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2.0 Introduction

An effective fire safety program requires the involvement of the entire campus community. Fires can lead to personal injury, loss of life, property damage, and loss of research. The U.S. Fire Administration National Fire Protection Association reports that there are “approximately 1,700 documented fires in college dormitories, classroom buildings and fraternities and sororities” annually. Unfortunately, the severity that a fire can reach was realized by the Cornell community in the 1960s when a dormitory fire in Ithaca caused the deaths of thirteen students and a faculty member.

3.0 Purpose

The WCM community will be familiar with the Building-Specific Fire Safety and Evacuation Procedures ([available here](#)) and immediately implement the procedures and evacuate to safety in the event of a fire. Furthermore, the WCM community will recognize and maintain fire safety in the workplace and all Tenant occupied spaces, WCM residences, and student housing by familiarizing the fire safety and preparedness procedures identified in this manual and provided by Environmental Health and Safety (EHS) safety training programs.

This manual also details WCM general policies, procedures, and resources for non-fire emergencies.

The guidelines and procedures provided are intended to educate the WCM community in proper fire safety and prevention and emergency preparedness measures. Through the implementation of these measures, the safety of the WCM community will be maximized, and the risk of personal injury, loss of life, and property loss from a fire will be reduced.

This manual identifies:

- Responsibilities of WCM Building Occupants and Tenants.
- Fire Safety and Prevention Measures.
- Training and Fire Drill Requirements.
- Campus Emergency Action Plan.

4.0 Applicability/Scope

All Weill Cornell Medicine (WCM) Workforce Members and tenants must know the specific fire and evacuation procedures for the building(s) they routinely occupy. The Building - Specific Fire Safety and Evacuation Procedures for all WCM-occupied buildings and owned buildings can be found [here](#). Additionally, local fire safety plans may be developed to address unique fire safety needs for a specific area.

Awareness of procedures and resources for non-fire emergencies is also vital, and these are also addressed in this manual.

All WCM Workforce Members, Tenants, Contractors, and Visitors are required to comply with this policy, including adherence to Building-Specific Fire Safety and Evacuation Procedures, participation in required training and drills, and implementation of fire prevention and emergency response measures as outlined herein.

5.0 Policy

Environmental Health and Safety (EHS) at Weill Cornell Medicine (WCM) has developed this **Fire Safety and Emergency Action Plan (EHS Program 132.01)** to establish institutional requirements for fire safety, emergency preparedness, and evacuation in all WCM-owned and WCM-occupied facilities. This manual, in its entirety, shall constitute as WCM’s policy, which defines the rules,

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responsibilities, and procedures necessary to protect life and property and to ensure compliance with applicable **federal, state, and local laws, regulations, and standards**, including but not limited to the **New York City Fire Code, New York City Building Code, OSHA 29 CFR 1910.37 and 1910.38, and National Fire Protection Association (NFPA) standards**.

6.0 Roles and Responsibilities

6.1 ENVIRONMENTAL HEALTH AND SAFETY (EHS)

- Develop and maintain the Fire Safety and Emergency Action Plan in accordance with federal, state, and local regulations, and distribute to the WCM community.
- Review and approve local fire safety plans.
- Educate the WCM community on fire safety and preventative measures.
- Conduct fire drills for all WCM buildings, as required.
- Serve as first responders on the scene of a fire alarm activation or fire.
- Inspect WCM locations for compliance with fire safety requirements.
- Ensure building fire alarm, sprinkler, and standpipe systems are operated and maintained in accordance with national, state, local codes, standards, and ordinances.

6.2 WCM WORKFORCE MEMBERS, TENANTS AND VISITORS

- Review and become familiar with the Building-Specific Fire Safety and Evacuation Procedures and Residential Fire Safety Plans available [here](#) and identify the following:
 - Location of at least two fire exits near the work area, housing, and other areas routinely visited while performing activities at WCM.
 - Location of the nearest manual pull station in the work area.
 - Proper evacuation procedure for the building (e.g., total evacuation versus partial evacuation).
- Review contacts for reporting non-fire emergencies.
- Evacuate according to the Building-Specific Fire Safety and Evacuation Procedures, or EHS-approved local fire safety plans.
- Review, recognize and implement fire safety and emergency preparedness measures.
- Assist Visitors to the area in the event of a fire alarm and an evacuation.
- Participate in building fire drills.
- Attend training as required.

6.3 DEPARTMENTS

- Develop and obtain EHS approval for local fire safety plans that address specific evacuation concerns and issues for their area.
- Post EHS-approved local fire safety plans in applicable areas.

6.4 FACILITIES & CAMPUS SERVICES

- Maintain and operate building fire alarm, sprinkler, and standpipe systems in accordance with national, state, local codes, standards, and ordinances.
- Shut down building services and systems as appropriate.

6.5 CONTRACTORS

- Comply with the procedures identified in this manual.
- Obtain hot work permits prior to conducting hot work-related activities.
- Evacuate according to the Building-Specific Fire Safety and Evacuation Procedures.

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7.0 Reporting Emergencies

7.1 FIRE EMERGENCIES

In the event of a fire or visible smoke condition, **Workforce Members must follow the R.A.C.E. procedure** for reporting a fire condition. After following the R.A.C.E. procedure, Workforce Members should also contact EHS at 646-962-7233.

7.2 OTHER EMERGENCIES

The following contact numbers and departments have been designated for reporting of various emergency conditions:

Emergency Contact Numbers		
Issue	WCM Locations	NYP Locations
Leaks/Other Facilities Emergencies	Facilities & Campus Services 212-746-2288	Facilities Operations 212-746-1920
Chemical/Biological Release and Related Issues	WCM Environmental Health and Safety 646-962-7233	NYP Environmental Health and Safety 212-746-1926
Radiological Release and Related Issues	Health Physics 646-962-7233	Health Physics 646-962-7233
Thefts/Threats/Security Issues	Security 212-746-0911	Security 212-746-0911
General Inquiries	WCM Environmental Health and Safety 646-962-7233	NYP Emergency Management 212-746-0877

8.0 Fire and Smoke Conditions

Signs of fire include visible flame or visible smoke. In the event visible flame or smoke is seen, building occupants must initiate the R.A.C.E. procedures outlined in the Building-Specific Fire Safety and Evacuation Procedures available [here](#). The smell of smoke is not an immediate sign of fire. Contact Environmental Health and Safety at 646-962-7233 to report the smell of smoke.

