



## Instructions for Fire Safety Plan, NYC Fire Department Office Buildings

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

**Prepare Fire Safety Plan exactly as set by the guidelines with all information as requested in the guideline.**

Attach to the Fire Safety Plan:

1. Copy of the most recent Certificate of Occupancy or Temporary Certificate of Occupancy or Schedule A if building is under construction.
2. Copies of the representative floor plans including basement(s) meeting criteria as listed below.
3. Copy of riser diagram for standpipe and/or sprinkler system for the building.
4. Copies of any other supporting documents like request for variance(s).

**The following are the requirements for the acceptable representative floor plans:**

Submit **architectural** type of representative floor plans (B&W) including basement and sub-basement **not larger** than 11x17. Plans must be of good print quality and show the entire floor areas. **Include a site plan showing frontage of the building.** Locate on floor plans:

- a. Partitions showing layouts of corridors.
- b. Stairs with letter designations same as listed in Building Information Form.
- c. Elevators/elevator banks with letter designations same as listed in Building Information Form.
- d. Fire Command Station.
- e. Pulls, fire warden phones.
- f. Standpipe outlets.
- g. Other Fire Safety Plan related items.
- h. Show legend for all symbols used.
- i. Indicate Northerly direction along with premise location and cross streets.

Submit complete, with all attachments Fire Safety Plan or revised Fire Safety Plan with all information for review by Fire Department. Do not submit individual sheets.

Rejected Fire Safety Plans must be resubmitted **30 days** from the date of the letter of disapproval. If you require further clarification of the above instructions, please call number listed in the letter of the disapproval or 718-999-1509. **You may submit Fire Safety Plan electronically with all documents included by e-mailing to e-mail box listed in the letter of the disapproval. Currently acceptable file formats are \*.doc and \*.pdf.**

**FIRE SAFETY PLAN AND GUIDELINES - OFFICE BUILDINGS**

Purpose

- To establish a method of systematic, safe and orderly evacuation of an area or building by and of its occupants in case of fire or other emergency, in the least possible time, to a safe area or by the nearest safe means of egress; also the use of such available fire appliances (including sounding of alarms) as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life.
- Objective

To provide proper education as part of continuing employee indoctrination and through a continuing written program for all occupants, to assure the prompt reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department.

1. **Building Address:** \_\_\_\_\_ **Name of Building** \_\_\_\_\_  
**Borough and Zip Code:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

2. Fire Safety Director

- 2.1 Name/Job Title: \_\_\_\_\_
- 2.2 Certificate of Fitness # and expiration date: \_\_\_\_\_
- 2.3 Regularly assigned location: \_\_\_\_\_
- 2.4 How is he/she notified when at regular location - include business or cell phone #s if applicable: \_\_\_\_\_
- 2.5 How is he/she notified when not at regular location - include business or cell phone #s if applicable: \_\_\_\_\_
- 2.6 Normal working days and hours: \_\_\_\_\_
- 2.7 Duties of Fire Safety Director – Verbatim as per Appendix A

3. Deputy Fire Safety Director

- 3.1 Name/Job Title: \_\_\_\_\_
- 3.2 Certificate of Fitness # and expiration date: \_\_\_\_\_
- 3.3 Regularly assigned location: \_\_\_\_\_
- 3.4 How is he/she notified when at regular location-include business or cell phone # if applicable: \_\_\_\_\_
- 3.5 How is he/she notified when not at regular location-include business or cell phone # if applicable: \_\_\_\_\_
- 3.6 Normal working days and hours: \_\_\_\_\_
- 3.7 Duties of Deputy Fire Safety Director – Verbatim as per Appendix B

4. Fire wardens and Deputy Fire Wardens. (Ref.#1)

- 4.1 Are the names on Organizational Charts for each floor and/or tenancy (Yes/No): \_\_\_\_\_
- 4.2 **Submit typical completed** Organizational Chart for Fire Drill and Evacuation assignment.
- 4.3 Duties of Fire Wardens and Deputy Fire Wardens– Verbatim as per Appendix C

