

NEW YORK CITY FIRE DEPARTMENT

Notice of

Repeal of Existing Fire Department Rules and

Promulgation of New Fire Department Rules  
(Chapters 1, 4, 8, 9, 14, 34 and 48 of  
Title 3 of the Rules of the City of New York),

and Amendments to

Fire Department Rules 3 RCNY §§109-02, 113-02, 113-03, 113-05, 115-01, 202-01, 303-01,  
408-01, 907-01, 912-01, 1703-01, 3508-01, 4601-01, 4809-01 and 4833-01.

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York by Section 489 of the New York City Charter and Chapter 1 of the New York City Fire Code, codified in Title 29 of the New York City Administrative Code, and in accordance with the requirements of Section 1043 of the New York City Charter, that the New York City Fire Department hereby repeals the rules listed below.

NOTICE IS FURTHER GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York by Section 489 of the New York City Charter and Chapter 1 of the New York City Fire Code, codified in Title 29 of the New York City Administrative Code, and in accordance with the requirements of Section 1043 of the New York City Charter, that the New York City Fire Department hereby promulgates the rules listed below. New material is underlined. Material to be deleted is [bracketed].

A public hearing was held on Wednesday, April 14, 2010. The repeal of existing Fire Department rules and the promulgation of Fire Department rules shall take effect on July 1, 2010.

The Notice of Repeal of Existing Fire Department Rules and Promulgation of Fire Department Rules will be available for at least 90 days on the Fire Department Internet Home Page at:

[www.nyc.gov/fdny](http://www.nyc.gov/fdny)

## INTRODUCTION

This is the fourth and final installment of a series of rulemaking proceedings to repeal and repromulgate all Fire Department rules in effect on June 30, 2008 (“existing rules”). The Fire Department is undertaking to repeal and repromulgate all of its existing rules in connection with the enactment of the new New York City Fire Code, which took effect on July 1, 2008.

The rules have been renumbered to parallel the new Fire Code sections. For example, §404-02, relating to Office Building Emergency Action Plans, corresponds to Fire Code §404 (FC404), which governs Emergency Action Plans. The rules have also been revised to conform to the terminology of the new Fire Code, and, as necessary, revised to amend or clarify various requirements. Except as otherwise indicated in the statement of basis and purpose for each chapter of the rules, the provisions of these rules are substantially equivalent to the existing rules.

In addition, certain rules are substantively new. Such new rules are addressed in the statement of basis and purpose for each chapter.

This installment of the rules includes Chapter 48, entitled “Pre-Existing Facilities.” This chapter does not correspond to any FC chapter but, as explained in R102-01, consolidates requirements for facilities, or parts thereof, and conditions that were lawfully existing on July 1, 2008, the effective date of the Fire Code, and that, pursuant to FC102.3, may be continued in compliance with laws, rules, regulations and permit conditions pre-dating the Fire Code. The latter digits of the rule section number indicate the FC chapter to which the rule corresponds. For example, R4809-01 relates to the design and installation requirements of fire protection systems in pre-existing facilities that do not comply with Fire Code requirements.

As set forth in 3 RCNY §202-01, “FC” refers to the Fire Code and “R” to the rules. *Italicized* words refer to terms defined in the Fire Code or the rules. Where no rules are being promulgated pursuant to a section of the Fire Code, the corresponding section of the rules is marked “reserved.”

### Chapter 1 of Title 3 of the Rules of the City of New York

#### ADMINISTRATION

- |         |  |
|---------|--|
| §113-10 | Construction Site Fire Safety Manager Training Courses             |
| §113-11 | Construction Site Fire Safety Manager Certificate of Fitness       |
| §113-12 | Building Operation, Maintenance and Recordkeeping Training Courses |

### Chapter 4 of Title 3 of the Rules of the City of New York

#### EMERGENCY PLANNING AND PREPAREDNESS

- |         |   |
|---------|---|
| §403-02 | Theater Inspections, Maintenance and Recordkeeping                              |
| §404-01 | Fire Safety and Evacuation Plans  |
| §404-02 | Office Building Emergency Action Plans  |
| §404-03 | Fire Safety Requirements for Sidewalk Cafes and Similar Public Gathering Places |

Chapter 8 of Title 3 of the Rules of the City of New York

INTERIOR FURNISHINGS, DECORATIONS AND SCENERY  
§805-02 Flame-Retardant Scenery

Chapter 9 of Title 3 of the Rules of the City of New York

FIRE PROTECTION SYSTEMS  
§901-04 Buildings Temporarily Occupied as Emergency Shelters

Chapter 14 of Title 3 of the Rules of the City of New York

FIRE SAFETY DURING CONSTRUCTION, ALTERATION AND DEMOLITION  
§1408-01 Construction Site Fire Safety Manager

Chapter 34 of Title 3 of the Rules of the City of New York

FLAMMABLE AND COMBUSTIBLE LIQUIDS  
§3405-02 Storage, Handling and Use of Concentrated Alcohol-Based Hand Rubs

Chapter 48 of Title 3 of the Rules of the City of New York

PRE-EXISTING FACILITIES  
§4804-01 Pre-Existing Emergency Planning and Preparedness  
§4809-01 Fire Protection Systems in Pre-Existing Facilities  
§4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities

Section 1. The following provisions of Title 3 of the Rules of the City of New York are hereby repealed:

- 3 RCNY §6-01, entitled ‘Fire Drill and Evacuation in Office Buildings and Buildings Classified as Occupancy Group E (Business)’
- 3 RCNY §6-02, entitled ‘Office Building Emergency Action Plans’
- 3 RCNY §18-01, entitled ‘Fireworks Displays Fired from Shore Front’
- 3 RCNY §18-02, entitled ‘Fireworks Displays from Offshore’
- 3 RCNY §18-03, entitled ‘Exemptions from Classification as Fireworks’
- 3 RCNY §21-07, entitled ‘Transporting and Dispensing Gasoline to Storage Tanks of Motor Vehicles Imported by Ship to This Country’
- 3 RCNY §31-04, entitled ‘Theatre Inspection Log Book’
- 3 RCNY §34-02, entitled ‘Life Safety Requirements for Schools with Physically Handicapped Students’
- 3 RCNY §35-01, entitled ‘Fire Protection of Sidewalk Cafes’
- 3 RCNY §39-01, entitled ‘Filing and Approval of a Fire Safety Plan for Buildings Containing Transient Occupants Such as Hotels and Motels’
- 3 RCNY §39-02, entitled ‘Buildings Temporarily Occupied, in Whole or in Part, as Shelter for the Homeless, Excluding Hotels and Motels’
- 3 RCNY §39-03, entitled ‘Fire Prevention Requirements for Day Care Service Occupancies’
- 3 RCNY §41-01, entitled ‘Installation of Watchman’s Time Detector Systems and Watchman Service’

Section 2. Chapter 1 of Title 3 of the Rules of the City of New York is hereby amended by amending subdivision (b) of §109-02, subdivision (c) of §§ 113-02, 113-03 and 113-05, and subdivision (g) of 115-01, and adding three new sections, §§ 113-10, 113-11 and 113-12, to read as follows:

**CHAPTER 1**

**ADMINISTRATION**

\* \* \*

<u>§113-10</u>	<u>Construction Site Fire Safety Manager Training Courses</u>
<u>§113-11</u>	<u>Construction Site Fire Safety Manager Certificates of Fitness</u>
<u>§113-12</u>	<u>Building Operation, Maintenance and Recordkeeping Training Courses</u>

\* \* \*

**§ 109-02 Consolidation of Administrative Code Provisions For Enforcement Purposes**

\* \* \*

(b) Violation Categories. The following violation categories are established for the aforementioned enforcement purposes:

\* \* \*

**Violation Category 12: Fire Protection Systems**

Failure to provide and/or maintain *fire protection systems*, including *sprinkler systems* and other *fire extinguishing systems*, *standpipe systems*, fire pumps, *fire alarm systems*, and/or other devices, and equipment associated with *fire protection systems*, or to prevent unnecessary alarms and unwarranted alarms, in violation of FC 901.6; 901.7; 903.5; 903.6; 904.5; 904.6; 904.7; 904.8; 904.9; 904.10; 904.12; 905.12; 907.20; 908.10; 909.1; 909.2; 910.5; 912.6; 913.5; 914.2; and 3406.4; Administrative Code section 28-103.1; and/or such other Fire Code, Administrative Code, or *rule* sections as provide therefor.

\* \* \*

**§ 113-02 Fire Safety Director Certificates of Fitness**

\* \* \*

- (c) Qualifications. In addition to the qualifications set forth in FC113, applicants for fire safety director *certificates of fitness* shall possess and demonstrate to the satisfaction of the *Department* the following qualifications:

\* \* \*

(7) At time of renewal of such certificate during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping. Such course shall be conducted by an educator or educational institution or program accredited by the *Department* pursuant to R113-04 and R113-12.

\* \* \*

**§ 113-03 Fire Safety/EAP Director Certificates of Fitness**

\* \* \*

- (c) Qualifications. In addition to the qualifications set forth in FC113, applicants for fire safety/EAP director *certificates of fitness* shall possess and demonstrate to the satisfaction of the *Department* the following qualifications:

\* \* \*

(4) At time of renewal of such certificate during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping. Such course shall be conducted by an educator or educational institution or program accredited by the *Department* pursuant to R113-04 and R113-12.

\* \* \*

**§ 113-05 Fire Safety Director Training Courses**

\* \* \*

- (c) Required Hours and Topics of Instruction

\* \* \*

(2) Training courses shall provide instruction in the following topics:

\* \* \*

(G) Building operation, maintenance and recordkeeping. Building Code, Fire Code and rule requirements for building operation, maintenance and recordkeeping, as set forth in R113-12(c)(2).

\* \* \*

### **§ 113-10 Construction Site Fire Safety Manager Training Courses**

(a) Scope. This section sets forth the minimum hours of classroom instruction and topics required for Department accreditation of training courses for certificates of fitness for construction site fire safety manager.

(b) General Provisions

(1) General accreditation requirements. Construction site fire safety manager training courses shall comply with the general training school accreditation procedures, standards and requirements set forth in R113-04.

(2) Instructor qualifications. Instruction in construction site fire safety manager training courses shall be conducted by persons with fire code, fire prevention/suppression, construction, engineering or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.

(c) Required Hours and Topics of Instruction

(1) Training courses shall, at a minimum, provide not less than seven (7) hours of instruction.

(2) Training courses shall provide instruction in the following topics, and such other topics as the Department may from time to time designate by written notice to accredited training course providers:

(A) Introduction to the Fire Code and Fire Department Rules, including their organization and terminology.

(B) Fire Code construction site provisions (FC Chapter 14 and 3 RCNY Chapter 14).

(C) All construction site fire safety requirements, as set forth in 3 RCNY 1401-01(c).

(d) Course Administration and Completion

- (1) Students must attend all training classes to be eligible to take the training course's final examination.
- (2) Students shall be allowed two (2) opportunities to pass the final examination. Students who fail the final examination on the second attempt shall be required to reattend the course in its entirety.

### **§ 113-11 Construction Site Fire Safety Manager Certificates of Fitness**

- (a) Scope. This section sets forth standards, requirements and procedures for issuance of a certificate of fitness to perform the duties of a construction site fire safety manager.
- (b) General Provisions. Applicants for construction site fire safety manager certificates of fitness shall meet the minimum qualifications and comply with the general requirements for a certificate of fitness set forth in FC113 and R113-01.
- (c) Qualifications. In addition to the qualifications set forth in FC113 (including receipt of a passing grade on the Department's written examination), applicants for construction site fire safety manager certificate of fitness shall possess and demonstrate to the satisfaction of the Department the physical ability to perform the duties of the position and the following qualifications:
  - (1) Certification or experience. Applicants shall hold or possess:
    - (A) A site safety manager or site safety coordinator certificate issued by the Department of Buildings pursuant to BC3310.5 and Department of Buildings rule 1 RCNY 104-08; or
    - (B) At least three (3) years of full-time experience within the past six (6) years prior to the date of the application:
      - (1) working for a governmental agency or a construction, design or consulting firm;
      - (2) at construction sites upon which "major buildings" (as that term is defined in BC3310.2) are being constructed; and
      - (3) with responsibility for construction site safety and/or supervision of construction; or
    - (C) At least eight (8) years of full-time experience within the past 12 years prior to the date of the application working for a governmental agency

with responsibility for conducting and/or supervising fire code or fire safety inspections or enforcement; or

(D) At least ten (10) years of full-time experience within the past 15 years prior to the date of the *application* working as a firefighter or fire officer in a paid fire department.

(2) Training Course. Applicants shall successfully complete a *construction site fire safety manager* training course conducted by an educator or educational institution or program accredited by the *Department* pursuant to R113-04 and 113-10.

(d) Application Procedures. *Application* for a construction site fire safety manager *certificate of fitness* shall be made in accordance with R113-01.

### **§ 113-12 Building Operation, Maintenance and Recordkeeping Training Courses**

(a) Scope. This section sets forth the minimum hours of classroom instruction and topics required for *Department* accreditation of training courses for building operations, maintenance and recordkeeping.

(b) General Provisions

(1) General accreditation requirements. Building operation, maintenance and recordkeeping training courses shall comply with the general training school accreditation procedures, standards and requirements set forth in R113-04.

(2) Instructor qualifications. Instruction in building operation, maintenance and recordkeeping training courses shall be conducted by persons with fire code, fire prevention, fire suppression, or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.

(c) Required Hours and Topics of Instruction

(1) Training courses shall, at a minimum, provide not less than seven (7) hours of live instruction.

(2) Training courses shall provide instruction in the following Fire Code, *Building Code*, and *rule* requirements associated with building operations and maintenance;

(A) *permits* and *certificates of fitness*

(B) emergency planning and preparedness



- (C) emergency power systems, including Chapter 8 of NFPA 110, and NFPA 111
- (D) elevator in readiness
- (E) refrigerating systems, including operator inspection after repair, monthly testing, and operator logbook.
- (F) flame-resistant decorations
- (G) fire alarm systems, including Chapter 10 of NFPA 72
- (H) sprinkler systems, including Chapters 5, 8 and 9 of NFPA 25
- (I) standpipe systems, including Chapters 6, 8 and 9 of NFPA 25
- (J) out-of-service sprinkler, standpipe and fire alarm systems, including impairment coordinator, fire guard and notification requirements
- (K) portable fire extinguishers
- (L) commercial cooking systems
- (M) smoke control systems
- (N) non-water fire extinguishing systems
- (O) means of egress, including Building Code required exit and elevator signage, and photoluminescent pathway markings
- (P) hot work operations
- (Q) fumigation and insecticidal fogging operations
- (R) painting of sprinkler and standpipe system piping and valve handles in both new and existing buildings, as set forth in BC903.6 and 905.11.

(d) Course Administration and Completion

- (1) Students must attend all seven (7) hours of training to be eligible to take the training course's final examination.
- (2) Students shall be allowed two (2) opportunities to pass the final examination. Students who fail the final examination on the second attempt shall be required to reattend the course in its entirety.

## § 115-01 Company Certificates

\* \* \*

### (g) General Insurance Requirements

[[A] 1] Except as may be otherwise required by the Fire Code or the *rules*, applicants for, and holders of, a company certificate shall maintain a liability insurance policy in an amount not less than five hundred thousand dollars (\$500,000), issued by an *approved* insurance company that is licensed to do business in New York State and has an A.M. Best rating of A- or better.

[[B] 2] Such liability policy shall provide insurance coverage in the event of any death, injury, damage or other loss to persons or property arising from the conduct of the business or activity requiring the company certificate. Such coverage shall be at least as broad as that set forth in the [most recent] edition of ISO Form CG 0001 most recently published as of the time coverage is obtained, and shall include completed operations.

[[C] 3] The *Department* may relieve the holder of a company certificate of the obligation to maintain the liability insurance policy required by this section if the certificate holder makes a written request to the *Department* to place its company certificate in "Not in Use" (inactive) status, and the *Department* grants such request. The holder of the company certificate shall not engage in any business or activity requiring the company certificate while its certificate is in such "Not in Use" status, and shall not resume any such business or activity unless and until a written request has been made to the *Department* to restore such company certificate to active status, together with proof of compliance with the liability insurance policy required by the Fire Code, the *rules* or this section, and the certificate is restored by the *Department* to active status.

### STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 1 (ADMINISTRATION):

This chapter is amended to establish requirements for the construction site fire safety managers required by FC1408, and for a continuing education course for fire safety directors and fire safety/EAP directors. The chapter also amends the provisions of R109-02 relating to the prevention of unnecessary and unwarranted alarms.

The construction site fire safety director requirements are set forth in two new rules, §§113-10 and 113-11. Section 113-10 sets forth standards for Fire Department accreditation of the training courses that fire safety manager certificate of fitness applicants will be required to attend to familiarize them with the Fire Code, Fire Department rules and other fire safety requirements applicable to construction sites.

Section 113-11 sets forth the requirement that construction site fire safety managers obtain a Fire Department certificate of fitness, and the qualifications that applicants for such certificate must possess. In response to public comment that the work experience qualifications for construction site fire safety managers are excessive, this section has been amended to reduce the required years of experience from 4 to 3 years, consistent with the work experience required to qualify for a certificate of fitness for fire safety director.

Sections 113-02 and 113-03 are amended to require that fire safety directors and fire safety/EAP directors attend a continuing education course that addresses the issues of building operation, maintenance and recordkeeping. Such continuing education course will be in effect for one certificate renewal cycle, from October 1, 2010, through September 30, 2014. The required curriculum for such course is set forth in Section 113-12. In response to public comment that the rule should be more specific with respect to the required curriculum, Section 113-12 has been amended to identify specific portions of the Referenced Standards that are to be included in the continuing education course.

The Fire Department proposes to require such a continuing education course to ensure that building fire safety personnel are familiar with the new, comprehensive building operation, maintenance requirements of the Fire Code.

With respect to future applicants for the fire safety director and fire safety/EAP certificate of fitness, the Fire Department proposes to amend Section 113-05, which sets forth the required curriculum for fire safety director training courses, to include building operation, maintenance requirements as part of the regular course curriculum. Accordingly, newly-licensed fire safety and fire safety/EAP directors will receive this training as part of the fire safety director training course, and will not be required to attend the continuing education course required by Sections 113-02 and 113-03.

Section 109-02 is amended to clarify that the failure to prevent unnecessary and unwarranted alarms pursuant to FC907.20.6 and R907-01(c), will be enforced as a Violation Category 12 violation. This is not a substantive change inasmuch as FC907.20 had already been consolidated as part of this violation category.

Section 115-01 has been added to the rule promulgation for the sole purpose of correcting the numbering of several provisions. The numbering has been conformed in accordance with standard numbering protocol for Fire Department rules.

Section 3. Chapter 2 of Title 3 of the Rules of the City of New York is hereby amended by amending subdivision (c) of §202-01, to add, in alphabetical order, the following definition:

### **§202-01 Definitions**

\* \* \*

(c) Definitions

\* \* \*

**Concentrated alcohol-based hand rub.** See R3405-02(b).

\* \* \*

Section 4. Chapter 3 of Title 3 of the Rules of the City of New York is hereby amended by amending subdivision (b) of §303-01, to read as follows:

**§ 303-01 Liquid-Fueled Tar Kettles and Asphalt Melters**

\* \* \*

(b) General Provisions

\* \* \*

(2) Storage, handling and use. *Liquid fueled tar kettles and asphalt melters* that utilize a *combustible liquid* as a fuel shall be stored, *handled* and used in the same manner as *LPG-fueled tar kettles*, in compliance with FC303 and R[3507]3809-01(j)(2)(F).

**STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 1 (GENERAL PRECAUTIONS AGAINST FIRE):**

Section 303-01 has been added to this rule promulgation for the sole purpose of correcting an erroneous cross-reference to another provision of the rules. R303-01(b)(2) makes reference to requirements for LPG-fueled tar kettles, but the provision erroneously references R3507, which relates to CNG storage, handling and use. The reference has been corrected to refer to R3809-01(j)(2)(F), which governs LPG-fueled tar kettles,

Section 5. Chapter 4 of Title 3 of the Rules of the City of New York is hereby amended by adding four new sections, §§403-02, 404-01, 404-02, and 404-03, and amending subdivision (c) of §408-01, to read as follows:

**CHAPTER 4  
EMERGENCY PLANNING AND PREPAREDNESS**

§401-402	Reserved
§403-01	Fire Safety Precautions at Street Fairs and Similar Outdoor Public Gatherings
§403-02	Theater Inspections, Maintenance and Recordkeeping
[§404-407	Reserved]
§404-01	Fire Safety and Evacuation Plans
§404-02	Office Building Emergency Action Plans
§404-03	Fire Safety Requirements for Sidewalk Cafes and Similar Public Gathering Places
§405-407	Reserved
§408-01	Residential Buildings With Non-Sequential or Non-Standard Floor Numbering
§408-02	Residential Fire Safety Guides and Notices

**§ 403-02 Theater Inspections, Maintenance and Recordkeeping**

- (a) Scope. This section sets forth maintenance requirements for performing arts and motion picture theaters, including fire safety inspection and recordkeeping requirements. The requirements of this section shall be in addition to any applicable periodic inspection, testing or other maintenance requirements of the Fire Code or the rules.
- (b) General Provisions
- (1) Regular inspections required. Every performing arts and motion picture theater, including concert halls and television and radio studios admitting an audience, shall be periodically inspected for fire safety in compliance with the requirements of this section.
- (2) Audience announcements
- (A) Location of exits. When required by FC403.4, announcements informing the audience of the location of exits shall be made in compliance with the requirements of that section.
- (B) Emergencies. A member of the FSP staff of a performing arts theater shall be designated to make announcements during the performance or other event in case of a fire or other emergency, to inform the audience of the nature of the emergency and prevent panic.

(3) Fire emergency reporting signage. Signage shall be provided in compliance with the requirements of FC408.14.

(c) Fire Safety Inspection Requirements

(1) Daily inspections. A fire safety inspection shall be conducted in a performing arts or motion picture theater on any day on which the theater is to be used and occupied for a performance or other audience event. Such inspections shall verify compliance with the following requirements:

(A) Means of egress, including exit access, exits and exit discharges, shall be inspected daily to ensure that they are unobstructed, that there are no impediments to their immediate use and that door hardware and other devices and components are in good working order.

(B) Automatic fire doors shall be inspected to ensure that there are no obstructions to their closing, or otherwise rendered inoperable.

(C) Standpipe and sprinkler systems, including fire pumps and water storage tanks, shall be inspected to ensure they are in good working order.

(D) Portable fire extinguishers shall be inspected to ensure that they are readily available for use as required by FC906.

(E) If special effects are to be used during the performance, all of the conditions of the permit, including, where applicable, a fire watch and/or additional portable fire extinguishers, are in place.

(F) Manual fire alarm boxes located on the stage of performing arts theaters shall be tested by activating the alarm. Prior notification shall be made to the central station monitoring the fire alarm system.

(G) The means by which skylights and other stage smoke vents may be manually activated are fully operational and/or readily available.

(H) All areas of the theater, including the backstage, under the stage, and outdoor areas near the fresh air intakes for the building's ventilation system, shall be inspected to ensure that there is no accumulation of rubbish or other combustible waste that, if ignited, could cause a fire or smoke condition.

(2) Performance inspections. Fire safety inspections shall be conducted during each performance or other audience event. Such inspection shall verify compliance with the following requirements:

(A) The prohibition against smoking in the theater.

- (B) Aisles and passageways are unobstructed and standee areas are maintained in accordance with FC403.3.
- (C) All proscenium wall doors in a performing art theater are kept closed.
- (D) At the conclusion of the performance or audience event in a performing arts theater, the flame-resistant stage curtain and stage trap doors are closed, and stage elevators are returned to the stage floor level.
- (3) Regular inspections. Theaters shall be operated and maintained in accordance with Fire Code requirements, including conducting the periodic inspection and testing of *fire protection systems* required by FC901.6 and FC311.2.2. *Out-of-service fire alarm, sprinkler or standpipe systems* shall be reported immediately to the *Department*.
- (d) Recordkeeping Requirements

  - (1) Logbook required. Every performing arts and motion picture theater shall provide and maintain at an *approved* location a logbook in compliance with the requirements of this section, for the purposes of documenting compliance with the fire safety inspections required by this section and the *FSP staff* training required by FC406.
  - (2) Format. The logbook shall be a bound journal with consecutively numbered pages, unless the *Department* has authorized or approved an alternative form of electronic recordkeeping. The front cover shall be marked: “Theater Inspection Logbook” and the name of the theater. A copy of this section shall be affixed to the inside front cover of the logbook.
  - (3) Entries. Entries shall be made in the logbook as follows:

    - (A) Inspections. An entry including the following information shall be made to document each inspection conducted in compliance with the requirements of R403-01(c) or other provision of the Fire Code or *rules*:

      - (1) the name and signature of person who conducted the inspection;
      - (2) the date and time of the inspection;
      - (3) the results of inspection, including any deficiencies found and any corrective action taken; and
      - (4) the name of person designated to make emergency announcements pursuant to R403-01(b)(2)(B).

(B) Fire safety plan and FSP staff training. Entries relating to the *fire safety and evacuation plan* and *FSP staff training* shall be made in compliance with the requirements of R404-01(s).

(4) Retention. Pursuant to FC107.7, the logbook shall be kept at the *premises* for a period of at least three (3) years, and shall be made available for inspection by any *Department representative*.

#### **§404-01 Fire Safety and Evacuation Plans**

(a) Scope. This section sets forth standards, requirements and procedures for the preparation, content, submission, acceptance and amendment of *fire safety and evacuation plans*; designation, qualifications and training of *FSP staff*, and their duties and responsibilities; education of *building occupants*, including the conduct of drills; recordkeeping; obligations of *building occupants* and employers of *building occupants*; and provision of assistance to *building occupants* with special needs.

(b) Definitions. The following terms shall, for purposes of this section and R404-02, have the meanings shown herein:

**Assembly area.** A designated outdoor area to which *building occupants* are directed to report upon implementation of a *partial evacuation* or *evacuation* in accordance with a *fire safety and evacuation plan* or an *emergency action plan*.

**Building occupants.** All persons in the building, including employees, building personnel and visitors.

**Deputy fire safety/EAP director.** One (1) or more employees designated by the *owner* as qualified and trained to perform the duties of such position in accordance with the requirements of this section and R404-02, and who possesses the requisite qualifications and training, as set forth in R113-03.

**Evacuation.** The emptying of a building of all *building occupants* in response to a *fire* or an *emergency*.

**Fire safety/EAP director.** The employee designated by the *owner* to perform duties of such position in accordance with the requirements of this section and R404-02, and who possesses the requisite qualifications and training, as set forth in R113-03.

**In-building relocation.** The controlled movement of *building occupants* from an endangered area of a building to an *in-building relocation area* within the same building in response to a *fire* or an *emergency*.



**In-building relocation area.** A designated indoor area to which *building occupants* may be relocated in accordance with a *fire safety and evacuation plan* or an *emergency action plan*.

**Owner.** The fee owner or lessee of the building, or other person or entity having charge thereof.

**Partial evacuation.** The emptying of a building of some but not all *building occupants* in response to a *fire* or an *emergency*.

**Shelter in place.** The precaution of directing *building occupants* to remain inside the building, at their present location, in response to a *fire* or an *emergency*.

(c) General Requirements

(1) Applicability. This section applies to the buildings and occupancies set forth in FC404.2.1.

(2) Owner obligations

(A) Preparation of fire safety and evacuation plan. An *owner* shall cause a *fire safety and evacuation plan* to be prepared for each occupancy or building, submitted for *Department* review and acceptance (when required by the Fire Code and rules), and periodically reviewed and amended, in compliance with the requirements of this section. The *fire safety and evacuation plan* shall be in the form set forth in Appendices A, B, C and D to this section, as applicable.

(1) Floor plans. Each *fire safety and evacuation plan* shall include floor plans for the building or occupancy. The floor plans shall be submitted to the *Department* and maintained at the *premises* in accordance with R404-01(c)(2)(D) and (d)(7).

(2) Building information card. When required by this section, a building information card, in the format set forth in R404-01 Appendix B, shall be maintained at the *fire command center*, to serve as a ready reference for firefighting and other emergency response personnel. The building information card shall be 11" x 17" in size, double-sided and laminated, and contain a color-coded plot plan and elevation of the building, and detailed building information.

(3) Floor postings. When required by this section, signs identifying *FSP staff* shall be conspicuously posted on each floor, and maintained at an *approved* location on the *premises*, where they shall be made available for inspection by *Department*

representatives. Such signs shall conform to the format set forth in R404-01 Appendix C.

- (4) Building profile. When required by this section, a building profile, in the format set forth in R404-01 Appendix D, shall be prepared and submitted to the *Department* to serve as a ready reference for *Department* oversight of emergency preparedness and for use in connection with *Department* fire safety inspections.
- (B) Designation of FSP staff. Pursuant to FC401.6, an *owner* shall designate in the *fire safety and evacuation plan* FSP staff responsible for the implementation of such plan, with the authority, duties and responsibilities set forth therein.
- (C) Cooperation of building occupants. When the *owner* becomes aware that a *building occupant* is neglecting or failing to cooperate with his or her duties, responsibilities or obligations to comply with the provisions of this section or the *fire safety and evacuation plan*, the *owner* shall notify the employer of such individual. If the employer fails to timely correct the condition the *owner* shall notify the *Department*.
- (D) Plan submission, acceptance and/or maintenance on premises. When required by FC404.6 or this section, an *owner* shall cause a *fire safety and evacuation plan* to be submitted to, and acceptance obtained from, the *Department*, in compliance with the requirements of FC404.6. A paper copy of the *fire safety and evacuation plan* for the *premises*, including floor plans, shall be maintained on the *premises*, at an *approved* location, and shall be made available for inspection by any *Department* representative. Where a building is provided with a *fire command center*, the *fire safety and evacuation plan* shall be maintained at that location.
- (E) Fire drills. An *owner* shall cause *fire drills* to be conducted in accordance with FC405, if required by FC405.2. *FSP drills* shall be in the form of live instruction except as otherwise authorized by this section.
- (F) FSP staff training. An *owner* shall cause *FSP staff* to be trained in accordance with FC406 and this section. *FSP staff* training shall be in the form of live instruction except as otherwise authorized by this section.
- (G) Recordkeeping. An *owner* shall cause records to be maintained in accordance with FC405.5 and FC406.2.
- (H) Fire emergency reporting signage. Signage shall be provided in the lobby or entrance hall of each building in compliance with the requirements of FC408.14.

- (3) Obligations of building occupants and their employers. All *building occupants* and employers of *building occupants* shall comply with the directions of the *FSP staff* upon implementation of the *fire safety and evacuation plan*, and otherwise fulfill their obligations in accordance with FC405.2 and R404-01(t).
- (4) Authority to implement the fire safety and evacuation plan
- (A) The *fire safety and evacuation plan* shall be immediately implemented and *building occupants* directed to *shelter in place*, relocate within the building, partially evacuate or evacuate, whenever such action is deemed necessary to ensure the safety of *building occupants*.
- (B) The ability of the fire safety director or other *FSP staff* designated to implement the *fire safety and evacuation plan* shall not be subordinated to the authority of any other person or impaired by any notification procedure established by the *owner*. The fire safety director, or other *FSP staff* designated to perform such duty, shall determine the safest and most efficient course of action consistent with the *fire safety and evacuation plan*, depending on the nature of the fire or fire related emergency.
- (C) The authority of the fire safety director to implement the *fire safety and evacuation plan*, as set forth in FC Chapter 4, this section and in the plan itself, shall be assumed by a deputy fire safety director in the absence of the fire safety director, or, if no fire safety director or deputy fire safety director is required to be on duty, by a fire safety building evacuation supervisor. In buildings and occupancies not requiring a fire safety director, the *owner* shall designate one (1) or more *FSP staff* members responsible for initiating implementation of the *fire safety and evacuation plan* and one (1) or more alternate *FSP staff* members to perform such function in the absence of the primary designees.
- (5) Compliance with orders of lawful authorities. The *owner*, fire safety director and all other *FSP staff* and *building occupants* shall comply with the orders of the *Department* or other incident commander or emergency response personnel should such incident commander or emergency response personnel be present at the building.
- (6) Official notifications of fires and implementation of fire safety and evacuation plan.
- (A) In accordance with FC401.3, any fire shall be immediately reported to 911.
- (B) The fire safety director, or other *FSP staff* designated to perform such duty, shall immediately report to 911 a determination to implement the *fire safety and evacuation plan*.

(C) The fire safety director, or other FSP staff designated to perform such duty, shall immediately notify pre-determined representatives of other occupancies in a building of combustible construction.

(7) Communications with building occupants

(A) The fire safety director, or other FSP staff designated to perform such duty, shall be responsible for communicating information and directions to building occupants whenever the fire safety and evacuation plan is implemented, including during any fire drill.

(B) Implementation of the fire safety and evacuation plan or the conduct of a FSP drill shall be communicated to the appropriate building occupants by the sounding of an alarm or alert tone followed by an announcement. The announcement shall include the following information:

(1) whether the announcement is being made in connection with a fire condition or a FSP drill, and, if in connection with a fire condition:

(a) where the fire condition exists; and

(b) which floors or other parts of the building are affected and what action is to be taken in response to the fire condition.

The announcement shall be repeated or updated on a frequent basis, to inform and reassure building occupants.

(d) Content of Fire Safety and Evacuation Plans. Each fire safety and evacuation plan prepared pursuant to this section shall include all of the information set forth in FC404.3.1 and the following information:

(1) Types of Responses to Fire Condition

(A) The fire safety and evacuation plan shall set forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation and/or evacuation of building occupants in response to a fire condition.

(B) The fire safety and evacuation plan shall address how such measures will be implemented during regular business hours, and at times other than regular business hours, when FSP staff may be absent from the building.

(2) Designation of FSP Staff. The fire safety and evacuation plan shall designate FSP staff, as set forth in FC401.6 and this section.

