



## **Instructions for COMPREHENSIVE (combined) Fire Safety and Evacuation and Emergency Action Plan for Office Buildings;**

### **A. The following information is to be used for initially preparing and submitting a Combined Fire Safety and Evacuation and Emergency Action Plan:**

*Amendments to plans are to follow instructions found in Industry Notice # 03/11*

1. Prepare the plan exactly as set by the guidelines with all information as requested.
2. An original (not a copy) Owner's Certification page shall be included in the plan. A revised plan shall be submitted with a new Owner's Certification page complete with a current date and signature. The plans shall be complete with all attachments.
3. Do not submit a plan unless all Mandatory Attachments (see sheet 4) and supporting documents are included in the submission.
4. Letters of Deficiencies and Conditionally Accepted plans must be submitted within **30 days** from the date on the letters issued unless otherwise specified.
5. **DO NOT** include these instructions as part of the plan submission.
8. All information must be typed.

### **B. Attach to the plan:**

1. Copy of the most recent Certificate of Occupancy or Temporary Certificate of Occupancy or Schedule A if building is under construction.
2. Representative floor plans including floors below grade and roof meeting criteria listed in Item C (see below) **on a CD in dwg or dwf format**.
3. Riser diagram for standpipe and/or sprinkler system for the building meeting criteria listed in Item D (see below) **on a CD in dwg, dwf, or pdf format**.
4. Site Plan / Plot Plan meeting criteria listed in Item E (see below) **on a CD in dwg or dwf format**.
5. Copies of any other supporting documents (Example: request for variance(s)).

### **C. Requirements for the acceptable representative floor plans:**

1. Submit an **architectural** type representative floor plan for all floors including floors below grade, MER, mezzanines, concourses, and roof. Include a Floor Plan Table of Contents. All floor plan drawings are to be submitted **on a CD in dwg or dwf format**. The files listed on the CD must be named and arranged as specified by the Naming Convention on sheet 3 of this document.
2. All DWG or DWF formatted files must be single file folder and named using the EPPG "Floor Plan & Drawing File Naming Convention"
3. Plans must be electronically signed and sealed by RA or PE registered in NYS or provide an original letter signed and sealed attesting to the accuracy and validity of enclosed drawings.
4. Plans must be legible (e.g. having yellow words/lines on a white background is **not** acceptable) and show the entire floor area.
5. Indicate northerly direction on all plans.

#### **Locate the following on floor plans: (FC 404.3.1 #4)**

- a. Exits.
- b. Egress route / Evacuation Route The route must be shown by displaying the permanent partitions which create the corridors\* used for exit access\*\*. Additionally, provide hatching or a red line throughout the route.
- c. Fire barriers\*\*\*.
- d. Areas of Refuge\*\*\*\*.
- e. Stairs with letter designation.
- f. Access and convenience stairways.
- g. Elevator bank letter and car number designations to be the same as listed on the Building Information Card.
- h. Fire Command Station.
- i. Fire Warden Phones or Phone Jacks.
- j. Manual fire alarm boxes (pull stations)
- k. Standpipe hose outlets and/or fire hose cabinets – if no hose racks are located on the floor.
- l. Sprinkler and standpipe system control valves.
- m. Any part of the building **not** protected by sprinkler system.

- Continued on next page -

**Locate the following on floor plans:** “continued”

- n. Emergency power generator and fuel supply. Show location on floor plan of day tank and/or location of main tank.
- o. Provide a legend on each floor plan with all symbols and abbreviations used.
- p. Indicate Northerly direction.
- q. In-Building Relocation Areas:

\* New 2008 NYC Building Code Sec. BC 1002 Definitions.

\*\* New 2008 NYC Building Code Sec. BC 1002 Definitions.

\*\*\* New 2008 NYC Building Code Sec. BC 706.

\*\*\*\* New 2008 NYC Building Code Sec. BC 1002 Definitions.

**D. Requirements for acceptable Standpipe and/or Sprinkler Riser Diagram:**

1. Diagram must be legible and show the entire system.
2. Use professional standard symbols and legend.
3. Diagram is to be included on the CD in dwg, dxf or pdf format, (no paper submissions).
4. If the standpipe and sprinkler system is not a combination system submit a separate riser diagram for each system.

**Locate the following:**

- a. Gravity Tanks, indicating the total capacity and fire reserve.
- b. Pressure Tanks, indicating the capacity.
- c. Risers, indicating the size and locations.
- d. Siamese connections, indicating locations.
- e. Fire Pump, (if applicable) indicating output (gpm) and automatic or manual.
- f. Booster Pump (special service pump), indicating output (gpm).
- g. All cross connections.
- h. City water main supply.
- i. Fill line and house pump.
- j. You may show legend to indicate all symbols used, for example

- Check valves (upper and lower) and control valves
- Pressure reducing valves ( PRV)
- All riser sectional valves
- Dry pipe valves
- Pre-action sprinkler valves
- Roof manifold
- Fire hose racks on all floors.
- Sprinkler floor control valves

**E. Requirements for acceptable Site Plan / Plot Plan**

1. Site/Plot Plan must meet requirements of FC 404.3.1 #3 (3.1 & 3.2)
2. Indicate the premises foot print and location(s) of Standpipe and/or Sprinkler Siamese Connection(s).
3. Site/Plot Plan is to include all of the buildings on the block.

## Emergency Planning and Preparedness Group (EPPG)

### Floor Plan & Drawing File Naming Convention

Once accepted all the floor plans and associated drawings are copied onto our server. There they can be retrieved quickly for strategic planning, operational procedures or inspection duties. A standardized name and formatting of the files facilitates their identification and retrieval.

Below is a list of the alpha/numeric prefix and description that must be used when naming all DWG or DWF files on a CD.

