

NEW YORK CITY FIRE DEPARTMENT

Notice of Adoption of
Amendments to Fire Department Rule
3 RCNY 401-06, entitled
“Fire and Emergency Preparedness Guide, Checklist and Notices”

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York pursuant to Sections 15-134 and 15-135 of Title 15 of the Administrative Code of the City of New York and Section FC102.6.3 of the New York City Fire Code (Title 29 of Administrative Code of the City of New York), and in accordance with the requirements of Section 1043 of the New York City Charter, that the New York City Fire Department has adopted the above final rule.

The public hearing was held on August 29, 2019. The rule shall take effect on November 15, 2019, except that:

- The time for distribution of the Fire and Emergency Preparedness Checklist for the 2019-2020 cycle only (October 2019/January 2020) pursuant to 3 RCNY §401-06(f)(3) is extended to April 30, 2020.

The Notice of Adoption, final rule and the Statement of Basis and Purpose of Final Rule, will be available on the Fire Department’s website (www.nyc.gov/fdny) and NYCRULES (www.nyc.gov/NYCRULES).

Statement of Basis and Purpose of Final Rule

The Fire Department adopts this rule to implement the provisions of Local Law Nos. 114 and 115 of 2018.

Local Law 114 directed the Fire Department to develop, in consultation with the Department of Emergency Management (NYCEM) and the Mayor’s Office for People with Disabilities (MOPD), an emergency planning checklist. This checklist is to be provided to apartment building residents, including individuals with limited mobility or other disabilities or special needs, to assist in the development of individualized emergency evacuation plans. It informs residents about the availability of evacuation assistance devices and other means of evacuation. It also outlines recommended measures that individuals with disabilities or limited mobility can proactively take to prepare to safely evacuate a building in case of emergency, such as identifying neighbors who can provide assistance in an emergency.

The Emergency Preparedness and Evacuation Planning Checklist (“Checklist”) developed by the Fire Department, in consultation with NYCEM and MOPD, is designed to complement the New York City Apartment Building Emergency Preparedness Guide (“Guide”) adopted effective October 1, 2018, and required to be distributed by apartment building owners to apartment building residents and staff by April 30, 2019. The form and content of the Guide and the requirements for its distribution are set forth in Fire Department rule 3 RCNY §401-06.

The rule amends Section 401-06 to set forth the form and content of the Checklist and, in accordance with Local Law 114, requires its distribution in the same manner as the Guide. Following the initial distribution of the Checklist, it is to be distributed with each subsequent Guide distribution. The Checklist would also be posted on the Fire Department's website, with the Guide and other emergency preparedness forms and notices.

Local Law 115 directed the Fire Department to require owners of multiple dwellings to post a notice in conspicuous locations indicating that those escaping a fire should close all doors behind them.

When escaping a fire, an apartment resident and the members of their household should close all doors behind themselves, including all doors within the apartment through which they exit. At all other times, public hallway corridor doors and all stairwell doors should be kept closed (except, of course, when using it to enter or exit the apartment or floor).

Some stairwell doors, and some public hallway corridor doors serving as fire and smoke barriers, are held open by a magnetic device that releases when a smoke detector on the floor activates. Such doors will close automatically, provided that there is nothing blocking them. Such doors do not have to be kept closed, but once they are released by the fire alarm system they should be allowed to close.

The rule establishes the design and content of a "Close the Door" notice and require its posting on the public hallway side of stairwell doors. The notice is to read:

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!

The message is visually reinforced by an image of a door ajar, with flames behind it. The final rule includes the image to be reproduced and both versions of the sign, in color; slightly modifies the size of the sign and image; and clarifies the lettering and background requirements. The final rule also clarifies that the notice must be maintained by promptly replacing any missing or damaged postings.

Public Comment and the Fire Department's Response

The Fire Department received limited public comment on the proposed rule. The comments focused on the need for the emergency preparedness/evacuation checklist and the manner of its distribution, and the placement of the Close The Door notice.

The Fire Department responds to the public comments as follows:

- Comment: The checklist is unnecessary and should be distributed only to those persons who express an interest in receiving it.

Response: Local Law 114 required distribution of the checklist to apartment building residents ("residents in group R-2 occupancies") "in conjunction with fire code

emergency preparedness requirements for apartment buildings.” The distribution set forth in the rule is in compliance with the Local Law mandate.

