

## APPENDIX A-2

### COMBINED FIRE SAFETY AND EVACUATION PLAN AND EMERGENCY ACTION PLAN FORMAT

#### OFFICE BUILDINGS (B) OCCUPANCIES

The Fire Safety and Evacuation Plan required by New York City Fire Code (FC) Section FC404.2.1 and Fire Department rule (R) 3 RCNY 404-01, and the Emergency Action Plan required by New York City Fire Code (FC) Section FC404.2.2 and Fire Department rule (R) 3 RCNY 404-02 shall include the text of and conform in all respects to this format. Instructions, shown in italics, should not be included in the plan. This combined format shall be used on or after January 1, 2011, when submitting for Department acceptance any new fire safety and evacuation plan or emergency action plan, or any amendment to an existing fire safety and evacuation plan or emergency action plan.

The “General Procedures” sections of this plan are intended to afford the preparer of the EAP the opportunity to present the procedures to be implemented in the event of each type of emergency, and any explanation or analysis, in whatever manner and in as much detail as the preparer deems necessary or appropriate to clearly and completely communicate such information.

The “Specific Requirements” and “Building Components” sections of the EAP are intended to ensure that the plan is complete and addresses each of the requirements of the rule. Should the specific information requested in these sections be detailed in the General Procedures section or an attachment or table, it is sufficient to reference where the information is set forth. It is not necessary to repeat the information.

Similarly, if the procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect and a reference to the prior section are sufficient and the information need not be repeated.

The plan may make reference at any point to additional accompanying attachments, tables and/or other supporting information or documentation, including the attachments and tables prescribed by the format for various plan information.

A copy of the plan, Building Information Card and representative floor plans shall be kept at the fire command center (commonly referred to as the fire command station).

Questions regarding the format and submission of the plan may be directed to the Emergency Planning and Preparedness Unit of the Bureau of Fire Prevention at Fire Department Headquarters.

**APPENDIX A-2**

**COMBINED FIRE SAFETY AND EVACUATION PLAN AND  
EMERGENCY ACTION PLAN FORMAT**

**OFFICE BUILDINGS (B) OCCUPANCIES**

1. Owner's Certification

I hereby certify that this plan is in compliance with the requirements of FC 404.2.1 and 404.2.2, and R 404-01 and 404-02. This plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a fire, and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, or the threat thereof.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

"Owner" is defined in R404-01(b) as "the fee owner or lessee of the building, or other person or entity having charge thereof."

## 2. Building Information

### 2.1 Complete building address

### 2.2 Building owner information

#### 2.2.1 Name

##### 2.2.1.1 Contact name

#### 2.2.2 Mailing address

#### 2.2.3 Building Identification Number

#### 2.2.4 Telephone number(s)

#### 2.2.5 Cellular telephone number(s)

#### 2.2.6 Fax number(s)

#### 2.2.7 E-mail address

### 2.3 Height of building, and number of stories above and below grade.

### 2.4 Lawful use and occupancy

Attach a copy of current Certificate of Occupancy (or Schedule A if building is under construction) for the building. The information contained in this plan should be consistent with the Certificate of Occupancy.

### 2.5 Indicate individual floor occupancy loading in Appendix A-2, Combined Table 6.

List all building floors in Appendix A-2, Table 6, including all below-grade floors. Floors that have no occupants, such as mechanical equipment room floors, and floors that are not part of this plan, such as residentially occupied floors, shall have such information noted in the table for such floor.

### 2.6 Fire Command Center

#### 2.6.1 Location

Specify the floor on which the fire command center is located, its location on such floor, and the building entrance most accessible to the fire command center.

#### 2.6.2 Building communications

Indicate the areas of the building with which the fire command center has communications capabilities, including elevators cars, fire pump rooms, mechanical equipment rooms, elevator control rooms, and individual floors. Only include communications equipment installed in accordance with the Building Code, and indicate if such communication is one-way or two-way.

### 2.7 Signage

2.7.1 Elevator lobbies. Floor number signs, elevator bank designation signs and floor diagram signs (showing the route of egress) have been provided at elevator lobbies in compliance with the requirements of the New York City Building Code.

2.7.2 Stairwell. Stairwell identification signs have been posted on the corridor sides of stairwell doors and floor number signs have been posted on the stairwell side of stairwell doors in compliance with the requirements of the New York City Building Code.

2.8 Times of day and days of week when building is occupied

2.8.1 Regular business hours.

*List all regular business hours. FC402 defines “regular business hours” as “times of day and days of the week during which a building or occupancy is normally occupied and business is conducted, and any time when an office building is occupied by more than 500 persons on one or more floors, including street level, or by more than 100 persons on one or more floors other than street level.”*

2.8.2 Times of day and days of week other than regular business hours when the building is occupied

*This would include times when the building is occupied by cleaning and maintenance staff.*

3. FS/EAP Staff Designations, Duties and Responsibilities

3.1 Fire Safety/EAP Director

3.1.1 Identify and provide required information on Appendix A-2, Attachment 1, regarding the individual designated as Fire Safety/EAP Director.

3.1.2 Detail the duties and responsibilities of the Fire Safety/EAP Director.

*List duties and responsibilities set forth in R404-01(n) (2) (B) (2) and R404-02(h) (1) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.1.3 Indicate how the Fire Safety/EAP Director will be identifiable during drills and emergencies.

