

FIRE SAFETY MANUAL

FOR

THE CENTER FOR

ADVANCED BRAIN IMAGING

AND

MEDICAL PHYSICS DIVISION

AT

THE NATHAN KLINE INSTITUTE

FOR PSYCHIATRIC RESEARCH

ORANGEBURG, NEW YORK



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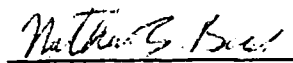
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This is to certify that I have personally reviewed
 the Fire Safety Manual for the MRI Division at the
 Nathan Kline Institute, and that the material contained
 herein is up-to-date and applicable to our purposes.

DATED: May 26, 1998

REVIEWED BY: 
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 Chief Security Officer


 NATHAN BARD
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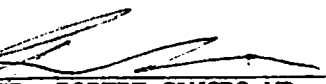

 DR. ROBERT CANCRO MD
 Director

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INTRODUCTION

This training manual has been prepared by the Security Department to help familiarize the employees of the Nathan Kline Institute with the procedures of handling a Fire emergency situation.

This manual contains instructions on how to handle a fire situation, how to properly use a Fire Extinguisher, Fire Exits and other emergency information. Each Division has a Manual prepared specifically for that Division.

It is our hope that you will familiarize yourself with this manual and keep it handy for future reference, since knowing what to do in a fire could save your life and those of your fellow employees.

The Security staff will continue to hold "hands on" demonstration classes in the use of Fire Extinguishers and Fire Safety on a periodic basis.

Should you have any questions concerning Fire Safety or the Fire Safety Manual, please contact a member of the Security Dept. and we will be glad to assist you.



Harlan Stearns Jr.
Chief Safety and Security Officer

IN CASE OF FIRE

In the event of a Fire, the Primary responsibility of the employees is to safely evacuate everyone from the building.

The easiest way to remember the evacuation procedure is to remember RACE, which stands for the following:

- 1.) Remove anyone in immediate danger.
- 2.) Activate the alarm. Confirm the alarm by calling NKI Security at 5555 and make sure that someone is responding.
- 3.) Confine the fire by closing all doors.
- 4.) Evacuate the Fire area by using proper fire exit routes.

When it is possible, use a Fire Extinguisher to extinguish the fire, making sure not to let the fire get between you and the path of an exit. However, if the fire is too far out of control, or if there is heavy smoke, evacuate the area and let the Fire Dept. fight the fire.

Before re-entering the building, make sure that it has been well ventilated, and that the Fire Department has declared the building safe for re-entry.

SOME IMPORTANT THINGS TO REMEMBER

- 1.) Never use an elevator during a fire.
- 2.) Stay far away from the building after evacuation.
- 3.) Make sure to check in with your Fire Marshall immediately after evacuating the building.
- 4.) Never use building tunnels during evacuation.
- 5.) In the event of heavy smoke, stay close to the ground, as the air is safer to breathe and the visibility is greater.

FIRE SAFETY REGULATIONS

- 1.) A copy of this manual shall be kept in the Division Office, as well as the Business Office, Deputy Director's Office and the Security Office.
- 2.) The Fire Marshals shall make sure that each employee knows the location of all Fire Fighting Equipment and Fire Alarm Pull Stations.
- 3.) All employees will know how to properly report a Fire or Police emergency by dialing Ext. 5555, giving the building number, Location and type of Emergency.
- 4.) All fires, regardless of damage will be reported to the NKI Security Dept., for Investigation, recording and determination of Preventative Measures.
- 5.) If you should smell smoke, NKI Security should be notified Immediately at Ext. 5555.
- 6.) Access to all Fire Exits shall remain clear and unobstructed at all times.
- 7.) Fire Doors shall be unobstructed and remain closed at all times.
- 8.) Fire Doors are to be used only in the event of a fire. Never for normal egress to and from the building.
- 9.) Any employee or contractor working with an open flame shall have ready access to a Fire Extinguisher.
- 10.) Storage is to be no closer than 18 inches from the lowest Sprinkler head.
- 11.) Waste materials shall be disposed of on a daily basis.
- 12.) All permissible flammable material, shall be stored in metal containers. They shall be stored in Fire Proof Cabinets when not in use.
- 13.) All visitors and staff shall abide by the facility smoking regulations.
- 14.) Any use of a Fire Extinguisher including accidental discharge shall be reported to the NKI Security Dept. immediately, so that a replacement can be installed and the extinguisher can be recharged.
- 15.) During an actual fire, the Orangeburg Fire Chief shall be in charge of the scene, and no employee shall interfere for any reason.