5. Building Evacuation Supervisor

- 5.1 Name/Job Title: \_\_\_\_\_
- 5.2 Regularly assigned location: \_\_\_\_\_
- 5.3 How is he/she notified when at regular location-include business or cell phone # if applicable: \_\_\_\_\_
- 5.4 How is he/she notified when not at regular location include business or cell phone # if applicable: \_\_\_\_\_
- 5.5 Normal working days and hours: \_\_\_\_\_
- 5.6 Duties of Building Evacuation Supervisor – Verbatim as per Appendix D

6. Fire Brigade (Ref.#2)

- 6.1 Submit a **completed** Organizational Chart for Fire Brigade for each shift, naming person in charge, and his/her title in the building.
- 6.2 List standards of selection from building employees: \_\_\_\_\_
- 6.3 How are they notified? Include business or cell phone # if applicable: \_\_\_\_\_
- 6.4 How are they notified when they are not at their regularly assigned locations? Include business or cell phone # if applicable: \_\_\_\_\_
- 6.5 Means of responding – indicate location they go to: \_\_\_\_\_
- 6.6 Duties of Each member of Fire Brigade -Verbatim as per Appendix E

7. Occupant Instructions

- 7.1 Distribution of instructions to all tenants, tenants employees and building employees- See Appendix F

8. Evacuation Drills

- 8.1 Frequency of drills- indicate start date and frequency: \_\_\_\_\_
- 8.2 How announced: \_\_\_\_\_
- 8.3 Participation. Who participated? \_\_\_\_\_  
How?: \_\_\_\_\_
- 8.4 Controls and supervision: \_\_\_\_\_
- 8.5 Where is current record of drills kept: \_\_\_\_\_

9. Fire Command Station

- 9.1 Location (also show location on Floor plan): \_\_\_\_\_
- 9.2 Requirements:
  - 9.2.1 Adequate Illumination (Yes/No): \_\_\_\_\_
  - 9.2.2 Adequate communication to mechanical equipment room, elevator control room, each floor (list devices for each location):  
\_\_\_\_\_  
\_\_\_\_\_
  - 9.2.3 Copy of Fire Safety Plan (Yes/No): \_\_\_\_\_
  - 9.2.4 Copy of Building Information Form (Yes/No): \_\_\_\_\_
  - 9.2.5 Representative floor plans (Yes/No): \_\_\_\_\_  
Plans must include all aspects as listed on instruction sheet (a-i).

- 10. Signs
  - 10.1 Signs at elevator landing with Floor diagrams (Yes/No): \_\_\_\_\_
  - 10.2 Floor numbering in stair enclosure (Yes/No): \_\_\_\_\_
  - 10.3 Stairway identification on occupancy side of stair door (Yes/No): \_\_\_\_\_
  - 10.4 Elevator identification– (where posted): \_\_\_\_\_
  - 10.5 Stair Re-entry– (where posted – list re-entry floors): \_\_\_\_\_  
\_\_\_\_\_
  
- 11. Fire Prevention and Fire Protection Program for the building – See Appendix G
  
- 12. Building Information Form – See Appendix H
  
- 13. Representative Floor Plans (architectural type, 11x17 max. ,B&W ) – See Appendix I
  
- 14. Fire Safety Plan general preparation guideline– See Appendix K
  
- 15. Prepared/revised by (**provide contact information**): \_\_\_\_\_  
\_\_\_\_\_
  
- 15.1 Date prepared: \_\_\_\_\_
- 15.2 Date revised: \_\_\_\_\_

## Appendix

- A. Fire Safety Director Duties
- B. Deputy Fire Safety Director Duties
- C. Fire Wardens and Deputy Fire Wardens Duties and Organizational Chart for Fire Drill and Evacuation Assignment
- D. Building Evacuation Supervisors Duties
- E. Fire Brigade Duties, and Organizational Chart for Fire Brigade
- F. Occupant Instructions
- G. Fire Prevention and Fire Protection Program
- H. Building Information Form
- I. Representative Floor Plan
- J. Evacuation Procedure
- K. Fire Safety Plan