- (3) Designation of fire command center. Where a building is provided with a *fire command center*, the *fire safety and evacuation plan* shall designate such *fire command center* as the location from which the fire safety director or other *FSP staff* shall coordinate implementation of the *fire safety and evacuation plan* or conduct a *FSP drill*.
- (4) Use of elevators. The *fire safety and evacuation plan* shall prohibit the use of elevators to implement the *fire safety and evacuation plan*, except in buildings where a fire safety director or deputy fire safety director is on duty, and under the following circumstances:
- (A) Where such use is conducted or authorized by firefighting personnel.
- (B) Where such use is made necessary by fire, heat or smoke conditions in stairwells, preventing or hindering the evacuation, partial evacuation or in-building relocation of building occupants, and the fire safety director determines that the elevators can be safely used, subject to the following provisions:
- (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.
- (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.
- (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.
- (5) Maintenance program. The *fire safety and evacuation plan* shall indicate the *certificate of fitness* holder or other building personnel (by job title) responsible for inspecting, testing and otherwise overseeing the maintenance of the building's *fire protection systems* and the other equipment and operations affecting building fire safety, as set forth in the appendices to this section.
- (6) Assistance to building occupants with special needs
- (A) The *fire safety and evacuation plan* shall establish procedures for identifying in advance building occupants who require assistance to participate in the *fire safety and evacuation plan* because of an infirmity, disability or other special need, and procedures for providing such assistance. Assistance that may be required may include implementing

procedures or modifying equipment to ensure receipt of announcements, designating areas for assistance, and designating persons to provide assistance.

- (B) The *owner* shall make the procedure for requesting such assistance known to all *building occupants* and employers of *building occupants*.
- (C) A list of the *building occupants* who have requested such assistance, and their regular work location (or other location where they may be found), shall be maintained at the *fire command center* or other location required by R404-01(c)(2)(D), and made available to *Department* representatives or emergency response personnel, upon request.
- (D) The *FSP staff* shall periodically review the list of such *building occupants* on the floors or other areas of the building in which they perform their duties, so as to familiarize themselves with the *building occupants* requiring assistance to participate in the *fire safety and evacuation plan*.

(7) Floor plans

- (A) Format and content. The *fire safety and evacuation plan* shall include, for each floor of the building (including any floors below grade), a current floor plan bearing the signature and seal of a *registered design professional*, containing the information required by FC404.3.1(4), marked to reflect exit routes, *in-building relocation areas*, and other information contained in the *fire safety and evacuation plan* amenable to graphic representation.
- (B) Incorporation of emergency action plan information. For *office buildings*, the floor plans required by this section shall incorporate the additional items of information required by R404-02(d)(7) for *office building emergency action plans*.
- (C) Sprinkler and standpipe system riser diagram. The information required by FC404.3.1(4.12) with respect to the *sprinkler system, standpipe system* and fire department connections shall be set forth on a separate riser diagram, which shall include the following information and depict its location:
  - (1) Water supply
    - (a) City water main supply, including diameter of service pipe.
    - (b) Fire department connections.

(c) Gravity tanks and pressure tanks, indicating the total capacity and quantities available for fire reserve.

(d) Fire pumps, including *gpm* capacity and whether automatic or manual

(e) Booster pumps (special service pumps), including *gpm* capacity

(2) Piping and piping components

(a) Risers, including diameters

(b) Riser cross connections

(c) Check valves and control valves

(d) Dry pipe and pre-action valves

(e) Riser section valves

(f) *Sprinkler system* floor control valves

(g) Pressure-reducing valves

(h) Fire hose racks.

(i) Roof manifolds

(e) Specific Requirements – Assembly Occupancies

Reserved

(f) Specific Requirements – Atriums, Covered Malls and Mercantile

Reserved

(g) Specific Requirements – Dormitories

Reserved

(h) Specific Requirements – Educational Facilities

Reserved

(i) Specific Requirements – Emergency Shelters

(1) Fire Safety and Evacuation Plan.

Reserved

(2) FSP Staff

(A) Fire safety coordinator

(1) Qualifications. The fire safety coordinator shall satisfactorily complete an *approved* course for fire safety coordinator, hold a fire safety coordinator *certificate of fitness* and possess the qualifications set forth in FC113 and R113-01.

(2) Duties and responsibilities. The fire safety coordinator shall perform the duties and have the responsibilities set forth in FC401.6.8.2.

(B) Deputy fire safety coordinator

(1) Qualifications. The deputy fire safety coordinator shall satisfactorily complete an *approved* course for fire safety coordinator, hold a fire safety coordinator *certificate of fitness* and possess the qualifications set forth in FC113 and R113-01.

(2) Duties and responsibilities. The deputy fire safety coordinator shall perform the duties and have the responsibilities set forth in FC401.6.8.2.

(j) Specific Requirements – High-Hazard Occupancies

Reserved

(k) Specific Requirements – Hotel/Motel Occupancies. Hotel/Motel occupancies shall additionally comply with the following requirements:

(1) Fire safety and evacuation plan. Except as otherwise provided in R404-01(g) and (m), a *fire safety and evacuation plan*, that conforms to the format for such plans annexed to this section as Appendix A-1 shall be prepared for each hotel, motel or other Group R-1 occupancy. Such format shall be used on or after January 1, 2011 when submitting for *Department* acceptance any amendment to an existing *fire safety and evacuation plan*, other than *FSP staff* changes. The *fire safety and evacuation plan* shall include the following appendices:

(A) a building information card conforming to the format annexed to this section as Appendix B-1, which shall be maintained at the *fire command*



center and made available to any Department representative or emergency response personnel upon request and

(B) a building profile conforming to the format annexed to this section as Appendix D.

(2) FSP Staff

(A) FSP Staff required. The owner of a hotel or motel (Occupancy Group R-1) building or occupancy shall designate a fire safety director, deputy fire safety directors and a fire brigade. Such staff shall perform the duties and responsibilities set forth in this section.

(B) Fire safety director

(1) Qualifications. The fire safety director shall hold a fire safety director certificate of fitness and possess the qualifications set forth in FC113 and R113-03.

(2) Duties and responsibilities. The fire safety director shall:

(a) have the duties and responsibilities as set forth in FC401.6.5;

(b) supervise and train the deputy fire safety directors, and other FSP staff pursuant to FC406.2, including conducting initial and periodic refresher training to maintain the state of readiness of such staff;

(c) select qualified building personnel for the fire safety brigade, organize, train and supervise the fire safety brigade, and be responsible for the state of readiness of the fire safety brigade;

(d) immediately report to 911 any fire and any determination to implement the fire safety and evacuation plan;

(e) in the event of a fire in or affecting the building, report to the fire command center or designated alternative location, and, if appropriate, implement the fire safety and evacuation plan in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the situation and the building response thereto;

(f) in the event of a fire in or affecting the building, be responsible for communicating all information and directions to *building occupants* necessary to implement the *fire safety and evacuation plan*; and

(g) notify the *owner* of any *building occupant* that neglects or fails to cooperate with *fire safety and evacuation plan* duties, responsibilities or obligations required by this section.

(C) Deputy fire safety director

(1) Qualifications. The deputy fire safety director shall hold a fire safety director *certificate of fitness* and possess the qualifications set forth in FC113 and R113-03.

(2) Duties and responsibilities. The deputy fire safety director shall:

(a) in the absence of the fire safety director, perform the duties of the fire safety director, as circumstances warrant, except that the fire safety director shall personally supervise all *FSP staff* training; and

(b) in the presence of the fire safety director, assist the fire safety director in carrying out the requirements of the *fire safety and evacuation plan* and this section, as circumstances warrant.

(D) Fire safety brigade

(1) Qualifications. All fire safety brigade members shall receive training in the *fire safety and evacuation plan* from the fire safety director in accordance with FC406.2.

(2) Duties and responsibilities. Members of the fire safety brigade shall:

(a) perform their designated assignments, as set forth in the *fire safety and evacuation plan* or as directed by the fire safety director; and

(b) in the event of a fire, immediately report to the designated locations, as set forth in the *fire safety and evacuation plan* or directed by the fire safety director, to be ready to undertake their designated assignments.

(3) FSP staff training. The FSP staff training required by FC406 shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Training may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the FSP staff members' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (½) of the required FSP staff training sessions per year.

(l) Specific Requirements – Hospitals and Other Health Care Facilities

Reserved

(m) Specific Requirements – Lodging Houses

Reserved

(n) Specific Requirements – Office Buildings. Office building occupancies, except those provided with an approved central station-monitored interior fire alarm system as set forth in R404-01(o), shall additionally comply with the following requirements:

(1) Fire safety and evacuation plan. A fire safety and evacuation plan shall be prepared for each office building that conforms to the format for such plans annexed to this section as Appendix A-2, which sets forth a combined format for office building fire safety and evacuation plans and emergency action plans. Such combined format shall also be used on or after January 1, 2011 when submitting for Department acceptance any amendment to an existing fire safety and evacuation plan or emergency action plan, other than FSP staff or EAP staff changes. The combined fire safety and evacuation/emergency action plan shall include the following appendices:

(A) a building information card conforming to the format annexed to this section as Appendix B-2 which shall be maintained at the fire command center and made available to any Department representative or emergency response personnel upon request; and

(B) a building profile conforming to the format annexed to this section as Appendix D.

(2) FSP staff

(A) FSP staff required. The owner of a Occupancy Group B office building shall designate the following FSP staff, which shall have the following duties and responsibilities:

- (1) a fire safety/EAP director and a sufficient number of deputy fire safety/EAP directors to ensure that a deputy fire safety/EAP director is present to perform the duties of the fire safety/EAP director at all times that a fire safety/EAP director is required to be on duty, but is absent;
- (2) at least one (1) person as a fire safety building evacuation supervisor, and qualified to serve in such position, shall be present and on duty in the building at all times when a fire safety/EAP director is not required to be on duty, but there are occupants in the building. The fire safety building evacuation supervisor at such times shall exercise the authority and responsibility of the fire safety/EAP director to implement the fire safety and evacuation plan;
- (3) at least one (1) fire safety warden for each floor of the building. Fire safety wardens shall be on duty on each floor during regular business hours for such floor;
- (4) at least one (1) deputy fire safety warden for each employer of building occupants on a floor. If the floor area occupied by an employer of building occupants on a single floor exceeds 7,500 square feet, a deputy fire safety warden shall be designated for each 7,500 square feet or portion thereof. At least the minimum required number of deputy fire safety wardens, with the training required for the position, shall be on duty on each floor during the regular business hours of such employer;
- (5) at least one (1) male and one (1) female fire safety searcher for each employer of building occupants on a floor. Such fire safety searchers shall be on duty on each floor during the regular business hours of such employer; and
- (6) the members of a fire safety brigade. The fire safety brigade shall consist of building personnel, office employees or other building occupants designated to assist in the implementation of the fire safety and evacuation plan, including persons assigned to assist building occupants that require assistance to participate in the plan. Fire safety brigade members shall be on duty during regular business hours. The fire safety/EAP director and deputy fire safety/EAP directors shall not be designated as fire safety brigade members.

(B) Fire safety director

- (1) Qualifications. The fire safety/EAP director shall hold a fire safety/EAP director certificate of fitness and possess the qualifications set forth in R113-03.
- (2) Duties and responsibilities. The fire safety/EAP director shall:
- (a) be present and on duty in the building during regular business hours;
  - (b) be fully familiar with the provisions of the fire safety and evacuation plan;
  - (c) supervise and train the deputy fire safety/EAP directors, fire safety building evacuation supervisors, fire safety wardens, deputy fire safety wardens, fire safety searchers, fire safety brigade members and other FSP staff pursuant to FC406.2 and this section, including conducting initial and periodic refresher training to maintain the state of readiness of such staff;
  - (d) be responsible for a daily check of the availability of fire safety wardens and deputy fire safety wardens, and make such notifications or temporary assignments as are necessary to ensure adequate fire safety staffing;
  - (e) select qualified building personnel for the fire safety brigade, organize, train and supervise the fire safety brigade, and be responsible for the state of readiness of the fire safety brigade;
  - (f) immediately report to 911 any fire and any determination to implement the fire safety and evacuation plan;
  - (g) in the event of a fire in or affecting the building, report to the fire command center or designated alternative location, and, if appropriate, implement the fire safety and evacuation plan in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the situation and the building response thereto;
  - (h) in the event of a fire in or affecting the building, be responsible for communicating all information and directions to building occupants to implement the fire safety and evacuation plan;

- (i) conduct the *fire drills*;
- (j) ensure that the required notices are posted on the floors and that the required recordkeeping is maintained;
- (k) with respect to the implementation of *fire safety and evacuation plans* and the conduct of *fire drills*, comply with the requirements of FC Chapter 4 and the *rules*; and
- (l) notify the *owner* of any *building occupant* that neglects or fails to cooperate with *fire safety and evacuation plan* duties, responsibilities or obligations required by this section.

(C) Deputy fire safety/EAP director

- (1) Qualifications. The *deputy fire safety/EAP director* shall hold a *fire safety/EAP director certificate of fitness* and possess the qualifications set forth in R113-03. The *deputy fire safety/EAP director* shall receive training in the *fire safety and evacuation plan* from the *fire safety/EAP director*.
- (2) Duties and responsibilities. The *deputy fire safety/EAP director* shall:
  - (a) in the absence of the *fire safety/EAP director*, perform the duties of the *fire safety/EAP director*, as circumstances warrant, except that the *fire safety/EAP director* shall personally supervise all *FSP staff* training; and
  - (b) in the presence of the *fire safety/EAP director*, assist the *fire safety/EAP director* in carrying out the requirements of the *fire safety and evacuation plan* and this section, as circumstances warrant.

(D) Fire safety building evacuation supervisor

- (1) Qualifications. The *fire safety building evacuation supervisor* shall receive training in the *fire safety and evacuation plan* from the *fire safety/EAP director* as set forth in FC Table 406.2(2).
- (2) Duties and responsibilities. The *fire safety building evacuation supervisor* shall:

- (a) in the absence of the fire safety/EAP director and deputy fire safety/EAP director, perform the duties of the fire safety/EAP director, as circumstances warrant; and
- (b) in the presence of the fire safety/EAP director, assist the fire safety/EAP director in carrying out the requirements of the fire safety and evacuation plan and this section, as circumstances warrant.

(E) Fire safety wardens

- (1) Qualifications. The fire safety warden shall receive training in the fire safety and evacuation plan from the fire safety/EAP director in accordance with FC406.2.
- (2) Duties and responsibilities. The fire safety warden shall:
  - (a) be familiar with the fire safety and evacuation plan, including general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas; and the means of communicating with the fire safety/EAP director;
  - (b) in the event of a fire on the floor or immediately affecting building occupants on the floor, notify the fire safety/EAP director and building occupants on the floor of the fire and initiate appropriate action;
  - (c) in the event of a fire not on the floor or not immediately affecting building occupants on the floor, establish communication with the fire safety/EAP director and, if possible, await direction from the fire safety/EAP director;
  - (d) keep the fire safety/EAP director informed of his or her location and the progress of the implementation of fire safety and evacuation plan measures;
  - (e) confirm the in-building relocation or evacuation of the floor or portion thereof by directing deputy fire safety wardens and/or other FSP staff designated as fire safety searchers to search all areas of the floor to be relocated in building or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately

comply with the applicable *fire safety and evacuation plan* procedures;

(f) determine whether the stairwells are safe to enter before directing *building occupants* to use them, and, if unsafe, notify the *fire safety/EAP director*;

(g) instruct *building occupants* not to use elevators; and

(h) perform such other duties as set forth in the *fire safety and evacuation plan*, or as directed to do so by the *fire safety/EAP director*.

(F) Deputy fire safety wardens

(1) Qualifications. The deputy fire safety warden shall receive training in the *fire safety and evacuation plan* from the fire safety director in accordance with FC406.2.

(2) Duties and responsibilities. The deputy fire safety wardens shall:

(a) in the absence of the fire safety warden, perform the duties of the fire safety warden, as circumstances warrant; and

(b) when the fire safety warden is present, assist the fire safety warden in carrying out the requirements of the *fire safety and evacuation plan* and this section, by searching all areas of the floor to be relocated in building or evacuated, and notifying any remaining *building occupants* that they must immediately comply with the applicable *fire safety and evacuation plan* procedures, and by performing such other duties as assigned by the *fire safety and evacuation plan* or directed by the fire safety warden.

(G) Fire safety brigade members

(1) Qualifications. All fire safety brigade members shall receive training in the *fire safety and evacuation plan* from the *fire safety/EAP director* in accordance with FC406.2.

(2) Duties and responsibilities. Members of the fire safety brigade shall:

(a) perform their designated assignments, as set forth in the *fire safety and evacuation plan* or as directed by the *fire safety/EAP director*;



- (b) in the event of a fire, immediately report to the floor below the fire floor to assist in the *evacuation* and to provide information about the fire back to the *fire command center*;
- (c) prior to arrival of firefighting personnel, attempt to control the size and limit the spread of the fire, by use of portable fire extinguishers or by closing fire doors or other doors, provided that the size and location of the fire do not pose an immediate danger to the brigade members taking such actions; and
- (d) upon arrival of firefighting personnel, all brigade members, except the brigade member assigned to report to the floor below the fire floor, shall report to the *fire command center* for further instructions.

(H) Fire safety searchers

(1) Qualifications. All fire safety searchers shall receive training in the *fire safety and evacuation plan* from the *fire safety/EAP director*. Such training shall be for the same duration and frequency as required for fire brigade members pursuant to FC406.2.

(2) Duties and responsibilities. Fire safety searchers shall:

- (a) in the absence of the deputy fire safety warden, perform the duties of the deputy fire safety deputy warden; and
- (b) in the presence of the fire safety warden, assist the fire safety warden in carrying out the requirements of the *fire safety and evacuation plan* and this section, by searching all areas of the floor to be relocated in building or evacuated, notifying any remaining *building occupants* that they must immediately comply with the applicable *fire safety and evacuation plan* procedures, and performing such other duties as assigned by the *fire safety and evacuation plan* or directed by the fire safety warden.

(I) Identification of FSP staff. Upon implementation of the *fire safety and evacuation plan* and during *FSP drills*, the *fire safety/EAP director* and all *FSP staff* shall identify themselves to *building occupants* and others by donning a vest, armband or other form of identification indicating their role.

- (3) FSP staff training. The *FSP staff* training required by FC406 shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Training may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the *FSP staff* members' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (½) of the required *FSP staff* training sessions per year.
- (4) FSP drills. The *FSP drills* required by FC406 shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Such instructional drills may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the participants' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (½) of the required *FSP drills*.
- (5) FSP staff floor postings. Notices identifying the *FSP Staff* shall be conspicuously posted on each floor, and kept at the *fire command center*, where they shall be made available for inspection by *Department* representatives. The format of such notices shall be as set forth in R404-01 Appendix C-2.
- (o) Specific Requirements – Other Buildings and Occupancies. The following buildings and occupancies shall additionally comply with the following requirements:
  - (1) Office buildings with approved interior fire alarm systems. A fire safety and evacuation plan that conforms to the format for such plans annexed to this section as Appendix A-3 shall be prepared for each office building which has been permitted to have an approved central station-monitored interior fire alarm system in accordance with Department of Buildings Technical Policy and Procedure Notice #1/03 in lieu of installing a mini-Class E fire alarm system that would have otherwise been required pursuant to 1968 Building Code §27-972(h). The fire safety and evacuation plan shall include a building profile conforming to the format annexed to this section as Appendix D. Such format shall be used on or after January 1, 2011 when submitting for *Department* acceptance any amendment to an existing *fire safety and evacuation plan*. *Fire drills* required by FC405.2 shall be conducted in such buildings by a *certificate of fitness* holder for fire drill conductor.
- (p) Department Review and Acceptance. When required by the Fire Code or *rule* or directed by the *Department*, *fire safety and evacuation plans* shall be filed in accordance with the following provisions:
  - (1) Filing for Department review. The *fire safety and evacuation plan* for a building shall be filed by the *owner*, or with the *owner's* written approval, with the *Bureau of Fire Prevention* at Fire Department Headquarters, together with the applicable

application form and fee. Unless otherwise specified by the *Department*, the filing shall consist of one (1) paper copy of the plan (including all applicable appendices), and one (1) compact disk containing the floor plans, in either DWG or DWF format.

- (2) Acceptance. The *Department* will issue a letter accepting a *fire safety and evacuation plan* that the *Department* determines is complete and, in the *Department's* judgment, satisfactorily sets forth the circumstances and sufficiently details the procedures by which *building occupants* will be directed to *shelter in place*, relocate in building, partially evacuate or evacuate the building.
- (3) Notice and correction of deficiencies. The *Department* will issue a letter of deficiency for a *fire safety and evacuation plan* that the *Department* determines is incomplete or deficient in any material respect. Such plan shall be amended and resubmitted to the *Department* within 30 days after the date of the letter of deficiency, unless the letter of deficiency authorizes a greater period of time. An amended *fire safety and evacuation plan* filed with the *Department* after the allowed time shall be treated as a new (original) filing.
- (4) Filing of accepted plan. After all deficiencies have been addressed and the applicant notified that the plan has been accepted, three (3) paper copies of the *fire safety and evacuation plan* (including all applicable appendices), at least one (1) of which shall contain an original *owner* certification, and two (2) compact disks containing the *fire safety and evacuation plan*, utilizing standard, commercially-available software acceptable to the *Department*, and the floor plans, in either DWG or DWF format, shall be filed with the *Department*.
- (5) Plan review fee. *Fire safety and evacuation plans* filed for *Department* review and acceptance shall be accompanied by the plan review fee set forth in FC Appendix A.

(q) Periodic Review and Amendment

- (1) The *owner* shall cause the *fire safety and evacuation plan* to be reviewed at least annually. An entry shall be made in the FSP logbook that such review has been conducted and whether amendment of the plan is required.
- (2) The *fire safety and evacuation plan* shall be amended to reflect significant changes in building operation or staff responsibilities, or in the design and arrangement or use and occupancy of the building, that affect the *fire safety and evacuation plan*. Such amendments shall be submitted in a timely manner, but in no event later than the occupancy of the part of the building that has been reconfigured for an existing or new employer of *building occupants*.
- (3) Changes in the fire safety director or other *FSP staff* designated in the *fire safety and evacuation plan*, excluding fire safety wardens and deputy fire safety

wardens, shall be reported to the *Department* by filing a change in *FSP staff* amendment on not less than a semi-annual basis, using the forms set forth in the appendices to this section.

(r) Time for implementation. Within 30 days from the date of *Department* acceptance of the *fire safety and evacuation plan*, an *owner* shall have in place trained *FSP staff* and otherwise be capable of implementing the *fire safety and evacuation plan* at the *premises* and otherwise complying with the requirements of this section.

(s) Recordkeeping Requirements

(1) Logbook required. An FSP logbook shall be maintained at an *approved* location on the *premises* (where the building is provided with one, at the *fire command center*) for purposes of documenting compliance with the requirements of the Fire Code and this section relating to the *fire safety and evacuation plan*, including any *fires* or other incidents, identification of *FSP staff* on duty at the *premises*, and the conduct of *fire drills* and *FSP staff* training. The FSP logbook may be consolidated with the *EAP* logbook required pursuant to R404-02(m).

(2) Format. The FSP logbook shall be a bound journal with consecutively numbered pages, unless the *Department* has *approved* an alternative form of electronic recordkeeping. The front cover shall be marked: “FSP Logbook” and the address of the building.

(3) Entries. The entries made in the FSP logbook shall include the following information.

(A) FSP staffing. Identification of the *fire safety/EAP director* and *deputy fire safety/EAP director(s)* on duty each day or shift during *regular business hours*.

(B) Fires and other incidents. The occurrence of any fire, activation of the *fire alarm system*, or other fire-related incident.

(C) Implementation of the fire safety and evacuation plan. Entries shall be made of any *evacuation, partial evacuation* or other implementation of the *fire safety and evacuation plan*, including the affected floors, *in-building relocation areas* to which they were directed or other directions given.

(D) Fire drills. FSP logbook entries shall include:

(1) the date and time of drill;

(2) the person(s) conducting the drill;

(3) the *FSP staff* members participating in the drill;

(4) identification of the floors and the number of *building occupants* participating in drill;

(5) the type of drill conducted (live or computerized instruction);

(6) the special needs addressed;

(7) the problems encountered; and

(8) for a *partial evacuation* or *evacuation*, the weather conditions and time required to accomplish the evacuation.

(E) FSP staff training:

(1) the date of training session;

(2) the person(s) conducting the training session, including if required by FC401.6.1, the person's *certificate of fitness* number;

(3) the persons attending the training session; and

(4) the type of training session conducted (live or computerized instruction).

(F) *FSP staff* practical (on-site) examinations, where required.

(G) FSP amendments.

(H) The name, address, and *certificate of fitness* or other license number of any contractor responsible for inspecting, testing and/or otherwise maintaining the building's *fire protection systems* and the other equipment and operations affecting building fire safety, as set forth in the appendices to this section.

(4) Retention. Pursuant to FC107.7, the FSP logbook shall be kept at the *premises* for a period of at least three (3) years, and shall be made available for inspection by any *Department* representative.

(t) Obligations of Building Occupants and Employers of Building Occupants

(1) Building occupants. All *building occupants*:

(A) shall comply with the directions of the fire safety director and *FSP staff* upon an announcement that the *fire safety and evacuation plan* has been implemented, including any *shelter in place, in-building relocation,*

partial evacuation or evacuation directed by the fire safety director or other designated FSP staff.

(B) shall cooperate with and participate in fire drills; and

(C) are encouraged to identify themselves to the appropriate building staff if they would require assistance in the event of an in-building relocation, partial evacuation or evacuation.

(2) Employers of building occupants. All employers of building occupants shall:

(A) promptly distribute to building occupants who are their employees any educational materials regarding the fire safety and evacuation plan provided to the employer by the owner;

(B) comply with the requirements of the fire safety and evacuation plan and R404-01(t)(1), and instruct their employees who are building occupants to do so;

(C) assign or allow responsible employees to serve as FSP staff, and require such employees to conscientiously perform their duties in accordance with the fire safety and evacuation plan; and

(D) establish and maintain a system of assigning responsibility for accounting for employees present in the building so that an accounting can be made in the event of an in-building relocation, partial evacuation or evacuation.

## APPENDIX A-1

### FIRE SAFETY AND EVACUATION PLAN FORMAT

#### HOTEL/MOTEL (R-1) OCCUPANCIES

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, other than FSP staff changes, adopted 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 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

"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

- 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

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

2.4 Lawful use and occupancy

Attach a copy of current Certificate of Occupancy (or Schedule A if building is under construction) for the building. The information contained in this plan should be consistent with the Certificate of Occupancy.

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

List all building floors in Appendix A-1, Table 2, including all below-grade floors. Floors that have no occupants, such as mechanical equipment room floors, and floors that are not part of the FSP, such as residentially occupied floors, shall have such information noted in the table for such floor.

2.6 Fire Command Center

2.6.1 Location

Specify the floor on which the fire command center is located, its location on such floor, and the building entrance most accessible to the 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.

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.

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.

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.

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.*

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

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

### 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.*

3.2.3 Indicate how the Deputy Fire Safety Director will be identifiable during emergencies.

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

### 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.*

3.3.3 Indicate how the Fire Safety Brigade members will be identifiable during emergencies.

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

## 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 and the floor above the fire floor to immediately leave these floors, and evacuate the building or relocate to another safe location within the building at least two (2) floors below the fire floor. 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, Table 3 the route to in-building relocation areas. Indicate in Appendix A-1, Table 4 in-building relocation areas. Make reference in this section to these tables.*

4.2.6 Instruct building occupants on the floor below the fire floor to immediately leave the floor, and evacuate the building or relocate to another safe location within the building below the fire floor if the building is provided with a fire alarm system designed to automatically alert building occupants on the floor below the fire floor, or which can be and has been programmed to provide such alert on such floor. Buildings not provided with such automatic fire alarm system shall evacuate the

floor below the fire floor if the building is designed or equipped to alert building occupants on that floor by voice announcements and activation of visible alarm notification appliances. 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, Table 3 the route to in-building relocation areas. Indicate in Appendix A-1, Table 4 in-building relocation areas. Make reference in this section to these tables.*

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 shall be 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.*

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 and standpipe systems

5.1.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks, standpipe system pressure reducing devices, and periodic testing of fire department connections). *Include any additional maintenance procedures.*

5.1.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

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). *Include any additional maintenance procedures.*

5.2.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

5.3 Emergency power systems

5.3.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).  
Include any additional maintenance procedures.

5.3.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.4 Phase I and Phase II elevator operations

5.4.1 Maintenance required. Comply with FC607.5.

Include any additional maintenance procedures.

5.4.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.5 Smoke control systems

5.5.1 Maintenance required. Comply with FC909.1.

Include any additional maintenance procedures.

5.5.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.6 Commercial cooking equipment systems

5.6.1 Maintenance required. Comply with FC904.11.

Include any additional maintenance procedures.

5.6.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.7 Means of egress

5.7.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

5.7.2 Responsible personnel.

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

5.8 Hot work operations

5.8.1 Maintenance required. Comply with FC Chapter 26 and 3 RCNY 2605-01 (use of a flammable gas in citywide hot work operations).  
*Include any additional maintenance procedures.*

5.8.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.9 Decorations

5.9.1 Maintenance required. Comply with FC805 and 3 RCNY 805-01 (flame-resistant decorations).  
*Include any additional maintenance procedures.*

5.9.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.10 Portable fire extinguishers

5.10.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association Standard 10).  
*Include any additional maintenance procedures.*

5.10.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.11 Accumulation of rubbish and combustible waste

5.11.1 Maintenance required. Comply with FC304.  
*Include any additional maintenance procedures.*

5.11.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

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

**Fire Safety and Evacuation Plan (Appendix A-1)**  
**Hotel/Motel Occupancies**

**Attachment 1**

**FIRE SAFETY DIRECTOR**

**BUILDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Fire Safety Director:**

Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Regular Work Location: \_\_\_\_\_

Regular Work Days and Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



**Fire Safety and Evacuation Plan (Appendix A-1)**  
**Hotel/Motel Occupancies**

**Attachment 2**

**DEPUTY FIRE SAFETY DIRECTOR**

**BUILDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Deputy Fire Safety/EAP Director:**

Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Regular Work Location: \_\_\_\_\_

Regular Work Days and Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

*Complete a separate attachment for each Deputy Fire Safety/EAP Director.*

**Fire Safety and Evacuation Plan (Appendix A-1)**  
**Hotel/Motel Occupancies**

**Table 1**

**FIRE SAFETY BRIGADE MEMBERS**

<u>FSP Assignment</u> <i>(minimum number of fire safety brigade members required to be designated for each assignment is indicated in parentheses)</i>	<u>Name</u>	<u>Title</u> <i>(e.g., building manager, porter, security guard)</i>	<u>Regular Days and Hours of work</u> <i>(e.g., M-F 9-5)</i>	<u>Work Location Telephone No.</u>	<u>Other Contact Information</u> <i>(e.g., cell phone number, e-mail address, walkie-talkies)</i>
<u>Implement evacuation of floors (1)</u>					
<u>Control of small fires (2)</u>					
<u>Coordinate communications with fire command center (1)</u>					
<u>Remain on floor below fire to provide information to responding firefighters (1)</u>					
<u>Coordinate assistance to building occupants with special needs (1)</u>					

*The Fire Safety Director and Deputy Fire Safety Directors cannot be members of the Fire Safety Brigade. Any assignments stated elsewhere in the Fire Safety and Evacuation Plan for brigade members shall also be listed in this table.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



**Fire Safety and Evacuation Plan (Appendix A-1)**  
**Hotel/Motel Occupancies**

**Table 3**

**IN-BUILDING RELOCATION AREA ROUTES**

	<u>Floor No.</u>	<u>Routes to in-building relocation areas (e.g. 6<sup>th</sup> floor occupants will use the IBRA on the 4<sup>th</sup> floor, accessed via corridors to stairwell B)</u>	<u>Stairwell route terminus (e.g. stairwell B to 1<sup>st</sup> floor 42<sup>nd</sup> Street exit)</u>
<u>Primary</u>			
<u>Alternate</u>			
<u>Primary</u>			
<u>Alternate</u>			
<u>Primary</u>			
<u>Alternate</u>			
<u>Primary</u>			
<u>Alternate</u>			

*This table is used to provide a floor by floor listing of the required primary and alternate evacuation routes to in-building relocation areas (IBRA). All floors must be listed, including below grade floors. 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. Information provided in this table will be cross-referenced with building occupant information provided in Appendix A-1, Table 2. For each occupied floor there must be a primary and an alternate route to an IBRA. The alternate route must utilize a different stairwell than the primary route. An alternate IBRA need not be provided. Any IBRA identified on this table must also be identified in Appendix A-1, Table 4.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



## APPENDIX A-2

### COMBINED FIRE SAFETY AND EVACUATION PLAN AND EMERGENCY ACTION PLAN FORMAT

#### OFFICE BUILDINGS (B) OCCUPANCIES

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, and the Emergency Action Plan required by New York City Fire Code (FC) Section FC404.2.2 and Fire Department rule (R) 3 RCNY 404-02 shall include the text of and conform in all respects to this format. Instructions, shown in italics, should not be included in the plan. This combined format shall be used on or after January 1, 2011, when submitting for Department acceptance any new fire safety and evacuation plan or emergency action plan, or any amendment to an existing fire safety and evacuation plan or emergency action plan, other than FSP staff or fire safety/EAP staff changes.

The “General Procedures” sections of this plan are intended to afford the preparer of the EAP the opportunity to present the procedures to be implemented in the event of each type of emergency, and any explanation or analysis, in whatever manner and in as much detail as the preparer deems necessary or appropriate to clearly and completely communicate such information.

The “Specific Requirements” and “Building Components” sections of the EAP are intended to ensure that the plan is complete and addresses each of the requirements of the rule. Should the specific information requested in these sections be detailed in the General Procedures section or an attachment or table, it is sufficient to reference where the information is set forth. It is not necessary to repeat the information.

