Science at the heart of medicine

Albert Einstein College of Medicine
Fire Safety Training

Environmental Health and Safety

Forchheimer 800

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Introduction

Fire emergencies can be a very real threat to our students, faculty, staff, and visitors. Fire is the third leading cause of accidental death in the United States.

Each person must be aware of the fire protection features of their building and be careful not to undermine their effectiveness.

In addition, occupants must practice fire safety to identify hazards and prevent emergencies..

Einstein buildings are constructed to applicable standards, but they are only as safe as the behavior of their occupants.

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Environmental Health & Safety

Fire Safety at Albert Einstein College of Medicine –

- The primary goal is **fire prevention**.
- Fire safety information is compiled in this training as well as the Fire Safety Manual, and they are made available to everyone.
- Understanding the different types of fire extinguishers for different situations.
- Safety awareness and the roles of fire emergency wardens.
- Knowing how to respond in a fire emergency is essential to protect **your safety and the safety of others**.

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Fire Prevention

Fire prevention measures are meant to reduce the incidents of fire by eliminating opportunities for ignition.

This is to be accomplished as part of an ongoing program of training and indoctrination for all building occupants.

Personnel must be aware of the appropriate actions to follow during an actual fire.

This training will provide the practical information you will need to initiate fire safety procedures.

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FIRE CLASSIFICATION

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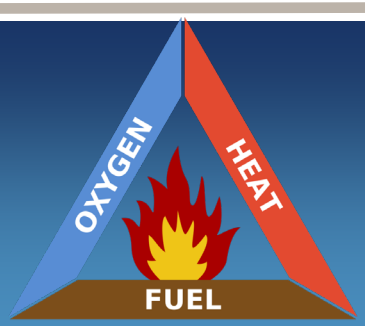
How Fire Starts



Fire is a chemical reaction involving the rapid oxidation or burning of fuel. Fire requires four key components to start:

- **Fuel –** Any combustible material, whether it is solid, liquid, or gas.
  - Examples include, but are not limited to: Paper, cloth, flammable liquids such as oils, alcohol, or gases such as acetylene and liquefied petroleum gas (LPG).
- **Oxygen –** Fire needs only 16% of oxygen to burn.
  - For reference, the air we breathe contains about 21% oxygen.
- **Heat –** Increases the fuel's temperature until it releases flammable vapors
  - Ignites when exposed to spark, an open flame such as matches or candles, or other heat sources.
- **Chemical Reaction –** Under proper conditions and proportions, a chain reaction occurs.
  - Take any one of these factors away, and fire cannot occur. Fire prevention aims to reduce or eliminate the likelihood of all these conditions occurring together.

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How Fire is Classified

- CLASS A – Ordinary combustible or fibrous materials such as wood, paper, cloth, rubber and some plastics

- CLASS B – Flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and alcohols.

- CLASS C – Energized electrical equipment such as appliances, switches, panels, transformers, wiring and power tools.

- CLASS D – Combustible metals such as magnesium, titanium, potassium and sodium. These metals burn at very high temperatures and give off oxygen to support combustion.

- CLASS K – Restricted to fires in cooking appliances, involving combustible cooking media such as vegetable or animal oils and fats.

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FIRE EXTINGUISHERS

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Types of Fire Extinguishers

- There are a variety of extinguisher types in use around the Einstein Campus, each having its designation labeled on it.
  - Pressurized Water
  - Dry Chemical
  - Carbon Dioxide (CO_2) - found in equipment rooms, machinery areas, and electrical closets.
  - Class K - found in the Einstein kitchen area every 30 feet.
- These fire extinguishers are located in areas where the type is most appropriate.
- Pressurized Water and Dry Chemical are the most common extinguishers. They are located in all passageways and all laboratories at Einstein.
- Familiarize yourself with the type of fire extinguisher in your area and how to properly operate it.

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Types of Fire Extinguishers

Types of fire extinguisher and their uses

WATER

Used on paper, wood, coal, cardboard and other solid fuel fires.

Solid Red

Can be used on:
Class A

FOAM

Used on solid fuel fires as well as flammable liquids.

Cream

Can be used on:
Class A
Class B

POWDER

Used on any kind of fire except for Class F cooking oils.

Blue

Can be used on:
Class A
Class B
Class C
Class D
Electrical

CO2

Used on flammable liquids and electrical fires.

Black

Can be used on:
Class B
Electrical

WET CHEMICAL

Used on cooking oil fires as well as combustible solid materials.

Yellow

Can be used on:
Class A
Class F

Class A
Combustible materials. These include paper, textiles, wood and similar materials.

Class B
Flammable liquids. These include petrol, oil and paint.

Class C
Flammable gases. These include butane and methane.

Class D
Flammable metals. These include potassium and uranium.

Electrical
Electrical goods. These include appliances in kitchens as well as computers, phones etc.

Class F
Cooking oils. These include chip pan fires and deep fat fryers.

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Extinguisher Locations

- Make sure you are aware of the location and type of fire extinguisher closest to your work place.
- Fire extinguishers are located throughout the Einstein Campus and can be found mounted on walls or in wall cabinets.
- Each laboratory is equipped with a dry powder extinguisher. Additional extinguishers are in the passageways of all Einstein buildings.
- If you require additional fire extinguishers due to the nature of your work, please contact the Fire Safety Officer at ext. 3529.
- There is at least one fire extinguisher in each laboratory and no more than 75 feet apart in corridors.

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IN CASE OF FIRE

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When Attempting to Extinguish a Fire

- Activate the nearest pull station.
- Utilize the nearest fire extinguisher.
- Approach the fire with your back to an exit to ensure a safe way out.

NOTE: EH&S inspects all fire extinguisher on a monthly basis.

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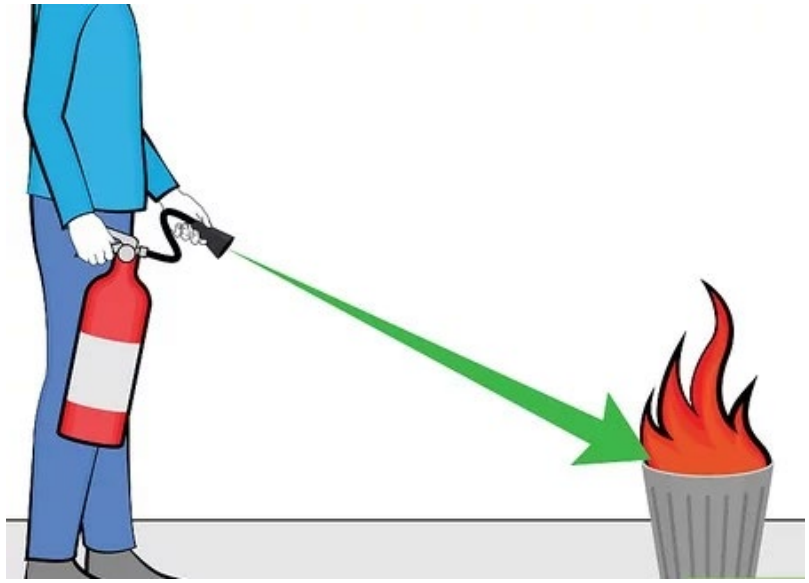
Before Using a Fire Extinguisher

- In deciding to fight a fire, you need to determine a few things. Is there a fire extinguisher with the proper fire rating and classification available?
- How big is the fire? (anything more than a wastebasket is probably too large).
- What is the amount of firefighting ability needed to address the situation?
- If you are not completely confident; close the door to the fire area, activate the nearest fire alarm and evacuate.



