

APPENDIX A-1
FIRE SAFETY AND EVACUATION PLAN FORMAT
HOTEL/MOTEL (R-1) OCCUPANCIES - *Guideline*

Hotel/Motel, *Guideline*

Index of Items in the FSP for: *List full Building Address*

1. Hotel format - **Appendix A-1**
2. Hotel Brigade - **Appendix A-1 Table 1**
3. Hotel Quantity of Occupants and FS IBRA - **Appendix A-1 Combined Table 2**
4. Hotel FSD Staff Designation - **Appendix A-1 Attachment 1**
5. Hotel DFSD Staff Designation - **Appendix A-1 Attachment 2 for Hotel**
7. Hotel BIC Format - **Appendix B-1**
8. Building Profile - **Appendix D**
9. Copy of the most recent: C of O or copy of valid T C O or copy of Schedule A
(Include only the copy that applies)
10. List all other attachments chronologically.
11. One Compact Disc (CD)

Note:

Arrange sequence of items submitted with this plan in the same order as this Index.

APPENDIX A-1

FIRE SAFETY AND EVACUATION PLAN FORMAT

HOTEL/MOTEL (R-1) OCCUPANCIES - *Guideline*

*The Fire Safety and Evacuation Plan required by New York City Fire Code (FC) Section FC404.2.1 and Fire Department rule (R) 3 RCNY 404-01 shall include the text of and conform in all respects to this format. **Instructions, shown in italics, should not be included in the plan.** Such format shall be used for any new fire safety and evacuation plan submitted for Department acceptance on or after January 1, 2011, and any amendment to an existing fire safety and evacuation plan on or after such date.*

The Fire Safety and Evacuation Plan may make reference at any point to additional accompanying attachments, tables and/or other supporting information or documentation, including the attachments and tables prescribed by the format for various Fire Safety and Evacuation Plan information.

A copy of the Fire Safety and Evacuation Plan, Building Information Card and floor plans shall be kept at the fire command center (commonly referred to as the fire command station).

Questions regarding the format and submission of the Fire Safety and Evacuation Plan may be directed to the Emergency Planning and Preparedness Unit of the Bureau of Fire Prevention at Fire Department Headquarters.

1. Owner's Certification

I hereby certify that this Fire Safety and Evacuation Plan for: Enter Full Building Address is in compliance with the requirements of FC404.2.1 and R404-01. This Fire Safety and Evacuation Plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a fire.

Owner's signature

Date

Print Name

"Owner" is defined in R404-01(b) as "the fee owner or lessee of the building, or other person or entity having charge thereof."

2. Building Information

2.1 Name of hotel/motel and complete building address: _____

2.2 Building owner information

2.2.1 Name: _____

2.2.2 Mailing address: _____

2.2.3 Building Identification Number (BIN): _____

2.2.4 Telephone number(s): _____

2.2.5 Cellular telephone number(s): _____

2.2.6 Fax number(s): _____

2.2.7 E-mail address: _____

2.2.8 Contact Name: _____

2.3 Height of building, and number of stories above and below grade

Information must correlate with BIC

2.4 Lawful use and occupancy

Information must correlate with attached copy of current Certificate of Occupancy for the building.

2.5 Indicate individual floor occupancy loading in Appendix A-1, Combined Table 2.

List all building floors in Appendix A-1, Combined Table 2, including floors below grade. The 4th floor & down (including below grade) are assumed to evacuate the building but EVAC must be designated in the appropriate column. Floors that have no building occupants, such as MER floors, or floors that are not part of the FSP, such as residentially occupied floors shall be noted in the table for that floor number. Each occupied floor must have a primary and an alternate route to an FS in-building relocation area (IBRA). The alternate route must utilize a different stairwell than the primary route. Ensure capacity of FS IBRA is sufficient to accommodate all floors designated to utilize it. Otherwise, designate a second (or third) FS IBRA.

2.6 Fire Command Center

2.6.1 Location

Floor where Fire Command Center is Located: _____

Location on the Floor: _____

The Most Accessible Building Entrance to Fire Command Center:

2.6.2 Building communications

*Indicate the areas of the building with which the fire command center has communications capabilities, including elevator cars, fire pump rooms, mechanical equipment rooms, elevator control rooms, and individual floors. **Only include communications equipment installed in accordance with the Building Code, and indicate if such communication capabilities are one-way or two-way.***

Information: _____

2.7 Signage

2.7.1 Elevator lobbies. Floor number signs, elevator bank designation signs, and floor diagram signs (showing the route of egress) have been provided at elevator lobbies in compliance with the requirements of the New York City Building Code.

Owner/Managing Agent certifies compliance.

2.7.2 Stairwells. Stairwell identification signs have been posted on the corridor sides of stairwell doors and floor number signs have been posted on the stairwell side of stairwell doors in compliance with the requirements of the New York City Building Code.

Owner/Managing Agent certifies compliance.

2.7.3 Guest room doors. Signs with floor diagrams have been posted on or immediately adjacent to every required egress door from each guest room in compliance with the requirements of the FC408.8.1.

Owner/Managing Agent certifies compliance.

