The Fire Department has established a “Frequently Asked Questions” to provide official guidance about the Fire Code and Rules

New York City Fire Code / Frequently Asked Questions

The Fire Code prohibits storage of “combustible materials” in “corridors.” Does this mean that the draperies, console table, bench and mirror, umbrella stand, framed prints, coat racks and doormats in the hallway of my apartment building are not allowed and must be removed?

This Frequently Asked Question is intended to provide interim guidance for this commonly asked question pending an anticipated future rulemaking.

FC1027.4.1 prohibits storage of combustible materials or combustible waste in corridors except as authorized by the Fire Code or Fire Department rule. This requirement is intended to minimize the potential fire load and eliminate tripping hazards and other impediments to access that might hinder or prevent egress from the building.

However, the Fire Department recognizes that it is common to decorate apartment building hallways with incidental furnishings, such as a console table, bench and/or mirror, umbrella stand, draperies, framed prints and doormats. The Fire Department appreciates the importance of such items in enhancing the appearance and comfort of such building spaces, and is considering how to best accommodate such items consistent with the interest of fire safety.

Accordingly, the Fire Department establishes the following interim guidelines for the storage of combustible materials in apartment building “corridors,” which, for purposes of this Frequently Asked Question and response, is limited to hallways outside of dwelling units and does not include building lobbies.

The Fire Department retains discretion to prohibit and direct removal of any combustible hallway furnishing allowed by these interim guidelines that, by virtue of its size, materials or location, presents an undue fire safety hazard.
Interim guidelines for the storage of combustible materials in apartment building hallways:

1. **Incidental furnishings.** An apartment building hallway may be furnished with a console table, console bench, mirror, and umbrella stand. All such items must be “incidental” to hallway use, i.e., furnishings whose purpose is primarily decorative in nature and provided for the convenience of persons passing through the hallways. Such incidental use would not include furniture designed primarily to hold or store clothing or other items (such as chests of drawers, armoires, wall systems and coat racks), or storage in the hallway of furniture (such as beds, upholstered furniture and dining room tables) whose primary purpose is not decorative or for the temporary accommodation of passersby. No furnishing may narrow the apartment building hallway beyond the minimum width required by the New York City Multiple Dwelling Law and New York City Building Code.

2. **Draperies, area rugs and decorative greens.** Draperies, area rugs and decorative greens must be installed and maintained in compliance with the requirements of FC Chapter 8. Draperies, area rugs and decorative greens must be noncombustible, or flame proofed by an approved method. Christmas trees and other conifers, and wreathes made of conifers, are prohibited in apartment building hallways.

3. **Artwork.** The walls of an apartment building hallway may be decorated with combustible artwork (including artworks made of paper, canvas, wood or fabric), provided that the artwork does not exceed more than twenty percent (20%) of the wall area. Such percentage is to be calculated separately for each wall. Artwork shall be affixed to the walls in a manner that prevents it from moving freely and intruding further into the hallway space.

4. **Carpeting.** Carpeting and other interior finishes are not regulated by the Fire Code but by Chapter 8 of the New York City Building Code. Please consult the New York City Department of Buildings’ website, www.nyc.gov/buildings.

5. **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 material 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 removal of doormats only where their size, materials or location present an undue fire safety or tripping hazard. Oversize doormats may be deemed to be area rugs, which, as set forth above, must be noncombustible, or flame proofed by an approved method.
6. **Personal property.** Personal property (such as bicycles, baby carriages, and clothing) may not be stored in apartment building hallways. All such items must be stored in lawful closets or other storage areas, or in dwelling units.

7. **Household garbage.** Household garbage, including trash cans and recycling containers, may not be stored in apartment building hallways. All such items must be stored in compactor rooms and other lawful storage areas.

**Construction Site Fire Safety Manager Training**

A Fire Safety Manager must be present at construction sites that require a Site Safety Manager or Site Safety Coordinator. All Site Safety Managers, Site Safety Coordinator, and other eligible candidates must complete the Construction Site Fire Safety Manager accredited Fire Department training course. NY Fire Safety Institute is offering the new Construction Site Fire Safety Manager Training. The next classes are March 7th & March 9th.

