

Building Specific Evacuation Procedures



1.0 Overview

Environmental Health & Safety at Weill Cornell Medicine has developed and maintains the Building Specific Evacuation Procedures for all WCM locations.

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3.0 Building Cross-Reference List

Building Code	Building Name	Address
A, B, C, D, LC, E	1300 York Avenue Building (Buildings A –E, LC and W)	1300 York Avenue
AN	Annex Building	523 E 70 th Street
BB	Belfer Research Building	413 E. 69th St.
BK	Burke Research Center	785 Mamaroneck Ave, White Plains, NY
CL	Chelsea Clinic	53 W 23 rd Street
CO	Corp Center	466 Lexington Avenue
CP	C.E.E.S.R. Program	338 East 66th Street
CQ	South Greeley Avenue Building	Chappaqua New York
CW/1155	Sutton Terrace Offices - BioVenture eLab & Center for Technology Licensing	1155 York Avenue
CW/1165	Sutton Terrace Offices	1165 York Avenue
CW/450	Sutton Terrace Offices - Psychiatry Practice	450 East 63rd Street
DC	Decorator's Center	312 E 62 nd Street
DHK	David H. Koch Center	1283 York Avenue
DV	Development & Admin Office - Cantor Women's Health	425 East 61st Street
EP	East Side Physicians' Offices Expansion	215 East 85th Street
ES	East Side Physicians' Offices	211 East 80th Street
F	NYP - Baker Tower	525 East 68th Street
FP	575 Lexington Avenue Building/Admin Offices	575 Lexington Avenue
GC	Garden City Center for Reproductive Health	1300 Franklin Ave, Garden City, NY
GP	Greenberg Pavilion	525 East 68th Street
GR	Griffis Faculty Club	1300 York Avenue

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GS	Gracie Square	416 E 76 th Street
HT	Helmsley Tower	1320 York Avenue
J	NYP - Connie Guion	525 East 68th Street
JL	Joralemon Street	186 Joralemon Street
K	NYP - K Wing	525 East 68th Street
L	NYP - L Wing	525 East 68th Street
LH	Lasdon House Residence	420 East 70th Street
LM	Lower Manhattan Hospital	170 William Street
M	NYP - Lying-in Hospital	525 East 68th Street
ME	Midtown Education Center	570 Lexington Avenue
MK	Mt. Kisco Center for Reproductive Health	657 Main Street, Mt. Kisco, NY
MR	Magnetic Resonance Imaging Center	416 East 55th Street
MT	Midtown Center	56 West 45th Street
N	NYP - Pediatrics Wing	525 East 68th Street
OH	Olin Hall Residence/Administrative Offices	445 East 69th Street
OX	Oxford Building	428 East 72nd Street
P	NYP - Payson Wing	525 East 68th Street
PE	Rudin Building	215 East 68 th Street
PS	Wall Street Plaza	88 Pine Street
PY	Payson House Residence	435 East 70th Street
RI	Roosevelt Island - Southtown Residence	465 Main Street, Roosevelt Island
RR	Gertrude & Louis Feil Family Research Building	407 East 61st Street
RV	Roosevelt Island - Riverwalk Residence	455 Main Street, Roosevelt Island
S/SI	Hamad bin Khalifa Biomedical Research Building & Citigroup Imaging Center	515 East 71st Street
SH	Southampton Primary Care/CRMI	2 Montauk Highway, Southampton, NY 11968
SM	Herman J. Stich Medical Building	1315 York Avenue
SSF/SST	East 77th Street Residences	442-4 East 77th Street
SR	Weill Family & Feil Family Residence Hall	1393 York Avenue
ST	NYP - Starr Outpatient Building	525 East 68th Street
TR	Roc Le Triomphe Building	240 East 59 th Street
W	Whitney Building	525 East 68th Street
WB	21 West Broadway	21 West Broadway
WC	Wright Center for the Aging	1184 First Avenue
WE	Westside	232 W 80 th Street
WM	156 William Street & 53 Beekman Street	156 William Street & 53 Beekman Street
WO	Worth Street Building	40 Worth St.
WP	West Side Practice	2315 Broadway
WS	West Side Physicians' Offices	12 West 72nd Street
Y	Weill Greenberg Center	1305 York Avenue

4.0 Building Specific Fire Safety Plans

The following pages contain specific fire and emergency response plans for each facility.

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4.1 1300 York Avenue (Buildings A through E, LC, and W)

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1300 York Avenue, New York, NY 10065

Fire Alarm System: Coded Fire Alarm with Public Address System

Evacuation Type: Staged Evacuation - All occupants must evacuate

Evacuation Routes: Vertical Evacuation

6A Stairwell (A-Building)	2 Stairwell (D-Building)
6B Stairwell (A-Building)	1A Stairwell (E-Building)
6C Stairwell (A-Building)	1B Stairwell (E-Building)
7A Stairwell (A/Harkness Building)	
3 Stairwell (C-Building)	

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected areas and provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

If you see visible smoke or fire in your area:

- Evacuate immediately following the evacuation procedures above—close doors while evacuating.

If you do not see smoke or fire:

- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Monitor your area for any signs of visible smoke or fire. If you see fire or smoke, you must evacuate the building following the evacuation procedures above.
- If announcements instruct you to evacuate, you must evacuate following the evacuation procedures above.