Similarly, if the procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect and a reference to the prior section are sufficient and the information need not be repeated.

The 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 plan information.

A copy of the plan, Building Information Card and representative 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 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 plan is in compliance with the requirements of FC 404.2.1 and 404.2.2, and R 404-01 and 404-02. This 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, and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, or the threat thereof.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

"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 Complete building address

### 2.2 Building owner information

#### 2.2.1 Name

#### 2.2.2 Mailing address

#### 2.2.3 Building Identification Number

#### 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

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

### 2.4 Lawful use and occupancy

Attach a copy of current Certificate of Occupancy (or Schedule A if building is under construction) for the building. The information contained in this plan should be consistent with the Certificate of Occupancy.

### 2.5 Indicate individual floor occupancy loading in Appendix A-2, Table 6.

List all building floors in Appendix A-2, Table 6, including all below-grade floors. Floors that have no occupants, such as mechanical equipment room floors, and floors that are not part of this plan, such as residentially occupied floors, shall have such information noted in the table for such floor.

### 2.6 Fire Command Center

#### 2.6.1 Location

Specify the floor on which the fire command center is located, its location on such floor, and the building entrance most accessible to the fire command center.

#### 2.6.2 Building communications

Indicate the areas of the building with which the fire command center has communications capabilities, including elevators 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 is one-way or two-way.

## 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.

2.7.2 Stairwell. 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.

## 2.8 Times of day and days of week when building is occupied

### 2.8.1 Regular business hours.

List all regular business hours. FC402 defines “regular business hours” as “times of day and days of the week during which a building or occupancy is normally occupied and business is conducted, and any time when an office building is occupied by more than 500 persons on one or more floors, including street level, or by more than 100 persons on one or more floors other than street level.”

### 2.8.2 Times of day and days of week other than regular business hours when the building is occupied

This would include times when the building is occupied by cleaning and maintenance staff.

## 3. FS/EAP Staff Designations, Duties and Responsibilities

### 3.1 Fire Safety/EAP Director

3.1.1 Identify and provide required information on Appendix A-2, Attachment 1, regarding the individual designated as Fire Safety/EAP Director.

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

List duties and responsibilities set forth in R404-01(n)(2)(B)(2) and R404-02(h)(1)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.

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

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

### 3.2 Deputy Fire Safety/EAP Director



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

*During all “regular business hours” identified in Section 2.8.1 of this plan the building Fire Safety/EAP Director or individual designated as a Deputy Fire Safety/EAP Director must be on duty in the building. The building’s Fire Safety/EAP Director or an individual designated as a Deputy Fire Safety/EAP Director must be indicated on Appendix A-2, Attachment 1 or 2, for all such regular business hours.*

3.2.2 Detail the duties and responsibilities for each Deputy Fire Safety/EAP Director.

*List duties and responsibilities set forth in R404-01(n)(2)(C)(2) and R404-02(h)(2)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.2.3 Indicate how the Deputy Fire Safety/EAP Director will be identifiable during drills and emergencies.

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

3.3 Fire Safety and EAP Building Evacuation Supervisor

3.3.1 Identify and provide required information on Appendix A-2, Attachment 3 regarding the individuals designated as Fire Safety and EAP Building Evacuation Supervisor.

*As identified in Section 2.8.2 of this plan, at all times other than regular business hours when the building is occupied and no Fire Safety/EAP Director is on duty, a Fire Safety and EAP Building Evacuation Supervisor must be on duty in the building. The building’s Fire Safety and EAP Building Evacuation Supervisor must be indicated on Appendix A-2, Attachment 3, for all such times. Complete a separate attachment for each Fire Safety and EAP Building Evacuation Supervisor.*

3.3.2 Detail the duties and responsibilities for each Fire Safety and EAP Building Evacuation Supervisor.

*List the duties and responsibilities set forth in R404-01(n)(2)(D)(2) and R404-02(h)(3)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.3.3 Indicate how the Fire Safety and EAP Building Evacuation Supervisor will be identifiable during drills and emergencies.

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

3.4 Fire Safety and EAP Warden

3.4.1 Identify and provide required information on Appendix A-2, Table 1, regarding the individuals designated as EAP Warden.

*Fire Safety and EAP Wardens must be indicated on Appendix A-2, Table 1, for all regular business hours identified in Section 2.8.1 of this plan.*

3.4.2 Detail the duties and responsibilities for each Fire Safety and EAP Warden.

*List the duties and responsibilities set forth in R404-01(n)(2)(E)(2) and R404-02(h)(4)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 1 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.4.3 Indicate how the Fire Safety and EAP Wardens will be identifiable during drills and emergencies.

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

3.5 Deputy Fire Safety and EAP Warden

3.5.1 Identify and provide required information on Appendix A-2, Table 2, regarding the individuals designated as Deputy Fire Safety and EAP Warden.

*Deputy Fire Safety and EAP Wardens must be indicated on Appendix A-2, Table 2, for all regular business hours identified in Section 2.8.1 of this plan.*

3.5.2 Detail the duties and responsibilities for each Deputy Fire Safety and EAP Warden.

*List the duties and responsibilities set forth in R404-01(n)(2)(F)(2) and R404-02(h)(5)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Tables 2 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.5.3 Indicate how the Deputy Fire Safety and EAP Wardens will be identifiable during drills and emergencies.

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

3.6 Fire Safety and EAP Searchers

3.6.1 Identify and provide required information on Appendix A-2, Table 2A, regarding the individuals designated as Fire Safety and EAP Searchers.

*Fire Safety and EAP Searchers must be indicated on Appendix A-2, Table 2A, for all regular business hours identified in Section 2.8.1 of this plan.*

3.6.2 Detail the duties and responsibilities for each Fire Safety and EAP Searcher.

*List duties and responsibilities set forth in R404-01(n)(2)(H)(2) and R404-02(h)(8)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Tables 2A and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.6.3 Indicate how the Fire Safety and EAP Searchers will be identifiable during drills and emergencies.

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

### 3.7 Fire Safety and EAP Brigade

3.7.1 Identify and provide required information on Appendix A-2, Table 3, regarding the individuals designated as Fire Safety and EAP Brigade members.

*Fire Safety and EAP Brigade members must be indicated on Appendix A-2, Table 3, for all regular business hours identified in Section 2.8.1 of this plan..*

3.7.2 Detail the duties and responsibilities for each Fire Safety and EAP Brigade member.

*List duties and responsibilities set forth in R404-01(n)(2)(G)(2) and R404-02(h)(6)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 3 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.7.3 Indicate how the Fire Safety and EAP Brigade members will be identifiable during drills and emergencies.

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

### 3.8 Critical Operations Staff (Building Personnel)

3.8.1 Identify and provide required information on Appendix A-2, Table 4, regarding the individuals designated as Critical Operations Staff (Building Personnel).

*Building personnel who are being designated as Critical Operations Staff based on the fact that their duties are critical to the implementation of the EAP, such as the operation of building service equipment, must be included on Appendix A-2, Table 4, for all regular business hours identified in Section 2.8.1 of this plan. Building personnel identified as EAP Brigade members in Appendix A-2, Table 3, shall not be designated as Critical Operations Staff.*

3.8.2 Detail the duties and responsibilities of each member of the Critical Operations Staff (Building Personnel).

*List the duties and responsibilities set forth in R404-02(h)(7)(B), and any additional duties or responsibilities not specified in such section. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.8.3 Indicate how the Critical Operations Staff (Building Personnel) will be identifiable during drills and emergencies.

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

### 3.9 Critical Operations Staff (Office Employees)

3.9.1 Identify and provide required information on Appendix A-2, Table 5, regarding the individuals designated as Critical Operations Staff (Office Employees).

*Critical Operations Staff (Office Employees) are not EAP staff members and have no responsibilities with respect to implementing the EAP. They should be included in the EAP and exempted from participation in EAP drills and/or delayed in participating in the implementation of the EAP only if the employer can demonstrate that the employee is performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency. (See R404-02(d)(2)(G)). The basis for designating an office employee as Critical Operations Staff must be documented in writing and made available for inspection by Department representatives, upon request.*

#### 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 and the floor above the fire floor to immediately leave these floors, and evacuate the building or relocate to another safe location within the building below at least two (2) floors below the fire floor. Identify the stairwells(s) or other routes of egress for their use and direct them to use only those stairwells(s) or routes

of egress. Instruct building occupants to close stairwell doors behind them.

*Indicate in Appendix A-2, Table 8B the route to in-building relocation areas. Indicate in Appendix A-2, Table 8A in-building relocation areas. Make reference in this section to these tables.*

4.2.6 Instruct building occupants on the floor below the fire floor to immediately leave the floor, and evacuate the building or relocate to another safe location within the building below the fire floor, if the building is provided with a fire alarm system designed to automatically alert building occupants on the floor below the fire floor, or which can be and has been programmed to provide such alert on such floor. Buildings not provided with such automatic fire alarm system shall evacuate the floor below the fire floor if the building is designed or equipped to alert building occupants on that floor by voice announcements and activation of visible alarm notification appliances. 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 stairwell doors behind them.

*Indicate in Appendix A-2, Table 8B the route to in-building relocation areas. Indicate in Appendix A-2, Table 8A in-building relocation areas. Make reference in this section to these tables.*

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 stairwells 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 stairwells, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety/EAP director or deputy fire

safety/EAP 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/EAP director.

4.4 Procedures for accounting for building occupants after completing in-building relocation or partial evacuation

*Include a statement which provides the specific methods to be used to account for building occupants after completing in-building relocation/partial evacuation is implemented, and who will communicate such information back to the fire command center, and how it will be communicated.*

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

*Include in statement that a list of such occupants shall be 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-2, Table 3.*

5. Emergency Action Plan for Explosions

5.1 General Statement.

*Provide a general statement regarding explosions and implementation of the EAP. Such general statement shall include the following; that 911 will be notified; EAP staff and office personnel critical operations staff will be notified and consulted; elevators will be recalled to their lobby level; electro-magnetic door locks shall be released; available information will be analyzed to decide the most appropriate action (shelter-in-place, in-building relocation, partial evacuation and/or full evacuation) consistent with the EAP; and building occupants will be notified, via an emergency announcement, where and what has occurred, what provisions of the EAP are being implemented and why. For example, if an announcement is made to shelter in place, building occupants should be informed not to move about the building while a threat within the building is being assessed or addressed, or that the nature of a threat outside of the building makes leaving the building inadvisable.*

Set forth below are the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof.

*Include the specific information requested. Where not applicable enter "N/A."*

## 5.1.1 Shelter in Place

### 5.1.1.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement to the following effect shall be included as part of this section: "When shelter in place is implemented pursuant to this EAP building occupants will be told to remain at their present location."*

### 5.1.1.2 Building Components or Systems.

#### 5.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

*Provide such information in Appendix A-2, Table 7, Section 2, and make reference to such table in this section. Also, provide in this section any applicable information not included in such table.*

#### 5.1.1.2.2 Elevator operation.

*Provide such information in Appendix A-2, Table 7, Section 3, and make reference to such table in this section. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff for safe use; that only elevators provided with two-way voice communication to the fire command center in accordance with the Building Code requirements will be used; and that such elevators, if deemed necessary, will be operated only in manual mode by trained EAP staff. Identify specific elevator(s) (bank letters and car numbers) which will be used for such purpose.*

#### 5.1.1.2.3 Ventilation system operation.

*Provide such information in Appendix A-2, Table 7, Section 5, and make reference to such table in this section.*

#### 5.1.1.2.4 Openable windows.

*Include a statement regarding the securing of openable windows.*

#### 5.1.1.2.5 Interior doors, including fire doors.

*Include a statement that the electro-magnetic door release mechanisms (if present) will be manually released to ensure all re-entry doors are unlocked.*

#### 5.1.1.2.6 Electrical, natural gas, steam and other utility operations.

*Provide such information in Appendix A-2, Table 7, Section 4, and make reference to such table in this section.*

#### 5.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

*Provide such information in Appendix A-2, Table 7, Section 4, and make reference to such table in this section.*

## 5.1.2 In-Building Relocation

### 5.1.2.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as part of this section: "When an in-building relocation is implemented pursuant to this EAP building occupants will be told to move to their pre-designated in-building relocation areas (IBRA) which are areas that are more sheltered than the normal work areas."*

### 5.1.2.2 Specific In-Building Relocation Requirements.

#### 5.1.2.2.1 Designated in-building relocation areas.

*Provide such information in Appendix A-2, Table 8, and make reference to such table in this section.*

#### 5.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

*Provide such information in Appendix A-2, Table 8 and make reference to such table in this section. If building occupants will be directed to IBRA's on a floor other than the floor of their normal work location, complete routes to such IBRA's shall be designated. If the building occupants on a single floor will be directed to IBRA's on more than one floor specify how such areas will be assigned, such as by employer, room numbers or portions of the floor area.*

#### 5.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

*Include a statement which provides the specific methods to be used to account for persons in the IBRA after an in-building relocation is implemented, who will communicate such information back to the fire command center, and how it will be communicated.*

#### 5.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

*Include in statement that a list of such occupants shall be prepared and maintained at the fire command center. Also state in this plan that person(s) will be designated to assist such occupants, the elevator(s) designated for use in their movement, and specific personnel designated to operate such elevator(s). Person designated to operate the elevator(s) shall also be identified on Appendix A-2, Tables 3 and 4, with that assignment listed. Additionally, an alternative procedure for movement of such building occupants in the event that designated elevators are inoperable or unsafe for use shall be provided.*

### 5.1.2.3 Building Components.

#### 5.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

*Same instructions as Section 5.1.1.2.1 of this plan.*

#### 5.1.2.3.2 Elevator operation.

*Same instructions as Section 5.1.1.2.2 of this plan.*



- 5.1.2.3.3 Ventilation system operation.  
*Same instructions as Section 5.1.1.2.3 of this plan.*
- 5.1.2.3.4 Openable windows.  
*Same instructions as Section 5.1.1.2.4 of this plan.*
- 5.1.2.3.5 Interior doors, including fire doors.  
*Same instructions as Section 5.1.1.2.5 of this plan.*
- 5.1.2.3.6 Electrical, natural gas, steam and other utility operations.  
*Same instructions as Section 5.1.1.2.6 of this plan.*
- 5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.  
*Same instructions as Section 5.1.1.2.7 of this plan.*

### 5.1.3 Partial Evacuation

#### 5.1.3.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as a part of this section: "When a partial evacuation is implemented pursuant of the EAP is implemented, some (not all) of the building occupants will be instructed to evacuate the building and report to the pre-designated assembly area(s)."*

#### 5.1.3.2 Specific Partial Evacuation Requirements.

- 5.1.3.2.1 Location of exits, stairwells and elevators.  
*Provide such information in Appendix A-2, Table 7, Sections 2 and 3, and make reference to such table in this section.*
- 5.1.3.2.2 Primary and alternate exit routes.  
*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*
- 5.1.3.2.3 Assembly areas.  
*Provide such information in Appendix A-2, Table 10, and make reference to such table in this section.*
- 5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation.  
*Include a statement which provides the specific methods to be used to account for persons in the assembly areas after a partial evacuation is implemented, and who and how such information will be communicated back to the fire command center.*
- 5.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.  
*Same instructions as Section 5.1.2.2.4 of this plan.*

#### 5.1.3.3 Building Components.

- 5.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.  
*Same instructions as Section 5.1.1.2.1 of this plan.*
- 5.1.3.3.2 Elevator operation.

- 5.1.3.3.3 Ventilation system operation.  
*Same instructions as Section 5.1.1.2.2 of this plan.*
- 5.1.3.3.4 Openable windows.  
*Same instructions as Section 5.1.1.2.3 of this plan.*
- 5.1.3.3.5 Interior doors, including fire doors.  
*Same instructions as Section 5.1.1.2.4 of this plan.*
- 5.1.3.3.6 Electrical, natural gas, steam and other utility operations.  
*Same instructions as Section 5.1.1.2.5 of this plan.*
- 5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.  
*Same instructions as Section 5.1.1.2.6 of this plan.*

#### 5.1.4 Evacuation

##### 5.1.4.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as part of this section: "When the evacuation provision of the EAP is implemented, all building occupants will be told to evacuate the building and report to the pre-designated assembly area(s)."*

##### 5.1.4.2 Specific Evacuation Requirements

- 5.1.4.2.1 Location of exits, stairwells and elevators.  
*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*
- 5.1.4.2.2 Primary and alternate exit routes.  
*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*
- 5.1.4.2.3 Assembly areas.  
*Same instructions as Section 5.1.3.2.3 of this plan.*
- 5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.  
*Include a statement which provides the specific methods to be used to account for persons in the assembly areas after an evacuation is implemented, and who and how such information will be communicated back to the fire command center.*
- 5.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.  
*Same instructions as Section 5.1.2.2.4 of this plan.*

##### 5.1.4.3 Building Components

- 5.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.  
*Same instructions as Section 5.1.1.2.1 of this plan.*
- 5.1.4.3.2 Elevator operations.  
*Same instructions as Section 5.1.1.2.2 of this plan.*
- 5.1.4.3.3 Ventilation system operation.  
*Same instructions as Section 5.1.1.2.3 of this plan.*

- 5.1.4.3.4 Openable windows.  
*Same instructions as Section 5.1.1.2.4 of this plan.*
- 5.1.4.3.5 Interior doors, including fire doors.  
*Same instructions as Section 5.1.1.2.5 of this plan.*
- 5.1.4.3.6 Electrical, natural gas, steam and other utility operations.  
*Same instructions as Section 5.1.1.2.6 of this plan.*
- 5.1.4.3.7 Fuel oil storage systems and associated pumps and piping.  
*Same instructions as Section 5.1.1.2.7 of this plan.*

5.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.  
*During other than regular business hours it is often unlikely that a Fire Safety/EAP Director and all Brigade and Building Critical Operation Staff will be present in the building to implement the EAP. Provide a statement that describes the actions that will be taken when implementing the plan at such times and under such conditions. At a minimum, such statement shall indicate that the actions to be taken include an effort to account for building occupants, notifying 911, and making informative emergency announcements to the building occupants.*

6. Emergency Action Plan for a Biological Incident or Release  
*Follow the same instructions for a biological incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a biological incident or release.*

6.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof.

6.1.1 Shelter in Place

6.1.1.1 General Procedures.

6.1.1.2 Building Components or Systems

- 6.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 6.1.1.2.2 Elevator operation.
- 6.1.1.2.3 Ventilation system operation.
- 6.1.1.2.4 Openable windows.
- 6.1.1.2.5 Interior doors, including fire doors.
- 6.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 6.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

6.1.2 In-Building Relocation

6.1.2.1 General Procedures.

6.1.2.2 Specific In-Building Relocation Requirements

6.1.2.2.1 Designated in-building relocation areas.

6.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

6.1.2.3 Building Components

6.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.2.3.2 Elevator operation.

6.1.2.3.3 Ventilation system operation.

6.1.2.3.4 Openable windows.

6.1.2.3.5 Interior doors, including fire doors.

6.1.2.3.6 Electrical, natural gas, steam and other utility operations.

6.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.3 Partial Evacuation

6.1.3.1 General Procedures.

6.1.3.2 Specific Partial Evacuation Requirements

6.1.3.2.1 Location of exits, stairwells and elevators.

6.1.3.2.2 Primary and alternate exit routes.

6.1.3.2.3 Assembly areas.

6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

6.1.3.3 Building Components

6.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.3.3.2 Elevator operation.

6.1.3.3.3 Ventilation system operation.

6.1.3.3.4 Openable windows.

6.1.3.3.5 Interior doors, including fire doors.

6.1.3.3.6 Electrical, natural gas, steam and other utility operations.

6.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.4 Evacuation.

6.1.4.1 General Procedures.

6.1.4.2 Specific Evacuation Requirements

6.1.4.2.1 Location of exits, stairwells and elevators.

6.1.4.2.2 Primary and alternate exit routes.

6.1.4.2.3 Assembly areas.

6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

6.1.4.3 Building Components

6.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.4.3.2 Elevator operations.

6.1.4.3.3 Ventilation system operation.

6.1.4.3.4 Openable windows.

6.1.4.3.5 Interior doors, including fire doors.

6.1.4.3.6 Electrical, natural gas, steam and other utility operations.

6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

6.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

7. Emergency Action Plan for a Chemical Incident or Release

Follow the same instructions for a chemical incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a chemical incident or release.

7.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a chemical incident or release in or proximate to the building, or the threat thereof.

7.1.1 Shelter in Place

7.1.1.1 General Procedures.

7.1.1.2 Building Components or Systems

7.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.1.2.2 Elevator operation.

7.1.1.2.3 Ventilation system operation.

7.1.1.2.4 Openable windows.

7.1.1.2.5 Interior doors, including fire doors.

7.1.1.2.6 Electrical, natural gas, steam and other utility operations.

7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

## 7.1.2 In-Building Relocation

### 7.1.2.1 General Procedures.

### 7.1.2.2 Specific In-Building Relocation Requirements

7.1.2.2.1 Designated in-building relocation areas.

7.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

### 7.1.2.3 Building Components

7.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.2.3.2 Elevator operation.

7.1.2.3.3 Ventilation system operation.

7.1.2.3.4 Openable windows.

7.1.2.3.5 Interior doors, including fire doors.

7.1.2.3.6 Electrical, natural gas, steam and other utility operations.

7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

## 7.1.3 Partial Evacuation

### 7.1.3.1 General Procedures.

### 7.1.3.2 Specific Partial Evacuation Requirements.

7.1.3.2.1 Location of exits, stairwells and elevators.

7.1.3.2.2 Primary and alternate exit routes.

7.1.3.2.3 Assembly areas.

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

### 7.1.3.3 Building Components.

7.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.3.3.2 Elevator operation.

7.1.3.3.3 Ventilation system operation.

7.1.3.3.4 Openable windows.

7.1.3.3.5 Interior doors, including fire doors.

7.1.3.3.6 Electrical, natural gas, steam and other utility operations.

7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

#### 7.1.4 Evacuation

##### 7.1.4.1 General Procedures.

##### 7.1.4.2 Specific Evacuation Requirements

7.1.4.2.1 Location of exits, stairwells and elevators.

7.1.4.2.2 Primary and alternate exit routes.

7.1.4.2.3 Assembly areas.

7.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

##### 7.1.4.3 Building Components

7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.4.3.2 Elevator operation.

7.1.4.3.3 Ventilation system operation.

7.1.4.3.4 Openable windows.

7.1.4.3.5 Interior doors, including fire doors.

7.1.4.3.6 Electrical, natural gas, steam and other utility operations.

7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

#### 8. Emergency Action Plan Procedures for a Nuclear Incident or Release

Follow the same instructions for nuclear incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a nuclear incident or release.

##### 8.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate to the building, or the threat thereof.

##### 8.1.1 Shelter in Place

###### 8.1.1.1 General Procedures.

###### 8.1.1.2 Building Components or Systems

- 8.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.1.2.2 Elevator operation.
- 8.1.1.2.3 Ventilation system operation.
- 8.1.1.2.4 Openable windows.
- 8.1.1.2.5 Interior doors, including fire doors.
- 8.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

## 8.1.2 In-Building Relocation

### 8.1.2.1 General Procedures.

### 8.1.2.2 Specific In-Building Relocation Requirements

- 8.1.2.2.1 Designated in-building relocation areas.
- 8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
- 8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

### 8.1.2.3 Building Components

- 8.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.2.3.2 Elevator operation.
- 8.1.2.3.3 Ventilation system operation.
- 8.1.2.3.4 Openable windows.
- 8.1.2.3.5 Interior doors, including fire doors.
- 8.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 8.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

## 8.1.3 Partial Evacuation

### 8.1.3.1 General Procedures.

### 8.1.3.2 Specific Partial Evacuation Requirements

- 8.1.3.2.1 Location of exits, stairwells and elevators.
- 8.1.3.2.2 Primary and alternate exit routes.
- 8.1.3.2.3 Assembly areas.
- 8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

### 8.1.3.3 Building Components



- 8.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.3.3.2 Elevator operation.
- 8.1.3.3.3 Ventilation system operation.
- 8.1.3.3.4 Openable windows.
- 8.1.3.3.5 Interior doors, including fire doors.
- 8.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

#### 8.1.4 Evacuation

##### 8.1.4.1 General Procedures

##### 8.1.4.2 Specific Evacuation Requirements

- 8.1.4.2.1 Location of exits, stairwells and elevators.
- 8.1.4.2.2 Primary and alternate exit routes.
- 8.1.4.2.3 Assembly areas.
- 8.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

##### 8.1.4.3 Building Components

- 8.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.4.3.2 Elevator operation.
- 8.1.4.3.3 Ventilation system operation.
- 8.1.4.3.4 Openable windows.
- 8.1.4.3.5 Interior doors, including fire doors.
- 8.1.4.3.6 Electrical, natural gas, steam and other utility operations.
- 8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

## 9. Emergency Action Plan for a Natural Disaster

Follow the same instructions for a natural disaster that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a natural disaster.

### 9.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster.

## 9.1.1 Shelter in Place

### 9.1.1.1 General Procedures.

### 9.1.1.2 Building Components or Systems

- 9.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.1.2.2 Elevator operation.
- 9.1.1.2.3 Ventilation system operation.
- 9.1.1.2.4 Openable windows.
- 9.1.1.2.5 Interior doors, including fire doors.
- 9.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 9.1.1.2.7 Fuel oil storage systems and associated pumps.

## 9.1.2 In-Building Relocation

### 9.1.2.1 General Procedures.

### 9.1.2.2 Specific In-Building Relocation Requirements

- 9.1.2.2.1 Designated in-building relocation areas.
- 9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
- 9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

### 9.1.2.3 Building Components

- 9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.2.3.2 Elevator operation.
- 9.1.2.3.3 Ventilation system operation.
- 9.1.2.3.4 Openable windows.
- 9.1.2.3.5 Interior doors, including fire doors.
- 9.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

## 9.1.3 Partial Evacuation

### 9.1.3.1 General Procedures.

### 9.1.3.2 Specific Partial Evacuation Requirements

- 9.1.3.2.1 Location of exits, stairwells and elevators.
- 9.1.3.2.2 Primary and alternate exit routes.
- 9.1.3.2.3 Assembly areas.

9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

9.1.3.3 Building Components

9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.3.3.2 Elevator operation.

9.1.3.3.3 Ventilation system operation.

9.1.3.3.4 Openable windows.

9.1.3.3.5 Interior doors, including fire doors.

9.1.3.3.6 Electrical, natural gas, steam and other utility operations.

9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.4 Evacuation

9.1.4.1 General Procedures

9.1.4.2 Specific Evacuation Requirements

9.1.4.2.1 Location of exits, stairwells and elevators.

9.1.4.2.2 Primary and alternate exit routes.

9.1.4.2.3 Assembly areas.

9.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

9.1.4.3 Building Components

9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.4.3.2 Elevator operation.

9.1.4.3.3 Ventilation system operation.

9.1.4.3.4 Openable windows.

9.1.4.3.5 Interior doors, including fire doors.

9.1.4.3.6 Electrical, natural gas, steam and other utility operations.

9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

10. Emergency Action Plan for Other Emergency

Follow the same instructions for other emergencies that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for other emergencies. Be sure to identify in Section 10.1 of this plan the type of other emergency, if any, that the plan covers.

## 10.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of \_\_\_\_\_ emergency.  
Identify other emergency condition, if any.

### 10.1.1 Shelter in Place

#### 10.1.1.1 General Procedures

#### 10.1.1.2 Building Components or Systems

- 10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells
- 10.1.1.2.2 Elevator operation
- 10.1.1.2.3 Ventilation system operation
- 10.1.1.2.4 Openable windows
- 10.1.1.2.5 Interior doors, including fire doors
- 10.1.1.2.6 Electrical, natural gas, steam and other utility operations
- 10.1.1.2.7 Fuel oil storage systems and associated pumps

### 10.1.2 In-Building Relocation

#### 10.1.2.1 General Procedures

#### 10.1.2.2 Specific In-building relocation Requirements

- 10.1.2.2.1 Designated in-building relocation areas. Designated routes by which building occupants would be directed to in-building relocation areas
- 10.1.2.2.2 Procedures for accounting for building occupants after completing in-building relocation

#### 10.1.2.3 Building Components

- 10.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells
- 10.1.2.3.2 Elevator operation
- 10.1.2.3.3 Ventilation system operation
- 10.1.2.3.4 Openable windows
- 10.1.2.3.5 Interior doors, including fire doors
- 10.1.2.3.6 Electrical, natural gas, steam and other utility operations
- 10.1.2.3.7 Fuel oil storage systems and associated pumps and piping

### 10.1.3 Partial Evacuation

#### 10.1.3.1 General Procedures

- 10.1.3.2 Specific Partial Evacuation Requirements
  - 10.1.3.2.1 Location of exits, stairwells and elevators
  - 10.1.3.2.2 Primary and alternate exit routes
  - 10.1.3.2.3 Assembly areas
  - 10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation

- 10.1.3.3 Building Components
  - 10.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells
  - 10.1.3.3.2 Elevator operation
  - 10.1.3.3.3 Ventilation system operation
  - 10.1.3.3.4 Openable windows
  - 10.1.3.3.5 Interior doors, including fire doors
  - 10.1.3.3.6 Electrical, natural gas, steam and other utility operations
  - 10.1.3.3.7 Fuel oil storage systems and associated pumps and piping

#### 10.1.4 Evacuation

##### 10.1.4.1 General Procedures

- 10.1.4.2 Specific Evacuation Requirements
  - 10.1.4.2.1 Location of exits, stairwells and elevators
  - 10.1.4.2.2 Primary and alternate exit routes
  - 10.1.4.2.3 Assembly areas
  - 10.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation

- 10.1.4.3 Building Components
  - 10.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells
  - 10.1.4.3.2 Elevator operation
  - 10.1.4.3.3 Ventilation system operation
  - 10.1.4.3.4 Openable windows.
  - 10.1.4.3.5 Interior doors, including fire doors
  - 10.1.4.3.6 Electrical, natural gas, steam and other utility operations
  - 10.1.4.3.7 Fuel oil storage systems and associated pumps and piping

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

11. Consultation with Neighboring Buildings

*R404-02(i) requires that building owners consult with other office buildings (within 200') of their building to notify them of evacuation routes, assembly areas and evacuation drill schedules. This consultation must be documented in written form. Provide a copy of the letter(s) used to consult with neighboring buildings.*

11.1 Identify all Neighboring Buildings consulted

11.1.1 Complete address of Neighboring Building

*Provide a list of all buildings consulted, including complete building address.*

11.1.2 Owner of Neighboring Building

12. Building Maintenance Program

*The plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the 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).*

12.1 Sprinkler and standpipe systems

12.1.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks, standpipe system pressure reducing devices, and periodic testing of fire department connections).  
*Include any additional maintenance procedures.*

12.1.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.2 Fire alarm systems

12.2.1 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).  
*Include any additional maintenance procedures.*

12.2.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.3 Emergency power systems

12.3.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).  
Include any additional maintenance procedures.

12.3.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

12.4 Phase I and Phase II elevator operations

12.4.1 Maintenance required. Comply with FC607.5.

Include any additional maintenance procedures.

12.4.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

12.5 Smoke control systems

12.5.1 Maintenance required. Comply with FC909.1.

Include any additional maintenance procedures.

12.5.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

12.6 Commercial cooking equipment systems

12.6.1 Maintenance required. Comply with FC904.11.

Include any additional maintenance procedures.

12.6.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

12.7 Means of egress

12.7.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

12.7.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

12.8 Hot work operations

12.8.1 Maintenance required. Comply with FC Chapter 26 and R2605-01 (use of a flammable gas and oxygen in citywide hot work operations).  
*Include any additional maintenance procedures.*

12.8.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.9 Decorations

12.9.1 Maintenance required. Comply with FC805 and R805-01 (flame-resistant decorations).

*Include any additional maintenance procedures.*

12.9.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.10 Portable fire extinguishers

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

*Include any additional maintenance procedures.*

12.10.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.11 Accumulation of rubbish and combustible waste

12.11.1 Maintenance required. Comply with FC304.

*Include any additional maintenance procedures.*

12.11.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

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

*Evacuation routes 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.*

14. 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.*

15. Building Information Card. Annexed to this Fire Safety and Evacuation/EAP Plan, as Appendix B-2, is the Building Information Card complying with the requirements of R404-01(n)(1)(A).

*The Building Information Card (BIC) must conform to format of Appendix B-2.*

16. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(n)(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.*

17. EAP Floor Staffing Charts

Annexed to this Fire Safety/Emergency Action Plan, as Appendix C-2, is a single (typical and accurate for the building) FS/EAP Staffing Chart complying with the requirements of R404-02(d)(9).

