

# Fire Safety Handbook

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for Faculty, Staff and Teaching Assistants



## EMERGENCY NUMBERS

Public Safety	
Washington Square	998-2222
Dental Center	998-9828
IFA	772-5808
Environmental Health and Safety	998-1450
Fire/Police	911



NEW YORK UNIVERSITY

## TABLE OF CONTENTS

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Forward .....	2
Fire Alarm Policy .....	2
General Fire Emergency Instructions .....	3
People with Disabilities .....	3
Pull-out RACE poster .....	5
Specific Fire Emergency Instructions .....	7
How Fires Start .....	8
Classification of Fires .....	9
Prevention of Fires .....	9
Portable Fire Extinguishers .....	10
Operating a Portable Fire Extinguisher .....	11
Environmental Health and Safety .....	12
Pull-out Fire Extinguisher Poster .....	13
Washington Square Map .....	15

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New York University Environmental Health and Safety Department  
285 Mercer Street, 2nd floor  
New York, NY 10003

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## Forward

The Fire Safety Handbook has been developed by Environmental Health and 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, Teaching Assistants 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 the new semester NYU Faculty members, Staff and Teaching Assistants are requested to remind students of fire exit locations and to exit the building using the staircases when an alarm is sounded. Personnel should also review fire safety information located on the NYU EH&S web site, <http://www.nyu.edu/ehs/>. EH&S provides warden training in University owned facilities and training for EH&S policies.



## Fire Alarm Policy

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

When the building fire alarm sounds, every Faculty member, Staff and Student is expected to evacuate. The fire alarm consists of the sounding of **four** rounds of a coded signal. 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.

## 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.

### People with Disabilities

- Faculty Members, Staff and Teaching Assistants are requested to assist a person with disabilities.

The person should either remain in the area or be relocated to an area of rescue assistance (designated rooms in the Silver Center (Main Building) or preferably a room with an exterior window and a telephone in other University buildings). A Fire Warden should be consulted to determine the best course of action. The Public Safety Department should be called immediately and advised 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 Public Safety Officer on duty of the exact location of the person(s). The Public Safety Department will inform the Fire Department of the location and a determination will be made if an evacuation is warranted. Only the Fire Department attempts to evacuate the person(s) requiring assistance.

- If you are the person with disabilities and need assistance, contact NYU Public Safety at (212) 998-2222 or call 911 for assistance.

- If you are not in an NYU owned and operated building request assistance, if available, from someone nearby. Move to a location/room near the fire stairway with an exterior window. If the fire is on the floor move into the stairway. Request the person providing assistance to notify fire personnel of your location; call 911 to let the Fire Department know your location in the building. The Fire Department will evacuate you.

### **Fire Wardens**

Follow the instruction of the building Fire Wardens. Instruct students, personnel and visitors to go to the nearest exit and proceed to the street and away from the building.

## IF YOU SUSPECT OR DISCOVER A FIRE

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### ***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 Public Safety - from a safe location***



- The Public Safety Department can be reached at extension **8-2222** (Washington Square), **8-9828** (Dental), **992-5808** (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 telephone extension of the individual reporting the incident.
- Personnel at non-campus venues such as the Midtown Center shall rely on the respective building safety plan.
- Do not attempt to fight the fire alone.

### ***Evacuate***



- Upon hearing the alarm, **Faculty Members, Teaching Assistants, Staff and Students** must exit the building using the nearest exit. 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.
- Faculty, Teaching Assistants, Staff, Visitors and Students should proceed quickly and calmly to the nearest stairway exit.
- Never use an elevator. Loss of power will trap you inside.
- 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, out of the way of firefighters and other emergency personnel.
- Do not attempt or allow students or personnel to re-enter the building for any reason, until you are authorized to do so.

## Remember **RACE** during fire

- **RESCUE**—Rescue people in immediate danger.
- **ALERT**—Pull fire alarm, dial emergency phone number.
- **CONTAIN**—Close all doors and windows.
- **EVACUATE/EXTINGUISH**—Evacuate building, extinguish small fires.