**Fire Safety Manager Duties:**
- Responsible for ensuring compliance with the requirements of this code, including chapter 14.
- Conduct inspections of the construction site and all fire safety measures on a daily basis, and maintain a record in a bound log book or other approved system of recordkeeping.
- Responsible for the general supervision of the fire guards where fire watch service is provided.
- Develop and maintain an approved pre-fire plan at the construction site.
- Ensure that construction site personnel are acquainted with the operation of portable fire extinguishers and other fire protection equipment on the construction site and that all fire protection equipment and systems are readily available and periodically inspected and tested, per the building code rules.
- Responsible for supervising the issuance of authorizations for hot work operations in accordance with Chapter 26.
- Responsible for complying with the requirements of Section 901 in the event of impairment of any fire protection system.

**You must be pre-registered.** If interested call 212-239-9051 for more details. You can fill out the attached registration form on Page 17 and fax it to 718-432-1602 or 212-239-9052. You can see the receptionist at the office at the Hotel New Yorker, 481 8th Avenue, Suite 1570 to register and pay for the course. Class size is kept to 25 people, so register early and pay fee for a guaranteed seat. [http://nyfsi.com/CSFSM.html](http://nyfsi.com/CSFSM.html)
2011 Fire Safety Log Books

The new Fire Code and the Rules of the City of New York outline the requirements for several log books to be maintained by Building Management. The Bureau of Fire Prevention has set new guidelines for log book record keeping. An inspection of the log books is performed annually by the New York City Fire Department Hi-Rise Unit.

Keep up to date log entries of required system inspections and tests, to avoid violations.

Fire Alarm Book/Fire Command $50.00
- Fire Alarm Book: Daily Log, Fire Alarm Incidents, On Off Line Log
- Monthly Inspections: Elevator, Generator, Exit Lights, Exit Signs, Fire Extinguishers
- Annual Inspections: Arm Bands and Vests, Photoluminescent Signs
- NFPA Inspection Check List

Fire Safety Plan Log Book $35.00
- Daily Fire Safety Director Log, Fire Safety and Evacuation Drills, Fire Safety and Evacuation Training,

Emergency Action Plan Log Book $35.00

Sprinkler and Standpipe Inspection Record Book $30.00
- Fire Pump Testing, Weekly, Annual
- Water Storage Tank, During the Heating Season
- Monthly Sprinkler Inspection Record
- Monthly Standpipe Inspection Record
- Sprinkler and Standpipe Deficiencies Record
- National Fire Protection Association (NFPA), Inspections, Testing and Maintenance

Smoke Detector Maintenance Record $25.00
- Semi-Annual Smoke Detector Cleaning, Annual Sensitivity Test Records, Smoke Detector Repair or Replacement Records

Building Operation, Maintenance and Recordkeeping Training Course

Take advantage of a great opportunity for the New Year. Attend the Fire Safety Director's Certificate of Fitness Renewal class. This training is given by Retired Fire Officers, the real professionals with real life firefighting experience, not security people. Our instructors have numerous years of fire-related experience to help you understand what you have to know. We teach fire safety - we don't lecture about it.

Starting in 2011 NY Fire Safety Institute will reduced its Fire Safety Director Building Operation, Maintenance and Recordkeeping Training to $125. Classes are given at our location (The Hotel New Yorker, 481 8th Avenue, Suite 1570). The classes are Monday and Wednesday. The next classes are February 28th and March 2nd from 9:30 am to 1:30 pm. The Class and Course Book is only $125.

You must be pre-registered. If interested call 212-239-9051 for more details. You can fill out the attached registration form on Page 15 and fax it to 718-432-1602 or 212-239-9052. You can see the receptionist at the office at the Hotel New Yorker, 481 8th Avenue, Suite 1570 to register and pay for the course. Class size is kept to 25 people, so register early and pay fee for a guaranteed seat.