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Attachment 1**

**FIRE SAFETY/EAP DIRECTOR**

**BUILDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Fire Safety/EAP Director:**

Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Certificate of Fitness Type:       F25       F58       F59

*Check the box to indicate the certificate type as identified on the certificate of fitness.*

Regular Work Location: \_\_\_\_\_

Regular Work Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Attachment 2**

**DEPUTY FIRE SAFETY/EAP DIRECTOR**

**BUILDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Deputy Fire Safety/EAP Director:**

Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Certificate of Fitness Type:       F25       F58       F59

*Check the box to indicate the certificate type as identified on the certificate of fitness.*

Regular Work Location: \_\_\_\_\_

Regular Work Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

*Complete a separate attachment for each Deputy Fire Safety/EAP Director.*

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Attachment 3**

**FIRE SAFETY AND EAP BUILDING EVACUATION SUPERVISOR**

**BUILDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Building Evacuation Supervisor:**

Name: \_\_\_\_\_

Regular Work Location: \_\_\_\_\_

Regular Work Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

*Complete a separate attachment for each Building Evacuation Supervisor. If the Fire Safety Building Evacuation Supervisor and the Emergency Action Plan Building Evacuation Supervisors are different individuals, complete a separate attachment for each, and indicate the plan for which such individual is designated. This attachment need not be completed if Attachment 1 and 2 designate a fire safety director or deputy fire safety director for all times when the building is occupied.*

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 1**

**FIRE SAFETY AND EAP WARDENS**

<u>Floor</u>	<u>Assignment Location</u> <i>(e.g., Warden Phone, Stairwell A)</i>	<u>Name</u> <i>(indicate if such individual is designated for FSP, EAP, or both FSP and EAP purposes)</i>	<u>Regular Days and Hours of work</u> <i>(e.g., M-F 9-5)</i>	<u>Work Location Telephone No.</u>	<u>Other Contact Information</u> <i>(e.g., cell phone number, e-mail address, walkie-talkies)</i>

*There shall be at least one Fire Safety Warden and at least one EAP Warden for each floor during regular business hours identified in Section 2.8.1 of this plan (two such wardens are required for floors >7500 sq ft). If the Fire Safety and EAP Wardens are different individuals, provide the names of all such individuals in the table and indicate the plan for which such individual is designated. Complete for each floor.*

\_\_\_\_\_ Building Address

\_\_\_\_\_ Signature of Owner or Authorized Representative

\_\_\_\_\_ Date

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 2**

**DEPUTY FIRE SAFETY AND EAP WARDENS**

<u>Floor</u>	<u>Assignment Location</u> <i>(e.g., Warden Phone, Stairwell A)</i>	<u>Name</u> <i>(indicate if such individual is designated for FSP, EAP, or both FSP and EAP purposes)</i>	<u>Regular Days and Hours of work</u> <i>(e.g., M-F 9-5)</i>	<u>Work Location Telephone No.</u>	<u>Other Contact Information</u> <i>(e.g., cell phone number, e-mail address, walkie-talkies)</i>

*There shall be at least one Deputy Fire Safety Warden and at least one Deputy EAP Warden for each floor during regular business hours identified in Section 2.8.1 of this plan (two such wardens are required for floors >7500 sq ft). If the Deputy Fire Safety and Deputy EAP Wardens are different individuals, provide the names of all such individuals in the table and indicate the plan for which such individual is designated. Complete for each floor.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 2A**

**FIRE SAFETY AND EAP SEARCHERS**

<u>Floor</u>	<u>Assignment Location</u>	<u>Name</u> <i>(indicate if such individual is designated for FSP, EAP, or both FSP and EAP purposes)</i>	<u>Regular Days and Hours of work</u> <i>(e.g., M-F 9-5)</i>	<u>Work Location Telephone No.</u>	<u>Other Contact Information</u> <i>(e.g., cell phone number, e-mail address, walkie-talkies)</i>

*There shall be at least one male and one female Fire Safety Searcher and at least one male and one female EAP Searcher for each floor during regular business hours identified in Section 2.8.1 of this plan. If the Fire Safety and EAP Searchers are different individuals, provide the names of all such individuals in the table and indicate the plan for which such individual is designated. Complete for each floor.*

\_\_\_\_\_ Building Address

\_\_\_\_\_ Signature of Owner or Authorized Representative

\_\_\_\_\_ Date

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 3**

**FIRE SAFETY AND EAP BRIGADE MEMBERS**

<u>FSP Assignment</u> <u>EAP Assignment</u> <i>(first list all FSP duties, then list all EAP duties)</i>	<u>Name</u> <i>(indicate if such individual's assignment/duties is for FSP or EAP purposes)</i>	<u>Title</u> <i>(e.g., building manager, porter, security guard)</i>	<u>Regular Days and Hours of work</u> <i>(e.g., M-F 9-5)</i>	<u>Work Location</u> <u>Telephone</u> <u>No.</u>	<u>Other Contact Information</u> <i>(e.g., cell phone number, e-mail address, walkie-talkies)</i>

*Fire Safety Brigade members and EAP Brigade members must be indicated for all regular business hours identified in Section 2.8.1 of this plan. The Building Manager, Director of Security and Chief Engineer or their designated representatives must be included as EAP Brigade members. The Fire Safety Director and Deputy Fire Safety Directors cannot be members of the Fire Safety Brigade or EAP Brigade. Any assignments stated elsewhere in the EAP for brigade members, including Appendix A-2, Table 7, shall also be listed in this table. In column 3 indicate if such individual is designated for FSP, EAP, or both FSP and EAP purposes.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 4**

**BUILDING PERSONNEL CRITICAL OPERATIONS STAFF FOR EAP**

<u>Name</u>	<u>Title (e.g. porter, security guard)</u>	<u>Employer</u>	<u>EAP Critical Operation</u>	<u>Regular Days and Hours of work (e.g. M-F 9-5)</u>	<u>Regular Work Location</u>	<u>Work Location Telephone No.</u>	<u>Other Contact Information (e.g. cell phone number, e-mail address, walkie-talkies)</u>

*EAP Critical Operation assignments should match with those listed in Appendix A-2, Table 7.*

\_\_\_\_\_ Building Address

\_\_\_\_\_ Signature of Owner or Authorized Representative

\_\_\_\_\_ Date

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 5**

**OFFICE EMPLOYEES CRITICAL OPERATIONS STAFF FOR EAP**

<u>Name</u>	<u>Title (e.g. security guard, medical attendant)</u>	<u>Employer</u>	<u>EAP Critical Operation</u>	<u>Regular Days and Hours of work (e.g. M-F 9-5)</u>	<u>Regular Work Location</u>	<u>Work Location Telephone No.</u>	<u>Other Contact Information (e.g. cell phone number, e-mail address, walkie-talkies)</u>

*Critical Operations Staff (Office Employees) are not EAP staff members and have no responsibilities with respect to implementing the EAP. They should be included in the EAP and exempted from participation in EAP drills and/or delayed in participating in the implementation of the EAP only if the employer can demonstrate that the employee is performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency. (See R404-02(d)(2)(G)). The basis for designating an office employee as Critical Operations Staff must be documented in writing and made available for inspection by Department representatives, upon request.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



# Combined Fire Safety/Emergency Action Plan (Appendix A-2)

## Table 7

### DESIGNATED FUNCTIONS FOR EAP

*In the event of an emergency, indicate what actions may be taken with regard to specific building components, and the EAP staff member identified by title, who will be responsible to take such actions and communicate their findings back to the Fire Safety/EAP Director. If procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect is sufficient and the information need not be repeated. Also, provide such information in item 1 below. Use additional sheets as necessary. Sufficient personnel should be listed in this table to provide the necessary assessments and actions during all regular business hours identified in Section 2.8.1 of this plan. The Fire Safety/EAP personnel listed in this table should be identified (by title and assignment) exactly as they were identified in Appendix A-2, Tables 3 and 4.*

**1. Type of emergency**  Explosion  Biological  Chemical  Nuclear  Natural Disaster  
 Other Emergency \_\_\_\_\_ (check type(s) of emergency)

**2. Access to and egress from entrances/exits and stairwells:**

**Building entrances/exits**

<u>Location/designation</u>	<u>Title of EAP staff member</u>

**Stairwells**

<u>Letter designation</u>	<u>Title of EAP staff member</u>

*Include a complete list of exits and stairwells. Indicate, by title, the EAP personnel responsible for assessments and necessary actions. The title provided in these tables will be cross-referenced to titles that are listed on Appendix A-2, Table 3 or 4, where the names of the personnel must be listed. This stairwell and exit information will be cross-checked for completeness with the information on floor plans and the Building Information Card.*

**3. Elevator operations:**

<u>Elevator bank and car numbers</u> <i>(i.e. Bank A, cars 1 through 6)</i>	<u>Title of EAP staff member</u>

*List all elevator banks and car numbers. Indicate, by title, the EAP staff member responsible for assessments and necessary actions. The elevator information provided in this table must be consistent with the information on floor plans and the Building Information Card.*

**4. Fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utility operations:**

Title of EAP staff member

<u>Fuel oil</u>	
<u>Electrical</u>	
<u>Natural gas</u>	
<u>Steam</u>	
<u>Other utility</u>	

*List all fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utilities. Indicate, by title, the EAP staff member responsible for assessments and necessary actions. The utility information provided in this table must be consistent with the information on floor plans and the Building Information Card.*

**5. Ventilation system operations:**

Zone # \_\_\_\_\_

Title of EAP staff member

<u>HVAC equipment</u>	
<u>Smoke management systems</u>	

*List all heating, ventilation and air conditioning equipment and smoke management systems. Indicate, by title, the EAP staff member responsible for assessments and necessary actions. The ventilation information provided in this table must be consistent with the information on floor plans and the Building Information Card.*

**6. Communication:**

	<u>EAP staff</u>	<u>Building occupants</u>	<u>Critical operations staff</u>
<u>Primary</u>			
<u>Secondary</u>			
<u>Additional</u>			
<u>Additional</u>			

*List the primary and alternate means available for communicating within the building to EAP staff, building occupants and critical operations staff. Examples of communicating means may include, but are not limited to class B voice communication system, PA system, two-way radios and cellular telephones.*

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 8**

**IN-BUILDING RELOCATION AREAS FOR EAP**

<u>Location (e.g. 2<sup>nd</sup> Floor conference room)</u>	<u>Protection (check appropriate boxes)</u>	<u>Max occupant capacity (estimated)</u>	<u>Essentials (check appropriate boxes)</u>	
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>

*Complete this table only for EAP in-building relocation areas (IBRA). Provide a floor by floor listing of the required pre-designated IBRA. List all floors, including those that are below grade. Those floors having no occupants, such as MER floors, and floors that are not part of the EAP, such as residentially occupied floors, shall be noted in the table for that floor number. Information provided in this table will be cross-referenced with building occupant information provided in Appendix A-2, Table 6. Every floor having building occupants listed on Appendix A-2, Table 6 must have a pre-designated IBRA indicated in this table that has a sufficient occupant capacity to accommodate the number of building occupants assigned to such IBRA. If building occupants are to be assigned to an IBRA on a floor other than their normal work floor, the route to that IBRA must be designated in the location portion of the table (e.g. 3<sup>rd</sup> floor occupants will use the IBRA on the 2<sup>nd</sup> floor, accessed via stairwell B). Stairwells, including enclosed, open and access stairwells, are not acceptable as an IBRA.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 8B**

**IN-BUILDING RELOCATION AREA ROUTES FOR FSP**

	Floor No.	Routes to in-building relocation areas (e.g. 6 <sup>th</sup> floor occupants will use the IBRA on the 4 <sup>th</sup> floor, accessed via corridors to stairwell B)	Stairwell route terminus(e.g. stairwell B to 1 <sup>st</sup> floor 42 <sup>nd</sup> Street exit)
<u>Primary</u>			
<u>Alternate</u>			
<u>Primary</u>			
<u>Alternate</u>			
<u>Primary</u>			
<u>Alternate</u>			
<u>Primary</u>			
<u>Alternate</u>			

*Complete this table only for FSP in-building relocation area (IBRA) evacuation routes. All floors must be listed, including below grade floors. 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. Information provided in this table will be cross-referenced with building occupant information provided in Appendix A-2, Table 6. For each occupied floor, there must be a primary and an alternate route to an in-building relocation area. The alternate route must utilize a different stairwell than the primary route. An alternate IBRA need not be provided. Any IBRA identified in this table must also be identified in Appendix A-2, Table 8A.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date



**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 9**

**SPECIFIC EVACUATION ROUTES FOR EAP**

	<u>Floor No.</u>	<u>Exit Routes (e.g. hallways)</u>	<u>Stairwell Letter/ Terminus</u>	<u>Elevator Bank /Terminus</u>
<u>Primary</u>				
<u>Alternate</u>				
<u>Primary</u>				
<u>Alternate</u>				
<u>Primary</u>				
<u>Alternate</u>				
<u>Primary</u>				
<u>Alternate</u>				

*Complete this table only for EAP full building evacuation routes. This table is used to provide a floor by floor listing of the required primary and alternate EAP evacuation routes. All floors must be listed, including below grade floors. Floors that have no building occupants, such as MER floors, or floors that are not part of the EAP, such as residentially occupied floors shall be noted in the table for that floor number. A primary and alternate stairwell should be provided for each floor. If elevators are listed as an alternate evacuation route the EAP staff members responsible for such operation must be identified in Appendix A-2, Table 3 or 4 with that elevator operation assignment listed. In column 3 list the stairwell letter and the location that that stairwell terminates to provide egress from the building. List the same information for the alternate stairwell. In column 4 list the elevator bank letter and the location that that bank terminates to provide egress from the building. List the same information for the alternate elevator.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

# Combined Fire Safety/Emergency Action Plan (Appendix A-2)

## Table 10

### ASSEMBLY AREAS FOR EAP

*Provide the required information for each assembly area separately. Assembly areas must be:*

- *at a safe distance from the building (preferably a distance from the building not less than the height of the building);*
- *sufficient in number and size to accommodate the building occupants that will be assigned to report to such assembly area; and*
- *allow for the continuous movement of building occupants away from the building to their assembly areas;*

Assembly area # \_\_\_\_\_:

Location- \_\_\_\_\_

*If the assembly area is a building provide address. If outdoors, specify the exact location. An insufficiently specific location, such as "Central Park," or a location that is inadequate to safely accommodate building occupant, such as a street corner, will not be accepted as an assembly area.*

Distance from building to assembly area (feet)- \_\_\_\_\_

Maximum number of persons that assembly area accommodates \_\_\_\_\_

Employer(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer(s) procedures to account for building occupants, and how such information will be communicated back to the fire command center. *(Include the titles of those responsible to account for employees after being evacuated.)*

\_\_\_\_\_  
\_\_\_\_\_

Assembly area # \_\_\_\_\_:

*If more than one assembly area is designated provide such information in the same format as above.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

## APPENDIX A-3

### FIRE SAFETY AND EVACUATION PLAN FORMAT

#### OFFICE BUILDINGS WITH INTERIOR FIRE ALARM SYSTEMS

*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.*

*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 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 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 evacuation of building occupants in response to a fire.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

*"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 Complete building address

2.2 Building owner information

2.2.1 Name

2.2.2 Mailing address

2.2.3 Building Identification Number

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

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

2.4 Lawful use and occupancy

*Attach a copy of current Certificate of Occupancy for the building.*

2.5 Signage

2.5.1 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.

2.5.2 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.

3. Fire Safety Staff Designations, Duties and Responsibilities

3.1 Fire drill conductor. Indicate that a person holding a certificate of fitness as fire drill conductor will conduct fire drills as required by FC405.2, and that such drills consistent with and reinforced the fire safety and evacuation instructions listed in Section 4 of this plan.

*Indicate the name, contact information and certificate of fitness number of the building personnel or contractor that will conduct fire drills, and enter this information in the FSP logbook.*

4. Fire Safety and Evacuation Instructions

4.1 Evacuation of Building in the Event of Fire

4.1.1 Any person discovering fire, smoke or other fire condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box.

4.1.2 Upon activation of the building's fire alarm system, all building occupants shall immediately evacuate of the building in accordance with this plan, if able to do so safely.

*Indicate in Appendix A-3, Table 1, the evacuation route by which building occupants will be evacuated from the building.*

4.1.3 The following factors shall be expeditiously determined and considered in whether and how to safely evacuate the building in the event of a fire in the building:

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

4.1.3.2 Severity of the fire.

4.1.3.3 Floors affected by smoke conditions.

4.1.3.4 Stairwells affected by smoke conditions.

4.2 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except when authorized by firefighting personnel.

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

*Include in statement that a list of such occupants shall be prepared and indicate the location on the premises at which it will be maintained. Elevator(s) shall not be designated as a procedure for movement of such building occupants.*

## 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 and standpipe systems

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

*Include any additional maintenance procedures.*

### 5.1.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

### 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).

*Include any additional maintenance procedures.*

### 5.2.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be*

performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

### 5.3 Emergency power systems

5.3.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).  
Include any additional maintenance procedures.

#### 5.3.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

### 5.4 Phase I and Phase II elevator operations

5.4.1 Maintenance required. Comply with FC607.5.  
Include any additional maintenance procedures.

#### 5.4.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

### 5.5 Smoke control systems

5.5.1 Maintenance required. Comply with FC909.1.  
Include any additional maintenance procedures.

#### 5.5.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

### 5.6 Commercial cooking equipment systems

5.6.1 Maintenance required. Comply with FC904.11.  
Include any additional maintenance procedures.

#### 5.6.2 Responsible personnel

Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

### 5.7 Means of egress

5.7.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

5.7.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.8 Hot work operations

5.8.1 Maintenance required. Comply with FC Chapter 26 and R2605-01 (use of a flammable gas in citywide hot work operations).

*Include any additional maintenance procedures.*

5.8.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.9 Decorations

5.9.1 Maintenance required. Comply with FC805 and R805-01 (flame-resistant decorations).

*Include any additional maintenance procedures.*

5.9.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.10 Portable fire extinguishers

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

*Include any additional maintenance procedures.*

5.10.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

5.11 Accumulation of rubbish and combustible waste

5.11.1 Maintenance required. Comply with FC304.

*Include any additional maintenance procedures.*

5.11.2 Responsible personnel

*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

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

Evacuation routes are required to be depicted on such plans and 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 plans 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 Fire Safety and Evacuation 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 Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(o)(1).

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, even if the information requested is duplicative.



**Fire Safety and Evacuation Plan (Appendix A-3)**  
**Office Buildings With Interior Fire Alarm Systems**

**Table 1**

**EVACUATION ROUTES**

	<u>Floor No.</u>	<u>Evacuation route and exit discharge location(e.g. stairwell A to 1<sup>st</sup> floor 42<sup>nd</sup> Street exit)</u>
<u>Primary</u>		
<u>Alternate</u>		
<u>Primary</u>		
<u>Alternate</u>		
<u>Primary</u>		
<u>Alternate</u>		
<u>Primary</u>		
<u>Alternate</u>		

*Use this table to provide a floor by floor listing of the required primary and alternate evacuation routes. All floors must be listed, including below grade floors. 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. A primary and alternate stairwell must be provided for each floor. In column 2 list the stairwell letter and the location that that stairwell terminates to provide egress from the building. List the same information for the alternate stairwell.*

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**FIRE SAFETY AND EVACUATION PLAN APPENDIX B-1**  
**HOTEL/MOTEL BUILDING INFORMATION CARD**  
**(For use by Fire Department personnel)**

**1. BUILDING INFORMATION:** BIN# \_\_\_\_\_  
 Address: \_\_\_\_\_  
 A/K/A: \_\_\_\_\_  
 Construction Class: \_\_\_\_\_  
 Hotel Floors: \_\_\_\_\_  
 Office Floors: \_\_\_\_\_  
 Other Residential Floors: \_\_\_\_\_  
 Retail Floors: \_\_\_\_\_  
 Public Assembly Areas: \_\_\_\_\_  
 Bldg. Population: Day \_\_\_\_\_ Night \_\_\_\_\_ Weekend \_\_\_\_\_

**7. FIRE PROTECTION SYSTEMS:**  
 Standpipe Locations: \_\_\_\_\_  
 Standpipe Isolation Valve Locations: \_\_\_\_\_  
 FD Connection Locations: \_\_\_\_\_  
 Building Fully Sprinkled: Yes / No \_\_\_\_\_  
 Partially Sprinkled: Floors: \_\_\_\_\_  
 PRV Valves Floor Locations: \_\_\_\_\_  
 Fire Pump Locations: \_\_\_\_\_  
 Non-water Fire Extinguishing Systems:  
 Locations: \_\_\_\_\_

**2. BUILDING STATISTICS:**  
 Stories: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_  
 Type of Construction: \_\_\_\_\_  
 Truss Construction: Roof: Yes / No \_\_\_\_\_  
 Floors: Yes / No If yes, what floors: \_\_\_\_\_  
 Horizontal Connections: Passageway / Utility Pipe Chase  
 Locations: \_\_\_\_\_  
 Roof setback levels: \_\_\_\_\_

**8. HAZARDOUS MATERIALS:**

NAME OF PRODUCT/QUANTITY	LOCATION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Notes: \_\_\_\_\_

**3. STAIRWELLS:**  
 Designation \_\_\_\_\_ Floors Served \_\_\_\_\_ Pressurized \_\_\_\_\_ Standpipe \_\_\_\_\_

Re-entry floors: \_\_\_\_\_  
 Access /Convenience Stair Located Between Floors:  
 \_\_\_\_\_  
 Roof Access Provided by Stairwells:  
 \_\_\_\_\_  
 Fire Tower: Yes / No If yes, location: \_\_\_\_\_

**9. COMMUNICATIONS:**  
 Number of Radios for FDNY Use: \_\_\_\_\_  
 24 hr Location: \_\_\_\_\_  
 Communications for FDNY Use: \_\_\_\_\_

**4. ELEVATORS:**  
 Bank Designation \_\_\_\_\_ Car Numbers \_\_\_\_\_ Floors Served \_\_\_\_\_

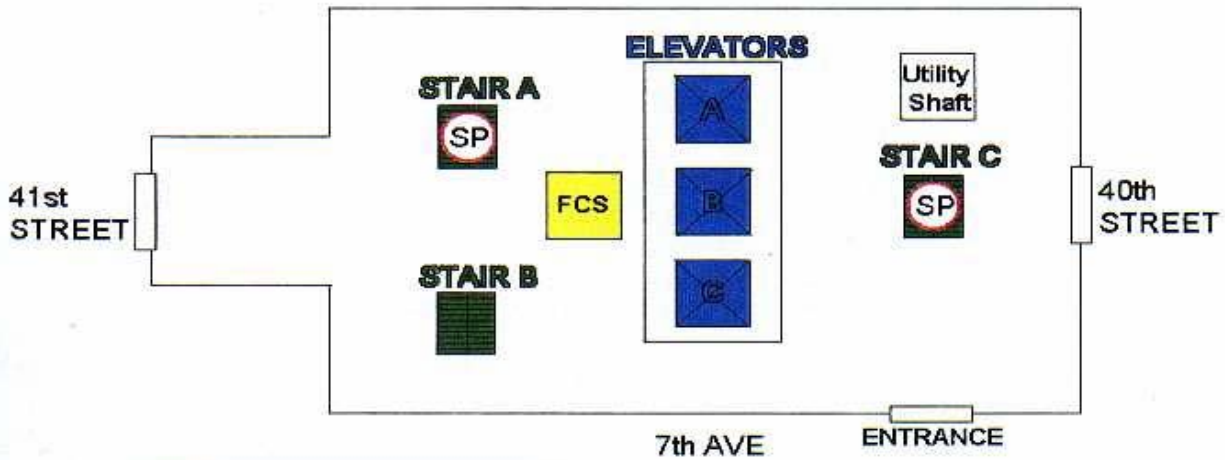
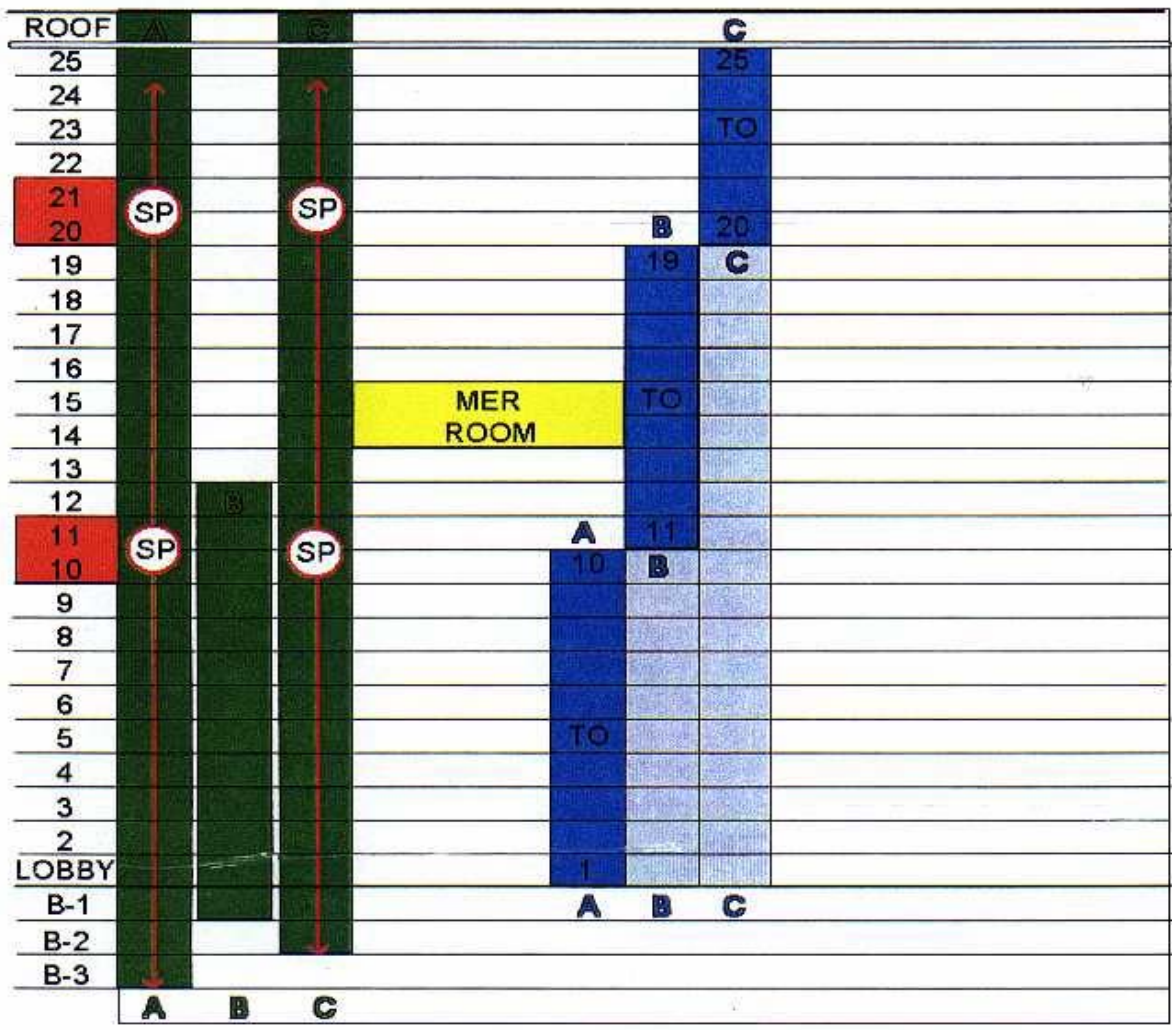
Freight Elevator Bank: \_\_\_\_\_  
 Sky Lobby: Yes / No If yes, location: \_\_\_\_\_

**10. TEMPORARY CONSIDERATIONS**

**5. VENTILATION:**  
 HVAC Zones: \_\_\_\_\_  
 Bldg. Management System (BMS): Yes / No \_\_\_\_\_  
 Location: On-site / \_\_\_\_\_  
 Off-site emergency number: \_\_\_\_\_  
 Smoke Management System /  
 Purge Capability: YES/NO Automatic / Manual \_\_\_\_\_  
 Location of Mechanical Rooms: \_\_\_\_\_

**11. BUILDING FIRE SAFETY INFORMATION:**  
 Fire Safety Director: \_\_\_\_\_  
 Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
 Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_  
 Building Engineer: \_\_\_\_\_  
 Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
 Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_  
 Hotel/Motel Manager: \_\_\_\_\_  
 Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
 Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_

**6. UTILITIES:**  
 All Fuel Oil Tank Locations (Capacity): \_\_\_\_\_ (\_\_\_ gal);  
 \_\_\_\_\_ (\_\_\_ gal); \_\_\_\_\_ (\_\_\_ gal); \_\_\_\_\_ (\_\_\_ gal)  
 Natural Gas Service: Yes / No Shutoff location: \_\_\_\_\_  
 Emergency Generator Location: \_\_\_\_\_  
 Roof Storage: LPG\_\_\_ Diesel Fuel\_\_\_ Other\_\_\_



**Fire Safety and Evacuation Plan (Appendix B-1)**  
**Hotel/Motel Occupancies**  
**Building Information Card**

**Instructions**

*A Building Information Card (BIC), in the format set forth as Appendix B-1, must be maintained at the fire command center, and made available to Fire Department representatives or emergency response personnel, upon request. The Building Information Card must be 11" x 17" in size, double sided. The BIC required to be maintained at the fire command center must be laminated; the one submitted for FSP plan approval does not.*

*Page 1 of the BIC requires detailed building information, including information regarding elevators, stairwells, water supply and utilities, fire extinguishing systems and ventilation systems.*

*Page 2 of the BIC requires a color-coded plot plan and elevation of the building that details bordering streets, entrances, floors, stairs, elevators, shafts, standpipes, and mechanical equipment room locations.*

**Page 1 (Written Information)**

*Page 1 of the Building Information Card requires written information about the building. Complete all sections of the form. No parts should be left blank; if any part does not apply, enter N/A.*

**Box 1 BUILDING INFORMATION**

**ADDRESS:** Provide complete address (e.g. 9 MetroTech Center)

**A/K/A:** Provide any other street addresses (e.g. 144 Tech Place)

**CONSTRUCTION CLASS/TYPE:** For buildings constructed under the 1968 NYC Building Code or prior code provide the 1968 Building Code construction classification (see reference 1 below). For buildings constructed under the 2008 Building Code provide the 2008 Building Code construction type as set forth in Building Code Section 602. Indicate the code used when completing the card (e.g. I-A (1968 Code) or II-A (2008 Code)).

**HOTEL FLOORS:** List all floors designated for Occupancy Group R-1 (hotel/motel) use (e.g., Flr 1-12)

**OFFICE FLOORS:** List all floors designated for Occupancy Group B office use (e.g. Flr 13-25).

**OTHER RESIDENTIAL FLOORS:** List all floors designated for Occupancy Group R-2 (apartment) use (e.g. Flr 26-39).

**RETAIL FLOORS:** List all floors with retail occupancy space.

**PUBLIC ASSEMBLY AREAS:** List all floors having public assembly areas. (e.g. Flr 1 theater; Flr 20 restaurant).

**BUILDING POPULATION: DAY/NIGHT/WEEKEND:** List the number of building employees and visitors in the building during the day, night and weekend. These numbers should coincide with information contained in Appendix A-1, Table 2.

**Box 2 BUILDING STATISTICS**

**STORIES:** List number of floors above and below grade.

**HEIGHT:** Provide building height in feet.

**WIDTH:** Provide building frontage width in feet.

**TYPE OF CONSTRUCTION:** List the predominate type of building material used in the construction of the building. (e.g. concrete and steel, concrete).

**TRUSS CONSTRUCTION: ROOF / FLOORS:** Circle "Yes" if roof is of truss construction; Circle "No" if it is not. Also, list all floors having any form of truss construction.

