

**COMBINED FIRE SAFETY/EMERGENCY ACTION PLAN (APPENDIX B-2)**

**OFFICE BUILDING INFORMATION CARD**

**(For use by Fire Department personnel)**

**1. BUILDING INFORMATION:** BIN# \_\_\_\_\_  
Address: \_\_\_\_\_  
A/K/A: \_\_\_\_\_  
Construction Class: \_\_\_\_\_  
Office Floors: \_\_\_\_\_  
Residential / Hotel Floors: \_\_\_\_\_  
Retail Floors: \_\_\_\_\_  
Public Assembly Areas: \_\_\_\_\_  
Location of Day Care Center: \_\_\_\_\_  
Bldg. Population: Day \_\_\_\_\_ Night \_\_\_\_\_ Weekend \_\_\_\_\_

**2. BUILDING STATISTICS:**  
Stories: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_  
Type of Construction: \_\_\_\_\_  
Truss Construction: Roof: Yes / No  
Floors: Yes / No If yes, what floors: \_\_\_\_\_  
Horizontal Connections: Passageway / Utility Pipe Chase  
Locations: \_\_\_\_\_  
Roof setback levels: \_\_\_\_\_

**3. STAIRWELLS:**  
Designation \_\_\_\_\_ Floors Served \_\_\_\_\_ Pressurized \_\_\_\_\_ Standpipe \_\_\_\_\_  
  
Re-entry floors: \_\_\_\_\_  
Access /Convenience Stair Located Between Floors: \_\_\_\_\_  
Roof Access Provided by Stairwells: \_\_\_\_\_  
Fire Tower: Yes / No If yes, location: \_\_\_\_\_

**4. ELEVATORS:**  
Bank Designation \_\_\_\_\_ Car Numbers \_\_\_\_\_ Floors Served \_\_\_\_\_  
  
Freight Elevator Bank: \_\_\_\_\_  
Sky Lobby: Yes / No If yes, location: \_\_\_\_\_

**5. VENTILATION:**  
HVAC Zones: \_\_\_\_\_  
Bldg. Management System (BMS): Yes / No  
Location: On-site /  
Off-site emergency number: \_\_\_\_\_  
Smoke Management System /  
Purge Capability: Yes/No Automatic / Manual  
Location of Mechanical Rooms: \_\_\_\_\_

**6. UTILITIES:**  
All Fuel Oil Tank Locations (Capacity): \_\_\_\_\_ (\_\_\_ gal);  
\_\_\_\_\_ (\_\_\_ gal); \_\_\_\_\_ (\_\_\_ gal); \_\_\_\_\_ (\_\_\_ gal)  
Natural Gas Service: Yes / No Shutoff location: \_\_\_\_\_  
Emergency Generator Location: \_\_\_\_\_  
Roof Storage: LPG \_\_\_ Diesel Fuel \_\_\_ Other \_\_\_

**7. FIRE PROTECTION SYSTEMS:**  
Standpipe Locations: \_\_\_\_\_  
Standpipe Isolation Valve Locations: \_\_\_\_\_  
FD Connection Locations: \_\_\_\_\_  
Building Fully Sprinkled: Yes / No  
Partially Sprinkled: Floors \_\_\_\_\_  
PRV Valves Floor Locations: \_\_\_\_\_  
Fire Pump Locations: \_\_\_\_\_  
Non-water Fire Extinguishing Systems:  
Locations: \_\_\_\_\_