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Fire Extinguisher Instructions

- Each extinguisher has a label identifying the class of fire on which the extinguisher will be most effective.
- These labels will also have a brief description on the proper use of the extinguisher.

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Remember to P.A.S.S. in Case of Fire

P.A.S.S. is the Test of Safety!

- Four simple steps will help you use a fire extinguisher effectively in case of a fire.
- Remember – only use the fire extinguisher if it is safe to do so with any small basket-sized fire.
- Do **NOT** try to put out a large fire on your own or use multiple fire extinguishers!

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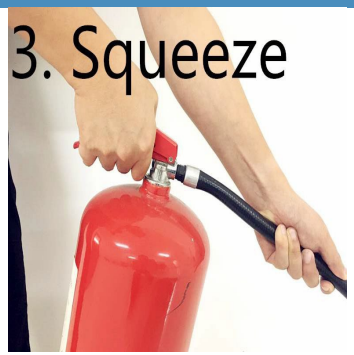
P.A.S.S – Pull / Aim / Squeeze / Sweep

1. PULL	2. AIM	3. Squeeze	4. Sweep
			
• **Pull the pin located at the top of the Fire Extinguisher** .	• **Aim the nozzle at the base of the fire.**	• **Sweep the nozzle from side to side at the base of the fire.** • Ensure you cover all areas where the fire may have spread.	• **Squeeze the handle of the fire extinguisher.** • If the fire extinguisher is depleted, **it's time to evacuate!** • Never attempt to find another extinguisher during an active fire.

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When Attempting to Extinguish a Fire (Continue)

- Leave the area immediately:
  - If your path of escape is being threatened.
  - If the extinguisher runs out of agent (do not get a second extinguisher).
  - If the fire extinguisher proves to be ineffective and you can no longer safely fight the fire.

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SMOKE

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Odor of Smoke

Potential fire situations are divided into two categories, both of which must be reported immediately.

- **Odor of Smoke**
  - The smell of smoke may be a sign of a developing fire.
    - Have others help you to locate the source of the odor.
- Immediately call x4111 (Security), and x4150 (EH&S); report that you smell smoke and give the location. EH&S, Security, and Engineering personnel will be dispatched to investigate.
- Commonly, the odor of smoke is from a hot appliance or something that can be easily corrected without a response from the fire department.

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Visible Smoke or Fire

If your search results in the discovery of visible smoke or fire.

- Call 911, x4111, and x4150, give your name and the exact location of the smoke or fire.
- Activate a fire alarm pull station, located by the stairwell.
- Alert your coworkers and assist any persons who may be disabled to the stairwell.
- If the fire is small enough (no bigger than a waste basket) and comfortable to do so, attempt to confine and extinguish the fire with a fire extinguisher.
- If you feel the fire is beyond your control, **DO NOT** attempt to extinguish.
- Evacuate the floor via the stairs, closing doors behind you to contain the fire.

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FIRE ALARM

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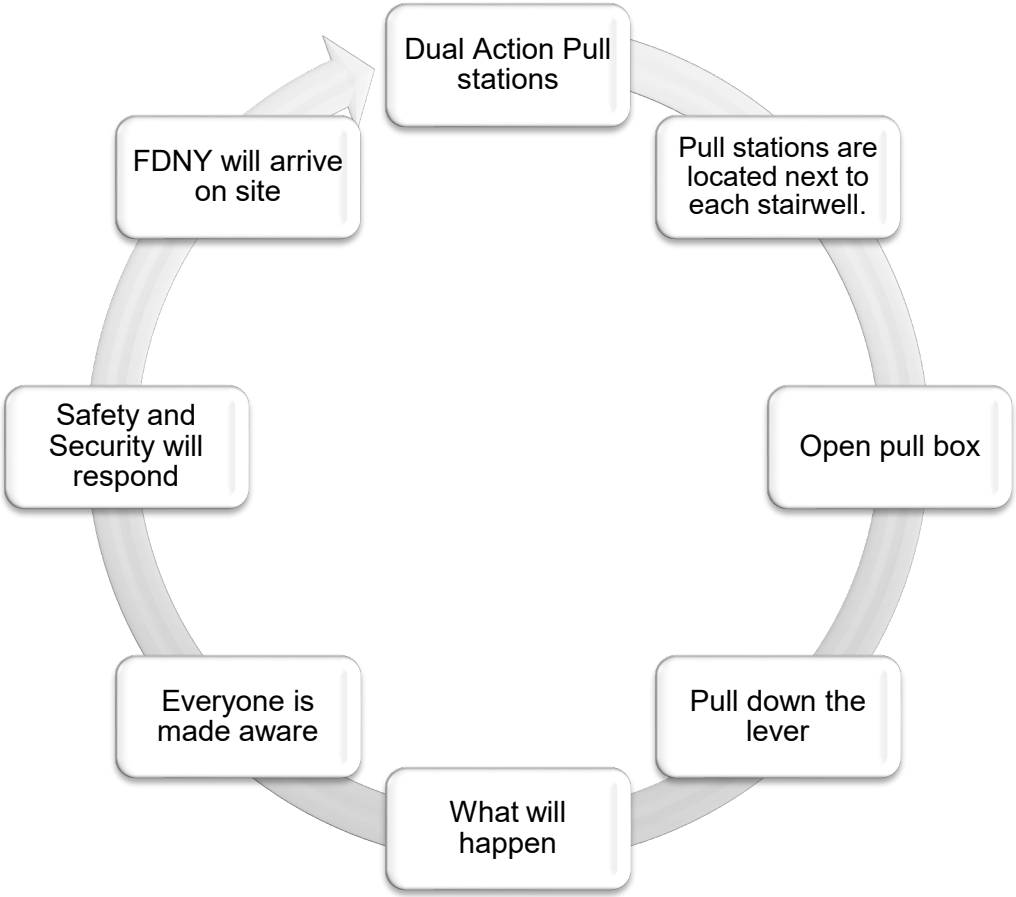
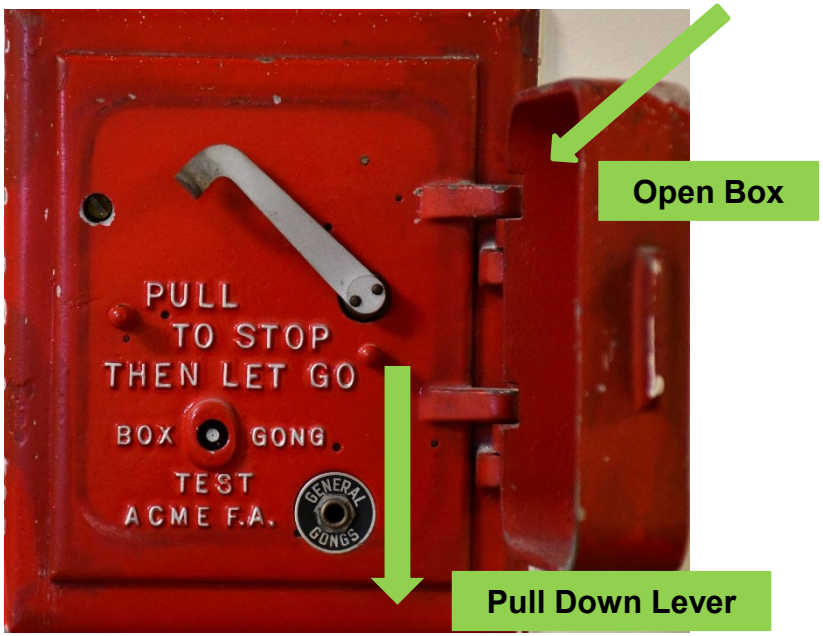
Activating the Fire Alarm





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If You Hear a Fire Alarm in Forchheimer Building

- The fire alarm bells will ring in Forchheimer for any activation in the Forchheimer, Ullmann, Chanin, Golding or Belfer buildings.
  - The alarm bells will ring in a coded sequence that identifies the location of the device that has been activated.
  - To locate the building/area of the alarm, count the bells.
    - The bells ring in groups of two or three numbers separated by short pauses.
    - There will be a longer pause to identify that the entire code is repeating.
    - The sequence will repeat four times.
- The count of seven bells at the beginning of the cycle indicates an alarm in the Forchheimer Building and Forchheimer personnel must evacuate.

