You should be seeing one of these new Close the Door Notices on stairwell doors in your building:

**In a Fire, Close All Doors Behind You!**
Keep Fire and Smoke Out of Building Hallways and Stairs.

Keep Apartment and Stairwell Doors Closed at All Other Times. Protect Your Neighbors and Your Home!

NYC Admin Code §15-135

This notice is meant to remind you to close all doors behind you when evacuating your apartment and floor in a fire. Why is this important? A closed door contains the fire in the apartment and keeps the public hallways clear of flames, heat and smoke long enough to allow others to get out and firefighters to get in.

Apartment and stairwell doors should be kept closed at all other times just in case.

No Close the Door Notices in your public hallways? Contact your building owner or manager, or notify the Fire Department by emailing FDNY.BusinessSupport@fdny.nyc.gov or calling 311 (ask for the Fire Department’s Customer Service Center).
NOT SO NEW FIRE SAFETY NOTICE!

Every New York City apartment should have one of these Fire Safety Notices (they are different) on the inside of the main entrance door:

Why is this important? The notice informs you about the type of building construction and whether to leave (evacuate) your apartment or stay (shelter in place) in the event of fire. This information is also in the NYC Apartment Building Emergency Preparedness Guide (see next page) but you won’t remember or have time to look for it when you smell smoke in the hallway.

A fire safety notice on your door has been required for 20 years. Make sure it’s there! It’s not pretty but it could save your life.

No Fire Safety Notice on your apartment entrance door? Contact your building owner or manager, or notify the Fire Department by emailing FDNY.BusinessSupport@fdny.nyc.gov or calling 311 (ask for the Fire Department’s Customer Service Center).

Be fire smart and fire safe. Don’t forget the top 7 fire safety tips! They’re posted on www.nyc.gov.fdny (under Fire Code Rules).
1. Inform yourself about emergency preparedness.
   - **Fire Safety Notice**: Read the Fire Safety Notice on the back of your apartment door (see previous page).
   - **NYC Apartment Building Emergency Preparedness Guide**: Read the Guide, including the Building Information about your building!

2. Prepare an individual evacuation plan. Use the new Emergency Preparedness/Evacuation Planning Checklist (see below) to make sure you have all the facts you will need to decide whether and how to leave your building in an emergency. For example, do you know the location of all of the stairwells in your building and where they go?

3. Talk about emergency preparedness. Is your building ready for an emergency? Have a discussion with building management and your neighbors.

4. Stay informed. Notify NYC is the City’s official source of information about emergency situations. Sign up at [NYC.gov/notifynyc](https://www.nyc.gov/notifynyc) or by calling 311.

**NEW EMERGENCY PREPAREDNESS/EVACUATION PLANNING CHECKLIST**

You should have received from the building owner/manager a short 4-page checklist to help you prepare your own emergency plan. When should you stay and when should you leave your apartment in a fire/emergency? This form will help you identify the relevant building design and fire safety features, and guide you through the issues you may encounter, especially if you will need assistance in exiting the building when it is not safe to use the elevator.

Didn’t get a Guide or Checklist? Contact your building owner or manager, or notify the Fire Department by emailing FDNY.BusinessSupport@fdny.nyc.gov or calling 311 (ask for the Fire Department’s Customer Service Center). They’re also posted on the Fire Department’s website: [www.nyc.gov/fdny](https://www.nyc.gov/fdny) (look under Fire Code Rules).
Coastal storms cause life-threatening storm surges, flooding, high wind conditions and utility disruptions. Hurricanes alone have caused more than 200 deaths in New York City over the last century.

If you’re in a flood-prone area, you should soon see one of these colorful Hurricane Evacuation Zone notices posted in your lobby. Know your zone so when an evacuation announcement is made you’ll be ready to relocate to safety!