- Comment: Requiring distribution of the checklist with the New York City Apartment Building Emergency Preparedness Guide, which is a large item, would increase postage costs on building owners. The checklist instead should be distributed with the annual fire and emergency preparedness bulletin.

Response: Local Law 114 specifically provides that the checklist be “included in the emergency preparedness guides required by the fire code to be distributed to the residents of such building.” The checklist is intended to be read with the Apartment Building Emergency Preparedness Guide and the accompanying Building Information Section and accordingly it would not accomplish the purpose intended by the City Council in enacting Local Law 114 to have it regularly distributed on a different distribution cycle, with the annual bulletin.

The initial distribution of the checklist will coincide with the distribution of the first annual fire and emergency preparedness bulletin, but this is solely because of the timing of the rule. In future distribution cycles, the three items – Guide, Building Information Section and checklist – should be mailed together.

- Comment: The distribution of the checklist should be put off until 2021.

Response: The Fire Department has determined to require the initial distribution of the checklist (for the 2019/2020 cycle) by April 30, 2020. Six months is a reasonable amount of time to arrange a mailing.

- Comment: Posting of the Close the Door notice in the lobby mailbox or other common area is not necessary given that the signs will be posted on the stairwell doors. The lobby is already cluttered with many other required signs.

Response: The Fire Department has determined that the posting of the Close the Door notice on stairwell doors is adequate to accomplish the purposes of the local law. The lobby posting requirement has been omitted from the rule.

New text is underlined. Text to be deleted is [bracketed].

Guidance with respect to the interpretation of the Fire Code and Fire Department rules may be obtained using the Public Inquiry Form on the Fire Department’s website, <http://www1.nyc.gov/site/fdny/about/resources/code-and-rules/nyc-fire-code.page>.

Section 1. Section 401-06 of Chapter 4 of Title 3 of the Rules of the City of New York is amended to add two new subdivisions, (f) and (g), and two new appendices, Appendix 3 and Appendix 4, and to amend subdivisions (a), (b) and (c), to read as follows:

§ 401-06 Fire and Emergency Preparedness Guide, Checklist and Notices

- (a) Scope. This section sets forth standards, requirements and procedures for the preparation, posting and distribution of apartment building fire and emergency preparedness guides and notices pursuant to FC401.6; the emergency preparedness and evacuation planning checklist pursuant to *Administrative Code* §15-134; and the “close the door” notices required by *Administrative Code* §15-135.
- (b) General Provisions
- (1) Applicability. This section applies to all buildings and occupancies classified in Occupancy *Group R-2*, except:
- (A) any building or occupancy that is occupied as a homeless shelter and that has a *fire alarm system with voice communication capability*; and
- (B) school dormitories, college and university dormitories, and student apartments (as that term is defined in New York City Housing Maintenance Code 27-2004(g) and *Building Code* Section 907.2.9.1).
- (2) Fire and emergency preparedness guide. The *owner* of a building or occupancy subject to this section shall prepare and distribute to building residents and building staff a fire and emergency preparedness guide, including a building information section completed by the *owner*, in compliance with the requirements of FC401.6 and R401-06(c).
- (3) Annual fire and emergency preparedness bulletin. The *owner* of a building or occupancy subject to this section shall reproduce and distribute to building residents and building staff an annual fire and emergency preparedness bulletin in compliance with the requirements of R401-06(d).
- (4) Fire and emergency preparedness notices. The *owner* of a building or occupancy subject to this section shall prepare, post and maintain fire and emergency preparedness notices in compliance with the requirements of R401-06(e).
- (5) Emergency preparedness/evacuation planning checklist. The *owner* of a building or occupancy subject to this section shall prepare and distribute to building residents and building staff an emergency preparedness/evacuation planning checklist, in compliance with the requirements of R401-06(f).
- (6) Close the door notices. The *owner* of a building or occupancy subject to this section shall prepare, post and maintain close the door notices in compliance with the requirements of R401-06(g).
- (7) Access to dwelling units. Tenants and other occupants of dwelling units in buildings and occupancies subject to this section shall allow the *owner* of such *premises* access to such dwelling unit, upon reasonable notice, for purposes of compliance with this section.

