

# Fire Safety Message



NY FIRE  
SAFETY INSTITUTE

NY FIRE  
CONSULTANTS, INC.



[www.nyfiresafe.com](http://www.nyfiresafe.com)

212-239-9051

[www.nyfsi.com](http://www.nyfsi.com)

December 2018

## Christmas Tree Safety

The Fire Code allows cut trees to be displayed inside apartments. The code also allows **natural** trees to be stored or displayed, but **not** trees with conifer. **Conifer** is any tree, plant or shrub containing **pitch**, including hemlock, balsam, pine and fir. A natural tree is a live tree, plant or shrub, including conifer, which is rooted in soil.

Cut natural trees may be displayed in any buildings except:

- Occupancy Group A (Public Assembly)
- Occupancy Group B (Business)
- Occupancy Group E (Educational)
- Occupancy Group I-1, I-2, I-3, I-4 (Institutional)
- Occupancy Group M (Mercantile)
- Occupancy Group R-1 and R-2 (Residential; Hotels & Apartment Houses)
- Buildings or structures used for a public gathering



Notwithstanding the foregoing occupancy restrictions, cut natural trees may be displayed in houses of worship and apartment dwelling units.

See page 4  
To order 2019  
Logbooks

Natural trees, except **conifers**, may be stored and displayed in a building, provided they are maintained in a healthy condition and are not allowed to become dry. It shall be unlawful to store or display natural trees that are conifers in any building.

Cut natural trees for display in any building shall have the trunk bottoms cut off at least 0.5 inches (12.7 mm) above the original cut and shall be placed in a support device. The support device shall be of a type that is stable, holds the tree in an upright position and meets all of the following criteria:

1. The device shall hold the tree securely and be of adequate size to avoid tipping over of the tree.
2. The device shall be capable of containing a minimum 2-day supply of water.
3. The water level, when full, shall cover the tree stem at least 2 inches (51 mm). The water level shall be maintained above the fresh cut and checked at least once daily.

## Dryness

Natural trees and cut natural trees shall be removed from the building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. Trees shall be checked daily for dryness.

## Retail sale of cut natural trees

Merchants of cut natural trees, including Christmas trees, shall, at the time of retail sale of each such tree, attach to the tree a printed tag containing appropriate instructions for its safe and lawful display and disposal.

## Christmas Safety Tips

- When buying a live tree, look at the needles. If they are brown or break easily, choose another tree. Test for freshness by bending a few needles in half. If the needles snap in two, the tree is dry - look for a tree with needles that spring back to their original shape.
- When you take your tree home, put it in a sturdy, non-tip stand filled with water.
- Give the tree plenty of water. Dry trees can catch on fire easily.
- Make sure the tree is at least three feet away from any flame or heat source.
- Never put candles on or near your tree.
- Put your tree near the electrical outlet. Do not block the exit.
- Before you put the lights on the tree, look at every bulb. If the string of lights does not look perfect, throw the lights away and get new ones.
- Lights do not last long. Replace your lights as soon as you see any signs of damage.
- Look on the box for a mark that says ETL, UL or CSA. This means the lights have been tested for safety.
- Read the directions. Only use as many strings of lights as it says is safe to use.
- When decorating indoors, use only those lights listed for indoor use. Unplug all lights, inside and out, before going to bed or leaving home.
- Safely get rid of your tree when it begins dropping needles. Dried-out trees are flammable. They should not be left inside the home or garage, or placed against the house.
- Make sure your home has working smoke alarms and fire extinguishers.
- Make sure your family knows what to do to get outside safely in a fire. Practice a family fire drill so your family and guests know the plan.

When finding and caring for your Christmas tree this holiday season, just remember the word "**STAR**":

- **S**pace: Keep your tree at least three feet away from any heat source or flames such as candles & fireplaces
- **T**urn off the lights when you leave the room or go to sleep.
- **A**dd water daily to keep your tree from drying out too fast.
- **R**eplace lights when they are cracked or the wire is frayed. Holiday lights should be replaced about every 3 years. Look for the UL label on the box so you know they have been tested for safety.

