Public Safety Emergency Numbers:

Washington Square – 212-998-2222
Dental Center – 212-998-9828
IFA – 212-772-5808
School of Engineering – 718-260-3537
Environmental Health and Safety – 212-998-1450
Fire/Police/Ambulance – 911
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This Fire Safety Handbook was prepared by:
New York University Environmental Health and Safety
10 Astor Place, 6th Floor
New York, NY 10003

December 2016 Edition
Forward

The Fire Safety Handbook has been developed by Environmental Health & Safety to provide New York University faculty and staff with a ready source of information in regard to a fire emergency. The procedures set forth in this handbook have been designed for the protection of life and the minimization of property loss due to fire. However, a plan of action is only as effective as the people who carry out the procedures. The actions taken during the first minutes of a fire emergency are crucial to averting disaster. Therefore, all NYU Faculty members, Staff, and teaching assistants are encouraged to review the Handbook and become familiar with the information that applies to their classroom, office and/or laboratory. In addition, all faculty and staff are asked to actively participate in fire drills, recognition of fire hazards, removal of such hazards whenever possible, and reporting of hazards when necessary. At the start of each new semester NYU Faculty members, Staff and teaching assistants are requested to remind students of fire exits locations and to exit the building using the staircases when an alarm is sounded.

Fire Alarm Policy

It is the policy of the University that when smoke or fire is discovered, the fire alarm must be activated. Because of the potential for underestimating the seriousness of a fire condition, there are no exceptions to this policy.

When a fire alarm sounds, every faculty member, staff member, administrator, student, and visitor is expected to evacuate the building. Those requiring assistance should refer to general Fire Emergency Instructions on pages 3-5. Fire alarms systems vary throughout the university. Alarm devices in some systems activate throughout the entire facility when a detector activates, while the devices in other systems activate only on select floors within a facility. You should be familiar with the system type in the building(s) that you work in. There is no way of knowing if an alarm signifies a drill or an actual fire emergency; therefore, every alarm must be treated as a potentially serious fire.

Fire Drill Information

The University conducts fire drills in accordance with state law. These fire evacuation drills are conducted throughout the year. Since fire drills are not announced, every fire alarm should be treated as an emergency and all building occupants must follow the emergency procedures for their building.
General Fire Emergency Instructions

Learn the Egress Routes

- Often the new semester may have classes at new locations that are unfamiliar to you. Before the first class become familiar with the routes of egress.
- At the first class meeting announce to the students the egress routes from the floor and the building; and what is expected when there is a fire and the alarm is activated.
- Ensure that the routes of egress are free of all obstructions. Nothing should be stored in stairwells or obstructing the path of travel through hallways. If you do observe anything that is blocking the path of egress, have it removed immediately.
- Fire doors should never be propped open with a wooden wedge or other objects. Fire doors should only be held open by magnetic door holders, and otherwise should be kept closed at all times.

If You Suspect or Discover a Fire

- Do not attempt to fight the fire unless it is necessary for your escape
- Pull the Nearest Fire Alarm
- Follow the instructions on the pull station. The alarm is automatically transmitted to the Fire Department.
- See pull-out poster for R.A.C.E.
- Call 911, then call Public Safety - from a safe location
  - Be sure to provide the 911 call taker with all information that they request. Please note that from outgoing campus telephones you will need to dial 9-911.
  - The Public Safety Department can be reached at (212) 998-2222 (Washington Square), (212) 998-9828 (Dental), (718) 260-3537 (School of Engineering) & (212) 772-5808 (IFA). Public Safety personnel should be notified of the location of the smoke or fire condition, including the building, floor and/or room number and the name and call back number of the individual reporting the incident.
  - Personnel at non-campus venues, such as the Midtown Center, shall rely on the respective building fire safety plan.
  - Persons discovering or being made aware of actively burning fires shall take necessary emergency actions such as activating the fire alarm system and calling 911 prior to making notifications to NYU Public Safety.
Evacuate

- Upon hearing the alarm, all occupants must exit the building using the nearest safe means of egress. Follow the evacuation chart posted in every elevator lobby.
- Close all doors and windows to prevent the spread of fire and smoke. Leave lights on.
- Never use an elevator during a fire or fire alarm activation.
- Keep low to the floor to avoid smoke and toxic gases.
- Once in the stairway, proceed down to the first floor and exit the building.
- Move away from the building and report to the designated assembly area for your building. Be sure to keep out of the way of firefighters and other emergency personnel.
- Do not re-enter the building, or allow students or personnel to re-enter the building, for any reason, until you are authorized to do so.
- If you are a person requiring assistance from a permanent or temporary condition, and you are not able to self-evacuate, 1.) notify your manager and request that a buddy be assigned to assist you in the event of an emergency, and 2.) notify NYU Public Safety of your room number and phone number. In the event of an emergency, move to a location/room near the exit stairway with an exterior window. Call 911 to let the fire department know your location in the building; if possible, request that someone notify fire department personnel of your location. If needed, the fire department will assist you.
- You are requested to aide persons requiring assistance to evacuate. If practical the person should be evacuated. If not, the person requiring assistance should either remain in the area or be relocated to a designated area of rescue assistance, preferably a room with an exterior window and a telephone away from any imminent hazard. A Fire Warden, if present, should be consulted to determine the best course of action. Call 911 immediately and advise of the exact location of the person(s). If a telephone is not readily available, someone should go to the building entrance and notify the NYU Public Safety Officer on duty of the exact location of the person(s); NYU Public Safety will inform the fire department of the location of the person(s). The fire department will determine if an evacuation is warranted.