*(e.g., cap, vest or armband)*

3.2 Deputy Fire Safety/EAP Director

3.2.1 Identify and provide required information on Appendix A-2, Attachment 2 regarding the individuals designated as Deputy Fire Safety/EAP Director.

*During all “regular business hours” identified in Section 2.8.1 of this plan the building Fire Safety/EAP Director or individual designated as a Deputy Fire Safety/EAP Director must be on duty in the building. The building’s Fire Safety/EAP Director or an individual designated as a Deputy Fire Safety/EAP Director must be indicated on Appendix A-2, Attachment 1 or 2, for all such regular business hours.*

3.2.2 Detail the duties and responsibilities for each Deputy Fire Safety/EAP Director.

List duties and responsibilities set forth in R404-01(n) (2) (C) (2) and R404-02(h) (2) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.

3.2.3 Indicate how the Deputy Fire Safety/EAP Director will be identifiable during drills and emergencies.  
(e.g., cap, vest or armband)

### 3.3 Fire Safety and EAP Building Evacuation Supervisor

3.3.1 Identify and provide required information on Appendix A-2, Attachment 3 regarding the individuals designated as Fire Safety and EAP Building Evacuation Supervisor.

As identified in Section 2.8.2 of this plan, at all times other than regular business hours when the building is occupied and no Fire Safety/EAP Director is on duty, a Fire Safety and EAP Building Evacuation Supervisor must be on duty in the building. The building's Fire Safety and EAP Building Evacuation Supervisor must be indicated on Appendix A-2, Attachment 3, for all such times. Complete a separate attachment for each Fire Safety and EAP Building Evacuation Supervisor.

3.3.2 Detail the duties and responsibilities for each Fire Safety and EAP Building Evacuation Supervisor.

List the duties and responsibilities set forth in R404-01(n) (2) (D) (2) and R404-02 (h) (3) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.

3.3.3 Indicate how the Fire Safety and EAP Building Evacuation Supervisor will be identifiable during drills and emergencies.  
(e.g., cap, vest or armband)

### 3.4 Fire Safety and EAP Warden

3.4.1 Identify and provide required information on Appendix A-2, Table 1, regarding the individuals designated as EAP Warden.

Fire Safety and EAP Wardens must be indicated on Appendix A-2, Table 1.

3.4.2 Detail the duties and responsibilities for each Fire Safety and EAP Warden.

List the duties and responsibilities set forth in R404-01(n) (2) (E) (2) and R404-02(h) (4) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 1 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.

3.4.3 Indicate how the Fire Safety and EAP Wardens will be identifiable during drills and emergencies.

*(e.g., cap, vest or armband)*

### 3.5 Deputy Fire Safety and EAP Warden

3.5.1 Identify and provide required information on Appendix A-2, Table 2, regarding the individuals designated as Deputy Fire Safety and EAP Warden.

*Deputy Fire Safety and EAP Wardens must be indicated on Appendix A-2, Table 2.*

3.5.2 Detail the duties and responsibilities for each Deputy Fire Safety and EAP Warden.

*List the duties and responsibilities set forth in R404-01(n) (2) (F) (2) and R404-02 (h) (5) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Tables 2 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.5.3 Indicate how the Deputy Fire Safety and EAP Wardens will be identifiable during drills and emergencies.

*(e.g., cap, vest or armband)*

### 3.6 Fire Safety and EAP Searchers

3.6.1 Identify and provide required information on Appendix A-2, Table 2A, regarding the individuals designated as Fire Safety and EAP Searchers.

*Fire Safety and EAP Searchers must be indicated on Appendix A-2, Table 2A*

3.6.2 Detail the duties and responsibilities for each Fire Safety and EAP Searcher.

*List duties and responsibilities set forth in R404-01(n) (2) (H) (2) and R404-02(h) (8) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Tables 2A and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.6.3 Indicate how the Fire Safety and EAP Searchers will be identifiable during drills and emergencies.

*(e.g., cap, vest or armband)*

### 3.7 Fire Safety and EAP Brigade

3.7.1 Identify and provide required information on Appendix A-2, Table 3, regarding the individuals designated as Fire Safety and EAP Brigade members.

*Fire Safety and EAP Brigade members must be indicated on Appendix A-2, Table 3, for all regular business hours identified in Section 2.8.1 of this plan..*

3.7.2 Detail the duties and responsibilities for each Fire Safety and EAP Brigade member.

List duties and responsibilities set forth in R404-01(n) (2) (G) (2) and R404-02(h) (6) (B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 3 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.

The FS Brigade shall consist of a minimum of three (3) persons. Their FS duties are to include:

At least one member to locate, communicate and control the spread of fire (two people preferable) at least one member to implement evacuation, and then report to the floor below to await the FD. & at least one member to assist occupants who require assistance to relocate or evacuate.

3.7.3 Indicate how the Fire Safety and EAP Brigade members will be identifiable during drills and emergencies.  
(e.g., cap, vest or armband)

### 3.8 Critical Operations Staff (Building Personnel)

3.8.1 Identify and provide required information on Appendix A-2, Table 4, regarding the individuals designated as Critical Operations Staff (Building Personnel).