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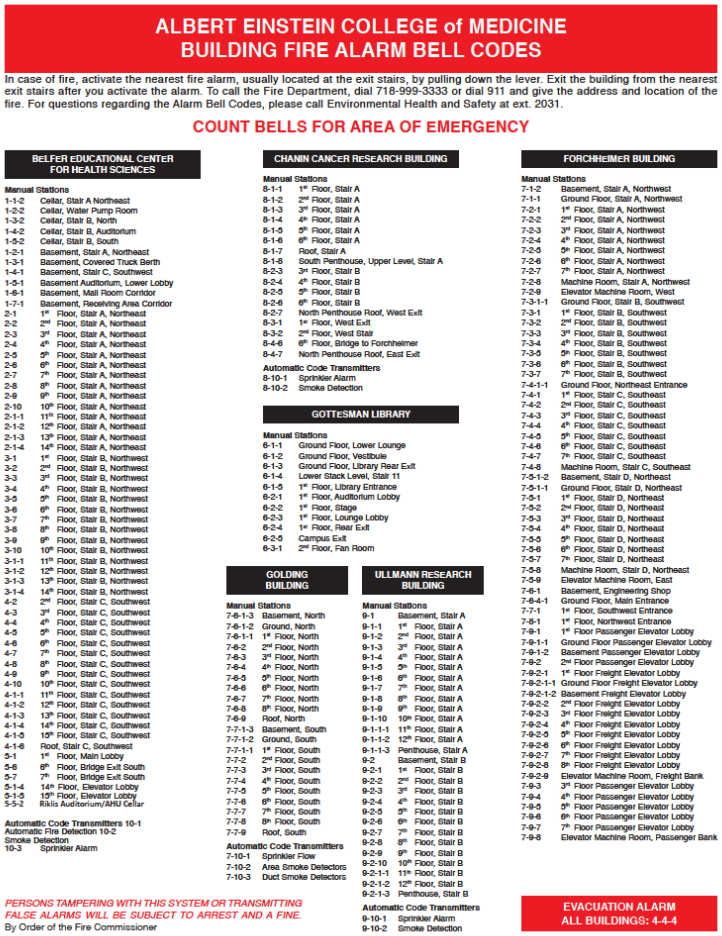
Building Fire Alarm Bell Codes



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BUILDING FIRE ALARM BELL CODES

In case of fire, activate the nearest fire alarm, usually located at the exit stairs, by pulling down the lever. Exit the building from the nearest exit stairs after you activate the alarm. To call the Fire Department, dial 718-999-3333 or dial 911 and give the address and location of the fire. For questions regarding the Alarm Bell Codes, please call Environmental Health and Safety at ext. 2031.

COUNT BELLS FOR AREA OF EMERGENCY

BELFER EDUCATIONAL CENTER FOR HEALTH SCIENCES

Manual Stations
1-1-2 Cellar, Stair A Northeast
1-2-2 Cellar, Water Pump Room
1-3-2 Cellar, Stair B, North
1-4-2 Cellar, Stair B, Auditorium
1-5-2 Cellar, Stair B, South
1-2-1 Basement, Stair A, Northeast
1-3-1 Basement, Covered Truck Berth
1-4-1 Basement, Stair C, Southwest
1-5-1 Basement Auditorium, Lower Lobby
1-6-1 Basement, Mail Room Corridor
1-7-1 Basement, Receiving Area Corridor
2-1 1st Floor, Stair A, Northeast
2-2 2nd Floor, Stair A, Northeast
2-3 3rd Floor, Stair A, Northeast
2-4 4th Floor, Stair A, Northeast
2-5 5th Floor, Stair A, Northeast
2-6 6th Floor, Stair A, Northeast
2-7 7th Floor, Stair A, Northeast
2-8 8th Floor, Stair A, Northeast
2-9 9th Floor, Stair A, Northeast
2-10 10th Floor, Stair A, Northeast
2-1-1 11th Floor, Stair A, Northeast
2-1-2 12th Floor, Stair A, Northeast
2-1-3 13th Floor, Stair A, Northeast
2-1-4 14th Floor, Stair A, Northeast
3-1 1st Floor, Stair B, Northwest
3-2 2nd Floor, Stair B, Northwest
3-3 3rd Floor, Stair B, Northwest
3-4 4th Floor, Stair B, Northwest
3-5 5th Floor, Stair B, Northwest
3-6 6th Floor, Stair B, Northwest
3-7 7th Floor, Stair B, Northwest
3-8 8th Floor, Stair B, Northwest
3-9 9th Floor, Stair B, Northwest
3-10 10th Floor, Stair B, Northwest
3-1-1 11th Floor, Stair B, Northwest
3-1-2 12th Floor, Stair B, Northwest
3-1-3 13th Floor, Stair B, Northwest
3-1-4 14th Floor, Stair B, Northwest
4-2 2nd Floor, Stair C, Southwest
4-3 3rd Floor, Stair C, Southwest
4-4 4th Floor, Stair C, Southwest
4-5 5th Floor, Stair C, Southwest
4-6 6th Floor, Stair C, Southwest
4-7 7th Floor, Stair C, Southwest
4-8 8th Floor, Stair C, Southwest
4-9 9th Floor, Stair C, Southwest
4-10 10th Floor, Stair C, Southwest
4-1-1 11th Floor, Stair C, Southwest
4-1-2 12th Floor, Stair C, Southwest
4-1-3 13th Floor, Stair C, Southwest
4-1-4 14th Floor, Stair C, Southwest
4-1-5 15th Floor, Stair C, Southwest
4-1-6 Roof, Stair C, Southwest
5-1 1st Floor, Main Lobby
5-6 6th Floor, Bridge Exit South
5-7 7th Floor, Bridge Exit South
5-1-4 14th Floor, Elevator Lobby
5-1-5 15th Floor, Elevator Lobby
5-5-2 Rikis Auditorium/AHU Cellar

Automatic Code Transmitters 10-1
Automatic Fire Detection 10-2
Smoke Detection
10-3 Sprinkler Alarm

CHANIN CANCER RESEARCH BUILDING

Manual Stations
8-1-1 1st Floor, Stair A
8-1-2 2nd Floor, Stair A
8-1-3 3rd Floor, Stair A
8-1-4 4th Floor, Stair A
8-1-5 5th Floor, Stair A
8-1-6 6th Floor, Stair A
8-1-7 Roof, Stair A
8-1-8 South Penthouse, Upper Level, Stair A
8-2-3 3rd Floor, Stair B
8-2-4 4th Floor, Stair B
8-2-5 5th Floor, Stair B
8-2-6 6th Floor, Stair B
8-2-7 North Penthouse Roof, West Exit
8-3-1 1st Floor, West Exit
8-3-2 2nd Floor, West Stair
8-4-6 6th Floor, Bridge to Forchheimer
8-4-7 North Penthouse Roof, East Exit