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4.2 AN - Annex

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 523 E 70th Street, New York, NY 10065
Fire Alarm System: Coded Fire Alarm System
Evacuation Type: Total Evacuation - All occupants must evacuate
Evacuation Routes: Vertical Evacuation
 Stairwell 20
 Stairwell 21

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.3 BB - Belfer Research Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 413 E. 69th St. New York, NY 10065

Fire Alarm System: Coded Fire Alarm with Public Address System

Evacuation Type: Staged Evacuation - All occupants must listen for announcement and evacuate upon instruction.

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

If you see visible smoke or fire in your area:

- Evacuate immediately following the evacuation procedures above—close doors while evacuating.

If you do not see smoke or fire:

- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Monitor your area for any signs of visible smoke or fire. If you see fire or smoke, you must evacuate the building following the evacuation procedures above.
- If announcements instruct you to evacuate, you must evacuate following the evacuation procedures above.

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4.4 BK - Burke Research Institute

BUILDING-SPECIFIC FIRE AND EVACUATION SAFETY PROCEDURES

GENERAL INFORMATION

Building Address: 785 Mamaroneck Avenue, White Plains, NY 10605

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Vertical Evacuation

Stair A (Molecular)

Stair B (Molecular)

Stair (Sturgis)

Stair (Hewitt)

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic Fire Department notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.5 BL - Rockefeller University

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	1230 York Avenue, New York, NY 10065
Fire Alarm System:	Coded Fire Alarm System
Evacuation Type:	Total Evacuation - All occupants must evacuate
Evacuation Routes:	Vertical Evacuation A Stairwell B Stairwell
Assembly Area(s):	Rockefeller Research Building (RRB)

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.6 CL - 53 W 23rd Street

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 53 W 23rd Street

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation - Fire Floor, Floor Above, and Floor Below

Evacuation Routes: Vertical Evacuation

Stair C

Stair D

Stair E

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.7 CO - Corp Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 466 Lexington Avenue, New York, NY 10017
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation - Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell
 C Stairwell
 D Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.8 CP - C.E.E.S.R. Program

BUILDING-SPECIFIC FIRE AND EVACUATION SAFETY PROCEDURES

GENERAL INFORMATION

Building Address: 338 East 66th Street, New York, NY 10065
Fire Alarm System: Interior Fire Alarm System
Evacuation Type: Total Evacuation - All occupants must evacuate
Evacuation Routes: **Horizontal & Vertical Evacuation**
 Stair C
 Outdoor stairs to street level
 Through base building on ground level

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic Fire Department notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.9 CQ - South Greeley Avenue

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 50 South Greeley Avenue, Suite 4, Chappaqua, NY 10514

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Vertical Evacuation
 Stairwell to street front building
 Stairwell to parking lot, rear of building

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Dial 911 to report the fire emergency to the fire department.
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

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4.10 CW-1155 York Ave - Sutton Terrace Offices - BioVenture eLab & Center for Technology Licensing

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1155 York Avenue, New York, NY 10065

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation

Evacuation Routes: Horizontal Evacuation - Evacuation to Street

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify EHS personnel or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.11 CW-1165 York Ave - Sutton Terrace Offices

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1165 York Avenue, New York, NY 10065
Fire Alarm System: Interior Fire Alarm System
Evacuation Type: Total Evacuation - All occupants must evacuate
Evacuation Routes: Vertical Evacuation
 Basement Stair to 1st Floor Exits

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify EHS personnel or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.12 CW - 450 E 63rd Street - Sutton Terrace Offices - Psychiatry

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 450 East 63rd Street, New York, NY 10065

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Horizontal Evacuation - Evacuation to Street

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify EHS personnel or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.13 DC - Decorator's Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 315 E 62nd Street, New York, NY 10065
Fire Alarm System: Coded Fire Alarm System
Evacuation Type: Total Evacuation - All occupants must evacuate
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.14 DHK - David H. Koch Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1283 York Avenue New York, NY 10065

Fire Alarm System: Coded Fire Alarm with Public Address System and Warden Phones

Evacuation Type: Partial Evacuation - Horizontal Evacuation of Immediate Fire Area

Evacuation Routes:	7th Floor:	Vertical Evacuation	Horizontal Evacuation
		B Stairwell	Through smoke compartment barrier doors near Stair B
		C Stairwell	Through smoke compartment barrier doors near Staff Locker Room
Evacuation Routes:	9th Floor:	Vertical Evacuation	Horizontal Evacuation
		B Stairwell	Through smoke compartment barrier doors near Stair B
		C Stairwell	Through smoke compartment barrier doors near Staff Elevators
			Through smoke compartment doors near Nutrition Office

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**Fire Safety Alert**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Count the Code

- Staff must listen and count the number of tones and gaps between the tones to determine the exact location of the alarm.
- Refer to the fire alarm code chart located next to each fire alarm pull station.
- Staff shall inform all others of the location of the Fire Safety Alert.

Fire Safety Alert is On Your Floor

- Defend in place.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Fire Safety Alert is NOT On Your Floor

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Prepare to accept patients from neighboring units.

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4.15 DV - Development & Admin Office - Cantor Women's Health Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 425 East 61st Street, New York, NY 10065
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation - Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and the floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor to Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

Listen for further announcements over the public address system and/or to Fire Wardens.

- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.16 EP - East Side Physician Offices Expansion

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 215 East 85th Street, New York, NY 10075

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation - Fire Floor, Floor Above, and Floor Below

Evacuation Routes: Vertical Evacuation

- A Stair
- B Stair
- C Stair
- D Stair

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors, and windows to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and the floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.17 ES - East Side Physician Offices

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 211 East 80th Street, New York, NY 10075

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Vertical Evacuation

A Stair

B Stair

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Pick up the Red Warden Phone in the lobby adjacent to the elevator to activate the horns throughout the facility. **Call 911 once at a safe location to notify the Fire Department.** The fire alarm system for this facility does not automatically notify the Fire Department.

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.18 F - NYP Baker Tower

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 525 East 68th Street, New York, NY 10065

Fire Alarm System: Coded Fire Alarm with Public Address System

Evacuation Type: Partial Evacuation - Horizontal Evacuation of Immediate Fire Area

Evacuation Routes: Horizontal Evacuation (*Primary*) Vertical Evacuation (*Secondary*)

Nearest Area of Refuge

8, 9, and 12 Stairwells

N, K, L, J and W Buildings

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE SAFETY ALERT**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed, or horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: "**FIRE SAFETY ALERT, FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.19 FP - 575 Lexington Avenue Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 575 Lexington Avenue, New York, NY 10022
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation - Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell
 C Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.20 GC - Garden City Center for Reproductive Medicine

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1300 Franklin Avenue, Garden City, NY 11530

Fire Alarm System: General Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Vertical Evacuation
Middle Stairwell to lobby
North Stairwell to street

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants and the fire department.
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.22 GR - Griffis Faculty Club

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1300 York Avenue, New York, NY 10065

Fire Alarm System: Coded Fire Alarm with Public Address System

Evacuation Type: Staged Evacuation - All occupants must listen for announcement and evacuate upon instruction

Evacuation Routes: Horizontal Evacuation

D-Building to 1300 York Avenue Entrance
Griffis South Exit to East 68th Street

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Occupants must evacuate immediately using the nearest safe evacuation route.

- Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire

- Listen for public address system announcements: "**FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located on your floor

- Evacuate immediately following the evacuation procedures above. Close doors while evacuating.

Fire alarm activation not located on your floor or floor below.

- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by fire safety personnel or over the public address system. If you are instructed to evacuate, follow the evacuation procedures described above.

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4.23 GS - Gracie Square

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 416 E 76th Street, New York, NY 10021

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Vertical Evacuation

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.24 GW - 255 Greenwich Street

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 255 Greenwich Street, New York, NY 10007
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation - Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 X Stairwell
 Y Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.25 HT - Helmsley Tower

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1320 York Avenue, New York, NY 10065

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation - Fire Floor and Floor Above

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators unless authorized by the Fire Department.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.26 J - NYP Connie Guion Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	525 East 68 th Street, New York, NY 10065		
Fire Alarm System:	Coded Fire Alarm with Public Address System		
Evacuation Type:	Partial Evacuation - Horizontal Evacuation of Immediate Fire Area		
Evacuation Routes:	Horizontal Evacuation (<i>Primary</i>)	Vertical Evacuation (<i>Secondary</i>)	
	Nearest Area of Refuge A, K, and F Buildings	7, 8, and 13 Stairwells	

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE SAFETY ALERT**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed or when horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: "**FIRE SAFETY ALERT, FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.27 JL – Joralemon Street

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 186 Joralemon Street, Brooklyn, NY 11201

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation – Fire Floor and Floor Above

Evacuation Routes: Vertical Evacuation

X Stairwell

Y Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** – Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** – Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** – Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** – Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor – Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor – Alert Floor.

Fire Evacuation Floor Response – Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response – Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens or over the public address system. If instructed to do so, evacuate as directed.

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4.28 K – NYP K Wing

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	525 East 68 th Street, New York, NY 10065		
Fire Alarm System:	Coded Fire Alarm with Public Address System		
Evacuation Type:	Partial Evacuation – Horizontal Evacuation of Immediate Fire Area		
Evacuation Routes:	Horizontal Evacuation (<i>Primary</i>)	Vertical Evacuation (<i>Secondary</i>)	
	Nearest Area of Refuge ST, W, F, and J Buildings	7 and 8 Stairwells	

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R – Rescue** – Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A – Alarm** – Shout “**FIRE SAFETY ALERT**” to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).
- C – Confine** – Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E – Evacuate/Extinguish** – Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed or when horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: “4-1” tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: “**FIRE SAFETY ALERT, FIRE SAFETY ALERT**” followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.29 L - NYP L Wing

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	525 East 68 th Street, New York, NY 10065		
Fire Alarm System:	Coded Fire Alarm with Public Address System		
Evacuation Type:	Partial Evacuation - Horizontal Evacuation of Immediate Fire Area		
Evacuation Routes:	Horizontal Evacuation (<i>Primary</i>)	Vertical Evacuation (<i>Secondary</i>)	
	Nearest Area of Refuge ST and F Buildings	12 and 13 Stairwells	

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE SAFETY ALERT**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed or when horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: "**FIRE SAFETY ALERT, FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.30 LH - Lasdon House Residence/Administrative Offices