(c) Fire and Emergency Preparedness Guide Requirements

- (1) Purpose. The fire and emergency preparedness guide serves to inform building residents and building staff about the building's construction, *fire protection systems*, voice communications systems, and *means of egress*; promote fire prevention and emergency preparedness; and set forth evacuation procedures and other guidance in the event of a *fire* or *non-fire emergency*.
- (2) Form. A fire and emergency preparedness guide shall be:
 - (A) identical in content and substantially similar in format to the sample fire and emergency preparedness guide annexed to this section as Appendix 1, including the building information section (Part I) and fire and emergency preparedness information (Part II);
 - (B) printed as a single-sided or double-sided document, stapled or bound, in full-page or booklet format with a page size not smaller than 8½ inches by 11 inches nor larger than 8½ inches by 14 inches;
 - (C) printed such that all text is clearly legible, using contrasting lettering and a type size not smaller than eleven (11) point Times New Roman or equivalent. A large-print guide will be posted on the *Department's* website, <http://www.nyc.gov/fdny>; and
 - (D) printed in English. The *owner* may distribute the fire and emergency preparedness guide in such other additional languages as the *owner* concludes would benefit building residents and building staff. The guide is available in other languages on the *Department's* website, <http://www.nyc.gov/fdny>.
- (3) Content. The fire and emergency preparedness guide shall consist of two (2) sections: a building information section and a fire and emergency preparedness information section. The fire and emergency preparedness information section shall reproduce the entire text of the sample guide annexed hereto as Appendix 1. The sample guide may be downloaded from the *Department's* website, <http://www.nyc.gov/fdny>. The building information section shall be completed by the *owner* with the following information:
 - (A) The address of the premises. A separate fire and emergency preparedness guide shall be prepared for each building, except buildings that have common *means of egress*.
 - (B) The name and address of the *owner* of the building or the *owner's* representative, unless the fire and emergency preparedness guide is prepared on a letterhead containing such information. For purposes of the fire and emergency preparedness guide, the *owner's* representative shall be any person or company authorized by the *owner* to receive and respond to complaints, violations or questions regarding building fire safety and emergency preparedness.

- (C) The number of floors in the building, above and below ground level.
- (D) The year the building was constructed.
- (E) Whether the building is of combustible or non-combustible construction. For purposes of the fire and emergency preparedness guide, all buildings, including non-residential buildings containing residential occupancies, shall be deemed to be of “combustible construction” unless:
 - (1) The current Certificate of Occupancy for the building issued by the *Department of Buildings* or a Letter of No Objection by same indicates that the building is of “non-combustible” construction or “fireproof” construction; or
 - (2) If there is no Certificate of Occupancy or Letter of No Objection for the building, a *registered design professional* has provided written certification that the building is of “non-combustible” construction within the meaning of the 1968 or subsequent *Building Code*, or “fireproof” construction within the meaning of a *Building Code* in effect prior to 1968.
- (F) Whether the building is equipped with a *sprinkler system*, and if so, whether such *sprinkler system* protects the entire building or only certain areas, and, if only certain areas, specifying those areas (for example, “the compactor chute on each floor and the compactor room and boiler room in the basement”).
- (G) Whether the building is equipped with a *fire alarm system*, and if so:
 - (1) the general location of the *manual fire alarm boxes* of such system (for example, “by the main entrance of building and next to the stairwell at each end of the corridor on each floor”); and
 - (2) whether the *manual fire alarm boxes*, when activated, transmit an alarm to an *approved central station* that notifies the *Department*.
- (H) Whether the building is equipped with an emergency voice communication system pursuant to 2014 *Building Code* Section 907.5.2.2 or 2008 *Building Code* Section 907.2.12.2 (Exception 3), or other public address system (apart from any intercom system), and if so, the location of the speakers.
- (I) All *means of egress* from the building, and the general location and any identification number of such *means of egress*, including:
 - (1) unenclosed interior stairwells;
 - (2) enclosed interior stairwells;

