

6. Deputy Fire Safety Director
 - 6.1 Name
 - 6.2 Regularly assigned employment – Title
 - 6.3 Regularly assigned location
 - 6.4 How is he notified when at regular location
 - 6.5 How is he notified when not at regular location
 - 6.6 Normal working hours
 - 6.7 Duties of Fire Safety Director – Verbatim as per Appendix B
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 - 9.7 Duties of Fire Safety Director – Verbatim as per Appendix B
10. Fire Brigade – 3 charts – 1 per shift (8am-4pm, 4pm – 12am, 12am-8am)
 - 10.1 Submit a completed Organizational Chart for Fire Brigade, naming person in charge, and title in the building.
 - 10.2 Indicate standards of selection from building employees based on background and availability.
 - 10.3 How are they notified?
 - 10.4 How are they notified when they are not at their regularly assigned locations?
 - 10.5 Means of responding
 - 10.6 Duties of each member of Fire Brigade – Verbatim as per Appendix E
11. Employee Instructions
 - 11.1 Distribution of instructions to all tenants, tenants employees and building employees – see Appendix F

12. Evacuation Drills
 - 12.1 Frequency of drills
 - 12.2 How conducted
 - 12.3 Participation. Who participated? How?
 - 12.4 Controls and supervision
 - 12.5 Recording of details of drills

13. Fire Command Station
 - 13.1 Location
 - 13.2 Requirements
 - 13.2.1 Adequate illumination
 - 13.2.2 Adequate communication to mechanical equipment room, elevator control room, each floor
 - 13.2.3 Copy of Fire Safety Plan
 - 13.2.4 Copy of Building Information Form
 - 13.2.5 Representative floor plans showing location of signs, floor remote station, communications, etc.

14. Signs
 - 11.1 Signs at elevator landing. Floor diagrams
 - 11.2 Floor numbering
 - 11.3 Stairway identification
 - 11.4 Elevator identification
 - 11.5 Inside of every door opening onto a public corridor giving access to a sleeping room.

15. Fire Prevention and Fire Protection Program – See Appendix G

16. Building Information Form – See Appendix H

17. Representative Floor plan – See Appendix I

18. Fire Safety Plan prepared by – See Appendix J
 - 18.1 Date prepared
 - 18.2 Date Revised

Appendix

- A. Fire Safety Director Duties
- B. Deputy Fire Safety Director Duties
- C. Fire Brigade Duties, and Organizational Chart for Fire Brigade
- D. Employee Instructions
- E. Fire Prevention and Fire Protection Program
- F. Building Information Form
- G. Representative Floor Plan
- H. 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 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 Brigade duties

1. On receipt of 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 the 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.

D. Employee Instructions

- (a) The applicable part 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) All occupants of the building shall participate and cooperate in carrying out the provisions of the Fire Safety Plan.
- (c) 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:
 - (a) Telephone – Call 999-2222 – Manhattan)
Call 999-3333 – Bronx)
Call 999-4444 – Brooklyn) or dial 911
Call 999-5555 – Queens)
Call 999-6666 – Staten Island)
 - (b) Street Alarm Box
 - (c) Building Fire Alarm – If building fire alarm is not connected to central station, also notify Fire Dept.

E. Fire Prevention and Fire Protection Program

- 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.

I. Building Information Form

Building Address

Zip Code

1. Owner or person in charge of building – Name, Address and Phone Number

2. Fire Safety Director and Deputy Fire Safety Director – Names and phone number

3. Certificate of Occupancy. Location where posted, or duplicate attached. **Attach copy of C of O or letter of Objection from Department of Buildings**

4. Height -# of Stories, Area – Length x Width, # of Basements, Height in Feet, Class of Construction, # of Guest rooms.

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

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

7. Number, type, location and operation of elevators and escalators. Include alphabetical letter identification of each bank, location, floors served and Firemen service.

8. Interior Fire Alarms, or alarms to central stations. Type of system and name of Alarm Company ONLY.

9. Communications systems, and/or walkie-talkies, telephones, etc.

10. Standpipe system, size and location of risers, # gals. Gravity or pressure tank, # gpm. Fire pump, location of fire pump, location of Siamese connections.

11. Sprinkler system, primary and secondary water supply, # gals. Gravity or pressure tank, # gpm. Fire pump, location of fire pump, location of Siamese connections and areas protected. Is it a combination Standpipe/Sprinkler system?

12. Special Extinguishing systems, if any, components and operation. Example - Halon, Pre-Action Rangehood (Ansul), Deluge – Include Location

13. Average number of persons normally employed in building, and average number of guests in building DAYTIME and NIGHTTIME.

Employees: Daytime: _____ Guests: Daytime: _____
Nighttime: _____ Nighttime: _____

14. Average number of handicapped people in building. Location. DAYTIME and NIGHTTIME.

15. Service Equipment such as:

(a) Electric Power, Primary – Where dose it enter the building? Auxiliary-Auxiliary Generator? Location/Fuel?

(b) Lighting, Normal, Emergency, Type and Location

(c) Heating – Type, fuel and location of heating unit – ONLY

(d) Ventilation – with fixed windows, emergency means of exhausting heat and smoke. Do windows open? If so, are keys required? Smoke Purge system? Smoke shaft?

(e) Air Conditioning System – Be specific – Size of Units/Location? Central A/C? Through floor Duct work? Package units on each floor?

(f) Refuse storage and disposal

(g) Firefighting equipment and appliances, OTHER than standpipe and sprinkler systems.

(h) Other pertinent building information. Example – Roof set-back, shafts – utility

16. Alterations and repair operations if any and the protective and preventive measures necessary to safeguard such operations with attention to torch operations.

17. Storage and use of flammable solids, liquids and/or gases. Be specific-Type/quantity and location.

18. Special Occupancies in the building and the proper protection and maintenance thereof. Place of Public Assembly -studios, cafeterias, retail stores, auditoriums, theaters, etc.

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

J. Representative Floor Plans.

****Submit copy of floor plans for ALL floors, including Basements***

K. Evacuation Procedure (if deemed necessary)

- (a) The most critical areas for immediate evacuation 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:
 - 1. 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.
 - 2. 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.
 - 3. Elevators manned by trained building personnel or firemen may also be used.
 - 4. 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.

J. 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, since 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.



INSTRUCTION FOR PROCESSING

FORM NAME: FIRE SAFETY PLAN AND GUIDELINES-

FORM NUMBER: INTDOC - 1/02

PURPOSE OF FORM:
To provide Hotels/Motels with required plans 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.

AFTER COMPLETION, THE FORM SHOULD BE MAILED TO:
New York City Fire Department Bureau of Fire Prevention 9 MetroTech Center Brooklyn, New York 11201 ATTENTION: HI-RISE UNIT

PAYMENT INFORMATION
IS PAYMENT REQUIRED? NO IF SO, WHEN?
NEW YORK CITY FIRE DEPARTMENT
DO NOT SEND CASH!!!!

SPECIAL INSTRUCTIONS
Plans must be updated before any renovations are made, personnel changes, and other revisions which affect Fire Safety conditions.

FOR FURTHER QUESTIONS, CONTACT:
New York City Fire Department Bureau of Fire Prevention
Attention: HI-RISE UNIT 718-999- 1573