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 420 East 70th Street, New York, NY 10065
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Total Evacuation Building – for office staff
 Residents to follow Residential Fire Safety Plan and Notices
Evacuation Routes: Vertical Evacuation
 A, B, C, D, F, and G Stairwells

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Notify Lasdon House desk attendant of fire.
- C - Confine** - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock doors to confine area and restrict spread of fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route. Do not use the elevators.
 - Notify Lasdon House desk attendant of fire. Remain available to answer questions about the fire and the affected area. Meet apartment members at a predetermined location.
 - Notify Lasdon House desk attendant, EHS personnel, or the Fire Department if any injured, physically impaired, or missing occupants are unaccounted for or unable to evacuate.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

For Staff in Administrative Areas: Total Evacuation Building

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

For Residents: Total Evacuation Building

The Residential Fire Safety Plan can be accessed on the EHS website: https://ehs.weill.cornell.edu/system/files/fsp_lh.pdf.

Feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.

- Exit your room and building if you can safely do so, following the Residential Fire Safety Plan instructions for a fire in your room.
- If you cannot safely exit the building, follow instructions below:
 - Call 911 and provide address, floor, apartment number, and number of occupants.
 - Seal the apartment doors, air ducts, or other openings where smoke may enter with wet towels or sheets.
 - Open windows a few inches at top and bottom unless flames and smoke are coming from floors below. Do not break any windows.
 - If conditions in the apartment appear life-threatening, open a window, and wave a towel or sheet to attract the attention of firefighters.
 - If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat away from the source of the flames, heat, or smoke.

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4.31 LM - Lower Manhattan Hospital

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 170 William Street, New York, NY 10038

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation - Horizontal Evacuation of Immediate Fire Area

Evacuation Routes: Horizontal Evacuation (*Primary*) Vertical Evacuation (*Secondary*)
Nearest Area of Refuge A, B, C, D, & E 15 Stairwells

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed, or horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.32 M - NYP Lying-In Hospital

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	525 East 68 th Street, New York, NY 10065		
Fire Alarm System:	Coded Fire Alarm with Public Address System		
Evacuation Type:	Partial Evacuation - Horizontal Evacuation of Immediate Fire Area		
Evacuation Routes:	Horizontal Evacuation (<i>Primary</i>)	Vertical Evacuation (<i>Secondary</i>)	
	Nearest Area of Refuge	14 and 15 Stairwells	
	N Building and Greenberg Pavilion		

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE SAFETY ALERT**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed, or horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: "**FIRE SAFETY ALERT, FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.33 ME - 570 Lexington Avenue Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 570 Lexington Avenue, New York, NY 10022
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation - Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 A Stairwell - (exits to 51 street)
 B Stairwell - (exits to lobby)
Assembly locations: Primary – 575 Lexington Ave (Street Level)
 Secondary – 1300 York Ave (Education Center)

If needed to evacuate building: Street level in front of 575 Lexington Avenue

If need to evacuate area report to the Education Center at 1300 York Ave

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alarm Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alarm Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alarm Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your normal work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.34 MK - Mt. Kisco Center for Reproductive Medicine

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 657 Main Street, Mt. Kisco, NY 10549

Fire Alarm System: General Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Horizontal Evacuation - Evacuate to street

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants and the fire department.
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.35 MR - Magnetic Resonance Imaging Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 416 East 55th Street, New York, NY 10022

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation Building - All occupants must evacuate

Evacuation Routes: Vertical Evacuation

B Stairwell (for B-1 level occupants. Exits to courtyard to E. 54th Street)

Basement Exit Stairwell (exits into the basement of the St. James Tower)

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators unless authorized by the Fire Department.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.36 MT - Midtown Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 56 West 45th Street, New York, NY 10036

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation – Fire Floor and Floor Above

Evacuation Routes: Vertical Evacuation
B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - *Partial Evacuation Building* - Occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators unless authorized by the Fire Department.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor.
- Advisory tone only (no strobe activation) on your floor - Alert Floor.

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.37 N - NYP Pediatrics Wing

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 525 East 68th Street, New York, NY 10065
Fire Alarm System: Coded Fire Alarm with Public Address System
Evacuation Type: Partial Evacuation – Horizontal Evacuation of Immediate Fire Area
Evacuation Routes: Horizontal Evacuation (*Primary*) Vertical Evacuation (*Secondary*)
 Nearest Area of Refuge 14 and 15 Stairwells
 M Building and Greenberg Pavilion

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout **"FIRE SAFETY ALERT"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline: 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed, or horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: **"FIRE SAFETY ALERT, FIRE SAFETY ALERT"** followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.38 OH - Olin Hall Residence/Administrative Offices

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 445 East 69th Street, New York, NY 10065

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation Building - All building staff must evacuate
Residents are to follow Residential Fire Safety Plan and Notices

Evacuation Routes: Vertical Evacuation
N, S, A, F, W (Fire Tower) Stairwells

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock doors to confine area and restrict spread of fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route. Do not use the elevators.
 - Notify Olin Hall desk attendant, EHS personnel, or the Fire Department if any injured, physically impaired, or missing occupants are unaccounted for or unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

For Staff in Administrative Areas: Total Evacuation Building

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

For Residents: Total Evacuation Building

The Residential Fire Safety Plan can be accessed on the EHS website: https://ehs.weill.cornell.edu/system/files/fsp_oh.pdf

- Feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- Exit your room and building if you can safely do so, following the instructions in the Residential Fire Safety Plan for a fire in your room.
- If you cannot safely exit the building, follow instructions below:
 - Call 911 and provide address, floor, apartment number, and number of occupants.
 - Seal the apartment doors, air ducts, or other openings where smoke may enter with wet towels or sheets.
 - Open windows a few inches at top and bottom unless flames and smoke are coming from floors below. Do not break any windows.
 - If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
 - If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat away from the source of the flames, heat, or smoke.

