

**STUDY MATERIAL FOR THE
CERTIFICATE OF FITNESS FOR
CONSOLIDATED EXAM FOR:**

**FIREGUARD FOR PLACES OF PUBLIC
ASSEMBLY
AND
FIREGUARD FOR FILM STUDIOS**

F-94

**ALSO INCLUDED IN THIS BOOKLET YOU WILL
FIND THE FOLLOWING:**

1. NOTICE OF EXAMINATION (NOE)

REVISED 04/25/00

NOTICE OF EXAMINATION FOR

Title: Consolidated Examination for the Certificate of Fitness for:
Fireguard for Places of Public Assembly and Fire Guard for Film Studios (F-94)

Date of Test: Written tests are conducted Monday to Friday (except legal holidays)
9:00 AM to 2:30 PM.

QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead and must state the applicant's full name, character, physical condition, experience, and address of premises where applicant will be employed.
4. Applicants must present two (2) forms of satisfactory identification i.e., driver's license and passport picture ID.

APPLICATION INFORMATION

Application Fees: \$25.00 for originals and \$15.00 for renewals. The fee may be paid in cash, money order, or personal check payable to New York City Fire Department. The \$25.00 fee must be payable by all applicants prior to taking the Certificate of Fitness test. Application forms are available at the Public Certification Unit, 1st floor, 9 MetroTech Center, Brooklyn, NY 11201.

TEST INFORMATION

Test: The test will be of the written, multiple choice type. A passing score of at least 70% is required in order to secure a Certificate of Fitness. Individuals holding a Certificate as a Site Safety Manager from the Dept. of Buildings; or having three years of paid fire-fighting experience may have the written test waived. This procedure is the **Alternative Issuance Policy**. Call (718) 999-1986 for additional information and forms.

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Consolidated F-94 NOE.doc @ 042500

This study material will help you prepare for the examination for the Consolidated Certificate of Fitness for Fireguard for Places of Public Assembly and Fireguard for Film Studios (F-94). The study material includes information taken from the Fire Prevention Code and the Fire Prevention Directives of the Bureau of Fire Prevention, NYFD. The study material does not contain all the information you need to know in order to perform the job of a Fireguard at your work location. It is your responsibility to learn whatever else you need to know to do your job. You must also become familiar with all applicable rules and regulations of the City of New York, even if they are not covered in this material.

All questions on the Certificate of Fitness examination are multiple choice, with four alternate answers to each question. There is only one correct answer for each question. If you do not answer a question or mark more than one alternative, your answer will be scored as incorrect. A score of 70% correct is required on the examination in order to qualify for the Certificate of Fitness. Read each question carefully before marking your answer. There is no penalty for guessing.

Sample questions

- _____ 1. Fireguards are required at which of the following locations?
- (A) Construction sites.
 - (B) Marinas.
 - (C) Places of assembly.
 - (D) All of the alternatives are correct.

The correct answer is "**D**". You would press "**D**" on your touch screen terminal.

- _____ 2. The purpose of conducting fire drills is to:
- (A) give employees a break from work.
 - (B) practice emergency evacuation procedures.
 - (C) make sure the sprinkler system works.
 - (D) be sure the Fire Department knows where the building is.

The correct answer is "**B**". You would press "**B**" on your touch screen terminal.

FIREGUARDS

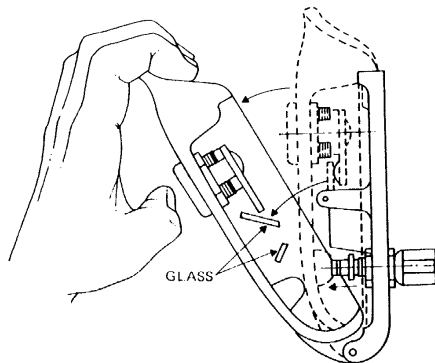
Fireguards are required to reduce the threat of fires in a variety of locations. For example, they are required in places of public assembly, hotels, film studios, construction sites, office buildings and marinas. Fireguards are used when a sprinkler system is not installed, e.g., at construction sites. Fireguards are also used when an automatic fire protection system is shut down while being repaired. The fireguards are responsible for making sure that fire safety regulations are obeyed.

Fireguards must have a good working knowledge of basic fire fighting and fire protection techniques. They must know the location of all fire protection devices in their areas of responsibility. They must make sure that these devices are in good working conditions at all times.