### IF YOU SUSPECT OR DISCOVER A FIRE

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#### ***In Laboratories***

- Pull The Nearest Fire Alarm
- 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.
- Notify others of the fire as stated in the General Fire Emergency Instructions
- Evacuate



#### ***Animal Areas***

- Pull The Nearest Fire Alarm
- 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.
- Notify others of the fire as stated in the General Fire Emergency Instructions
- Evacuate

### IF YOU ARE TRAPPED

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#### **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.
- 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.

## How Fires Start



Fire is a chemical reaction involving rapid oxidation or burning of a fuel. It needs four elements to occur:

**Fuel** - Fuel can be any combustible material: solid, liquid or gas. Most solids and liquids must become a vapor or gas before they will burn.

**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.

**Chemical Reaction** - A chemical reaction can occur when the other three elements are present in the proper proportions and conditions. Fire occurs when this rapid oxidation, or burning takes place.

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



### **No Smoking**

Smoking is not permitted in University buildings.

## Prevention Of Fires

### 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.

#### **Class C**

Energized electrical equipment, such as appliances, switches, panel boxes and power tools.

#### **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 A** - Ordinary Combustibles:

- Keep storage and work areas free of trash.
- Place oily rags and similar materials in covered metal containers away from sources of ignition.
- Empty all trash containers daily.

#### **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.

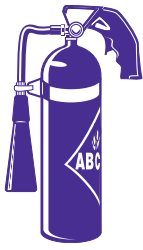
#### **Class C** - Electrical Equipment:

- Check electrical equipment for old or worn wiring or broken, 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.
- 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 Material Safety Data Sheet (MSDS).

## Portable Fire Extinguishers



Every portable fire extinguisher displays the rating on the faceplate, indicating the class of fire on which it is designed to be effective. 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.

**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.

**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. You should know how to use an extinguisher properly.

### HOW TO USE AN EXTINGUISHER PROPERLY

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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

#### **Important**

Choose the correct class of extinguisher for the fire situation. Never fight a fire alone.

## Environmental Health and Safety

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

For questions or additional information, call the Environmental Health and Safety Department ( 285 Mercer Street, 2nd floor ) at (212) 998-1450.

