



# THE CITY RECORD

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## THE CITY RECORD

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## PUBLIC HEARINGS AND MEETINGS

See Also: Procurement; Agency Rules

## CITY PLANNING COMMISSION

### PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT RESOLUTIONS Have been adopted by the City Planning Commission scheduling public hearings on the following matters to be held at Spector Hall, 22 Reade Street New York, New York, on Wednesday, March 24, 2010, commencing at 10:00 A.M.

### BOROUGH OF THE BRONX No. 1 BRONX RIVER ART CENTER

CD 6 C 100083 HAX  
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- pursuant to Article 16 of the General Municipal Law of New York State for:
  - the designation of property located at 1087 East Tremont Avenue (Block 3141, part of Lot 1), as an Urban Development Action Area; and
  - an Urban Development Action Area Project for such area; and
- pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate the rehabilitation of an existing four-story community facility building.

### No. 2 CROTONA TERRACE REZONING

CD 3 C 080157 ZMX  
IN THE MATTER OF an application submitted by CBC Associates and the South Bronx Overall Economic Development Corporation pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No. 3d:

- changing from a C8-3 District to an R7-1 District property bounded by East 176th Street, Boston Road, East 175th Street, and Southern Boulevard; and
- establishing within the proposed R7-1 District a C2-4 District bounded by East 176th Street, Boston Road, East 175th Street, and Southern Boulevard;

as shown on a diagram (for illustrative purposes only) dated January 4, 2010, and subject to the conditions of CEQR Declaration E-243.

### BOROUGH OF MANHATTAN No. 3

#### 102 GREENE STREET

CD 2 C 080260 ZSM  
IN THE MATTER OF an application submitted by 102 Green Street Realty LLC pursuant to Sections 197-c and 201 of the New York City Charter for the grant of a special permit pursuant to Section 74-711 of the Zoning Resolution to modify:

- the bulk regulations of Section 43-17 (Special Provisions for Joint Living-Work Quarters for Artists in M1-5A and M1-5B Districts) to allow the enlargement of a building containing Joint Living Work Quarters for Artists; and
- the use regulations of Sections 42-14D(1)(a) to allow Joint Living Work Quarters for Artists in the proposed enlargement portions of a building not in existence on or prior to December 15, 1961;

in connection with the proposed 2-story and penthouse enlargement of an existing 3-story building on property located at 102 Greene Street (Block 499, Lot 6), in an M1-5A District, within the SoHo-Cast Iron Historic District. Plans for this proposal are on file with the City Planning Commission and may be seen in Room 3N, 22 Reade Street, New York, N.Y. 10007.

### BOROUGH OF QUEENS Nos. 4 & 5

#### ASTORIA REZONING AND TEXT AMENDMENT No. 4

CD 1 C 100199 ZMQ  
IN THE MATTER OF an application submitted by the Department of City Planning pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section Nos. 6b, 9a, 9b and 9c:

- eliminating from an existing R5 District a C1-2 District bounded by:
  - 29th Street, a line 150 feet northeasterly of Ditmars Boulevard, 31st Street, 21st Avenue, 32nd Street, a line 150 feet northeasterly of Ditmars Boulevard, 37th Street, a line 150 feet southwesterly of Ditmars Boulevard, 33rd Street, a line 225 feet southwesterly of Ditmars Boulevard, a line 163 feet northwesterly of 33rd Street, a line 275 feet northeasterly of 23rd Avenue, a line 116 feet northwesterly of 33rd Street, a line 150 feet northeasterly of 23rd Avenue, 33rd Street, a centerline of the New York Connecting Railroad Right-of-Way, a line 163 feet northwesterly of 33rd Street, 23rd Avenue, 26th Street, a line 150 feet northeasterly of 23rd Avenue, a line midway between 29th Street and 31st Street, and a line 150 feet southwesterly of Ditmars Boulevard;