Building personnel who are being designated as Critical Operations Staff based on the fact that their duties are critical to the implementation of the EAP, such as the operation of building service equipment, must be included on Appendix A-2, Table 4, for all regular business hours identified in Section 2.8.1 of this plan. Building personnel identified as EAP Brigade members in Appendix A-2, Table 3, shall not be designated as Critical Operations Staff.

3.8.2 Detail the duties and responsibilities of each member of the Critical Operations Staff (Building Personnel).

List the duties and responsibilities set forth in R404-02(h) (7) (B), and any additional duties or responsibilities not specified in such section. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.

3.8.3 Indicate how the Critical Operations Staff (Building Personnel) will be identifiable during drills and emergencies.

(e.g., cap, vest or armband)

### 3.9 Critical Operations Staff (Office Employees)

3.9.1 Identify and provide required information on Appendix A-2, Table 5, regarding the individuals designated as Critical Operations Staff (Office Employees).

Critical operations staff should be included in the EAP and exempted from participation in EAP drills and/or delayed in participating in the implementation of the EAP. The employer must demonstrate that the employee is performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency. (See R404-02(d) (2) (G)). Office

employees designated to assist other office employees (buddies), in the event of a relocation or evacuation, may be listed in this table.

#### 4. Fire Safety and Evacuation Instructions

4.1 General Statement. The following factors shall be expeditiously determined and considered in implementing the fire safety and evacuation plan in the event of a fire in the building:

4.1.1 Location of the fire (floors and areas on floors).

4.1.2 Severity of the fire.

4.1.3 Floors affected by smoke conditions.

4.1.4 Stairwells affected by smoke conditions.

4.1.5 Floors occupied at the time of the fire and the number of building occupants in such areas.

#### 4.2 Implementation of Fire Safety and Evacuation Plan

4.2.1 Call 911 and report fire and (if known) fire location.

4.2.2 Mobilize FSP safety brigade.

4.2.3 Identify stairwell(s) for evacuation of building occupants and stairwell(s) for use by responding firefighting personnel.

4.2.4 Make announcement to building occupants informing them of the fire condition and its location. Instruct them not to use the elevators unless directed to do so by firefighting personnel.

4.2.5 Instruct building occupants on the fire floor & floor above the fire to immediately leave these floors, and evacuate the building or relocate to another safe location at least three (3) floors below their present location. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close office doors and stairwell doors behind them.

Indicate in Appendix A-2, Combined Table 6 the in-building relocation areas & routes for FIRE EMERGENCIES. Make reference in this section to these tables.

4.2.6 Buildings with approved fire alarms that ring on the floor below the fire shall have building occupants on the floor below the fire instructed to immediately leave the floor, and evacuate the building or relocate to another safe location within the building at least three (3) floors below their present location. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close office doors and stairwell doors behind them.

Indicate in Appendix A-2, Combined Table 6 the in-building relocation areas & routes for FIRE EMERGENCIES. Make reference in this section to these tables.

4.2.7 Building occupants may be instructed to exit the stairwell at a designated floor if the stairwell is needed for responding firefighting personnel.

4.2.8 Instruct fire safety brigade to assist building occupants with special needs who are unable to use the stairwells or other designated route of egress without assistance.

4.2.9 Unless fire and smoke conditions warrant otherwise, instruct building occupants on other floors to *shelter in place* and not move around the building, pending further direction from the fire safety director or firefighting personnel.

4.2.10 Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communication with FSP brigade.

4.3 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except under the following circumstances:

4.3.1 Where such use is conducted or authorized by firefighting personnel.

4.3.2 Where such use is made necessary by fire, heat or smoke conditions in stairwells, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety/EAP director or deputy fire safety/EAP director determines that the elevators can be safely used, subject to the following provisions:

4.3.2.1 Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor, may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.

4.3.2.2 Only elevators provided with two-way voice communication to the *fire command center* in accordance with Building Code requirements may be used for these purposes.

4.3.2.3 Movement of elevators shall be controlled either by operation in manual mode by an FSP staff member or at the elevator control panel in the lobby, under the direct supervision of the fire safety/EAP director.

4.4 Procedures for accounting for building occupants after completing in-building relocation, partial or full evacuation

*Include a statement which provides the specific methods to be used to account for building occupants after completing in-building relocation/partial evacuation is implemented, and who will communicate such information back to the fire command center, and how it will be communicated.*

4.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance

*Include in statement that a list of such occupants shall be prepared and maintained at the fire command center. Also state in this plan that fire brigade members will be designated to assist such occupants. Elevator(s) shall not be designated as a procedure for movement of such building occupants. Fire brigade or Critical operation staff (office employees) members designated for such purpose shall be identified on Appendix A-2, Table 3 or Table 5 respectively.*

5. Emergency Action Plan for Explosions

5.1 General Statement.

*Provide a general statement regarding explosions and implementation of the EAP. Such general statement shall include the following: that 911 will be notified; EAP staff will be notified and consulted; elevators will be recalled to their lobby level; electro-magnetic door locks shall be released; available information will be analyzed to decide the most appropriate action (shelter-in-place, in-building relocation, partial evacuation and/or full evacuation) consistent with the EAP; and building occupants will be notified, via an emergency announcement, where and what has occurred, what provisions of the EAP are being implemented and why. For example, if an announcement is made to shelter in place, building occupants should be informed not to move about the building while a threat within the building is being assessed or addressed, or that the nature of a threat outside of the building makes leaving the building inadvisable.*

Set forth below are the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof.

