



## *Instructions for Fire Safety and Evacuation Plan – Shelter Buildings*

Fire Department of the City of New York

**DO NOT** include these instructions as part of the plan submission.

The following information should be used while preparing or revising a Fire Safety Plan:

1. All plan submittals must be accompanied by a TM-1E form.
2. All plans, including revised plans, must be complete with all mandatory attachments (see details below). Submissions must include the Owner's Certification page with a current date and signature.
3. Corrections for Letters of Deficiency must be submitted within **30 days** from the date on the letter(s) issued unless otherwise specified.
4. All plan revisions must be accompanied by a **detailed** transmittal letter detailing the amended sections.
5. Any Disapproved plans not resubmitted within **6 months** will be considered abandoned and will require a new filing fee.

### **Mandatory plan attachments:**

1. Copy of most recent Certificate of Occupancy, Temporary Certificate of Occupancy or Schedule A, if building is under construction.
2. Representative floor plans including floors below grade and roof meeting criteria listed in section I. Must be in **PDF format**
3. Riser diagram for standpipe and/or sprinkler system for the building meeting criteria listed in section II. Must be in **PDF format**.
4. Site Plan / Plot Plan meeting criteria listed in section III. Must be in **PDF format**.
5. Copies of any other supporting documents.

#### **I. Requirements for acceptable representative floor plans:**

- Submit an architectural type representative floor plan for all floors including floors below grade, mechanical engineer of record (MER), mezzanines, concourses, and roof. Include a Floor Plan Table of Contents. All floor plan drawings must be submitted in **PDF Format**, as a single file using the EPPG Floor Plan & Drawing File Naming Convention.
- All floor plans must be accompanied by the **original letter dated, signed and sealed** by a NYS licensed design professional. The professional must attest to the accuracy and validity of the drawings. Plans may be electronically dated, signed and sealed. Only electronic signatures that meet the requirements of the Electronic Signature and Records Act (ESRA) will be accepted. For more information contact the NYS Office of Information Technology Services (ITS).
- Plans must be legible and show the entire floor area. Ensure all drawings have a solid white background. **Avoid using light colors for words or lines on a light background. Use black for all text and walls.** Plans do not have to be submitted in color. **If submitted in color, ensure the Building Information Card's color coding is used (See Below).** Drawings will be reviewed on a computer screen, make sure that all information can be seen clearly.
- Indicate northerly direction on all plans.

Indicate the following on floor plans:

- Exits.
- Egress route / Evacuation Route must be shown by displaying the permanent partitions which create the corridors used for exit access. **Additionally, provide hatching or a red line(s) throughout the route.**
- Fire barriers.
- Areas of Refuge.
- In-Building Relocation Areas.
- Stairs with letter designation.
- Access and convenience stairways.
- Elevator bank letter and car number designations must be the same as listed on the Building Information Card.
- Fire Command Station. If more than one exists, show them all, denote the primary and the others as secondary.
- Fire Warden Phones or Phone Jacks.
- Manual fire alarm boxes (pull stations)
- Standpipe hose outlets and/or fire hose cabinets – if no hose racks are located on the floor.
- Sprinkler and standpipe system control valves.
- Any part of the building **not protected** by sprinkler system.
- Emergency power generator and fuel supply. Show location on floor plan of day tank and/or location of main tank. Annotate the size of the fuel tank.
- Provide a legend on each floor plan with all symbols and abbreviations used.
- Indicate Northerly direction.
- Streets – minimum of one street needs to be shown.

## II. Requirements for acceptable Standpipe and/or Sprinkler Riser Diagram:

- Diagram must be legible and show the entire system.
- Use professional standard symbols and legend.
- Diagram is to be in **PDF format**.
- If the standpipe and sprinkler system is not a combination system, submit a separate riser diagram for each system.

Indicate the following:

- Gravity Tanks, indicating the total capacity and fire reserve.
- Pressure Tanks, indicating the capacity.
- Risers, indicating the size and locations.
- Siamese connections, indicating locations.
- Fire Pump, (if applicable) indicating output (gpm) and automatic or manual.
- Booster Pump (special service pump), indicating output (gpm).
- All cross connections.
- City water main supply.
- Fill line and house pump.
- You may show legend to indicate all symbol used
- Label stairwells according to their letter designation

- Check valves (upper and lower) and control valves
- Pressure reducing valves (PRV)
- All riser sectional valves
- Dry pipe valves
- Pre-action sprinkler valves
- Roof manifold
- Fire hose racks on all floors
- Sprinkler floor control valves

### III. Requirements for acceptable Site Plan / Plot Plan

- Site Plan / Plot Plan must meet requirements of FC 404.3.1- 404.3.2
- Indicate the premises footprint and location(s) of Standpipe and/or Sprinkler Fire Department Connection(s)
- Site Plan / Plot Plan to include all the buildings on the block
- Show the outside assembly area. Outside assembly area must be:
  - at least the height of the building in distance away
  - able to accommodate the full building population and cannot be at an intersection (corner).