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4.39 OX - Oxford Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 422 East 72nd Street, New York, NY 10065

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation – All occupants must evacuate

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

OX200 rear exit into Oxford residential building and exit stairwells

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Ensure EVERYONE leaves the room. Close, but do not lock doors to confine area and restrict spread of fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route. Do not use the elevators.

- Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.40 P - NYP Payson Wing

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	525 East 68 th Street, New York, NY 10065		
Fire Alarm System:	Coded Fire Alarm with Public Address System		
Evacuation Type:	Partial Evacuation - Horizontal Evacuation of Immediate Fire Area		
Evacuation Routes:	Horizontal Evacuation (<i>Primary</i>)	Vertical Evacuation (<i>Secondary</i>)	
	Nearest Area of Refuge	8,9,12, and 15 Stairwells	
	F and N Buildings		

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE SAFETY ALERT**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed or when horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby.
- Determine if the fire alarm activation is in your area.
- Listen for public address system announcements: "**FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located in your area.

- Search the immediate area to determine if an actual fire or smoke condition.
- Follow the R.A.C.E. procedures above. Do not activate pull station if alarm is already sounding.

Fire alarm activation not located in your area.

- Close all doors and restrict movement in corridors.
- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by the Fire Department. If you are instructed to evacuate, follow the evacuation procedures above.

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4.41 PE - Rudin Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 215 East 68th Street, New York, NY 10065

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation - All occupants must evacuate

Evacuation Routes: Horizontal Evacuation

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock doors to confine area and restrict spread of fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route. Do not use the elevators.

- Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.42 PS - Wall Street Plaza

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 88 Pine Street, New York, NY 10005

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation – Fire Floor and Floor Above

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors, and windows to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor
- Advisory tone only (no strobe activation) on your floor - Alert Floor

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.43 PY - Payson House Residence

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 435 East 70th Street, New York, NY 10065
Fire Alarm System: Interior Fire Alarm System
Evacuation Type: Partial Evacuation Building - Apartment Specific
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Fire alarm pull stations are located adjacent to the fire exit stairwells on each floor. Call the NYP fire notification hotline 212-746-FIRE (3473).
- C - Confine** - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock door(s) to confine area and restrict spread of fire.
- E - Evacuate/Extinguish** - Only apartments directly affected by the fire and/or smoke should immediately evacuate if safe to do so.
 - Feel apartment door and doorknob for heat. If not hot, open the door slightly and check the hallway for smoke, heat, or fire.
 - Do not use the elevators.
 - Notify lobby desk attendant of fire. Remain available to answer questions about the fire and the affected area.
 - Meet apartment members at a predetermined location outside the building.
 - Notify lobby desk attendant or the Fire Department if any injured, physically impaired, or missing occupants are unaccounted for or unable to evacuate.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- Only apartments directly affected by the fire and/or smoke should immediately evacuate.
- All other occupants should remain in their apartment and wait for further instruction from the Fire Department.

UNABLE TO EVACUATE - EGRESS PATH BLOCKED BY FIRE OR SMOKE.

- Call 911 and provide address, floor, apartment number, and number of occupants.
- Seal the apartment doors, air ducts, or other openings where smoke may enter with wet towels or sheets.
- Open windows a few inches at top and bottom unless flames and smoke are coming from floors below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat, or smoke.

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4.44 RI - Roosevelt Island Southtown Residence

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 465 Main Street, Roosevelt Island, NY 10044

Fire Alarm System: General Fire Alarm System

Evacuation Type: Residential Fire Safety Plans and Notices

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the fire alarm pull station to alarm building residents (includes automatic FDNY notification). Call the NYP fire notification hotline 212-746-FIRE (3473).

C - Confine - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock door(s) to confine area and restrict spread of fire.

E - Evacuate/Extinguish - Only apartments directly affected by the fire and/or smoke should immediately evacuate if safe to do so.

- Feel apartment door and doorknob for heat. If not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- Do not use the elevators.
- Notify lobby desk attendant of fire. Remain available to answer questions about the fire and the affected area.
- Meet apartment members at a predetermined location outside the building.
- Notify lobby desk attendant or the Fire Department if any injured, physically impaired, or missing occupants are unaccounted for or unable to evacuate.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- Only apartments directly affected by the fire and/or smoke should immediately evacuate.
- All other occupants should remain in their apartment and wait for further instruction from the Fire Department.

UNABLE TO EVACUATE - EGRESS PATH BLOCKED BY FIRE OR SMOKE.