*Include the specific information requested. Where not applicable enter "N/A."*

5.1.1 Shelter in Place

5.1.1.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement to the following effect shall be included as part of this section: "When shelter in place is implemented pursuant to this EAP building occupants will be told to remain at their present location."*

5.1.1.2 Building Components or Systems.

5.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

Provide such information in Appendix A-2, Table 7, Section 1, and make reference to such table in this section. Also, provide in this section any applicable information not included in such table.

#### 5.1.1.2.2 Elevator operation.

Provide such information in Appendix A-2, Table 7, Section 2, and make reference to such table in this section. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff for safe use; that only elevators provided with two-way voice communication to the fire command center in accordance with the Building Code requirements will be used; and that such elevators, if deemed necessary, will be operated only in manual mode by trained EAP staff. Identify specific elevator(s) (bank letters and car numbers) which will be used for such purpose.

#### 5.1.1.2.3 Ventilation system operation.

Provide such information in Appendix A-2, Table 7, Section 4, and make reference to such table in this section.

#### 5.1.1.2.4 Openable windows.

Include a statement regarding the securing of openable windows.

#### 5.1.1.2.5 Interior doors, including fire doors.

Include a statement that the electro-magnetic door releases mechanisms (if present) will be manually released to ensure all re-entry doors are unlocked.

#### 5.1.1.2.6 Electrical, natural gas, steam and other utility operations.

Provide such information in Appendix A-2, Table 7, Section 3, and make reference to such table in this section.

#### 5.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

Provide such information in Appendix A-2, Table 7, Section 3, and make reference to such table in this section.

### 5.1.2 In-Building Relocation

#### 5.1.2.1 General Procedures.

Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as part of this section: "When an in-building relocation is implemented pursuant to this EAP building occupants will be told to move to their pre-designated in-building relocation areas (IBRA) which are areas that are more sheltered than the normal work areas."

#### 5.1.2.2 Specific In-Building Relocation Requirements.

##### 5.1.2.2.1 Designated in-building relocation areas.

Provide such information in Appendix A-2, Table 8, and make reference to such table in this section.

5.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

Provide such information in Appendix A-2, Table 8 and make reference to such table in this section. If building occupants will be directed to IBRA's on a floor other than the floor of their normal work location, complete routes to such IBRA's shall be designated. If the building occupants on a single floor will be directed to IBRA's on more than one floor specify how such areas will be assigned, such as by employer, room numbers or portions of the floor area.

5.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

Include a statement which provides the specific methods to be used to account for persons in the IBRA after an in-building relocation is implemented, who will communicate such information back to the fire command center, and how it will be communicated.

5.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

Include in statement that a list of such occupants shall be prepared and maintained at the fire command center. Also state in this plan that person(s) will be designated to assist such occupants, the elevator(s) designated for use in their movement, and specific personnel designated to operate such elevator(s). Person designated to operate the elevator(s) shall also be identified on Appendix A-2, Table 3 or Table 4, with that assignment listed. Additionally, provide an alternative procedure for movement of such building occupants in the event that designated elevators are inoperable or unsafe for use.

5.1.2.3 Building Components.

5.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

Same instructions as Section 5.1.1.2.1 of this plan.

5.1.2.3.2 Elevator operation.

Same instructions as Section 5.1.1.2.2 of this plan.

5.1.2.3.3 Ventilation system operation.

Same instructions as Section 5.1.1.2.3 of this plan.

5.1.2.3.4 Openable windows.

Same instructions as Section 5.1.1.2.4 of this plan.

5.1.2.3.5 Interior doors, including fire doors.

Same instructions as Section 5.1.1.2.5 of this plan.

5.1.2.3.6 Electrical, natural gas, steam and other utility operations.

Same instructions as Section 5.1.1.2.6 of this plan.

5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

Same instructions as Section 5.1.1.2.7 of this plan.

5.1.3 Partial Evacuation

### 5.1.3.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as a part of this section: "When a partial evacuation is implemented pursuant of the EAP is implemented, some (not all) of the building occupants will be instructed to evacuate the building and report to the pre-designated assembly area(s)."*

### 5.1.3.2 Specific Partial Evacuation Requirements.

#### 5.1.3.2.1 Location of exits, stairwells and elevators.

*Provide such information in Appendix A-2, Table 7, Sections 2 and 3, and make reference to such table in this section.*

#### 5.1.3.2.2 Primary and alternate exit routes.

*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*

#### 5.1.3.2.3 Assembly areas.

*Provide such information in Appendix A-2, Table 10, and make reference to such table in this section.*

#### 5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation.

*Include a statement which provides the specific methods to be used to account for persons in the assembly areas after a partial evacuation is implemented, and who and how such information will be communicated back to the fire command center.*

