PURPOSE OF THE PROCEDURE
To increase awareness in all University personnel of the procedures to be followed in the event of a fire.

SCOPE OF THIS PROCEDURE
To increase awareness in all University personnel of the procedures to be followed in the event of a fire.

WHO NEEDS TO KNOW THIS PROCEDURE
All New York University academic, commercial and residential facilities.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety

Directors or Department Chairs

Facilities Manager, Department Manager, Construction Manager and Supervisors
The supervisor shall be responsible for ensuring that employees know the actions to take in the event of a fire related incident.

Maintenance and Housekeeping Personnel

Medical Surveillance

Complaint Response
UNIVERSITY PROCEDURE

RESPONSIBILITIES

Training:
Each employee shall be well trained in and familiar with all procedures used in the event that a fire related incident occurs.

Fire Protocol:
1. Fire Alarm Policy
   a. It is the policy of the University that upon discovery of smoke or fire, the fire alarm is to be pulled. Because of the potential for underestimating the seriousness of a fire condition, there are no exceptions to this policy.
   b. When the building fire alarm sounds, every building occupant is expected to evacuate. There is no code to indicate if an alarm signifies a drill or a real fire; therefore, every alarm must be treated as a potentially serious fire.

2. General Emergency Instructions for Suspicion or Discovery of Fire
   Do not attempt to fight a fire alone. Portable fire extinguishers are only effective on small fires (i.e., waste basket fires) and can be dangerous when used incorrectly.
   a. Activate the Nearest Fire Alarm as you Evacuate
   b. Evacuate - Begin evacuating the building immediately by the nearest safe means of egress; alert other occupants as you are leaving. DO NOT USE THE ELEVATORS.
   c. Call 911, then NYU Public Safety - When it is safe to do so, call 911 (9-911 from a campus extension) and inform the 911 call taker of the fire incident, as well as any medical emergencies that may have resulted from the incident, to ensure that emergency medical care is not delayed. After calling 911, call NYU Public Safety at extension 8-2222 (212-998-2222) and inform them of the incident.

Notifications upon Discovery of a Fire Related Incident:
New York University Environmental Health and Safety (NYU EHS) must be notified following all fire related incidents. Depending on the nature of the incident, the protocols outlined above should be followed.

1. Additional Notifications for a Real or Perceived Fire - In the event of a fire, defined under 34 CFR 668.49(a) as: any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner; there are additional notifications that must be made to NYU EHS, following notification to the fire department.
   a. During normal business hours, immediately notify NYU EHS via phone call to extension 81450 (212-998-1450).
   b. Outside of normal business hours, immediately notify the Global Manager of Fire and Life Safety via phone call to 646-530-3492.
   c. Outside of normal business hours, if the Global Manager of Fire and Life Safety is not available, immediately notify the Safety Compliance Specialist via phone call to 646-895-1802.
   d. Following all real or perceived fire incidents, an email must be sent as soon as possible to EHS-fire@nyu.edu. This email should contain all relevant information pertaining to the incident.

2. Additional Notifications for Fire Alarm Activations - In the event of a fire alarm activation that is attributed to a system malfunction, an accidental activation, or a malicious activation, an email must be set as soon as possible to EHS-fire@nyu.edu. This email should contain all relevant information pertaining to the fire alarm activation.

Scene Preservation:
1. Scene Preservation Procedures - Following a real or perceived fire incident, there are several steps that should
be taken to preserve the scene until NYU EHS can respond to investigate the incident.
   a. Do not destroy, alter, remove, or clean up anything related to the incident.
   b. Deny access to the incident scene.
   c. Do not leave an incident scene unattended. If you are unable to remain at the scene, the scene should be secured by locking the doors to the area or by other means available to prevent access.
   d. Take necessary steps to prevent additional property or environmental damage.
   e. Note any relevant persons, including: witnesses, clients, other staff and students.
   f. Pass along ALL information to NYU EHS, regardless of how important it is thought to be.
   g. Follow any additional instructions given by NYU EHS.

2. Special Circumstances - The above points may be altered only if: there is an immediate threat to occupant or bystander safety, additional property damage will occur, or there is a threat to the environment.
   a. If possible, request special instructions from NYU EHS before altering the scene.
   b. Thoroughly document the conditions prior to altering the scene in any way, including the use of pictures and diagrams.
   c. If a scene must be altered for reasons defined in the above sections of this procedure, do the minimum amount of alteration to make the area safe.

RELATED POLICIES
NYU Environmental Health and Safety Policy

RELEVANT RESOURCES