



Memorandum

To: All EAP Staff, Floor Wardens, Deputy Floor Wardens and Searchers

From: Chong Chin Lee

Date: July 27, 2021

Subject: Fire Drill - August 2021

In order to follow rule of social distancing during the response to COVID-19, in person **Fire Drill** will be suspended/postponed and conducted as per the attached guidelines of the FDNY.

Please read notice from FDNY and Handout attached and share with your co-workers.

If you have any question the attached handouts, please feel free to contact me.

Please stay safe and healthy until we all return to the building.

Chong Chin Lee, RPA
Asst. Property Manager
475 Riverside Drive, Suite 240
New York, NY 10115
t 212-870-3029
nmrk.com



FDNY

www.nyc.gov/fdny

Enforcement of Fire Drills and Non-Fire Emergency (EAP) Drills During the Present Coronavirus Outbreak

Concern has been expressed to the Fire Department about buildings conducting New York City Fire Code-required in-person fire drills and non-fire emergency (EAP) drills in the present circumstances. Such drills require building occupants to gather for 10 (ten) or more minutes in a building corridor or other close space. It has been suggested that even if scheduled drills are conducted, participation may be limited.

The Fire Department has determined to address these concerns by allowing (not requiring) building owners to postpone drills. Pending further notice, the Fire Department will not enforce timeframes for Fire Code-required building fire drills and EAP drills.

Building owners who elect to postpone drills are encouraged to distribute to all required drill participants, either on-line or in hard copy, written information addressing fire safety and/or non-fire emergency preparedness (as applicable). Pending further notice, if this information sufficiently addresses the required content of the fire or EAP drill, as set forth in Fire Department rule 3 RCNY 401-07 (available on the Fire Department's website), such written educational materials may substitute for the required drill (except for an EAP stairwell familiarization drill).

A log entry shall be made by the building owner or Fire and Life Safety Director indicating the postponement or delayed scheduling of any drill and the reason therefor, and/or the distribution to require drill participants of fire safety/non-fire emergency preparedness information. A copy of the information so distributed shall be kept on file and made available to the Fire Department upon request.

Please note that if the drill is also required by Federal or State law or regulation, such as the NYS Education Law, building owners should consult the Federal or State agency having jurisdiction as to whether postponement of the drill is authorized.

Building owners who have questions about drill postponement may contact the Fire Department using the Fire Code public inquiry form on the Fire Department's website or by calling New York City 311 and asking for the Fire Department's "Customer Service Center."

March 13, 2020

THE FOUR ACES OF HIGH RISE OFFICE BUILDING FIRE SAFETY

1 – IF YOU SEE FIRE OR SMOKE

<p>A ♠</p> <p>ACTIVATE</p> <p>Fire Alarm immediately by pulling the nearest Fire Alarm box on your floor. If you cannot pull the Fire alarm, call the Fire Dept. Dial 911.</p> <p>♠</p>	<p>A ♥</p> <p>COMMUNICATE</p> <p>with Fire Warden Teams, other tenants on your floor, and building Fire Safety Director via Fire Warden phone.</p> <p>♥</p>	<p>A ♣</p> <p>EVACUATE</p> <p>by using the stairs. DO NOT USE ELEVATORS. Members of the Fire Warden Team will lead evacuation down 3 or more floors for re-entry.</p> <p>♣</p>	<p>A ♦</p> <p>SELF ESCAPE</p> <p>STAY CALM DON'T PANIC. Stay low in smoke conditions. Close doors to confine fire and smoke. Feel doors before opening.</p> <p>♦</p>
---	---	---	--

- WHENEVER POSSIBLE, such evacuation should be supervised via instructions received from the Fire Safety Director
- However in no event will evacuation be delayed if instructions from the above personnel are not forthcoming

NOTE: it is not recommended to evacuate to the street from upper stories of high rise buildings. Two or three levels below the fire are sufficient. When possible use RED Fire Warden phone to inform the Fire Safety Director of details.

2 – IF YOU SEE HEAR THE FIRE ALARM BUT THERE IS NO VISIBLE FIRE OR SMOKE ON YOUR FLOOR

- Stand by for instructions from the Fire Warden or Building Fire Safety Director via Building Fire intercom
- Fire Warden team should investigate to make sure there is no visible fire or smoke on their floor
- If instructions are not forthcoming, contact the Fire Command Station via Fire Warden phone or telephone building office.

BE FAMILIAR WITH:

- Fire exits, and re-entry floors
- Building's fire safety system: (Fire alarm, inquiry tone, fire alarm box, and fire warden phone.)
- The Fire Warden team on your floor.



The above suggested guidelines were provided by:
QUALITY FIRE-PROTECTION CONSULTANTS INC.

14 Penn Plaza
New York, NY 10122
Phone: (212) 695-0890
Fax: (212) 695-0797