SMOKING REGULATIONS

- 1.) Smoking is forbidden in all NKI buildings.
- 2.) Smoking is only permitted outside the buildings.
- 3.) There are NO Designated smoking areas in these facilities.

FIRE MARSHALS

To insure that all employees are trained in Fire Safety Procedures and to coordinate an orderly evacuation during a Fire, two Fire Marshals have been appointed for each division.

Their duties are as follows:

- 1.) Makes sure that each employee has been trained in the proper procedures outlined in this manual.
- 2.) Makes sure that each employee knows the location of all Fire Fighting Equipment.
- 3.) Makes sure that each employee knows the Fire Exit locations and proper procedures for using that exit.
- 4.) In a Fire, calls in the alarm by dialing 5555, giving the building number, location of the fire and the name of the person reporting the fire to the NKI Security Officer on duty.
- 5.) Makes sure that all employees have evacuated the building, and confirms this by taking attendance at the evacuation area.
- 6.) Coordinates Fire Safety Training and Fire Drills with the Chief Security Officer.

The Fire Marshal for your area is : Raj Sangoi; Ext5416

FIRE SAFETY TRAINING

Five times a year, the Security Dept. of the Nathan Kline Institute will conduct Fire Safety Training for NKI staff members in the following forms:

Fire Drills - Once per quarter, Fire drills will be held. During these drills, the Chief Security Officer will review with the staff Fire Exit Routes, the location of Fire Fighting equipment and Fire Emergency Procedures.

Live Demonstration - Once per year, the Chief Security Officer will demonstrate the proper use of a Fire Extinguisher on a Live Fire. Each employee will have an opportunity to use an Extinguisher at this time.

To supplement this training, the Fire Marshals will provide periodic review of the procedures and instruct any new employees in these procedures. They will also review any questions on training with the Chief Security Officer.

FIRE EVACUATION DRILLS

It is required under the New York State Uniform Fire Prevention and Building Code that all employees be trained in the proper procedures for Fire Evacuation and that Fire Drills be conducted.

Since this is one of the most important parts of Fire Safety Training, all employees are required to participate in these drills, **WITHOUT EXCEPTION.**

These drills will be conducted a minimum of once per quarter by the NKI Security Dept.

Below is a list of Fire Exits for your area, since you can never be sure of where you will be working at the time of a Fire, please familiarize yourself with each Fire Exit and it's evacuation procedures.

BUILDING 35 OFFICE SUITE

CENTER FIRE EXIT - Proceed left out of the offices to Center Fire Door. Then out through the courtyard and away from the building.

WEST FIRE EXIT - Proceed right out of offices to West Fire Doors. Then out sidewalk and across the street away field next to parking lot.

IMAGING CENTER NEW BUILDING

SOUTH FIRE EXIT - Proceed out South Fire Door to parking area away from building.

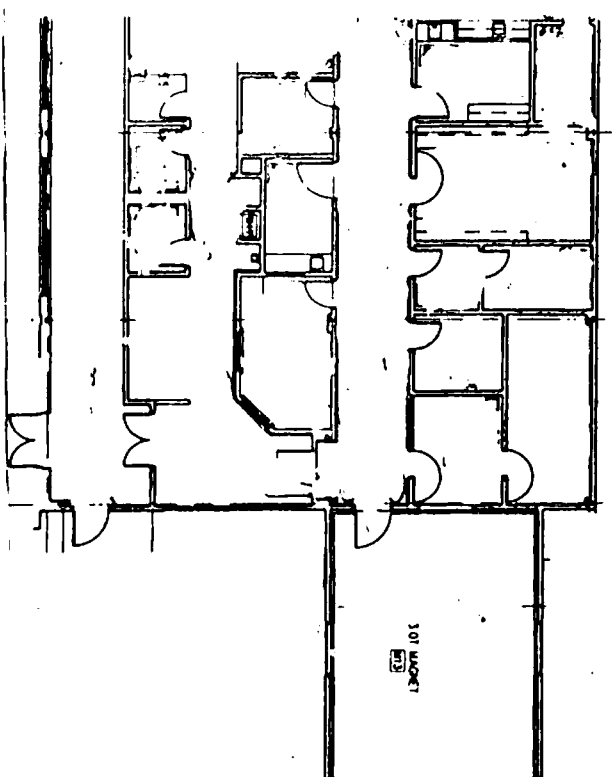
NORTH FIRE EXIT - Proceed North to Glass Entry Doors and out away from building.

