

## NYC Apartment Building Individual Emergency Preparedness/Evacuation Planning Checklist

### STEP #1: Educate Yourself About Emergency Preparedness

- Read the FDNY-issued **NYC Apartment Building Emergency Preparedness Guide** to learn about fires and other types of emergencies and how to prepare for them. You should receive the Guide from the building owner/manager at lease signing and once every 3 years, and it is available on the FDNY website (<http://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page>).
- Review the Building Information Sheet provided with the Guide for information on your building's construction and fire protection systems and exits, and the fire safety notice the building owner/manager is required to post on your apartment entrance door.
- Sign up for emergency alerts at "[NYC.gov/notifynyc](http://NYC.gov/notifynyc)" or download the app for Apple/Android users.

### STEP #2: Prepare Your Evacuation Plan

- Complete the checklist below to develop an individual evacuation plan for you and your family.
- The checklist outlines recommended measures that you can proactively take to prepare to evacuate your building in an emergency.
- If you educate yourself about emergency preparedness and complete an evacuation plan, you will be ready to make an informed judgment as to the best course of action in an emergency.

#### A. Know Your Building - See Sections 5 and 6 of the Guide and your Building Information Sheet

##### **Building Construction**

- Non-combustible/fireproof
- Combustible/non-fireproof (*check all that apply*):
  - My fire escape window opens easily
  - My fire escape window is unobstructed inside and out

##### **Coastal Storm Evacuation Zone**

Find your zone at "[NYC.gov/KnowYourZone](http://NYC.gov/KnowYourZone)" or call 311 (212-639-9675 for video relay)

- My apartment building is *not* in a coastal storm evacuation zone
- My apartment building is in Coastal Storm Evacuation Zone # \_\_\_\_\_

Where will you stay if evacuated?

- Family  Friend  Co-worker  Hotel

Can you bring your pet?

- Yes  No

*If shelter is needed for you (and your pet) at time of emergency, call 311 for location of nearest City Evacuation Center*

### **Building Notifications**

- Yes, my building has a plan to notify residents if there is an emergency in the building. They will use the following (*check all that apply*):
  - Intercom  Telephone  Email  Text  Other: \_\_\_\_\_
- No, there is no method for notification (*Discuss setting up one with your neighbors and the owner*)

Contact name for building staff or management in an emergency: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **Safely Exiting the Building**

- I know where all stairwells and building exits are located.
- I have practiced evacuating the building using all exits and have asked for an orientation from the building if I am unsure of where they are located.
- The stairwell and my apartment doors are self-closing to contain the fire and limit the spread of smoke.
- Corridors, stairwells, and street-level exits are all free of obstructions.

## **B. Prepare Your Household and Apartment - See Sections 1 and 4 of the Guide**

### **Smoke and Carbon Monoxide Alarms**

In my apartment:

- I have working smoke and carbon monoxide alarms
  - Yes, everyone in the apartment will hear the alarm
  - No, some household members are deaf or hard of hearing (*consider installing a visual/ sensory alarm*)
- Yes, everyone in my household is prepared to immediately evacuate and call 911 if the carbon monoxide alarm sounds or if there is a smell inside the apartment of gas or other hazardous material

*See ABCs of Housing Guide at NYC.gov/HPD for information about tenant/landlord responsibilities, including alarms and detectors*

### **Connecting with First Responders/Reuniting with Family Members**

- We have pre-written messages that family members with communication barriers can show emergency staff.
- Family members will meet at this location if evacuated (*choose a convenient place known to all family members, a safe distance away from your building, where it will be easy to find each other*):  
\_\_\_\_\_

- Family members will call the following person outside NYC to check-in if separated:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **C. When and How to Shelter In Place (Staying in your apartment) – See Sections 1 and 6 of the Guide**

I understand that (*check after reading the below items*):

- If I live in a fireproof building, and the fire is not in my apartment and there is no immediate danger, it is safer to stay inside my apartment and call 911.
- If there is a dangerous condition outside my building (such as a hazardous material release), it is generally safer to stay in my apartment, call 911, close all vents and windows, and monitor NotifyNYC.
- As a last resort, if I am unable to evacuate, I will retreat to the safest area away from the danger (apartment, a neighbor, area of rescue assistance or stairwell) and call 911 to report my situation.

**Advanced Preparation For Sheltering In Place** (check all that apply)

- I keep my cellphone charged and/or have a battery-powered radio to get updates for when I cannot leave my building.
- I have sheets or towels that can be soaked in water and placed under doors to block smoke from entering.
- I have duct tape to block smoke or airborne chemicals from entering any vents, windows or doors.

**D. Assistance Evacuating The Building** -See Sections 2 and 7 of the Guide

The following section will help you to determine if you may need to plan for assistance evacuating the building (check all that apply):

**Do I Need Assistance?**

- I use a wheelchair, scooter, crutches walker or other mobility/health issues and rely on an elevator to exit the building.
- I cannot hear building alarms or announcements.
- I need support going down stairs.
- I become very anxious in crowds and/or emergencies.
- I need help with critical medical equipment: \_\_\_\_\_
- My service/support animal may be distracted and unreliable during a mass evacuation.

**Type of Assistance Needed to Evacuate**

- Advance notification from my building before turning off elevators when possible
- A text or ring at my door when there is an announcement that my floor needs to evacuate
- Someone in the building to guide me down the stairs
- Assistance operating an evacuation device

**Assistance Available in My Building**

Evacuation devices (See <https://www1.nyc.gov/site/mopd/resources/considerations-for-purchasing-an-evacuation-devise-for-use-in-your-building.page> for information about evacuation devices)

- I have my own portable device
- There is a device available in the building. Location of device: \_\_\_\_\_

Type of device: \_\_\_\_\_

- Stair chair
- Track-type evacuation chair
- Manual wheelchair
- Evacuation sled
- Other: \_\_\_\_\_

If the device is locked, do you have a key?

- Yes  No
- Assistance
  - I will receive advance notification from my building before elevators are turned off:  
How/By whom?: \_\_\_\_\_
  - I will be notified when my floor needs to be evacuated.  
How/By whom?: \_\_\_\_\_
  - I will be assisted when I need to evacuate the building (complete next section if volunteers)  
How/By whom?: \_\_\_\_\_
- A wheelchair is available once I've gotten down the stairs and need to exit the building.

**Identifying Volunteers to Assist**

If you need assistance evacuating, how many volunteers do you need to identify (at a minimum)?

\_\_\_\_\_

How many neighbors on your floor can potentially help? \_\_\_\_\_

Name and contact of potential volunteers who might be able to help in an emergency evacuation when safe to do so:

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Have potential volunteers been contacted?  Yes  No

Have potential volunteers been provided instructions on how to best assist you?  Yes  No

*If you have no one to assist you and are unable to evacuate your apartment on your own when the City has issued a coastal storm evacuation order, you can call 311 for assistance.*

*In emergencies, call 911 for help.*

**Has everyone in my apartment reviewed this checklist?  YES**