3. FSP Staff Designations, Duties and Responsibilities

3.1 Fire Safety Director

3.1.1 Identify and provide required information on Appendix A-1, Attachment 1, regarding the individual designated as Fire Safety Director.

3.1.2 Detail the duties and responsibilities of the Fire Safety Director.

List duties and responsibilities set forth in R404-01(k)(2)(B) and FC401.6.5, and any additional duties or responsibilities not specified in such section. If no additional duties or responsibilities are assigned, indicate same in the plan.

Duties: _____

3.1.3 Indicate how the Fire Safety Director will be identifiable during drills and emergencies.

(e.g., cap, vest or armband)

Identification: _____

3.2 Deputy Fire Safety Director

3.2.1 Identify and provide required information on Appendix A-1, Attachment 2 regarding the individuals designated as Deputy Fire Safety Director.

The fire safety director or an individual designated as a deputy fire safety director must be on duty in the building at all times. The building's fire safety director and individuals designated as a deputy fire safety director must be indicated on Appendix A-1, Attachment 1 and 2, respectively.

3.2.2 Detail the duties and responsibilities for each Deputy Fire Safety Director *List duties and responsibilities set forth in R404-01(k)(2)(C), and any additional duties or responsibilities not specified in such section. Any duties and responsibilities stated elsewhere in the FSP shall also be listed in this section. If no additional duties or responsibilities are assigned, indicate same in the plan.*

Duties: _____

3.2.3 Indicate how the Deputy Fire Safety Director will be identifiable during emergencies.
(e.g., cap, vest or armband)

Identification: _____

3.3 Fire Safety Brigade.

3.3.1 Identify and provide required information on Appendix A-1, Table 1, regarding the individuals designated as Fire Safety Brigade members.
Provide such information in Appendix A-1, Table 1.

3.3.2 Detail the duties and responsibilities for each Fire Safety Brigade member *List the general duties and responsibilities set forth in R404-01(k)(2)(D) in this section. In Appendix A-1, Table 1 list specific duties and responsibilities for each brigade member.*

Duties: _____

Attach additional sheet(s) marked as "Fire Brigade Members, List of General Duties" if necessary and indicate if attached.

- 3.3.3 Indicate how the Fire Safety Brigade members will be identifiable during emergencies.
(e.g., cap, vest or armband)

Identification: _____

4. Fire Safety and Evacuation Instructions

- 4.1 General Statement. The following factors shall be expeditiously determined and considered in implementing the fire safety and evacuation plan in the event of a fire in the building:

4.1.1 Location of the fire (floors and areas on floors).

4.1.2 Severity of the fire.

4.1.3 Floors affected by smoke conditions.

4.1.4 Stairwells affected by smoke conditions.

4.1.5 Floors occupied at the time of the fire and the number of building occupants in such areas.

4.2 Implementation of Fire Safety and Evacuation Plan

4.2.1 Call 911 and report fire and (if known) fire location.

4.2.2 Mobilize FSP safety brigade.

4.2.3 Identify stairwell(s) for evacuation of building occupants and stairwell(s) for use by responding firefighting personnel.

4.2.4 Make announcement to building occupants informing them of the fire condition and its location. Instruct them not to use the elevators unless directed to do so by firefighting personnel.

4.2.5 Instruct building occupants on the, fire floor & floor above the fire to immediately leave these floors, and evacuate the building or relocate to another safe location at least three (3) floors below their present location. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress.
Instruct building occupants to close guest room doors and stairwell doors behind them.

Indicate in Appendix A-1, Combined Table 2 in-building relocation areas & routes to those areas. Make reference in this section to the table.

- 4.2.6 Buildings with approved fire alarms that ring on the floor below the fire shall have building occupants on the floor below the fire instructed to immediately leave the floor, and evacuate the building or relocate to another safe location within the building at least three (3) floors below their present location. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close guest room doors and stairwell doors behind them.

Indicate in Appendix A-1, Combined Table 2 in-building relocation areas & routes to those areas. Make reference in this section to the table.

- 4.2.7 Building occupants may be instructed to exit the stairwell at a designated floor if the stairwell is needed for responding firefighting personnel.
- 4.2.8 Instruct fire safety brigade to assist building occupants with special needs who are unable to use the stairwell or other designated route of egress without assistance.
- 4.2.9 Unless fire and smoke conditions warrant otherwise, instruct building occupants on other floors to *shelter in place* and not move around the building, pending further direction from the fire safety director or firefighting personnel.
- 4.2.10 Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communication with FSP brigade.

- 4.3 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except under the following circumstances:

- 4.3.1 Where such use is conducted or authorized by firefighting personnel.

- 4.3.2 Where such use is made necessary by fire, heat or smoke conditions in stairwell, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety director or deputy fire safety director determines that the elevators can be safely used, subject to the following provisions:

4.3.2.1 Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.

4.3.2.2 Only elevators provided with two-way voice communication to the *fire command center* in accordance with Building Code requirements may be used for these purposes.

4.3.2.3 Movement of elevators shall be controlled either by operation in manual mode by an *FSP staff* member or at the elevator control panel in the lobby, under the direct supervision of the fire safety director.

