

Comprehensive Fire Safety and Emergency Action Plan & Fire Safety and Evacuation Plan

Building Information Card (Appendix B)

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

BIN: Provide the premise BIN Number.

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

A/K/A: Provide the building name and any other street addresses (e.g. 144 Tech Place)

CONSTRUCTION CLASS/TYPE: For buildings constructed prior to the 1968 NYC Building Code, list construction class as seen in the Certificate of Occupancy. For any building constructed after the 1968 NYC Building Code, select from drop down.

OCCUPANCY: Select the occupancy of the premise. Mixed occupancy gives up to three occupancies. Fill sections accordingly.

HOTEL FLOORS: List all floors designated for Occupancy Group R-1 (hotel/motel) use. List floor level or range of floors instead of number of floors (e.g., Flr 1-12).

OFFICE FLOORS: List all floors designated for Occupancy Group B office use. List floor level or range of floors instead of number of floors (e.g. Flr 13-25).

RESIDENTIAL FLOORS: List all floors designated for Occupancy Group R-2 (apartment) use. List floor level or range of floors instead of number of floors (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 be the sum of Appendix D Sections 12&13. For Fire Safety Plans with two way voice (Appendices A-1 & A-4), the numbers should also coincide with Table 4. For EAPs, the numbers should coincide with Table 6.

Box 2 BUILDING STATISTICS

STORIES: List number of floors above and below grade.

HEIGHT: Provide building height in feet.

GROUND LEVEL FLOOR AREA: List the area of the ground floor in square feet.

GROUND LEVEL FLOOR DIMENSION: Provide building dimensions; width (as if standing in front of building) x length (depth). Write "Irregular" for buildings with odd shapes.

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

TRUSS CONSTRUCTION: Select whichever option applies.

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

VERTICAL VOIDS: List the location and type of any vertical shafts other than elevators (e.g. utility pipe chase, linen chute, trash chute, dumbwaiter, 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

Amount: List total number of exit stairs.

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 & FIRE ESCAPES: List any stairwells that are fire towers or fire escapes.

NOTE: If needed, stairs can be grouped together if they serve the same floors.

Box 4 ELEVATORS

Amount: List total number of elevators.

BANK: List the letter designations for all elevator banks

CAR NUMBERS: List the individual elevator car numbers (or alpha numeric) 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 a floor other than the ground floor. If a sky lobby is provided, list each floor on which a sky lobby is located.

NOTE: Elevators with same bank designation but different car numbers can be grouped together if they serve the same floors. (e.g. Bank A Cars 1-3, floors: Cellar to Flr 10; Bank B Cars 4,6,8, floors: SubCellar to Flr 10.)

Box 5 VENTILATION

HVAC ZONES: List the zones served by the HVAC system. Ensure each zone list the location of the supply fans and the floors served. **Be as detailed as possible** (e.g. HVAC on 7th Floor serves hallways and corridors on flrs 1-6; RTU serves all guest rooms on flrs 7-19. If no through the floor duct work exist, statements such as individual "package units" for each floor are acceptable.

BUILDING MANAGEMENT SYSTEM: If there is a building management system onsite, provide its location. If offsite, provide the emergency number.

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

LOCATION OF MECHANICAL ROOMS: Provide location(s).

Box 6 UTILITIES

NATURAL GAS SERVICE: Provide street where it enters from and location of gas shutoff valve in building.

ELECTRIC SERVICE: Provide street where it enters from and shutoff location in building.

STEAM SERVICE: Provide street where it enters from and shutoff location in building.

EMERGENCY GENERATOR: Provide location of each emergency generator and indicate type of fuel used.

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: List any valves that can either fully or partially shut off / isolate the standpipe system. Provide valve locations and floor (e.g. Flr 19 utility closet, Flr 10 “B” stair).

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; (1) 37th St).

SPRINKLER SYSTEM: Indicate whether building is fully sprinklered, partially sprinklered or not sprinklered. If a building is partially sprinklered, list which floors that are partially sprinklered, which floors are fully sprinklered and which are not.