## APPENDIX

### A. Fire Safety Directors Duties

1. Be familiar with the written Fire Safety Plan providing for fire drill and evacuation procedure in accordance with Fire Prevention Code.
2. Select qualified building service employees for a Fire Brigade and organize, train and supervise such Fire Brigade.
3. Be responsible for the availability and state of readiness of the Fire Brigade.
4. Conduct fire and evacuation drills.
5. Be responsible for the designation and training of a Fire Warden for each floor, and sufficient Deputy Fire Wardens for each tenancy in accordance with Fire Department rules.
6. Be responsible for a daily check for the availability of the Fire Warden and Deputy Fire Warden, and see that up-to-date organizational charts are posted.

*NOTE- If the number of Fire Wardens and Deputy Fire Wardens in the building is such that it is impractical in individually contact each one daily, a suggested method to satisfy the requirement is to make provisions for the Fire Warden, or a Deputy Fire Warden, in the absence of the Fire Warden, to notify the Fire Safety Director when the Fire Warden, or required number of Deputy Fire Wardens are not available. In order to determine the compliance by the Fire Warden and Deputy Fire Warden when this method is used, the Fire Safety Director shall make a spot check of several floors each day.*

7. Notify the owner or other persons having charge of the building when any designated individual is neglecting his responsibilities contained in the Fire Safety Plan. The owner or other person in charge of the building shall bring the matter to the attention of the firm employing the individual. If the firm fails to correct the condition, the owner or person in charge of the building shall notify the Fire Department.
8. In the event of a fire, shall report to the Fire Command Station to supervise, provide for and coordinate:
  - (a) Insure that the Fire Department has been notified of any fire or fire alarms.
  - (b) Manning of the fire Command Station.
  - (c) Direction of evacuating procedures in the Fire Safety Plan.
  - (d) Reports on conditions of fire floor for information for Fire Department on their arrival.
  - (e) Advise the Fire Department Chief in charge in the operation of the Fire Command Station.
9. Be responsible for the training and activities of the Building Evacuation Supervisor.

### B. Deputy Fire Safety Directors Duties

1. Subordinate to the Fire Safety Director
2. Perform duties of Fire Safety Director in his absence

### C. Fire Wardens and Deputy Fire Wardens

1. The tenant or tenants of each floor shall, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Warden.
2. Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. He shall be assisted in his duties by a Deputy Fire Warden. A Deputy Fire Warden shall be provided for each tenancy. When the floor area of a tenancy exceeds 7,500 square feet, a Deputy Fire Warden shall be assigned for each 7,500 square feet of part thereof.
3. Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of the exits and the location and operation of any available fire alarm system.

4. In the event of a fire, or fire alarm, the Fire Warden shall ascertain location of the fire, and direct the evacuation of the floor in accordance with directions received and the following guidelines:
- (a) The most critical areas for immediate evacuation are the fire floor and floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicates such action. Evacuation should be via uncontaminated stairs. He shall try to avoid stairs being used by the Fire Department. If this is not possible, he shall try to attract the attention of the Fire Department personnel before such personnel open the door to the fire floor.
  - (b) Evacuation to two or more levels below the fire floor is generally adequate. He shall keep the Fire Command Station informed regarding his location.
  - (c) Fire Wardens and their Deputies shall see that all occupants are notified of the fire, and that they proceed immediately to execute the Fire Safety Plan.
  - (d) The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
  - (e) Fire Wardens on the floor above the fire shall, after executing the Fire Safety Plan, notify the Fire Command Station of the means being used for evacuation and any other particulars.
  - (f) In the event that stairways serving fire floor and/or floors above are unusable due to contamination or cut-off by fire and/or smoke, or that several floors above fire involving large numbers of occupants must be evacuated, consideration may be given to using elevators in accordance with the following:
    - 1. If the elevators servicing his/her floor also services the fire floors, they shall not be used. However, elevators may be used if there is more than one bank of elevators, and he is informed from the Fire Command Station that one bank is unaffected by the fire.
    - 2. If elevators do not service the fire floor and their shafts have no opening on the fire floor; they may be used, unless otherwise directed.
    - 3. Elevators manned by trained building personnel or firemen also may be used.
    - 4. In the absence of a serviceable elevator the Fire Warden shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Warden shall check the environment in the stair prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected, and the Fire Command Station notified.
    - 5. The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his floor.
  - (g) Determine that an alarm has been transmitted.