Automatic Code Transmitters
8-10-1 Sprinkler Alarm
8-10-2 Smoke Detection

GOTTESMAN LIBRARY

Manual Stations
6-1-1 Ground Floor, Lower Lounge
6-1-2 Ground Floor, Vestibule
6-1-3 Ground Floor, Library Rear Exit
6-1-4 Lower Stack Level, Stair 11
6-1-5 1st Floor, Library Entrance
6-2-1 1st Floor, Auditorium Lobby
6-2-2 1st Floor, Stage
6-2-3 1st Floor, Lounge Lobby
6-2-4 1st Floor, Rear Exit
6-2-5 Campus Exit
6-3-1 2nd Floor, Fan Room

GOLDING BUILDING

Manual Stations
7-6-1-3 Basement, North
7-6-1-2 Ground, North
7-6-1-1 1st Floor, North
7-6-2 2nd Floor, North
7-6-3 3rd Floor, North
7-6-4 4th Floor, North
7-6-5 5th Floor, North
7-6-6 6th Floor, North
7-6-7 7th Floor, North
7-6-8 8th Floor, North
7-6-9 Roof, North
7-7-1-3 Basement, South
7-7-1-2 Ground, South
7-7-1-1 1st Floor, South
7-7-2 2nd Floor, South
7-7-3 3rd Floor, South
7-7-4 4th Floor, South
7-7-5 5th Floor, South
7-7-6 6th Floor, South
7-7-7 7th Floor, South
7-7-8 8th Floor, South
7-7-9 Roof, South

Automatic Code Transmitters
7-10-1 Sprinkler Flow
7-10-2 Area Smoke Detectors
7-10-3 Duct Smoke Detectors

ULLMANN RESEARCH BUILDING

Manual Stations
9-1 Basement, Stair A
9-1-1 1st Floor, Stair A
9-1-2 2nd Floor, Stair A
9-1-3 3rd Floor, Stair A
9-1-4 4th Floor, Stair A
9-1-5 5th Floor, Stair A
9-1-6 6th Floor, Stair A
9-1-7 7th Floor, Stair A
9-1-8 8th Floor, Stair A
9-1-9 9th Floor, Stair A
9-1-10 10th Floor, Stair A
9-1-1-1 11th Floor, Stair A
9-1-1-2 12th Floor, Stair A
9-1-1-3 Penthouse, Stair A
9-2 Basement, Stair B
9-2-1 1st Floor, Stair B
9-2-2 2nd Floor, Stair B
9-2-3 3rd Floor, Stair B
9-2-4 4th Floor, Stair B
9-2-5 5th Floor, Stair B
9-2-6 6th Floor, Stair B
9-2-7 7th Floor, Stair B
9-2-8 8th Floor, Stair B
9-2-9 9th Floor, Stair B
9-2-10 10th Floor, Stair B
9-2-1-1 11th Floor, Stair B
9-2-1-2 12th Floor, Stair B
9-2-1-3 Penthouse, Stair B

Automatic Code Transmitters
9-10-1 Sprinkler Alarm
9-10-2 Smoke Detection

FORCHHEIMER BUILDING

Manual Stations
7-1-2 Basement, Stair A, Northwest
7-1-1 Ground Floor, Stair A, Northwest
7-2-1 1st Floor, Stair A, Northwest
7-2-2 2nd Floor, Stair A, Northwest
7-2-3 3rd Floor, Stair A, Northwest
7-2-4 4th Floor, Stair A, Northwest
7-2-5 5th Floor, Stair A, Northwest
7-2-6 6th Floor, Stair A, Northwest
7-2-7 7th Floor, Stair A, Northwest
7-2-8 Machine Room, Stair A, Northwest
7-2-9 Elevator Machine Room, West
7-3-1-1 Ground Floor, Stair B, Southwest
7-3-1 1st Floor, Stair B, Southwest
7-3-2 2nd Floor, Stair B, Southwest
7-3-3 3rd Floor, Stair B, Southwest
7-3-4 4th Floor, Stair B, Southwest
7-3-5 5th Floor, Stair B, Southwest
7-3-6 6th Floor, Stair B, Southwest
7-3-7 7th Floor, Stair B, Southwest
7-4-1-1 Ground Floor, Northeast Entrance
7-4-1 1st Floor, Stair C, Southeast
7-4-2 2nd Floor, Stair C, Southeast
7-4-3 3rd Floor, Stair C, Southeast
7-4-4 4th Floor, Stair C, Southeast
7-4-5 5th Floor, Stair C, Southeast
7-4-6 6th Floor, Stair C, Southeast
7-4-7 7th Floor, Stair C, Southeast
7-4-8 Machine Room, Stair C, Southeast
7-5-1-2 Basement, Stair D, Northeast
7-5-1-1 Ground Floor, Stair D, Northeast
7-5-1 1st Floor, Stair D, Northeast
7-5-2 2nd Floor, Stair D, Northeast
7-5-3 3rd Floor, Stair D, Northeast
7-5-4 4th Floor, Stair D, Northeast
7-5-5 5th Floor, Stair D, Northeast
7-5-6 6th Floor, Stair D, Northeast
7-5-7 7th Floor, Stair D, Northeast
7-5-8 Machine Room, Stair D, Northeast
7-5-9 Elevator Machine Room, East
7-6-1 Basement, Engineering Shop
7-6-4-1 Ground Floor, Main Entrance
7-7-1 1st Floor, Southwest Entrance
7-8-1 1st Floor, Northwest Entrance
7-9-1 1st Floor Passenger Elevator Lobby
7-9-1-1 Ground Floor Passenger Elevator Lobby
7-9-1-2 Basement Passenger Elevator Lobby
7-9-2 2nd Floor Passenger Elevator Lobby
7-9-2-1 1st Floor Freight Elevator Lobby
7-9-2-1-1 Ground Floor Freight Elevator Lobby
7-9-2-1-2 Basement Freight Elevator Lobby
7-9-2-2 2nd Floor Freight Elevator Lobby
7-9-2-3 3rd Floor Freight Elevator Lobby
7-9-2-4 4th Floor Freight Elevator Lobby
7-9-2-5 5th Floor Freight Elevator Lobby
7-9-2-6 6th Floor Freight Elevator Lobby
7-9-2-7 7th Floor Freight Elevator Lobby
7-9-2-8 8th Floor Freight Elevator Lobby
7-9-2-9 Elevator Machine Room, Freight Bank
7-9-3 3rd Floor Passenger Elevator Lobby
7-9-4 4th Floor Passenger Elevator Lobby
7-9-5 5th Floor Passenger Elevator Lobby
7-9-6 6th Floor Passenger Elevator Lobby
7-9-7 7th Floor Passenger Elevator Lobby
7-9-8 Elevator Machine Room, Passenger Bank

EVACUATION ALARM
ALL BUILDINGS: 4-4-4

PERSONS TAMPERING WITH THIS SYSTEM OR TRANSMITTING FALSE ALARMS WILL BE SUBJECT TO ARREST AND A FINE.
By Order of the Fire Commissioner

- At the outset of an alarm, it is common for one to be caught off guard and miscount the bells.
- It is best to listen to the location code sequence at least two or three times.
- Begin counting after the first coded transmission is complete. This will ensure a proper count.
- The alarm bell code chart are located by the stairwells.

