

**Weill Cornell
Medicine**

EHS ENVIRONMENTAL
HEALTH & SAFETY



On-Line Fire Safety

Environmental Health and Safety
<http://weill.cornell.edu/ehs>
ehs@med.cornell.edu
646-962-7233
(1-7233)

Training Objectives

By the end of this training session, you should know:

- what actions to take if the fire alarm activates, and
- how to respond if you are faced with a fire emergency or smoke condition.





R.A.C.E.

- R** **Rescue:** Remove occupants from the affected area. Provide assistance to others as appropriate. For patient care areas, rescue those in immediate danger from fire or smoke.
- A** **Alarm:** If there is visible fire or smoke, report the fire to the other occupants in the immediate area by shouting "CODE RED". Activate the nearest fire alarm pull station to alert building occupants of the fire. 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. Damp towels should be placed at the base of the door to minimize smoke entering an area where occupants or patients are unable to evacuate.
- E** **Evacuate:** In the event of a fire or fire alarm activation, building occupants must evacuate the building as specified in the *Building-Specific Fire Safety Procedures* or *EHS-approved local fire safety plan*. Fire extinguishers should only be used by trained personnel and only after the other R.A.C.E. procedures have been fully implemented.

Occupant Response

Smoke Odor

- Contact EHS at 962-7233 to investigate
- If odor gets worse, remove yourself from the area, let EHS know that you are relocating and where to find you
- If odor becomes visible smoke, immediately follow the R.A.C.E. procedure

Visible Smoke or Flames

- Immediately follow the R.A.C.E. procedure

WCMC Fire Safety Manual

- Available on-line: <http://intranet.med.cornell.edu/ehs/FIRE.pdf>
- Contains general fire safety information:
 - fire alarm systems
 - fire sprinkler systems
 - fire prevention methods and practices
 - fire safety related procedures
 - guidelines and restrictions.
- Building-Specific Fire Safety Procedures for all WCMC and NYP buildings
 - Fire exits and egress
 - Building-specific evacuation procedures

Example Building-Specific Procedure:

Building address

Evacuation type and routes

Procedures for fire or smoke

Procedures for fire alarms

Available on-line:

<http://intranet.med.cornell.edu/ehs/FIRE.pdf>

Program Title	Program No.	Classification
Fire Safety Manual	2.1.4	Fire Safety

1300 YORK AVENUE BUILDING (A-BUILDING THROUGH E-BUILDING)

BUILDING-SPECIFIC FIRE SAFETY PROCEDURES

GENERAL INFORMATION

Building Address: 1300 York Avenue, New York, NY 10065
 Fire Alarm System: Coded Fire Alarm with Public Address System
 Evacuation Type: Partial Evacuation - Fire Floor and Floor Above
 Evacuation Route: Vertical Evacuation

- 6A Stairwell (A-Building)
- 6B Stairwell (A-Building)
- 6C Stairwell (A-Building)
- 7A Stairwell (A-Hackness Building)
- 3 Stairwell (C-Building)
- 2 Stairwell (D-Building)
- 2A Stairwell (LC-Building)
- 2B Stairwell (LC-Building)
- 1A Stairwell (E-Building)
- 1B Stairwell (E-Building)

IF YOU SEE VISIBLE FIRE OR SMOKE:

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

IF THERE IS A FIRE ALARM ACTIVATION:

- Determine the location of the fire.**
 - Building has a coded fire alarm system which identifies the location of fire alarm activation.
 - Listen and note the sequence of the tones. Tone sequence will repeat.
 Example: 4 tones - short pause - 2 tones
 - Go to the nearest Fire Stairwell and locate the Fire Alarm Code Card.
 - Review the Code Card and determine the location of the fire alarm system activation.
 Example: "4-2" means = 2nd Floor, B-Building, 1300 York Lobby
 - Determine if the location of the fire alarm is in either A, B, C, D, LC, Griffin or E Building and on your floor or the floor below and evacuate if it is.
 - Listen for public address system announcements: "CODE RED, CODE RED" followed by the location of fire alarm activation and any further instructions.
- Fire alarm activation located on your floor or floor below.**
 - Evacuate immediately following the evacuation procedures above. Close doors while evacuating.
- Fire alarm activation not located on your floor or floor below.**
 - Listen for further announcements over the public address system.
 - Continue your normal work duties.
 - Do not evacuate unless you see a sign of fire or are otherwise instructed by fire safety personnel or over the public address system. If you are instructed to evacuate, follow the evacuation procedures described above.

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Fire Alarm Testing

- Testing of fire alarm systems are required by law, and happen frequently
- Occupants are advised when fire alarm testing is taking place either by public address announcements or by signs posted in the building
- During testing, alarms are **NOT** transmitted to the Fire Department
- Occupants need to be very diligent during fire alarm testing for signs of fire
- If you discover a real fire or visible smoke during testing, follow the R.A.C.E. procedure



I see smoke/fire, what do I do?

- Pull the manual pull station (red box with white stripe) next to nearest fire exit
- Shout “Code Red” and follow R.A.C.E.
- Follow building specific evacuation procedures: <http://intranet.med.cornell.edu/ehs/FIRE.pdf>
When in doubt and if alone in area, always evacuate
- Remain calm and do not panic

General Fire Safety Information

NEVER

- Ignore fire alarms
- Use elevators during a fire unless instructed to do so
- Block access to fire safety and emergency equipment such as fire extinguishers and manual fire alarm pull stations

ALWAYS

- Check stairways for smoke before entering them
- Touch doors before opening them during a fire
- Know the location of the fire exits on your floor and at least 2 ways out of your building and work area

How can you maintain fire safety in your area?

- Do not place or store combustibles in the corridor (trash, cardboard, paper goods).
- Do not place anything in front of fire doors, inside fire stairs, or in corridors, even temporarily.
- Observe the No Smoking Policy. Notify your supervisor if you find evidence that someone was smoking in area (smell, cigarette butts, matches, etc.).
- Do not overload electrical outlets.
- No space heaters (unless approved type), hot plates, toasters, candles or other non-approved open flames (if you see these items report them to your supervisor).
- No “blocking” or “chocking” doors open.

Completing Fire Safety Training

Fire Safety Training is not complete until you

- 1) attest that you have read & understood the material presented in this lesson...
- 2) successfully complete the Fire Safety Training Test with a score of 80% or better...
- 3) complete the Course Evaluation / Demographic Survey.

Follow the instructions in the last slide,

Demonstration of Next Steps in SuccessFactors, to

- *return to SuccessFactors,*
- *complete the course, and*
- *receive credit.*