5. Organizational Chart for Fire Drill and Evacuation Assignment

See Example **Ref.#1**

A chart designating employees and their assignments shall be prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the possession of the Fire Safety Director.

6. Have available an updated listing of all personnel with physical disabilities who cannot use stairs unaided. Make arrangements to have these occupants assisted in moving down the stairs to 2 or more levels below fire floor. If necessary to move such occupants to still lower levels during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove to street by elevator. Where assistance is required for such evacuation, notify Fire Safety Director.
7. Provide for fire warden identification during the fire drills and fires, such as using armbands, etc.
8. Assure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to assure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
9. Check availability of applicable personnel on Organizational Chart and provide for substitute when position on chart is not covered.
10. After evacuation, perform a head count to assure that all regular occupants known to have occupied the floor have been evacuated.
11. When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor, in order to maintain communications with the Fire Command Station and to receive and give instruction.

**ORGANIZATIONAL CHART FOR FIRE DRILL AND EVACUATION**

**(Typical)**

FIRE SAFETY DIRECTOR

\_\_\_\_\_

DEPUTY FIRE SAFETY DIRECTOR

\_\_\_\_\_

FLOOR

FIRE WARDEN

\_\_\_\_\_

DEPUTY FIRE WARDENS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEARCHERS

MALE

FEMALE

\_\_\_\_\_

\_\_\_\_\_

**ALARM TRANSMISSION:**

Any person discovering fire or smoke should without delay cause the transmission of an alarm of fire by any of the following methods available.

1. Street Alarm Box (**list location**): \_\_\_\_\_
2. Telephone (Call 911 to report a fire)
3. Building Fire Alarm. If building fire alarm is not connected to central station, also notify Fire Department. Indicate if alarm is connected to central station: \_\_\_\_\_

NOTE: Also notify Fire and/or Deputy Fire Wardens that Alarm has been transmitted.

**BOROUGH TELEPHONE NUMBERS:**

212-999-2222 – MANHATTAN	718-999-3333 BRONX	718-999-5555 BROOKLYN
718-999-5555 – QUEENS	718-999-6666 STATEN ISLAND	

Date prepared: \_\_\_\_\_

Date revised: \_\_\_\_\_

## Ref.#1

### D. Building Evacuation Supervisors Duties

A Building Evacuation Supervisor is required at all times when there are occupants in the building and there is no Fire Safety Director required to be on duty in the building.

1. Capable of directing the evacuation of the occupants as provided by the Fire Safety Plan.
2. During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Station, and the direction and execution of the evacuation as provided in the Fire Safety Plan.
  - (a) The Building Evacuation Supervisor's training and related activities shall be under the direction of the Fire Safety Director in accordance with these rules, and the Fire Safety Plan. Such activities shall be subject to Fire Department control.

