



**NYU** | WASHINGTON DC

# Fire Safety Guide

2019 Edition

## Emergency Contacts

Fire Department: 911

Ambulance: 911

Police: 911

NYU Washington, DC Staff On-Call: 202-615-9441  
NYU Department of Public Safety, New York 212-998-2222

Questions about best practices in case of a fire emergency:  
NYU Environmental Health and Safety: 212-998-1450 [ehs-fire@nyu.edu](mailto:ehs-fire@nyu.edu)  
or Staff On-Call number above.

## Safe NYU: The NYU Mobile Campus Safety App

Safe NYU, NYU's mobile campus safety app, improves your safety and keeps you informed with features like mobile blue light, real-time chat, links to transportation information, and push notifications in case of an emergency.

To learn more and [download the app](#).

Prepared by:

New York University Environmental Health and Safety  
10 Astor Place  
New York, NY 10003



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## Introduction

This fire safety guide has been developed by NYU Environmental Health and Safety, in conjunction with NYU's Office of Global Programs, in order to provide students studying away with information on how best to respond to a fire emergency, taking into account the wide array of facilities that the University leases and operates, as well as local laws and regulations.

## Fire Alarm Policy

It is the policy of the University that when smoke or fire is discovered, a fire alarm, if present, must be activated. 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 student, faculty, and staff member is expected to immediately follow the emergency procedures for the given facility. Fire alarms systems vary throughout NYU's global network. You should be familiar with the system type in the building(s) that you live and study 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's global sites conduct fire drills throughout the year. Since fire drills are not announced, every fire alarm should be treated as an emergency and all building occupants must follow their facility's emergency procedures.

## Smoking Policy

Smoking is not permitted in any NYU facilities.

## General Fire Emergency Instructions

### Learn the Egress Routes

- Become familiar with the routes of egress before an emergency occurs.
- Make sure that you are familiar with the evacuation procedures 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 something blocking the path of egress, speak to your RA or another staff member and ask that it be removed immediately.
- Fire doors, where present, should be kept closed at all times and never propped open.



## If You Suspect or Discover a Fire

- Do not attempt to fight the fire unless it is necessary for your escape
- Call the local fire emergency number and the staff on-call number for your facility from a safe location. Use the SAFE NYU App for quick access to emergency contacts.
- Site staff and/or local fire department 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 number of the individual reporting the incident.



## Evacuate

- Upon hearing the alarm, all occupants must exit the building using the nearest safe means of egress.
- Close all doors and windows to prevent the spread of fire and smoke. Leave lights on.
- Never use an elevator during a 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 out of the way of firefighters and other emergency personnel.
- Do not attempt to re-enter the building for any reason, until you are authorized to do so.
- You are requested to assist persons with disabilities. If impractical to evacuate non-ambulatory persons, they should either remain in their room or be relocated to a designated area of rescue assistance preferably a room with an exterior window and a telephone. The local emergency number should be called immediately to 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 staff of the exact location of the person(s). The staff will inform the emergency responders of the location and the emergency responders will determine if an evacuation is warranted.

## If Trapped

- If a telephone is available, call the appropriate emergency number for your facility.
- 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

- 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.



## Prevention of Fires

Keep your living space free of trash and empty all trash containers daily.

### Electrical Fire Safety

- 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 directly into an outlet.
- Always use rated surge protectors with circuit breaker protection, not power strips.
- Do not use extension cords as permanent wiring.
- Check electrical equipment for old, worn, or damaged wiring. And check for broken or damaged fittings.
- Investigate any appliance or electrical equipment that smells strange. Unusual odors can be the first sign of fire.



## Cooking Fire Safety

- Do not leave cooking unattended for any amount of time.
- Do not use water on grease fires, instead slide a pot lid over the burning pot.
- Do not tamper with smoke detectors.
- Follow all of the cooking instructions that are provided with the food and equipment.

### Prohibited Items

- |  |  |
|--|--|
| ● Non-University issued furniture      | ● Any type of open flame or coil device          |
| ● Halogen lamps                        | ● Storage of flammable liquids                   |
| ● Candles or incense                   | ● Natural or artificial evergreens               |
| ● Hot plates                           | ● Explosives, fireworks, firearms, or ammunition |
| ● Electric heaters or air conditioners |  |

## Automatic Fire Sprinklers

If your facility has fire sprinklers, there are some general practices that should be observed. Fire sprinklers should be kept clear of obstructions. Always maintain at least 18 inches (45 cm) 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 and Fire Blankets

If your facility provides fire extinguishers or fire blankets, you should become familiar with these devices before an emergency occurs. Every portable fire extinguisher displays the rating on the faceplate indicating the class of fire that it is designed to be effective on.

### Operating a Portable Fire Extinguisher

Be prepared and learn how to use the extinguishers at your facility before a fire occurs. 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.

**Important:** Follow the instructions on the fire extinguisher and make sure it is the correct extinguisher for the material that is burning; if you are not sure, evacuate immediately.