

BARNARD

BARNARD COLLEGE · COLUMBIA UNIVERSITY

CHEMISTRY

3009 BROADWAY
NEW YORK, NEW YORK 10027
PHONE 212.854.8460

Date:

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

To whom it may concern:

The purpose of this letter is to document the applicant (**full name**) qualifications for a C-14 Certificate of Fitness. (**Applicant name**) has 2 years of experience in laboratory operations and will be supervising laboratory safety on the premises of Barnard College, 3009 Broadway, New York, NY 10027.

This applicant has been trained in how to safely store, handle or use of all hazardous materials available in the laboratory where they will be employed. In addition, this applicant has been trained on the emergency plan, which includes:

- 1) Procedures for activating a fire alarm;
- 2) Procedures for notifying and coordinating with all emergency response agencies;
- 3) Procedures for evacuating and accounting for personnel including primary and secondary evacuation routes, as applicable;
- 4) Procedures for establishing requirements for rescue and medical duties for those requiring or performing these duties;
- 5) Procedures and schedules for conducting regular emergency drills;
- 6) Procedures for shutting down and isolating equipment under emergency conditions to include the assignment of personnel responsible for maintaining critical functions or for shut down of process operations;
- 7) Appointment and training of personnel to carry out assigned duties, including steps to be taken at the time of initial assignment, as responsibilities or response actions change, and at the time anticipated duties change;
- 8) Aisles designated as necessary for movement of personnel and emergency response;
- 9) Maintenance of fire protection equipment; and
- 10) Safe procedures for startup to be taken following the abatement of an emergency.

The applicant is of good character and is physically able to perform the functions required by the holder of this Certificate of Fitness.

(printed name of Employer)

(employer's title)

(signature of employer)