### E. Fire Brigade Duties

1. On receipt of an alarm for fire the Fire Brigade shall:
  - (a) Report to the floor below the fire to assist in evacuation and provide information to the Fire Command Station.
  - (b) After evacuation of fire floor, endeavor to control spread of fire by closing doors, etc.
  - (c) Attempt to control the fire until arrival of the Fire Department, if the fire is small and conditions do not pose a personal threat.
  - (d) leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions.
  - (e) On arrival of the Fire Department the Fire Brigade shall report to the Fire Command Station for additional instructions.
  - (f) Have a member designated as Alarm Box Runner, who shall know the location of the nearest street Fire Alarm Box, and be instructed in its use. Such member shall immediately, upon receipt of information that there is a fire or evidence of fire, go to the street alarm box, transmit an alarm and await the arrival of the fire department and direct such department to the fire.

**ORGANIZATIONAL CHART FOR FIRE BRIGADE**

**Shift hours:** from: \_\_\_\_\_ to: \_\_\_\_\_

**Minimum staffing requirement: (4) members each Fire Brigade.**

Names of Members of Fire Brigade  
*\* FSD/DFSD not to be used as fire brigade\**

Person in Charge – Title

\_\_\_\_\_

Member assigned to assist in evacuation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Members assigned to attempt to control small fires. Minimum of two persons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alarm box runner for transmitting alarm. (if applicable)

\_\_\_\_\_

Back up runner. (if applicable)

\_\_\_\_\_

Member assigned to communicate conditions to Fire Command Station.

\_\_\_\_\_

Member assigned to the floor below fire to direct Fire Department.

\_\_\_\_\_

Date Prepared: \_\_\_\_\_

Date Revised: \_\_\_\_\_

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

Email Address: \_\_\_\_\_@\_\_\_\_\_

**Ref.#2**

F. Occupants Instructions

- (a) The applicable parts of the approved Fire Safety Plan shall be distributed to all tenants of the building by the building management when the Fire Commissioner has approved the Fire Safety Plan
- (b) The applicable parts of the approved Fire Safety Plan shall then be distributed by the tenants to all their employees and by the building management to all there building employees.
- (c) All occupants of the building shall participate and cooperate in carrying out the provisions of the Fire Safety Plan.

G. Fire Prevention and Fire Protection Program (see note)

1. A plan for periodical formal inspections of each floor area, including exit facilities, fire extinguishers and housekeeping shall be developed.

A copy of such plan shall be submitted

Information that can be included is as follow:

- (a) At the start of the day a check of each exit shall be required to determine that self-closing doors are in the closed position but are not illegally locked in any manner.
  - (b) No obstructions shall be permitted in corridors or aisle spaces
  - (c) Necessary exit signs and lights where required, shall be lighted and in good condition.
  - (d) All personnel shall know the location and operation of fire extinguishers. The Maintenance shall be controlled by the Fire Safety Director.
  - (e) Poor housekeeping is a fire breeder. All establishments shall avoid accumulation of combustible debris.
2. Provision shall be made for the monthly testing of communication and alarm systems.

**Note: This is a guideline only. Plan must be specific to applicable building**

H. **Building Information Form**

Building Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Owner or person in charge of the building.  
Company: \_\_\_\_\_ Name of representative: \_\_\_\_\_  
Address including ZIP Code: \_\_\_\_\_  
Business telephone No.: \_\_\_\_\_

2. Fire Safety Director (FSD) and Deputy Fire Safety Director (DFSD).

	Name	Business/Cell No.
<b>FSD:</b>	_____	_____
<b>DFSD:</b>	_____	_____
<b>DFSD:</b>	_____	_____
<b>DFSD:</b>	_____	_____
<b>DFSD:</b>	_____	_____

Add sheets if necessary

3. **Attach copy of:** current C of O **or** temporary C of O **or** Letter of no Objections from Buildings Department **or** Affidavit of No C of O issued by Building Department.  
**If under construction attach copy of 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)  
Class of construction as listed on current C of O: \_\_\_\_\_

5a. Number, type and location of **fire stairs** and/or **fire towers**, and/or **fire escapes** and/or **utility/access stairs**. Include alphabetical letter identification, location, and floors served.