- Call 911 and provide address, floor, apartment number, and number of occupants.
- Seal the apartment doors, air ducts, or other openings where smoke may enter with wet towels or sheets.
- Open windows a few inches at top and bottom unless flames and smoke are coming from floors below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat, or smoke.

RESIDENTIAL FIRE SAFETY PLAN

The Residential Fire Safety Plan can be accessed on the EHS website: https://ehs.weill.cornell.edu/system/files/fsp_southtown.pdf

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4.45 RR - Gertrude and Louis Feil Family Research Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 407 East 61st Street, New York, NY 10065
Fire Alarm System: Coded Fire Alarm with Public Address
Evacuation Type: Total Evacuation – All occupants must evacuate
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell
 C Stairwell (From Cellar/Basement Area)

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.
- Public address system will be used to provide evacuation instructions in non-fire emergencies. Listen for a tone followed by evacuation instructions.

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4.46 RV - Roosevelt Island Riverwalk Residence

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 455 Main Street, Roosevelt Island, NY 10044
Fire Alarm System: General Fire Alarm System
Evacuation Type: Residential Fire Safety Plans and Notices
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the fire alarm pull station to alarm building residents (includes automatic FDNY notification). Call the NYP fire notification hotline 212-746-FIRE (3473).
- C - Confine** - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock door(s) to confine area and restrict spread of fire.
- E - Evacuate/Extinguish** - Only apartments directly affected by the fire and/or smoke should immediately evacuate if safe to do so.
 - Feel apartment door and doorknob for heat. If not hot, open the door slightly and check the hallway for smoke, heat or fire.
 - Do not use the elevators.
 - Notify lobby desk attendant of fire. Remain available to answer questions about the fire and the affected area.
 - Meet apartment members at a predetermined location outside the building.
 - Notify lobby desk attendant or the Fire Department if any injured, physically impaired, or missing occupants are unaccounted for or unable to evacuate.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- Only apartments directly affected by the fire and/or smoke should immediately evacuate.
- All other occupants should remain in their apartment and wait for further instruction from the Fire Department.

UNABLE TO EVACUATE – EGRESS PATH BLOCKED BY FIRE OR SMOKE.

- Call 911 and provide address, floor, apartment number, and number of occupants.
- Seal the apartment doors, air ducts, or other openings where smoke may enter with wet towels or sheets.
- Open windows a few inches at top and bottom unless flames and smoke are coming from floors below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat, or smoke.

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4.47 S/SI - Hamad Bin Khalifa Biomedical Research Building and Citigroup Imaging Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: S - 515 East 71st Street, New York, NY 10065
 SI - 516 East 72nd Street, New York, NY 10065

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation – All occupants must evacuate

Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell
 C Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.48 SH - Southampton Primary Care/CRMI

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 2 Montauk Highway, Southampton, NY 11968

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation – All occupants must evacuate

Evacuation Routes: Horizontal & Vertical Evacuation

A Stairwell (from basement)

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic notification to fire department).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.

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4.49 SM – Herman J. Stich Medical

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1315 York Avenue, New York, NY 10065
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation – Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline 212-746-FIRE (3473).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor – Fire Evacuation Floor
- Advisory tone only (no strobe activation) on your floor – Alert Floor

Fire Evacuation Floor Response – Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response – Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.50 SSF/SST – 77th Street Residence

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: SSF - 444 East 77th Street, New York, NY 10075

SST - 442 East 77th Street, New York, NY 10075

Fire Alarm System: Apartments equipped with Smoke “Alarms” only

Evacuation Type: Residents are to follow Residential Fire Safety Plan and Notices

Total Evacuation Building – All occupants must evacuate

Evacuation Routes: Vertical Evacuation

Main Interior Stairwell

Fire Escapes - The fire escapes terminate in the back yard of the building.

To access 77th Street, re-enter the building through the basement, take the stairwell to **the first floor and exit.**

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout “**FIRE**” to report a fire to the other occupants in the immediate area of the fire. Alarm people on floor by knocking on doors on way to the exit. **Call 911 once at a safe location to notify the Fire Department.** Do not assume the fire has been reported unless firefighters are on the scene. Call the Olin Hall desk attendant at 212-746-1009. No fire alarm pull station is located in this building.

C - Confine - Ensure EVERYONE leaves the room. Take keys to the apartment. Close, but do not lock door(s) to confine area and restrict spread of fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Feel apartment door and doorknob for heat. If not hot, open the door slightly and check the hallway for smoke, heat or fire.
- Remain available to answer questions about the fire and the affected area.
- Meet apartment members at a predetermined location outside the building.
- Notify the Fire Department if any injured, physically impaired, or missing occupants are unaccounted for or unable to evacuate.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

UNABLE TO EVACUATE - EGRESS PATH BLOCKED BY FIRE OR SMOKE.

- Call 911 and provide address, floor, apartment number, and number of occupants.
- Seal the apartment doors, air ducts, or other openings where smoke may enter with wet towels or sheets.
- Open windows a few inches at top and bottom unless flames and smoke are coming from floors below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat, or smoke.

RESIDENTIAL FIRE SAFETY PLAN

The Residential Fire Safety Plan can be at: https://ehs.weill.cornell.edu/system/files/fsp_77.pdf.