Requirements and Duties

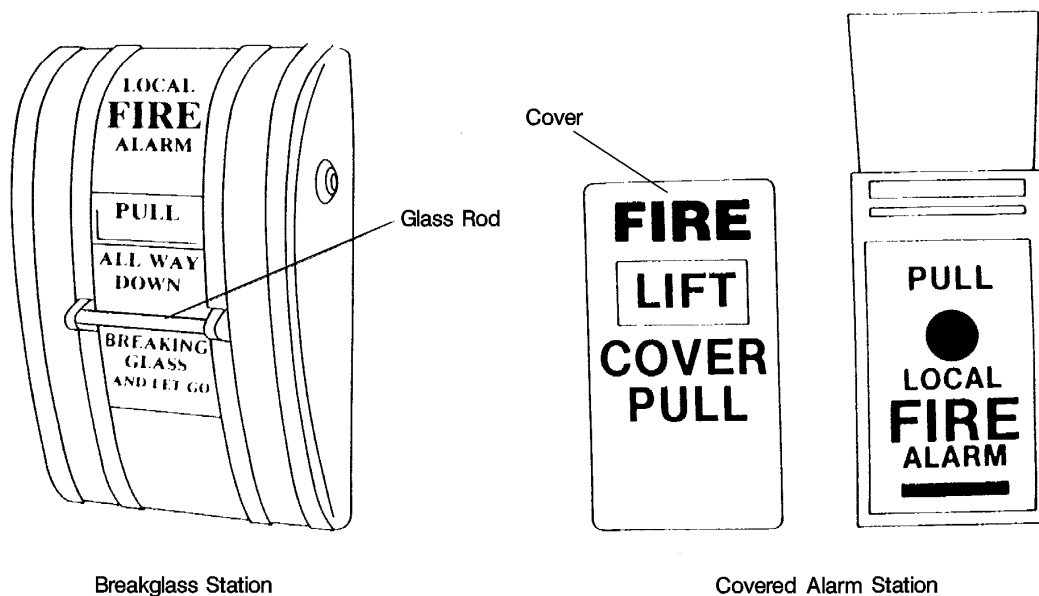
Fireguards must know the location of all fire protection devices, as well as, interior and exterior fire alarm pull stations. At least one interior fire alarm pull station is required on each floor of the premises. The interior fire alarms are positioned at the natural exits on each floor of the building. In larger buildings the fire alarms must be spaced so that the distance between alarms does not exceed 200 feet. They must be securely mounted to the wall between 3.5 and 5 feet above the floor level. All fire alarm pull stations must be painted red.

There are two kinds of fire alarm pull stations. They are called single action and double action stations. Single action stations require only one step to activate the alarm. For example, a single station could be activated by simply pulling down on a lever or breaking some glass. One example of a single action station is shown below. This kind of alarm stations is often found indoors, e.g., in office buildings. The cover on these alarm stations serves as a lever. When the cover is pulled down, it allows a switch inside to close. This sends the alarm signal. Another kind of a single action breakglass station requires someone to break a small pane of glass with a small metal mallet.



Single Alarm Station

The double action stations require the fireguard to take two steps in order to activate the alarm. The fireguard might have to remove a cover or break some glass before he/she can pull down the lever. Two kinds of the double action alarm stations are shown on the following page. The fire alarm station on the left is activated by lifting the cover and then pulling the lever. This kind of double action station is often found indoors. The double action station shown on the right is often found out doors. The station is specially enclosed to protect the alarm from bad weather. A guard must lifted before the handle is pulled to sound the alarm.



DOUBLE ACTION STATIONS

The Certificate of Fitness holder must know how to manually operate each alarm stations on the premises. Once activated, the fire alarm system cannot be shut off at the pull station. The alarm must be shut off at the main control panel using a special key. The key must be kept near the control panel at all times. The alarm may be turned off only by a Certificate of Fitness holder or by a Fire Department representative.

In some locations the fireguard is equipped with a walkie-talkie and/or bullhorn. The walkie-talkie is used to communicate with a fire safety director, a supervisor or Fire Department during a fire emergency. The bullhorn is used to notify the occupants when evacuating the building. The bullhorn allows the fireguard's instruction to be heard clearly. The bullhorn and walkie-talkie should be inspected before making each patrol. Defective units should be repaired or replaced.