8.1 R.A.C.E. PROCEDURE

R.A.C.E. is an acronym for the general procedures all occupants should follow in the event of a fire, visible smoke, or fire alarm activation. Building-specific R.A.C.E. procedures are provided in the Building-Specific Fire Safety and Evacuation Procedures at the end of this Manual. This [R.A.C.E procedure video](#) details the process and is available on the EHS website.

- **R - RESCUE:** Remove occupants from the affected area. Assist others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- **A - ALARM:** If there is visible fire or smoke, report the fire to the other occupants in the immediate area by shouting **"FIRE."** Activate the nearest fire alarm pull station (exit signs will lead you to a pull station) to alert building occupants of the fire. **Note:** occupants in NYP buildings must call the NYP fire hotline at 746-FIRE (3473).
- **C - CONFINE:** Close all doors, including interior doors, to the area to confine a fire and minimize the risk of the fire spreading in the building. Place damp towels at the base of the door to minimize smoke entering an area where occupants or patients are unable to evacuate.
- **E - EVACUATE / EXTINGUISH:** Building occupants must evacuate the building as specified in the Building-Specific Fire Safety Procedures. Fire extinguishers should only be used by trained personnel to extinguish small fires, and only after the other R.A.C.E. procedures have been fully implemented.

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8.2 GENERAL FIRE RESPONSE AND EVACUATION PROCEDURES

8.2.1 Evacuations from Classrooms or Meeting Rooms

Groups meeting in classrooms or lecture halls must be familiar with the Building-Specific Fire Safety and Evacuation Procedure for the building in which they are meeting. For lectures and events in classrooms and meeting rooms, a group must designate a person to lead emergency evacuation in the event of a fire alarm activation. In a classroom setting, the professor will lead any emergency evacuations.

In the event of a fire alarm activation in a classroom or meeting room in a partial evacuation building (refer to [Building-Specific Fire Safety and Evacuation Procedures](#)), the evacuation leader or professor must also designate someone to check outside the classroom/meeting room for evidence of smoke or fire. Should the designee find any evidence of smoke or fire, s/he is to report this to back immediately, and evacuation must occur according to the Building-Specific Fire Safety and Evacuation Procedure. If there is no evidence of smoke or fire, this individual should remain vigilant in checking for smoke and fire and listening for announcements until an all-clear announcement is made.

If a fire alarm activates in a classroom or meeting room in a full evacuation building, an immediate evacuation must take place as per the Building-Specific Fire Safety and Evacuation Procedure.

8.2.2 Local Fire Safety Plans

Under special circumstances, departments may be required to develop local fire safety plans to address the unique needs of a specific area. The local fire safety plans must be in writing and approved by EHS before implementation.

8.2.3 NYP Local Fire Safety Plans

Occupants in NYP areas must complete the NYP Local Fire Safety Plans. The NYP Local Fire Safety Plan must be reviewed and approved by NYP Environmental Health and Safety. Contact NYP Facilities Regulatory Compliance/Fire Safety for assistance.

8.2.4 Communication with Response Personnel

Occupants should notify building security, EHS staff, and/or the Fire Department of the location of any injured and/or physically impaired occupants who are unable to evacuate. Additionally, occupants familiar with the fire or incident should remain available (e.g., at the building entrance or with response personnel) in the event response personnel have questions.

8.2.5 Elevator Use During Fire

Do not use elevators during fires or fire alarm activations unless expressly authorized to do so by the Fire Department. Elevators may stop and trap occupants.

8.2.6 Fire Extinguishers and P.A.S.S.

Fire extinguishers should only be used to extinguish small fires by trained personnel and only after all other R.A.C.E. procedures have been implemented. When using a fire extinguisher, employ the P.A.S.S. method as follows:

- **P** – Pull the pin on the fire extinguisher.
- **A** – Aim the fire extinguisher nozzle of the base of the fire.
- **S** – Squeeze the fire extinguisher handle.
- **S** – Sweep back and forth at the base of the fire.

8.2.7 Exit and Evacuation Route Signs

WCM buildings have fire Stairwells for emergency Egress from a building. "EXIT" signs are positioned throughout buildings to direct occupants to the fire Stairwells, as shown on the right. "Evacuation Route" signs are posted in elevator lobbies on each floor to identify the nearest fire Stairwells and exits.



Example of a WCM Exit sign.

8.2.8 Building Evacuation Types

In the event of a fire or fire alarm activation, occupants may have to evacuate the building entirely or partially. Refer to your building's "Building-Specific" Fire Safety and Evacuation Plan to determine which evacuation type has been assigned.

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- **Full Evacuation Building:** All building occupants must immediately evacuate the building. Evacuations should be to the street level unless otherwise directed in the Building-Specific Fire Safety and Evacuation Procedures, or EHS-approved local fire safety plans.
- **Partial Evacuation Building:** Partial evacuation types include evacuation of specific floors including; “fire and floor above (e.g. 1305 York), Fire Floor, floor above and floor below (Lasdon House and Feil Family and Weill Family Residence Hall (1393 York). Refer to the Building Specific Fire Safety and Emergency Action Procedures for your location to determine if partial evacuation is appropriate.

8.2.9 Evacuation Methods

- **Vertical Evacuation (Fire Stairwells):** In this type of evacuation, occupants use fire Stairwells to evacuate to a lower floor or exit the building, depending on the building evacuation type and the location of the fire. Vertical evacuation via fire Stairwells is the primary evacuation method used in WCM buildings.
- **Horizontal Evacuation:** Occupants exit to an adjacent area of refuge and/or fire compartment on the floor. This type of evacuation is only applicable in some NYP buildings. Refer to the Building-Specific Fire Safety and Evacuation Procedures to determine if horizontal evacuation is appropriate.
- **Staged Evacuation Buildings (BRB, 1300 York, SR):** Staged evacuation refers to a building that has a public announcement system (one-way voice communication capability) but does not support a 2-way voice communication system (e.g., warden phones). Occupants in these buildings are to listen for announcements provided by security when a fire alarm occurs and evacuate if instructed or if smoke is visible within their area.