## Classroom moved to Suite 618



**Next  
FLSD Class  
Starts Jan. 3, 2019**

**Next  
EAP Class  
Jan. 24<sup>th</sup> & 29<sup>th</sup>  
2019**

**Next Saturday  
FSD Class  
Starts  
Jan 5, 2019**



**NY FIRE SAFETY INSTITUTE** WYNDHAM NEW YORKER HOTEL, 481 EIGHTH AVENUE,  
SUITE 618, (8TH AVENUE AT WEST 34<sup>th</sup> STREET) (718) 432-1600 OR (212) 239-9051

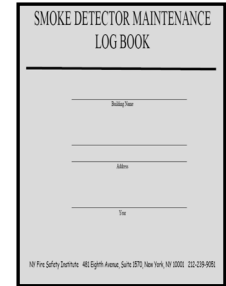
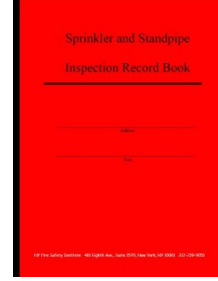
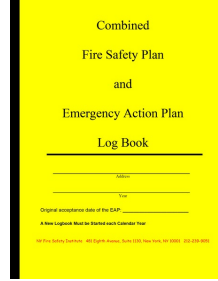
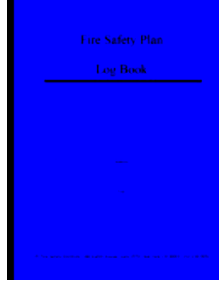
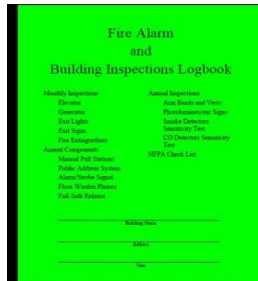
# Fire Safety Logbooks



**A new logbook must be started each calendar year**

The new Fire Code and the Rules of the City of New York outline the requirements for several logbooks to be maintained by Building Management. The Bureau of Fire Prevention has set new guidelines for logbook record keeping. An inspection of the logbooks 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/Building Inspection Logbook \$70.00 plus Sales Tax \$6.21 Total \$76.21**

- Fire Alarm Book: Daily Log, Fire Alarm Incidents, On Off Line Log
- Monthly Inspections: Elevator, Generator, Exit Lights, Exit Signs, Fire Extinguishers
- Semi-Annual Inspections: Manual Pull Stations, Public Address System, Alarm/Strobe Signal, Floor Warden Phones, Fail-Safe Release
- Annual Inspections: Arm Bands and Vests, Photoluminescent Signs
- NFPA Inspection Check List

**Fire Safety Plan Logbook \$47.00 plus Sales Tax \$4.17 Total \$51.17**

- Daily Fire Safety Director Log, Fire Safety and Evacuation Drills, Fire Safety and Evacuation Training,
- Fire Safety Plan Onsite Practical Test, Fire Safety Plan Reviews & Amendments, Fire Protection System Contractors, Reference Material

**Combination Fire Safety /EAP Logbook \$84.00 plus Sales Tax \$7.46 Total \$91.46**

- Daily Fire Safety/EAP Director Log, Drills & Training, Emergency Action Plan - Related Events, Drills & Training Sessions, Fire Safety/Emergency Action Plan Onsite Practical Test & Plan Reviews & Amendments, Voluntary EAP Full Building Evacuation Drills, Fire Protection System Contractors, Reference Material

**Sprinkler & Standpipe Inspection Record Book \$42.00 plus Sales Tax \$3.73 Total \$45.73**

- 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 \$37.00 plus Sales Tax \$3.28 Total \$40.28**

- Semi Annual Smoke Detector Cleaning, Annual Sensitivity Test Records, Smoke Detector Repair or Replacement Records

**Order your logbooks today at [www.nyfsi.com](http://www.nyfsi.com) Then click PRODUCTS.**