NY Fire Safety Institute
481 Eighth Avenue, Suite 1570
New York, NY 10001

Effective January 1, 2011
Fire Safety and Evacuation Plans submitted to the Fire Department shall consist of one paper copy of the plan and one compact disk containing the floor plans, in either DWG or DWF format. The floor and riser drawings shall bear the signature and seal of a registered design professional.
Renewal of Fire Safety Director’s Certificate of Fitness

Pursuant to § 113-02 Fire Safety Director Certificates of Fitness, at the time of renewal of such certificate during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping must be completed.

A Certificate of Completion must be submitted along with all materials and checks in order to renew a FSD Certificate of Fitness.

Building Operation, Maintenance and Recordkeeping Training Course

- The classroom instructions and topics can only be given by a Fire Department accredited Fire Safety Director and Fire Safety/EAP school.
- Instructors - Instruction in building operation, maintenance and recordkeeping training courses shall be conducted by persons with fire code, fire prevention, fire suppression, or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.

Required Hours and Topics of Instruction

Training courses shall, at a minimum, provide not less than seven (7) hours of instruction.

Topics of Instruction

- permits and certificates of fitness
- emergency planning and preparedness
- emergency power systems, including NFPA 110 and 111
- elevator in readiness
- refrigerating systems
- flame-resistant decorations
- fire alarm systems, including NFPA 72
- sprinkler systems, including NFPA 25
- standpipe systems, including NFPA 25
- out-of-service sprinkler, standpipe and fire alarm systems, including impairment coordinator, fire guard and notification requirements
- portable fire extinguishers
- commercial cooking systems
- smoke control systems
- non-water fire extinguishing systems
- means of egress, including Building Code required exit and elevator signage, and photoluminescent pathway markings
- hot work operations
• painting of sprinkler and standpipe system piping and valve handles in both new and existing buildings

**Course Administration and Completion**

• Students must attend all seven (7) hours of training to be eligible to take the training course’s final examination.
• Students shall be allowed two (2) opportunities to pass the final examination. Students who fail the final examination on the second attempt shall be required to re-attend the course in its entirety.

**NY Fire Safety Institute**

NY Fire Safety Institute, an accredited Fire Safety Directors Training school, offers classes for the New York City Fire Department Certificates of Fitness as Fire Safety Director and Emergency Action Plan Director. The Institute will provide professional, cost effective classes where hotels and office buildings employees can attain the knowledge needed for their Certificate of Fitness. All instructors are active or retired Fire Department chief officers, captains, and lieutenants.

**FSD**

The course for the Fire Safety Directors consists of six sessions. They will now run the first three Tuesdays and Thursdays of each month. Classes start March 1, 2011.

The Saturday classes are four consecutive Saturdays. Candidates must attend all classes to receive a school diploma. Next classes start March 5, 2011.

Four (4) consecutive Saturdays.

See registration form on page 14

**FSD Classes in Queens**

If you are interested in taking the Fire Safety Directors course in Queens, contact Robert O’Brien at 212-239-9051 for more information.

**EAP**

The course for the Emergency Action Plan Directors consists of two sessions. They run the fourth week of selective months. The next EAP class will be held on March 22nd & 24th of 2011. See registration form on page 16.

**EAP Online**

If you do not have the time to attend the school in person, the Emergency Action Plan Directors course is available online. Take the online course at home, in the office or anywhere you have internet access. The details to the online course can be found at [http://nyfsi.com/EAP.html](http://nyfsi.com/EAP.html)
Fire Safety Director/EAP Director Certificate of Fitness will not be renewed after October 1, 2010 unless the C of F holder attends and passes the new Building Operation, Maintenance and Recordkeeping Training Course.

NY Fire Safety Institute has been approved by the Fire Department to offer the new Building Operation, Maintenance and Recordkeeping Training Course. The next class is February 28, 2011.