In case of a fire emergency, building occupants must be evacuated. Occupants on the fire floor and the floor above are most seriously threatened by the spread of the fire and must be evacuated first. The fireguard must remain composed and in control of the situation during a fire emergency. He/she must speak in a clear and concise manner when assisting with the evacuation. The fireguard's instructions and his/her actions play an important role in reducing panic during an emergency. The fireguard should speak in a clear and firm voice with no evidence of alarm. Occupants should be instructed to be calm and move quickly to the nearest exit in an orderly manner.

In case of a fire emergency, the fireguard must activate the interior fire alarm and notify the Fire Department. This will send an alarm throughout the area controlled by the interior fire alarm. It will also send a signal to an approved central station company. The Fire department may be contacted directly by phone. The Fire Department may also be contacted using an exterior fire alarm pull station. When an exterior fire alarm pull station is used, the fireguard must wait at the pull station until the fire fighting units arrive. Then the fireguard must direct the fire fighters to the scene of the fire.

The fireguard must know the telephone numbers of the local Fire Company and the Fire Department Borough Communication Office. The borough phone numbers are listed on the next page.

Manhattan	(212) 999-2222
Bronx	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

These phone numbers must be posted near the phones most likely to be used in case of an emergency.

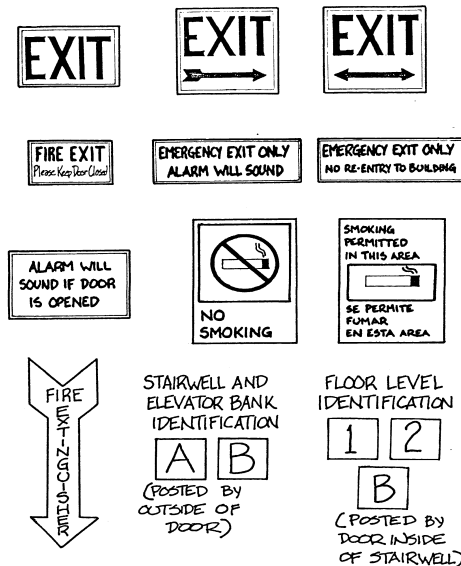
The fireguard must make sure that all exits, hallways, and staircases are kept free of obstruction at all times. An exit aisle at least three feet wide is required at all locations. This aisle space is necessary to permit occupants to quickly exit the premises in case of an emergency.

Safety Requirements

Several types of safety signs may be posted at various locations inside the building. The signs are intended to ensure the safety of occupants. For example these signs may indicate:

- (a) the general fire safety procedures to be followed during a fire emergency.
- (b) the location of fire extinguishers and emergency exits.
- (c) how to use the fire extinguishers and related fire fighting equipment.
- (d) how to sound the fire alarm in case of an emergency.
- (e) that the elevators must not be used in case of a fire unless otherwise instructed by the fire department.
- (f) the floor numbers.

The fireguard must make sure that all posted fire safety signs are clearly visible. He/she must also make sure that exit signs posted above doors are always illuminated. Examples of some of these signs are shown below.



Typical Safety Signs

General Inspection Checklist

The fireguards are required to make regular inspections and patrols of the assigned area of responsibility. These inspections may vary depending of the location. However, the following general guidelines apply for all locations:

- (a) All exits, stairways, hallways must be kept free of obstructions. Obstructions may prevent occupants from exiting the building in case of an emergency. An exit aisle of at least 3 feet wide must be maintained. This aisle is also used by fire fighters during an emergency.
- (b) Self-closing doors must not be propped open. These doors are designed to close automatically when an alarm sounds. When the doors close it helps prevent the spread of fire and smoke.
- (c) Locks, bolts, chains must not installed on exits while there are people in the building. If locks are discovered they must be removed immediately. The fireguard must then report the fire safety violation to his supervisor. The supervisor must make sure that the chains or locks are removed. If the supervisor does have the locks and chains removed from exit doors, the fireguard must notify the Fire Department.
- (d) The entire premises must be checked daily for potential ignition sources. Any potential ignition sources that are discovered must be corrected or removed immediately. For example, frayed electrical wires and defective electronic components must be either repaired or removed.
- (e) Trash and garbage must not to be allowed to accumulate anywhere inside the building. Accumulated trash is a fire hazard. It may be easily ignited by a stray spark. All trash and garbage must be removed from the premises.
- (f) The fire alarm components must be inspected daily by the fireguard. It is not necessary to **test** all alarm pull stations. All components of the alarm system **must be tested** semiannually, while the central station connection must be tested monthly.
- (g) All required Fire Department permits, certificates, and inspection logs must be kept current. The results of all tests and inspections must be recorded in the inspection log. The log, permits and certificates must be made available to Fire Department representatives upon request.
- (h) If a sprinkler system is installed it must be visually inspected by the fireguard. The fireguard must report all defects to the supervisor. All leaks or breaks in the piping, tanks, valves, etc.- no matter how small- must be reported to the owner of the building.
- (i) All fire extinguishers must be clearly visible. Signs must be posted indicating the location of the extinguishers. Signs indicating how to use the fire extinguishing devices must posted also. The fireguard must make sure that the extinguishers are inspected every six months. The fire extinguishers must be recharged after each time they are used or when required according to the type of extinguisher.

