

APPLICATION

NYU Langone Health

PURPOSE

To establish basic fire prevention measures.

To comply with the most current editions of National Fire Protection Association (NFPA) standards, building codes, fire department regulations, and other voluntary standards.

POLICY AND GENERAL INFORMATION**1.0 Application**

NYU Langone Health (NYULH) refers to the NYU Langone Health System, NYU Langone Hospitals, NYU Grossman School of Medicine, NYU Long Island School of Medicine, the Family Health Centers at NYU Langone, and all entities controlled by any of them.

This policy applies to:

- All NYULH owned and leased facilities.
- All employees, contractors, and consultants of NYULH.

2.0 Accountability

All employees, contractors, and consultants are accountable for preventing fires, through measures described in this policy.

3.0 General fire prevention

- 3.1 All use of holiday decorations shall comply with Safety Policy 148: Holiday Decorations.
- 3.2 Corridors, fire and smoke barrier doors, and exits shall be kept clear of obstructions.
- 3.3 Doors in smoke and fire barriers shall not be held open with door chocks or other items not designed or intended for such use.
- 3.4 The use of candles, incense, torches, or other open flame devices is prohibited unless otherwise approved in this policy.
 - Open flame devices used in laboratories for research purposes, or construction activities in compliance with Safety Policy 143: Hot Work Program are allowed.
 - Restrictions for use of sternos are listed in Section 6.3.

4.0 Smoking

Smoking is prohibited at all NYULH facilities (see Safety Policy 104, Tobacco Free Facilities).

5.0 Housekeeping

- 5.1 All staff, contractors, and consultants shall keep work areas clean, neat, and orderly, free of slip and trip hazards, with materials and supplies stored in appropriate containers and locations.
- 5.2 In healthcare and ambulatory occupancies, large, mobile waste carts (exceeding 32-gallon capacity) shall be attended when in corridors.
 - Waste baskets that exceed 32 gallons in capacity shall be kept in code-compliant designated hazardous areas (e.g., waste storage room) if unattended.

6.0 Cooking/heating food (outside of Food and Nutrition locations)

- 6.1 The use of personal toasters, toaster ovens, grills, crock pots, hot plates, and similar food heating appliances and equipment is prohibited.
- 6.2 The use of personal coffee makers and microwave ovens is permitted in designated areas only (e.g., staff lounges and patient waiting areas), but not in areas where there is a potential increased risk for fire.
 - Coffee makers and microwave ovens shall be UL or EC listed.
 - Making popcorn in microwave ovens is prohibited.
- 6.3 Use of sternos is not permitted at NYU Winthrop Hospital. It is permitted in other locations, with the following precautions:
 - Sternos shall be used only in areas with sprinkler protection.
 - A 10lb. ABC fire extinguisher shall be within 10 feet.
 - Sternos shall be attended while in use by an individual who is familiar with fire extinguisher use and has completed annual regulatory training.
 - Sternos shall be placed on non-combustible mats or trays extending at least 8 inches beyond the sterno in each direction.
 - Combustible materials (e.g., paper, table decorations, table coverings, plates, napkins, plastic utensils etc.) shall be kept at least 3 feet away.
 - Sternos shall be positioned where they will be used before being lit.
 - Sternos shall not be moved once lit.
 - Sterno lids and tongs shall be kept nearby to allow for safe and quick extinguishment.

7.0 Electrical safety

- 7.1 Electrical installations shall in accordance with the NFPA, National Electrical Code and local codes.