8.2.10 Evacuation of Physically Impaired Individuals

- There are several methods recommended for assisting the physically challenged during fires, smoke conditions, fire alarm activations, or other emergencies that may require the vertical evacuation of occupants. Before attempting to assist, especially where lifting is involved, the individual performing the assist must know their own physical capabilities and limitations. If unsure, enlist additional assistance.
- Department heads shall provide a list of any individuals having a physical disability, permanent or temporary, or may otherwise require assistance during an evacuation of the building for any reason to EHS. EHS will post this list on the fire alarm panel as required by NYC code.

8.2.11 Evacuation Methods of Physically Impaired Individuals

The suggested methods, from most desirable to least desirable, are:

- **Relocation to an area of refuge:** Move the occupant to a predetermined area of refuge that provides shelter and protection from exposure to smoke until emergency response personnel can arrive and vertically transport the occupant to safety. The area of refuge must have a telephone or other means of communication (e.g., dedicated emergency telephone to lobby, wireless radio). The occupant must always be accompanied. The area of refuge could be an office, conference room, enclosed elevator lobby, stairway (if constructed with oversized landing), or any room with a door that can be sealed to keep out smoke.
- **Shelter-in-place:** Remain in place and await assistance from emergency response personnel. The occupant must always be accompanied. It is most desirable to move the occupant outside the entrance to the nearest unaffected fire exit. Notify lobby security or 911 of your location and that you require rescue. This method can only be utilized if there is no smoke condition that poses an immediate danger.
- **Evacuation requires minor assistance:** Provide a steadying hand to those individuals who have minor limitations, such as the elderly, to provide balance and confidence as they move down the stairs.
- **Evacuation requires carrying or significant assistance:** Provide full assist (i.e., carry, lift) to the individual. Below are some examples of conditions requiring full assist to move the occupant vertically during an evacuation:
 - **Wheelchairs:** If conditions require an immediate evacuation and the methods mentioned above are not available or appropriate, a three-person assist will be required to move a wheelchair down the fire stairs. One individual should stand behind the wheelchair and move the occupant to the top step. Tilt the wheelchair back slightly until you achieve balance. While two people stand in front of the chair off to the side two or three steps down (depending on their height and reach), holding the frame and pushing slightly forward, move the wheelchair to the next step. The person behind moves the chair forward and down one step at a time, with the two individuals in front providing guidance and resistance. If there is a backup of ambulatory occupants behind you, then you should let the other occupants pass once a landing is reached.
 - **Walkers, walking canes, crutches, and other mobility devices:** The level of assistance required may vary depending on the person’s age, mobility, and dexterity with the device, etc. A three-person assist can generally provide balance and stability to these individuals, with one person in front and one on either side providing support under the arm or elbow of the individual. Sometimes it is much safer to let the occupant negotiate the stairs themselves and simply be available should assistance be

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needed. In the case of crutches, they may prefer to use one hand on the handrail and the other on one crutch. Assistance can be provided by carrying the other crutch.

- **Visually impaired using service animals:** Before trying to assist a visually impaired individual, always ask how to help him/her best. The person may be fully capable of moving down the stairs with his/her service animal. Look for guidance from the individual before planning your assist. Service animals are not pets and should not be fed or separated from their owner unless absolutely necessary. Do not touch the animal without permission from its owner. Always lead the animal by its leash and not its harness.
- **Other impairments requiring a lift:** If it is necessary to carry someone down the stairs, use the Two-Person Carry Technique – The Swing or Chair Carry:
 - Carriers stand on opposite sides of the individual.
 - Take the arm on your side and wrap it around your shoulder.
 - Grasp your carry partner's forearm behind the person in the small of the back.
 - Reach under the person's knees to grasp the wrist of your carry partner's other hand.
 - Both carry partners should then lean in, close to the person, and lift on the count of three.
 - Continue pressing into the person being carried for additional support in the carry.

8.2.12 Additional Guidelines for Physically Impaired Individuals

Before attempting to assist physically impaired occupants:

- Always ask if the person needs assistance before you act.
- Introduce yourself and make sure that you have your ID card in place.
- If the person requests assistance, ask how best you can help.
- Remember, the elderly may be hearing impaired. Make sure to look directly at them and speak slowly.
- Be patient but also be firm if you meet resistance. Explain what you are going to do before you do it.
- Encourage and reassure them that everything will be all right.
- Remain calm.

8.3 EVACUATION PROCEDURES

Building-Specific Fire Safety and Evacuation Procedures have been developed for all WCM buildings. These procedures can be found [here](#). Occupants should familiarize themselves with these procedures and review them with others in their areas. Building-Specific Fire Safety and Evacuation Procedures contain evacuation routes, Stairwells for evacuation, information on building fire alarm systems, and public address systems (if available).

8.3.1 Accounting for Workforce Member During an Evacuation

Workforce Members should be designated to conduct headcounts of occupants during an emergency evacuation. Designated Workforce Members will conduct an initial count of Workforce Members as they are leaving designated work areas and do a final sweep of the floor area to ensure that all occupants have been evacuated. This search should include all offices, exam rooms, conference rooms, and bathrooms. Once it has been confirmed that all Workforce Members have been evacuated, Designated Workforce Members must inform EHS staff.

8.3.2 Building-Specific Emergency Action Plans

The New York City Fire Department requires that high-rise buildings have established and approved Emergency Action Plans. Locations with Building-Specific Emergency Action Plans (as indicated on the Building-Specific Fire and Emergency Evacuation Procedure) will have additional evacuation procedures. Occupants must familiarize themselves with these procedures and follow evacuation instructions provided by Emergency Action Plan Directors and Floor Wardens.