For more information go to: http://nyfsi.com/BOMR.html

**Building Operation, Maintenance and Recordkeeping Course**

------ FSD Renewal Classes (2 Days) ------

February 28\(^{th}\) and March 2\(^{nd}\) Monday/Wednesday:

Classes $125.00 (includes book)

Class Schedule (Part I Monday 9:30am to 1:30pm)  
(Part II Wednesday 9:30am to 1:30pm)

Fire Alarm Control Panel (FACP)
Clean, Safe and Effective Fire Extinguisher Training

NY Fire Safety Institute has the first digital fire extinguisher training system that is recognized by New York State. This is cutting edge technology that will change the way fire extinguisher training is presented to the general population. This new digital technology provides realistic hands-on extinguisher training using advanced laser technology. The LED-driven digital flames sense where the trainee sweeps the BullsEye extinguisher and automatically varies the digital flames' response.

It is a good feeling to know that people recognize the essential need for this training and is doing something about it. “Fire Safety through Education” is our motto. The time to decide what to do is not when a fire happens; it is long before it starts. This company has taken steps to ensure all who live and work in these buildings are in the safest possible environment. We hope to be hearing from some of the other players in the industry, as fire is the only thing in the world that does not discriminate. It will strike anywhere at any time. Be Fire Safe! Be Smart!

OSHA requires that if you have portable fire extinguishers in your work place and employees are expected to use them, then they must receive annual hands-on Fire Extinguisher Training. This training will save lives. If you are interested please contact us at 212-239-9051 or by email. To watch the video on the BullsEye™ Digital Fire Extinguisher Training System go to:

www.nyfsi.com/fire_extinguisher.html

If you are looking for Fire Safety Directors or Fire Guards with Fire Department issued Certificates of Fitness, call NY Fire Consultants Robert O’Brien at 212-239-9051.
High Rise Fires

It often takes a significant amount of time to evacuate a high-rise building during a fire. Elevators are shut down and as a result building tenants are force to use stairs. These stairwells are often filled with smoke. The Xcaper emergency smoke mask provides protection to allow a safe and successful egress from a burning building.

75% of fire fatalities are caused by smoke inhalation. The most important thing you can do to survive and escape a fire is to maintain your source of breathable air. If a fire were to break out in your home, office or hotel room, you might know the quickest escape route to the nearest exits. However, most of us are not prepared to outrun deadly smoke inhalation. Most people do not have the proper protection against lethal smoke.

Advanced technology has brought an innovative solution. The Xcaper® Smoke Mask is the newest and most advanced filter of its kind with a simple and convenient design. Using patented moist filter technology, the Xcaper Smoke Mask delivers unparalleled protection by absorbing hazardous toxins and particulate matter common to the smoke in fires. The Xcaper Smoke Mask is designed with an all-natural moisturizing agent that allows for easy breathing and can be used when leaving a smoke-filled area. The mask is effective for 30 minutes or longer, depending on the conditions.

The revolutionary Xcaper moist filter delivers unparalleled protection by absorbing hazardous toxins including carbon monoxide and 100% of particulate matter common to smoke from fires. The moisturizing agent, a 100% all natural plant extract allows for easy breathing. (Kit includes: Xcaper Smoke Mask, Xcaper Goggle, Black Hip Pac (5 ½ “ x 5 ½ “). The Hip Pac is 2” wide when filled with all items, and has a zipper on top and Velcro® straps on the back for simple attachment to a belt. The kit also includes an LED Light (14 hours of burn time with more than 8 years of shelf-life) & whistle (with black cord lanyard).

For Discount pricing call Robert O’Brien (212) 239-9051
FOR IMMEDIATE RELEASE
February 9, 2011
Release #11-124

Hoover Recalls WindTunnel Canister Vacuums Due to Fire and Shock Hazards

WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission, in cooperation with the firm named below, today announced a voluntary recall of the following consumer product. Consumers should stop using recalled products immediately unless otherwise instructed. It is illegal to resell or attempt to resell a recalled consumer product.

Name of Product: Hoover® WindTunnel Canister Vacuums

Units: About 142,000

Importer: Hoover Inc., of Glenwillow, Ohio

Hazard: The power cord between the power nozzle and the wand connector can short-circuit posing fire and shock hazards to consumers. This condition can occur even if the vacuum has been turned off but left plugged in.