- 7.2 Electrical installations and repairs shall be overseen by Facilities (i.e., Facilities Management, Facilities Operations, or Engineering) or Real Estate, and performed by qualified employees or licensed electrical contractors.
- 7.3 Any electrical equipment with a damaged power cord shall be immediately removed from service, marked, and sent for repair or discarded.
- 7.4 All corded electrical appliances that do not have double insulation, identified by this symbol , shall be equipped with a three-wire power cord and a three-pin grounding-type plug.
- 7.5 Use of three-to-two prong adapters is not permitted.
- 7.6 The use of plastic light sockets is prohibited. All light sockets shall be ceramic.
- 7.7 The use of extension cords and relocatable power taps (RPTs) is allowed only when used in accordance with Safety Policy 157: Electrical Safety.
- 7.8 Heating and ventilating equipment shall meet appropriate codes and shall only be altered by qualified engineers.
- 8.0 Oxygen**
- 8.1 Patients in oxygen tents are prohibited from using electrical appliances or spark producing sources (e.g., bed controls, signal cords, heating pads, razors, radios, sparking toys). See Safety Policy 202: Fire Prevention during Clinical Use of Oxygen.
- 8.2 Compressed gas cylinders shall be handled in accordance with Safety Policy 102: Compressed Gas Cylinders: Safe Storage, Handling & Use.
- 9.0 Flammable and combustible materials**
- 9.1 Flammable and combustible liquids and products shall only be stored in approved containers.
- 9.2 When refrigeration of flammables is required, explosion-proof refrigerators shall be used.
- 9.3 In New York City, storage of Class I flammable liquids is prohibited in basements, cellars, or other areas below grade. Storage of Class II and III combustible liquids may be permitted below grade provided:
- The storage area has fire protection (sprinkler) and smoke detection coverage.
 - The area is inspected on a regular basis (at least once a week)
 - Approval is obtained from Facilities.
- 9.4 Solvent waste rags and cloths shall be stored in approved containers and in accordance with applicable Safety Data Sheets.

- 9.5 Facility maintenance products and waste, such as paints, thinners, scrap materials, shavings, solvents, and caustics shall be appropriately stored and disposed of in compliance with NYULH policies.
- 9.6 Spray painting with lacquers and oil-based paint shall be restricted to specially shielded and ventilated areas. Any tools used in these areas shall be nonferrous and non-sparking.
- 9.7 Interior finishes shall meet the requirements of Safety Policy 126: Fire Safety Requirements for Interior Finish Materials.

10.0 Laboratories

- 10.1 Caution shall be taken when using a hot plate.
 - Never leave a hot plate unattended.
 - Do not use hot plate and combination stirrer/hot plate unit in cold rooms.
 - Ensure appropriate knobs are labeled with the words “heat” and “stir”.
 - Replace hot plates over 20 years old.
 - Ensure lab personnel are trained on the unique features of different hot plate models that are available.
 - Periodically test the “off” switch on a hot plate to ensure that unit cools down.
 - Unplug hot plates not in use.
- 10.2 Storage and use of flammable liquids or solids within laboratories shall follow the guidelines in Safety Policy 103: Storage and Handling of Flammable and Explosive Chemicals in Laboratories

11.0 Construction Areas

- 11.1 Fire prevention practices required during construction are outlined in Safety Policy 120: Construction Contractor Safety Requirements.
- 11.2 The use of portable or temporary heaters in construction areas is prohibited unless specifically authorized by EH&S (see Safety Policy 207: Portable Space Heaters).

Issue date	11/2019
Replaces	1/2018
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	NYU Langone Orthopedic Hospital EOC Committee NYU Langone Hospital – Brooklyn EOC Committee NYU Winthrop Hospitals EOC Committee Family Health Centers at NYU Langone EOC Committee
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Summary of Revisions

Revision date	Section	Changes
December 2019	3.4	Clarifies approved open flame devices
October 2019	Throughout	Reorganizes policy into more specific sections
	1.0	Incorporates Winthrop and NYU Long Island School of Medicine
	2.0, 3.2, 5.1, 9.1	New
	6.3	Adds prohibition of sternos at NYU Winthrop Hospital
	Reviewed by	Adds review by NYU Winthrop Hospital
December 2017	Throughout	Updates logo and organizational references
	Purpose	Updates purpose
	2.0-4.0	Reorders sections
	2.5	Adds prohibition of flammables storage in locations below grade
	Review by	Adds review by NYULH-B Safety Officer, and EOC Committees of NYULH-B and Family Health Centers
	Summary of Revisions	Adds summary of revisions