9.0 Emergency Preparedness and Action Plans

Workplace Members must be prepared to address non-fire emergencies, as well as fires and fire alarm conditions. Types of non-fire emergencies include (but are not limited) to:

- Active Shooter
- Bomb Threat
- Buildings and Utilities

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- Crime
- Disruptive Individuals
- Earthquake
- Hazardous Material Spill
- Mail and Suspicious Objects
- Medical and Mental Health
- Severe Weather
- Workplace Violence

9.1 EMERGENCY PREPAREDNESS AND RESPONSE

Workforce Members must take steps to prepare for emergencies. Weill Cornell Medical College has established specific response guides and preparedness information. This information is available on the [Weill Cornell Emergency Information Website](#).

10.0 Fire Safety and Prevention

The fire safety and prevention procedures in this section are identified to reduce the risks associated with fire and emergency Egress in the event of a fire.

10.1 RESIDENTIAL AND STUDENT HOUSING FIRE SAFETY

The following fire safety guidelines have been developed to prevent fires in residential and student housing and provide students and residents with instructions on responding to an actual fire. In addition to the guidance provided in this section, building-specific Residential Fire Safety Plans are available on the EHS website:

- [442-444 East 77th Street](#)
- [Lasdon House](#)
- [Olin Hall](#)
- [Southtown 465 Main Street, Roosevelt Island](#)
- [Stahl House Residential Buildings](#)

10.1.1 Residential Fire Safety Guidelines

- **Evacuation/Egress** – Occupants should know the location of all fire exits, Stairwells, and other means of Egress.
- **Pre-Planning Emergency Escape** – Occupants should prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place that is a safe distance from the building to meet in case occupants are separated during a fire.
- **Smoke Alarm/ Detectors** – Every residence is equipped with at least one smoke detector/alarm. If you live at Olin Hall, 77th Street Residences, or Stahl Properties, check periodically to confirm Smoke Alarms are in proper working condition by pressing the test button.
 - Do not test smoke detectors in Lasdon House or Feill/Weill Residence (SR); these detectors are monitored by the fire alarm system to ensure their functionality.
 - Once activated by smoke, the detector cannot be silenced by removing the detector from its base.
 - Removing any detector from its base in Lasdon House will cause a trouble condition to alarm at the panel. It is unlawful under NYC Fire Codes to tamper with or render fire protection systems and related Equipment inoperable.
- **No Smoking in Residential Buildings** – Smoking and electronic cigarettes (vaping) are prohibited in all WCM housing units.
- **Matches and Lighters** – Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
- **Cooking** – Do not leave cooking unattended. Keep stovetops clean and free of items that can catch on fire. Check to ensure that the oven, coffee pot, and other appliances are off before going to sleep.
- **Electrical Outlets** – Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit breakers.
- **Obstructions** – Keep all doorways free of obstructions and report any obstructions or accumulations of rubbish in the corridors, Stairwells, or other means of Egress.
- **Reporting a Fire** – Report all fires of any size to EHS and Housing staff. In the event of a fire in a residential location, the R.A.C.E. procedure and Building-Specific Fire and Evacuation Procedure must be followed.

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10.2 LABORATORY FIRE SAFETY

Fires in clinical and research laboratories can be especially dangerous because the chemicals utilized may be flammable, accelerate combustion, and produce toxic by-products. To control and manage the potential risks of laboratory fires, the New York City Fire Department (FDNY) restricts the amount of flammables and combustibles permitted to be stored in a laboratory.

For more information on fire safety in laboratories, please refer to the [WCM Laboratory Chemical Hygiene Plan](http://weill.cornell.edu/ehs/static_local/pdfs/4.1LabCHP.pdf), http://weill.cornell.edu/ehs/static_local/pdfs/4.1LabCHP.pdf available on the EHS website.

10.2.1 FDNY Chemical Restrictions

The FDNY restricts the maximum amount of flammable and Reactive Chemicals in a laboratory according to the laboratory size. Refer to the laboratory's Health and Safety Door Sign or contact EHS to determine the lab's FDNY lab type and storage capacities.



Lab Fire caused by improper chemical storage.

10.2.2 Bunsen Burners Safety

The use of Bunsen Burners is commonplace in laboratories. Precautions must be taken to ensure that they do not create a potential fire hazard. For more information on the safe use of Bunsen burners, please refer to the [Bunsen Burner Safety](#) update available on the EHS website.

10.2.3 Storage in Laboratories

- Room perimeter: Materials may be openly stored up to the sprinklered ceiling along the perimeter of the room as long as the front edge of the material is at least 18 inches in all directions from the sprinkler head. (A minimum 24-inch clearance from the ceiling is required for non-sprinklered spaces.)
- Room center: Open storage of materials within 18 inches of a sprinklered ceiling in the center of the room (i.e., non-perimeter) is not permitted. (A minimum 24-inch clearance from the ceiling is required for non-sprinklered spaces.)

10.3 CONSTRUCTION FIRE SAFETY

The tragic construction-related fire at Deutsch Bank, which claimed the lives of two New York City firefighters, emphasizes the risks associated with fire safety and emergency Egress in construction areas. Construction areas must maintain fire safety preventative measures and proper emergency Egress paths in accordance with this manual. For more information on fire safety and safety in construction areas, please refer to the Construction Safety Manual on the EHS website.

10.3.1 NYP Procedures

Construction projects within, adjacent to, or otherwise impacting NYP spaces must also be compliant with the NYP Interim Life Safety Measures (ILSM) and NYP Infection Control and Risk Assessment (ICRA) programs. Contact NYP EHS for assistance with the ILSM program. Contact NYP Infection Control for assistance with the ICRA program.

10.4 CORRIDOR SAFETY IN WCM BUILDINGS

Storage in the Public Egress Corridors of WCM buildings is restricted to ensure clear and safe passage in the event of a fire. The following corridor safety procedures apply to WCM buildings. Corridor storage procedures for NYP healthcare facilities and buildings are available in the NYP Clear Corridors procedure section of the NYP Safety Manual.