FIRE EXIT ROUTE MAPS

These are posted on the wall in your area as required by Code, to show you the route of exit during a Fire. Should you have any question regarding these routes, contact your Fire Marshal or the Chief Security Officer and they will assist you. On the following pages , there are copies of the Fire Exit Route Maps for the Main Fire Exit Routes.

MRI SOUTH HALLWAY EMERGENCY FIRE EXIT ROUTE

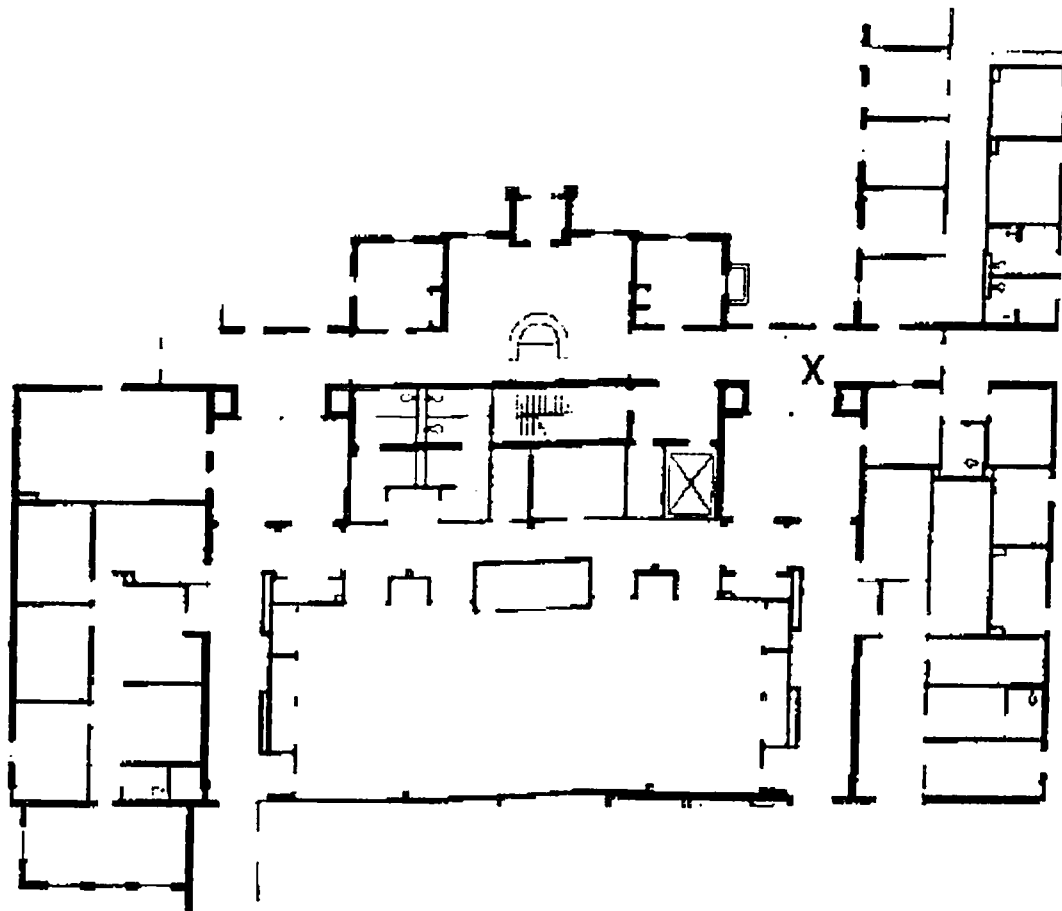
YOU ARE HERE



INSTRUCTIONS:

PROCEED OUT SOUTH FIRE DOOR AND AWAY FROM
BUILDING

BUILDING 35 FIRST FLOOR CENTER NORTH



X - YOU ARE HERE

FIRE EXIT ROUTE IN RED

**PROCEED TO FIRE DOORS AND OUT
DOORS, UP SIDEWALK AND ACROSS
THE STREET TO THE FIELD NEXT TO
THE PARKING LOT**

FIRE ALARM SYSTEM

The Nathan Kline Institute is equipped with a Fire Alarm system comprised of various automatic fire alarm devices. These devices are manual Fire alarm pull stations, smoke detectors, flow alarms and heat detectors. The Fire Alarm system has automatic dispatch to the Rockland County Fire Control Center. Once one of these devices has been activated the Orangeburg Volunteer Fire Department is automatically dispatched to the facility. The NKI Security Officer on duty will direct them to your location. This is why you should always confirm the alarm by calling 5555. Operation of these devices with the exception of the Pull stations is automatic, and requires no human assistance to report a fire.

However, for a pull station to work, an employee must activate the pull station.

You will receive instruction in the operation of this system during Fire Training class.

The location of the pull stations for the Center for Advanced Brain Imaging are as follows:

BUILDING 35

- 1.) Next to West Fire Door.
- 2.) Next to Center Fire Door.

NEW BUILDING

- 1.) Next to Room B-108
- 2.) Next to South Fire Exit Door.

FIRE PROTECTION FOR HEARING IMPAIRED EMPLOYEES

The Fire Alarm system for the entire facility is equipped with strobe lights to alert the hearing impaired of a Fire Alarm. The Fire Marshals shall advise the Chief Security Officer of any hearing impaired employees working in their Division. This will insure that the proper training is given to these employees during Fire Safety classes.

FIRE EXTINGUISHERS

The Center For Advanced Brain Imaging is equipped with ABC Dry Chemical Fire Extinguishers.

They have been strategically placed according to Fire Codes and types of Hazards.

The ABC Dry Chemical Extinguisher is for multipurpose fire use, and works by smothering the fire. It can be used on the following classes of Fire:

CLASS A - Wood, Paper, Cloth, Rubber, Trash.

CLASS B - Gasoline, Oils, Grease, Paints, and other flammable liquids.

CLASS C - Live Electrical equipment.

Use of this type of extinguisher on a computer, will ruin the computer.

TO USE A FIRE EXTINGUISHER

- 1.) Remove Fire Extinguisher from wall mount, and while holding the Extinguisher upright, pull metal pin from handle.
- 2.) Standing 10 feet from the fire, aim the nozzle at the base of the fire.
- 3.) Keeping the Extinguisher upright, squeeze the handles together and spray at the base of the fire with a side to side sweeping motion. Move closer as the fire is extinguished but not so close as to scatter burning materials.
- 4.) When the Fire is out watch for re-ignition.

FIRE EXTINGUISHERS

There are several things to remember about Fire Extinguishers:

- 1.) A Fire Extinguisher is only a First Aid Appliance. Should a fire become out of control, have strong fumes, or heavy smoke, evacuate the area immediately and let the Fire Dept handle the fire.
- 2.) Should a Fire Extinguisher be used, or accidentally discharged, no matter how slightly, notify the Security Dept. immediately, so that a replacement can be installed while the one used is being serviced.

FIREHOSE/ STANDPIPE SYSTEM

There is are No Fire Hose Cabinets or Standpipes in Building 35 or the New Building.

SPRINKLER SYSTEM

The Center for Neurochemistry is sprinklered according to Building and Fire Codes and will activate during an actual fire.

INSPECTIONS

The Security Department of the Nathan Kline Institute will be responsible for the Inspection and Maintenance of all Fire Fighting Apparatus and alarm systems. All NKI buildings will be inspected on a Monthly basis as follows:

FIRE EXIT DOORS - operate properly and are free of obstructions.

FIRE EXIT ROUTES - are clear and unobstructed.

FIRE HAZARDS - checked for and reports filed on any found.