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4.51 SR – Weill Family & Feil Family Residence

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1393 York Avenue, New York, NY 10021

Fire Alarm System: Fire Alarm System with One-Way Voice Communication

Evacuation Type: Staged Evacuation – Fire Floor, Floor Above and Floor Below

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout “**FIRE**” to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Occupants on the fire floor are required to immediately leave the floor and evacuate the building or relocate to another safe location at least three (3) floors below their present location.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on either a Fire Evacuation Floor or an Alert Floor.

- Fire Evacuation Floors (fire floor, floor above and floor below)- Horns and strobes will be active.
- Alert Floors- Advisory tones only will be active (no strobe activation) on these floors.

Fire Evacuation Floor Response – Fire emergency is on your floor, floor above or floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise listen for public address system announcements for instructions. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response – Fire emergency in building but not on your floor, floor above or the floor below.

- Listen for further announcements over the public address system
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, or over the public address system. If instructed to do so, evacuate as directed.

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4.52 ST - NYP Starr Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address:	525 East 68 th Street, New York, NY 10065		
Fire Alarm System:	Coded Fire Alarm with Public Address System		
Evacuation Type:	Partial Evacuation – Horizontal Evacuation of Immediate Fire Area		
Evacuation Routes:	Horizontal Evacuation (Primary)	Vertical Evacuation (Secondary)	
	Nearest Area of Refuse	7 and 8 Stairwells	
	K.L and F Buildings		

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Rescue patients in immediate danger from fire or smoke. Other occupants must remove themselves from the affected area.
- A - Alarm** - Shout "**FIRE SAFETY ALERT**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). Call the NYP fire notification hotline 212-746-FIRE (3473).
- C - Confine** - Close doors and windows in the affected unit and area (e.g., floor). This will restrict the potential spread of the fire. Seal doors with wet sheets or towels to prevent smoke from entering patient rooms. Locate personnel at medical gas valves for shutdown if authorized by the clinical staff. Clear corridors and restrict movement to maintain safe egress paths.
- E - Evacuate/Extinguish** - Occupants in immediate danger from a fire or smoke condition must evacuate horizontally to nearest area of refuge. Evacuate vertically down two or more floors when directed or when horizontal evacuation is unsafe. Do not use elevators.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Building has a coded fire alarm system which identifies the location of fire alarm activation.
- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby
- Determine if the location of the fire alarm is in the Whitney Building and on your floor or the floor below and evacuate if it is.
- Listen for public address system announcements: "**FIRE SAFETY ALERT, FIRE SAFETY ALERT**" followed by the location of fire alarm activation and any further instructions.

Fire alarm activation located on your floor or floor below.

- Evacuate immediately following the evacuation procedures above. Close doors while evacuating.

Fire alarm activation not located on your floor or floor below.

- Listen for further announcements over the public address system.
- Continue your regular work duties.
- Do not evacuate unless you see a sign of fire or are otherwise instructed by fire safety personnel or over the public address system. If you are instructed to evacuate, follow the evacuation procedures above.

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4.53 TA - Western Publishing Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 850 3rd Avenue, New York, NY 10022

Fire Alarm System: Modified Class "E" Fire Alarm System

Evacuation Type: Partial Evacuation – Fire Floor and Floor Above

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

C Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor
- Advisory tone (Ping) only (no strobe activation) on your floor - Alert Floor

Fire Evacuation Floor Response – Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or to floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or to Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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4.54 TR - Roc Le Triomphe Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 240 East 59th Street, New York, NY 10022

Fire Alarm System: Inferior Fire Alarm System

Evacuation Type: Total Evacuation – All Occupants Must Evacuate

Evacuation Routes: Vertical Evacuation

F Stairwell (discharges to 58th Street)

H Stairwell (discharges to 59th Street)

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification). **Call 911 once at a safe location to notify the Fire Department.**
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.55 W - Whitney Building

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 525 East 68th Street, New York, NY 10065
Fire Alarm System: Coded Fire Alarm with Public Address System
Evacuation Type: Partial Evacuation – Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 1 Stairwell (W-Building)
 9 Stairwell (F-Building)

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate.
- A - Alarm** - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators unless authorized by the Fire Department.
 - Notify NYP Security, EHS personnel, or the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

If you see visible smoke or fire in your area:

-
- Evacuate immediately following the evacuation procedures above. Close doors while evacuating.

If you do not see smoke or fire:

-
- Listen for further announcements over the public address system.
 - Continue your regular work duties.
 - Monitor your area for any signs of visible smoke or fire. If you see fire or smoke, you must evacuate the building following the evacuation procedures above.
 - If announcements instruct you to evacuate, you must evacuate following the evacuation procedures above.

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4.56 WB- 21 West Broadway

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 21 West Broadway, New York, NY 10007

Fire Alarm System: interior Fire Alarm System

Evacuation Type: Total Evacuation

Evacuation Routes: Horizontal Evacuation (*Primary*)

Main Entrance

Vertical Evacuation (*Secondary*)

Stair D

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.57 WC - Wright Center for the Aging

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1184 1st Avenue, New York, NY 10065

Fire Alarm System: Coded Fire Alarm System

Evacuation Type: Total Evacuation – All occupants must evacuate

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Total Evacuation Building - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine the location of the fire.