4.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance

Include in statement that a list of such occupants was prepared and maintained at the fire command center. Also state in this plan that fire brigade members will be designated to assist such occupants. Elevator(s) shall not be designated as a procedure for movement of such building occupants. Fire brigade members designated for such purpose shall be identified on Appendix A-1, Table 1. If necessary, attach a statement with the heading “Procedures for Identifying Building Occupants who Require Assistance” and indicate if it is attached.

5. Building Maintenance Program

The fire safety and evacuation plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the following fire protection systems and the other equipment and operations affecting building fire safety (mark “N/A” if the building is not provided with such a system):

5.1 Sprinkler/Standpipe Systems

5.1.1 Maintenance required for Sprinkler System shall Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks and periodic testing of fire department connections).

5.1.2 Responsible personnel must possess FDNY issued Citywide S-12 Certificate of Fitness or a Premise related FDNY F-96, F-97, F-98 or F-99 C of F (F96-F97-F98 & F98 C of F valid through 12/31/11 at that time only the S-12 will be accepted).

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.1.3 Maintenance required for Standpipe System shall Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of standpipe system pressure reducing devices, and periodic testing of fire department connections).

5.1.4 Responsible Personnel must possess an FDNY issued premise related F96, F97, F98 or F99 Certificate of Fitness (valid through 12/31/11). As of 1/1/12 A Certificate of Fitness (# to be determined) will be required. For testing purposes the Certificate of Fitness (# to be determined) must be held by a Master Fire Suppression Contractor &/OR a Master Plumber. Standpipe Systems that are multi-zoned will require the Certificate of Fitness (# to be determined) to be premise related.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.2 Fire Alarm Systems

5.2.1. Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping).

5.2.2 Smoke detector maintenance: Responsible personnel must possess all of the following :

- a. Company Certification Number issued by The FDNY.
- b. Authorization from Fire Alarm System manufacturer stating that they are authorized to service fire alarm system **OR** responsible personnel must be trained to NICET Level II.
- c. W26 Citywide Certificate of Fitness. The F57 Certificate of Fitness (premise related) will be acceptable until 1/1/13, at that time it will be no longer be valid.

5.2.3 Fire Alarm Systems; Responsible Personnel must have:

- a. Authorization from Fire Alarm System manufacturer stating that they are authorized to service the fire alarm system **OR** responsible personnel must be trained to NICET Level II, in order to perform any service or test.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.3 Commercial Cooking Equipment Systems

5.3.1 Maintenance required. Comply with FC904.11.

5.3.2 Responsible personnel must possess an F64 Certificate of Fitness (premise related) OR a W64 if Certificate of Fitness is Citywide. If Certificate of Fitness is W64, responsible personnel must possess Company Certification Number issued by The FDNY.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.4 Decorations/ Draperies and Curtains in Public Areas

5.4.1 Maintenance required. Comply with FC805 and 3 RCNY 805-01 (flame-resistant decorations).

5.4.2 Responsible personnel must possess an C15 Certificate of Fitness.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.5 Portable fire extinguishers

5.5.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association Standard 10).

5.5.2 Responsible personnel must have Company Certification Number issued by The FDNY along with a W96 Certificate of Fitness for annual servicing.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.6 Emergency power systems

5.6.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).

5.6.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.7 Phase I and Phase II elevator operations

5.7.1 Maintenance required. Comply with FC607.5

5.7.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.8 Smoke control systems

5.8.1 Maintenance required. Comply with FC909.1.

5.8.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.9 Means of egress

5.9.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

5.9.2 Responsible personnel-Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.10 Hot work operations

5.10.1 Maintenance required. Comply with FC Chapter 26 and 3 RCNY 2605-01 (use of a flammable gas in citywide hot work operations).

5.10.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

5.11 Accumulation of rubbish and combustible waste

5.11.1 Maintenance required. Comply with FC304.

5.11.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES NO N/A

6. Floor Plans. Annexed to this plan are floor plans complying with the requirements of R404-01(d)(7).

Egress route / Evacuation route shall be shown with the permanent partitions which create the corridors. Corridors, exit access, fire barriers and areas of refuge required to be depicted on such plan shall be defined as set forth in Sections 702 and 1002 of the 2008 Building Code.

7. Sprinkler and Standpipe System Riser Diagram. Annexed to this plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R404-01(d)(7)(C).

Symbols used on the riser diagram shall conform to industry standards, and shall be listed on a legend table indicating their meaning. All floors of the building, including floors below grade, shall be shown on the diagram, except floors that are substantially similar need not be individually shown but may be identified on the riser diagram as typical.

8. Building Information Card. Annexed to this Fire Safety and Evacuation Plan, as Appendix B-1, is the Building Information Card complying with the requirements of R404-01(k)(1)(A).

The Building Information Card (BIC) must conform to the format of Appendix B-1.

9. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(k)(1)(B).

The Building Profile must conform to the format of Appendix D. Provide all of the information requested, without reference to other sections of the plan or the Building Information Card, even if the information requested is duplicative.