**HORIZONTAL CONNECTIONS:** *List the location and type of any horizontal connection to an adjacent building (e.g. passage ways, utility pipe chase, cellars, etc.).*

**ROOF SETBACK LEVELS:** *A set back is an “area formed when the floor area of the building is reduced thus requiring the exterior wall of a building to be recessed.” List all floor numbers having setbacks.*

### **Box 3 STAIRWELLS**

**DESIGNATION:** *List the letter designations of all stairwells.*

**FLOORS SERVED:** *List the range of floors served for each stairwell.*

**PRESSURIZED:** *List any stairwell provided with stairwell pressurization.*

**STANDPIPES:** *List the stairwells that contain standpipe hose connections.*

**RE-ENTRY FLOORS:** *List all stairwell re-entry floors.*

**ACCESS/CONVENIENCE STAIRS:** *List the floors served. (e.g. Flr 2-3, 5-7). Include escalators.*

**ROOF ACCESS:** *List stairwells that have access to roof.*

**FIRE TOWER:** *List any stairwells that are fire towers.*

### **Box 4 ELEVATORS**

**BANK:** *List the letter designations for all elevator banks.*

**CAR NUMBERS:** *List the individual elevator car numbers in each bank.*

**FLOORS SERVED:** *List floors served by each elevator.*

**FREIGHT ELEVATOR BANK:** *List bank and car numbers of freight elevators.*

**SKY LOBBY:** *A sky lobby is an elevator bank whose lowest terminal level is on an upper floor. Not all buildings have sky lobbies. If a sky lobby is provided, list each floor on which a sky lobby is located.*

### **Box 5 VENTILATION**

**HVAC ZONES:** *List the zones or floors the HVAC system supplies. Several zones, such as “Flrs 1-10, 11-20, 20-35”, or individual “package units” for each floor are examples.*

**BUILDING MANAGEMENT SYSTEM:** *If there is a building management system provide its location.*

**OFF-SITE EMERGENCY NUMBER:** *Provide telephone number.*

**SMOKE MANAGEMENT SYSTEM/PURGE CAPABILITY:** *Indicate Yes or No / Auto or Manual*

**LOCATION OF MECHANICAL ROOMS:** *Provide location(s).*

### **Box 6 UTILITIES**

**ALL FUEL OIL TANK LOCATIONS:** *List the capacity and location of each tank.*

**NATURAL GAS SERVICE:** *Provide location of gas shutoff valve.*

**EMERGENCY GENERATOR LOCATION:** *Provide location of each emergency generator.*

**ROOF STORAGE: LPG/DIESEL/OTHER:** *Check appropriate box. If other, indicate type of fuel.*

### **Box 7 FIRE PROTECTION SYSTEMS**

**STANDPIPE LOCATIONS:** *Provide locations of standpipes. Standpipes in stairwells should be depicted in the diagram on Page 2. If other than in a stairwell, give exact locations (e.g. across from “B” bank elevators; east side of building; etc.)*

**STANDPIPE ISOLATION VALVE LOCATIONS:** *Provide valve locations and floor (e.g. Flr 19 utility closet, Flr 10 “B” stairwell).*

**FD CONNECTION LOCATION:** *Provide location(s) of FD connection(s) on exterior of building. Indicate which street side and the number of connections found on that side. (e.g. (2) Sixth Ave side; (1) 37<sup>th</sup> St side).*

**BUILDING FULLY SPRINKLED:** *Indicate Yes or No*

**PARTIALLY SPRINKLED FLOORS:** *In a building that is not completely sprinklered, list any floors that are sprinkled.*

**PRV VALVE FLOOR LOCATIONS:** *Indicate location of pressure reducing valves.*

**FIRE PUMP LOCATIONS:** *List the floor(s) on which the fire pumps are installed.*

**NON-WATER FIRE EXTINGUISHING SYSTEMS:** *List type of system and location (e.g. Flr 1 restaurant wet chemical system; Flr 10 electrical closet carbon dioxide system)*

## **Box 8 HAZARDOUS MATERIALS**

**NAME OF PRODUCT/QUANTITY:** *Provide information. If none, mark N/A.*

**LOCATION:** *Provide information. If none, mark N/A.*

- *Any storage location within the building that contains less than 5 gallons of flammable liquid, 25 gallons of combustible liquid or 55 gallons of corrosive material may be excluded.*
- *In addition to the name of product for each hazardous material, indicate its United States Department of Transportation classification.*
- *Hazardous material storage locations within the building identified elsewhere on the Building Information Card, such as fuel oil storage, are not required to be listed in this box.*
- *Identify areas/rooms of special concern (such as medical facility (x-ray); U.P.S./battery rooms; transformer locations; cellular antennas, etc.) as special notes.*

## **Box 9 COMMUNICATIONS**

**NUMBER OF RADIOS FOR FDNY USE:** *Indicate the number of building radios available for emergency responder use, if any. If none, mark N/A.*

**24 HOUR LOCATION:** *Indicate location and availability of radios (e.g. fire command center 24/7, fire command center 8am to 4pm). If none, mark N/A.*

**COMMUNICATIONS FOR FDNY USE:** *Indicate any other means of communication available for emergency responder use (e.g. repeaters). If none, mark N/A.*

## **Box 10 TEMPORARY CONSIDERATIONS**

*Fill in with erasable markings. This section is provided to allow the Building Information Card to be kept current to reflect such conditions as construction projects in progress, or out-of-service fire protection or life safety systems.*

## **Box 11- BUILDING FIRE SAFETY INFORMATION**

*Provide the name and contact information (work and emergency telephone numbers) for the fire safety director, building engineer and hotel/motel manager.*

---

### **REFERENCE # 1 (BOX 1)**

#### **1968 NYC Building Code Construction Classifications**

##### **Construction Group**

##### **Class**

I - Noncombustible

I - A - (4-hr. protected)

I - B - (3-hr. protected)

I - C - (2-hr. protected)

I - D - (1-hr. protected)

I - E - (unprotected)

II - Combustible

II - A - (heavy timber)

- II - B - (protected wood joist)
- II - C - (unprotected wood joist)
- II - D - (protected wood frame)
- II - E - (unprotected wood frame)

Buildings or spaces of noncombustible construction (construction group I) are those in which the walls, exit ways, shafts, structural members, floors, and roofs are constructed of noncombustible materials and assemblies affording fire-resistance ratings. The noncombustible construction group I is broken down into five different classes, I-A, I-B, I-C, I-D and I-E as follows:

**Construction class I-A.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of four-hour fire-resistance rating.

**Construction class I-B.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of three-hour fire-resistance rating.

**Construction class I-C.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of two-hour fire-resistance rating.

**Construction class I-D.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of one-hour fire-resistance rating.

**Construction class I-E.** Includes buildings and spaces in which the bearing walls and other major structural elements generally have no fire- resistance rating.

## **Page 2 (Diagram)**

*Page 2 of the Building Information Card contains a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floors, stairs, elevators, shafts, standpipes and mechanical equipment room locations. Provide a legend and layout conforming to the Appendix B-1 format.*

*The color-coded plot plan shall depict the following information:*

- *Floor plan of the lowest floor provided with fire apparatus access.*
- *Location of the fire command center. If the fire command center is located on a floor other than the lowest floor provided with fire apparatus access, indicate its position on the plot plan (which shows the lowest floor with fire apparatus access) but include in the legend the floor on which it is actually located*
- *Bordering streets*
- *Entrances*
- *Shafts*
- *Location and designation of stairwells and elevators*  
  - *Indicate stairwell and elevator designations (e.g. bank A, stairwell C).*
  - *Indicate which stairwells contain standpipe connections.*
- *Fire towers*
- *Fire department connections*
- *Geographic north indicator*

*The elevation of the building shall depict the following information:*

- *All floors (except access stairs), including below grade floors, serviced by exit stairwells*
- *Access stairs*
- *Mechanical equipment rooms (MER) and the HVAC zones controlled from such MER*



- Stairwells containing standpipe connections
- Floors serviced by each elevator bank and the cars that service them (including below grade floors) and blind shafts
- Floors above ground level at which a stairwell terminates, or connects (by means of a horizontal exit passageway) to a different vertical shaft in which it continues to descend

The plot plan and elevation diagram shall be color-coded as follows:

- Elevators: blue;
- Standpipes: red;
- Stairwells: green;
- Blind shaft: pale blue;
- Access stairs/escalators: orange;
- Fire command center and mechanical equipment rooms: yellow

**Note: Retain underlining of highlighted text in publication of final rule.**



**COMBINED FIRE SAFETY/EMERGENCY ACTION PLAN (APPENDIX B-2)**

**OFFICE BUILDING INFORMATION CARD**

**(For use by Fire Department personnel)**

**1. BUILDING INFORMATION:** BIN# \_\_\_\_\_  
Address: \_\_\_\_\_  
A/K/A: \_\_\_\_\_  
Construction Class: \_\_\_\_\_  
Office Floors: \_\_\_\_\_  
Residential / Hotel Floors: \_\_\_\_\_  
Retail Floors: \_\_\_\_\_  
Public Assembly Areas: \_\_\_\_\_  
Location of Day Care Center: \_\_\_\_\_  
Bldg. Population: Day \_\_\_\_\_ Night \_\_\_\_\_ Weekend \_\_\_\_\_

**2. BUILDING STATISTICS:**  
Stories: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_  
Type of Construction: \_\_\_\_\_  
Truss Construction: Roof: Yes / No  
Floors: Yes / No If yes, what floors: \_\_\_\_\_  
Horizontal Connections: Passageway / Utility Pipe Chase  
Locations: \_\_\_\_\_  
Roof setback levels: \_\_\_\_\_

**3. STAIRWELLS:**  
Designation \_\_\_\_\_ Floors Served \_\_\_\_\_ Pressurized \_\_\_\_\_ Standpipe \_\_\_\_\_  
  
Re-entry floors: \_\_\_\_\_  
Access /Convenience Stair Located Between Floors: \_\_\_\_\_  
Roof Access Provided by Stairwells: \_\_\_\_\_  
Fire Tower: Yes / No If yes, location: \_\_\_\_\_

**4. ELEVATORS:**  
Bank Designation \_\_\_\_\_ Car Numbers \_\_\_\_\_ Floors Served \_\_\_\_\_  
  
Freight Elevator Bank: \_\_\_\_\_  
Sky Lobby: Yes / No If yes, location: \_\_\_\_\_

**5. VENTILATION:**  
HVAC Zones: \_\_\_\_\_  
Bldg. Management System (BMS): Yes / No  
Location: On-site /  
Off-site emergency number: \_\_\_\_\_  
Smoke Management System /  
Purge Capability: Yes/No Automatic / Manual  
Location of Mechanical Rooms: \_\_\_\_\_

**6. UTILITIES:**  
All Fuel Oil Tank Locations (Capacity): \_\_\_\_\_ (\_\_\_ gal);  
\_\_\_\_\_ (\_\_\_ gal); \_\_\_\_\_ (\_\_\_ gal); \_\_\_\_\_ (\_\_\_ gal)  
Natural Gas Service: Yes / No Shutoff location: \_\_\_\_\_  
Emergency Generator Location: \_\_\_\_\_  
Roof Storage: LPG \_\_\_ Diesel Fuel \_\_\_ Other \_\_\_

**7. FIRE PROTECTION SYSTEMS:**  
Standpipe Locations: \_\_\_\_\_  
Standpipe Isolation Valve Locations: \_\_\_\_\_  
FD Connection Locations: \_\_\_\_\_  
Building Fully Sprinkled: Yes / No  
Partially Sprinkled: Floors \_\_\_\_\_  
PRV Valves Floor Locations: \_\_\_\_\_  
Fire Pump Locations: \_\_\_\_\_  
Non-water Fire Extinguishing Systems:  
Locations: \_\_\_\_\_

**8. HAZARDOUS MATERIALS:**

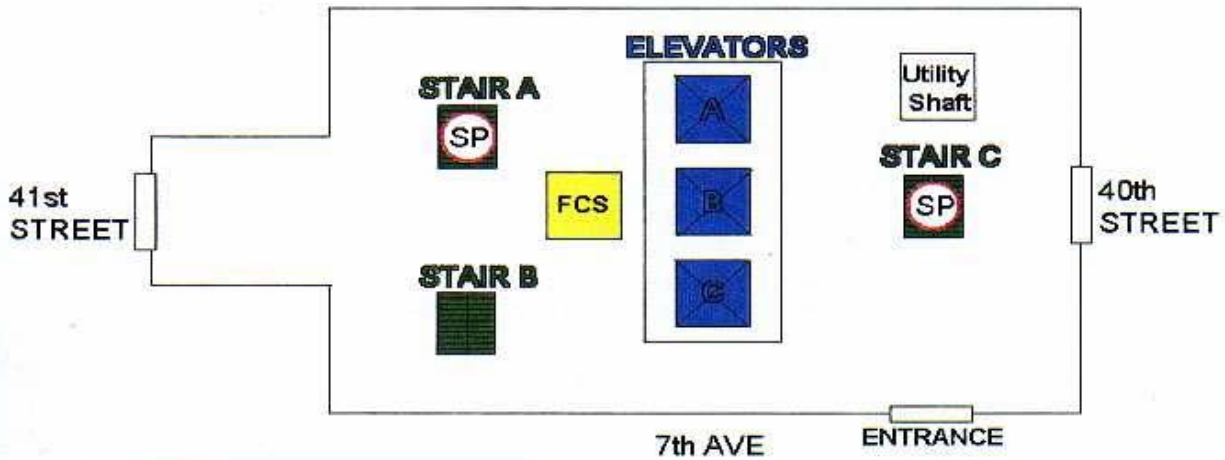
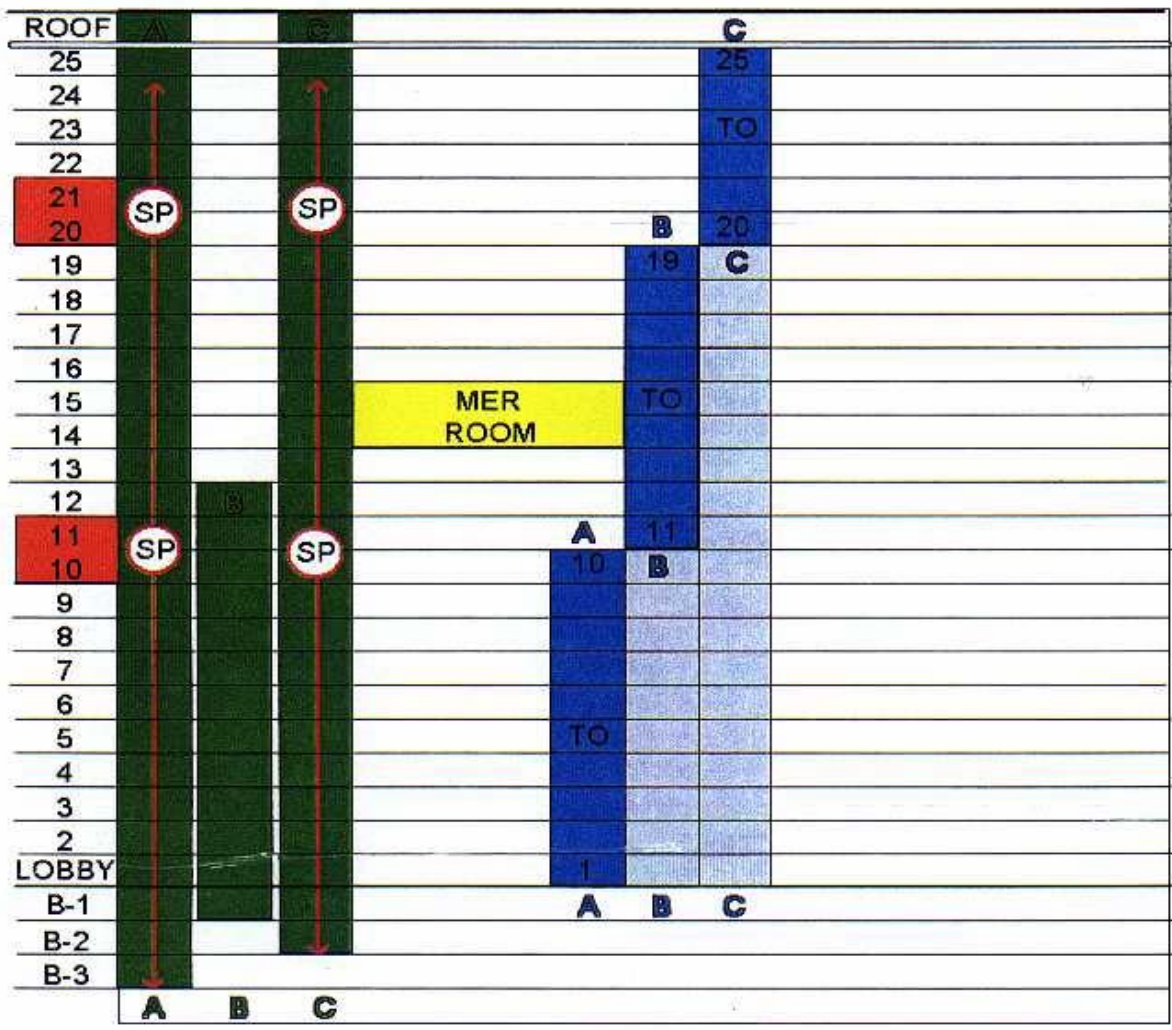
NAME OF PRODUCT/QUANTITY	LOCATION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Notes: \_\_\_\_\_

**9. COMMUNICATIONS:**  
Number of Radios for FDNY Use: \_\_\_\_\_  
24 hr Location: \_\_\_\_\_  
Communications for FDNY Use: \_\_\_\_\_

**10. TEMPORARY CONSIDERATIONS**

**11. BUILDING FIRE SAFETY INFORMATION:**  
Fire Safety/EAP Director: \_\_\_\_\_  
Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_  
Building Engineer: \_\_\_\_\_  
Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_  
Managing Agent: \_\_\_\_\_  
Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_



**Combined Fire Safety/Emergency Action Plan (Appendix B-2)**  
**Office Buildings**  
**Building Information Card**

**Instructions**

*A Building Information Card (BIC), in the format set forth as Appendix B-2, must be maintained at the fire command center, and made available to Fire Department representatives or emergency response personnel, upon request. The Building Information Card must be 11" x 17" in size, double sided. The BIC required to be maintained at the fire command center must be laminated; the one submitted for plan approval does not.*

*Page 1 of the BIC requires detailed building information, including information regarding elevators, stairwells, water supply and utilities, fire extinguishing systems and ventilation systems.*

*Page 2 of the BIC requires a color-coded plot plan and elevation of the building that details bordering streets, entrances, floors, stairs, elevators, shafts, standpipes, and mechanical equipment room locations.*

**Page 1 (Written information)**

*Page 1 of the Building Information Card requires written information about the building. Complete all sections of the form. No parts should be left blank; and if any part does not apply, enter N/A.*

**Box 1 BUILDING INFORMATION**

**ADDRESS:** Provide complete address (e.g. 9 MetroTech Center)

**A/K/A:** Provide any other street addresses (e.g. 144 Tech Place)

**CONSTRUCTION CLASS:** For buildings constructed under the 1968 NYC Building Code or prior code provide the 1968 Building Code construction classification (see reference 1 below). For buildings constructed under the 2008 Building Code provide the 2008 Building Code construction type as set forth in Building Code Section 602. Indicate the code used when completing the card (e.g. I-A (1968 Code) or II-A (2008 Code)).

**OFFICE FLOORS:** List all floors designated for Occupancy Group B (office) use (e.g. Flr 2-14).

**RESIDENTIAL/HOTEL FLOORS:** List all floors designated for Occupancy Group R-2 (residential), and hotel occupancy (e.g. Flr 1-2 hotel, Flr 3-22 residential).

**RETAIL FLOORS:** List all floors with retail occupancy space.

**PUBLIC ASSEMBLY AREAS:** List all floors having public assembly areas (e.g. Flr 1 theater, Flr 20 restaurant).

**LOCATION OF DAY CARE CENTERS:** List all locations having day care centers.

**BUILDING POPULATION: DAY/NIGHT/WEEKEND:** List the number of building employees and visitors in the building during the day, night and weekend. These numbers should coincide with information contained in Appendix A-2, Table 6.

**Box 2 BUILDING STATISTICS**

**STORIES:** List number of floors above and below grade.

**HEIGHT:** Provide building height in feet.

**WIDTH:** Provide building frontage width in feet.

**TYPE OF CONSTRUCTION:** List the predominate type of building material used in the construction of the building. (e.g. concrete and steel, concrete).

**TRUSS CONSTRUCTION: ROOF / FLOORS:** Circle “Yes” if roof is of truss construction; Circle “No” if it is not. Also, list all floors having any form of truss construction.

**HORIZONTAL CONNECTIONS:** List the location and type of any horizontal connection to an adjacent building (e.g. passageways, utility pipe chase, cellars, etc.).

**ROOF SETBACK LEVELS:** A set back is an “area formed when the floor area of the building is reduced thus requiring the exterior wall of a building to be recessed.” List all floor numbers having setbacks.

### **Box 3 STAIRWELLS**

**DESIGNATION** List the letter designations of all stairwells.

**FLOORS SERVED:** List the range of floors served for each stairwell.

**PRESSURIZED:** List any stairwells provided with stairwell pressurization.

**STANDPIPES:** List the stairwells that contain standpipe hose connections.

**RE-ENTRY FLOORS:** List all stairwell re-entry floors.

**ACCESS/CONVENIENCE STAIRS:** List the floors served (e.g. Flr 2-3, 5-7). Indicate escalators.

**ROOF ACCESS:** List stairwells that have access to roof.

**FIRE TOWER:** List any stairwells that are fire towers.

### **Box 4 ELEVATORS**

**BANK:** List the letter designations for all elevator banks.

**CAR NUMBERS:** List the individual elevator car numbers in each bank.

**FLOORS SERVED:** List floors served by each elevator.

**FREIGHT ELEVATOR BANK:** List bank and car numbers of freight elevators.

**SKY LOBBY:** A sky lobby is an elevator bank whose lowest terminal level is on an upper floor. Not all buildings have sky lobbies. If a sky lobby is provided, list each floor on which a sky lobby is located.

### **Box 5 VENTILATION**

**HVAC ZONES:** List the zones or floors the HVAC system supplies. Several zones, such as “Flrs 1-10, 11-20, 20-35”, or individual “package units” for each floor are examples.

**BUILDING MANAGEMENT SYSTEM:** If there is a building management system provide its location.

**OFF-SITE EMERGENCY NUMBER:** Provide telephone number.

**SMOKE MANAGEMENT SYSTEM/PURGE CAPABILITY:** Indicate Yes or No / Auto or Manual

**LOCATION OF MECHANICAL ROOMS:** Provide location(s).

### **Box 6 UTILITIES**

The utilities’ information provided in this section must be consistent with the information provided in Appendix A-2, Table 7, Section 4.

**ALL FUEL OIL TANK LOCATIONS:** List capacity and location of each tank.

**NATURAL GAS SERVICE:** Provide location of gas shutoff valve.

**EMERGENCY GENERATOR LOCATION:** Provide location of each emergency generator.

**ROOF STORAGE: LPG/DIESEL/OTHER:** Check appropriate box. If other, indicate type of fuel.

### **Box 7 FIRE PROTECTION SYSTEMS**

**STANDPIPE LOCATIONS:** Provide locations of standpipes. Standpipes in stairwells should be depicted in the diagram on page 2. If other than in a stairwell, give exact locations (e.g. across from “B” bank elevators; east side of building; etc.)

**STANDPIPE ISOLATION VALVE LOCATIONS:** Provide valve locations and floor (e.g. Flr 19 utility closet, Flr 10 “B” stairwell).

**FD CONNECTION LOCATION:** Provide location(s) of FD connection(s) on exterior of building. Indicate which street side and the number of connections found on that side. (e.g. (2) Sixth Ave side; (1) 37<sup>th</sup> St side)

**BUILDING FULLY SPRINKLED:** Indicate Yes or No

**PARTIALLY SPRINKLED FLOORS:** In a building that is not completely sprinklered, list any floors that are sprinkled.

**PRV VALVE FLOOR LOCATIONS:** Indicate location of pressure reducing valves.

**FIRE PUMP LOCATIONS:** List the floor(s) on which the fire pumps are installed.

**NON-WATER FIRE EXTINGUISHING SYSTEMS:** List type of system and location (e.g. Flr 1 restaurant wet chemical system; Flr 10 electrical closet carbon dioxide system).

## **Box 8 HAZARDOUS MATERIALS**

**NAME OF PRODUCT/QUANTITY:** Provide information. If none, mark N/A.

**LOCATION:** Provide information. If none, mark N/A.

- Any storage location within the building that contains less than 5 gallons of flammable liquid, 25 gallons of combustible liquid or 55 gallons of corrosive material may be excluded.
- In addition to the name of product for each hazardous material, indicate its United States Department of Transportation classification.
- Hazardous material storage locations within the building identified elsewhere on this Building Information Card, such as fuel oil storage, are not required to be listed in this box.
- Identify areas/rooms of special concern (such as an X-Ray clinic, U.P.S rooms/battery rooms, transformer locations, cellular antennas, etc.) as special notes.

## **Box 9 COMMUNICATIONS**

**NUMBER OF RADIOS FOR FDNY USE:** Indicate the number of building radios available for emergency responder use. If none, mark N/A.

**24 HOUR LOCATION:** Indicate location and availability of radios (e.g. fire command center 24/7, fire command center 8AM to 4PM). If none, mark N/A.

**COMMUNICATIONS FOR FDNY USE:** Indicate any other means of communication available for emergency responders use (e.g. repeaters). If none., mark N/A.

## **Box 10 TEMPORARY CONSIDERATIONS**

Fill in with erasable markings. This section is provided to allow the Building Information Card to be kept current to reflect such conditions as construction projects in progress, or out-of-service fire protection or life safety systems.

## **Box 11- BUILDING FIRE SAFETY INFORMATION**

Provide the name and contact information (work and emergency telephone numbers) for the fire safety/EAP director, building engineer and managing agent.

---

### **REFERENCES (BOX 1)**

#### **1968 NYC Building Code Construction Classifications**

<b>Construction Group</b>	<b>Class</b>
I - Noncombustible	I - A - (4-hr. protected)
	I - B - (3-hr. protected)
	I - C - (2-hr. protected)
	I - D - (1-hr. protected)

I - E - (unprotected)

II - Combustible

II - A - (heavy timber)

II - B - (protected wood joist)

II - C - (unprotected wood joist)

II - D - (protected wood frame)

II - E - (unprotected wood frame)

Buildings or spaces of noncombustible construction (construction group I) are those in which the walls, exit ways, shafts, structural members, floors, and roofs are constructed of noncombustible materials and assemblies affording fire-resistance ratings. The noncombustible construction group I is broken down into five different classes, I-A, I-B, I-C, I-D and I-E as follows:

**Construction class I-A.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of four-hour fire-resistance rating.

**Construction class I-B.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of three-hour fire-resistance rating.

**Construction class I-C.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of two-hour fire-resistance rating.

**Construction class I-D.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of one-hour fire-resistance rating.

**Construction class I-E.** Includes buildings and spaces in which the bearing walls and other major structural elements generally have no fire- resistance rating.

---

## **Page 2 (Diagram)**

Page 2 of the Building Information Card contains a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floors, stairs, elevators, shafts, standpipes and mechanical equipment room locations. Provide a legend and layout conforming to the Appendix B-2 format.

The color-coded plot plan shall depict the following information:

- Floor plan of the lowest floor provided with fire apparatus access
- Location of fire command center. If the fire command center is located on a floor other than the lowest floor provided with fire apparatus access, indicate its position on the plot plan (which shows the lowest floor with fire apparatus access) but include in the legend the floor on which it is actually located.
- Bordering streets
- Entrances
- Shafts
- Location and designation of stairwells and elevators.
  - Indicate stairwell and elevator designations (e.g. elevator bank A, stairwell C).
  - Indicate which stairwell contain standpipe connections.
- Fire towers
- Fire department connections
- Geographic north indicator

The elevation of the building shall depict the following information:

- All floors (except access stairs), including below grade floors, serviced by exit stairwell
- Access stairs

- Mechanical equipment rooms (MER) and the HVAC zones controlled from such MER
- Stairwells containing standpipe connections
- Floors serviced by each elevator bank and the cars that service them (including below grade floors) and blind shafts
- Floors above ground level at which a stairwell terminates, or connects (by means of a horizontal exit passageway) to a different vertical shaft in which it continues to descend

The plot plan and elevation diagram shall be color-coded as follows:

- Elevators: blue;
- Standpipes: red;
- Stairwells: green;
- Blind shaft: pale blue;
- Access stairs/escalators: orange;
- Fire command center and mechanical equipment rooms: yellow



# Combined Fire Safety /Emergency Action Plan Staffing Chart (Appendix C-2)

**BUILDING ADDRESS:** \_\_\_\_\_

**FIRE SAFETY/EAP DIRECTOR**

**DEPUTY FIRE SAFETY/EAP DIRECTOR**

**DEPUTY FIRE SAFETY/EAP DIRECTOR**

**DEPUTY FIRE SAFETY/EAP DIRECTOR**

**DEPUTY FIRE SAFETY/EAP DIRECTOR**

FLOOR NO.

**FIRE SAFETY AND EAP WARDEN**

<u>Name</u>	<u>Phone Number</u>
-------------	---------------------

**DEPUTY FIRE SAFETY AND EAP WARDENS**

<u>Name</u>	<u>Phone</u>	<u>Name</u>	<u>Phone</u>
<u>Name</u>	<u>Phone</u>	<u>Name</u>	<u>Phone</u>

**FIRE SAFETY AND EAP SEARCHERS**

<u>MALE</u>	<u>FEMALE</u>
_____	_____
_____	_____

Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/EAP Director or Fire Safety Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety and Evacuation Plan or the Emergency Action Plan, listen for and follow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel. Elevators should never be used in a fire. In all other emergencies, use the elevators only if and when directed to do so by the Fire Safety Director/staff or emergency response personnel.

If the Fire Safety Warden and EAP Wardens; Deputy Fire Safety Warden and Deputy EAP Wardens; and Fire Safety Searchers and EAP Searchers are different individuals, provide the names of all such individuals in the chart and indicate the plan for which such individual is designated.

Date prepared: \_\_\_\_\_



## Building Profile (Appendix D)

**BUILDING ADDRESS:** \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Owner or person in charge of the building.

Company: \_\_\_\_\_ Name of representative: \_\_\_\_\_

Address (include Zip Code): \_\_\_\_\_

Business Telephone No.: \_\_\_\_\_

2. Fire Safety Director (FSD) and Deputy Fire Safety Director (DFSD).

	<u>Name</u>	<u>Work Location Telephone/Cell Phone</u>
<u>FSD:</u>	_____	_____
<u>DFSD:</u>	_____	_____
<u>DFSD:</u>	_____	_____
<u>DFSD:</u>	_____	_____
<u>DFSD:</u>	_____	_____
<u>DFSD:</u>	_____	_____
<u>DFSD:</u>	_____	_____

3. Attach copy of: current DOB Certificate of Occupancy (C of O), Temporary Certificate of Occupancy, Letter of No Objection or Affidavit of No Certificate of Occupancy.

If under construction attach copy of DOB Schedule A.

Location where C of O is posted in the building: \_\_\_\_\_

4. General description of the building:

Building height in feet: \_\_\_\_\_ No. of stories: \_\_\_\_\_ No. of basements: \_\_\_\_\_

Area (length x width) at ground level: \_\_\_\_\_ (sf) No. of guest rooms: \_\_\_\_\_

Class of construction as listed on current C of O: \_\_\_\_\_

5a. Stairwells, fire towers, fire escapes and access/convenience stairs. Include alphabetical letter identification, location, and floors served.

<u>Letter</u>				<u>Floor No. of Any</u>
<u>Designation</u>	<u>Type</u>	<u>Location</u>	<u>Floors Served</u>	<u>Horizontal Exit Passageway</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5b. List stairwell re-entry floors and indicate if fail-safe door lock release is installed on re-entry floor:

\_\_\_\_\_

\_\_\_\_\_



8. Communications systems other than required building fire alarm system (e.g., walkie-talkies, cellular telephones)

\_\_\_\_\_  
\_\_\_\_\_

9. Standpipe systems:

Location of riser: \_\_\_\_\_ Size of riser: \_\_\_\_\_

Location of riser: \_\_\_\_\_ Size of riser: \_\_\_\_\_

No. of gravity tanks: \_\_\_\_\_ Location(s): \_\_\_\_\_

Capacity of gravity tank(s) (gals): \_\_\_\_\_ Fire Reserve (gals): \_\_\_\_\_

No. of pressure tanks: \_\_\_\_\_ Location(s): \_\_\_\_\_

Capacity of pressure tank(s) (gals): \_\_\_\_\_

No. of fire pumps: \_\_\_\_\_ Location/output(s) (gpm): \_\_\_\_\_

\_\_\_\_\_  
Type(s) of pump(s) (automatic or manual): \_\_\_\_\_

\_\_\_\_\_  
Number and location(s) of fire department connection(s): \_\_\_\_\_

\_\_\_\_\_  
Name of Certificate of Fitness holder: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

10. Sprinkler system information:

Primary water supply: \_\_\_\_\_ Secondary water supply: \_\_\_\_\_

Combination standpipe/sprinkler system? (Yes/No): \_\_\_\_\_

Areas protected: \_\_\_\_\_

\_\_\_\_\_  
No. of gravity tanks: \_\_\_\_\_ Location(s): \_\_\_\_\_

Capacity of gravity tank(s) (gals): \_\_\_\_\_

No. of pressure tanks: \_\_\_\_\_ Location(s): \_\_\_\_\_

Capacity of pressure tank(s) (gals): \_\_\_\_\_

No. of fire pumps: \_\_\_\_\_ Location/output(s) (gpm): \_\_\_\_\_

Number and location(s) of fire department connection(s): \_\_\_\_\_

\_\_\_\_\_  
Name of Certificate of Fitness holder: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

11. Fire extinguishing systems (e.g., Halon, Pre-Action, Commercial Cooking, Deluge, Clean Agent). Indicate location(s) and connection (Yes/No) to building fire alarm system.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Average number of employees and guests normally in building.

Employees : Daytime: \_\_\_\_\_ Nighttime: \_\_\_\_\_

Guests: Daytime: \_\_\_\_\_ Nighttime: \_\_\_\_\_

13. Average number and location of persons with special needs in building. Keep list readily available for FDNY inspection at fire command center.

Daytime: \_\_\_\_\_ Location(s)/Number of: \_\_\_\_\_

Nighttime: \_\_\_\_\_ Location(s)/Number of: \_\_\_\_\_

14. Number of persons normally visiting building.  
Daytime: \_\_\_\_\_ Nighttime: \_\_\_\_\_

15. Service equipment:

(a) Electric power:  
Primary – Street name where power enters the building: \_\_\_\_\_  
Auxiliary – Auxiliary generator (Yes/No): \_\_\_\_\_  
Location of generator: \_\_\_\_\_ Type of fuel: \_\_\_\_\_  
*List capacity and location of the tank in Item 16*

(b) Emergency Lighting:

<u>Type</u>	<u>Location(s)</u>
_____	_____
_____	_____
_____	_____

(c) Heating:  
Type: \_\_\_\_\_  
Fuel: \_\_\_\_\_  
Location of heating unit: \_\_\_\_\_

(d) Ventilation:  
Emergency means of exhausting heat and smoke (Yes/No): \_\_\_\_\_  
Smoke purge system (Yes/No): \_\_\_\_\_ Smoke shaft (Yes/No): \_\_\_\_\_  
Do the windows open on any floors? (Yes/No): \_\_\_\_\_  
If Yes, list locations where windows open: \_\_\_\_\_  
\_\_\_\_\_  
Are keys required? (Yes/No): \_\_\_\_\_ If Yes, list location: \_\_\_\_\_  
Type of key (1620 or 2642) if required: \_\_\_\_\_

(e) Air conditioning system – Be specific:  
Central A/C (Yes/No): \_\_\_\_\_ Through floor duct work (Yes/No): \_\_\_\_\_  
If Yes, list floors: \_\_\_\_\_

<u>Location of Supply Fan</u>	<u>Area Served</u>
_____	_____
_____	_____

Package units on each floor (Yes/No): \_\_\_\_\_ If Yes,

<u>Unit</u>	<u>Compressor HP</u>	<u>Location</u>	<u>Area Served</u>
<u>Manufacturer or Tonnage</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(f) Refuse storage and disposal (Yes/No): \_\_\_\_\_  
If Yes, list type and location: \_\_\_\_\_

(g) Firefighting equipment and appliances, other than standpipe and sprinkler systems.

(h) Roof set-backs, utility shafts, cross bridges, passageway between buildings (interconnected buildings), tunnels, linen chutes, refuse chutes and other pertinent building information. (indicate type and location)

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16. Storage and use of flammable and combustible liquids and flammable gases (including fuel oil storage tanks). (indicate type, quantity and location)

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17. Special occupancies in the building:  
Examples include places of assembly, studios, cafeterias, auditoriums, theaters and mercantile occupancies. (indicate type and location)

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18. Number and location of electrical transformers containing polychlorinated biphenyls (PCB).