# 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.

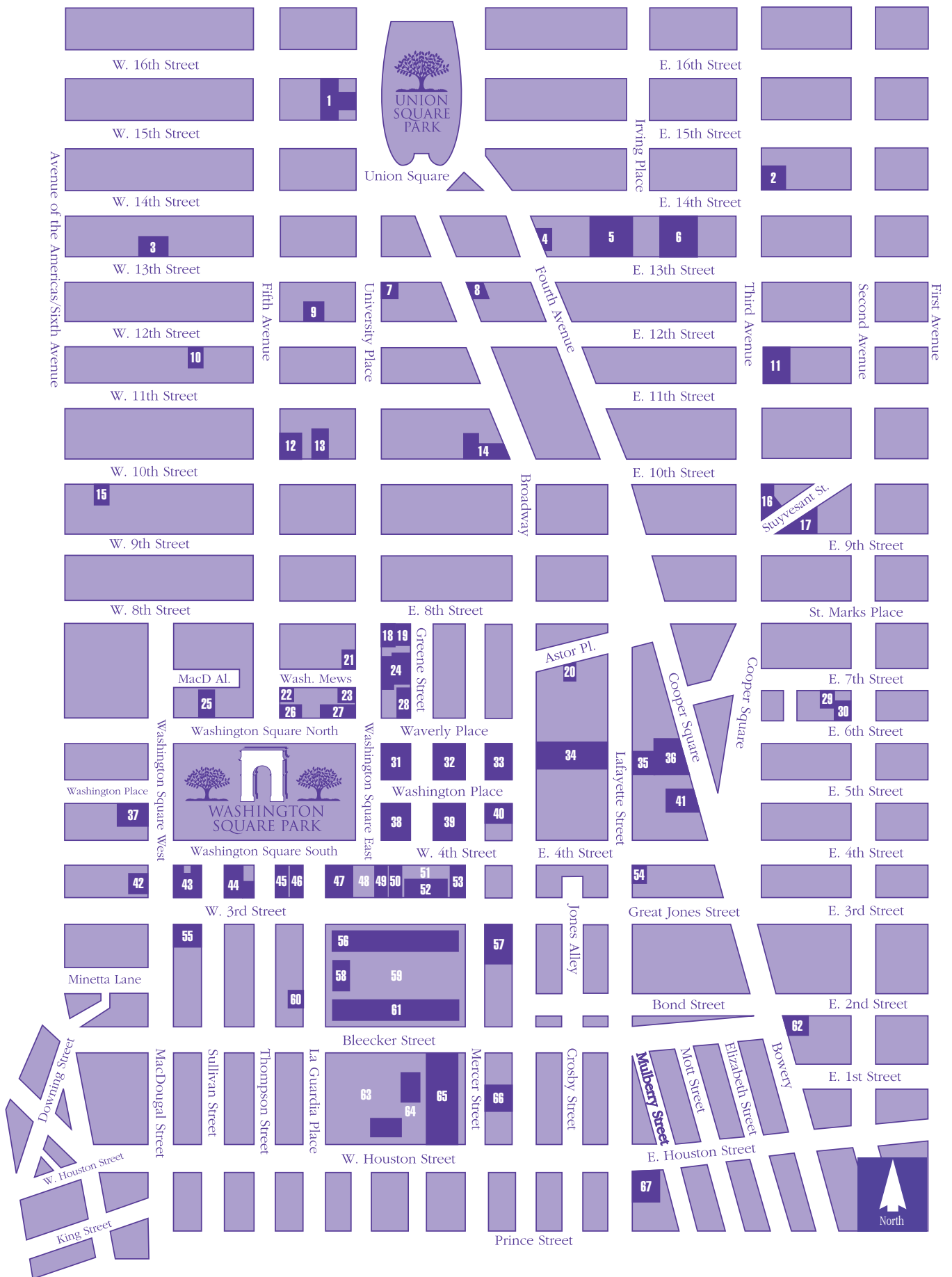


## Sweep from side to side

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.