More than one area may be provided. If the assembly area is too far to be shown, clearly list the **specific** location(s)

**FOR FURTHER  
QUESTIONS, CONTACT:**  
ATTN: [Fdny.BusinessSupport@fdny.nyc.gov](mailto:Fdny.BusinessSupport@fdny.nyc.gov)












### **SPECIAL INSTRUCTIONS**

All plan submittals must be accompanied by a [TM-1E](#) form.

Floor Plan & Drawing File Naming Convention	
<b>*R-3</b>	COMBO SPKLR & STP Riser Diagram*
<b>*R-2</b>	Standpipe Riser Diagram*
<b>*R-1</b>	Sprinkler Riser Diagram*
<b>ST-1</b>	Site plan
<b>FR-2</b>	Upper Roof (e.g. another roof level... above Penthouse, above MER's, etc., etc.)
<b>FR-1/PH</b>	Main Roof with a Penthouse
<b>FR- 1</b>	Main Roof
<b>FL-C1</b>	Cooling Tower
<b>FL-6P2</b>	Penthouse 2
<b>FL-6P1</b>	Penthouse 1
<b>FL-6P</b>	Penthouse (above 6 <sup>th</sup> floor, actually would be the 7 <sup>th</sup> floor level)
<b>FL-6</b>	6 <sup>th</sup> Floor
<b>FL-5</b>	5 <sup>th</sup> Floor
<b>FL-4B</b>	4 <sup>th</sup> Floor Mezzanine (if <i>ENTIRE FLOOR</i> )
<b>FL-4</b>	4 <sup>th</sup> Floor
<b>FL-3M</b>	<i>Mechanical Equipment Room (if ENTIRE FLOOR)</i>
<b>FL-3</b>	3 <sup>rd</sup> Floor
<b>FL-2</b>	2 <sup>nd</sup> Floor
<b>FL-1C</b>	Mezzanine
<b>FL-1B</b>	Mezzanine
<b>FL-1A</b>	Concourse
<b>FL-1U</b>	(Upper 1 <sup>st</sup> Floor) used in conjunction if Ground floor is named Lobby floor (FL-1L).
<b>FL-1L</b>	(Lower 1 <sup>st</sup> Floor - Lobby) used in conjunction if the named 1 <sup>st</sup> floor is above this Lobby Floor.
<b>FL-1</b>	1 <sup>st</sup> Floor /Ground/Lobby (lowest FD access floor) In some instances, 1 <sup>st</sup> floor named within a building may actually be at level other than the Ground floor along with a Lobby floor or other floor named at ground level. If this is the case, name it according to how it relates to the building. E.g. this floor level may either be FL-1, FL-1L, or FL-1U depending on what is named below it.
<b>B-1U</b>	Upper Floor (Odd Floor between Basement & FL-1)
<b>B-1C</b>	Concourse
<b>B-1</b>	Basement
<b>B-2</b>	Sub-Basement
<b>A7</b>	Cellar, Concourse
<b>A6</b>	Sub Cellar
<b>A5</b>	Garage 1
<b>A4</b>	Garage 0
<b>A3</b>	FCS Floor (if Fire Command Station is <u>not</u> on FL-1). Also applies to IFA plan with FACP. If providing this file, a duplicate drawing is required named and filed according to the actual floor name. (e.g. if FCS is in Cellar then both an A-3 and A-7 would be needed. Acceptable to have one file named as A-7/A-3 (Cellar/FCS Floor).
<b>A2</b>	Legend (a separate file is not required if a Legend is provided on each drawing).
<b>I-1</b>	IBRA Table of Contents (in-building relocation area <i>for that particular floor</i> )
<b>FL-0</b>	Floor Plan Table of Contents

\* If in PDF use similar file name  
All drawing in PDF format

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

	Elevator
	Elevator Blind Shaft
	Stair
	No Access Stair
	Convenience / Access Stair
EMR	Elevator Machine Room
	Fire Alarm Control Panel
	Linen / Trash/ Utility Chute
	Standpipe Outlet
	Standpipe Connection
	Sprinkler Connection
	Combination Connection

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).