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## **§404-02 Office Building Emergency Action Plans**

(a) Scope. This section sets forth standards, requirements and procedures for the preparation, content, submission, acceptance and amendment of *office building emergency action plans*; designation, qualifications and training of *EAP staff*, and their duties and responsibilities; reporting of emergencies to the *Department*; education of *building occupants*, including the conduct of drills; recordkeeping; obligations of *building occupants* and employers of *building occupants*; and provision of assistance to *building occupants* with special needs.

(b) Definitions. The following terms shall, for purposes of this section, have the meanings shown herein:

**Critical operations staff.** Building personnel or other *building occupants* designated to remain after the *emergency action plan* is implemented to perform or shut down critical operations, or perform essential services, before they *shelter in place*, relocate in building or evacuate.

**EAP.** *Emergency action plan.*

**EAP staff.** The individuals identified in an *emergency action plan* as responsible for the implementation of such plan, including but not limited to the *fire safety/EAP director*, *deputy fire safety/EAP director*, EAP building evacuation supervisor, EAP wardens, deputy EAP wardens, EAP searchers, members of the EAP brigade and *critical operation staff*.

**Emergency.** An incident involving an explosion, a biological, chemical, radiological, nuclear or other chemical incident or release, natural disaster, or the threat thereof, or a declaration of *emergency* by a lawful authority, that requires implementation of a building's *emergency action plan* to help ensure the safety of the *building occupants*.

**Neighboring buildings.** Buildings subject to the provisions of this section that are located on either side of a city street, up to a distance of 200 feet apart, unless separated by a barrier to movement, such as a restricted access roadway or railway.

(c) General Requirements

(1) Applicability. This section applies to all Group B *office building* occupancies as set forth in FC404.2.2.

(2) Preparation of emergency action plans

(A) An owner shall cause an *emergency action plan* to be prepared for such building, and periodically reviewed and amended, in accordance with R404-02(d) through (h) and (k). The *emergency action plan* shall be in

the form set forth in R404-01 Appendix A-2, and shall include a building information card in the form set forth in R404-01 Appendix B-2.

(B) An owner shall cause a fire safety/EAP director, and deputy fire safety/EAP directors, EAP building evacuation supervisors, EAP wardens, deputy EAP wardens, EAP brigade members, EAP searchers and critical operations staff, to be designated in the emergency action plan in accordance with R404-02 (d) and (h), and R113-03, with the authority, duties and responsibilities set forth therein.

(C) An owner shall consult with the owners of neighboring buildings in connection with the preparation of the building's emergency action plan, with respect to the matters set forth in R404-02(i).

(3) Emergency action plan submission, acceptance, training and recordkeeping

(A) An owner shall cause an emergency action plan to be submitted to the Department, and obtain acceptance from the Department, in accordance with FC404.6 and R404-02(j).

(B) An owner shall cause the emergency action plan and educational materials to be distributed, and EAP drills conducted, in accordance with FC405.3 and R404-02(l).

(C) An owner shall cause recordkeeping to be maintained in accordance with FC405.5 and R404-02(m).

(D) A paper copy of the emergency action plan, including floor plans, shall be maintained at the fire command center and shall be made available for inspection by any Department representative.

(4) Compliance with emergency action plan. All building occupants and employers of building occupants shall comply with the directions of the fire safety/EAP director and EAP staff upon implementation of the emergency action plan, and otherwise fulfill their obligations in accordance with FC405.2 and R404-02(n).

(5) Authority to implement the emergency action plan

(A) The emergency action plan shall be immediately implemented and building occupants directed to shelter in place, in-building relocate, partially evacuate or evacuate, whenever such action is deemed necessary to ensure the safety of building occupants.

(B) The ability of the fire safety/EAP director to implement the emergency action plan shall not be subordinated to the authority of any other person or impaired by any notification procedure established by the owner, in

circumstances where, the *fire safety/EAP director* becomes aware of an *emergency* presenting an immediate danger to *building occupants*, and, in the absence of direction from lawful authorities, determines that delaying implementation of the *emergency action plan* to obtain direction from lawful authorities, the *owner* or the *owner's* designated representative would likely result in harm to *building occupants*. The *fire safety/EAP director* shall determine the safest and most efficient course of action consistent with the *emergency action plan*, depending on the nature of the *emergency*.

(C) The authority of the *fire safety/EAP director* to implement the *emergency action plan*, as set forth in FC Chapter 4, this section and in the plan itself, shall be assumed by a *deputy fire safety/EAP director* in the absence of the *fire safety/EAP director*, or, if no *fire safety/EAP director* or *deputy fire safety/EAP director* is required to be on duty, by a EAP building evacuation supervisor.

(6) Compliance with orders of lawful authorities

(A) The *owner, fire safety/EAP director* and all other *EAP staff* and *building occupants* shall comply with the orders of the *Department* or other incident commander or emergency response personnel should such incident commander or emergency response personnel be present at the building.

(B) In the absence of any direction from an emergency response agency, incident commander or emergency response personnel, the *owner, fire safety/EAP director* and all other *EAP staff* and *building occupants* shall comply with the official announcements or directions of the Mayor of the City of New York or other lawful authority.

(7) Official notifications of emergency and implementation of emergency action plan. The *fire safety/EAP director* shall immediately report any *emergency* to 911 and notify the 911 operator that they are implementing the *emergency action plan*. The *fire safety/EAP director* may report to 911 any condition that is being investigated as a possible *emergency*.

(8) Communications with building occupants

(A) The *fire safety/EAP director* shall be responsible for communicating information and directions to *building occupants* whenever the *emergency action plan* is implemented, including during an *EAP drill*.

(B) Implementation of the *EAP* or the conduct of an *EAP drill* shall be communicated to *building occupants* by the sounding of an alarm or alert



tone followed by an announcement. The announcement shall include the following information:

- (1) whether the announcement is being made in connection with an emergency condition or an EAP drill, and if in connection with an emergency:
  - (a) what has occurred;
  - (b) where it has occurred;
  - (c) what provisions of the emergency action plan will be implemented; and
  - (d) why it is necessary to implement this provision of the emergency action plan.

The announcement shall be repeated or updated on a frequent basis, to inform and reassure building occupants.

(9) EAP staff training. The EAP staff training required by FC406 and R404-02(h)(1)(B)(3) shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Training may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the EAP staff members' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (1/2) of the required EAP staff training sessions per year.

(10) EAP instructional drills. The EAP instructional drills required by R404-02(l)(1)(B)(1)(a) shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Such instructional drills may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the participants' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (1/2) of the required FSP drills.

(d) Content of Emergency Action Plans. Each emergency action plan adopted pursuant to this section shall include the following provisions:

(1) Types of Emergency Responses

(A) The emergency action plan shall set forth the circumstances and procedures for the sheltering in place, in-building relocation, partial

evacuation and/or evacuation of building occupants in response to an emergency.

(B) The emergency action plan shall address how such measures will be implemented during regular business hours, and at times other than regular business hours, when EAP staff may be absent from the building.

(2) Designation of EAP Staff. The emergency action plan shall designate:

(A) a fire safety/EAP director and a sufficient number of deputy fire safety/EAP directors to ensure that a deputy fire safety/EAP director is present to perform the duties of the fire safety/EAP director at all times that a fire safety/EAP director is required to be on duty, but is absent;

(B) at least one (1) person as a EAP building evacuation supervisor, and qualified to serve in such position, shall be present and on duty in the building at all times when a fire safety/EAP director is not required to be on duty, but there are occupants in the building. The EAP building evacuation supervisor at such times shall exercise the authority and responsibility of the fire safety/EAP director to implement the emergency action plan;

(C) at least one (1) EAP warden for each floor of the building. EAP wardens shall be on duty on each floor during regular business hours for such floor;

(D) at least one (1) deputy EAP warden for each employer of building occupants on a floor. If the floor area occupied by an employer of building occupants on a single floor exceeds 7,500 square feet, a deputy EAP warden shall be designated for each 7,500 square feet or portion thereof. At least the minimum required number of deputy EAP wardens shall be on duty on each floor during the regular business hours of such employer;

(E) at least one (1) male and one (1) female EAP searcher for each employer of building occupants on a floor. Such EAP searchers shall be on duty on each floor during the regular business hours of such employer;

(F) the members of a EAP brigade. The EAP brigade shall consist of the building manager, chief engineer and director of security (or, in their absence, qualified designees), and other building personnel, office employees or other building occupants designated to assist in the implementation of the emergency action plan, including persons assigned to assist building occupants that require assistance to participate in the plan. EAP brigade members shall be on duty during regular business

hours. The fire safety/EAP director and deputy fire safety/EAP directors shall not be designated as EAP brigade members; and

(G) critical operations staff, who are to be exempted from participation in EAP drills and/or delayed in participating in the implementation of the emergency action plan, as set forth in the emergency action plan. Such staff shall be designated based on the critical nature of their duties, either to the operation of the building service equipment or other essential services. The emergency action plan shall identify each such individual and the essential service that the individual is required to perform even under emergency conditions. Employers of building occupants may request that the fire safety/EAP director designate certain office employees as critical operations staff. Such requests shall be granted only if the employer can demonstrate that the employee is performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency. All requests and designations shall be documented in writing and made available for inspection by Department representatives, upon request.

(3) Designation of fire command center. Except as otherwise provided in R404-02(d)(4), the emergency action plan shall designate the fire command center as the location from which the fire safety/EAP director shall coordinate implementation of the emergency action plan or conduct an EAP drill.

(4) Communications with building occupants

(A) The emergency action plan shall designate the primary and alternative means by which the fire safety/EAP director will communicate information and directions to building occupants. Buildings equipped with a fire alarm system with voice communication capability may utilize such fire alarm system for communications relating to the implementation of the emergency action plan or the conduct of EAP drills.

(B) The emergency action plan shall set forth procedures for announcing the implementation of the emergency action plan or the conduct of an EAP drill.

(5) Use of elevators and other building systems. The emergency action plan shall specify whether and how elevators and other building systems will be used to implement such plan. Elevators may be used to implement the emergency action plan, subject to the following considerations:

(A) Floors or building occupants to be evacuated or relocated by elevators shall be designated in the emergency action plan.

- (B) Elevators that are to be used for *evacuation, partial evacuation, shelter in place, or in-building relocation* must be provided with two-way voice communication to the *fire command center* in accordance with the *Building Code* requirements.
  - (C) Elevator use shall be directed only when the *fire safety/EAP director or deputy fire safety/EAP director* has assessed the situation and determined that such use would be safe.
  - (D) Only designated elevators shall be used and only those elevators so designated shall remain in service. All other elevators shall be recalled to the lobby or their lowest floor of travel.
  - (E) Movement of elevators shall be controlled either by operation in manual mode by an *EAP staff* member or at the elevator control panel in the lobby, under the direct supervision of the *fire safety/EAP director*.
  - (F) *Building occupants* shall board elevators only on designated floors and disembark elevators at floors as directed by the *fire safety/EAP director*.
- (6) Assistance to building occupants with special needs
- (A) The *emergency action plan* shall establish procedures for identifying in advance *building occupants* who require assistance to participate in the *emergency action plan* because of an infirmity, disability or other special need, and procedures for providing such assistance. Assistance that may be required may include implementing procedures or modifying equipment to ensure receipt of announcements, designating areas for assistance, and designating persons to provide assistance.
  - (B) The *owner* shall make the procedure for requesting such assistance known to all *building occupants* and employers of *building occupants*.
  - (C) A list of the *building occupants* who have requested such assistance, and their work location, shall be maintained at the *fire command center*, and made available to *Department* representatives or emergency response personnel, upon request.
  - (D) The *fire safety/EAP director*, *EAP* wardens and, as appropriate, other *EAP staff*, shall periodically review the list of such *building occupants* on the floors or other areas of the building in which they perform their duties, so as to familiarize themselves with the *building occupants* requiring assistance to participate in the *emergency action plan*.
- (7) Floor plans. The *emergency action plan* shall include, for each floor of the building (including any floors below grade), a current floor plan bearing the

signature and seal of a registered design professional, containing the information required by FC 404.3.1(3) and (4), marked to reflect exit routes, in-building relocation areas, and other information contained in the emergency action plan amenable to graphic representation. Such plans shall be submitted to the Department in a form and manner to be specified by the Department, as set forth in FC404.6 and R404-02(j).

(8) Building information card. A building information card, in the format set forth in R404-01(c)(2)(A)(2) and R404-01 Appendix B-2, shall be maintained at the fire command center, and made available to Department representatives or emergency response personnel, upon request.

(9) EAP staff floor postings. Notices identifying the EAP staff shall be conspicuously posted on each floor, and kept at the fire command center, where they shall be made available for inspection by Department representatives. The format of such notices shall be as set forth in R404-01 Appendix C-2.

(e) Specific Requirements For Sheltering In Place

(1) The sheltering in place provisions of the emergency action plan shall be based on an analysis of the circumstances in which such action would best ensure the safety of building occupants, and the manner in which it could best be implemented in the building.

(2) The emergency action plan shall set forth the actions that would be taken in the event of sheltering in place, including, but not necessarily limited to, those in regard to the following building components or systems:

(A) access to and egress from the building, including entrances, exits and stairwells;

(B) elevator operation;

(C) ventilation system operation, including air handling equipment, heating, ventilation and air conditioning equipment and smoke management systems;

(D) openable windows;

(E) interior doors, including fire doors;

(F) electrical, natural gas, steam and other utility operations; and

(G) fuel oil storage systems and associated pumps and piping.

(f) Specific Requirements For In-Building Relocations

(1) The *in-building relocation* provisions of the *emergency action plan* shall be based on an analysis of the circumstances in which such action would best ensure the safety of *building occupants*, and the manner in which it could best be implemented in the building.

(2) The *emergency action plan* shall:

(A) set forth the number of *building occupants* on each floor;

(B) designate the *in-building relocation areas* to which *building occupants* could be relocated in building, and, for each such *in-building relocation area*, identify:

(1) the type of area (such as an interior office, conference room, file room or mechanical room);

(2) the floor and its exact location thereon;

(3) the type of protection it offers;

(4) the estimated maximum number of *building occupants* each relocation area can accommodate; and

(5) whether it affords access to water, lavatories and/or other facilities, equipment or supplies, including any pre-positioned equipment or supplies.

(C) designate the route by which *building occupants* would be directed to *in-building relocation areas* if such areas are on a different floor, and identify the stairwells and (if applicable) elevators to be utilized; and

(D) set forth the actions that would be taken with respect to building components or systems in the event of an *in-building relocation*, including the building components and systems set forth in R404-02 (e)(2); and

(E) the procedures by which employers of *building occupants* will account for their employees after an *in-building relocation* is completed.

(g) Specific Requirements For Partial Evacuations And Evacuations

(1) The *evacuation* provisions of the *emergency action plan* shall be based on an analysis of the circumstances in which such action would best ensure the safety of *building occupants*.

(2) The *emergency action plan* shall identify the safest and most efficient means of evacuating persons from the building or designated floors or areas thereof. Priority shall be given to *building occupants* on floors or other areas of the building most at risk of harm, and, in the designation of exit routes, to the avoidance of congestion.

(3) The *emergency action plan* shall:

(A) set forth the number of *building occupants* on each floor, including an estimate of the number of visitors, if any, on a typical day;

(B) identify the location of *exits*, stairwells and (if to be utilized) elevators, and their capacity; and

(C) set forth the actions that would be taken with respect to building components or systems in the event of a *partial evacuation* or *evacuation*, including the building components and systems set forth in R404-02(e)(2).

(4) The *emergency action plan* shall designate:

(A) primary designated exit routes for the *evacuation* of each floor or other area of the building, and alternative exit routes in the event that the primary designated routes cannot be used;

(B) whether *building occupants* will be directed to leave the area by any safe means (other than in circumstances that preclude such action, such as contamination), or directed to one (1) or more *assembly areas* that are:

(1) at a safe distance from the building (preferably a distance from the building not less than the height of the building);

(2) sufficient in number and size to accommodate the *building occupants* that will be assigned to report to such *assembly area*; and

(3) allow for the continuous movement of *building occupants* away from the building to their *assembly areas*;

(C) the procedures by which employers of *building occupants* will account for their employees after a *partial evacuation* or *evacuation* is completed.

(h) EAP Staff Requirements

(1) Fire safety/EAP director.

(A) Qualifications. The fire safety/EAP director shall be the person designated as the fire safety director in the fire safety and evacuation plan. The fire safety/EAP director shall hold a fire safety/EAP director certificate of fitness and otherwise possess the qualifications set forth in R113-03.

(B) Duties and responsibilities. The fire safety/EAP director shall:

(1) be present and on duty in the building during regular business hours;

(2) be fully familiar with the provisions of the emergency action plan;

(3) supervise and train the deputy EAP directors, EAP building evacuation supervisors, EAP wardens, deputy EAP wardens, EAP searchers, EAP brigade members, critical operation staff and other EAP staff, including conducting initial and periodic refresher training to maintain the state of readiness of such staff. Critical operations staff exempt from participating in EAP drills shall receive training in evacuation procedures and other matters addressed during the EAP drill, and such other information as an individual would need to know by reason of their delayed participation in any evacuation or other implementation of the emergency action plan;

(4) select qualified building personnel for the EAP brigade, organize, train and supervise the EAP brigade, and be responsible for the state of readiness of the EAP brigade, in accordance with R404-02(h)(6);

(5) be responsible for a daily check of the availability of EAP wardens and deputy EAP wardens, and make such notifications or temporary assignments as are necessary to ensure adequate EAP staffing;

(6) immediately report to 911 any emergency and any determination to implement the emergency action plan;

(7) in the event of an emergency in or affecting the building, report to the fire command center or designated alternative location, and, if appropriate, implement the emergency action plan in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the emergency and the building response thereto;



- (8) be responsible for communicating all information and directions to *building occupants* in accordance with R404-02(c)(8) and as may be required by the *emergency action plan*;
- (9) conduct the *EAP drills* required by this section;
- (10) approve the content of the *emergency action plan* educational materials and the *EAP drills* provided to *building occupants* pursuant to R404-02(l);
- (11) ensure that the required notices are posted on the floors and that the required recordkeeping is maintained;
- (12) review and approve the procedures established by employers of *building occupants* to account for *building occupants* after an *evacuation, partial evacuation, in-building relocation* or *sheltering in place*; and
- (13) with respect to the implementation of *fire safety and evacuation plans* and the conduct of fire evacuations and *fire drills*, comply with the requirements of FC Chapter 4 and the *rules*.

(2) Deputy fire safety/EAP director

- (A) Qualifications. The *deputy fire safety/EAP director* shall hold a *fire safety/EAP director certificate of fitness* and otherwise possess the qualifications set forth in R113-03. The *deputy fire safety/EAP director* shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with FC406.2.
- (B) Duties and responsibilities. The *deputy fire safety/EAP director* shall:
  - (1) in the absence of the *fire safety /EAP director*, perform the duties of the *fire safety/EAP director*, as circumstances warrant, except that the *fire safety/EAP director* shall personally supervise all *FSP staff* training; and
  - (2) in the presence of the *fire safety/EAP director*, assist the *fire safety/EAP director* in carrying out the requirements of the *emergency action plan* and this section, as circumstances warrant.

(3) EAP building evacuation supervisor

- (A) Qualifications. The EAP building evacuation supervisor shall receive training in the *emergency action plan* from the *fire safety/EAP director* as set forth in FC Table 406.2(2).

(B) Duties and responsibilities. The EAP building evacuation supervisor shall:

(1) in the absence of the *fire safety/EAP director* and *deputy fire safety/EAP director*, perform the duties of the *fire safety/EAP director*, as circumstances warrant; and

(2) in the presence of the *fire safety/EAP director*, assist the *fire safety/EAP director* in carrying out the requirements of the *emergency action plan* and this section, as circumstances warrant.

(4) EAP wardens

(A) Qualifications. The EAP warden shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with FC406.2.

(B) Duties and responsibilities. The EAP warden shall:

(1) be familiar with the *emergency action plan*, including *general sheltering in place, in-building relocation, partial evacuation and evacuation* procedures, the exit and *in-building relocation* routes to be utilized for the floor, the location of *in-building relocation areas* and *assembly areas*; and the means of communicating with the *fire safety/EAP director*;

(2) in the event of an *emergency* on the floor or immediately affecting *building occupants* on the floor, notify the *fire safety/EAP director* and *building occupants* on the floor of the *emergency*, and initiate appropriate action;

(3) in the event of an *emergency* not on the floor or not immediately affecting *building occupants* on the floor, establish communication with the *fire safety/EAP director* and, if possible, await direction from the *fire safety/EAP director*;

(4) keep the *fire safety/EAP director* informed of his or her location and the progress of the implementation of *emergency action plan* measures;

(5) confirm the *in-building relocation* or *evacuation* of the floor or portion thereof by directing deputy EAP wardens and/or other *EAP staff* designated as EAP searchers to search all areas of the floor to be relocated in building or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any

remaining building occupants that they must immediately comply with the applicable emergency action plan procedures;

- (6) determine whether the stairwells are safe to enter before directing building occupants to use them, and, if unsafe, notify the fire safety/EAP director, and to instruct building occupants not to use elevators unless and until the fire safety/EAP director authorizes their use; and
- (7) perform such other duties as set forth in the emergency action plan, or as directed to do so by the fire safety/EAP director.

(5) Deputy EAP wardens

(A) Qualifications. The deputy EAP warden shall receive training in the emergency action plan from the fire safety/EAP director in accordance with FC406.2.

(B) Duties and responsibilities. The deputy EAP wardens shall:

- (1) in the absence of the EAP warden, perform the duties of the EAP warden, as circumstances warrant; and
- (2) in the presence of the EAP warden, assist the EAP warden in carrying out the requirements of the emergency action plan and this section, by searching all areas of the floor to be relocated in building or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable emergency action plan procedures, and by performing such other duties as assigned by the emergency action plan or directed by the EAP warden.

(6) EAP brigade

(A) Qualifications. All EAP brigade members shall receive training in the emergency action plan from the fire safety/EAP director in accordance with FC406.2.

(B) Duties and responsibilities. Members of the EAP brigade shall:

- (1) perform their designated assignments, as set forth in the emergency action plan or as directed by the fire safety/EAP director; and
- (2) in the event of an emergency, immediately report to the designated locations, as set forth in the emergency action plan or directed by

the fire safety/EAP director, to be ready to undertake their designated assignments.

(7) Critical Operations Staff

(A) Qualifications. All critical operations staff shall receive training in the emergency action plan from the fire safety/EAP director in accordance with R404-02(h)(1)(B)(3). Such training shall be for the same duration and frequency as required for EAP brigade members pursuant to FC406.2.

(B) Duties and responsibilities. Critical operations staff shall:

(1) perform their designated assignments, as set forth in the emergency action plan or as directed by the fire safety/EAP director; and

(2) in the event of an emergency, immediately report to their designated locations, as set forth in the emergency action plan or directed by the fire safety/EAP director, and undertake their designated assignments.

(8) EAP Searchers

(A) Qualifications. All EAP searchers shall receive training in the emergency action plan from the fire safety/EAP director in accordance with R404-02(h)(1)(B)(3). Such training shall be for the same duration and frequency as required for EAP brigade members pursuant to FC406.2.

(B) Duties and responsibilities. EAP searchers shall:

(1) in the absence of the deputy EAP warden, perform the duties of the deputy EAP deputy warden; and

(2) in the presence of the EAP warden, assist the EAP warden in carrying out the requirements of the emergency action plan and this section, by searching all areas of the floor to be relocated in building or evacuated, notifying any remaining building occupants that they must immediately comply with the applicable emergency action plan procedures, and performing such other duties as assigned by the emergency action plan or directed by the EAP warden.

(9) Identification. Upon implementation of the emergency action plan or during EAP drills, the fire safety/EAP director and all EAP staff shall identify themselves to building occupants and others by donning a vest, armband or other form of identification indicating their role.

(i) Consultation With Neighboring Buildings

- (1) Prior to filing an *emergency action plan* for a building, the *owner* shall consult with the *owners* of all *neighboring buildings* with respect to the terms of the proposed *emergency action plan* as it affects such *neighboring buildings*. Such consultations shall include but not be limited to designation of *evacuation routes* and *assembly areas*, and coordination and notification of *EAP drills* involving *evacuation of building occupants*.
- (2) Such consultations, and any agreements reached as a result, shall be documented in written form, and shall be made available for inspection by *Department* representatives, upon request.
- (3) The *owner* of a building shall be deemed to have satisfied the requirements of this section notwithstanding the lack of cooperation on the part of the *owners* of *neighboring buildings*, if the *owner* makes reasonable efforts to engage in such consultations, and documents such efforts.

(j) Submission and Acceptance of Emergency Action Plan

- (1) Time for submission.
  - (A) An *owner* of a building for which a certificate of occupancy or temporary certificate of occupancy has been issued by the *Department of Buildings* prior to April 6, 2006, or which is otherwise occupied before such date, shall submit to the *Department* an *emergency action plan* for such building by December 31, 2006, for all buildings not in any of the preceding categories.
  - (B) An *owner* of a building constructed or occupied on or after April 6, 2006, shall submit to the *Department* an *emergency action plan* for such building at the same time as the *fire safety and evacuation plan* required pursuant to FC404.2.1 is submitted to the *Department*.
- (2) Department review and acceptance. *Emergency action plans* shall be filed for *Department* review and acceptance in the accordance with the standards, requirements and procedures set forth in R404-01(p) with respect to *fire safety and evacuation plans*.
- (3) Plan review fee. Original *emergency action plans* filed for *Department* review and acceptance shall be accompanied by the plan review fee set forth in FC Appendix A. Applicants filing amended plans will be billed the plan review fee set forth in FC Appendix A.
- (4) Time for implementation. Within 30 days from the date of *Department* acceptance of the *emergency action plan*, an *owner* shall have in place trained

FSP staff and otherwise be capable of implementing the *emergency action plan* at the *premises* and otherwise complying with the requirements of this section.

(k) Periodic Review and Amendment. The *owner* shall cause a building's *emergency action plan* to be reviewed and amended in accordance with the standards, requirements and procedures set forth in R404-01(q) with respect to *fire safety and evacuation plans*.

(l) Emergency Action Plan Education and Drills

(1) Distribution of emergency action plan. The *owner* shall provide a copy of the *emergency action plan* for the building, and any amended *emergency action plan*, to each employer of a *building occupant* within the time set forth for implementation of the *emergency action plan* set forth in R404-02(j)(4). The *owner* may delete from the *emergency action plan* distributed to such employers the floor plans, building information card or any other information that would compromise building security or personal safety. Thereafter, the *owner* shall provide a copy of the *emergency action plan* to each new employer prior to its employees occupying the building.

(2) Distribution of educational materials to building occupants. The *owner* shall provide to each employer of *building occupants*, for distribution to all *building occupants*, educational materials approved by the *fire safety/EAP director* explaining the *emergency action plan*.

(3) EAP drills

(A) The *owner* shall conduct *EAP drills* on a regular basis, during *regular business hours*, in accordance with this section, to familiarize all *building occupants* with the procedures for *evacuation, partial evacuation, in-building relocation* and *sheltering in place*, and the reasons for implementing each type of action.

(B) Types, scope and frequency of EAP drills

(1) Types. *EAP drills* shall consist either of instruction or stairwell familiarization, as follows:

(a) Instructional drills. Such drills shall serve to familiarize *building occupants* with the requirements and procedures of the *emergency action plan* by means of informational sessions approved by the *fire safety/EAP director*. Such sessions shall address implementation of the *emergency action plan* both during *regular business hours*, and at other times, when *EAP wardens* and other *EAP staff* may be absent from the building. Such sessions may be conducted by any qualified person, at any appropriate

location, including but not limited to stairwell entrances or in-building relocation areas.

(b) Stairwell familiarization drills. Such drills shall serve to familiarize building occupants with the process of in-building relocation or building evacuation via building stairwells. A stairwell familiarization drill shall require building occupants, other than building occupants who request and are granted exemption pursuant to R404-02(n)(1)(C), to enter a building stairwell and be escorted down at least four (4) floors of stairs (or to ground level, if below the fifth floor), during which time stairwell safety features and safe evacuation procedures shall be reviewed.

(2) Scope. EAP drills (involving instruction or stairwell familiarization) may be conducted by individual floor or groups of floors, or building-wide.

(3) Frequency. EAP drills shall be conducted on a regular basis, as follows:

(a) At least two (2) EAP drills shall be conducted within one (1) year of the date of Department acceptance of the building's initial emergency action plan, the first of which shall be conducted within six (6) months of such date of acceptance. At least one (1) of these initial EAP drills shall involve stairwell familiarization.

(b) Beginning one (1) year from the date of Department acceptance of the building's initial emergency action plan, an EAP drill shall be conducted on each floor of the building at least once a year. An EAP drill involving stairwell familiarization, and an EAP drill in which all floors participate simultaneously, shall be conducted at least once every three (3) years.

(4) Participation. All building occupants present on the affected floors at the time the EAP drill is conducted, including visitors, shall be required to participate in such drill.

(C) EAP drills shall be conducted separately from fire drills required for the building pursuant to FC405, and shall highlight the differences between the building's fire safety and evacuation plan and emergency action plan, and the appropriate actions to be taken by building occupants upon implementation of each plan.

(4) Full building evacuation drills

(A) Except as otherwise provided in this paragraph, full building evacuation drills, in which all building occupants evacuate the building, are not required. Any owner wishing to undertake a full building evacuation drill shall:

(1) notify the Field Public Communications Unit of the Bureau of Fire Prevention not less than 72 hours in advance of any full building evacuation drill;

(2) notify the owners of neighboring buildings not less than 72 hours in advance of any full building evacuation drill. The owner of a neighboring building, upon receipt of such a notification, shall notify the occupants of such neighboring building of the drill, to prevent the evacuation from causing alarm; and

(3) provide not less than 72 hours advance notification to the New York City Police Department and New York City Department of Transportation of any full building evacuation drill, and make any necessary arrangements with such agencies for such drill.

(B) The Department may direct a building to conduct a full building evacuation drill should it determine that there is a need to evaluate the adequacy of the building's emergency action plan or its compliance with the requirements of the plan or of this section.

(5) The obligations of owners of buildings and employers of building occupants pursuant to this subdivision shall not be construed to apply to building occupants who are visitors in the building, except that visitors shall be required to participate in any EAP drill being conducted at the time of their visit.

(m) EAP Logbook

(1) An EAP logbook shall be maintained at the building's fire command center for purposes of recording all EAP-related events, staffing and educational and training matters. The EAP logbook may be consolidated with the recordkeeping required pursuant to FC405.5 and R404-01(s) with respect to fires and other incidents, implementation of the fire safety and evacuation plan, conduct of fire drills, and training of FSP staff.

(2) The EAP logbook shall be a bound journal with consecutively numbered pages, unless the Department has authorized or approved an alternative form of electronic recordkeeping.



(3) A record shall be maintained in the *EAP* logbook of all training provided to *EAP* staff and building occupants, including *EAP* drills.

(A) Entries for *EAP*-related events shall include:

(1) any implementation of the *emergency action plan*; and

(2) any *emergency action plan*-related notifications to the *Department* or other agencies.

(3) *EAP* staff changes, *EAP* on-site examinations, *EAP* amendments and *EAP* acceptance by the *Department*.

(4) Availability of *EAP* staff members during *regular business hours*.

(B) Entries for *EAP* staff training sessions conducted shall include:

(1) the date of training session;

(2) the person(s) conducting the training session;

(3) the persons attending the training session; and

(4) the type of training session conducted (live or computerized instruction).

(C) Entries for *EAP* drills shall include:

(1) the date and time of drill;

(2) the person(s) conducting the drill;

(3) the date and time that required notifications (to *Department* and other agencies) were made, and persons receiving such notifications;

(4) the *EAP* staff members participating in the drill;

(5) the type of drill conducted (stairway familiarization, or instructional (live or computerized instruction));

(6) identification of the floors and the number of *building occupants* participating in drill;

(7) the *emergency* scenario simulated;

- (8) the special needs addressed;
- (9) the problems encountered; and
- (10) for a *partial evacuation* or *evacuation*, the weather conditions and time required to accomplish complete *evacuation*.

(D) The *EAP* logbook shall be kept at the *premises* for a period of five (5) years, and made available for inspection by *Department* representatives upon request.

(n) Obligations of Building Occupants and Employers of Building Occupants

(1) Building occupants. All *building occupants*:

- (A) shall comply with the directions of the *fire safety/EAP director* and *EAP staff* upon an announcement that the *emergency action plan* has been implemented, including any *shelter in place*, *in-building relocation*, *partial evacuation* or *evacuation* directed by the *fire safety/EAP director*;
- (B) shall familiarize themselves with the requirements of the *emergency action plan*, and cooperate with and participate in *EAP drills*;
- (C) shall request an exemption from the *fire safety/EAP director* if participation in a *EAP drill* involving stairwell familiarization, *in-building relocation*, *partial evacuation* or *evacuation* would cause injury or serious hardship; and
- (D) are encouraged to identify themselves in accordance with the procedures of the *emergency action plan* if they would require assistance in the event of an *in-building relocation*, *partial evacuation* or *evacuation*.

(2) Employers of building occupants. All employers of *building occupants* shall:

- (A) promptly distribute to *building occupants* who are their employees the educational materials regarding the *emergency action plan* provided to the employer by the *owner*;
- (B) comply with the requirements of the *emergency action plan* and R404-02(n)(1), and instruct their employees who are *building occupants* to do so;
- (C) assign or allow responsible employees to serve as *EAP wardens*, deputy *EAP wardens* and members of the *EAP brigade*, and require such employees to conscientiously perform their duties under the *emergency action plan*;

- (D) establish and maintain a system of assigning responsibility for accounting for employees present in the building so that an accounting can be made in the event of an *in-building relocation, partial evacuation or evacuation*; and
- (E) identify any office employees performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency and request that they be designated as *critical operations staff* for purposes of the *emergency action plan*.