#### 5.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

*Same instructions as Section 5.1.2.2.4 of this plan.*

### 5.1.3.3 Building Components.

#### 5.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

*Same instructions as Section 5.1.1.2.1 of this plan.*

#### 5.1.3.3.2 Elevator operation.

*Same instructions as Section 5.1.1.2.2 of this plan.*

#### 5.1.3.3.3 Ventilation system operation.

*Same instructions as Section 5.1.1.2.3 of this plan.*

#### 5.1.3.3.4 Openable windows.

*Same instructions as Section 5.1.1.2.4 of this plan.*

#### 5.1.3.3.5 Interior doors, including fire doors.

*Same instructions as Section 5.1.1.2.5 of this plan.*

#### 5.1.3.3.6 Electrical, natural gas, steam and other utility operations.

*Same instructions as Section 5.1.1.2.6 of this plan.*

#### 5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

*Same instructions as Section 5.1.1.2.7 of this plan.*

## 5.1.4 Evacuation

### 5.1.4.1 General Procedures.

*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as part of this section: "When the evacuation provision of the EAP is implemented, all building occupants will be told to evacuate the building and report to the pre-designated assembly area(s)."*

### 5.1.4.2 Specific Evacuation Requirements

#### 5.1.4.2.1 Location of exits, stairwells and elevators.

*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*

#### 5.1.4.2.2 Primary and alternate exit routes.

*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*

#### 5.1.4.2.3 Assembly areas.

*Same instructions as Section 5.1.3.2.3 of this plan.*

#### 5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

*Same instructions as 5.1.3.2.4*

#### 5.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

*Same instructions as Section 5.1.2.2.4 of this plan.*

### 5.1.4.3 Building Components

#### 5.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

*Same instructions as Section 5.1.1.2.1 of this plan.*

#### 5.1.4.3.2 Elevator operations.

*Same instructions as Section 5.1.1.2.2 of this plan.*

#### 5.1.4.3.3 Ventilation system operation.

*Same instructions as Section 5.1.1.2.3 of this plan.*

#### 5.1.4.3.4 Openable windows.

*Same instructions as Section 5.1.1.2.4 of this plan.*

#### 5.1.4.3.5 Interior doors, including fire doors.

*Same instructions as Section 5.1.1.2.5 of this plan.*

#### 5.1.4.3.6 Electrical, natural gas, steam and other utility operations.

*Same instructions as Section 5.1.1.2.6 of this plan.*

#### 5.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

*Same instructions as Section 5.1.1.2.7 of this plan.*

## 5.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

*During other than regular business hours it is often unlikely that a Fire Safety/EAP Director and all Brigade and Building Critical Operation Staff will be present in the building to implement the EAP. Provide a statement that describes the actions that will be taken when implementing the plan*

*at such times and under such conditions. At a minimum, such statement shall indicate that the actions to be taken include an effort to account for building occupants, notifying 911, and making informative emergency announcements to the building occupants.*

## 6. Emergency Action Plan for a Biological Incident or Release

Follow the same instructions for a biological incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a biological incident or release.

### 6.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof.

#### 6.1.1 Shelter in Place

##### 6.1.1.1 General Procedures.

##### 6.1.1.2 Building Components or Systems

6.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.1.2.2 Elevator operation.

6.1.1.2.3 Ventilation system operation.

6.1.1.2.4 Openable windows.

6.1.1.2.5 Interior doors, including fire doors.

6.1.1.2.6 Electrical, natural gas, steam and other utility operations.

6.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

#### 6.1.2 In-Building Relocation

##### 6.1.2.1 General Procedures.

##### 6.1.2.2 Specific In-Building Relocation Requirements

6.1.2.2.1 Designated in-building relocation areas.

6.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

6.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

##### 6.1.2.3 Building Components

- 6.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 6.1.2.3.2 Elevator operation.
- 6.1.2.3.3 Ventilation system operation.
- 6.1.2.3.4 Openable windows.
- 6.1.2.3.5 Interior doors, including fire doors.
- 6.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 6.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

### 6.1.3 Partial Evacuation

#### 6.1.3.1 General Procedures.

#### 6.1.3.2 Specific Partial Evacuation Requirements

- 6.1.3.2.1 Location of exits, stairwells and elevators.
- 6.1.3.2.2 Primary and alternate exit routes.
- 6.1.3.2.3 Assembly areas.
- 6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.
- 6.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

#### 6.1.3.3 Building Components

- 6.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 6.1.3.3.2 Elevator operation.
- 6.1.3.3.3 Ventilation system operation.
- 6.1.3.3.4 Openable windows.
- 6.1.3.3.5 Interior doors, including fire doors.
- 6.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 6.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

### 6.1.4 Evacuation.

#### 6.1.4.1 General Procedures.

#### 6.1.4.2 Specific Evacuation Requirements

- 6.1.4.2.1 Location of exits, stairwells and elevators.
- 6.1.4.2.2 Primary and alternate exit routes.
- 6.1.4.2.3 Assembly areas.

6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

6.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

#### 6.1.4.3 Building Components

6.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.4.3.2 Elevator operations.

6.1.4.3.3 Ventilation system operation.

6.1.4.3.4 Openable windows.

6.1.4.3.5 Interior doors, including fire doors.

6.1.4.3.6 Electrical, natural gas, steam and other utility operations.

6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

6.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

### 7. Emergency Action Plan for a Chemical Incident or Release

*Follow the same instructions for a chemical incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a chemical incident or release.*

#### 7.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a chemical incident or release in or proximate to the building, or the threat thereof.

