

# PASS IT ON

Pass It On Bulletin # 5

Date: 10/21/2009

## EAP and Fire Safety Plan Floor Requirements

Diversified Security Solutions would like to bring to your attention a recent change in the requirements for both Emergency Action Plan and Fire Safety Plan Floor Drawings.

**The following are the requirements for acceptable representative Fire Safety Plan drawings.**

Submit **architectural** type of representative floor plans including basement and sub-basement **not larger** than 11x17. Plans must be of good print quality and show the entire floor areas. (If color drawings are being submitted than 2 sets are required)

**Include a site plan of the building.** Indicate northerly direction along with surrounding buildings and streets, cross streets and F.D. apparatus access roads. Additionally, indicate the premise foot print and Standpipe and Sprinkler Siamese Connection locations and location of building occupant assembly areas (If more than one block away a list with the location address and brief description of the area to be used is permissible).

### **Locate the following on floor plans:**

- a. Exits.
- b. Evacuation routes (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

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- g. Elevator bank letter and car number designations same as listed in Building Information Form.
- h. Fire Command Station.
- i. Fire warden phones.
- j. Manual fire alarm boxes (pull stations)
- k. Standpipe hose outlets.
- l. Sprinkler and standpipe system control valves.
- m. Any part of the building not protected by sprinkler system.
- n. Emergency power generator and fuel supply
- o. Show legend for all symbols and abbreviations used.
- p. Indicate Northerly direction.
- q. In-Building Relocation Areas: where applicable (optional)

**The following are the requirements for acceptable representative Emergency Action Plan drawings.**

*The drawings must be in DWG or DWF format and all files must be clearly marked To provide easy recognition for review and retrieval purposes.*

## **The site plan of the building.**

Must indicate northerly direction; along with surrounding buildings and streets, cross streets and F.D. apparatus access roads. Additionally, indicate the premise foot print and Standpipe and Sprinkler Siamese Connection locations and the location of building occupant assembly areas (If more than one block away a list with the location address and brief description of the area to be used is permissible).

The floor plan drawings must include the following:

- (1) A floor plan table of contents, including drawing number and title.
- (2) In-building relocation area table of contents, including drawing number and title.
- (3) Exits
- ####(4) Evacuation routes (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.)
- (5) Fire barriers

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- (6) Areas of refuge.
- (7) Stairs with letter designation.
- (8) Access and convenience stairways same as listed in Building Information Card.
- (9) Elevator bank letter and car number designations same as listed in Building Information Card.
- (10) Fire Command Station.
- (11) Fire warden phones.
- (12) Manual fire alarm boxes (pull stations)
- (13) Standpipe hose outlets.
- (14) Sprinkler and standpipe system control valves.
- (15) Any part of the building not protected by sprinkler system.
- (16) Emergency power generator and fuel supply
- (17) Show legend for all symbols and abbreviations used.
- (18) In-Building relocation areas indicated and identified with nomenclature common to the building, such as room number, conference room, cafeteria.

You may find the above requirements on the Fire Department website:

For Fire Safety Plan Drawings– Industry Notice #4

[http://www.nyc.gov/html/fdny/pdf/fire\\_prevention/fsp\\_industry\\_notice\\_4.pdf](http://www.nyc.gov/html/fdny/pdf/fire_prevention/fsp_industry_notice_4.pdf)

For Emergency Action Plan Drawings – Industry Notice #20

[http://www.nyc.gov/html/fdny/html/units/fire\\_prevention/emergency\\_action\\_plans.shtml](http://www.nyc.gov/html/fdny/html/units/fire_prevention/emergency_action_plans.shtml)

The New Fire Code also requires all Properties to have a newly reformatted narrative for their Fire Safety Plans.

As always, if you have any questions concerning this Pass It On Bulletin or any concerns pertaining to Emergency Action Planning or Fire Safety Planning, please call us at 212-240-9500x104