Incidents/Injuries: Hoover has received 69 reports of overheating or electrical malfunction, including one report of fire and smoke damage, and two reports of carpet damage. There has been one report of a minor injury.

Description: This recall involves the Hoover WindTunnel Bagless Canister Vacuum model S3755. The vacuum is silver and black in color, and comes with a power nozzle. The model number can be found on a label on the bottom of the canister.

Sold at: Mass merchandisers, department stores and independent vacuum retailers nationwide and online from March 2003 to December 2008 for between $250 and $280.

Manufactured in: China

Remedy: Consumers should immediately stop using the recalled vacuum cleaners and contact Hoover for a free repair.

Consumer Contact: For additional information, contact Hoover toll-free at (888) 564-2066 between 8 a.m. and 7 p.m. ET Monday through Friday, or visit the firm’s website at www.hoover.com/windtunnelcanisterrecall
FIRE SAFETY DIRECTORS COURSES

NY Fire Safety Institute has morning, afternoon and Saturday classes
The morning classes start at 9:30 AM and end at 12:50 PM
The afternoon classes start at 1:00 PM and end at 4:20 PM
The Saturday classes start at 9:00 AM and end at 2:00 PM

International Protective Service Agency
A division of International Protection Group, LLC

16 Penn Plaza, Suite 1570 New York, NY 10001 (800) 947-5826 (212) 947-1681

Automated External Defibrillator, Cardiopulmonary Resuscitation and First Aid Training

NY Fire Safety Institute has begun training
See page 18 & 19 for details
http://www.nyfsi.com/cpr.html
Fire Code 901.7 Out of service systems Where a required fire protection system is out of service, the department shall be notified immediately and unless otherwise directed by the commissioner, either the building shall be evacuated or a fire watch shall be maintained by one or more persons holding a certificate of fitness for fire guard until the fire protection system has been returned to service. Where utilized, fire guards shall be provided with at least one approved means for notification of the department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

For **Fire Safety Directors** or **Fire Guards** with Fire Department issued Certificates of Fitness, call NY Fire Consultants Robert O’Brien at 212-239-9051.

**Fire Safety and Awareness Training**

Registration forms on pages 14 - 17 and 20

- **Mondays**
  - Digital Fire Extinguisher Training (Call for dates)
- **Tuesdays & Thursdays**
  - Fire Safety Director (1st three weeks of a month)
  - Emergency Action Plan Director (4th week of select months)
  - OSHA 10-Hour (call for the next class at 4 pm to 9 pm)
- **Mondays & Wednesdays**
  - Fire Safety Director Certificate of Fitness Renewal
- **Mondays & Wednesdays**
  - Construction Site Fire Safety Manager Certificate of Fitness
- **Wednesdays**
  - Residential Non-Fire Emergencies (call for schedule)
- **Saturdays Mornings**
  - Fire Safety Director
- **Queens Mornings**
  - Fire Safety Director (call 212-239-9051)
- **CPR, AED and First Aid**
  - Call (212) 239-9051

**NY Fire Consultants Services:**

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NY Fire Consultants, Inc. 481 Eighth Avenue, Suite 1570, New York, NY 10001 212-239-9051
Mail in Registration - Fire Safety Director Training Course

Student Name: _______________________________ Employed by: _______________________________
Work Address: _______________________________ Supervisor: ________________________________

Cell/Pager: __________________________________ Work # _________________________________
Email: _______________________________ Work email: ________________________________

Course fee Weekdays: $240.00  Course fee Saturdays: $260.00
☐ Money Order   ☐ Check (Company check only)  ☐ Pay Pal verification # ____________________

Start date: ________________ Amt. Enclosed: ________________

Send checks or money orders to: NYFSI, 481 Eighth Avenue, Suite 1570, New York, NY 10001

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)