Fire Wardens & Searchers

- Certain buildings are required by Fire Code to have wardens & searchers. In these buildings follow the instruction of the wardens & searchers during fire alarm activations.
Fire & Emergency Response Concepts

Depending on the type, location, and severity of an emergency incident, your Fire Safety Director may provide you with different actions to take in response to the incident, these include:

- **Evacuation**: The emptying of a building of all building occupants in response to a fire or other emergency.
- **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 building in response to an emergency.
- **Partial Evacuation**: The emptying of a building of some but not all building occupants in response to an emergency.
- **Shelter in Place**: The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency.

If You are Trapped

- **Don’t Panic!**
- If a telephone is available, notify the fire department and/or NYU Public Safety of your exact location.
- Keep doors closed. Do not attempt to open a door without first feeling with the back of your hand. If the door is hot, try another exit. If no other exit is available, seal openings into the area with available materials, such as wet towels.
- Signal firefighters from a window if possible.
- Stay close to the floor. If fresh air is needed open the window slightly at the bottom.
- Remain by the window until the Fire Department arrives.

If Your Clothing Catches Fire

- **Don’t Panic!**
- Stop where you are.
- Drop to the ground and cover your face with your hands.
- Roll around until the flames are extinguished.
- Seek immediate medical attention.
Specific Fire Emergency Instructions

If You Suspect or Discover a Fire

In Laboratories

- Pull The Nearest Fire Alarm.
- Notify others of the fire, as stated in the General Fire Emergency Instructions.
- If possible - Shut off all gas burning equipment. Disconnect or switch off all electrical instruments and appliances, with the exception of refrigerators and incubators. Close the windows and leave the lights on.
- If possible - Move pressurized gas cylinders to a safe area.
- Evacuate, call 911, and then call NYU Public Safety.

In Animal Areas

- Pull The Nearest Fire Alarm.
- Notify others of the fire, as stated in the General Fire Emergency Instructions.
- If possible - Be sure all animals in your area are securely caged.
- If possible - Remove all animals in transit or in hallways to the nearest room. Be sure that cages are securely fastened.
- Evacuate, call 911, and then call NYU Public Safety.

University Smoke Free Campus Policy

New York University is a smoke free environment. Smoking is not permitted on University property.
How Fires Start

Fire is a chemical chain reaction involving rapid oxidation or burning of a fuel. It requires three elements commonly known as the fire triangle to occur:

Fuel - Fuel can be any combustible material: solid, liquid or gas.

Oxygen - The air we breathe is approximately 21% oxygen. Fire needs only an atmosphere with at least 16% oxygen.

Heat - Heat is the energy necessary to increase the temperature of the fuel to a point where sufficient vapors are given off for ignition to take place.

Take any one of these three factors away, and fire cannot occur or will be extinguished if already burning.

Classification of Fires

Class A - Ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics.

Class B - Flammable or combustible liquids and gases such as gasoline, kerosene, paint, paint thinners and propane. Do not use water on fires involving Class B materials.

Class C - Energized electrical equipment, such as appliances, switches, panel boxes and power tools. Do not use water on fires involving Class C materials.

Class D - Combustible metals such as magnesium, titanium, potassium and sodium. Explosive reactions can result from using common extinguishing agents on fires involving Class D materials.

Class K - Kitchen fires occurring in commercial kitchens, generally involving cooking grease and fats. Do not use water on fires involving Class K materials.
Prevention of Fires

Class A - Ordinary Combustibles
- Keep storage and work areas free of trash and empty all trash containers daily.
- Place oily rags and similar materials in covered metal containers, away from sources of ignition.
- Do not use candles, incense, or any other type of open flame devices, unless directly related to academic research that is being conducted or NYU FCM building operations.
- Do not use flammable decorations.

Class B - Flammable Liquids or Gases
- Use flammable liquids and gases only in well ventilated areas.
- Keep flammable liquids and gases stored in tightly sealed, self-closing, and spill-proof containers.
- Store flammable liquids and gases away from sources of ignition.
- Do not refuel gasoline powered equipment indoors.
- Clean up flammable liquid spills quickly.