- Listen and note the sequence of the tones. Tone sequence will repeat. Example: 4 tones – short pause – 1 tone.
- Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
- Review the Code Card and determine the location of the fire alarm system activation. Example: "4-1" tones = 1st Floor, B-Building, 1300 York Lobby
- Identify the location of the fire alarm activation to help determine a safe evacuation route.

Total Evacuation Building

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.58 WE - Westside

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 232 W 80th Street

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation – All Occupants Must Evacuate

Evacuation Routes: Vertical Evacuation

C Stairwell

D Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants. ***Call 911 once at a safe location to notify the Fire Department.***

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Total Evacuation Building - All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.59 WM - 156 William Street and 53 Beekman Street

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 156 William Street, 53 Beekman Street, New York, NY 10007

Fire Alarm System: Fire Alarm System with Two-Way Voice Communication

Evacuation Type: Partial Evacuation – Fire Floor and Floor Above

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

Vertical Evacuation-Cellar Floor

Vertical Evacuation-Sub-cellar Floor

Main Entrance

A Stairwell

D Stairwell

D Stairwell

Assembly Area(s) *Primary*- William Street (Between John St & Maiden Lane)
Secondary- Ann Street (Between Nassau St & Broadway)

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor
- Advisory tone only (no strobe activation) on your floor - Alert Floor

Fire Evacuation Floor Response – Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

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4.60 WO - 40 Worth Street

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 40 Worth St. New York, NY 10013
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation – Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 C Stairwell
 D Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish - Total Evacuation Building** - All building occupants must evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor
- Advisory tone only (no strobe activation) on your floor - Alert Floor

Fire Evacuation Floor Response - Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response - Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Fire Wardens.
- Continue your regular work duties.
- Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Fire Wardens or over the public address system. If instructed to do so, evacuate as directed.

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4.61 WP - West Side Practice

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 2315 Broadway, New York, NY 10024

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation – All occupants must evacuate

Evacuation Routes: Vertical Evacuation

A Stairwell

B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Total Evacuation Building – All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.62 WS - West Side Physicians

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 12 West 72nd Street, New York, NY, 10023

Fire Alarm System: Interior Fire Alarm System

Evacuation Type: Total Evacuation – All Occupants Must Evacuate

Evacuation Routes: Vertical Evacuation

A Stairwell

Basement Emergency Exit – Doors exit into an adjoining residential building basement.

From the basement, there is a stairwell to the first floor and exits onto West 72nd Street.

IF YOU SEE VISIBLE FIRE OR SMOKE:

R - Rescue - Remove occupants from the affected area. Provide assistance to others as appropriate.

A - Alarm - Shout "**FIRE**" to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants. ***Call 911 once at a safe location to notify the Fire Department.***

C - Confine - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.

E - Evacuate/Extinguish - Total Evacuation Building – All building occupants must evacuate immediately using the nearest safe evacuation route.

- Do not use elevators.
- Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
- Remain available to answer questions about the fire and the affected area.
- In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

- All building occupants must evacuate immediately using the nearest safe evacuation route.
- Refer to the evacuation procedures above for additional information.

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4.63 Y - Weill Greenberg Center

BUILDING-SPECIFIC FIRE SAFETY AND EVACUATION PROCEDURES

GENERAL INFORMATION

Building Address: 1305 York Avenue, New York, NY 10065
Fire Alarm System: Fire Alarm System with Two-Way Voice Communication
Evacuation Type: Partial Evacuation – Fire Floor and Floor Above
Evacuation Routes: Vertical Evacuation
 A Stairwell
 B Stairwell

IF YOU SEE VISIBLE FIRE OR SMOKE:

- R - Rescue** - Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A - Alarm** - Shout **"FIRE"** to report a fire to the other occupants in the immediate area of the fire. Activate the nearest fire alarm pull station to alarm building occupants (includes automatic FDNY notification).
- C - Confine** - Close all doors, including interior doors and windows, to the area while exiting. This will help restrict the potential spread of the fire.
- E - Evacuate/Extinguish** - Occupants on the fire floor and floor above the fire floor are required to evacuate immediately using the nearest safe evacuation route.
 - Do not use elevators.
 - Notify the Fire Department of any injured and/or physically impaired occupants who are unable to evacuate.
 - Remain available to answer questions about the fire and the affected area.
 - In the event of a small fire, only trained personnel may attempt to utilize a fire extinguisher, and only after the above R.A.C.E. steps have been initiated.

IF THERE IS A FIRE ALARM ACTIVATION:

Determine if you are on (1) a Fire Evacuation Floor or (2) an Alert Floor.

- Horn and strobe activation on your floor - Fire Evacuation Floor
- Advisory tone only (no strobe activation) on your floor - Alert Floor

Fire Evacuation Floor Response – Fire alarm activation is on your floor or the floor below.

- Evacuate immediately if you see fire or smoke, utilizing the evacuation procedures identified above. Otherwise, all personnel must immediately re-locate to their designated evacuation assembly areas.
- Listen for public address system announcements and/or floor Wardens for instruction. The public address announcement will state the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as directed.

Alert Floor Response – Fire alarm activation in building but not on your floor or the floor below.

- Listen for further announcements over the public address system and/or Wardens.
- Continue your regular work duties.

Do not evacuate unless you see smoke or fire or are otherwise instructed by the Fire Department, Wardens, or over the public address system. If instructed to do so, evacuate as directed.

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