10.4.1 Stairs

The storage of any Equipment or materials on stairs or in stair towers is prohibited.

10.4.2 Corridors

Corridors must always be kept readily accessible and unobstructed. Placing regular trash (e.g., trash bags, boxes) or Red Bag Waste in public corridors is prohibited. Regular trash and red bags must be placed near the entry doorway inside the room/lab, and not clutter the door or restrict Egress. Computers and surplus electronics for recycling may not be stored in corridors. Refer to the [Surplus Electronics Recycling](#) update on the EHS website for proper storage and recycling information.

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10.4.3 Exit Access and Pathways

In-Room Egress Pathways allow for safe passage out of the room if an emergency arises. Pathways and access to exits shall always be maintained free from obstruction. Exit access begins at the furthest occupied point in a room and ends at the entrance to an exit.

10.4.4 In-Room Storage

Storage must not obstruct safety showers, eyewash stations, fire extinguishers, exit doors, fire alarm pull stations, electrical panels, or any other building safety features.

10.4.5 Residential Building Guidelines (All Residential Buildings)

- **Doormats:** The Fire Department discourages the use of doormats in apartment building hallways and encourages their placement inside dwelling units. Doormats are commonly manufactured of combustible or highly Combustible Materials and typically are not flame-proofed. Doormats also present potential tripping hazards in a location meant to serve as a means of Egress. However, in the exercise of its enforcement discretion, the Fire Department will issue violations and direct the removal of doormats only when their size, materials, or location present an undue fire safety or tripping hazard.
- **Personal Property:** Personal property (such as bicycles, baby carriages, and clothing) may not be stored in apartment building hallways. All such items must be kept in lawful closets, other storage areas, or dwelling units.
- **Household Garbage:** Household garbage, including trash cans and recycling containers, may not be stored in apartment building hallways. These items must be stored in compactor rooms or other lawful storage areas.
- **Draperies, area rugs, and decoration:** Draperies, area rugs, plants, and other decorative items must be installed and maintained in compliance with the requirements of FC Chapter 8. In addition, these items must be noncombustible or flame-proofed using an approved method. Christmas trees, other conifers, and wreaths made of conifers are prohibited in apartment building hallways.

10.4.6 Corridor and Egress Monitoring

EHS personnel periodically [inspects egress corridors and pathways](#). Items stored which violate these storage restrictions and clearance requirements will be addressed as follows:

- **Contact Owner:** EHS personnel will attempt to contact the owner or responsible department. If the owner cannot be identified, the Equipment/items will be tagged with a removal notice.
- **Relocate:** Hazardous materials and items that significantly decrease corridor widths below the required minimum clearance must be relocated by the owner immediately. All other Equipment or items must be relocated within one week.
- **Remove / Discard:** If the items are not relocated within the specified time frames, the items will be removed and discarded by EHS and/or E&M.

10.5 NO SMOKING

Smoking is prohibited in all WCM buildings. The WCM Tobacco Free Workplace Policy is available from [Human Resources Intranet](#).

10.6 GENERAL FIRE SAFETY RESTRICTIONS

The only kitchen-related appliances allowed on campus, excluding apartments, are coffeemakers microwaves, slow cookers and mini refrigerators. The following are prohibited at WCM:

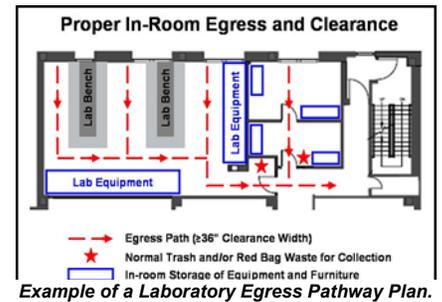
- Propane Grills
- Halogen Lamps
- Toasters
- Convection and Toaster Ovens
- Candles

10.6.1 Open Flames and Torches

The use of open flames and torches (excluding standard laboratory operations) is permitted only after obtaining a Hot Work Permit from EHS. A Hot Work Permit request must be made in advance with EHS, in accordance with the EHS [Hot Work Program Manual](#) on the EHS website.

10.6.2 Sterno and Canned Fuels for Heating Food

The use of Sterno or other canned fuels for heating foods is prohibited, including their use by external caterers and vendors. Electric chafing dishes and other non-open flame heating methods are available and must be used.



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10.6.3 Microwave Ovens

Microwave ovens must always be attended to when in use. Unattended microwave ovens can lead to overheating and burning of foods and other articles (e.g., popcorn, heating pads), which can cause smoke and the activation of fire alarm systems.

- **Microwave Ovens in NYP Space:** Microwave ovens purchased for New York-Presbyterian Hospital space must be the NYP standard model. The approved model is the Sharp R21LTF (NYP Spec).
- **Microwave Ovens in WCM Space:** While the Sharp R21LTF (NYP Spec) model is preferred, it is not required in WCM space. Microwave ovens with the convection oven option are not permitted.

10.6.4 Housekeeping

Poor housekeeping is a source of fires, aids in the spread of fire, and restricts safe Egress. Occupants must keep their areas clean and ensure that waste is removed daily.

10.7 COMBUSTIBLE MATERIALS

Combustible Materials (i.e., paper, cardboard boxes, draperies, cloth furniture, etc.) pose a fire risk when improperly stored or placed near a heat source. Combustible Materials must be stored away from heat sources.

10.8 FLAMMABLE CHEMICALS

Flammable chemicals pose a fire risk when improperly stored or placed near a heat source. Please refer to the following EHS chemical safety manuals for chemical use and storage information, available on the EHS website:

- [Laboratory Chemical Hygiene Plan](#)
- [Chemical Hazard Communication Program for Non-Laboratories](#)

10.9 DOORSTOPS AND CHOCKS

Fire doors must not be chocked open. Fire doors must be readily capable of closing in the event of a fire and/or evacuation to confine the area.

10.10 CEILING CLEARANCE

Open storage within 18" of a sprinkler head is prohibited. In the event of a fire and sprinkler activation, materials stored within 18" of the sprinkler head obstruct the sprinkler pattern, and the fire may not be extinguished.