Letter designation	Type	Location	Levels (floors) served
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Add sheets if necessary

Building Information Form cont'd

5b. List re-entry floor numbers and indicate if fail-safe on re-entry floor is installed.

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6. **Number of**, type and location of **Horizontal exits** or other **Areas of Refuge**.

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7. Elevator and/or escalator information:

Number of elevator banks and/or elevators: \_\_\_\_\_

Elev. Bank Designation	No. of Cars	Pass. or Freight	Operation (Man/Auto)	Levels (floors) served
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Elev. Bank Designation	Firemen Service (Yes/No)	Elevator Machine Room Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Add sheets if necessary

Number of escalators: \_\_\_\_\_

Escalator	Levels (floors) served
_____	_____
_____	_____

Add sheets if necessary

8. Interior Fire Alarms, or alarms to central stations. Type of fire alarm/communications (Brand and Model No.) and name Alarm Company **ONLY**.

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9. Communications systems **other than** Class E alarm system communications like walkie-talkies, telephones, etc

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10. Standpipe system information:

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): \_\_\_\_\_

\_\_\_\_\_  
Name of Certificate of Fitness holder: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

11. Sprinkler system information:

Primary water supply: \_\_\_\_\_ Secondary water supply: \_\_\_\_\_

Is this a combination of Standpipe/Sprinkles 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 Siamese connection(s):

\_\_\_\_\_  
Name of Certificate of Fitness holder: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

12. Special Extinguishing systems information. **Example-** Halon, Pre-Action Range hood (Ansul), Deluge – **Include Location(s)**. Confirm if tied into fire alarm system.

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

13. Average number of persons normally employed in building.

DAYTIME: \_\_\_\_\_ NIGHTTIME: \_\_\_\_\_

Building Information Form cont'd

14. Average number of handicapped people employed in building. **Keep locations at Fire Command station readily available for FDNY.**

DAYTIME: \_\_\_ LOCATION(S)/NUMBER OF: \_\_\_\_\_

NIGHTTIME: \_\_\_ LOCATION(S)/NUMBER OF: \_\_\_\_\_

15. Number of Persons normally visiting building.

DAYTIME: \_\_\_\_\_ NIGHTTIME: \_\_\_\_\_

16. Service Equipment such as:

(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 18

(b) Emergency Lighting:

Type Locations.

\_\_\_\_\_

Add sheets if necessary

(c) Heating:

Type: \_\_\_\_\_

Fuel: \_\_\_\_\_

Location of heating unit: \_\_\_\_\_

Add sheets if necessary

(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 where located: \_\_\_\_\_

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: \_\_\_\_\_

Building Information Form cont'd

Location of  
Supply Fan

Area Served

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Add sheets if necessary

Package units on each floor (Yes/No): \_\_\_\_\_

Unit Req. ID (if Available)	Compressor HP or Tonnage	Location	Area Served
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Add sheets if necessary

(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) Other pertinent building information and the locations. **Example** – roof set-back, utility shafts, cross bridges, tunnels etc.

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17. Alterations and repair operations if any and the protective and preventive measures necessary to safeguard such operations with attention to torch operations. (Torch operator must have valid Certificate of Fitness).

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18. Storage and use of flammable solids, liquids and/or gases (including Fuel storage tanks). Be specific-Type/quantity and location.

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19. Special Occupancies in the building:

**Example:** Place of Public Assembly-studios, cafeterias, retail stores, auditoriums, theaters, etc. **(include listing of locations)**

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20. Number and location of electrical transformers containing liquid poly-chlorinated biphenyles (PCB).

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I. Representative Floor Plans.

