

FIRE SAFETY PLAN AND GUIDELINES-OFFICE BUILDINGS

1. Building Address Name of Building
Borough and Zip Code Telephone Number

2. Purpose and Objective
 - 2.1 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.

 - 2.2 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.

3. Fire Safety Director
 - 3.1 Name
 - 3.2 Regularly assigned employment – Title
 - 3.3 Regularly assigned location
 - 3.4 How is he notified when at regular location
 - 3.5 How is he notified when not at regular location
 - 3.6 Normal working hours
 - 3.7 Duties of Fire Safety Director – Verbatim as per Appendix A

4. Deputy Fire Safety Director
 - 4.1 Name
 - 4.2 Regularly assigned employment – Title
 - 4.3 Regularly assigned location
 - 4.4 How is he notified when at regular location
 - 4.5 How is he notified when not at regular location
 - 4.6 Normal working hours
 - 4.7 Duties of Fire Safety Director – Verbatim as per Appendix B

5. Fire wardens and Deputy Fire Wardens
 - 5.1 Are the names on Organizational Charts for each floor and/or tenancy?
 - 5.2 Submit typical completed Organizational Chart for Fire Drill and Evacuation assignment.
 - 5.3 Duties of Fire Wardens and Deputy Fire Wardens – Verbatim as per Appendix C

6. Building Evacuation Supervisor
 - 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 Building Evacuation Supervisor – Verbatim as per Appendix D

7. Fire Brigade
 - 7.1 Submit a completed Organizational Chart for Fire Brigade, naming person in charge, and his title in the building.
 - 7.2 Indicate standards of selection from building employees based on background and availability.
 - 7.3 How are they notified?
 - 7.4 How are they notified when they are not at their regularly assigned locations?
 - 7.5 Means of responding
 - 7.6 Duties of each member of Fire Brigade – Verbatim as per Appendix E

8. Occupant Instructions
 - 8.1 Distribution of instructions to all tenants, tenants employees and building employees - See Appendix F

9. Evacuation Drills
 - 9.1 Frequency of drills
 - 9.2 How conducted
 - 9.3 Participation. Who participated? How?
 - 9.4 Controls and supervision
 - 9.5 Recording of details of drills

10. Fire Command Station
 - 10.1 Location
 - 10.2 Requirements
 - 10.2.1 Adequate Illumination
 - 10.2.2 Adequate communication to mechanical equipment room, elevator control room, each floor
 - 10.2.3 Copy of Fire Safety Plan
 - 10.2.4 Copy of Building Information Form
 - 10.2.5 Representative floor plans showing location of signs, floor remote station, communications, etc.

11. Signs
 - 11.1 Signs at elevator landing. Floor diagrams
 - 11.2 Floor numbering
 - 11.3 Stairway identification
 - 11.4 Elevator identification
 - 11.5 Stair Re-entry

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

13. Building Information Form – See Appendix H

14. Representative Floor Plan – See Appendix I

15. Fire Safety Plan prepared by – See Appendix j
 - 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. 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 Wardens and Deputy Fire Wardens

1. The tenant of 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 floor also 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 for 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, and 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 page 7

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

BUILDING SAFETY DIRECTOR

DEPUTY 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. Telephone (Call 911 to report a fire)
2. Street Alarm Box
3. Building Fire Alarm. If building fire alarm is not connected to central station, also notify Fire Department.

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

Date prepared: _____

Date revised: _____

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.

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

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.

H. 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.

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. DAYTIME AND NIGHTTIME

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

15. Number of Person normally visiting building. DAYTIME and NIGHTTIME.

16. 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

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

18. 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.

I. Representative Floor Plans.

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

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, 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 Class E Office Buildings 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