

2.2 Residential Fire and Emergency Preparedness Guides, Bulletins, and Notices (EHS Program Manual 2.2)



1.0 Introduction

This program provides residential building occupants and employees of Weill Cornell Medicine (WCM) with building fire and non-fire safety information, as required by New York City regulations.

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3.0 Objectives

Fire and Emergency Preparedness Guides are safety booklets intended to help occupants protect themselves in the event of a fire or a non-fire emergency in a residential building.

A fire and emergency preparedness guide contains:

- Imperative prevention and preparedness measures that will reduce the risk of fire as well as maximize safety in the event of a fire.
- General information about the building including the type of construction, various methods of vacating the premises, and the types of fire safety systems.
- Emergency fire safety and evacuation instructions in the event of a fire or non-fire emergency in the building.
- Emergency preparedness techniques.

Guides are distributed to building occupants upon moving into a dwelling unit, and every three years thereafter.

Fire and Emergency Preparedness Bulletins serve to supplement the fire and emergency preparedness guide with timely fire and/or emergency preparedness information and guidance. This bulletin is distributed annually to building residents and staff

Fire and Emergency Preparedness Notices are one-page documents that inform building occupants, service employees, and visitors of evacuation procedures and other measures to be followed in the event of a fire or non-fire emergency. The fire and emergency preparedness notices are posted on the inside of all dwelling unit doors and in common areas.

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4.0 Applicability

As mandated by the NYC regulation of 3 RCNY § 401-06 Fire and Emergency Preparedness Guide and Notices, the WCM Fire and Emergency Preparedness Guides and Notices apply to all residents, employees, and supervisors of WCM residential buildings.

5.0 Responsibilities

5.1 ENVIRONMENTAL HEALTH AND SAFETY (EHS)

EHS responsibilities include:

- Ensuring that all Fire and Emergency Preparedness Guides and Notices regulations are followed as required by 3 RCNY §401-06.
- Creating new guides, and notices when necessary.
- Updating existing guides and notices when building conditions change in a way that affects the content of the fire and emergency preparedness guide.

Creating the annual fire and emergency preparedness bulletin.

- Sending all new and updated guides, notices and bulletins to E&M and Housing for distribution.

5.2 HOUSING

Housing duties include:

- Providing a Fire and Emergency Preparedness Guide to each occupant of a dwelling unit in R-2 residential buildings, and to all Housing staff assigned to residential buildings.
 - The Fire and Emergency Preparedness Bulletin (4 pages or less) will be distributed annually during Fire Safety Week (the first week of October) and within sixty days of a material change in building conditions (not including temporary repairs or maintenance) that affect content within the Fire and Emergency Preparedness Guide.
 - Material changes to building conditions affecting the Fire and Emergency Preparedness Guide must be reported to EHS.
- Posting Fire and Emergency Preparedness Notices according to the procedures listed in [Section 7.0](#).
 - A copy of Part I of the Fire and Emergency Preparedness Guide (i.e., the building information section) must also be posted with the fire and emergency preparedness notice in the common area, in the same format as the Fire and Emergency Preparedness Notice.

5.3 ENGINEERING AND MAINTENANCE (E&M)

E&M tasks include:

- Providing a corresponding Fire and Emergency Preparedness Guide to each employee assigned to a residential building.
 - The Fire and Emergency Preparedness Bulletin (4 pages or less) will be distributed annually during Fire Safety Week (the first week of October).
 - The Fire and Emergency Preparedness Guides and Notices will be issued within sixty days of a material change in building conditions (not including temporary repairs or maintenance) that affect content within the Fire and Emergency Preparedness Guide.

5.4 TENANTS AND OTHER OCCUPANTS

Tenants and other occupants in residential buildings must allow Housing to access a dwelling unit, with reasonable notice, to ensure compliance of the Fire and Emergency Preparedness Guide and Notices.

5.5 PROJECT MANAGERS

Project Managers must notify EHS of any material change in building conditions that affect the content of the Fire and Emergency Preparedness Guide.

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6.0 Fire and Emergency Preparedness Guide Procedure

Fire and Emergency Preparedness Guides must:

- Include all of the information contained in the sample fire safety plan included in 3 RCNY §401-06.
- Have a substantially similar format to the sample fire safety plan.
- Be printed with the following conditions:
 - Single-sided or double-sided.
 - Stapled or bound.
 - Full-page or booklet format.
 - Paper size must not be smaller than 8½ inches by 11 inches, nor larger than 8½ inches by 14 inches.
 - Clearly legible text using contrasting lettering, font size 11 or higher, and Times New Roman or equivalent.
 - Printed in the English language.

7.0 Annual Fire and Emergency Preparedness Bulletin Procedure

No later than August 15th of each year, the FDNY will post on its website, www.nyc.gov/fdny, in one or more standard document formats, the fire and emergency preparedness bulletin to be reproduced and distributed in the upcoming year to building residents and building staff.

- The bulletin will not exceed four pages in length when printed in Times New Roman 11-point font on 8 ½ x 11 inch paper. It may include photographs or other pictorial information.
- The owner shall reproduce all of the content of the annual fire and emergency preparedness bulletin posted to the FDNY’s website in a form substantially similar to the posted bulletin.