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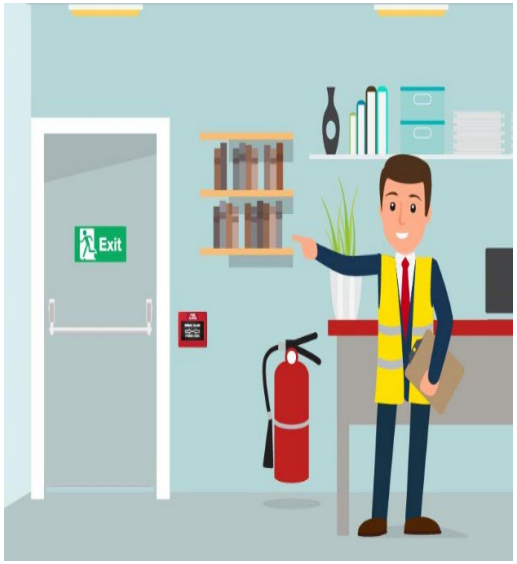
Mandatory Evacuation Alarm Signal: 4 – 4 – 4

- The alarm code 4-4-4 is the sequence for complete evacuation of the building.
- Evacuation requires that occupants move in an orderly fashion to the closest exit.
- If Fire Emergency Wardens are available, they will direct occupants to the stairwells.
- **DO NOT USE Elevators:**
  - The elevator shafts ventilate to the roof and act like chimneys, drawing in smoke.
  - The elevator may lose power due to the fire.
  - The elevator doors may open on the fire floor.



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In Case of Fire: Remember R. A. C. E.

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R.A.C.E-
Rescue/Alarm/Contain/Evacuate

- **<u>R.A.C.E. to Safety</u>**
- These quick tips will help you exit safely, stay alert, and keep others out of harm's way during an emergency.
- Remember, no actual running
- Required!

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Rescue, Alarm, Contain, Evacuate

Rescue

- Rescue or remove anyone from immediate danger.
- Guide anyone who cannot leave safely to the stairwell.

Alarm

- Activate the nearest manual pull station in your area to alert others.
- Once safe, call 911 and provide any details of the emergency for the first responders.

Contain

- Close the door to contain a fire.
- This protects lives, minimizes damage, and limits the spread of the fire!

Evacuate

- Evacuate should always be your first response.
- Use a fire extinguisher if an exit is blocked by a fire.
- Inform first responders or the fire safety officer of anyone inside the stairwell.

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Evacuating

Immediately Evacuate Your Area

Close Doors

Use Stairwell

Do not use the elevators.

If smoke or fire prevents you from using one means of escape, use another.

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PLAN AHEAD

Planning Ahead

- Be familiar with all the various layouts of assigned floors, the emergency plan, and the location and operation of any available fire alarm system, fire protection equipment, and coded door locks.
  - Know the locations of fire extinguishers and fire pull stations
- **Note:** Pull stations are located by the stairwells

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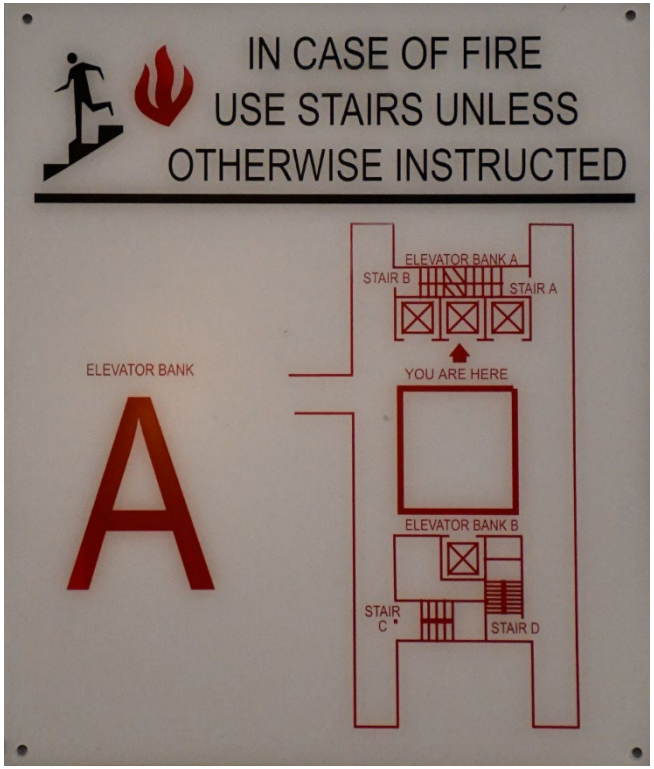
Know Where You Are

- In any emergency, it is a good idea to Know Where You Are. Knowing your location with relation to your means of evacuation such as a stairway, fire tower, or fire escape, will be invaluable during an emergency.
- Take a few minutes to study the "You Are Here" map posted at the elevator lobby on your floor and locate the exit closest to you. Determine where the exit will bring you for safe evacuation area.



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Know Where You Are (Cont.)

Learn Your Exits & Stairwells

- These are examples of exits and stairwells you should know and look for during an emergency.
- Take the time to go down to the bottom floor of the stairwell to know where it will bring you and head to your safe evacuation area.

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Fire-Rated Doors

- All apartments and stairwells in Einstein housing are equipped with fire- rated doors, which are designed to withstand fire for a specific period of time.

- **It is crucial never to prop open or place any objects on fire-rated doors**, as this compromises their effectiveness and safety.

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FIRE SUPPRESSION

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Fire Suppression Systems

- Throughout the Einstein Campus you will find various fire suppression systems integrated into the building design. These systems include:
  - automatic sprinklers
  - standpipe systems
  - clean agent systems
- Clean agent systems will normally be found in environmentally controlled areas such as computer rooms and kitchen areas. Clean agent fire suppression use an electrically non-conductive, volatile, or gaseous fire extinguishing agent that does not leave a residue upon evaporation, most of these agents are environmentally friendly.

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Fire Suppression Systems

- NYC Code requires that these systems be equipped with a shutoff wheel, 125 feet of hose, and a nozzle.
- Standpipe systems are found mostly in stairwells, although there are some located in passageways.
- The standpipe systems at Einstein are strictly for Fire Department use only. The amount of firefighting ability and training required to use this system is substantial.
- Standby systems should never be used by Einstein personnel. If an extinguisher is not adequate for the job, activate a fire alarm and leave the area.

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Fire Suppression Systems

- Automatic sprinklers provide the greatest degree of fire protection and is statistically the most effective system for suppressing, containing, and preventing the spread of fire.
- Einstein has partial automatic sprinkler systems in Forchheimer, Chanin, Kennedy, and Ullmann, while Price, Golding, Block, and Gruss (MRRC) Buildings are fully sprinklered.
- Automatic sprinklers can be found in laboratories, in assembly areas, mechanical rooms, and in office spaces.
- In the event of a fire in an area with a sprinkler, the heat generated by the fire will activate a sprinkler head, which will distribute water.

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FIRE EMERGENCY WARDENS

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Fire Emergency Wardens (FEWs)

- The fire safety plans for each building at Einstein utilizes a Fire Emergency Warden list of volunteers for emergency procedures. The Wardens and Deputy Wardens on each floor are responsible for providing fire safety information for their department.
- Fire Emergency Wardens should be aware of any conditions that could be of concern in a fire or emergency, keeping areas of egress clear, notifying the proper personnel when a fire condition exists and notify the Fire Safety Officer at x3529 if any discrepancies are found.