SCHEDULE OF CLASSES 2011 Please select Morning, Afternoon or Saturday Classes

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Students must Pre-Register

School Policy: The Fire Department requires that you must attend all classes and receive a mark of 70% on the school's final exam. Those passing are granted a diploma, which must be presented to the Fire Department.
Mail in Registration - Fire Safety Director Certificate of Fitness Renewal Course

Student Name: ______________________________________ C of F #: ____________________________

Work Address: ___________________________ Employed by: ________________________________

______________________________ Supervisor: ________________________________

Cell/Pager: ___________________________ Work #: ________________________________

Email: _______________________________ Work email: ________________________________

Course fee Weekdays: $ 125.00

☐ Money Order  ☐ Check (Company check only)  ☐ Pay Pal verification # _________________

Start date: __________________________ Amt. Enclosed: ________________

Send checks or money orders to: NYFSI, 481 Eighth Avenue, Suite 1570, New York, NY 10001

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)

Pursuant to § 113-02 Fire Safety Director Certificates of Fitness, at the time of renewal of Fire Safety Director Certificates of Fitness during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping must be completed. A Certificate of Completion must be submitted along with all materials and checks in order to renew a FSD Certificate of Fitness.

Please select date: Fire Safety Director Certificate of Fitness Renewal Course

Building Operation, Maintenance and Recordkeeping

☐ Monday, Feb. 28, 2011, 9:30 am to 1:30 pm & Wednesday, March 2, 2011, 9:30 am to 1:30 pm

☐ Monday, Mar. 14, 2011, 9:30 am to 1:30 pm & Wednesday, Mar. 16, 2011, 9:30 am to 1:30 pm

☐ Monday, Mar. 28, 2011, 9:30 am to 1:30 pm & Wednesday, Mar. 30, 2011, 9:30 am to 1:30 pm

☐ Monday, Apr. 11 2011, 9:30 am to 1:30 pm & Wednesday, Apr. 13, 2011, 9:30 am to 1:30 pm

Students must Pre-Register

School Policy: The Fire Department requires that you must attend all classes and receive a mark of 70% on the school's final exam. Those passing are granted a Letter of Completion, which must be presented to the Fire Department for renewal of Certificate of Fitness.
Attention: Office Building Managers & Fire Safety Directors

NY Fire Safety Institute is offering

Emergency Action Plan Director Course (F-59)

We have schedules to meet your needs.
We have qualified instructors to deliver the material you need to know.

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)
Realistic price of $175.00 per student (group rate quotes as well)

Seats are only saved if registered and payment is received

March 22, 2011 (Tuesday) and March 24, 2011 (Thursday) at 1:00 pm – 5:00 pm
May 24, 2011 (Tuesday) and May 26, 2011 (Thursday) at 1:00 pm – 5:00 pm
July 26, 2011 (Tuesday) and July 28, 2011 (Thursday) at 1:00 pm – 5:00 pm
September 27, 2011 (Tuesday) and September 29, 2011 (Thursday) at 1:00 pm – 5:00 pm

Fill out registration form and mail check for $175.00 payable to NYFSI.

Mail in Registration – Emergency Action Plan Director Training course

Student Name: _____________________________ Employed by: _____________________________
Home Address: ____________________________ Work Address: ____________________________
                                  ____________________________                          ____________________________
Home Phone: ______________________________ Supervisor: _______________________________
Cell/Pager: _______________________________ Employer # _______________________________
Email: _________________________________ Work email: _______________________________

Course fee is $175.00

☐ Money Order    ☐ Check (co. check only)    ☐ PayPal Verification # __________________

Start date: ___________________________ Amount Enclosed: ___________________________

Company checks or money orders payable to NYFSI

Mail payments to NY Fire Safety Institute, 481 Eighth Avenue, Suite 1570, New York, NY 10001
Mail in Registration - Certificate of Fitness
Construction Site Fire Safety Manager

Student Name: ___________________________________________________________________________

Work Address: _______________________________ Employed by: _______________________________

Supervisor: ________________________________

Cell/Pager: ________________________________ Work # _________________________________