10.11 ELECTRICAL CORDS AND OUTLETS

Never overload electrical outlets. Electricity generates heat which can cause a fire. Check all electrical cords periodically for signs of deterioration and discard any electrical cord that is frayed or appears damaged.

The use of extension cords is not recommended. However, when used, the extension cords must remain visible to the occupants for inspection and not extend to adjacent areas (e.g., through doorways to adjacent rooms).

Power strips should only be used for electrical Equipment such as computers and printers, which typically do not draw large amounts of electricity.

- Do not connect multiple outlet strips to one another (daisy chaining), as this can cause a fire due to overloading the power strip and electrical circuit.
- Mini refrigerators must be plugged directly into a grounded outlet.
- Additional requirements for the use of extension cords can be found in Section 7.2 of the [WCM Electrical Safety Program](#).

10.12 BARBECUE GRILLS

10.12.1 Non-Residential Areas

The use of barbecues in non-residential areas is strictly prohibited unless authorized in writing by EHS. Contact EHS well in advance of using barbecues to request authorization.

10.12.2 Residential Areas

- Use of barbecue grills is strictly prohibited in all residential areas except for Olin Hall.
- Propane-fueled grills are not permitted under any circumstances.

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- Electrical and charcoal grills are permitted **ONLY** when scheduled with Housing as a special event.
- Contact Housing for more information and review the barbecue grill usage guidelines below.

Charcoal grills must adhere to the following requirements:

- The grill must be used **outdoors only** and at least 10 feet away from any building.
- The grill is at least 10 feet away from any Combustible Materials (e.g., cardboard).
- A garden-type hose is attached to a water supply, or, at a minimum, a 16-quart pail of water is available in the area.
- Only barbecue fire-starter fluid is used to start the grill.
- Starter fluid is used sparingly and never added to an open flame.
- Only smokeless coals containing no mesquite, woodchips, or other substances that produce an aroma may be used.
- Coals are soaked with water after cooking is completed.
- Ashes are removed only after they are completely cooled.
- Damp or wet coals are stored in a well-ventilated area to prevent spontaneous combustion during the drying process.

Electric barbecue grills may be used if the following requirements are met:

- Check with the building management for additional building-specific requirements.
- Do not wear loose clothing that might catch fire.
- Use long-handled barbecue tools and/or flame-resistant mitts.
- Keep alcoholic beverages away from the grill. They may be flammable!
- Never leave the grill unattended.
- Do not cook in an area where smoke would bother other building occupants.

EHS, as well as Facilities & Campus Services, reserve the right to inspect and declare any barbecue to be “UNAPPROVED” if it creates a hazard or is inappropriate to a particular location based on specific circumstances, codes, and/or other regulations.

10.13 PORTABLE SPACE HEATERS

All portable space heaters are prohibited from use at WCM. Portable space heaters are a major fire risk and cause the overloading of the electrical services in the building and individual spaces.

Occupants of buildings that are serviced by FCS who have a heat complaint should submit a work order via the Maintenance Express website (<http://facilities.weill.cornell.edu>) or by calling 212-746-2288. Occupants in all other buildings should contact their building management office to resolve heat complaints.

Once the work order is received, FCS will:

- Take temperature readings in the area to determine if the temperature falls within the acceptable comfort range set by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) for winter months (68° F – 75° F).
- If the temperature range is below the acceptable range, determine if it can be adjusted to provide additional heat.

10.14 HOLIDAY DECORATIONS

During the holiday season, certain decorations may increase the risk of fire. To mitigate this risk, the following holiday decoration restrictions apply:

10.14.1 Prohibited Holiday Decoration Items

- Combustible material, crepe paper or bunting, paper tablecloths, or any material that is not labeled “Fire Retardant.”
- Incandescent electric lights for decorations. U/L approved LED lights are authorized.
- Natural (live) Christmas trees and wreaths.
- Cotton and paper decoration.

10.14.2 Artificial Trees and Wreaths

Artificial trees and wreaths may be displayed under the following conditions:

- Labeled “Non-Flammable” or “Fireproof.”
- Located to maintain Egress clearance to fire exits, doorways, or corridors.
- Located away from radiators, air ducts, upholstered furniture, rugs, or other combustible material.



10.14.3 Holiday Decoration Safety Precautions

In addition, the following safety precautions must be followed:

- Do not overload electrical outlets.
- Locate decorations away from heat sources and do not cover light fixtures with decorations.
- Maintain proper clearances to fire exits, fire alarms, fire extinguishers, or fire sprinklers.

10.15 BLACKOUT CURTAINS

The 2022 New York City Fire Code requires that all curtains, draperies, and hanging fabric in any laboratory, place of public assembly, educational, or common area in any business or residential occupancy be flame resistant, as defined by the National Fire Protection Association (NFPA) 701 Standard.

Compliance with this requirement must be certified by a holder of a current and valid Certificate of Fitness for Flame-Proofing by the New York City Fire Department (FDNY). Evidence of the certification must be filed with the FDNY prior to installation, be maintained by the user department, and be available for review by any representative of the FDNY on demand.

Products made of fabric that is inherently flame-resistant need only undergo a one-time certification. Products made of fabric that is not inherently flame-resistant must be treated with a flame-proofing chemical by a Certificate of Fitness holder. The material must be retreated and certified every three years or after cleaning or pressing, whichever is sooner.

10.16 EXISTING CURTAINS, DRAPERIES, AND HANGING FABRICS

Areas with curtains, draperies, blackout curtains, and other hanging fabrics must maintain documentation showing evidence of compliance with this manual and have it available for review. If no documentation exists for the material, the user is responsible for obtaining an Affidavit of Flame Resistance from a Certificate of Fitness holder and for arranging an annual field test of the material.

For more information regarding the flameproofing of curtains and drapes, refer to the [Flameproofing Requirements for Curtains](#) update, available on the EHS website.