FIRE EXTINGUISHING DEVICES AND SYSTEMS

Fire Extinguishers

The fireguard must be familiar with the different types of fire extinguishers that are present on the premises. He/she must know how to operate the extinguishers in a safe and efficient manner. He/she must know the difference between the various types of extinguishers and when they

should be used. A description of the four classes of fires and the appropriate extinguishers are described on the following page.

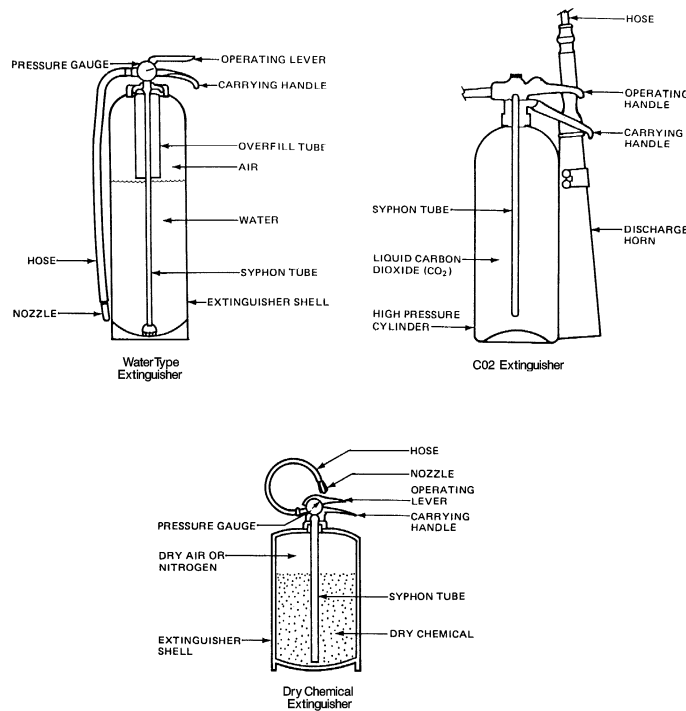
Class A fires are caused by ordinary combustible materials (such as wood, paper, and cloth), for which the quenching-cooling effect of quantities of water or solutions containing large percentages of water is most effective in reducing the temperature of the burning material below its ignition temperature..

Class B fires are caused by flammable petroleum products or other flammable liquids, greases, etc., for which the blanketing-smothering effect of oxygen-excluding media such as CO₂, dry chemical or foam is most effective.

Class C fires involve electrical equipment. The electrical non-conductivity of the extinguishing media is of first importance. These fires must be extinguished with non-conductive media such as CO₂ or dry chemical.