**8. HAZARDOUS MATERIALS:**

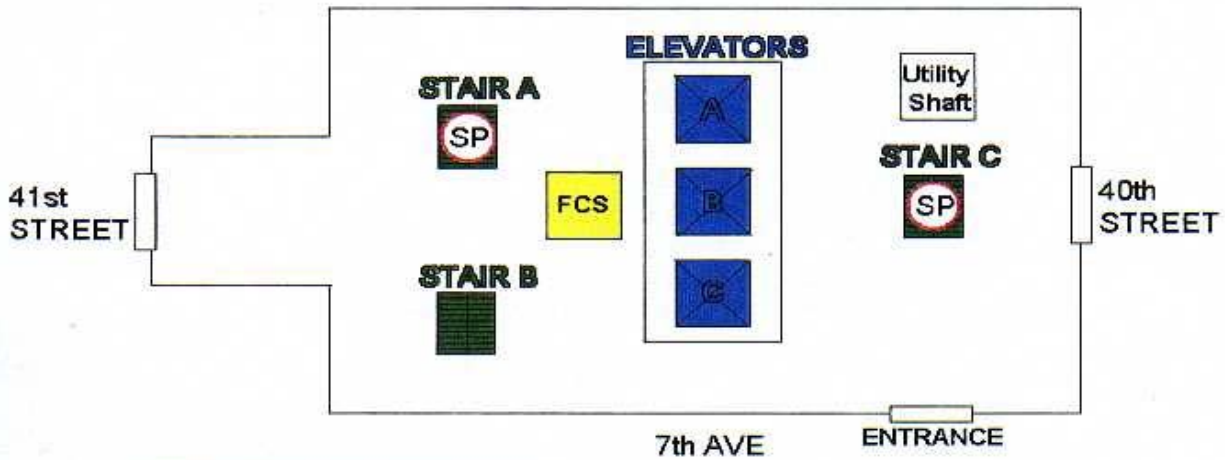
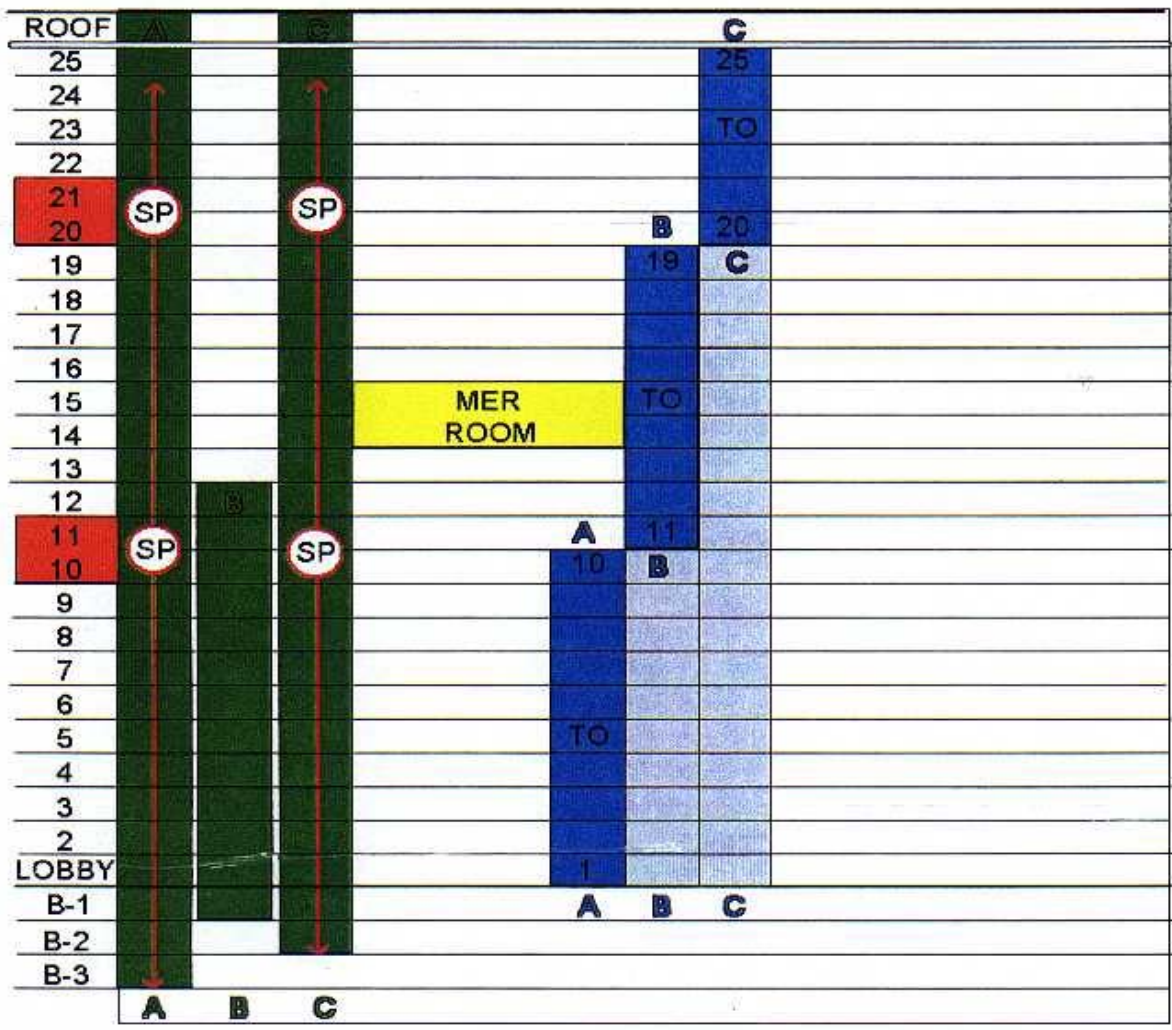
NAME OF PRODUCT/QUANTITY	LOCATION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Notes: \_\_\_\_\_

**9. COMMUNICATIONS:**  
Number of Radios for FDNY Use: \_\_\_\_\_  
24 hr Location: \_\_\_\_\_  
Communications for FDNY Use: \_\_\_\_\_

**10. TEMPORARY CONSIDERATIONS**

**11. BUILDING FIRE SAFETY INFORMATION:**  
FS/EAP Director: \_\_\_\_\_  
Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_  
Building Engineer: \_\_\_\_\_  
Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_  
Managing Agent: \_\_\_\_\_  
Work: ( )-\_\_\_\_\_-\_\_\_\_\_  
Emergency: ( )-\_\_\_\_\_-\_\_\_\_\_



- ELEVATOR
- STANDPIPE
- STAIR
- BLIND SHAFT
- ACCESS STAIR