10.17 LITHIUM-ION BATTERY MICRO-MOBILITY DEVICES

10.17.1 Battery-Operated Bikes and Scooters

- Charging of any battery from an electric micromobility device is not permitted within WCM buildings or spaces.
- Outdoor bike racks are available at certain WCM locations; please contact Facilities and Campus Services for the list of locations and access.

10.17.2 All Other Lithium-ion powered devices:

- Underwriters Laboratories (UL)
- National Sanitation Foundation (NSF)
- Electrical Testing Laboratories (ETL)
- Canadian Standards Association (CSA)

10.17.3 Electric Wheeled and Seated Mobility Devices.

- Charging & Storing: Follow the manufacturer's instructions for the specific portable device.
- Use the correct battery, cord, & power adapter.
- Do not use an extension cord for charging.
- Keep batteries and devices at room temperature.
- Store and/or change batteries away from anything flammable.
- Keep away from heat sources.
- Do not leave a battery charging in an area that is unattended.

11.0 Fire Alarm Systems and Fire Safety Features

WCM buildings are equipped with fire alarms systems and Equipment designed to alarm and protect occupants during fires. Depending on the type of fire alarm system in the building, the occupant response and evacuation procedures will vary. Refer to the [Building-Specific Fire Safety and Evacuation Procedures](#) for the appropriate fire alarm response and evacuation procedures.

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The following is a general overview of the different types of fire alarm systems, fire alarm components, and related response and evacuation procedures.

11.1 FIRE ALARM SYSTEMS AND REQUIRED OCCUPANT RESPONSE

All WCM buildings are equipped with fire alarm systems that warn occupants of a fire or smoke condition in the building. **Always assume that the fire alarm activation is due to a real fire**, and immediately respond according to the Building-Specific Fire Safety and Evacuation Procedures.

11.1.1 Fire Alarm Systems

Fire Alarm Systems alert occupants throughout the entire building when the fire alarm is activated, via audible (e.g., horns and sirens) and visual (e.g., strobes) alarms. Upon activation of the fire alarm system, all building occupants are required to evacuate immediately.

11.1.2 Fire Alarm Systems with Two-Way Voice Communication

Buildings with Fire Alarm Systems having two-way voice communication capabilities are equipped with Warden Phone(s) on each floor that provide two-way communication with the building's Fire Command Station. Warden phones are located near Fire Stairwell(s) and elevator lobbies. Additionally, there is a public address system for announcements from the Fire Command Station.

Occupants in a building with Fire Alarm Systems with Two-Way Voice Communication must:

- Listen for public address system announcements and/or floor Fire Wardens for instruction. The public address announcement will state "**ATTENTION, ATTENTION,**" followed by the location of the fire alarm activation and the appropriate evacuation response.
- Evacuate as specified by the Fire Command Station and in the Building-Specific Fire Safety and Evacuation Procedures.

11.2 FIRE ALARM SYSTEM COMPONENTS

Components of a fire alarm system include:

- Smoke Detectors:** Identify the presence of smoke, generally installed in front of elevators and the vicinity.
- Duct Smoke Detectors:** Detect the presence of smoke within the air supply and exhaust systems of a building.
- Water Flow Devices:** Detect the flow of water through the fire sprinkler system and initiate the fire alarm system.
- Fire Alarm Pull Stations,** or red boxes located next to each exit and fire stairwell. Pull stations can be either single action (i.e., pull only) or dual action (i.e., lift then pull).



Single Action Pull Station



Dual Action Pull Station

- Fire Alarm Speakers and/or Strobe Lights:** Alarm devices that provide a loud audible alarm, visual strobe, or combination of both when the fire alarm is activated.



Speaker /Strobe Combo



Strobe Only



Speaker Only

11.3 FIRE SAFETY FEATURES

- Fire Extinguishers:** Located throughout WCM buildings. **Only occupants who have been trained should use fire extinguishers, and only after other R.A.C.E. procedures have been initiated.**
- Fire Sprinkler Systems** that activate when a fire reaches a critical temperature, extinguishing flames in the direct vicinity of the fire.

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- **Fire Exits, Fire Stairwells, and Fire Escapes:** WCM buildings have at least two fire exits, which consist of fire Stairwells and/or fire escapes leading to the street. Fire Stairwells are constructed to protect against exposure to smoke and fire for two hours, provided that the fire doors are kept closed. Paths to fire Stairwells and/or fire escapes are marked by “EXIT” signage.
- **Fire Doors:** Engineered to prevent the spread of smoke and fire from affected to non-affected areas. Fire doors are installed in all doorways leading to Public Egress Corridors, fire Stairwells, and within individual corridors. Always keep fire doors closed to provide a safe area for occupants and to contain the fire and/or smoke. **Never block or wedge fire doors open.**
- **Building Construction:** WCM buildings are constructed in accordance with the NYC Building Code. Fire-rated walls provide occupants with protection from the spread of fire until they can safely evacuate.
- **Heating, Ventilation, and Air Conditioning Systems (HVAC):** Designed to automatically shut down during a fire and prevent the spread of smoke.



12.0 Fire Preparedness, Drills, and Training

Workforce Members must complete required training and participate in drills to be prepared to respond to fire emergencies adequately.

12.1 FIRE SAFETY TRAINING

Fire Safety Training is integrated into EHS safety training programs that Workforce Members are required to complete.

- Excluded groups from required trainings are Contractors & Visitors.

The following EHS safety training programs include fire safety training:

- Annual On-Site Fire Safety
- New Student Orientation
- Laboratory Safety
- Clinical and General Safety
- Service Department-Specific Safety Trainings
- FDNY Laboratory Certificate of Fitness

Further descriptions and dates for these training programs are available on the [EHS website](#).

In addition, all new WCM Workforce Members are required to complete the Fire Safety training provided by EHS and available on the [EHS website](#).

EHS is available to provide additional fire safety training upon request. Contact EHS at ehs@med.cornell.edu or 646-962-7233 to schedule additional fire safety training.