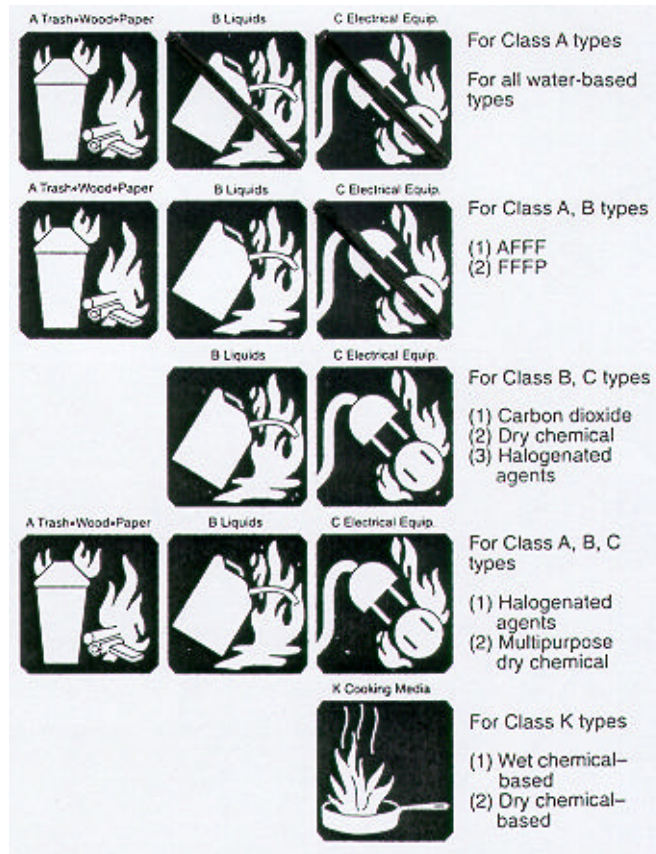
Class D fires are caused by ignitable metals, such as magnesium, titanium, and metallic sodium, or metals that are combustible under certain conditions, such as calcium, zinc, and aluminum. Generally, water should not be used to extinguish these fires.

A multi-purpose dry chemical fire extinguisher may be used to extinguish Class A, B, or C fires. Examples of Water type, CO₂ and Dry Chemical extinguishers are shown below.



Typical Fire Extinguishers

Symbols may also be painted on the extinguisher. They indicate what kind of fires the extinguishers may be used on. Examples of these symbols are shown below.



Typical Symbols Painted on Fire Extinguishers

The symbol with the shaded background and the slash indicates when the extinguisher must not be used. The fireguard must understand these symbols. The fireguard must make sure that the fire extinguishers are kept in good working order at all times.

Generally, operation instructions are clearly painted on the side of the fire extinguisher. They clearly describe how to use the extinguisher in case of an emergency. An example of these instructions is shown below.

Operation Instructions for a Fire Extinguisher



Sprinkler Systems

Sprinkler systems are commonly installed in buildings. They are designed to permit the discharge of water in case of a fire emergency. Even though some sprinkler systems may be manually activated, most sprinkler systems are activated automatically. Sprinkler systems consist of a series of sprinkler heads and pipes connected to a water supply source. When a fire occurs the water travels through the pipes out of the sprinkler heads.

The automatic sprinkler system is most commonly used. The sprinkler heads in the automatic system are temperature sensitive. They are designed to open when the temperature in the room reaches dangerous levels. This system allows the water to be discharged in the areas close to the fire.

A replacement supply of at least 6 extra sprinkler heads and the appropriate wrench must be kept on the premises at all times. They must be used to replace defective or damaged sprinkler heads.

Standpipe Systems

Standpipe systems are commonly installed in many locations. They consist of a series of pipes and hoses connected to a water supply source. The hoses may be used to spray water on the fire. The water is controlled using a special nozzle connected to the end of the hose. Water is discharged from the hose when the nozzle is rotated into the open position.

INSPECTIONS

The fireguard must make sure that all fire protection devices are kept in good working order. When a problem is suspected with any of the fire extinguishing devices or systems, the fireguard must report it immediately to his supervisor. Then arrangements must be made to have the problem corrected.