# Washington Square Campus



## KEY TO BUILDINGS

- 1 *Carlyle Court*  
25 Union Square West
- 2 *Coral Towers*  
131 Third Avenue
- 3 *Thirteenth Street Residence Hall*  
47 West 13th Street
- 4 *145 Fourth Avenue*
- 5 *University Hall*  
110 East 14th Street
- 6 *Palladium Hall*  
140 East 14th Street
- a Wasserman Center for Career Development*  
133 East 13th Street
- 7 *113 University Place*
- 8 *838 Broadway*
- 9 *7 East 12th Street*
- 10 *Casa Italiana Zerilli-Marimò*  
24 West 12th Street
- 11 *Third Avenue North Residence Hall*  
75 Third Avenue
- 12 *Rubin Residence Hall*  
35 Fifth Avenue
- 13 *Bronfman Center*  
7 East 10th Street
- 14 *Brittany Residence Hall*  
55 East 10th Street
- 15 *Lillian Vernon Center*  
58 West 10th Street
- 16 *Alumni Hall*  
33 Third Avenue
- 17 *Barney Building*  
34 Stuyvesant Street
- 18 *13 University Place*
- 19 *Cantor Film Center*  
36 East Eighth Street
- 20 *10 Astor Place*
- 21 *Deutsches Haus*  
42 Washington Mews
- 22 *Glucksman Ireland House*  
1 Washington Mews
- 23 *a Institute of French Studies*  
15 Washington Mews
- b La Maison Française*  
16 Washington Mews
- 24 *Weinstein Center for Student Living*  
11 University Place
- 25 *Undergraduate Admissions*  
22 Washington Square North
- 26 *One-half Fifth Avenue*
- 27 *1-6 Washington Square North*
- a School of Social Work*  
1 Washington Square North
- b Graduate School of Arts and Science*  
6 Washington Square North
- 28 *Rufus D. Smith Hall*  
25 Waverly Place
- 29 *Seventh Street Residence*  
40 East Seventh Street
- 30 *111, 113A Second Avenue*
- 31 *Silver Center Block*
- a Silver Center for Arts and Science*  
100 Washington Square East/  
33 Washington Place
- b Grey Art Gallery*  
100 Washington Square East
- c Waverly Building*  
24 Waverly Place
- d Brown Building*  
29 Washington Place/  
245 Greene Street
- 32 *Kimball Block*
- a Kimball Hall*  
246 Greene Street
- b Torch Club*  
18 Waverly Place
- c 285 Mercer Street*
- d Copy Central*  
283 Mercer Street
- 33 *Broadway Block*
- a 715 Broadway*
- b 719 Broadway*
- c 721 Broadway*
- d 1 Washington Place*
- 34 *Student Health Center*  
726 Broadway
- 35 *411 Lafayette Street*
- 36 *48 Cooper Square*
- 37 *Hayden Residence Hall*  
33 Washington Square West
- 38 *Education Block*
- a Pless Hall*  
82 Washington Square East
- b Pless Annex*  
82 Washington Square East  
(26 Washington Place)
- c NYU Bookstore*  
18 Washington Place
- d East Building*  
239 Greene Street
- e Education Building*  
35 West Fourth Street
- f Faye's @ the Square*  
45 West Fourth Street
- g Goddard Hall*  
79 Washington Square East
- 39 *Student Services Block*
- a 25 West Fourth Street*
- b Moses Center for Students with Disabilities*  
240 Greene Street
- c 242 Greene Street*
- d 14, 14A Washington Place*
- e Carter Hall*  
10 Washington Place
- f 8 Washington Place*
- g 19 West Fourth Street*
- 40 *Meyer Block*
- a Meyer Hall*  
4 Washington Place
- b Psychology Building*  
6 Washington Place
- 41 *20 Cooper Square*
- 42 *a Provincetown Playhouse*  
133 MacDougal Street
- b Lawyering Program*  
137 MacDougal Street
- 43 *Vanderbilt Hall*  
40 Washington Square South
- 44 *Judson Block*
- a Kevorkian Center*  
50 Washington Square South
- b Skirball Department*  
53 Washington Square South
- c King Juan Carlos I Center*  
53 Washington Square South
- d Furman Hall*  
245 Sullivan Street
- 45 *Catholic Center at NYU*  
58 Washington Square South  
(non-University building)
- 46 *Kimmel Center for University Life*  
60 Washington Square South
- a Skirball Center for the Performing Arts*
- 47 *Bobst Library*  
70 Washington Square South
- 48 *Schwartz Plaza*
- 49 *Shimkin Hall*  
50 West Fourth Street
- a The Jeffrey S. Gould Welcome Center*
- 50 *Kaufman Management Center*  
44 West Fourth Street
- 51 *Gould Plaza*
- 52 *Tisch Hall*  
40 West Fourth Street
- 53 *Courant Institute*  
251 Mercer Street
- 54 *Housing*  
383 Lafayette Street
- 55 *D'Agostino Hall*  
110 West Third Street
- 56 *561 La Guardia Place*
- 57 *Mercer Street Residence*  
240 Mercer Street
- 58 *Mail Services*  
547 La Guardia Place
- 59 *Washington Square Village*
- 60 *530 La Guardia Place*
- 61 *Off-Campus Housing*  
4 Washington Square Village
- 62 *Second Street Residence Hall*  
1 East Second Street
- 63 *University Plaza*
- 64 *Silver Towers*  
100, 110 Bleecker Street
- 65 *Coles Sports and Recreation Center*  
181 Mercer Street
- 66 *194, 196 Mercer Street*
- 67 *Puck Building*  
295 Lafayette Street
- a Wagner Graduate School of Public Service*
- NOT SHOWN*
- Broome Street Residence*  
400 Broome Street
- Butterick Building*  
161 Sixth Avenue
- Cliff Street Residence*  
15 Cliff Street
- Greenwich Hotel*  
636 Greenwich Street
- Lafayette Street Residence*  
80 Lafayette Street
- Twenty-sixth Street Residence*  
334 East 26th Street
- University Court*  
334 East 25th Street
- Water Street Residence*  
200 Water Street
- Woolworth Building*  
15 Barclay Street



**NEW YORK UNIVERSITY**  
**Environmental Health and Safety Department**

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New York, NY 10003



**CAMPUS MAIL**