##### 7.1.1 Shelter in Place

###### 7.1.1.1 General Procedures.

###### 7.1.1.2 Building Components or Systems

7.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.1.2.2 Elevator operation.

7.1.1.2.3 Ventilation system operation.

7.1.1.2.4 Openable windows.

7.1.1.2.5 Interior doors, including fire doors.

7.1.1.2.6 Electrical, natural gas, steam and other utility operations.

7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

## 7.1.2 In-Building Relocation

### 7.1.2.1 General Procedures.

### 7.1.2.2 Specific In-Building Relocation Requirements

7.1.2.2.1 Designated in-building relocation areas.

7.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

7.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 7.1.2.3 Building Components

7.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.2.3.2 Elevator operation.

7.1.2.3.3 Ventilation system operation.

7.1.2.3.4 Openable windows.

7.1.2.3.5 Interior doors, including fire doors.

7.1.2.3.6 Electrical, natural gas, steam and other utility operations.

7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

## 7.1.3 Partial Evacuation

### 7.1.3.1 General Procedures.

### 7.1.3.2 Specific Partial Evacuation Requirements.

7.1.3.2.1 Location of exits, stairwells and elevators.

7.1.3.2.2 Primary and alternate exit routes.

7.1.3.2.3 Assembly areas.

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

7.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 7.1.3.3 Building Components.

7.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.3.3.2 Elevator operation.

7.1.3.3.3 Ventilation system operation.

- 7.1.3.3.4 Openable windows.
- 7.1.3.3.5 Interior doors, including fire doors.
- 7.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

#### 7.1.4 Evacuation

##### 7.1.4.1 General Procedures.

##### 7.1.4.2 Specific Evacuation Requirements

- 7.1.4.2.1 Location of exits, stairwells and elevators.
- 7.1.4.2.2 Primary and alternate exit routes.
- 7.1.4.2.3 Assembly areas.
- 7.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.
- 7.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

##### 7.1.4.3 Building Components

- 7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 7.1.4.3.2 Elevator operation.
- 7.1.4.3.3 Ventilation system operation.
- 7.1.4.3.4 Openable windows.
- 7.1.4.3.5 Interior doors, including fire doors.
- 7.1.4.3.6 Electrical, natural gas, steam and other utility operations.
- 7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

#### 8. Emergency Action Plan Procedures for a Nuclear Incident or Release

*Follow the same instructions for nuclear incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a nuclear incident or release.*

##### 8.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate to the building, or the threat thereof.

## 8.1.1 Shelter in Place

### 8.1.1.1 General Procedures.

### 8.1.1.2 Building Components or Systems

- 8.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.1.2.2 Elevator operation.
- 8.1.1.2.3 Ventilation system operation.
- 8.1.1.2.4 Openable windows.
- 8.1.1.2.5 Interior doors, including fire doors.
- 8.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

## 8.1.2 In-Building Relocation

### 8.1.2.1 General Procedures.

### 8.1.2.2 Specific In-Building Relocation Requirements

- 8.1.2.2.1 Designated in-building relocation areas.
- 8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
- 8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.
- 8.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 8.1.2.3 Building Components

- 8.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 8.1.2.3.2 Elevator operation.
- 8.1.2.3.3 Ventilation system operation.
- 8.1.2.3.4 Openable windows.
- 8.1.2.3.5 Interior doors, including fire doors.
- 8.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 8.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

## 8.1.3 Partial Evacuation

### 8.1.3.1 General Procedures.

### 8.1.3.2 Specific Partial Evacuation Requirements

8.1.3.2.1 Location of exits, stairwells and elevators.

8.1.3.2.2 Primary and alternate exit routes.

8.1.3.2.3 Assembly areas.

8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

8.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 8.1.3.3 Building Components

8.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.3.3.2 Elevator operation.

8.1.3.3.3 Ventilation system operation.

8.1.3.3.4 Openable windows.

8.1.3.3.5 Interior doors, including fire doors.

8.1.3.3.6 Electrical, natural gas, steam and other utility operations.

8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

## 8.1.4 Evacuation

### 8.1.4.1 General Procedures

### 8.1.4.2 Specific Evacuation Requirements

8.1.4.2.1 Location of exits, stairwells and elevators.

8.1.4.2.2 Primary and alternate exit routes.

8.1.4.2.3 Assembly areas.

8.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

8.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 8.1.4.3 Building Components

8.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.4.3.2 Elevator operation.

8.1.4.3.3 Ventilation system operation.

8.1.4.3.4 Openable windows.

8.1.4.3.5 Interior doors, including fire doors.

8.1.4.3.6 Electrical, natural gas, steam and other utility operations.

8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

9. Emergency Action Plan for a Natural Disaster

Follow the same instructions for a natural disaster that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a natural disaster.

9.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster.

9.1.1 Shelter in Place

9.1.1.1 General Procedures.

9.1.1.2 Building Components or Systems

9.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.1.2.2 Elevator operation.