FIRE EXTINGUISHERS - Inspect all gauges, nozzles, and hoses and make sure that all seals are intact. Check that all extinguishers are properly charged. They should also be in their assigned spot, clearly marked and unobstructed.

SPRINKLER SYSTEM - Checked for leaks and make sure that all gauges are properly working.

EMERGENCY LIGHTING - works properly.

FIRE CODE VIOLATIONS

Any Fire Code violations found during these inspections are written up and given to the Division Head and the Fire Marshals. They are then given 10 days to correct the violation at which time the area is re-inspected.

If after the second inspection the condition still exists, the matter is referred for Administrative action.

Some of the most frequent Fire Code violations written are for blocking a Fire Extinguisher and for storage.

The access to a Fire Extinguisher must be clear and unobstructed. Do not place any items in front of a Fire Extinguisher.

There is ABSOLUTELY NO hallway storage permitted in the facility, including the basement tunnels. You may not store any item closer than 18 inches from the ceiling.

MAINTENANCE

The Security Department will make sure that all Fire Fighting Apparatus is properly maintained, including Fire Extinguisher recharge and Hydrostatic testing according to NFPA guidelines.

They will also make sure that all Annual testing that is done by outside contractors is completed when it is supposed to be.

Any problem that requires service will be referred to the proper vendor.

CHEMICAL SPILL KITS

There are no Chemical Spill Kits in this area.

EMERGENCY SHOWERS/ EYEWASH STATIONS

There is a shower located in the CABI Suite in the New Building. The Fire Marshals will advise you of it's location.

MEDICAL EMERGENCY

In the event of a medical emergency, please follow these instructions:

- 1.) Dial 9-911 and tell them that you have a medical emergency, and tell them the type of emergency that you have.
- 2.) Call NKI Security at 5555 and advise the Officer on duty of the emergency, type of emergency and your location. They will direct the emergency personnel to your location.
- 3.) Provide Emergency First Aid.

FIRST AID KITS

There is a First Aid Kit located in the Medical Physics Office..

These kits are inspected on a monthly basis by the Security Department. Any missing items are replaced at this time. In the event of a major emergency occurring, the Fire Marshals have been provided with an order form to turn in to the Security Office, and these items will be replaced immediately.

EMERGENCY TELEPHONE NUMBERS

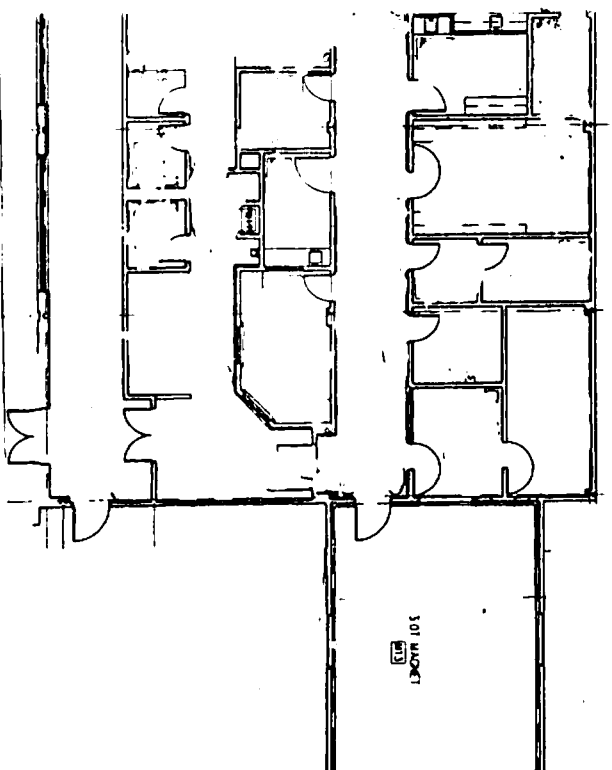
NKI SECURITY: 5500 EMERGENCY: 5555

MEDICAL EMERGENCY: 9-911

NKI MAINTENANCE: 5554

**MRI SUITE AREA
EMERGENCY FIRE EXIT ROUTE**

YOU ARE HERE



INSTRUCTIONS:

**PROCEED TO SOUTH FIRE DOOR AND OUT AWAY
FROM THE BUILDING**