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The Roll of a FEW

- In the event of a fire alarm, Wardens and Deputy Wardens shall determine and identify the location of the fire and direct the evacuation of their floor.
- They shall ensure that all occupants are notified of the fire and proceed immediately to execute the fire safety plan. They will direct occupants to use stairwells for evacuation and quickly search the floor, including the bathrooms, so no one is left behind.
- If you would like to be a Fire Warden or Deputy Warden, please contact EH&S x4150.

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The Roll of a FEW Continued

- Wardens and Deputy Wardens will inform fire responders if someone stays behind or needs assistance. They may also report information regarding conditions on their floor.
- Conditions can also be reported to the Lobby Security Post unless conditions dictate otherwise.
- The Fire Emergency Warden or Deputy Fire Emergency Warden will help move people to a safe area.

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FIRE DRILLS

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Fire Drills

- Fire Drills are conducted periodically in all Einstein Buildings. Signs are posted to notify occupants well in advance of the drill. During the fire drill, employees will not be required to leave the building unless an evacuation notice is posted.

- Fire Safety in any building will only be effective if you are aware of the fire alarm procedures and the evacuation routes set forth.

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SAFETY AWARENESS

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Fire Safety Awareness

Follow these simple rules:

- No Smoking. Smoking is prohibited in all Einstein Buildings.
- In case of Fire, **Do Not Use Elevators!**
- Never lock or obstruct an exit.
- Do Not chock open fire doors.
- Do Not use corridors for storage.
- Know the locations of your exits.
- Know the locations of the fire extinguishers.
- Know the locations of the fire alarm pull stations.
- Know Where You Are.

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Corridor Storage

Storage of any combustible materials in corridors and passageways is prohibited.

In instances where temporary storage is necessary, contact EH&S for approval.

All corridors must have a 44” wide clearance for proper egress.

These provisions are made to keep hallways unobstructed in the event of an emergency.

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LABORATORIES

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Laboratory Fire Safety

Laboratory Fire Safety Equipment

- Each laboratory is equipped with a dry chemical fire extinguisher and a hand-held or overhead safety shower.
- The safety showers are in the laboratories or in the corridors, within 25 feet of the laboratory entrance.
- As an Einstein employee, you should familiarize yourself with the location and use of the fire safety equipment available to you.

DO NOT BLOCK ANY SAFETY EQUIPMENT.

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Other Fire Safety Equipment

FIRE BLANKETS

- Some laboratories have fire blankets
  - They are not required in laboratories
- These are used to extinguish clothing on fire
- They should not be placed over a flaming beaker or liquids
- Blankets are NOT fire proof only fire resistant
- The material is fire retardant and designed to extinguish incipient fires.

Laboratory Fire Prevention

- To ensure compliance with the Rules of the City of New York (RCNY), Title 3, section 10-01, ”Storage of Chemicals, Acids and Gases in College, University, Hospital, Research and Commercial Laboratories,” each laboratory is inspected annually by the New York City Fire Department, Lab Safety Unit.
- To renew operating permits for our laboratories, Einstein personnel must comply with the RCNY 10-01.
- Minor violations of RCNY 10-01 occur from time to time and Violation Orders are issued by the FDNY Inspector against the laboratory involved. Below is a partial list of the most common violations cited:
  - Excessive storage of flammable chemicals. Most laboratories at Einstein are rated for a maximum of 15 gallons of flammables.
  - Flammable chemicals, mainly alcohols, stored in non-explosion-proof refrigerators.
  - Flammables and Acids not segregated in storage cabinets. Acids not stored on corrosive-resistant trays.
  - Chemicals stored on floors. Glass bottles stored on floors.
  - Laboratory gas cylinders not properly secured.
  - No date of opening noted for certain peroxide forming chemicals. If you need a list of peroxide forming-chemicals, visit the EH&S website at http://www.einsteinmed.edu/ehs or call ext. 3529.
  - No Certificate of Fitness for Laboratory Supervisor (FDNY C-14) holder present while the lab is in operation.

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EXTENSION CORDS, SURGE PROTECTORS & POWER STRIPS in LABORATORIES

- Power strips/surge protectors are an acceptable substitute for extension cords if they are used correctly.
  - Computers
  - Printers
  - Small electric fans
- DO NOT use extension cords, surge protectors or power strips for:
  - Refrigerators or Freezers
  - Incubators
  - Microwaves

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SPACE HEATERS

SPACE HEATERS OF ANY TYPE ARE PROHIBITED IN LABORATORIES.

- If there are concerns about the temperature in your work area, contact Operations at X3000.

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FDNY Certification of Fitness

What is the FDNY C14 Certificate of Fitness?

- This C14 Certificate of Fitness is a Laboratory Supervisor through the New York City Fire Department.
- The regulation requiring Certificate of Fitness for laboratories in New York City is under provisions outlined in "The Fire Department Rules", Section 4827-01(g)(l) and NFPA 45 of 2004.
- The New York City Fire Department is currently allowing Einstein to establish a self-certification program for issuing Certificates of Fitness for Chemical Laboratory Supervisor we follow the requirements sent by the FDNY.

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FDNY C14 Certificate of Fitness

- Procedures for obtaining a Certificate of Fitness can be found at: FDNY C14 CoF Procedures

- All laboratory personnel are encouraged to apply for (C-14) Certification.


CERTIFICATE ISSUED BY NYC FIRE DEPT

CERT.# 22222222 N
ISSUED 09/26/2016 EXPIRES 03/03/2018

NAME PLATE DIAMOND
HOME 9 METROTECH CENTER
ADDR. BROOKLYN, NY 12120

NOT FDNY EMPLOYEE

FEE $ 5.00 CAT. F89 TYPE Fitness
DESC. FIRE AND LIFE SAFETY DIRECTOR

EMPLOYER FDNY
WORK LOCATION 9 METROTECH CENTER
BROOKLYN, NY 11201

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FIRE SAFETY at EINSTEIN

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Guidelines for Selecting and Maintaining Power Strips/Surge Protectors

- The power strip/surge protector should have a ground fault circuit interrupter (GFCI). This is a reset button to prevent power overloads.

- The power strip/surge protector must be Underwriters Listed or ETL Listed

- Multi-outlet assemblies with built-in surge protection are the preferred strips for computer usage.

- It is easy to exceed the capacity of the power strip and the circuitry, so use caution when plugging in multiple items.

- Periodically inspect the condition of the power strip/ surge protector, including the cord and plug.

- Test the rest button and make sure all plugs are firmly inserted into the outlets.

- If the power strip/surge protector feels hot, or if a defect is found, discard, and replace with a new one.

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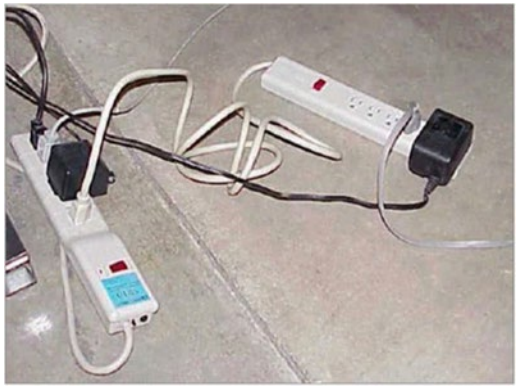
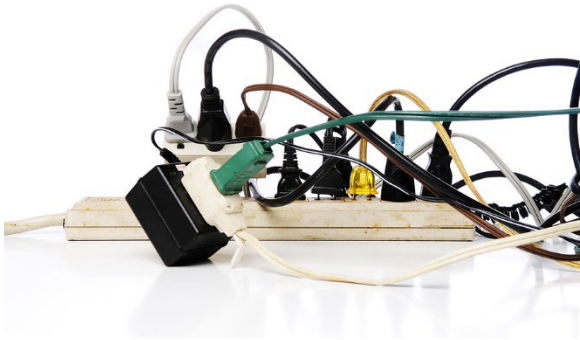
Power Strips/Surge Protectors, Extension Cord Safety

DO NOT…

- Use adapters or extension cords between the strip and outlet.
- Plug one power strip into another power strip/surge protector into another.
- Overload power strips/surge protectors





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OFFICES & SPACE HEATERS

Environmental Health and Safety does not recommend the use of space heaters in the workplace; however, if they are being used, please adhere to the below requirements. If there are concerns about the temperature in your work area, contact Operations at X3000.