- (3) exterior stairwells;
 - (4) fire tower stairwells;
 - (5) fire escapes;
 - (6) all exits from the building (for example, “main entrance on first floor exiting onto 1st Avenue; service entrance from basement level exiting by ramp onto 5th Street; emergency exit (with alarm) from stairwell exiting on north side of building with access to 5th Street; rear entrance at basement level to rear yard with no access to street; emergency exit (with alarm) at top of stairwell to roof with no access to ground or adjoining buildings.”);
- (J) The date the fire and emergency preparedness guide was prepared; and
 - (K) Any other fire safety or emergency preparedness information or requirements (including lease provisions, house rules or other private building regulations) that the owner may wish to include, such as restrictions on storage or decorations. Any private building regulations shall be clearly identified as such.
- (4) Accuracy of information. The *owner* of each building shall be responsible for the accuracy of the information contained in the building information form and for the accurate reproduction of the content of such fire and emergency preparedness guide.
 - (5) Distribution. The fire and emergency preparedness guide shall be distributed as follows:
 - (A) The fire and emergency preparedness guide shall be distributed to each dwelling unit in the building, or an occupant thereof, and to each building staff member, as follows:
 - (1) At least once every three calendar years, by hand delivery or mailing a copy by first class mail, or by email or other form of electronic transmission, as set forth in R401-06(c)(5)(B). Such distribution shall occur during Fire Prevention Week (observed during the month of October), or, if the fire and emergency preparedness guide is distributed together with the window guard notices required by New York City Administrative Code §17-123, at such time as the rules of the New York City Department of Health and Mental Hygiene require the annual distribution of such window guard notices to be made;
 - (2) Within 60 days of any material change in building conditions affecting the content of the fire and emergency preparedness guide, other than temporary repairs or maintenance work. Nothing

contained herein shall be construed to relieve an *owner* of any building or occupancy subject to this section of any duty to notify building occupants, the *Department* or other party pursuant to FC901.7 when a *fire protection system* is not functional;

- (3) To a new building resident, by providing a copy at the time the lease, sublease or other agreement allowing occupancy of the dwelling unit is presented to the occupant for signature, or, if there is no written agreement, not later than the date upon which the building resident assumes occupancy of the *premises*; and
 - (4) To a new building staff member, by providing a copy to such employee not later than the date upon which the employee actually commences to perform duties at the *premises*.
- (B) Instead of a printed copy, the *owner* may distribute the fire and emergency preparedness guide by email or other form of electronic transmission if the building resident has provided an email address to the *owner* for the purpose of receiving building-related communications, otherwise elects in writing to receive the guide in such manner, or participates in any other form of electronic communication established by *owner* for all building residents which enables building residents to receive, read and download documents. The *owner* shall additionally:
- (1) deliver or mail the guide in the event of an unsuccessful email or other electronic transmission;
 - (2) retransmit it upon request; and
 - (3) provide, upon request, a printed copy of the fire and emergency preparedness guide to any building resident who received it electronically. A notice to that effect shall be included on the email or other form of electronic transmission.
- (C) Each distribution of the fire and emergency preparedness guide shall be documented by a United States Postal Service certificate of mailing or other proof of mailing, or, if hand delivered, by receipt signed by the building resident or the building staff member, or by sworn affidavit of the employee or agent of the *owner* who actually delivered the fire and emergency preparedness guide, or other form of *approved* recordkeeping, identifying the date and manner of delivery and the dwelling units to which it was delivered or the names of the building residents or building staff who received it. A printed record of the distribution of fire and emergency preparedness guides by electronic transmission shall be maintained unless such electronic communications system can reliably maintain such information and readily generate an *approved* record that can be provided to the *Department* upon request.

- (6) [Inspection. The *owner* shall make available for inspection upon request of any *Department* representative a copy of the last two (2) annual fire and emergency preparedness guides and proof of distribution.] Recordkeeping. The *owner* shall document compliance with this section by maintaining a copy of the last two (2) fire and emergency preparedness guides and proof of distribution.