Class C - Electrical Equipment
- Check electrical equipment for old, worn, or damaged wiring or broken or damaged fittings.
- Prevent overheating of electric motors by keeping them clean and in good working order.
- Never install a fuse rated higher than specified for a circuit.
- Don’t plug more than one heat-producing appliance into an outlet.
- Never overload wall outlets. One outlet should have no more than two plugs.
- Never overload surge protectors or connect surge protectors in series, each surge protector should be plugged into an individual outlet.
- Always use UL listed surge protectors with circuit breaker protection, not power strips (Please note, it is important to check the information on a product when you purchase it, as it may not meet the requirements of New York City or NYU).
- Do not use extensions cords as permanent wiring.
- Do not use personal halogen lighting equipment.
- Do not use any open coil devices, unless directly related to academic research that is being conducted or NYU FCM building operations.
- Cooking appliances should only be used in approved kitchens and pantries.
- Only use space heaters that are provided and installed by NYU FCM. Space heaters should be plugged directly into an outlet and kept away from combustible materials. Follow all manufactures instructions for the operation of the space heater and never leave a space heater on while it is unattended.
- Investigate any appliance or electrical equipment that smells strange. Unusual odors can be the first sign of fire.

Class D – Combustible Metals
- Always follow the material handling guidelines for the material in use, as specified by the supplier and the Safety Data Sheet (SDS).
**Automatic Fire Sprinklers**

Many locations on campus are protected by automatic fire sprinklers. These sprinklers should be kept clear of obstructions. Always maintain at least 18 inches of clearance of all objects from the sprinkler to ensure proper operation of the sprinkler in an emergency. Objects should never be attached to or hung from sprinklers, as this impairs the function of the sprinkler and can result in an unintentional activation, which will cause severe flooding.

**Portable Fire Extinguishers**

Every portable fire extinguisher displays the rating on the faceplate indicating the class of fire which it is designed to be effective on. Some extinguishers may be marked with multiple ratings such as AB, BC or ABC. The majority of extinguishers available at the University are ABC. These can be used on all types of fires except combustible metal fires.

- **Class A Extinguishers** - are effective on ordinary combustibles. The extinguisher cools the temperature of the burning material below its ignition temperature. These extinguishers may utilize water, foam or multi-purpose dry chemical agents.

- **Class B Extinguishers** - are effective on flammable liquids or gases. Class B extinguishers may come in several types including foam, carbon dioxide, ordinary dry chemical, multi-purpose dry chemical, Halon or Halon replacements. This class of extinguisher stops a fire by removing the oxygen (smothering), preventing the vapors from reaching the ignition source or inhibiting the chemical chain reaction. Never use water on a fire involving flammable liquids.

- **Class C Extinguishers** - are used specifically on fires involving energized electrical equipment. Extinguishing agents may be carbon dioxide, ordinary dry chemical, multi-purpose dry chemical, Halon or Halon replacements. Carbon dioxide, Halon and Halon replacements do not leave a residue and may be more desirable for use on computers and other sensitive electrical equipment. Never use water or other electrically conductive extinguishing agents on energized electrical equipment.

- **Class D Extinguishers** – are used to extinguish combustible metals with powdered agents specifically designed for the material involved. In most cases the agent absorbs the heat from the burning material, cooling it below its ignition temperature. Only use the extinguishing agent specified by the supplier or the SDS that accompanies the material.

- **Class K Extinguishers** – are used in commercial kitchens and specifically designed to extinguish grease fires.
Operating a Portable Fire Extinguisher

A portable fire extinguisher should only be used in the early stages of a fire and only when it is safe to do so. If the fire is too large, or it is spreading and threatening to block your path of escape, **leave the area immediately.** If necessary, do not hesitate to use the extinguisher to clear an escape path. Always fight a fire with your back to your escape route.

In an emergency situation you should know how to use an extinguisher properly.

**Important:** Choose the correct class of extinguisher for the fire situation.

**Never fight a fire alone.**

Use the PASS method. PULL, AIM, SQUEEZE, SWEEP.

(See pull-out poster.)

- **P** - Pull the pin
- **A** - Aim the extinguisher at the base of the flames
- **S** - Squeeze the trigger while holding the extinguisher upright
- **S** - Sweep the extinguisher from side to side, covering the area of the fire with extinguishing agent
Environmental Health and Safety

New York University Environmental Health and Safety is available to assist University offices with any fire safety concerns. NYU EHS also provides environmental/occupational health & safety consulting services for the NYU Community. The department website at http://www.nyu.edu/ehs/ contains University guidelines for these issues.

For questions or additional information, contact New York University Environmental Health and Safety:

10 Astor Place, 6th Floor
New York, NY 10003
(212) 998-1450
ehs@nyu.edu
Remember R.A.C.E. during a fire

Rescue
Rescue people in immediate danger

Alert
Pull fire alarm and call 911 from a safe location

Contain
Close all doors and windows

Evacuate/Extinguish
Evacuate building and extinguish small fires, if it is safe to do so
How to Use a Fire Extinguisher

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for PULL, AIM, SQUEEZE, and SWEEP.

Do not fight a fire alone. Always make sure a route of escape is available.

Pull the pin.

This will allow you to discharge the extinguisher.

Aim at the base of the fire.

If you aim at the flames (which is frequently the temptation), the extinguisher agent will fly right through and do no good. You want to hit the fuel.

Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

Sweep from side to side

Until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it reignites.