform phase I emergency recall.

Phase II Emergency In-Service Elevator Operation (Phase II) – involves turning the elevator car switch to the “Firemen Service” position. This results in manual operation of the elevators and overrides any other keyed switch controls and elevator landing call buttons. Elevators on “Firemen Service” will only be operable by a person inside of the elevator car. The doors will only operate when the “door open” button is pressed. The Coordinator of Fire Safety & Alarm Systems in Homeless Shelters must be able to perform phase II emergency in-service operation.

Public Address System – an electronic sound amplification and distribution system with a microphone, amplifier and loudspeakers, used to allow a person to address a large public. Public address systems enable voice communications from a central location, usually in the building lobby.

Shelter Clients – the population that lives in homeless shelters

Shelter in Place – the precaution of directing building occupants to remain indoors, at their present location, in response to a fire or non-fire emergency.

Smoke Alarm – A single or multiple-station alarm responsive to carbon monoxide, containing a built-in initiation sensor, audible sounder (notification device), and power supply (battery or electric with battery backup) and is not connected to a system.

Smoke Detector -An automatic device that senses carbon monoxide and is connected to the fire alarm control panel.

Smoldering Stage of a Fire – The decay stage of a fire. This is the third stage in the three stages of a fire. This occurs when the fire has an unlimited supply of fuel but limited oxygen. Visible flames will have diminished and the fire will smolder and continue to produce smoke and toxic gases, particularly carbon monoxide.

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S-97/S-98 – Certificate of Fitness for Fire Alarm Systems Inspection, Testing and Service Technician issued by the FDNY

Two-way Voice Communication – a form of transmission in which both parties involved have the ability to transmit information. This enables the F-80 C of F holder, staff, or Fire Department personnel to communicate with building occupants or each other throughout the building. This is useful during an emergency, and allows staff members to report the conditions of a fire emergency from the fire floor back to the FEDC in the lobby at the fire command center. Two way voice communication uses warden phones that are placed at several locations throughout the building, usually near the exit stairways in the building.

Unnecessary Alarm – An alarm signal transmitted by a fire alarm system which functioned as designed, but for which a department response proved unnecessary. An example of an unnecessary alarm is an alarm triggered by smoke from a lit cigarette in a non-smoking area, when the presence of such smoke does not implicate fire safety concerns.

Unwarranted Alarm – An alarm signal transmitted by a fire alarm system which failed to function as designed as a result of improper installation, improper maintenance, malfunction, or other factor. Examples of unwarranted alarms are alarms resulting from improper smoke detector placement, improper detector setting for installed location, lack of system maintenance, and control panel malfunction.

Voice Communication Capability – The ability to communicate to the occupants of a building or occupancy, whether by means of a fire alarm system with one-way or two-way voice communication or other approved means of communication.