9.1.1.2.3 Ventilation system operation.

9.1.1.2.4 Openable windows.

9.1.1.2.5 Interior doors, including fire doors.

9.1.1.2.6 Electrical, natural gas, steam and other utility operations.

9.1.1.2.7 Fuel oil storage systems and associated pumps.

9.1.2 In-Building Relocation

9.1.2.1 General Procedures.

9.1.2.2 Specific In-Building Relocation Requirements

9.1.2.2.1 Designated in-building relocation areas.

9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

9.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

9.1.2.3 Building Components

- 9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.2.3.2 Elevator operation.
- 9.1.2.3.3 Ventilation system operation.
- 9.1.2.3.4 Openable windows.
- 9.1.2.3.5 Interior doors, including fire doors.
- 9.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

### 9.1.3 Partial Evacuation

#### 9.1.3.1 General Procedures.

#### 9.1.3.2 Specific Partial Evacuation Requirements

- 9.1.3.2.1 Location of exits, stairwells and elevators.
- 9.1.3.2.2 Primary and alternate exit routes.
- 9.1.3.2.3 Assembly areas.
- 9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.
- 9.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

#### 9.1.3.3 Building Components

- 9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.3.3.2 Elevator operation.
- 9.1.3.3.3 Ventilation system operation.
- 9.1.3.3.4 Openable windows.
- 9.1.3.3.5 Interior doors, including fire doors.
- 9.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

### 9.1.4 Evacuation

#### 9.1.4.1 General Procedures

#### 9.1.4.2 Specific Evacuation Requirements

- 9.1.4.2.1 Location of exits, stairwells and elevators.
- 9.1.4.2.2 Primary and alternate exit routes.
- 9.1.4.2.3 Assembly areas.

9.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

9.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

9.1.4.3 Building Components

9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.4.3.2 Elevator operation.

9.1.4.3.3 Ventilation system operation.

9.1.4.3.4 Openable windows.

9.1.4.3.5 Interior doors, including fire doors.

9.1.4.3.6 Electrical, natural gas, steam and other utility operations.

9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

10. Emergency Action Plan for Other Emergency

*Follow the same instructions for other emergencies that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for other emergencies. Be sure to identify in Section 10.1 of this plan the type of other emergency, if any, that the plan covers.*

10.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of \_\_\_\_\_ emergency.  
*Identify other emergency condition, if any.*

10.1.1 Shelter in Place

10.1.1.1 General Procedures

10.1.1.2 Building Components or Systems

10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells

10.1.1.2.2 Elevator operation

10.1.1.2.3 Ventilation system operation

10.1.1.2.4 Openable windows

10.1.1.2.5 Interior doors, including fire doors

10.1.1.2.6 Electrical, natural gas, steam and other utility operations

10.1.1.2.7 Fuel oil storage systems and associated pumps

## 10.1.2 In-Building Relocation

### 10.1.2.1 General Procedures

### 10.1.2.2 Specific In-building relocation Requirements

10.1.2.2.1 Designated in-building relocation areas.

10.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas

10.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation

10.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 10.1.2.3 Building Components

10.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells

10.1.2.3.2 Elevator operation

10.1.2.3.3 Ventilation system operation

10.1.2.3.4 Openable windows

10.1.2.3.5 Interior doors, including fire doors

10.1.2.3.6 Electrical, natural gas, steam and other utility operations

10.1.2.3.7 Fuel oil storage systems and associated pumps and piping

## 10.1.3 Partial Evacuation

### 10.1.3.1 General Procedures

### 10.1.3.2 Specific Partial Evacuation Requirements

10.1.3.2.1 Location of exits, stairwells and elevators

10.1.3.2.2 Primary and alternate exit routes

10.1.3.2.3 Assembly areas

10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation

10.1.3.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

### 10.1.3.3 Building Components

10.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells

10.1.3.3.2 Elevator operation

10.1.3.3.3 Ventilation system operation

- 10.1.3.3.4 Openable windows
- 10.1.3.3.5 Interior doors, including fire doors
- 10.1.3.3.6 Electrical, natural gas, steam and other utility operations
- 10.1.3.3.7 Fuel oil storage systems and associated pumps and piping

#### 10.1.4 Evacuation

##### 10.1.4.1 General Procedures

##### 10.1.4.2 Specific Evacuation Requirements

- 10.1.4.2.1 Location of exits, stairwells and elevators
- 10.1.4.2.2 Primary and alternate exit routes
- 10.1.4.2.3 Assembly areas
- 10.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation
- 10.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

##### 10.1.4.3 Building Components

- 10.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells
- 10.1.4.3.2 Elevator operation
- 10.1.4.3.3 Ventilation system operation
- 10.1.4.3.4 Openable windows.
- 10.1.4.3.5 Interior doors, including fire doors
- 10.1.4.3.6 Electrical, natural gas, steam and other utility operations
- 10.1.4.3.7 Fuel oil storage systems and associated pumps and piping

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

## 11. Consultation with Neighboring Buildings

*R404-02(i) requires that building owners consult with other office buildings (within 200') of their building to notify them of evacuation routes, assembly areas and evacuation drill schedules. This consultation must be documented in written form. Provide a copy of the letter(s) used to consult with neighboring buildings.*

### 11.1 Identify all Neighboring Buildings consulted

#### 11.1.1 Complete address of Neighboring Building

*Provide a list of all buildings consulted, including complete building address.*

#### 11.1.2 Owner of Neighboring Building

## 12. Building Maintenance Program

*The plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the following fire protection systems and the other equipment and operations affecting building fire safety. Ensure required information is documented and correct entries are made in the appropriate logbook. (mark "N/A" if the building is not provided with such a system):*

### 12.1 Sprinkler and standpipe systems

12.1.1 Maintenance required for Sprinkler System shall Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks and periodic testing of fire department connections).