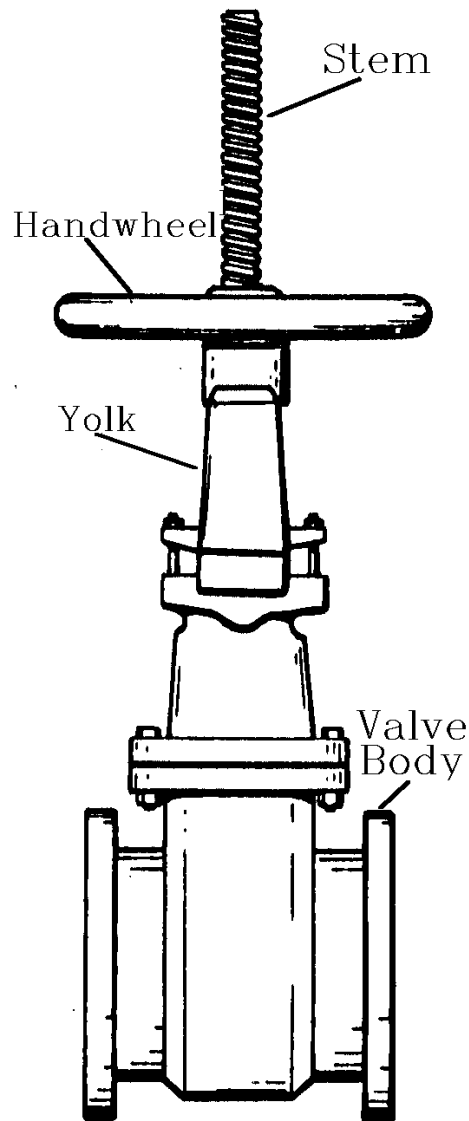
Fire Extinguisher Inspections

The extinguishers must be inspected and maintained at least once every 6 months. The inspection should evaluate possible damage to the extinguisher, hoses, nozzle and gauge. Inspections may be conducted by a representative of the company that holds the maintenance contract for the fire extinguishers or by the fireguards themselves. The fireguard must record the testing date and the name of the person who did the inspection name in the inspection log. All inspections must also be recorded on a tag attached to the extinguisher.

In addition, a fireguard must **visually** examine the fire extinguishers **daily**. The fireguard must make sure that they are positioned in the correct locations and clearly visible. When a damaged extinguisher is discovered it must be repaired or replaced immediately. The fireguard must make sure that the fire extinguisher is fully charged. This is checked by looking at the gauge connected to the top of the extinguisher. A needle indicating the condition of the extinguisher is positioned inside the gauge. When the needle points to the green area the extinguisher is fully charged. When the needle points to the red area the extinguisher must be recharged. The fireguard must make arrangements to recharge the extinguisher when necessary. All extinguishers must be inspected and maintained every six months or after each use. The semiannual inspection and maintenance date, and the technician's name must be recorded on a tag attached to the extinguisher. All tests and inspections must be recorded in the fireguard's logbook.

Sprinkler/Standpipe System Inspections

When a sprinkler and/or standpipe system is installed the fireguard must make sure that the **OS & Y valve** is sealed in the **open** position. The OS & Y valve controls the main supply of water into the sprinkler and/or standpipe system. The position of the valve is easily determined. When the stem of the OS & Y valve stem is raised the valve is open. When the stem is not raised the valve is closed. These valves are commonly sealed in the open position using a padlock and chain. A typical OS&Y valve is shown below:



A Typical OS&Y Valve

The fireguard must visually inspect the condition of the sprinkler and standpipe systems. If the fireguard discovers any defects they must reported immediately to his supervisor and to the Fire Department. Both the sprinkler and standpipe systems must be inspected **monthly** by the appropriate certificate of fitness holder. Some locations (e.g., cabarets) must be inspected more often. It is recommended that the fireguard visually examine the control valves on these systems to ensure that they are in the open position.

GENERAL SAFEGUARDS

Flammable and combustible materials must be stored in a safe location. This location must be free of sources of heat and ignition. It is recommended that these materials be stored in an outdoor enclosure.

Trash and garbage must not be allowed to accumulate on the premises. Trash is a fire hazard as it is easily ignited. The fireguard must make sure that trash and garbage are promptly removed from the premises.

The fireguard must make sure that no smoking is permitted in designated NO SMOKING areas. This is especially important in areas where flammable or combustible materials are stored.

The fireguard must make sure that only approved electrical devices are used. Frayed wires, defective appliances and other potential sources of electrical fire must be repaired or replaced. Fireguards must report any life threatening fire hazards to the Fire Department immediately.

FIREGUARDS FOR PLACES OF PUBLIC ASSEMBLY AND FILM STUDIOS

A fireguard is required in many locations used for the public assembly of more than 75 persons. For example, they are required in cabarets and discos, sports arenas, concert halls, community centers, etc. The fireguard is responsible for the safety of the public in these locations. The fireguard must possess a Certificate of Fitness issued by the Fire Department. The fireguard must make sure that all fire safety regulations are obeyed on the premises. Generally, the fireguard works closely with the Fire Safety Director for the building or location.

The fireguard must be familiar with the entire layout of the building. He must know the location of all fire protection devices. The fireguard must know the location of all exits. Exits must be clearly identified with an illuminated sign. The fireguard must inspect all exits to be sure they are properly illuminated.