* * *

(e) Fire and Emergency Preparedness Notice Requirements

- (1) Purpose. The fire and emergency preparedness notice serves to inform building residents and building staff about evacuation procedures and to provide other guidance in the event of a *fire* or *non-fire emergency* in the building or occupancy.
- (2) Form. Each fire and emergency preparedness notice shall be:
- (A) substantially similar in format to the applicable sample fire and emergency preparedness notice annexed to this section as Appendix 2, and include all of the information contained in such sample notice;
 - (B) printed on a single-sided sheet of paper framed under a clear plexiglas cover or laminated with a firm backing and designed to be affixed by mounting hardware or an adhesive, or printed on a matte-finish vinyl adhesive-backed decal not less than three (3) mils in thickness, using thermalprinting, screenprinting or other permanent, water-resistant printing technique;
 - (C) 5½ inches by 8½ inches in size (excluding any frame), except that fire and emergency preparedness notices to be posted in the common area of the residential building or occupancy thereof may be up to 8½ by 11 inches in size. The size of the notice may be increased to accommodate a building resident's request for a large print notice;
 - (D) printed such that all text is clearly legible, using contrasting lettering and a type size not smaller than ten (10) point Times New Roman or equivalent; and
 - (E) printed in the English language. The *owner* may print the fire and emergency preparedness notice in such other additional languages (including symbols) as the *owner* concludes would benefit the building occupants. In such event, the fire and emergency preparedness notice may exceed 5½ inches by 8½ inches in size. The fire and emergency preparedness notices are available in other languages on the *Department's* website, <http://www.nyc.gov/fdny>.
- (3) Content. The fire and emergency preparedness notice shall reproduce the entire content of the sample notice annexed hereto as Appendix 2 that is applicable to the building or occupancy, as follows:

- (A) Noncombustible construction. The content of this notice shall be used for dwelling unit doors and common areas when the building is of noncombustible construction within the meaning set forth in R401-06(c)(3)(E).
 - (B) Combustible construction. The content of this notice shall be used for dwelling unit doors and common areas when the building is of combustible construction within the meaning set forth in R401-06(c)(3)(E).
- (4) Accuracy of information. The *owner* of each residential building or occupancy subject to the requirements of this section is responsible for the accurate reproduction of the fire and emergency preparedness notices.
- (5) Posting. Fire and emergency preparedness notices shall be posted in accordance with the following requirements:
- (A) Location. A fire and emergency preparedness notice shall be posted in each of the following locations:
 - (1) Dwelling unit door. On the inside surface of the front or main entrance door of each dwelling unit in the building.
 - (2) Common area. In a conspicuous location near any common mailbox area customarily used by building occupants, or if there is no common mailbox area, in a conspicuous location in or near the elevators or main stairwell.
 - (B) Method of posting. Each fire and emergency preparedness notice shall be securely affixed, by mounting hardware or an adhesive, to the door or wall such that no part of the fire and emergency preparedness 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.
 - (C) Posting of building information section. A copy of Part I of the fire and emergency preparedness guide (the building information section completed by the *owner*) shall be posted with the fire and emergency preparedness notice in the common area.
- (6) Maintenance and replacement. The *owner* shall maintain the fire and emergency preparedness notice and the building information section (Part I of the fire and emergency preparedness guide) in the common area. The *owner* shall prepare, distribute and post any amended building information section within sixty days of any material change in building conditions requiring such amendment. The *owner* shall replace any missing or damaged notice on the dwelling unit door prior to any lawful change in occupancy of the dwelling unit. The *owner* shall replace any missing or damaged notice at any other time upon written request of

the building resident. The building resident may be charged the reasonable cost of replacement.

(f) Emergency Preparedness and Evacuation Planning Checklist

- (1) Purpose. The emergency preparedness and evacuation planning checklist serves to assist building residents in the development of individual emergency evacuation plans. It highlights for all building residents, including persons with limited mobility or other disabilities or special needs, key issues relative to their ability to evacuate the building in an emergency, and identifies actions that they should take to prepare for a safe evacuation.
- (2) Form. The emergency preparedness and evacuation planning checklist shall be identical in content and substantially similar in format to the sample emergency preparedness and evacuation planning checklist annexed to this section as Appendix 3, and shall otherwise comply with the format set forth in R401-06(c)(2)(B), (C) and (D).
- (3) Distribution. The emergency preparedness and evacuation planning checklist shall be distributed to apartment residents with the fire and emergency preparedness guide in the manner set forth in R401-06(c)(5).
- (4) Recordkeeping. The *owner* shall document compliance with this section by maintaining a copy of the last two (2) emergency preparedness and evacuation planning checklists and proof of distribution.