12.1.2 Responsible personnel must possess FDNY issued Citywide S-12 Certificate of Fitness or a Premise related FDNY F-96, F-97, F-98 or F-99 C of F (F96-F97-F98 & F98 C of F valid through 12/31/11 at that time only the S-12 will be accepted).

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.1.3 Maintenance required for Standpipe System shall Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of standpipe system pressure reducing devices, and periodic testing of fire department connections).

12.1.4 Responsible Personnel must possess an FDNY issued premise related F96, F97, F98 or F99 Certificate of Fitness (valid through 12/31/11). As of 1/1/12 A Certificate of Fitness (# to be determined) will be required. For testing purposes the Certificate of Fitness (# to be determined) must be held by a Master Fire Suppression Contractor &/OR a Master Plumber. Standpipe Systems that are multi-zoned will require the Certificate of Fitness (# to be determined) to be premise related.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

### 12.2 Fire alarm systems

12.2.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping).

Include any additional maintenance procedures.

12.2.2 Smoke detector maintenance: Responsible personnel must possess all of the following:

- a. Company Certification Number issued by The FDNY.
- b. Authorization from Fire Alarm System manufacturer stating that they are authorized to service fire alarm system **OR** responsible personnel must be trained to NICET Level II.
- c. W26 Citywide Certificate of Fitness. The F57 Certificate of Fitness (premise related) will be acceptable until 1/1/13, at that time it will be no longer be valid.

12.2.3 Fire Alarm Systems; Responsible Personnel must have:

- a. Authorization from Fire Alarm System manufacturer stating that they are authorized to service the fire alarm system **OR** responsible personnel must be trained to NICET Level II, in order to perform any service or test.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

### 12.3 Commercial Cooking Equipment Systems

12.3.1 Maintenance required. Comply with FC904.11.

12.3.2 Responsible personnel must possess an F64 Certificate of Fitness (premise related) or a W64 if Certificate of Fitness is Citywide. If Certificate of Fitness is W64, responsible personnel must possess Company Certification Number issued by The FDNY.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

### 12.4 Decorations/ Draperies and Curtains in Public Areas

12.4.1 Maintenance required. Comply with FC805 and 3 RCNY 805-01 (flame-resistant decorations).

12.4.2 Responsible personnel must possess a C15 Certificate of Fitness.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.5 Portable fire extinguishers

12.5.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association Standard 10).

12.5.2 Responsible personnel must have Company Certification Number issued by The FDNY along with a W96 Certificate of Fitness for annual servicing.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.6 Emergency power systems:

12.6.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).

12.6.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.7 Phase I and Phase II elevator operations

12.7.1 Maintenance required. Comply with FC607.5

12.7.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.8 Smoke control systems

12.8.1 Maintenance required. Comply with FC909.1.

12.8.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.9 Means of egress

12.9.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

12.9.2 Responsible personnel-Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.10 Hot work operations

12.10.1 Maintenance required. Comply with FC Chapter 26 and 3 RCNY 2605-01 (use of a flammable gas in citywide hot work operations).

12.10.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

12.11 Accumulation of rubbish and combustible waste

12.11.1 Maintenance required. Comply with FC304.

12.11.2 Responsible personnel- Fire Safety Director.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES  NO  N/A

13. Floor Plans. Annexed to this plan are floor plans complying with the requirements of R404-01 (d) (7).

*Evacuation routes shall be shown with the permanent partitions which create the corridors. Corridors, exit access, fire barriers and areas of refuge required to be depicted on such plan shall be defined as set forth in Sections 702 and 1002 of the 2008 Building Code.*

14. Sprinkler and Standpipe System Riser Diagram. Annexed to this plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R404-01 (d) (7) (C).

*Symbols used on the riser diagram shall conform to industry standards, and shall be listed on a legend table indicating their meaning. All floors of the building, including floors below grade, shall be shown on the diagram, except floors that are substantially similar need not be individually shown but may be identified on the riser diagram as typical.*

15. Building Information Card. Annexed to this Fire Safety and Evacuation/EAP Plan, as Appendix B-2, is the Building Information Card complying with the requirements of R404-01(n) (1) (A).

*The Building Information Card (BIC) must conform to format of Appendix B-2.*

16. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(n) (1) (B).

*The Building Profile must conform to the format of Appendix D. Provide all of the information requested, without reference to other sections of the plan or the Building Information Card, even if the information requested is duplicative.*

17. EAP Floor Staffing Charts

Annexed to this Fire Safety/Emergency Action Plan, as Appendix C-2, is a single (typical and accurate for the building) FS/EAP Staffing Chart complying with the requirements of R404-02(d) (9).