Some exit doors are fitted with "panic bars". The panic bars allow the doors to be opened easily. They are opened by simply pressing on the bar running across the middle of the door. The panic bar permits occupants to quickly exit the premises in case of an emergency. Locking devices must never be fitted on these doors. A summons will be issued if any chains, bolts or other locking devices are installed on emergency exit doors.

The fireguard must also know how to operate all of the fire protection devices. A sign indicating the layout of the premises must be posted at several locations inside the building. Exits, aisles, and fire protection devices must be marked on these signs. The fireguard must keep these signs clearly visible at all times. These signs may be used by occupants and fire fighters during a fire emergency.

Emergency procedures

The fire safety director and the fireguards are responsible for ensuring the safety of the building's occupants. Each fireguard must be equipped with a walkie-talkie and a bullhorn. The walkie-talkie must be used to communicate with the fire safety director in case of a fire emergency. The bullhorn must be used to notify occupants that there is a fire in the building. It should also be used to direct the occupants when evacuating the building. The bullhorn allows the fireguard's instructions to be heard clearly. The fireguard must remain composed and in control of the situation during a fire emergency. He must speak in a clear and concise manner when supervising the evacuation. The fireguard's behavior plays an important role in reducing

panic during an emergency. The walkie-talkie may be used to communicate with the command station and fire fighters during an emergency.

Both the walkie-talkie and the bullhorn must be inspected by the fireguard before making each patrol. If a defect is discovered, the units must be repaired or replaced immediately.

In areas used for entertainment purposes the fireguard must be present during all performances. The fireguard must be positioned in the main audience area during the performance. The fireguard must be alert for any signals indicating that there is a fire in the building. The fireguard must be prepared to take action in case of an emergency. For example, he/she must be prepared to issue evacuation instructions. He must know the location of all exits and fire protection devices.

A special permit is required when an open flame is used during a performance. This permit must be obtained from the fire commissioner's office. The fireguard must be positioned in the wings when an open flame is used during a performance. The fireguard must be equipped with an extinguisher. The extinguisher must be used to put out any fires caused by an accident during the performance.

The fireguard must sound the interior fire alarm immediately when a fire or smoke is discovered. Interior fire alarm pull stations must be installed throughout the building. They are usually positioned at the natural exits from every floor. These fire alarm pull stations are painted red. The Fire Department may be contacted by calling 911 or the telephone operator.

Smoking Regulations

No smoking is allowed inside public buildings and there are limited smoking regulations in privately owned buildings. For example smoking is not permitted inside theaters. Several NO SMOKING signs must be posted inside the building. Designated smoking areas may be assigned inside the building. For example, some office buildings have designated smoking areas. These smoking areas must be provided with an adequate number of ashtrays. The fireguard must strictly enforce the no smoking rules to reduce the possibility of a fire.

Inspections

The fireguard must make sure that all fire protection devices are kept in good working order. He/she must conduct regular inspections of the entire fire protection system. The fireguard must pay special attention to the condition of the fire extinguishers, fire escapes, and sprinkler and standpipe systems. He/she must inspect the emergency lighting system and the fire alarm pull stations as well. If any defects are discovered the fireguard must notify the building supervisor. The supervisor must make sure that the defects are repaired and/or corrected by qualified technician. If any serious defects are discovered the fireguard must notify the local fire house immediately.

A daily inspection log must be maintained by the fireguard. This log must record:

- a) the number of inspections conducted;
- b) any defects discovered;
- c) fire safety violations;
- d) the name of the fireguard who conducted the inspections.

The fireguard must make sure that trash and garbage is not permitted to accumulate in the building. All trash and garbage must be removed daily. The fireguard must make sure that combustible cleaning agents and paints are stored only in designated storage areas. The storage

areas must protect these materials from sources of ignition. Fire extinguishers must be installed in the designated storage areas.

All hallways, stairways, and fire escapes must be kept free of obstructions. A pathway of at least three feet wide must be kept clear in the hallways and stairways.

Care must be taken to make sure that all fire safety regulations are obeyed. If any serious defects are discovered the local fire house must be notified immediately. For example, the local fire house must be notified when the sprinkler system is not working or when any leak – no matter how small – is discovered in the sprinkler and/or standpipe systems. The Fire Department representative will issue summonses for fire safety violations.