***Submit copy of floor plans for ALL floors, INCLUDING Basements and roof meeting requirements listed on the instruction sheet.***

J. Evacuation Procedure (if deemed necessary)

- (a) The most critical areas for immediate evacuation are the fire floor and the floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such actions. Evacuation should be via uncontaminated stairs. Occupants shall try to avoid stairs being used by the Fire Department. If this is not possible, occupants shall try to attract the attention of the Fire Department personnel before such personnel open the door to the fire floor.
- (b) Evacuation to two or more levels below the fire floor is generally adequate.
- (c) The Fire Safety Director shall see that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
- (d) The Fire Brigade members on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
- (e) In the event that stairways serving fire floor and/or floor above are unusable due to contamination or cut-off by fire and/or smoke, or that several floors above the fire involving large numbers of occupants must be evacuated, consideration may be given to using the elevators in accordance with the following:
- (ee) Elevators serving fire floors shall not be used. However, elevators may be used if there is more than one bank of elevators and the Fire Command Station is notified that one bank is unaffected by the fire.
- (ff) If elevators do not service the fire floor and their shafts have no openings on the fire floor, they may be used, unless otherwise directed by authorized personnel.
- (gg) Elevators manned by trained building personnel or firemen may also be used.
- (hh) In the absence of a serviceable elevator occupants shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. Occupants shall check the environment in the stair prior to entry for evacuation. If it is effected by smoke, an alternate stair shall be selected.
- (f) The Brigade shall keep the Fire Command Station informed of the means employed for evacuation of the occupants.

K. Fire Safety Plan

In planning evaluate the individual floor layouts, the population of floors, the number and kinds of exits the zoning of the floor by area and occupants. Determine the movement of traffic by the most expeditious route to an appropriate exit and alternative route for each zone, under fire conditions one or more exits may not be useable.

\*\* This format for Fire Safety Plan is to be used in the preparation of the Fire Safety Plan\*\*

Nothing contained in the Fire Safety Plan format is to be construed as all-inclusive. All rules and other requirements are to be fully complied with.

Attach additional pages if necessary, have pages numbered.

## **NOTICE OF NEW CUSTOMER SERVICE PROCEDURES**

**Do you need to:**

*Drop off a plan or variance for review?*

***Then, please visit our***

**Fire Prevention's Customer Service Center,  
conveniently located in downtown Brooklyn at 9 Metrotech Center on the 1st  
Floor (The entrance is on Flatbush Avenue).**

**Business hours are Monday through Friday 9:00 AM to 3:00 PM.**

At the center you can request or pick up FDNY documents, pay any outstanding permit fees, submit documentation for compliance with Fire Department Code requirements, apply for, take or renew a Certificate of Fitness license, or drop off documents, plans or variances for review.

**Meetings with Fire Prevention technical staff is by appointment only.**

**Fire Prevention...Inspecting Today and Engineering a safer  
tomorrow...**

[www.fdn.gov](http://www.fdn.gov)

**718-999-2541**



# INSTRUCTION FOR PROCESSING

**FORM NAME:** FIRE SAFETY PLAN AND GUIDELINES

**FORM NUMBER:** INTDOC – 10/05

**PURPOSE OF FORM:**

To provide Class E Office Buildings or Class J Hotel Motels with the forms which must be submitted and be approved by the FDNY.

**WHO SHOULD USE THIS DOCUMENT:**

Property Owners, Fire Safety Directors and other management staff required to file Fire Safety plans.

**TO SUBMIT COMPLETE APPLICATION BY MAIL:**

New York City Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn NY 11201  
Attn: RM 3W11K

**OR BY WALK IN:**

9 Metro Tech Center – 1<sup>st</sup> floor  
Flatbush Ave Entrance  
At rear of Fire Dept HQ building  
Get number from greeters desk for  
Customer Service window 8

**PAYMENT INFORMATION**

Is payment required? NO

If so, when? N/A

**SPECIAL INSTRUCTIONS**

Plans must be updated before any renovations are made, personnel changes, and other revisions, which affect the safety conditions.

**FOR FURTHER QUESTIONS, CONTACT**

New York City Fire Department  
Bureau of Fire Prevention

Attention: FIRE SAFETY PLAN  
REVIEW

718-999-1509