#### I. Documents:

A1-BIC A: Side 1 Text of *Building Information Card*

A1-BIC B: Side 2 Elevation cross section of *Building Information Card*

#### II. Floor Plans / Drawings:

A2-....Legend

A3-.....FCS floor if not FL-1

A4-....Garage 0

A5-....Garage 1

A6-.....Cellar 2...Sub

A7-.....Cellar 1...Concourse

B-2.....Sub-Basement

B-1.....Basement

B-1C....Concourse

B-1M...Mezzanine

B-1U....Upper Floor (Odd fl btwn Mez & 1 st fl)

#### Continued

FL-5

FL-6

FL-6P.....Penthouse

FL-6P1.....Penthouse 1

FL-6P2..... Penthouse 2

FL-C1.....Cooling Tower

FR- 1.....ROOF

R-1.....Sprinkler Riser Diagram\*

R-2.....Standpipe Riser Diagram\*

R-3...Combo Spklr. & Stdp. Riser Diagram\*

*\* If in PDF try to use similar file name*

ST-1.....Site plan

I- 1.....IBRA Table of Contents (in-building relocation area)

FL-0....Floor Plan Table of Contents

FL-1.....Ground/Lobby (lowest FD access floor)

FL-1A.....Concourse

FL-1B.....Mezzanine

FL-1C.....Mezzanine

FL-2

FL-3

FL-3M .... *Mechanical Equipment Room*

FL-4

## **Mandatory Attachments**

1. TM-1 (**latest revision**) and filing fee.
2. One copy of Combined Fire Safety (FS) and Evacuation plan and Emergency Action Plan (EAP) Format (**Appendix A-2**).
3. One copy of Fire Safety/EAP Director designation (**Appendix A-2 Attachment 1**).
4. One copy for each Deputy Fire Safety/EAP Director designation (**Appendix A-2 Attachment 2**).
5. One copy for each Fire Safety/ EAP Building Evacuation Supervisor designation (**Appendix A-2 Attachment 3**).
6. One copy of all Fire Safety/EAP Wardens designations (**Appendix A-2 Table 1**).
7. One copy of all Deputy Fire Safety/EAP Wardens designations (**Appendix A-2 Table 2**).
8. One copy of all Fire Safety/EAP Searchers designations (**Appendix A-2 Table 2A**).
9. One copy of Fire Safety/EAP Brigade members (**Appendix A-2 Table 3**).
10. One copy (if necessary) of Building Personnel Critical Operations staff (**Appendix A-2 Table 4**).
11. One copy (if necessary) of Office Employees Critical Operations staff (**Appendix A-2 Table 5**).
12. One copy of Number of Occupants (**Appendix A-2 Combined Table 6**).
13. One copy of Designated Functions (**Appendix A-2 Table 7**).
14. One copy of In-Building Relocation Areas for EAP (**Appendix A-2 Table 8**).
15. One copy of Specific Evacuation Routes for EAP (**Appendix A-2 Table 9**).
16. One copy of Assembly Areas for EAP (**Appendix A-2 Table 10**).
17. One copy of Office Building Information Card (BIC) formatted as per instructions (**Appendix B-2**).
18. One copy of a Staffing chart (**Appendix C-2**).
19. One copy of Building Profile (**Appendix D**).
20. A copy of the most recent Certificate of Occupancy, or valid Temporary Certificate of Occupancy, or a copy of the Schedule A. (**Copies are to include all pages of the documents**).
21. One CD with all mandatory drawings: Site Plan, Floor Plans, Standpipe/Sprinkler Riser Diagram, Table of Contents for Floor plans & the In-Building Relocation areas in **dwg or dwf** Format. The standpipe/sprinkler Riser Diagram may be in pdf format.

**Items 1 to 20 above must be a PAPER SUBMISSION. Once the plan is Conditionally Accepted, the paper version of the plan is required to be added to the CD's with the mandatory drawings.**

# INSTRUCTION FOR PROCESSING



**FORM NAME:** COMBINED FIRE SAFETY and EVACUATION PLAN and EMERGENCY ACTION PLAN and GUIDELINES

**FORM NUMBER:** ??????????

## **PURPOSE OF FORM**

To provide Office Building occupancies with forms that must be submitted to, and be accepted by the FDNY.

## **WHO SHOULD USE THIS DOCUMENT?**

Property Owners, Fire Safety Directors and other management staff required to file Combined Fire Safety and Evacuation Plan and Emergency Action Plans.

## **TO SUBMIT COMPLETE APPLICATION, BY MAIL:**

FDNY  
Bureau of Fire Prevention  
9 Metrotech Center  
Brooklyn, NY 11201  
Attn: RM 3W – 6

Or Walk in;  
FDNY HQ building.  
9 METROTECH CTR Brooklyn,  
(Flatbush Ave. entrance)  
Ask for Window 8

**Business hours are Monday through Friday  
9:00AM - 12:00PM & 1:00PM - 3:00PM.**

## **PAYMENT INFORMATION**

Is payment required? Yes: \$630  
When? With **initial** submissions.  
Amendments will be billed.

## **FOR FURTHER QUESTIONS, CONTACT: FDNY- BFP**

ATTN: Emergency Planning and  
Preparedness Group  
718-999-1512  
evangej@fdny.nyc.gov

Any one wanting the Forms and Tables in  
MS word format: e-mail the address above and  
request FSP Prep & Sub Doc's in Word

## **SPECIAL INSTRUCTIONS**

All plan submittals must be accompanied by a form TM-1 available at:  
[http://nyc.gov/html/fdny/pdf/cof\\_study\\_material/tm\\_1.pdf](http://nyc.gov/html/fdny/pdf/cof_study_material/tm_1.pdf)