Email: _____________________________________ Work email: _________________________________

Course fee Weekdays: $ 175.00

☐ Money Order ☐ Check (Company check only) ☐ Pay Pal verification # _______________________

Start date: ___________________ Amt. Enclosed: __________________

Send checks or money orders to: NYFSI, 481 Eighth Avenue, Suite 1570, New York, NY 10001

Central location- Hotel New Yorker - West 34th St. & 8th Avenue (Suite 1570)

SCHEDULE OF CLASSES 2011 Course fee: $ 175.00 Students must Pre-Register

Construction Site Fire Safety Manager must be present at construction sites that require a Site Safety Manager or Site Safety Coordinator. All Site Safety Managers, Site Safety Coordinator, and other eligible candidates must complete the Construction Site Fire Safety Manager Training course.

Please select date: Construction Site Fire Safety Manager Certificate of Fitness Course

☐ Monday, March 7, 2011, 9:30 am to 1:30 pm & Wednesday, March 9, 2011, 9:30 am to 2:30 pm
☐ Monday, March 21, 2011, 9:30 am to 1:30 pm & Wednesday, Mar. 23, 2011, 9:30 am to 2:30 pm
☐ Monday, April 4, 2011, 9:30 am to 1:30 pm & Wednesday, April 6, 2011, 9:30 am to 2:30 pm
☐ Monday, April 18, 2011, 9:30 am to 1:30 pm & Wednesday, April 20, 2011, 9:30 am to 2:30 pm

Cancellation policy

Cancellation or rescheduling requests will be accepted with no penalty prior to the start of the class. When authorized by NY Fire Safety Institute, you may transfer registration fees of cancelled course to a future course or to another person of same organization. Cancellation requests that occur after the start of the class will be subject to forfeiture of full course fees.

NYFSI reserves the right to reschedule or cancel any course date (s) for any reason, including insufficient enrolment. In such instances, deposits will be returned or applied towards next available training program. For all questions on courses or registration process, please contact us at 212-239-9051 or robrien@nyfsi.com
We can help meet all your training needs

Anne Spellman:

Director for the training of the health care professionals as well as the lay responder. She is a licensed registered nurse. She has vast experience in the medical field working her way up from a licensed practical nurse to a registered nurse with a bachelor’s degree. Ms. Spellman was nominated as Nurse of Distinction in 1992. Ms. Spellman is also a Legal Nurse Consultant. She has experience in the Emergency Department, Labor and Delivery, as well as Home Nursing Care. Ms. Spellman has advanced up the ranks and is presently the Administrator for a Diagnostic and Treatment Center with three satellite sites. Ms. Spellman is a trained American Red Cross CPR Instructor for the Lay Responder. She is also an American Red Cross CPR-AED, First Aid and Bloodborne Pathogens Instructor. Ms. Spellman is an approved instructor for the American Heart Association for the professional.

Standard First Aid with CPR / AED (Adult/Child) and CPR (Infant)

This course will teach skills that are necessary for a person to recognize an emergency and be able to give basic care for injuries and illnesses that may suddenly occur. The class provides hands-on practice with scenarios of real life situations which make learning easier. The AED course will teach the student what to do in a cardiac emergency for adults and children 12 and older and care for the choking victim both conscious and unconscious. It will also teach the use of the automated external defibrillator (AED) which can save a victim’s life that is in cardiac arrest. A written exam and skill testing is necessary for completion and certification.

- Cost: $165
- Length of Course: 10 hours
- Course meets OSHA First Aid Guidelines.
- Prerequisites: None
- Certifications: CPR / AED 1 year; Standard First Aid 3 years
**CPR / AED Adult**

This course will teach the student what to do in a cardiac emergency for adults and children 12 and older and care for the choking victim both conscious and unconscious. It will also teach the use of the automated external defibrillator (AED) which can save a victim’s life that is in cardiac arrest. A written exam and skill testing is necessary for completion and certification.