### **§404-03 Fire Safety Requirements for Sidewalk Cafes and Similar Public Gathering Places**

- (a) Scope. This section sets forth fire safety requirements for the design, installation, operation and maintenance of sidewalk cafes and similar public gathering places.
- (b) General Provisions
  - (1) Applicability. The fire safety requirements of this section shall apply to sidewalk cafés and similar gathering places in courtyards, plazas, rooftops and other locations generally accessible to the public or *building occupants* (excluding locations intended for the private use of occupants of dwelling units).
  - (2) Compliance with Building Code and permit requirements. All sidewalk cafes and similar public gathering places shall be designed, installed, operated and maintained in compliance with the requirements of the *Building Code*, and, where required to obtain a permit from the *Department of Consumer Affairs* or other New York State or New York City agency, the laws, rules and regulations enforced by such agency.
  - (3) Submission of floor and elevation plans. Any sidewalk café or other similar public gathering place required to obtain a permit from the *Department of Consumer Affairs* or other New York State or New York City agency shall submit a copy of the approved floor and elevation diagrams or plans for such public gathering place to the *Department* prior to using or occupying such place.
  - (4) Portable fire extinguisher requirements.
    - (A) Any sidewalk café required to obtain a permit from the *Department of Consumer Affairs* shall provide at least one (1) portable fire extinguisher having a minimum 2-A rating, which shall be kept at a conspicuous, readily accessible location.

- (B) Any sidewalk café storing, handling or using portable space heaters fueled by piped natural gas shall provide at least one (1) portable fire extinguisher having a minimum 2-A rating for each 2,500 square feet of café area, with at least one such portable fire extinguisher located within ten (10) feet of the entrance to the café.
- (5) Portable space heaters fueled by piped natural gas. The storage, handling and use of portable space heaters fueled by piped natural gas shall:
- (A) be authorized by a permit issued pursuant to FC105.6;
- (B) be supervised by a certificate of fitness holder pursuant to FC313.5.2.6;  
and
- (C) comply with Department of Buildings Technical Policy and Procedure Notice #2/07 (The Installation of Outdoor Natural Gas Fired Heaters in Unenclosed Sidewalk Cafes, issued on September 6, 2007).
- (c) Access to Fire Department Connections and Fire Hydrants. Sidewalk cafes and similar public gathering places shall not be designed, installed, operated or maintained in a manner that obscures the location of, or impedes access to, Fire Department connections and fire hydrants. Visibility and access shall be maintained in accordance with FC 508.5.4 and 912.
- (d) Maintenance of Means of Egress
- (1) Awnings, canopies, decorations and umbrellas shall not be designed, installed, operated or maintained in any manner that obstructs or otherwise impedes access to, or use of, any means of egress, including any fire escape drop ladder or counterbalanced stair ladder.
- (2) Decks and seating platforms shall not be designed, installed, operated or maintained in any manner that obstructs or otherwise impedes access to, or use of, any means of egress, including any fire escape drop ladder or counterbalanced stair ladder, except that a readily removable section of a deck or platform, conspicuously marked, may cover a cellar entrance if approved by the Department of Buildings.
- (e) Flame-Resistance of Materials. Fabric awnings, canopies, decorations and umbrellas installed or used any sidewalk café or other similar public gathering place required to obtain a permit from the Department of Consumer Affairs or other New York State or New York City agency shall be treated to be flame-resistant or made of inherently non-combustible materials. An affidavit attesting to such flame-retardant treatment or inherently non-combustible material complying with the requirements of R805-01(d) shall be filed with the Department prior to the installation or use of such articles.

- (f) Prevention of Accumulation of Combustible Waste. Decks and seating platforms shall be constructed to provide for a continuous unbroken and level floor without openings or cracks to prevent the accumulation of *combustible waste* in the area underneath the deck or platform. Combustible material shall not be stored under a deck or platform used for a sidewalk café or similar public gathering space.

#### **§ 408-01 Residential Buildings With Non-Sequential or Non-Standard Floor Numbering**

\* \* \*

- (c) Floor Numbering Building Information Card Requirements

- (1) Form and content. The building information card shall be 11” x 17” in size, and shall contain a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floor numbers, stairs, elevators, shafts, standpipes, and mechanical equipment room locations, in substantially the form set forth in Appendix [B of Fire Department *rule 3 RCNY §6-02*] B-2 of R404-01. The elevation diagram depicting the building shall be clearly marked with the designated floor number or letter for each floor above and below grade level. The building information card shall include in the bottom right hand portion of the card a statement indicating the non-sequential or non-standard nature of the floor numbering.

\* \* \*

#### **STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 4 (EMERGENCY PLANNING AND PREPAREDNESS):**

This chapter is amended to add four new sections, all of which are based on existing rules.

R403-02 sets forth maintenance requirements for performing arts theaters and motion picture theaters. The scope of the rule has been clarified to indicate that concert halls and radio and television studios admitting an audience are considered to be performing arts theaters subject to compliance with the rule requirements. These requirements were set forth in existing Fire Department rule 3 RCNY §31-04.

R404-01 sets forth standards, requirements and procedures for fire safety and evacuation plans. These requirements were set forth in existing Fire Department rules 3 RCNY §§6-01, 34-02, 39-01 and 39-02, and on forms and instructions posted on the Fire Department’s website.

The Fire Department never formally promulgated a fire safety plan format. A format was developed and released to the public many years ago, revised from time to time, and more recently posted on the website.

The organization and wording of the fire safety and evacuation plan substantially revises and updates the existing fire safety plan format, and mirrors the format developed for office building emergency action plans. The fire safety and evacuation plan eliminates the website instructions that previously provided guidance in preparing these plans, and the forms and diagrams that were to be included with the fire safety plan. These instructions, forms and diagrams were simplified and/or clarified, and incorporated into the plan formats appended to R404-01.

The fire safety and evacuation plan includes a number of important substantive changes. First, the content of the fire safety and evacuation plan in hotels, motels and office buildings has been expanded to include the additional information required by FC404.3.

Second, the fire safety and evacuation plan in hotels, motels and office buildings will now require evacuation of the floor below the fire floor. This is intended to facilitate firefighting operations by establishing a staging area below the fire floor. This operational requirement was incorporated into the 2008 Building Code, which requires that fire alarm systems activating in the event of fire alert building occupants on the fire floor, the floor above the fire floor, and, for the first time, the floor below the fire floor.

Third, as reflected in the plan formats appended to R404-01, the fire safety and evacuation plan for office buildings has been consolidated with the emergency action plan required for office buildings by FC404.2.2 and R404-02. The consolidation of the two plans is intended to eliminate overlapping filings, and fulfills one of the goals of the Fire Code Revision project and building owner representatives.

Fourth, it allows the required fire safety and evacuation plan staff training and fire drills for office buildings and hotel occupancies to be conducted in the form of computerized training, without live instruction, for not more than 50% of such training sessions, provided that such computerized training is interactive and includes an evaluation of the staff members understanding of the training materials. The former rules allowed only live instruction for fire drills and fire safety plan staff training. Building representatives have expressed an interest in utilizing computer-based training in presenting fire safety information to building staff and occupants.

In response to public comment, R404-01 was amended to clarify that existing hotels and motels with approved fire safety and evacuation plans must utilize the new format for amended plans filed on and after January 1, 2011, excluding amendments limited to FSP staff changes.

Other public comment suggested that the Fire Department require that fire safety and evacuation plans designate a re-entry floor a specified number of floors below the fire floor, to which building occupants evacuated from the fire floor, the floor above and the floor below would be directed. Rather than designate a specific floor in this manner, which could be complicated by mechanical floors, security concerns and other building-specific issues, the rule allows the building owner to designate the locations to which such building occupants will be relocated within the building and/or evacuated from the building. This information would be provided in Tables 2 and 3 to the fire safety and evacuation plan.

R404-02 sets forth standards, requirements and procedures for emergency action plans. These requirements were set forth in existing Fire Department rule 3 RCNY §6-02, and on forms and instructions posted on the Fire Department’s website. The section has been revised to designate building personnel designated as critical operations staff to be members of the EAP staff, and to require that all critical operation staff, including office employee critical operation staff, be provided with training from the fire safety/EAP director. The section has also been revised to clarify the use of computerized instruction in building drills and staff training, consistent with the authorization of computer-based training for fire drills and fire safety plan staff training.

In response to public comment, the section has been revised to restore the existing requirement of a “simultaneous” EAP drill set forth in 3 RCNY §6-02 (l)(4)(ii)(B).

The website instructions that previously provided guidance in preparing emergency action plans, and the tables and forms that were to be included with the emergency action plan, have, like those for fire safety plans, been simplified and/or clarified, and incorporated into the plan formats appended to R404-01.

R404-03 sets forth standards, requirements and procedures for sidewalk cafes and similar public gathering places. These requirements were set forth in existing Fire Department rule 3 RCNY §35-01. In response to public comment, this section has been amended to clarify the existing requirements for use of “café heaters” (portable space heaters fueled by piped natural gas) which are commonly associated with sidewalk cafes. The section references the existing Fire Code permit and supervision requirements and the applicable Department of Buildings Technical Policy and Procedure Notice.

R408-01 has been amended to correct a reference to the section number of a repealed rule.

Section 6. Chapter 8 of Title 3 of the Rules of the City of New York is hereby amended by adding one new section, §805-02, to read as follows:

**CHAPTER 8  
INTERIOR FURNISHINGS, DECORATIONS AND SCENERY**

§801-804	Reserved
§805-01	Flame-Resistant Decorations
<u>§805-02</u>	<u>Flame-Retardant Scenery</u>
§806	Reserved

**§ 805-02 Flame-Retardant Scenery**

- (a) Scope. This section sets forth the standards, requirements and procedures for the testing and certification of flame-retardant scenery.
- (b) General Provisions
- (1) Applicability. The requirements of this section apply to scenery in any Group A occupancy.
  - (2) Prohibition. It shall be unlawful to install or maintain in any Group A occupancy any scenery that is not flame-retardant in compliance with the requirements of FC805.2.
  - (3) Supervision. The treating of scenery with a coating to impart flame retardant shall be conducted by or under the personal supervision of a certificate of fitness holder.
  - (4) Affidavit of flame retardant. It shall be unlawful to install or maintain any scenery in any Group A occupancy unless an affidavit of flame retardant for such scenery has been filed with the Department in compliance with the requirements of this section.
- (c) Testing of Flame-Retardant Scenery. Scenery that is coated with a flame-retardant coating to render them flame-retardant may be subject to a field flame test by Department representative at any time as set forth in this section.
- (1) The material should be tested using a sample that is dry and, unless impracticable, approximately one and one-half (1½) inches wide by four (4) inches long.
  - (2) The flame test shall be performed in a draft-free, safe location, outdoors where practicable, and within ten (10) feet of a portable fire extinguisher with at least a 2-A rating.
  - (3) The sample shall be suspended (preferably with tongs) with the long axis vertical. The flame from a common wood match shall be applied to the center of the bottom edge of the sample for 12 seconds.
  - (4) The sample shall be deemed to be satisfactorily flame-retardant only when:
    - (A) the flaming does not spread rapidly over the sample;
    - (B) the sample does not continue to burn for more than two (2) seconds after the match has been withdrawn; and
    - (C) the flaming material does not break or drip from the sample and continue to burn.



(d) Affidavit of Flame-Retardant Coating

- (1) The owner of any premises in which there is any scenery that is required to be subjected to a flame-retardant coating shall, in accordance with the requirements of this section, file with the Department an affidavit of flame-retardant coating for each such scenery.
- (2) Scenery that without the application of a flame-retardant coating cannot meet the fire-retardant requirements of FC805.2 shall be coated with a flame-retardant coating:
  - (A) before being installed in the premises;
  - (B) at the end of the time period following each flame-retardant coating that the manufacturer of the flame-retardant chemical warrants that the flame-retardant coating will be effective, but in no case more than three (3) years from the date of the last affidavit of flame-retardant coating filed with the Department; and
  - (C) any time the scenery fails to pass a field flame test conducted in accordance with the requirements of R805-02(c).
- (3) The owner of the premises shall obtain from the person who performed the flame-retardant coating an affidavit of such flame-retardant coating that meets the requirements of R805-02(d)(4). Such owner shall file such affidavit with the Department in accordance with the requirements of R805-02(d)(5), and shall maintain on the premises for inspection by any Department representative a copy of such affidavit.
- (4) An affidavit executed by the person who performed or personally supervised the flame-retardant coating and the testing of the flame-retardant scenery shall contain the following information:
  - (A) the name of the affiant, and the number and expiration date of his or her certificate of fitness for flame-retardant coating;
  - (B) the date of the coating and/or testing;
  - (C) the name of the manufacturer of the flame-retardant coating, its trade name and its Certificate of Approval number;
  - (D) a detailed description of the materials treated and a statement indicating that the flame-retardant coating used has been approved under the certificate of approval for the materials treated;

- (E) the period of time that the manufacturer of the *flame-retardant coating* warrants that the material's flame retardant will be effective; and
  - (F) the affiant's certification that the material and the *flame-retardant coating* comply with R805-02(b), and that the affiant personally subjected a sample of the treated material to a flame test in accordance with the requirements of R805-02(c), or personally supervised such test, and the material passed such test.
- (5) An affidavit of *flame-retardant coating* shall be filed with the *Bureau of Fire Prevention* not later than ten (10) days after the installation or reinstallation of the *scenery* in the *premises* following the *flame-retardant coating* and/or testing of the *scenery* in accordance with R805-02(d)(2).
- (6) The *Department* may reject any affidavit of *flame-retardant coating* that the *Department* determines is not in compliance with the requirements of this section, and shall give written notice of such determination to the *owner* of the *Group A occupancy* containing the *scenery* and to the *certificate of fitness* holder who executed such affidavit. The *scenery* shall be removed from the *Group A occupancy* and shall not be reinstalled until it has been subjected to a *flame-retardant coating* in compliance with the requirements of this section and a satisfactory affidavit of *flame-retardant coating* filed with the *Department*.
- (e) Affidavit of Inherently Flame-Retardant Scenery
- (1) The *owner* of any *premises* in which there is any *scenery* made of material that inherently complies with the flame-retardant requirements of FC805.2 shall file an affidavit from a *certificate of fitness* holder for each such *scenery* attesting to such properties. The *owner* of such *premises* shall file with the *Department* in compliance with the requirements of this section, and shall maintain a copy of such affidavit on the *premises* for inspection by any *Department* representative.
- (2) The affidavit of inherently flame-retardant *scenery* shall contain the following information:
- (A) the name of the person who personally inspected and/or tested the *scenery*, and the number and expiration date of his or her *certificate of fitness* for *flame-retardant coating*;
  - (B) the name of the manufacturer of the material used in the *scenery*; and
  - (C) an exact description of the material used in the *scenery*, and a description of the properties of the material that render it flame-retardant.

- (3) An affidavit of inherently flame-retardant *scenery* shall be filed with the *Bureau of Fire Prevention* not later than ten (10) days after the installation or reinstallation of the *scenery* in the *premises*.
- (4) The *Department* may reject any affidavit of inherently flame-retardant *scenery* that the *Department* determines is not in compliance with the requirements of this section, and shall give written notice of such determination to the *owner* of the *premises* containing the *scenery* and to the *certificate of fitness* holder who executed such affidavit. The *scenery* shall be removed and shall not be reinstalled until a satisfactory affidavit of inherently flame-retardant *scenery* has been filed with the *Department*, or the *scenery* has been subjected to a *flame-retardant coating* in accordance with the requirements of this section and a satisfactory affidavit of *flame-retardant coating* has been filed with the *Department*.
- (f) Temporary Scenery. Notwithstanding any other provision of this section to the contrary, when *scenery* is installed or maintained in a *premises* on a temporary basis not to exceed 30 days, such as at a trade show or similar public gathering, the *Department*, in its discretion and upon a showing by the *application* that it would be an undue hardship to comply with the requirements of this section, may accept, in lieu of an affidavit of *flame-retardant coating* or inherently flame-retardant *scenery*, a testing report from a nationally recognized laboratory or certification from other qualified *flame-retardant coating* professionals acceptable to the *Department* indicating that the material is in compliance with the requirements of FC805.2. Nothing contained in this subdivision shall be construed to necessitate that representative samples or other merchandise displayed at trade shows or similar public gatherings comply with the requirements of this section.
- (g) Enforcement. In addition to such other penalties that may be applicable for failure to comply with the requirements of FC Chapter 8 or this section, the *Department* may:
- (1) order an *owner* of any *premises* containing *scenery* for which no affidavit has been filed with the *Department* or that fails a flame test to remove such *scenery* forthwith, and not to reinstall or maintain the *scenery* in any affected occupancy unless and until the *scenery* has been subjected to a *flame-retardant coating* and tested and an affidavit has been filed in accordance with this section.
- (2) take appropriate action against the *certificate of fitness* holder for misconduct for improperly completing an affidavit of *flame-retardant coating* or inherently flame-retardant *scenery*.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 8 (INTERIOR FURNISHINGS, DECORATIONS AND SCENERY):

Section 805-02 sets forth requirements for flame-resistant scenery in assembly occupancies. These requirements are found in existing rule 3 RCNY §19-01.

Section 7. Chapter 9 of Title 3 of the Rules of the City of New York is hereby amended by adding one new section, §901-04, amending subdivision (c) and paragraph 5 of subdivision (d) of §907-01, and amending subdivision (d) of §912-01, to read as follows:

**CHAPTER 9  
FIRE PROTECTION SYSTEMS**

\* \* \*  
§901-04 Buildings Temporarily Occupied as Emergency Shelters  
\* \* \*

**§ 901-04 Buildings Temporarily Occupied as Emergency Shelters**

- (a) Scope. This section sets forth standards, requirements and procedures for the design, installation, operation and maintenance of *premises* or parts thereof that are operated and/or occupied, on a temporary basis, to provide emergency shelter for more than 15 persons.
- (b) General Provisions
- (1) Temporary use and occupancy of premises as emergency shelter. The provisions of this section shall apply to *premises*, or parts thereof, including but not limited to armories, auditoriums, community centers, gymnasiums, houses of worship and schools, that are not designed to be occupied as emergency shelter, but that are operated and/or occupied for such purposes for more than 15 persons more than 30 days in any year.
- (2) Notification. Notification shall be made to the *Department of Buildings* and the Public Buildings Unit of the *Bureau of Fire Prevention* of the intent to operate and/or occupy any *premises* or part thereof as an emergency shelter for more than 15 persons, prior to commencing such use or occupancy.
- (3) Compliance with the Building Code. Nothing contained in this section shall be deemed to excuse compliance with the Building Code. The *Department* and the *Department of Buildings* will resolve any issues arising from the application of the section to a particular *premises*.
- (c) Design and Installation Requirements. *Premises*, or parts thereof, operated and/or occupied as an emergency shelter shall comply with the following design and installation requirements:

- (1) Sprinkler system. The premises, or parts thereof, shall be protected throughout by a sprinkler system designed and installed in accordance with the Building Code. Activation of the sprinkler system shall cause an alarm to be transmitted to an approved central station and sound an alarm throughout the premises.
- (2) Fire alarm system. The premises shall be equipped with a fire alarm system designed and installed in accordance with the Building Code and provided with:

  - (A) an approved fire command center at an approved location;
  - (B) an approved system of smoke detectors that, upon activation, will cause an alarm to be transmitted to an approved central station and sound an alarm throughout the premises; and
  - (C) an approved one-way voice communication system capable of making announcements from the fire command center to all parts of the premises.
- (3) Emergency lighting. The premises, or part thereof, shall be equipped with emergency lighting in accordance with the Building Code.
- (4) Means of egress. The premises, or part thereof, shall be operated and/or occupied so as not to be overcrowded and to ensure adequate means of egress, including:

  - (A) The emergency shelter shall provide a livable area of not less than 80 square feet per shelter occupant.
  - (B) Adequate aisle space shall be maintained throughout the emergency shelter. Aisles shall not be less than 36 inches in width, except that cross aisles shall not be less than 48 inches in width.
  - (C) Means of egress shall be provided that are:

    - (1) sufficient in number.
    - (2) remote from one another.
    - (3) arranged to open in the direction of exit travel.
    - (4) equipped with panic hardware.
    - (5) equipped with doors that are self-closing device.
    - (6) maintained unobstructed and unimpeded, and unlocked in the direction of egress at all times.

- (5) Additional areas protected. The *Department* may require that the fire protection and life safety systems specified in this section be extended to other parts of the *premises* if the use and occupancy of the *premises* as an emergency shelter presents an increased fire safety risk to other parts of the *premises*.
- (d) Operational and Maintenance Requirements. *Premises* operated and/or occupied as an emergency shelter shall comply with the following design and installation requirements:
- (1) Smoking prohibited. It shall be unlawful to smoke in any *premises*, or part thereof, being operated and/or occupied as an emergency shelter.
- (2) Storage and removal of combustible waste. The emergency shelter shall be provided with noncombustible combustible waste containers with tight fitting lids. At least one (1) container shall be provided for each 50 persons in each occupied area of the emergency shelter, but not less than two (2) containers shall be provided in each sleeping area, dining area and other gathering place. Combustible waste containers shall be regularly emptied and shall not be allowed to overflow. Combustible waste awaiting collection shall be stored outdoors in accordance with FC304.4, or indoors in a separate locked room protected by a *sprinkler system* located on the ground floor.
- (3) Fire safety and evacuation plan. Pursuant to FC404.2.1 and R404-01, a *fire safety and evacuation plan* shall be prepared and submitted to the *Department* for approval.
- (4) Fire drills. Pursuant to FC405, fire drills shall be conducted at least monthly on each shift, and *FSP staff* training at least one (1) hour quarterly on each shift.
- (5) Staff identification. Emergency shelter staff shall be readily identifiable at all times while on duty by means of an *approved* identification (such as a uniform, cap, nameplate, or armband).
- (6) Fire watch. Pursuant to FC401.6.8.3, all parts of *premises* operated and/or occupied as an emergency shelter, including sleeping areas, shall be continuously patrolled by a person holding a *certificate of fitness*. An *approved* method of supervising the conduct of the fire watch, such as a watchman's clock and key stations, shall be provided.
- (7) Below grade areas. Below grade areas shall not be used for sleeping purposes. Below grade areas that are not protected throughout by a *sprinkler system* shall not be used for lounges, recreation rooms, or other gathering places.
- (8) Decorations. *Decorations* shall comply with the requirements of FC805.
- (9) Portable fire extinguishers shall be provided in accordance with FC 906.

- (10) Signage. Durable, legible signs shall be securely and conspicuously posted as follows:
- (A) Exit signs. Exit signs in accordance with the *Building Code*, including BC1011.
  - (B) Stairwell identification signs. Stairwell floor number and stairwell identification signs in accordance with the *Building Code*, including BC1019.1.7.
  - (C) Elevator identification and emergency signs. Elevator identification and emergency signs in accordance with the *Building Code*, including BC3002.3.
  - (D) Sleeping room signs. Signs in sleeping rooms in accordance with the *Building Code*, including BC1026.10.
  - (E) Fire emergency reporting. Signage shall be provided in compliance with the requirements of FC408.14.
  - (F) Other signage. Such other signage that may be required by BC1026.
- (11) Recordkeeping. A record shall be maintained at the fire command center or other approved location, and made available for inspection by any representative of the Department, of all fire safety-related activities, including but not limited to:
- (A) Fire watch patrols;
  - (B) Cleaning of commercial cooking filters and ducts;
  - (C) *Standpipe/sprinkler system* inspection, testing and servicing;
  - (E) *Fire alarm system* inspection, testing and servicing;
  - (F) Fire department connection testing;
  - (G) Smoke detector inspection, testing and servicing;
  - (H) Portable fire extinguisher inspection, testing and servicing;
  - (I) Emergency lighting testing and servicing;
  - (J) Conduct of fire drills and *FSP staff* training; and
  - (K) Proof of flame-resistant *decorations*.

§ 907-01 Fire Alarm Recordkeeping, Smoke Detector Maintenance, Testing and Recordkeeping, and the Prevention of Unnecessary and Unwarranted Fire Alarms

\* \* \*

(c) Prevention of Unnecessary and Unwarranted Alarms

- (1) In any *premises* having a *fire alarm system* or a *smoke detector* that automatically transmits signals to the *Department* or a *central station*, the *owner* (including any lessee) of the *premises* shall be responsible for preventing the transmission of *unnecessary* or *unwarranted alarms*, and shall be liable for any violation of this section.
- (2) It shall be unlawful to transmit [three (3)] two (2) or more *unnecessary* or *unwarranted alarms* in any [six-month] three-month period[.], and it shall be unlawful to transmit any additional unnecessary or unwarranted alarms as set forth in R907-01(c)(4).
- (3) The *owner* of any *premises* from which a second *unnecessary* or *unwarranted alarm* is transmitted in any three-month period will be subject to issuance of a *notice of violation*. Such *notice of violation* will afford the *owner* the opportunity to address the cause of the *unnecessary* or *unwarranted alarm* and to certify correction of the violation in accordance with R109-01(c), without having to appear for an *ECB* hearing and without imposition of a penalty.
- (4) An *owner* issued a *notice of violation* pursuant to R907-01(c)(3) shall be liable for a violation of this section for any subsequent *unnecessary* or *unwarranted alarm* within six (6) months of the date of issuance of the *notice of violation*. Each such subsequent *notice of violation* shall constitute a repeat offense pursuant to *Administrative Code* §15-229(a) and shall not be eligible for certification of correction without a hearing and penalty pursuant to R109-01(c). Each such subsequent *notice of violation* shall extend for an additional six (6) months the time the *owner* is liable for *unnecessary* or *unwarranted alarms* pursuant to this provision.
- (5) An *owner* issued one (1) or more *notices of violation* pursuant to R907-01(c)(3) or (4) who does not transmit any *unnecessary* or *unwarranted alarm* within six (6) months of the date of issuance of the last-issued *notice of violation* shall be restored to compliant status and shall thereafter be subject to issuance of a *notice of violation* only for two (2) *unnecessary* or *unwarranted alarms* within a three-month period, as set forth in R109-01(c)(2).



(6) Nothing contained herein shall be deemed to preclude the Department from utilizing other means of enforcement with respect to unnecessary or unwarranted alarms that meet or exceed the number set forth in R907-01(c)(2).

([3]7) For purposes of this section, the malicious transmission of a false alarm by activation of a *manual fire alarm box* shall not be construed as an *unnecessary alarm*.

(d) Alarm Log Book

\* \* \*

(5) The alarm log book shall be divided into three (3) separate sections as set forth below. Each section shall have a sufficient number of pages to allow for entries for at least one (1) year. The following log book entries are required and shall be made in each instance:

(A) Daily entries. The name of the person who made the entry, the *certificate of fitness* number of the fire safety director on duty, if applicable, and the time each tour of duty began and ended, shall be entered in the alarm log book on a daily basis. These entries shall be set forth in columns in the log book as follows:

(1) [Name] name

(2) [Cert. of Fitness #] certificate of fitness number

(3) [Time Started] time started

(4) [Time Relieved] time relieved

(B) System off-line entries. The date and time the alarm system was taken off-line, the reason for such action, the name and *certificate of fitness* number of the person notified at the *central station* (or other evidence of notification satisfactory to the *Department*), and the date and time the system was restored to service, shall be entered in the alarm log book in each such circumstance. These entries shall be set forth in columns in the log book as follows:

(1) [Time Off Line] time off line

(2) [Reason Off Line] reason off line

(3) [Central Station Name & No.] central station name and telephone number

(4) [Time Restored] time restored

- (C) Activated alarm entries. The date and time the alarm activated, the type and location of the device (e.g., *smoke detector*, 27th floor, elevator lobby), the probable cause of the alarm, and the *Department* unit and officer responding shall be entered in the alarm log book in each such circumstance. These entries shall be set forth in columns in the log book as follows:

(1) [Date & Time Activated] date and time activated

(2) [Location & Detector Type] location and detector type

(3) [Probable Cause] probable cause

(4) [FDNY Unit & Officer] Department unit and officer

- (D) Notification entries. The date and time of any notification to the occupants of the *premises* pursuant to FC Chapter 9 and R907-01(d), regarding a non-functioning or improperly functioning alarm system.

\* \* \*

#### § 912-01 Periodic Testing of Standpipe and Sprinkler Systems With Fire Department Connections

\* \* \*

(d) Sprinkler System Pressure Test

- (1) The fire department connections for a *sprinkler system* shall be hydrostatically pressure tested by applying a hydrostatic pressure of 100 *psig* directly to each fire department connection and satisfactorily maintaining such pressure for not less than 20 minutes. Fire department connections may be isolated from the *sprinkler system* in accordance with the following procedures:
- (A) If the fire department connection check valve is of the flange type, a blind gasket or blank disc shall be installed between the flanges at the inlet (dry side) of check valve.
- (B) If the fire department connection check valve is the screw type valve without flanges, the line at the dry side of check valve [must] shall be cut and the end capped.
- [(C) The fire department connection header shall be filled with water and a 100 *psig* hydrostatic pressure maintained for 20 minutes.]

- ((D)C) When the test is completed, the blind gasket or blank disc shall be removed and flange gasket replaced. If the pipe was cut to conduct the test, it shall be provided with flanges after the test so that it can be used when future tests are conducted.
- ((E)D) After blind gaskets or blank disc are removed and piping is properly reconnected, a final test equal to city main pressure shall be applied to the fire department connection header to check that the flange connection is water tight.
- [(F) Where static pressure in the *sprinkler system* exceeds 100 *psig* at the outlet side of the fire department connection check valve, the 100 *psig* pressure test may be applied directly to the fire department connection header.]
- ((G)E) When the test is completed, the fire department connection header shall be drained and the drip valve left in good working order.
- ((H)E) When the fire department connections for perforated pipe systems are tested, the perforated branch lines shall be backed out and openings plugged.
- ((I)2) Pneumatic testing. *Sprinkler system* fire department connections shall not be tested using air or other pneumatic methods.
- ((2)3) System restoration
- (A) [After maintaining the pressure at 100 *psig* for 20 minutes, the] If the fire department connection is isolated during the hydrostatic testing, the system shall be restored by removing plugs and reconnecting branch lines.
- (B) The contractor shall endeavor to ensure that the *sprinkler system* is not out of service overnight. If it is impracticable to restore the system for Fire Department use, the *certificate of fitness* holder [shall notify the *owner* or building manager and the *Department*,] and/or *impairment coordinator* supervising such testing shall comply with the *out-of-service fire protection system* requirements of FC901.7, including notification to the *Department* by telephoning the *Department* communications office (dispatcher) for the borough in which the *premises* is located. If the *certificate of fitness* holder or *impairment coordinator* is not present, the contractor shall [make such notifications] notify the *owner* or building manager and the *Department*.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 9 (FIRE PROTECTION SYSTEMS):

R901-04 sets forth requirements for premises that are occupied, on a temporary basis, to provide emergency shelter for more than 15 persons. These requirements are found in existing rule 3 RCNY §39-02.

This rule includes a provision that, consistent with past Fire Department enforcement practice, clarifies that an emergency shelter must provide a livable area of not less than 80 square feet per shelter occupant, as required by the New York City Housing Maintenance Code.

R907-01 is amended to change the standard for unnecessary and unwarranted alarms. The Fire Department continues to respond to a large number of such alarms, which jeopardize public safety and increase response time to actual emergencies.

The rule changes the number of unnecessary and unwarranted alarms subject to enforcement action from three within a six-month period to two within a three-month period. However, the Department will enforce such violations by issuance of a Notice of Violation returnable before the New York City Environmental Control Board, which, as set forth in the rule, allows the respondent to avoid a hearing and penalty for the first violation by submitting acceptable proof of correction of the violation. Thereafter, any unnecessary or unwarranted alarm within six months would be deemed a “repeat” offense that would require a hearing, until a six-month period had elapsed without an unnecessary or unwarranted alarm.

R912-01 is amended to clarify the requirements for the periodic hydrostatic testing of sprinkler systems with fire department connections. The amendments make clear that the fire department connections can be tested with or without isolating the connections from the sprinkler system. Building owners may choose to isolate the connections prior to testing to avoid subjecting the other portions of the system to the test pressure.

Section 8. Chapter 14 of Title 3 of the Rules of the City of New York is hereby amended by adding a new section, §1408-01, to read as follows:

**§ 1408-01 Construction Site Fire Safety Manager**

[Reserved]

(a) Scope. This section sets forth standards, requirements and procedures for the supervision of fire safety at a *construction site* by a fire safety manager designated pursuant to FC1408.1.

(b) General Provisions

- (1) Designation of fire safety manager. Pursuant to FC1408.1, a fire safety manager shall be designated by the *owner* at any *construction site* for which the *Building Code* requires a site safety manager or site safety coordinator pursuant to BC3310.5. The fire safety manager shall perform the duties and responsibilities set forth in FC1408.1 and this section. The name and *certificate of fitness* number of the fire safety manager (and any alternate fire safety managers) shall be entered in the logbook required by FC1408.1 to be maintained at the *construction site*.
- (2) Certificate of fitness. The fire safety manager at a *construction site* shall hold a *certificate of fitness* for such purpose.

(c) Supervision of Construction Site Fire Safety

- (1) Fire safety manager duties and responsibilities. Pursuant to FC1408.1, the fire safety manager is responsible for ensuring that the construction, alteration and demolition work at a *construction site* is conducted in compliance with the requirements of the Fire Code and the *rules*. Such supervision shall include, but is not limited to:
  - (A) authorizing, supervising and/or monitoring materials, operations and facilities regulated by the Fire Code;
  - (B) in accordance with FC1408.1, regularly inspecting the *construction site* for fire safety purposes, including compliance with the code and rule provisions set forth in R1401-01(c), 1403-01 and 1405-01;
  - (C) performing the duties of the *impairment coordinator* required by FC901.7, the *responsible person* required by FC2603.2.2, and the Fire Department liaison required by FC2703.9.1.1, or ensuring that such persons are designated and monitoring the performance of their duties;
  - (D) providing or arranging *Department* access to the *construction site*, inspection of the logbook and other records, and communication with the *owner* or his or her *design professionals*, managers or contractors, in accordance with R1401-01(b)(2); and
  - (E) taking all other actions that a prudent person trained and knowledgeable in *construction site* fire safety would take to ensure that fire safety is maintained at the *construction site*, given site conditions.
- (2) Presence at construction site. The fire safety manager shall be present at the *construction site* at all times when construction, alteration and demolition work is being conducted. The fire safety manager shall sign in the logbook required by FC1408.1 at the beginning and end of each workday. An alternate fire safety manager shall assume the duties and responsibilities of the fire safety manager

whenever the fire safety manager is required to be present at the *construction site* but is absent.