- Plug space heaters directly into a wall outlet. DO NOT use an extension cord or power strip. Extension cords and power strips can overheat and will result in a fire.
- DO NOT plug any other electrical devices into the same outlet as the space heater.
- Before using any space heater, read and follow the manufacturer's instructions and warning labels carefully.
- Inspect space heaters for damaged plugs or loose connections before each use. If frayed, worn or damaged, do not use the space heater.
- NEVER leave a space heater unattended. Turn it off when you're leaving the room.
- Proper placement of space heaters is critical. Space heaters must be kept at least 3 feet away from all combustible materials, e.g., file cabinets, desks, trash bins, and paper boxes.
- Locate space heaters out of high traffic areas and doorways where they may pose a trip hazard.
- Place space heaters on level, flat surfaces. Never place heaters on cabinets, desks or tables.
- NEVER place anything on top the space heater.
- Keep space heaters away from water sources.
- Always unplug and safely store the heater when it is not in use

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OFFICES & SPACE HEATERS

Continued

If you must purchase a heater for your office space, please adhere to the following:

- Must be Underwriters List or ETL Listed
- Must have a tip-over automatic shutdown feature
- Must have overheat protection

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Staff and Student Housing

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Staff & Student Housing

You should practice fire safety at all times, even in Staff Housing.

Please remember the following in Staff and Student Housing:

Using Warming Plates/Hot Plates/Warming Trays

- Warming Trays, Host Plates, and Warming Plates must be UL or ETL-rated.
- They must have an automatic shut-off.
- Maximum Temp of 212 degrees
- Must have a GFCI (Ground Fault Circuit Interrupter) plug or be plugged into a GFCI outlet
- Never leave turned-on appliances unattended.
- Always unplug unused appliances.
- Never have any combustible or flammable material touching or near the warmer

Candle Safety

- Use sturdy candleholders with flame-protective non-combustible (glass or metal) shades or globes.
- Place candles at least four feet away from curtains, draperies, blinds, kitchen cabinets, and bedding.
- Place candles out of reach of small children and pets.
- Never leave burning candles unattended.
- Secure hair and clothing, such as sleeves or aprons, from the flame when handling candles.
- Keep candles, matches, and lighters, including lit memorial containers and Chanukah menorahs, out of reach of children.

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Using Multi-Outlet Power Strips and Surge Protectors in Staff and Student Housing

Using Multi-outlet Power Strips/Surge Protectors

Power strips/surge protectors are an acceptable substitute for extension cords if they are used correctly. The following guidelines will help you make the best and safest choice for your use. Normally, the outlet strips will come with hardware or heavy duty double faced mounting tape. If assistance is needed in mounting the power strip, submit a work order to Engineering. According to the OSHA Electrical Safety Code, it is a violation to incorrectly use power strips/surge protectors.

Appropriate use of Power strips and surge protectors:

- Computers
- Printers
- Computer Peripherals
- Fax machines
- Televisions, DVD players
- Overhead projectors
- Small electric fans
- Radios
- Gaming systems

DO NOT use power strips or surge protectors for:

- Coffee pots or mug warmers
- Hot pots, crock ports or hot plates
- Refrigerator or freezers
- Microwaves, toasters or toaster ovens
- Ice machines
- Space heaters
- Hand tools

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Campus Fire Safety Tips

You can practice fire safety by following these recommendations –

- Only use **UL or ETL-rated** devices.
- Small appliances must include an automatic shut-off feature.
- The **maximum temperature of the equipment or item should not exceed 212 degrees Fahrenheit or 100 degrees Celsius.**
- Plug electronics into a **GFCI** outlet or use a **GFCI-equipped plug.**
- Never leave active appliances **unattended.**
- **Unplug** all devices when not in use.
- **Keep flammable or combustible materials away from the heat source.**

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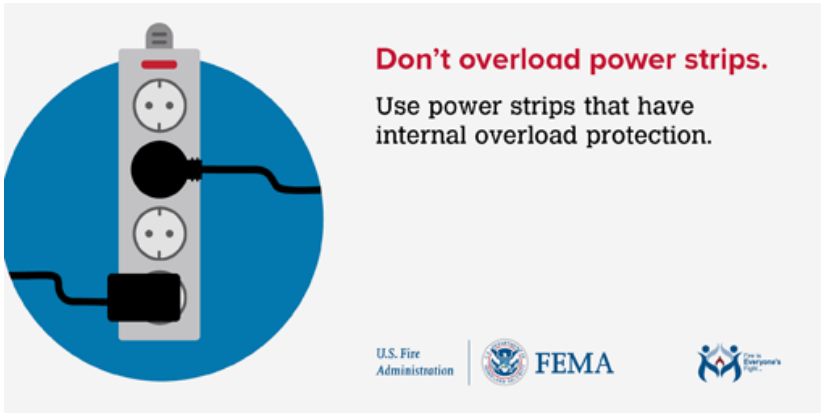
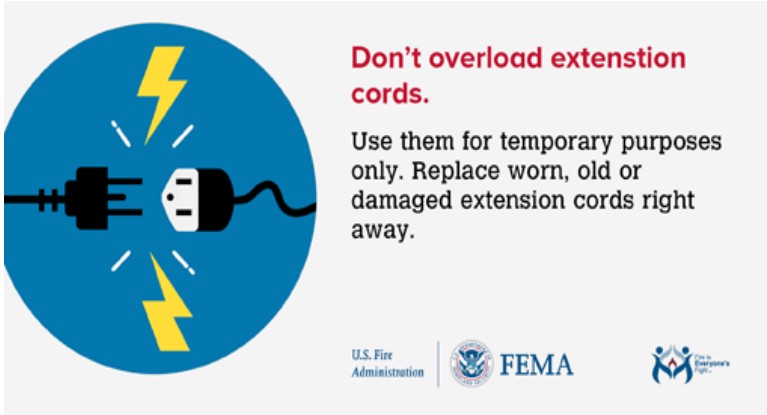
Campus Fire Safety Tips

Electrical Safety

- Keep lamps, light fixtures, and light bulbs away from anything that can burn.
- Never use an extension cord with large appliances, such as a refrigerator.
- Do not overload outlets.
- Use only surge protectors or power strips that have internal overload protections. Temporary usage is required.





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Using Multi-Outlet Power Strips and Surge Protectors in Staff and Student Housing

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Power strips/surge protectors are an acceptable substitute for extension cords if they are used correctly.

The following guidelines will help you make the best and safest choice for your use. Normally, the outlet strips will come with hardware or heavy-duty, double-faced mounting tape.

If assistance is needed in mounting the power strip, submit a work order to Engineering.

According to the OSHA Electrical Safety Code, it is a violation to misuse power strips/surge protectors.

