



Temporary Residence Fire Safety Plan

Establishment Information

Establishment Name:

Establishment Address:

City/Village:

Zip Code:

- 1) The local Fire Department is: _____
 The telephone # is: _____
 - 2) Emergency phone numbers:
 Electric: _____
 Gas: _____
 Water: _____
 - 3) Type of smoke detectors provided: Battery- operated Hardwired
 - 4) Are heat detectors provided? Yes No
 - 5) Is there a central alarm panel? Yes No
 - 6) Where is central alarm panel located? _____
 - 7) Who is responsible for the monthly inspection and documentation of the smoke detectors, fire extinguishers, and carbon monoxide?
 Engineer General Manager Other (Specify) _____
- Where will the records be kept (Records are required to be on-site and available for inspection at all times)?
- Front Desk Engineer's office Manager's office
- Other (Specify) _____

8) Who is responsible for the monthly inspection and documentation of the emergency lights and exit signs?

Engineer General Manager Other (Specify) _____

Where will the records be kept (Records are required to be on-site and available for inspection at all times)?

Front Desk Engineer's office Manager's office

Other (Specify) _____

9) Who is responsible to make sure all exits and exit pathways are free and clear of obstructions at all times (check all that apply)?

Engineer General Manager Other (Specify) _____

10) Who is responsible to make sure features such as doors designed to prevent the spread of fire and smoke are maintained (check all that apply)?

Engineer General Manager Other (Specify) _____

11) Where will the fire safety and evacuation plan be located (Records are required to be on-site and available for inspection at all times)?

Front Desk Engineer's office Manager's office

Other (Specify) _____

12) What is your evacuation plan in the event of fire or emergency (**provide a floor plan with escape routes and meeting points clearly labeled**)?

13) What is your procedure for identifying and assisting guest with special needs in the event of fire or emergency?

14) How are guest to be notified in the event of fire or emergency (check all that apply)?

- Alarm Public address system Strobe lights Telephone warning system
- Television monitor announcements Door to door by staff (if safe to do so)
- Other (Specify) _____

15) Who is responsible to ensure that flammables and hazardous materials are properly stored?

- Engineer General Manager Other (Specify) _____

16) Where are flammable items (paint, gasoline, etc.) stored?

- In fire-resistant cabinet (location) _____
- In a separate, locked and unoccupied building
- Other (Specify) _____

17) Who is responsible to ensure that exposed wires, overloaded electrical outlets and extension cords are not present?

Engineer General Manager Other (Specify) _____

18) Who is responsible to ensure that laundry equipment is maintained and that lint build-up on filters and exhaust ducts is prevented (check all that apply)?

Engineer Housekeeping/ Laundry Staff Other (Specify) _____

19) Does establishment provide a fuel-fired appliance system for cooling, heating or ventilation?

Yes _____ (If yes- an **electrically hardwired digital** carbon monoxide alarm is required on each level where sleeping quarters are located. **You must document location(s).** _____)

No _____

20) Does establishment provide any fuel-fired appliances? (IE. Hot water heaters, pool heaters, dryers, etc.)

Yes _____

No _____

A digital electrically hardwired carbon monoxide alarm is required in dwelling units and sleeping areas sharing a common wall with, or located directly above or below, a room containing a fuel-fired appliance.

List all rooms requiring an electrically hard-wired digital carbon monoxide alarm.

21) Does establishment provide dwelling units or sleeping areas in a corridor that also serves a room containing a centralized fuel-fired appliance?

Yes_____ (If yes- a digital hard-wired carbon monoxide alarm shall be located within 40 feet of all doors to dwelling units or sleeping areas. You must document location(s).

No_____

22) Digital hard-wired carbon monoxide requirements are **in addition** to any carbon monoxide regulations from other regulatory agencies. Please contact Nassau County Department of Health with any questions regarding carbon monoxide requirements.

23) Number of Rooms _____

24) Number of Floors _____

25) Please check one: Interior Corridor Exterior Corridor

26) Does your facility have an emergency source of electrical power? Yes No

27) Are staff trained in CPR and First Aid? Yes No

28) Does your facility have a cooling tower? Yes No

NYS requires registration and periodic reporting of testing, inspection, and certification of cooling towers. Information can be found at:

<https://www.ny.gov/services/register-cooling-tower-and-submit-reports>

29) Who is responsible to ensure cooling tower is inspected and certified?

Engineer General Manager Other (Specify) _____ N/A

30) Who is responsible to ensure that all existing staff are up to date on training and that new employees will be properly trained with respect to fire prevention or emergencies?

Engineer General Manager Other (Specify) _____

31) How frequent are staff trained with respect to fire prevention or emergencies?

Weekly Monthly Quarterly Other (Specify) _____

32) The operator shall report to the Nassau County Department of Health within 24 hours of notification of any of the following occurrences:

- A) An injury or illness occurring at a swimming pool, bathing beach or recreational spray ground.
- B) A condition suspected of affecting the quality of life of the on-site potable water supply or constituting a public health hazard.
- C) An illness suspected of being food or water-borne to have resulted from the consumption of food or water at the temporary residence.
- D) An illness related to exposure to carbon monoxide within a temporary residence.
- E) All fires and chemical spills which result in a report or call to a fire or police department.