8.0 Fire and Emergency Preparedness Notice Procedure

8.1 GENERAL

Fire and Emergency Preparedness Notices must:

- Include all of the information contained in sample fire and emergency preparedness guides and notices included in 3 RCNY §401-06
- Have a substantially similar format to the sample fire and emergency preparedness guides and notices.
- Be printed on a single-sided sheet of paper framed under a clear Plexiglas cover, or laminated with a firm backing designed to be affixed by mounting hardware or an adhesive, or printed on a matte-finish vinyl adhesive-backed decal not less than three mils in thickness, using thermal printing, screen-printing or other permanent, water-resistant printing technique.
- 5½ inches by 8½ inches in size (excluding any frame)- excluding fire and emergency preparedness notices to be posted in the common area of the residential building or space, which may be up to 8½ by 11 inches in size.
- Clearly legible text using contrasting lettering, font size 11 or higher, and Times New Roman or equivalent.
- Printed in the English language.

8.2 LOCATION OF NOTICES

Fire and Emergency Preparedness Guides and Notices must be located:

- On the inside surface of the front or main entrance door of each dwelling unit in the building or space.
- In a prominent location near any common mailbox area customarily used by the occupants of the building or space, or if there is no common mailbox area, in a prominent location in or near the elevators or main stairwell.

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- A copy of Part I of the Fire and Emergency Preparedness Guide (i.e., the building information section) must also be posted with the fire and emergency preparedness notice in the common area, in the same format as the Fire and Emergency Preparedness Notice.
- Each Fire and Emergency Preparedness Notice must 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.

8.3 MAINTENANCE AND REPLACEMENT

Housing must:

- Maintain the Fire and Emergency Preparedness Notices in the common area, as well as prepare and post any amended Part I (building information section) of the fire and emergency preparedness guides within sixty days of any material change in building conditions requiring such amended Fire Safety Plan.
- Replace any missing or damaged notice(s) on the dwelling unit door prior to any lawful change in occupancy of the dwelling unit.
- Replace any missing or damaged notice(s) at any other time upon written request of the tenant. The tenant may be charged the reasonable cost of replacement.

9.0 Distribution of Fire and Emergency Preparedness Guides, Bulletins & Notices

One of the following methods must document each circulation of the Fire and Emergency Preparedness Guides and Notices:

- United States Postal Service (USPS) certificate of mailing, or other official proof of mailing.
- If hand delivered, a receipt signed by either the occupant of the dwelling unit or the building service employee, or by an affidavit of the employee or agent of the owner who physically delivered the Fire and Emergency Preparedness Guide that identifies:
 - The date of delivery.
 - The manner of delivery.
 - The dwelling units to which it was delivered to or the names of the occupant(s) who received it.
- Instead of a printed copy, the *owner* may distribute the fire and emergency preparedness guide by email or another form of electronic transmission if the building resident:
 - Has provided an email address to the *owner* to receive building-related communications,
 - Has elected in writing to receive the guide in such a manner, or
 - Participates in any other form of electronic communication established by *the owner* for all building residents which enables building residents to receive, read and download documents.
- Additionally, the *owner* must:
 - Deliver or mail the guide in the event of an unsuccessful email or another electronic transmission;
 - Retransmit it upon request; and
 - 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 another form of electronic transmission.

Guides and notices will be delivered:

- To each dwelling unit in the building or space, or an occupant thereof, and to each building service employee.
- A Fire and Emergency Preparedness Bulletin (4 pages or less) will be delivered annually during Fire Safety Week (the first week of October).
- The full Fire and Emergency Preparedness Guide will be delivered to each occupancy, and to each building service employee every three years during Fire Prevention Week (the first week of October).
- Within sixty days of any material change in building conditions (other than temporary repairs or maintenance) that affect the content of the Fire and Emergency Preparedness Guide
- Guides will be provided to new occupants:
 - At the time when the occupant signs the lease, sublease, or other agreement allowing occupancy of the dwelling unit.
 - If there is no written agreement, no later than the date that the occupant assumes habitation of the premises.

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- Guides will be provided to building service employees newly assigned to the specific building(s):
 - No later than the date when the employee begins to perform duties at the premises.

10.0 Fire and Life Safety Reporting

10.1 ANNUAL CAMPUS FIRE SAFETY REPORT

The Higher Education Opportunity Act of 2008 is a federal law that requires colleges and universities to disclose fire safety-related information for on-campus student housing facilities, including an Annual Campus Fire Safety Report, and access to a log of fires reported in on-campus student housing facilities.

The Annual Campus Fire Safety Report provides fire safety information for each student housing facility on campus, including fire safety equipment, fire safety policies, and statistics concerning reported fires. The report also includes information about fire safety education and procedures related to reporting fires and evacuation.

The Annual Campus Fire Safety Report is accessible on the [Student Life](#) section of the WCM website. A campus-wide Broadcast email is sent on an annual basis when the current report is made available. This report can also be obtained by contacting EHS at 646-962-7233 or ehs@med.cornell.edu. EHS is located at 402 East 67th Street, Room LA-0020. As required, this report must be printed in the English language.

10.2 KERRY ROSE FIRE SPRINKLER NOTIFICATION ACT

The Kerry Rose Fire Sprinkler Notification Act of 2013 requires WCM to provide a written fire safety notification of installed sprinkler systems and information on how to access the Annual Campus Fire Safety Report to building residents. Building-specific information is provided in the Residential Fire Safety Plan. This plan is provided to residents as indicated in Section 6.2.

11.0 Record Retention, Availability, and Revisions

The last five annual fire safety plans for each building are kept on file at EHS and made available upon request by the FDNY. Housing and E&M maintain records of Fire Safety Plan distribution and make them available to EHS and FDNY upon request.

12.0 References

3 RCNY § 401-06 Fire and Emergency Preparedness Guide and Notices

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