



FDNY

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Technology Management
Bureau of Fire Prevention

Office of Technology Management Bulletin # 03-01-2019 Locations of Fire Command Centers

This bulletin provides guidelines for acceptable locations of Fire Command Centers (FCC) in buildings in which an FCC is required by New York City Building Code (BC) or the New York City Fire Code (FC).

BC403.4 requires an FCC in high-rise buildings as part of the building fire alarm system. BC911.1.1 requires an FCC in the lobby of the building on the main entrance floor near the Fire Department–designated response point.

The guidelines in this bulletin are also applicable in other building in which the Building Code requires a fire alarm system with voice communication including low rise large area buildings (as that term is defined in NYC Building Code) and in residential apartment buildings (Group R-2 occupancies) greater than 125 feet.

A common reason for Fire Department rejection of building fire alarm system plans is the placement of the FCC at an inappropriate location that does not meet FDNY operational and logistical requirements during an emergency in the building.

The following guidelines are intended to provide guidance as to the acceptable locations for FCCs in buildings referenced above in order to facilitate fire alarm plan approval and occupancy of the building, and ensure that Fire Department operational requirements are being addressed.

I – Primary Fire Command Centers

Primary FCC's (as required by BC403 and BC911) shall be installed in the building at any one of the following locations:

1. Mounted in the front desk.
2. Mounted on the wall behind the front desk
3. Mounted on a wall in the lobby and shall provide a clear view of the elevators and lobby.

II. Secondary Fire Command Centers

When required as per the NYC Building Code Appendix G, the Secondary FCC shall be installed in the building at one of the following locations:

1. On the first floor at a location above the flood elevation. Such location must be in close proximity to the main building lobby.
2. On the second floor located near elevators and or stairwells, but not in a room.

Note: The design and installation of the Secondary FCC shall comply with FDNY Technology Management Bulletin 12-01/2013.

III. Dual Fire Command Centers

Dual FCCs are a single fire alarm system with two Fire Command Centers. Dual FCCs shall be fully redundant and shall be designed and installed in compliance with NYC Building Code requirements (BC 911) in effect at time of filing with the NYC Fire Department.

1. Dual FCCs are generally installed in buildings that have the following:
 - Common lobbies with more than one entrance or point of access remote from each other;
 - Common lobbies with towers that are not connected on all floors above the lobby.
 - Common lobby where the occupancy starts at the sky lobby.
2. Installation of Dual FCCs shall comply with the following filing and design requirements:
 1. Applicant shall file a Fire Department TM-4 Technical Assistance (modification/variance) application well in advance of the building design and submission of the building fire alarm system plan.
 2. The application shall address any technical modifications to the fire alarm system or the location of any fire alarm system components, together with a justification for the need for such modifications and how they assure the same level of fire safety as the fire alarm system design required by the NYC Building Code.
 3. The applicant shall propose a location for the second Dual FCC, indicating its reasons for installation of a Dual FCC.
 4. A Sequence of Operation shall be included describing how alarms generated in the common areas of the building will alarm on the Dual FCCs.

5. The FCC that will be in operation during normal hours shall be labeled “MAIN FCC”, and the other shall be labeled “DUAL FCC”. The DUAL FCC shall be equipped with a lock cylinder that is operated by a citywide (2642) key. When enabled, the key will lock out the MAIN FCC allowing DUAL FCC to operate.
6. The FCC labeled DUAL shall only be operated during an incident or for routine maintenance and testing purposes.
7. When a citywide key is activated at the Dual FCC a supervisory signal shall be transmitted to the central station notifying the alarm company that the DUAL FCC is in control.
8. Each FCC must be equipped with an LED indicator indicating which FCC is in control.

IV. General Fire Command Center Design and Installation Requirements

The following design and installation requirements are also applicable to all FCCs – Primary, Secondary and Dual:

1. The FCC panel display shall not be mounted more than 6 feet above the finish floor.
2. When recessed in wall, the depth of the recess shall not greater than the depth of the equipment, but in any case not greater than three feet. If equipped with doors, there must be full access to all FCC equipment. Recess doors shall slide or fold open so as to not impede egress or ventilation. Recess doors shall remain unlocked.
3. When mounted in decorative enclosure, the following certifications regarding the enclosure design shall be submitted for Fire Department review and approval prior to installation:
 - (a) Product documentation and an affidavit from the manufacturer confirming that such decorative enclosure does not inhibit or obstruct the required ventilation for the control unit.
 - (b) Written confirmation from control unit’s listing agency affirming that the decorative enclosure does not void the listing of the control unit.
4. All FCC that are recess mounted or in a decorative enclosure shall be accessible for inspection and servicing.
5. A permanent sign indicating “Fire Command Center” in 2” red letters on a white background shall be posted at the FCC.