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## **FIRE DEPARTMENT**

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

**BUREAU OF FIRE PREVENTION**

### **Emergency Planning and Preparedness Group**

#### **FS/EAP Industry Notice # 08/11**

**9/12/11**

#### **Office Buildings**

#### **Fire Safety In-Building Relocation Area**

**See: Appendix A-2 sec. 4.2.5 & 4.2.6**

**Appendix A-2 Combined Table – 6**

The new appendix referenced above and available on the Fire Prevention web page, under the section titled “Emergency Planning and Preparedness Group”, represents a new standard procedure and language for movement of occupants during a fire emergency. The new term Fire Safety In-building Relocation Area (FS IBRA) is simply the area designated for the relocation of occupants from an upper floor to a lower floor (at least 3 floors below their current floor). The first floor or lobby must be kept clear for emergency responders so it is assumed but must be noted on the table that floors 4 and lower, including below-grade floors, will be instructed to exit the building and assemble at a predetermined “outside assembly area” (OAA).

FDNY  
Emergency Planning and Preparedness Group