- **Cost:** $85
- **Length of Course:** 5 hours
- **Prerequisites:** None
- **Certifications:** CPR / AED 1 year

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**CPR / AED Child and CPR Infant**

This course will provide the knowledge for childcare givers, teachers, and any other person who is involved in supervising children from infant to 12 years of age. A written exam and skill testing is necessary for completion and certification.

- **Cost:** $70
- **Length of Course:** 5 hours
- **Prerequisites:** None
- **Certifications:** CPR / AED Child and CPR infant 1 year

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**Standard First Aid**

This course will provide the student with the ability to care for an injured victim until professional medical personnel arrive on the scene. It will give and provide the student the knowledge and confidence to act in an emergency situation. A written exam and skill testing is necessary for completion and certification.

- **Cost:** $65
- **Length of Course:** 3 hours
- **Course meets OSHA First Aid Guidelines**
- **Prerequisites:** None
- **Standard First Aid 3 years**

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**CPR / AED Adult with CPR - Child and Infant Review**

This course will review the skills in order for you to be re-certified in Adult/ Child CPR / AED and Infant CPR. You do not have to retake the complete course. This course allow you to review all teach techniques of CPR / AED and will allow hands on practice. A written exam and skill testing is necessary for completion and certification.

- **Cost:** $65
- **Length of Course:** 4 1/2 hours
- **Prerequisites:** Current certification in CPR / AED - Adult/Child CPR Infant

**Important:** You must bring your current (not expired) certification card to class in order to take this class.

- **Standard First Aid 3 years**

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For more information call 347-682-7673 or 212-239-9051
Mail/Fax in Registration – CPR / AED First Aid Training Course

Student Name: _______________________________ Employed by: _______________________________
Work Address: _______________________________ Supervisor: ________________________________

Cell/Pager: _______________________________ Work # ________________________________
Email: __________________________________ Work email: ______________________________

Call 212-239-9051 for Class Schedule

☐ Standard First Aid with CPR / AED (Adult/Child) and CPR (Infant)  Cost: $165
  Length of Course: 10 hours; Certifications: CPR/ AED 1 year, First Aid 3 years

☐ CPR / AED (Adult)  Cost: $85
  Length of Course: 5 hours; Certifications: CPR / AED 1 year

☐ CPR / AED (Adult/Child) and CPR (Infant)  Cost: $70
  Length of Course: 5 hours; Certifications: CPR / AED Child and CPR infant 1 year

☐ Standard First Aid  Cost: $165
  Length of Course: 3 hours; Standard First Aid 3 years

☐ CPR / AED Adult with CPR - Child and Infant Review  Cost: $65
  Length of Course: 4 1/2 hours
  Prerequisites: Current certification in CPR / AED - Adult/Child CPR Infant
  Important: You must bring your current (not expired) certification card to class in order to take this class.

ALL CLASSES START AT 9:30 AM

☐ Money Order ☐ Check (Company check only) ☐ PayPal go to www.nyfsi.com

Start date: ___________________________ Amt. Enclosed: ___________________________

Send checks or money orders to: NYFSI, 165 McBaine Avenue, Staten Island, NY 10309

Central location - Our Lady of Guadalupe (Church Hall)
328 West 14th Street, New York, NY 10014
Personal Life Safety Guide Book

Fireproof Residential Apartment Buildings


- Bomb Threat
- Carbon Monoxide
- Chemical Spills
- Extreme Heat
- Fire
- First Aid
- Gas Leaks
- Heart Attack
- Person Trapped in Elevator
- Poisoning
- Power Outage
- Robbery or Mugging
- Shelter in Place
- Suspected Terrorist
- Suspicious Packages
- Threatening Behavior

- Overall size: 3-1/2 " x 5-1/2"
- Coated card stock
- Emergency telephone numbers can be written on back
- Comes with a vinyl pouch that fits in your shirt pocket

**Prices:**

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<tr>
<td>1000+</td>
<td>$3.75 ea.</td>
</tr>
</tbody>
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Combine building orders and save

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**Basic Emergency Information at Your Finger Tips**

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Email: info@NYFireSafe.com