



Instructions for Fire Safety and Evacuation Plan - Hotel / Motel **NYC Fire Department**

A. The following information should be used while preparing or revising a Fire Safety Plan:

1. Prepare the Fire Safety and Evacuation 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 Fire Safety and Evacuation Plan. A revised Fire Safety and Evacuation 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 (sheet 3 of 4) and supporting documents are included in the submission.
4. Disapproved and Conditionally Accepted Fire Safety and Evacuation Plans must be submitted within **30 days** from the date of the letter disapproving or conditionally accepting them.
5. Any Disapproved plan not resubmitted within **6 months** is considered *abandoned* and will require a new filing fee.
6. Visit the FDNY web site to ensure preparing a current Fire Safety and Evacuation Plan.
7. Instructions for the Fire Safety and Evacuation Plan **Must Not** be included in the plan.
8. All information must be typed.

B. Attach to the Fire Safety 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 (**on a CD in dwg or dwf format**)
3. Site Plan / Plot Plan meeting criteria listed in Item E. (**on a CD in dwg or dwf format**)
4. Riser diagram for standpipe and/or sprinkler system for the building meeting criteria listed in Item D (**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 **architectural** type of representative floor plan including floors below grade and roof **on a CD in DWG or DWF format. Plans must be either 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.**
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 legible and show the entire floor area.
4. Indicate northerly direction on all plans.

Locate the following on floor plans:

- 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 Form.
- 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.
- n. Emergency power generator and fuel supply. Show location on floor plan of day tank and/or location of main tank.
- o. Show legend for all symbols and abbreviations used.

- p. Indicate Northerly direction.
- q. In-Building Relocation Areas: where applicable

- * 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, dwf 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 Plan / Plot Plan must meet requirements of FC 404.3.1 3-3.2
2. Indicate the premises foot print and location(s) of Standpipe and/or Sprinkler Siamese Connection(s).
3. Site Plan / Plot Plan to include all 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 CD** with all mandatory drawings (Site Plan, Floor Plans, Format: **DWG or DWF** Standpipe/Sprinkler riser diagram. Pdf, DWG or DWF.)
3. One copy of Hotel Format **Appendix A-1**. (paper submission)
4. One copy of Hotel Brigade **Appendix A-1 Table 1**. (paper submission)
5. One copy of Hotel Quantity of Occupants **Appendix A-1 Combined Table 2**. (paper submission)
6. One copy of Hotel FSD Staff Designation **Appendix A-1 Attachment 1**. (paper submission)
7. One copy of Hotel DFSD Staff Designation **Appendix A-1 Attachment 2 for Hotel**. (paper submission)
8. One copy of Hotel BIC Format **Appendix B-1**, size 11x17, and two sided. (paper submission)
9. One copy of Hotel Building Profile **Appendix D**. (paper submission)
10. One copy of Copy of the most recent Certificate of Occupancy or copy of valid Temporary Certificate of Occupancy or copy of Schedule A. **Copy to include all pages of the document**. (paper submission)

INSTRUCTION FOR PROCESSING



FORM NAME: FIRE SAFETY and EVACUATION PLAN AND GUIDELINES

FORM NUMBER: INTDOC 2/11

PURPOSE OF FORM

To provide Hotel / Motel (R-1) occupancies with the forms which must be submitted and be accepted by the FDNY.

WHO SHOULD USE THIS DOCUMENT

Property Owners, Fire Safety Directors and other management staff required to file Fire Safety and Evacuation 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
9 METROTECH CTR – 1ST FLR.
At rear of FDNY HQ building.
(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 \$210
If so, when? With submission

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