(g) Close the Door Notice

- (1) Purpose. The close the door notice is intended to provide a clear, visible reminder to building residents of the importance of closing each door as one exits one's apartment and building during a fire. Closing these doors serves to contain the fire and smoke within the apartment, assist in firefighting operations and prevent smoke from entering the stairwells through which building residents may need to evacuate.
- (2) Form. Each close the door notice shall be:
 - (A) substantially similar in format to the sample notice annexed to this section as Appendix 4, and include all of the information contained in such sample notice;
 - (B) printed on a single-sided sheet of paper framed under a clear plexiglas cover or laminated with a firm backing and designed to be affixed by mounting hardware or an adhesive, or printed on a matte-finish vinyl adhesive-backed decal not less than three (3) mils in thickness, using thermalprinting, screenprinting or other permanent, water-resistant printing technique;
 - (C) not be smaller than two and three-quarters (2¾) inches by twelve (12) inches in size (excluding any frame).

- (D) printed such that all text is clearly legible, with white lettering against a fire-engine red background or fire-engine red bold lettering against a white background and a type size of thirty-eight (38) point Times New Roman or equivalent for the first line of text; twenty-four (24) point Times New Roman or equivalent for the second line of text; twenty (20) point Times New Roman or equivalent for the third and fourth lines of text; and fourteen (14) point Times New Roman or equivalent, in black lettering, for the *Administrative Code* citation, which shall read: “NYC Admin Code §15-135;”
 - (E) printed with a full-color illustration, with an image size no smaller than one and three-quarters (1¾) inches by one and three-quarters (1¾) inches, on a white background; and
 - (F) printed in the English language. The *owner* may print the fire and emergency preparedness notice in such other additional languages (including symbols) as the *owner* concludes would benefit the building occupants. The close the door notice is available in other languages on the *Department’s* website, <http://www.nyc.gov/fdny>.
- (3) Posting. Close the door notices shall be posted and maintained on the public hallway corridor side of each stairwell door in the building, in the manner set forth in R401-06(e)(5)(B). No posting is required for an open stair. Missing or damaged notices shall be promptly replaced.

APPENDIX 3 TO
3 RCNY §401-06

**NYC Apartment Building
Individual Emergency Preparedness/Evacuation Planning Checklist**

STEP #1: Educate Yourself About Emergency Preparedness

- Read the FDNY-issued **NYC Apartment Building Emergency Preparedness Guide** to learn about fires and other types of emergencies and how to prepare for them. You should receive the Guide from the building owner/manager at lease signing and once every 3 years, and it is available on the FDNY website (<http://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page>).
- Review the Building Information Sheet provided with the Guide for information on your building's construction and fire protection systems and exits, and the fire safety notice the building owner/manager is required to post on your apartment entrance door.
- Sign up for emergency alerts at "NYC.gov/notifynyc" or download the app for Apple/Android users.

STEP #2: Prepare Your Evacuation Plan

- Complete the checklist below to develop an individual evacuation plan for you and your family.
- The checklist outlines recommended measures that you can proactively take to prepare to evacuate your building in an emergency.
- If you educate yourself about emergency preparedness and complete an evacuation plan, you will be ready to make an informed judgment as to the best course of action in an emergency.

A. Know Your Building - See Sections 5 and 6 of the Guide and your Building Information Sheet

Building Construction

- Non-combustible/fireproof
- Combustible/non-fireproof (*check all that apply*):
 - My fire escape window opens easily
 - My fire escape window is unobstructed inside and out

Coastal Storm Evacuation Zone

Find your zone at "NYC.gov/KnowYourZone" or call 311 (212-639-9675 for video relay)

- My apartment building is *not* in a coastal storm evacuation zone
- My apartment building is in Coastal Storm Evacuation Zone # _____

Where will you stay if evacuated?

- Family Friend Co-worker Hotel

Can you bring your pet?

- Yes No

If shelter is needed for you (and your pet) at time of emergency, call 311 for location of nearest City Evacuation Center

Building Notifications

Yes, my building has a plan to notify residents if there is an emergency in the building. They will use the following (*check all that apply*):

Intercom Telephone Email Text Other: _____

No, there is no method for notification (*Discuss setting up one with your neighbors and the owner*)

Contact name for building staff or management in an emergency: _____

Telephone #: _____ Email: _____

Safely Exiting the Building

I know where all stairwells and building exits are located.

I have practiced evacuating the building using all exits and have asked for an orientation from the building if I am unsure of where they are located.

The stairwell and my apartment doors are self-closing to contain the fire and limit the spread of smoke.

