



FIRE DEPARTMENT
9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857
BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

FS/EAP Industry Notice # 08/11

7/1/11

Office Buildings

Fire Safety In-Building Relocation Area

See: Appendix A-2 sec. 4.2.5 & 4.2.6

Appendix A-2 Combined Table - 6

The Fire Safety plans required, for the noted occupancy, has new standard procedure and language for movement of occupants during a fire emergency. The 2008 Building Code & Fire Code calls for evacuation/relocation of three (3) floors upon an activation of the fire alarm (floor of alarm, 1 above & 1 below). Buildings that have the capability to re-program their existing fire alarm to respond as stated above must do so. Buildings without such capability must take steps to manually activate audible and visual devices as well as follow-up announcements on the floor below. Fire Safety In-Building Relocation Areas (FS IBRA) are simply areas designated for the relocation of occupants from an upper floor to a lower floor (at least 3 floors below their current floor). The first floor or lobby must be kept clear for emergency responders so it is assumed but must be noted on the table that floors 4 and lower, including below-grade floors, will be instructed to exit the building and assemble at a predetermined "outside assembly area" (OAA).

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