Appropriate use of Power strips and surge protectors:

- Computers
- Printers
- Computer Peripherals
- Fax machines
- Televisions, DVD players
- Overhead projectors
- Small electric fans
- Radios
- Gaming systems

DO NOT use power strips or surge protectors for:

- Coffee pots or mug warmers
- Hot pots, crock pots, or hot plates
- Refrigerator or freezers
- Microwaves, toasters, or toaster ovens
- Ice machines
- Space heaters
- Hand tools

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Electric Micromobility Policy

Following these guidelines is essential for your safety and the safety of those around you in order to **reduce risk:**

- Use only **UL-listed** devices and chargers from trusted manufacturers.
- Maintain a **minimum distance of 5 feet** between the charging device and any flammable or combustible materials.
- **Never overcharge** your device—especially avoid leaving it plugged in overnight when it cannot be monitored.
- **Do not use damaged batteries**, and always charge and store them at **room temperature**, avoiding exposure to extreme heat or cold.

Electric Micromobility Policy

Lithium-Ion Battery Safety –

- Lithium-ion batteries, especially in e-bikes, have caused 929 fires, 507 injuries, and 33 deaths—numbers rising with increased use of personal transport devices.
- Fires from these batteries are difficult to extinguish due to self-oxidizing lithium salts and can worsen with water, producing intense, long-lasting flames.
- Proper charging and storage are essential. Batteries must **never** be kept in bathrooms, closets, or unventilated areas on the Einstein campus. Failure to follow safety protocols may lead to disciplinary action and severe hazards.

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Smoke-Free Workplace

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Before The Alarm Sounds

Get Ahead of the Alarm – Review your Emergency Response Guide

Emergencies can happen fast and spiral quickly, so it is important to be prepared.

Before a situation can happen, take the time to review the Emergency response guide for contact numbers and different situations.

Remember that in a crisis **- seconds count.**

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EMERGENCY RESPONSE GUIDE

Important Numbers	Calling from Campus Phone	Calling from Non-Campus Phone
Ambulance, FDNY, NYPD	9-911 For Emergency Dispatch	911
Einstein Security	X2019	718.430.2019
Einstein Security 24 Hours	X4111	718.430.4111
Occupational Health Services	X3141	718.430.3141
Environmental Health & Safety	X4150	718.430.4150
Employee Injury | CorVel	800.683.6778	800.683.6778
Student Injury | Student Health Services	X3295	718.430.3295
After Hours/Weekends	X4111	718.430.4111

If you are in an emergency situation and need immediate help, please call 9-1-1 and Security at X4111

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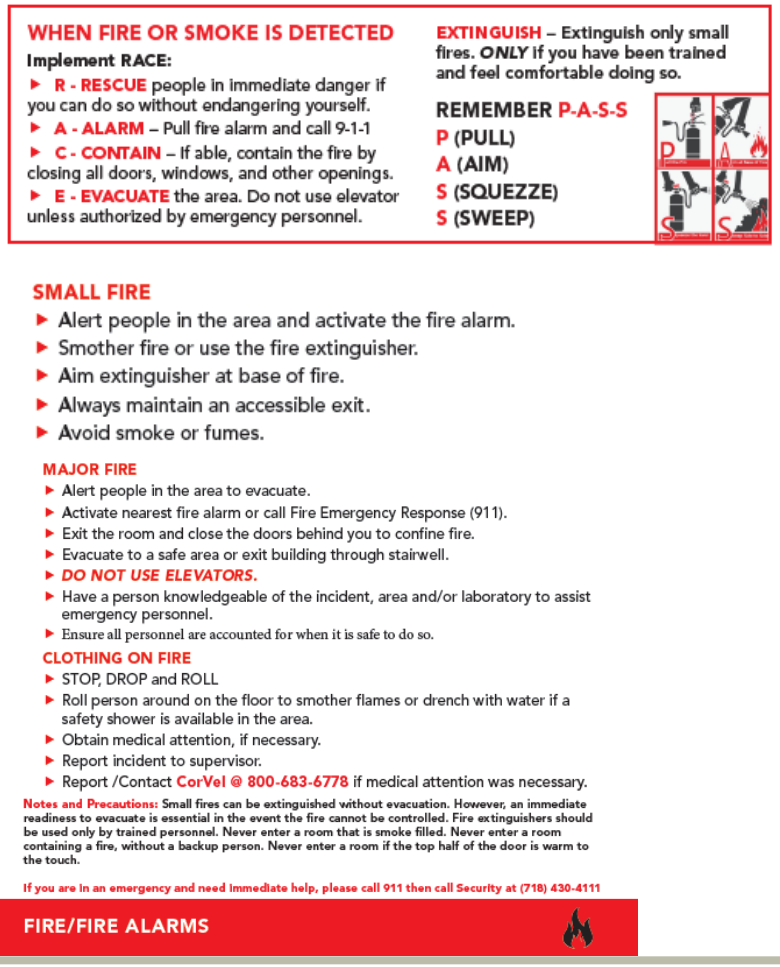
Fire Safety Starts with Awareness



WHEN FIRE OR SMOKE IS DETECTED

Implement RACE:

- **R - RESCUE** people in immediate danger if you can do so without endangering yourself.
- **A - ALARM** – Pull fire alarm and call 9-1-1
- **C - CONTAIN** – If able, contain the fire by closing all doors, windows, and other openings.
- **E - EVACUATE** the area. Do not use elevator unless authorized by emergency personnel.

EXTINGUISH – Extinguish only small fires. ***ONLY*** if you have been trained and feel comfortable doing so.

REMEMBER P-A-S-S

P (PULL)
A (AIM)
S (SQUEEZE)
S (SWEEP)

SMALL FIRE

- Alert people in the area and activate the fire alarm.
- Smother fire or use the fire extinguisher.
- Aim extinguisher at base of fire.
- Always maintain an accessible exit.
- Avoid smoke or fumes.

MAJOR FIRE

- Alert people in the area to evacuate.
- Activate nearest fire alarm or call Fire Emergency Response (911).
- Exit the room and close the doors behind you to confine fire.
- Evacuate to a safe area or exit building through stairwell.
- ***DO NOT USE ELEVATORS.***
- Have a person knowledgeable of the incident, area and/or laboratory to assist emergency personnel.
- Ensure all personnel are accounted for when it is safe to do so.

CLOTHING ON FIRE

- STOP, DROP and ROLL
- Roll person around on the floor to smother flames or drench with water if a safety shower is available in the area.
- Obtain medical attention, if necessary.
- Report incident to supervisor.
- Report /Contact **CorVel @ 800-683-6778** if medical attention was necessary.

Notes and Precautions: Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Fire extinguishers should be used only by trained personnel. Never enter a room that is smoke filled. Never enter a room containing a fire, without a backup person. Never enter a room if the top half of the door is warm to the touch.

If you are in an emergency and need immediate help, please call 911 then call Security at (718) 430-4111

FIRE/FIRE ALARMS

Preparation Saves Lives

In a fire, there's no time to read instructions – you should know them.

Taking the time to review the fire section ensures you know what to do and how to do it.

Please review the guide at least once a year, as well as learning your closest exit and alarm station in your surroundings.

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Einstein's Smoke-Free Workplace Policy

It is the policy of Albert Einstein College of Medicine to prohibit smoking, whether tobacco, marijuana or other cannabinoids, including the use of cigarettes, cigars, electronic cigarettes, e-cigs, vapor cigarettes and vape pens, in all Einstein owned or leased buildings, facilities, and property.

Inquiries, complaints or disputes about smoking in the workplace should be directed to Einstein's Chief of Security at (718) 430-2180 or the Human Resources Department at (718) 430-3771. All complaints or reports of violations will be investigated promptly and addressed accordingly.

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