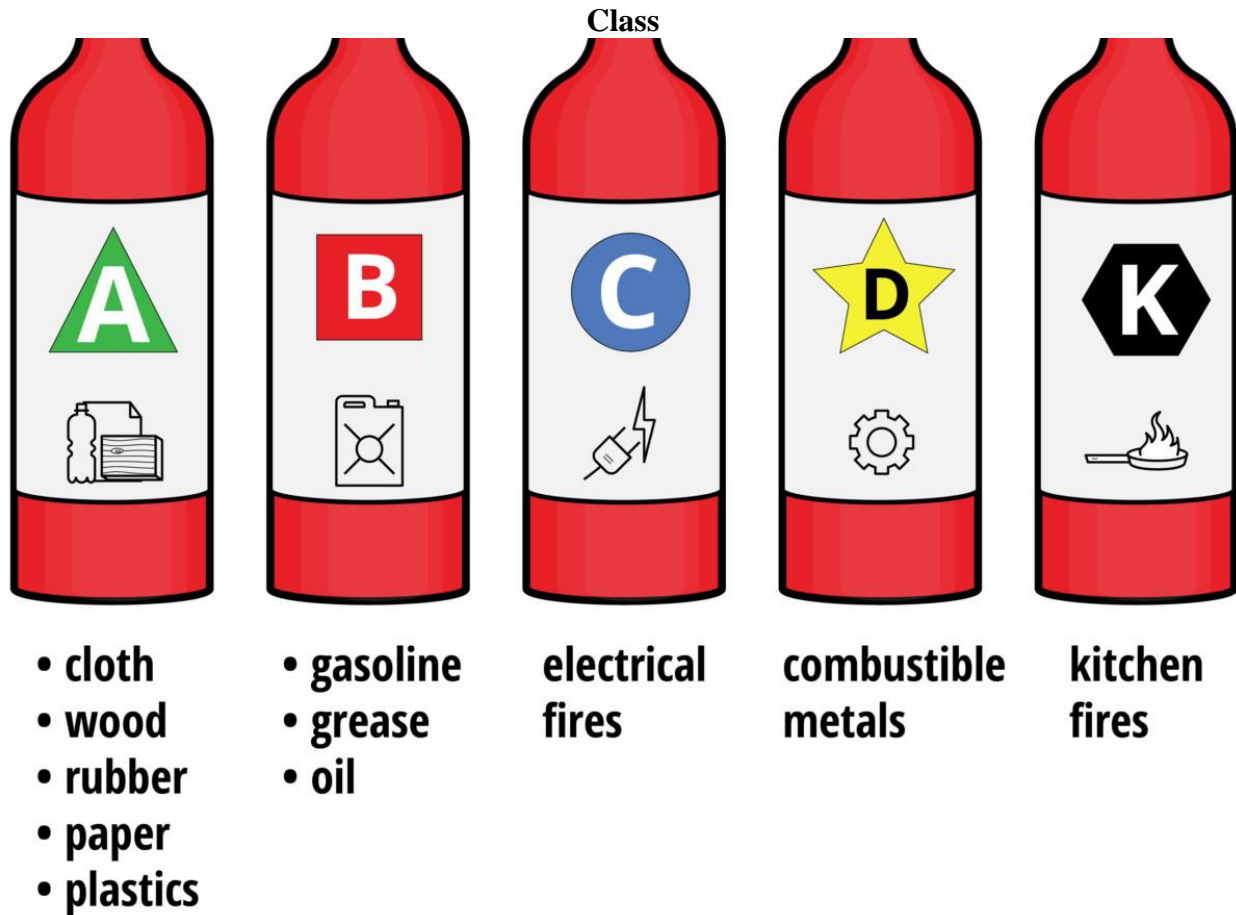
33) Who is responsible to report items listed in #28 to the Nassau County Department of Health?

Engineer General Manager Other (Specify) _____

34) The Nassau County Department of Health telephone #'s to report items listed in #28 above are: 516-227-9717 (regular work hours) or 516-742-6154 (weekends, off hours, holidays)

One copy must be submitted to the Nassau County Department of Health and an additional copy must be maintained on your premises.

Fire Extinguishers



There are several types of fire extinguishers that may be found in temporary residence establishments:

Class A- Used for cloth, wood, rubber, paper, various plastics and regular combustible fires. The extinguishing agent is usually water or foam.

Class B- Used for gasoline, grease and oil fires. The extinguishing agent is either a dry chemical or carbon dioxide.

Class C- Used for energized electrical fires. The extinguishing agent is either a dry chemical or carbon dioxide.

Class D- Used for combustible metals (not very common in temporary residences). The extinguishing agent is a dry powdered chemical.

Class K- Used for kitchen fires, including oil grease and fat. The extinguishing agent is a dry or wet chemical.

It is common to see fire extinguishers that combine several classes together.

ABC- This is an all-purpose fire extinguisher that works on class A, B, and C fires.