12.2 FIRE AND EVACUATIONS DRILLS

During fire and evacuation drills, occupants have an opportunity to practice building evacuations. Fire and evacuation drills are conducted regularly in all WCM buildings. EHS provides advanced notice to occupants by posting signs identifying the date of the drill, but not the time. Fire drills in NYP buildings may be unannounced.

12.2.1 Fire Drill Participation

All Workforce Members, Contractors, Visitors and Volunteers must participate and evacuate during fire drills.

Fire drills are designed to do the following:

- Familiarize occupants with the sound of the fire alarm system and the location of the nearest fire exit Stairwell.
- Provide occupants the experience and practice of a calm and safe building evacuation.
- Test, evaluate, and identify any issues or deficiencies in the building’s fire alarm systems and evacuation procedures.

12.2.2 Fire Drills in NYP Buildings

WCM Workforce Members located in NYP buildings have fire drills in accordance with the NYP Safety Manual. NYP fire drills are conducted according to the Joint Commission (formerly JCAHO) and state and local regulations, utilizing the R.A.C.E. procedure.

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12.2.3 Fire Alarm Testing

Fire alarm systems are tested and maintained regularly. Signs will be posted when testing and maintenance of fire alarm systems is scheduled. Announcements will be made informing occupants to disregard any alarms or strobes throughout the test. A final announcement will be made informing occupants that the testing activity is completed.

13.0 Definitions

- **Building-Specific Fire Safety and Evacuation Procedures:** Procedures developed explicitly for each WCM building, which provides the specific R.A.C.E. fire safety response and evacuation methods for the building occupants to follow in the event of a fire or fire alarm activation.
- **Combustible Materials:** Materials made of or surfaced with wood, paper, plant fibers, plastics, or other material that can catch on fire.
- **Contractor:** An individual or entity, including employees of a firm, engaged by a Weill Cornell Medicine (WCM) department through a contractual agreement to perform services on behalf of WCM, who is not a WCM employee and whose work is governed by the terms of the contract.
- **Egress or means of egress:** A continuous and unobstructed way of exit travel from any point in a building or structure to a public way.
- **Equipment:** Includes, but is not limited to, all carts, furniture, filing cabinets, printers, photocopiers, refrigerators, freezers, incubators, shaker boxes, scintillation counters, other lab support materials and devices, construction-related materials, and devices, etc.
- **Fire Floor:** For evacuation purposes, the Fire Floor is the floor where a fire originated.
- **Flammable Liquid:** A liquid mixture, substance, or compound which will emit a flammable vapor (i.e., flashpoint) at a temperature below 100° F.
- **Flammable Gas:** A gas that will form an explosive mixture upon concentration with air or which will ignite in air.
- **Flammable Solid:** A solid substance, other than an explosive, which is liable to cause fire through friction, through absorption of moisture, through spontaneous chemical changes, or as a result of retained heat from manufacturing or processing.
- **In-room Egress Pathway:** The central means of Egress from points inside a room to the exit door(s), which lead to a public Egress corridor or stairwell. The interior room Egress pathway allows for safe passage out of the room in the event of an emergency.
- **Normal Trash:** Standard refuse and garbage which does not contain any chemical, biological, or radiological waste materials.
- **Public Egress Corridors:** The primary horizontal means of Egress for personnel evacuating the area and emergency responders arriving at the area. Public Egress Corridors connect to the Stairwells to evacuate a building.
- **Reactive Chemicals:** Substances other than explosives, which will vigorously and energetically react, are potentially explosive, will polymerize or decompose instantaneously, undergo uncontrolled auto-reaction, or can be exploded by heat, shock, pressure, or combinations thereof.
- **Red Bag Waste:** Solid biological wastes, which are collected into red biohazard bags that have the official name and address of the location generating the wastes.
- **Smoke Alarms:** Smoke Alarms operate in a similar fashion to a smoke detector but are not monitored by a fire alarm system and provide local alarm only. These devices must be replaced at an interval of no more than every 10 years.
- **Stairwells:** The primary vertical means of Egress for personnel evacuating the area and emergency responders arriving at the area.
- **Tenant:** An individual or entity that occupies space within Weill Cornell Medicine (WCM) facilities under a lease or rental agreement and is responsible for the management, operations, and safety of their leased area, except as otherwise required by law or contract.
- **Visitor:** An individual not affiliated with Weill Cornell Medicine (WCM) who is temporarily present on WCM premises and does not perform assigned work or services
- **Volunteer:** A non-compensated individual authorized by Weill Cornell Medicine (WCM) to perform services under WCM supervision and subject to applicable institutional policies and training requirements.
- **Workforce Members:** Faculty; Non-Faculty Academics; Staff; Students; Volunteers; and other persons whose conduct, in the performance of work for WCM, is under the direction and control of WCM, whether or not they are paid by WCM.

14.0 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

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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
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
SR	Feill Family & Weill Family Residence Hall	1393 York Avenue
SSF/SST	East 77th Street Residences	442-4 East 77th Street
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

The following pages contain fire and emergency response plans for each WCM building.

15.0 References

- [FDNY Fire Safety Plan for Combustible and Non-Combustible Buildings](#)
- [New York City Fire Code](#)
- [OSHA 1910.37 - Maintenance, safeguards, and operational features for exit routes](#)
- [OSHA 1910.38\(a\) - Emergency Action and Evacuation Plans and Procedures](#)
- NFPA 101 - Life Safety Code
- NFPA 51B - Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

16.0 Compliance with this Program

Failure to comply with this Fire Safety Program will be evaluated on a case-by-case basis and could lead to corrective action, including but not limited to: audit, study suspension, study termination, reporting, sanctions, and employment termination, as consistent with other relevant regulations, WCM Policies, and University Policies. Instances of non-compliance that potentially involve a lapse of professionalism may also lead to engagement of the Office of Professionalism for evaluation and intervention.

17.0 Version History

Date	Author	Revisions
09/13/2024	Environmental Health and Safety	Reviewed
01/27/2026	Environmental Health and Safety	Expanded scope to include Tenants. Updated to align with standardized policy sections. Minor updates to improve clarity. Assigned new policy number, "EHS-132.01" (formerly numbered policy 2.1).