- (d) Obligations of Construction Site Personnel. All persons present on a *construction site*, including contractors, subcontractors and their employees, shall cooperate with, and comply with the directions of, the fire safety manager in authorizing, supervising and/or monitoring materials, operations and *facilities* regulated by the Fire Code, or otherwise carrying out the duties and responsibilities of a fire safety manager, as set forth in FC1408 and this section.
- (e) Recordkeeping. A record of the periodic inspection of the *construction site* required by FC1408.1, and other duties and responsibilities performed each day by the fire safety manager, shall be maintained in accordance with the provisions of that section. Entries shall be made for any conditions not in compliance with the applicable code and *rule* requirements, when such conditions could not be timely corrected, and the notifications made. The logbook required by FC1408.1 used to maintain such records shall be separate and distinct from the any log required to be maintained by the *Building Code*, including BC 3310.7 and 3310.8.4.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 14 (FIRE SAFETY DURING CONSTRUCTION, ALTERATIONS AND DEMOLITION):

This rule addresses the supervision of fire safety at a construction site by a fire safety manager designated pursuant to FC1408.1. It sets forth the duties and responsibilities of the construction site fire safety manager and requires that he or she be present at the construction site when construction, alteration and demolition work is being conducted. It also provides that all construction site personnel must cooperate with, and comply with the directions of, the fire safety manager. In response to public comment, the requirement that the construction site fire safety manager sign out in the logbook whenever he or she leaves the construction site during the workday was eliminated.

Section 9. Chapter 17 of Title 3 of the Rules of the City of New York is hereby amended by amending the chapter title and section title of §1703-01 in the chapter content, to read as follows:

**CHAPTER 17**  
**FUMIGATION AND [THERMAL] INSECTICIDAL FOGGING**

§1701-1702 Reserved  
§1703-01 Fumigation and [Thermal] Insecticidal Fogging

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 17 (FUMIGATION AND INSECTICIDAL FOGGING)

The chapter and Section 1703-01 titles have been amended to reflect the Fire Department's regulation (in R1703-01) of all insecticidal fogging, not just thermal insecticidal fogging,

Section 10. Chapter 34 of Title 3 of the Rules of the City of New York is hereby amended by adding a new section, §3405-02, to read as follows:

**CHAPTER 34  
FLAMMABLE AND COMBUSTIBLE LIQUIDS**

\*       \*       \*

§3405-02       Storage, Handling and Use of Concentrated Alcohol-Based Hand Rubs

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**§ 3405-02 Storage, Handling and Use of Concentrated Alcohol-Based Hand Rubs**

(a) Scope. This section sets forth standards and requirements for the storage, *handling* and use of *concentrated alcohol-based hand rubs*.

(b) Definition. The following term shall, for purposes of this section and used elsewhere in the rules, have the meaning shown herein:

**Concentrated alcohol-based hand rub.** An alcohol-containing preparation designed for application to the hands for anti-microbacterial or other medicinal purpose and containing ethanol or isopropanol in an amount exceeding 70 percent by volume but not exceeding 95 percent by volume.

(c) General Provisions. The storage, *handling* and use of *concentrated alcohol-based hand rubs* shall be governed by the Fire Code provisions applicable to the storage, handling and use of *alcohol-based hand rubs*, as set forth in FC 2701.1 and 3405.5.

STATEMENT OF BASIS AND PURPOSE OF CHAPTER 34 (FLAMMABLE AND COMBUSTIBLE LIQUIDS)

FC3402.1 defines alcohol-based hand rub as an alcohol-containing preparation designed for application to the hands for anti micro-bacterial or other medicinal purpose and containing ethanol or isopropanol in an amount not exceeding 70 percent by volume. Based on the definition, the provisions of FC3405.5 would not apply to hand rubs containing ethanol or isopropanol in an amount exceeding 70 percent by volume.

Federal health standards agencies, including the United States Food and Drug Administration and Centers for Disease Control, advocate the use of higher-concentration alcohol-based hand rubs in health care facilities to reduce the risk of infection spread. Fire test data shows that while there is some increase in the flammability of alcohol-based hand rubs with higher alcohol content, the fire risk is not significantly greater compared to lower-concentration alcohol-based hand rubs. Consistent with the foregoing, and FC102.8, which authorizes the Fire Commissioner to establish fire safety standards for matters not adequately addressed in the Fire Code, this rule proposes to regulate higher-concentration alcohol-based hand rubs in the same manner as lower-concentration alcohol-based hand rubs.

Section 11. Chapter 35 of Title 3 of the Rules of the City of New York is hereby amended by amending subdivision (c) of §3508-01, to read as follows:

**§ 3508-01 Sanitary Landfill Methane Gas Recovery Facilities**

\* \* \*

(c) Design and Installation Requirements

\* \* \*

(10) Lightning Protection and Grounding

[[1] A] The highest structural steel, process vessels and columns shall be provided with lightning protection in accordance with the *Electrical Code*.

[[2] B] All process equipment and piping shall be electrically grounded.

\* \* \*

**STATEMENT OF BASIS AND PURPOSE OF CHAPTER 35 (FLAMMABLE GASES)**

Section 3508-01 has been added to the rule promulgation for the sole purpose of correcting the numbering of several provisions. The numbering has been conformed in accordance with standard numbering protocol for Fire Department rules.

Section 12. Chapter 46 of Title 3 of the Rules of the City of New York is hereby amended by amending Section § 4601-01, to read as follows:



§ 4601-01 New and Amended Fees

\* \* \*

- (d) Training School Accreditation Fees (FC A02). [Reserved] FC A02 is amended to read as follows:

**SECTION FC A02  
TRAINING SCHOOLS**

**A02.1 Training school accreditation fees.** \* \* \*

<b><u>4. Construction site fire safety manager training schools</u></b>	<b><u>\$2,940.00</u></b>
<u>Original application</u>	<u>\$420.00</u>
<u>Renewal application</u>	
<b><u>5. Building operation, maintenance and recordkeeping training schools</u></b>	
<u>Original application</u>	<u>\$2,940.00</u>
<u>Renewal application</u>	<u>\$420.00</u>

- (e) Permit[s], [and] Inspection and Plan Review Fees (FC A03). FC A03 is amended to read as follows:

**SECTION FC A03  
PERMITS, [AND] INSPECTIONS AND PLAN REVIEW**

**A03.1 Permit[s and], inspection and plan review fees.** \* \* \*

<b><u>7A. Coke-fueled salamanders</u></b>	
<u>Store, handle or use coke-fueled salamanders at a construction site</u>	<u>\$105.00</u>

\* \* \*

<b>45. Plan Examinations</b>	
Review of design and installation documents	\$210.00
Review of fire safety and evacuation plan	\$210.00
Review of emergency action plan	
Original application	\$525.00
Amended application (per hour) (total not to exceed \$525.00)	\$210.00

<u>Review of combined fire safety and evacuation plan and emergency action plan</u>	
<u>Original application</u>	<u>\$630.00</u>
<u>Amended application (per hour) (total not to exceed \$630.00)</u>	<u>\$210.00</u>
<u>Review of [professional certification] professionally certified applications</u>	<u>\$210.00</u>

(f) Administrative Services (FC A04). [Reserved] FC A04 is amended to read as follows:

**SECTION FC A04  
ADMINISTRATIVE SERVICES**

\* \* \*

<b><u>8. Vacate order processing (upon dismissal for compliance)</u></b>	<b><u>\$525.00</u></b>
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*Note: Retain underlining of **highlighted** text in publication of final rule. Retain brackets and bracketed material of **highlighted** text in publication of final rule.*

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 46 (FEES):

This chapter is amended to add five new fees.

The first fee is for Department accreditation of training schools for construction site fire safety managers.

The second fee is for Department accreditation of a continuing education course for fire safety directors and fire safety/EAP directors that addresses issues of building operation, maintenance and recordkeeping.

The third fee is a plan review fee for the combined fire safety and evacuation plan/emergency action plans in new rule R404-01. This plan review fee is 25% less than the total fees for separate plan reviews, reflecting the time savings resulting from the combined plan.

The fourth fee is a permit fee for storage and use of coke-fueled salamanders at a construction site.

The fifth fee seeks to recoup administrative costs associated with processing vacate orders. The fee will be imposed at the time of dismissal, when the property owner submits proof of correction of the condition resulting in the issuance of the vacate order, and the Fire Department confirms such correction.

Section 13. Chapter 48 of Title 3 of the Rules of the City of New York is hereby amended by amending eight section titles, adding one new section, §4804-01, adding a new subdivision (f) to §4809-01, and amending subdivision (c) and adding a new subdivision (e) to §4833-01, to read as follows:

**CHAPTER 48  
PRE-EXISTING FACILITIES**

\* \* \*

[§4804-4808 Reserved]

§4804-01 Pre-Existing Emergency Planning and Preparedness

§4805-4808 Reserved

\* \* \*

§4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities

\* \* \*

- §4803-01 [Pre-Existing] **General Precautions Against Fire in Pre-Existing Facilities**
- §4809-01 [Pre-Existing] **Fire Protection Systems in Pre-Existing Facilities**
- §4810-01 [Pre-Existing] **Means of Egress in Pre-Existing Facilities**
- §4830-01 [Pre-Existing] **Storage of Compressed Gases in Pre-Existing Facilities**
- §4832-01 [Pre-Existing] **Storage of Cryogenic Fluids in Pre-Existing Facilities**
- §4833-01 **Storage of Explosives and Special Effects in Pre-Existing Facilities**
- §4835-01 [Pre-Existing] **Storage of Flammable Gases in Pre-Existing Facilities**
- §4838-01 [Pre-Existing] **Storage of Liquefied Petroleum Gases in Pre-Existing Facilities**

**§4804-01 Pre-Existing Emergency Planning and Preparedness**

- (a) Scope. This section consolidates the *Fire Prevention Code* and former Fire Department rules in effect on June 30, 2008 that are applicable to the design and installation of *pre-existing facilities* for purposes of emergency planning and preparedness.
- (b) Definitions. Reserved
- (c) General Provisions. *Pre-existing facilities*, the design and installation of which for emergency planning and preparedness purposes would not be allowed or approved under the Fire Code, but which, pursuant to FC102.3 and R102-01, may be continued with respect to such emergency planning and preparedness under the applicable laws, rules and regulations in effect prior to the Fire Code, shall continue to comply with the provisions of such laws, rules and regulations, including former Fire Department *rules*

3 RCNY 34-02, as applicable, with respect to such emergency planning and preparedness, until such time as such *facilities* may be required to comply with the Fire Code and the *rules* with respect to the design and installation of such emergency planning and preparedness.

(d) Life Safety Requirements for Schools with Physically Handicapped Students

(1) Former Fire Department Rule 3 RCNY §34-02

**§34-02 Life Safety Requirements for Schools with Physically Handicapped Students**

The following life safety requirements shall apply to those public schools included in the Board of Education, Division of School Buildings, ABR/COH Facilities Accessibility Program which is contained in the Jose P. vs Ambach, et al. (Index No. 79 Civ. 270) judgment plan, appendices and stipulations and shall apply to private preschools through secondary schools.

(a) Buildings to be of class 1 (1938 [Administrative] Building Code) construction, or Group 1A, 1B, or 1C (1968 Administrative Code), shall conform to the structural, service equipment and occupancy requirement of Chapter 1 of Title 27 of the [Administrative] 1968 Building Code and to the regulations of the Department of Buildings.

\* \* \*

(c) At no time shall occupancy by non-ambulatory students be permitted in basement or cellar area of school unless entire area of basement or cellar is fully sprinklered by a wet automatic sprinkler system (electrical rooms excluded).

(1) Where terrain configuration places cellar or basement Holdings Area(s) in a position that affords accessibility to Fire Department personnel, sprinkler requirements as per subdivision (c) above, may be waived. Such relief is subject to approval of Bureau of Fire Prevention.

(2) Where terrain configuration places cellar or basement space intended for use by non-ambulatory student on a level where egress may be made directly and unencumbered to the exterior of the building via exits constructed for such purpose, the Holding Area(s) requirements in such cellar or basement space may be

waived. Relief from Holding Area(s) provision in this case is subject to approval of Bureau of Fire Prevention.

(d) Holding Area(s) shall be provided on each floor above and below grade level where occupancy by non-ambulatory students is to be permitted.

(1) Holding Area(s) shall be designated room(s) fully enclosed in non-combustible partitions with all door openings therein either of non-combustible material or of solid wood construction located adjacent to an exit stairwell. Egress from the Holding Area(s) shall be by way of a corridor. These rooms shall be provided with a 2-way voice communication system acceptable to the Fire Commissioner that shall be connected to both the custodian's office and the principal's office. The communication system shall be properly maintained in working order at all times. Inspections, test maintenance and record keeping requirements shall be the responsibility of the person holding the certificate of fitness for [the Interior Fire Alarm System] supervision of fire alarm system maintenance, and shall conform to the requirements of [§ 27-4265(g) of the Administrative Code] FC901.6.1.

(2) Holding Area(s) shall face on a street accessible to Fire Department apparatus and be free from physical impediments (e.g. trees) that may interfere with the positioning of Fire Department apparatus.

(3) Windows in Holding Area(s) designated [from] for removal of handicapped students shall provide, when opened, an area free of obstructions that is at least 32" wide and 48" high accessible to Fire Department equipment. Such windows shall be readily openable without the use of a key.

(4) Window sills on windows designated for removal of handicapped students shall be not more than 36" above the floor level of associated Holding Area(s) and shall be painted red, inside and outside, with a sign attached outside, top window pane. This sign shall read "F.D. ACCESS" and shall be not less than 12" x 18" in size. Sign shall be made of metal or other durable non-combustible material with 4" red lettering in bold type on a white background. Sign shall be properly maintained.

- (5) Holding Area(s) shall line up vertically on the facade of each floor of the building.
- (6) Doors leading to Holding Area(s) shall be provided with a sign 5" x 18". This sign shall read "HOLDING AREA". Sign shall be made of metal or other durable non-combustible material with 3" red lettering in bold type on a white background. Signs shall be mounted on the lower half of the door and be properly maintained.
- (7) Holding Area(s) shall have movable seats and desks and be capable of holding the total number of wheelchairs required to use the Holding Area. Minimum net floor area shall be calculated at 25 square feet per wheelchair and be free of all encumbrances.
- (8) Holding Area(s) shall have ceilings and floors which have a minimum one and one-half hour fire rating. Walls shall have a minimum one hour fire rating and all door openings shall be equipped with appropriately rated fire-proof self-closing doors with a minimal vision panel. The maximum size of vision panel shall be 144 square inches. No opening shall be permitted in wall, ceilings or floors unless properly protected.
- (9) Holding Area(s) shall be [equipped with a 2 1/2 gallon pressurized water extinguisher] provided with a portable fire extinguisher with at least a 2-A rating. \* \* \*
- (10) All ducts/vents which breach or otherwise cause integrity of Holding Area to be violated shall be equipped with an approved combination smoke/heat damper.
- (11) Smoke barriers, in accordance with the provisions of §27-369(c) of the [Administrative] 1968 Building Code, shall be provided in corridors. Such smoke barriers shall separate the Holding Area and the adjacent exit stairwell from the rest of the building. Doors in such smoke barriers shall comply with the provisions of §27-371(c) of the [Administrative] 1968 Building Code except that these smoke stop doors may also be left open if they are arranged to close automatically by an approved smoke detector on the ceiling immediately adjacent to and on both sides of the doors.

- (e) The auditorium shall be fitted to accommodate all persons using wheelchairs in attendance. These accommodations shall be immediately adjacent to and at the same level as a main exit. Existing required aisles, passageways and exits shall not be reduced or obstructed, and legal occupant load shall not be exceeded.
- (f) All existing and newly installed elevators shall be equipped with firemen firefighter service keys to conform with Fire Department requirements.
- (g) Interior Fire Alarm system shall be provided with visual warning signals in addition to the required gongs. Such visual warning signals shall be visible from any location in all corridors and in unsupervised rooms occupied by handicapped students. The visual signal shall be on a separate circuit and control panel. Visual signal shall continue flashing after the four rounds of the Fire Alarm box have run out, and must be manually reset.

\* \* \*

*Note: Retain underlining of highlighted text in publication of final rule. Retain brackets and bracketed material of highlighted text, without underline, in publication of final rule.*

**§4809-01 Fire Protection Systems in Pre-Existing Facilities**

\* \* \*

**(f) Watchman's Time Detector Systems and Watchman Service**

**(1) Former Fire Department Rule 3 RCNY §41-01**

**§ 41-01 Installation of Watchman's Time Detector Systems and [Watchman] Night Watch Service**

- (a) [Watchman] Night watch. In every building used or occupied as a hotel, lodging house, public or private hospital or asylum there shall be employed by the owner or proprietor, or other person having the charge or management thereof, one or more watchmen night watch whose exclusive duty it shall be to visit every portion of such building at regular and frequent intervals, as hereafter provided under regulations established by the commissioner, for the purpose of detecting fire, or other danger, and giving timely warning thereof to the occupants of the building. There shall be provided a watchman's night watch clock or other device to be

approved by the commissioner, by means of which the movements of the [watchman] night watch may be recorded. The commissioner may, however, in his or her discretion, accept an automatic fire alarm system in lieu of [watchmen] night watch and time detectors.

(b) Scope. This section shall apply to all hotels and lodging houses and single room occupancies as defined in the Multiple Dwelling Law, to all public and private hospitals and asylums having more than 15 rooms or accommodating more than 15 patients or inmates above the first or ground story, and to all Turkish or special treatment bath-houses where there are sleeping accommodations for more than 15 persons on the premises.

(c) [Watchman] Night watch service. [Watchman] Night watch service shall be performed every night. Patrol tours shall be made at least every two hours, beginning at 10 P.M. and continuing until the day staff of employees have assumed their duties. Persons employed as [watchmen] night watch shall be physically and mentally competent to perform required duties and shall not be assigned to any other work that will interfere or prevent them from making their proper tours. A proprietor, clerk or other employee may be permitted to serve as a [watchman] night watch in a lodging house, provided his or her duties are such as will not interfere with proper performance of tours.

(d) Time detectors, types.

(1) Central station system, approved by commissioner. Central station system shall consist of watch-boxes of approved type, used for no other purpose and located so watchman in making rounds must visit every portion of the building (see partial occupancy). Boxes shall be arranged so fire signals distinct from watch signals may be sent from each station installed. Before acceptance of any system operating through a central station, the company furnishing such service shall file with the Bureau of Fire Prevention a general description of the apparatus it proposes to install, together with sample boxes and such detailed information and drawings necessary to the complete understanding of the operation of the system. Diagrams showing means of delivering signals to patrol and fire headquarters shall also be furnished.

(2) Local or private station system, approved by Commissioner. Local or private station system. Approved



single station clocks or a portable [watchman's] night watch clock may be used to record the movements of [watchmen] the night watch. Single station clock for each station, or portable clock, shall be so located as to compel watchmen to visit every portion of the building in making tours. (See partial occupancy). Records shall be made by embossing or perforating paper dials which shall be clearly legible. Dials shall be of sufficient size so that time at which record is made can be accurately determined. Both single stations and portable clocks shall be made so that watch record dials cannot be seen without opening case, also the opening or closing of the case will make distinctive record on the dial of such action. Keys for portable clocks shall be of a type difficult to duplicate and shall be of a pattern susceptible to variations tending to reduce the probability that a set of keys fitted for one clock will operate other clocks. Key stations shall be fixed so that they cannot be removed without giving evidence of the fact.

- (e) Numbering of stations. Stations shall be numbered in the order that the [watchman] night watch is required to make his or her patrol. The location number and order of stations shall be subject to the approval of the Bureau of Fire Prevention.
- (f) Reports of [watchman] night watch service. Central station system companies shall furnish such daily reports to the Bureau of Fire Prevention as may be required, of all buildings equipped by them with time detectors. Where either single station clocks or portable watchmen's clocks are used, records shall be maintained for at least thirty (30) days which shall be subject to inspection by the fire department. The insertion and removal of record dials from the time clock, indicating the hours of [watchman] night watch patrol shall be performed by owner, proprietor or supervisor only. [Watchmen] Night watch shall not be permitted to perform this function. Each dial shall be dated upon insertion and removal from the time clocks and initialled by person charged with this duty. Only one dial may be inserted in the clock at any one time.
- (g) Exception. Where an automatic closed circuit, automatic thermostatic fire alarm system, or an automatic wet sprinkler system is installed to cover all portions of the building and are so arranged that the operation of either system will sound all of the gongs on the interior fire alarm system, a watchman's time detector system [of time detectors] shall not be required.

(h) Existing installations. Time detectors heretofore installed in compliance with orders of the commissioner may be accepted in lieu of the above requirements, provided they are properly maintained so as to render the service intended.

(i) Partial occupancy of building. Where any hotel, lodging house, hospital or asylum occupies only a portion of a building and such portion does not include all of the floors above and below ground levels, provisions shall be made whereby [watchmen] night watch shall cover all portions so occupied and, in addition, all portions which are at the same level above or below the floors occupied by the hotel, lodging house, hospital or asylum.

\* \* \*

#### § 4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities

\* \* \*

(c) General Provisions. Pre-existing facilities for storage of explosives the design and installation of which would not be allowed or approved under the Fire Code, but which, pursuant to FC102.3 and R102-01, may be continued with respect to such explosive and specials effect material installations under the applicable laws, rules and regulations in effect prior to the Fire Code, shall continue to comply with the provisions of such laws, rules and regulations, including former Administrative Code §27-4213, and former Fire Department rule 3 RCNY §14-04, until such time as such facilities may be required to comply with the Fire Code and the rules with respect to their design and installation.

\* \* \*

#### (e) Television Special Effects

##### (1) Former Administrative Code §27-4213

##### **§27-4213 Television special effects**

a. The provisions of this section shall apply to the [use, storage, maintenance and transportation] storage and use of television special effects in connection with television programs.

b. Definitions. For the purposes of this section:

1. The term "television studio" shall mean any place in a building from which television broadcasts are made or

rehearsed and which contains television equipment, scenery or properties, fixtures or other special equipment used for production of television broadcasts whether or not the use of motion picture film is an integral part and with or without seating area for an audience. A television studio may include, but shall not be limited to, front and rear screen projection, film recording, kinescope recording, cutting and editing rooms, developing, screening and viewing rooms, storage rooms and telecine rooms. The televising of special events, such as news, sports, conventions, or special events of a generally similar nature in any place or building shall not constitute such place or building a television studio.

2. The term "television special effect" shall mean any of the materials listed in subdivision c of this section and, in addition, any item, material or property of an explosive, flammable, combustible or dangerous nature approved by the commissioner as a television special effect.
3. The term "flash compound" shall mean a chemical mixture with a burning rate and gas producing pressure rate of lesser degree than commercial photographers' flash powder.
4. The term "flash producing paper" shall mean a paper partially nitrated or treated with mixed acids and treated with a retardant to diminish its rate of burning.
5. The term "flash producing cotton" shall mean ordinary cotton partially nitrated.
6. The term "matches" shall mean matches, other than safety matches, of a type approved by the commissioner.
7. The term "television spark producing device" shall mean a wood stick about one-eighth inch in diameter and seven and one-half inches long dipped to an extent of about four and one-half inches. Each stick shall hold either about five grams of a binder mixture, iron filings, aluminum and barium nitrate, or about two grams of a binder mixture, aluminum, barium nitrate and potassium perchlorate.

8. The term "toy pistol caps" shall mean toy pistol caps made and packed in compliance with the requirements of the federal department of transportation.
9. The term "electric ignitors" shall mean a type approved by the commissioner, and shall contain a compressed powdered metal and an electrical bridge device with a chemical igniting compound of pressed powder with a small amount of oxidiser not exceeding five grains surrounding the bridge.
10. The term "safety fuse or quick match" shall mean a fuse of a type approved by the commissioner, and shall consist of a very fine core of powder surrounded by wound paper and/or yarn tape and pitch in such a manner so that the fuse will burn progressively.

\* \* \*

12. The term "approved carrying case" shall mean a container clearly marked "TV special effects" and conforming to the following specifications: Container shall be constructed of .070 inch vulcanized fibre, with fibre sections formed under heat, riveted together and all exposed edges banded with metal edging. The exterior corners on the cover and bottom shall be fitted with metal corner reinforcing pieces, and the construction shall conform to standards and practices of fibre case manufacture. The inside dimensions shall be sixteen inches long, eight inches deep and six inches wide, with variances of one-half inch. Such container shall be fitted with two or more spring loaded hinges, capable of effecting a tight closure and exert enough pressure to prevent the cover remaining in open position when released. The closure pressure of the combined hinges shall not exceed ten (10) pounds. The cover shall close freely without any binding action with spacers placed under the lower half of the spring hinge. The inside top panel of the cover shall be lined with one-eighth inch asbestos held in place with a fire resisting adhesive. A fibre panel covering approximately three-fourths inch of the asbestos around the inside perimeter of the cover shall be riveted to the inside of the cover as a fireproof gasket between the cover and the four top edges of the box body. Apertures of four inches by four inches shall be placed at each end and fitted with flame repellent wire mesh

barriers, so constructed as to allow a one-half inch separation between the two panels of twenty mesh wire screen, and such screens shall be of stainless steel, cadmium plated copper or brass mesh. The barrier assemblies shall be secured with 6/32 roundhead machine screws, so constructed as to permit removal of mesh for cleaning or replacement. The carrying strap shall be one inch woven webbing attached to the ends of container by free floating "D" rings; the strap shall be capable of supporting a carrying weight of thirty pounds. No varnish, paint, or treatment of any kind shall be applied to the fibre or asbestos portions of container.

13. The term "central storage" shall mean the storage of television special effects in a room which conforms to the following specifications: Such room shall be enclosed by noncombustible partitions having a minimum fire resistive rating of at least a one hour, and a roof having a fire resistive rating of at least a one and one-half hours, and shall be used for no other purpose. The location of such storage room shall be approved by the commissioner, and shall not be located below street level. Door openings shall be provided with self-closing fireproof doors, having at least a one hour fire resistive rating, and marked "Central storage--television special effects," in letters not less than four inches high. Such rooms shall be adequately ventilated to the outer air, with thin glass windows having an area of at least one-half square inch per cubic foot of room capacity. [and] There shall be a distance of at least fifty feet from any window in such rooms to any window or other building opening [exposed thereby and not in the same plane and giving] on a different wall of the same building or on another building, and a distance of at least twenty-five feet from any window in such rooms to any fire escape on the same [or higher level, and] wall. Such rooms shall be provided with one sprinkler head for each eighty square feet of floor space. Metal racks shall be provided for the storage of containers, and all compressed gases shall be stored in an upright position. Such rooms shall be constructed only on fireproof floors having a minimum fire resistive rating of at least one and one-half hours and adequate to sustain the proposed loads, or shall be constructed directly on the ground. Where there are practical difficulties in conforming strictly to the provisions herein, the commissioner may vary or modify such provisions to

such extent as such commissioner may deem necessary  
[in] for the premises consistent with public safety.

14. The term "centrally stored" shall mean stored in a place  
of central storage as defined in paragraph thirteen of this  
subdivision.

c. The following materials are approved as television special effects  
and, notwithstanding any other provisions of the code, but  
subject only to compliance with the provisions of this section,  
may be centrally stored[, and/or may be maintained, stored] and  
used in television studios\* \* \*:

1. Flash compound

(a) A maximum of thirty-six ounces may be centrally  
stored with not more than two ounces in any  
federal department of transportation approved  
container and with all such containers kept in  
approved carrying cases.

(b) A maximum of four ounces may be [maintained]  
stored for use, with not more than sixty grains in  
any plastic vial or any federal department of  
transportation approved container and with all  
such vials or containers kept in approved carrying  
cases.

2. Flash producing paper

(a) A maximum of one hundred square feet may be  
centrally stored with all such material enclosed in  
metal foil or other material approved by the  
commissioner and all kept in approved carrying  
cases.

(b) A maximum of twenty square feet may be  
[maintained] stored for use when enclosed in  
metal foil or other material approved by the  
commissioner and kept in approved carrying  
cases.

3. Flash producing cotton

(a) A maximum of two ounces may be centrally  
stored with not more than one-half ounce in a

plastic container and all such plastic containers kept in approved carrying cases.

- (b) A maximum of one-half ounce may be [maintained] stored for use, with all such material in a plastic container and such plastic container or containers kept in approved carrying cases.

4. Volatile flammable oils and flammable mixtures

- (a) A maximum of five gallons of each may be centrally stored in safety cans of a type approved by the commissioner.

- (b) A maximum of one gallon of each may be [maintained] stored for use in safety cans of a type approved by the commissioner.

5. Acetylene gas

- (a) Not more than twenty-four cylinders not exceeding one hundred forty cubic inch capacity each approved by the federal department of transportation may be centrally stored.

- (b) A maximum of six such cylinders may be [maintained] stored for use.

6. Household gas

- (a) A maximum of twelve cylinders not exceeding five hundred cubic inch capacity each, approved by the federal department of transportation, may be centrally stored.

- (b) A maximum of six such cylinders may be [maintained] stored for use.

7. Propane gas

- (a) A maximum of six propane cylinders, interstate commerce commission designation no. 4B240 or equivalent, not exceeding twenty pounds capacity each, may be centrally stored.

(b) A maximum of two such cylinders may be [maintained] stored for use.

8. Butane gas

(a) A maximum of twenty-four cylinders not exceeding thirty cubic inch capacity each, by the federal department of transportation, may be centrally stored.

(b) A maximum of six such cylinders may be [maintained] stored for use.

\* \* \*

10. Matches

(a) A maximum of one thousand matches may be centrally stored in one or more approved carrying cases.

(b) A maximum of fifty matches may be [maintained.] stored for use[,] in approved carrying cases.

11. Spark producing device

(a) A maximum of one hundred forty-four such sticks may be centrally stored in separate hardened fibre boxes, all contained in approved carrying cases.

(b) A maximum of thirty-six such sticks may be [maintained.] stored for use[,] in hardened fibre boxes all contained in approved carrying cases.

12. Toy pistol caps

(a) A maximum of two thousand five hundred such caps in approved carrying cases may be centrally stored.

(b) A maximum of five hundred such caps may be [maintained.] stored for use[,] in approved carrying cases.

13. Electric ignitors



(a) A maximum of four hundred such ignitors may be centrally stored in approved carrying cases.

(b) A maximum of one hundred fifty such ignitors may be [maintained,] stored for use[,] in approved carrying cases.

14. Safety fuse or quick match

(a) A maximum of two hundred feet of each type may be centrally stored with not more than two hundred feet of either type or combination of the two types kept in approved carrying cases.

(b) A maximum of twenty feet of each type may be [maintained,] stored for use[,] with not more than twenty feet of either type or combination of the two kept in approved carrying cases.

15. Blank cartridges. A maximum of one hundred boxes of such cartridges, in approved carrying cases, may be centrally stored [or maintained] for use.

16. Slow burning smoke producing compound

(a) A maximum of twelve pounds may be centrally stored in approved carrying cases.

(b) A maximum of two pounds may be [maintained,] stored for use[,] in approved carrying cases.

\* \* \*

g. Television special effects in quantities, as provided in subdivision c of this section may be [maintained] stored for use[,] in cabinets in television studios provided such television special effects are contained in approved carrying cases, when required in subdivision c of this section, and stored in cabinets at such location in the studio as may be approved by the commissioner, in no event to be below street level and in accordance with the following:

1. Said location in theatre type television studios shall be as far as practicable from the audience area and in all other

television studios are far as practicable from the performing area.

2. Cabinets shall be clearly marked "TV special effects" and be constructed either of one-fourth inch asbestos board on a framework of one and one-fourth by one and one-fourth by one and one-eighth inch angles or shall be made of 18 United States gauge metal double walled with one and one-half inch air space. Racks or shelves shall be of metal so arranged that cylinders of compressed gas shall be secured in an upright position.
3. Doors shall be so arranged as to remain normally closed and shall be provided with catches at three points.
4. Cabinets shall be provided with a vent to the outside of building. Vent shall have a minimum area of one-half square inch per cubic foot of cabinet capacity.
5. Vent flues inside of building shall be of a construction equivalent to 18 United States gauge metal, covered with one inch of heat insulating material.
6. Each cabinet shall be provided with an automatic sprinkler connected to an adequate source of water supply.

***Note: Retain underlining of highlighted text in publication of final rule. Retain brackets and bracketed material of highlighted text, without underline, in publication of final rule.***

#### STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 48 (PRE-EXISTING FACILITIES):

The titles of Sections 4803-01, 4809-01, 4810-01, 4830-01, 4832-01, 4835-01 and 4838-01 in this chapter have been amended to conform to those in the chapter table of contents.

R4804-01 sets forth design and installation requirements for pre-existing facilities having holding areas in schools with physically handicapped students. These requirements are set forth in existing rule 3 RCNY §34-02.

R4809-01(f) sets forth design and installation requirements for watchman service in pre-existing hotels, lodging houses, hospitals and asylums. These requirements are set forth in existing rule 3 RCNY §41-01.

R4833-01(e) sets forth requirements for television special effects in pre-existing facilities. These requirements are set forth in former Administrative Code §27-4213.

fdny rules (4th) (5/21/10 final)