Corridors, stairwells, and street-level exits are all free of obstructions.

B. Prepare Your Household and Apartment - See Sections 1 and 4 of the Guide

Smoke and Carbon Monoxide Alarms

In my apartment:

I have working smoke and carbon monoxide alarms

Yes, everyone in the apartment will hear the alarm

No, some household members are deaf or hard of hearing (*consider installing a visual/ sensory alarm*)

Yes, everyone in my household is prepared to immediately evacuate and call 911 if the carbon monoxide alarm sounds or if there is a smell inside the apartment of gas or other hazardous material

See ABCs of Housing Guide at NYC.gov/HPD for information about tenant/landlord responsibilities, including alarms and detectors

Connecting with First Responders/Reuniting with Family Members

We have pre-written messages that family members with communication barriers can show emergency staff.

Family members will meet at this location if evacuated (*choose a convenient place known to all family members, a safe distance away from your building, where it will be easy to find each other*):

Family members will call the following person outside NYC to check-in if separated:

Name: _____ Telephone: _____

C. When and How to Shelter In Place (Staying in your apartment) – See Sections 1 and 6 of the Guide

I understand that (*check after reading the below items*):

If I live in a fireproof building, and the fire is not in my apartment and there is no immediate danger, it is safer to stay inside my apartment and call 911.

If there is a dangerous condition outside my building (such as a hazardous material release), it is generally safer to stay in my apartment, call 911, close all vents and windows, and monitor NotifyNYC.

As a last resort, if I am unable to evacuate, I will retreat to the safest area away from the danger (apartment, a neighbor, area of rescue assistance or stairwell) and call 911 to report my situation.

Advanced Preparation For Sheltering In Place (check all that apply)

- I keep my cellphone charged and/or have a battery-powered radio to get updates for when I cannot leave my building.
- I have sheets or towels that can be soaked in water and placed under doors to block smoke from entering.
- I have duct tape to block smoke or airborne chemicals from entering any vents, windows or doors.

D. Assistance Evacuating The Building -See Sections 2 and 7 of the Guide

The following section will help you to determine if you may need to plan for assistance evacuating the building (check all that apply):

Do I Need Assistance?

- I use a wheelchair, scooter, crutches walker or other mobility/health issues and rely on an elevator to exit the building.
- I cannot hear building alarms or announcements.
- I need support going down stairs.
- I become very anxious in crowds and/or emergencies.
- I need help with critical medical equipment: _____
- My service/support animal may be distracted and unreliable during a mass evacuation.

Type of Assistance Needed to Evacuate

- Advance notification from my building before turning off elevators when possible
- A text or ring at my door when there is an announcement that my floor needs to evacuate
- Someone in the building to guide me down the stairs
- Assistance operating an evacuation device

Assistance Available in My Building

Evacuation devices (See <https://www1.nyc.gov/site/mopd/resources/considerations-for-purchasing-an-evacuation-devise-for-use-in-your-building.page> for information about evacuation devices)

- I have my own portable device
- There is a device available in the building. Location of device: _____

Type of device:

- Stair chair
- Track-type evacuation chair
- Manual wheelchair
- Evacuation sled
- Other: _____

If the device is locked, do you have a key?

- Yes No

Assistance

- I will receive advance notification from my building before elevators are turned off:

How/By whom?: _____

- I will be notified when my floor needs to be evacuated.

How/By whom?: _____

- I will be assisted when I need to evacuate the building (complete next section if volunteers)

How/By whom?: _____

- A wheelchair is available once I've gotten down the stairs and need to exit the building.

Identifying Volunteers to Assist

If you need assistance evacuating, how many volunteers do you need to identify (at a minimum)?

How many neighbors on your floor can potentially help? _____

Name and contact of potential volunteers who might be able to help in an emergency evacuation when safe to do so:

Name: _____

Phone/Email: _____

Name: _____

Phone/Email: _____

Name: _____

Phone/Email: _____

Name: _____

Phone/Email: _____

Have potential volunteers been contacted? Yes No

Have potential volunteers been provided instructions on how to best assist you? Yes No

If you have no one to assist you and are unable to evacuate your apartment on your own when the City has issued a coastal storm evacuation order, you can call 311 for assistance.

In emergencies, call 911 for help.

Has everyone in my apartment reviewed this checklist? YES

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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