



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

FSP Industry Notice # 1/13

7/15/13

The Building Code sets standards for all new construction and renovations throughout our city. The Fire Code establishes requirements and standards for life safety and property protection which among others, includes, the prevention, mitigation and control of hazards to building occupants, firefighters, and other emergency responders during emergency operations. The Emergency Planning and Preparedness section of the Fire Code calls for the preparation and maintenance of fire safety and evacuation plans and emergency action plans. Components of the plans are meant to depict the physical layout and designation of key building systems and are a tool used by building personnel and first responders when an emergency occurs.

The designation of elevator banks and cars is governed in both the Building Code and Fire Code. Both codes require elevator banks to have an alphabetical designation. In 2006, the Fire Department Rules added the numerical designation of elevator cars. Again, in 2008 the Fire Code and Rules maintained its position established in 2006. However, the 2008 Building Code added car designation of either alphabetical or numerical type.

The design and installation of elevators and the associated signage are governed by the Building Code. However, any facilities and conditions lawfully existing prior to the effective date of the Fire Code shall comply with the requirements of the Fire Code when the Commissioner determines such facility or condition to constitute a life safety hazard.

Therefore, the Bureau of Fire Prevention's Hi-Rise Unit, as part of the annual inspection, will be ensuring physical signage is posted in all building elevator lobbies (including the main lobby) depicting a unique alphabetical elevator bank designation and unique numerical car designation. (alpha numeric car designation is permissible only if the alpha portion represents the associated bank)

FDNY

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