PRV VALVE FLOOR LOCATIONS: List PRV valves for the standpipe or combination systems only.

PUMP TYPES & LOCATIONS: List the type of pumps and their locations if any. (e.g. fire pump, booster pump, special service pump, etc). Fill pump & jockey pumps not required.

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)

SYSTEM WATER SOURCE: List all sources of water such as city mains, gravity tank, pressure tank, etc. Include locations.

Box 8 HAZARDOUS MATERIALS / MISC

List all fuel tanks in this section. List the capacity and location of each tank.

Amount: List total number of hazardous materials.

CELL TOWERS LOCATIONS: Provide information such as cell site room location, back up battery supply, Shut off location and emergency telephone number. If none, mark N/A.

ENERGY STORAGE SYSTEM: Provide the location of the storage system, the floors and areas the system serves and the shut down switch location. If none, mark N/A.

UNINTERRUPTED POWER SYSTEM: Provide the location of the storage system, the floors and areas the system serves and the shut down switch location. If none, mark N/A.

SPECIAL NOTES: This section pertains to the whole premise. List any pertinent information that either couldn't fit in the other sections or that couldn't be listed in the other sections. Some guidelines are listed below.

- Identify areas/rooms of special concern (such as medical facility (x-ray); transformer locations; garages; atriums; high voltage etc.
- MRL elevators can be listed. Include the shutoff power location
- 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.

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 station. If the fire command station 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) and annotate the floor that it is actually located in. Also, show it on the Elevation diagram on its applicable level.
- Bordering streets (at least two streets needed). Add "Non Bordering or non Adjoining with street name" if street is far from premise.
- Entrances
- Horizontal passageways: If passageway leads to another premise, annotate the address of adjacent building.
- Shafts (all vertical voids other than elevators) e.g. dumbwaiter, linen/trash chute.
- Location and designation of stairwells and elevators
 - Elevators must be labeled by both bank letter designation and car number (e.g. Bank A Car 1).
 - Stairwells must be labeled by letter designation (e.g. Stairwell C).
- Indicate which stairwells contain standpipe connections and show all other outlets.
- Fire towers and fire escapes.
- Fire department connections in the required color code (see below).
- Geographic north indicator

NOTE: The Plot Plan orientation should show the main entrance to the building clearly marked and located at the bottom of the page, as if standing in front of the building. If the building is deeper than wide, turning it on its side is acceptable as long as the main entrance is clearly marked. All labeling needs to be easily visible (large font, no bright colors, etc.)

The elevation of the building shall mimic the profile of the building & depict the following information:

*Special note: Buildings with sections of significant variations in elevation, such as a low rise section adjacent to a high rise tower, depict the riser by the outside shape of the building and place those building components (stairs, elevators, etc.) particular to that section within that part of the riser diagram.

- Ground level. Grade changes must be shown if they exist.
- 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
- All other standpipe outlets not located in stairs. Specify the location.
- 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.
- Roof setbacks. Show on the side of diagram recessed in (see sample BIC).
- Fire command station, if not located on FL-1.

NOTE: For the Elevation diagram, the stairs, elevators, shafts etc should still be oriented left to right as entering the main entrance. All labeling needs to be easily visible (large font, no bright colors, etc.)

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

- Elevators: Blue;
- Elevator's Blind shaft: Light Blue;

- Standpipes: Red;
- Stairwells/Fire Towers/Fire Escapes: Dark Green;
- Stairwells/Fire Towers/Fire Escapes **with no access (bypass a floor)**: Light Green;
- Access Stairs/Escalators: Orange;
- Fire Command Station and Mechanical Equipment Rooms: Yellow;
- EMR: White (no fill) or Yellow;
- Trash Chute/Linen Chute/Blind Shaft/Dumbwaiter: Grey
- ESS/UPS: Light Purple.
- FD Standpipe Connection: Red
- FD Sprinkler Connection: Green
- FD Combination Connection: Yellow. (Made visible on white background. Use a border if necessary).