- 21st Street, a line midway between 23rd Terrace and 24th Avenue, 23rd Street, a line 150 feet northeasterly of 24th Avenue, 24th Street, and 24th Avenue;
  - 27th Street, a line 150 feet northeasterly of 24th Avenue, 31st Street, and 24th Avenue;
  - 31st Street, a line 240 feet northeasterly of 24th Road, a line 100 feet southeasterly of 31st Street, 24th Road, 32nd Street, and Astoria Boulevard (northerly portion); and
  - 23rd Street, a line 150 feet northeasterly of Astoria Boulevard, Crescent Street, and Astoria Boulevard;
- eliminating from an existing R6 District a C1-2 District bounded by:
    - Crescent Street, a line 150 feet northeasterly of Astoria Boulevard, 29th Street, Hoyt Avenue South, 31st Street, Astoria Boulevard, 32nd Street, a line 150 feet southwesterly of Astoria Boulevard, 28th Street, and Astoria Boulevard;
    - Crescent Street, a line 150 feet northeasterly of 30th Avenue, 30th Street, Newtown Avenue, 31st Street, a line 150 feet northeasterly of Newton Avenue, a line 150 feet northeasterly of 30th Avenue, 38th Street, 30th Avenue, a line midway between 38th Street and Steinway Street, a line 250 feet southwesterly of 30th Avenue, 38th Street, a line 150 feet southwesterly of 30th Avenue, 29th Street, and a line midway between 30th Road and 30th Avenue;
    - 33rd Street, a line 150 feet northeasterly of 31st Avenue, 35th Street, and a line 150 feet southwesterly of 31st Avenue;
    - 37th Street, a line 150 feet northeasterly of 31st Avenue, a line midway between 38th Street and Steinway Street, and a line 150 feet southwesterly of 31st Avenue; and
    - 21st Street, 31st Drive, 23rd Street, and Broadway;
  - eliminating from an existing R6B District a C1-2 District bounded by 30th Road, 14th Street, 30th Drive, a line 100 feet southeasterly of 14th Street, 31st Avenue, and a line 100 feet northwesterly of 14th Street;
  - eliminating from an existing R5 District a C1-3 District bounded by:
    - 21st Street, a line 150 feet northeasterly of 21st Avenue, 24th Street, and a line 100 feet northeasterly of 21st Avenue; and
    - 19th Street, a line 100 feet southwesterly of 21st Avenue, a line 100 feet southeasterly of 21st Street, and a line 150 feet southwesterly of 21st Avenue;
  - eliminating from an existing R5 District a C1-4 District bounded by 24th Avenue, 31st Street, a line 100 feet southwesterly of 24th Avenue, and a line 200 feet northwesterly of 31st Street;
  - eliminating from an existing R6B District a C1-4 District bounded by 30th Street, a line 100 feet northeasterly of Broadway, 31st Street, Broadway, 32nd Street, a line 100 feet northeasterly of

- Broadway, a line midway between 38th Street and Steinway Street, and a line 100 feet southwesterly of Broadway;
7. eliminating from an existing R5 District a C2-2 District bounded by:
    - a. 20th Avenue, a line midway between Steinway Street and 41st Street, 21st Avenue, a line midway between 38th Street and Steinway Street, a line 150 feet southwesterly of 20th Avenue, and a line midway between 37th Street and 38th Street;
    - b. 37th Street, a line 150 feet northeasterly of Ditmars Boulevard, 41st Street, and a line 150 feet southwesterly of Ditmars Boulevard;
    - c. 23rd Avenue, 32nd Street, 23rd Road, a line midway between 29th Street and 31st Street, a line 150 feet southwesterly of 23rd Avenue, and 26th Street;
    - d. 23rd Avenue, Steinway Street, a centerline of the New York Connecting Railroad right-of-way, 41st Street, Astoria Boulevard (northerly portion), and a line midway between 38th Street and Steinway Street; and
    - e. Astoria Boulevard (southerly portion), 41st Street, a line 150 feet southwesterly of Astoria Boulevard (southerly portion), a line midway between Steinway Street and 41st Street, a line 150 feet northeasterly of 28th Street, 41st Street, 28th Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of Astoria Boulevard (southerly portion), and Steinway Street;
  8. eliminating from an existing R6 District a C2-2 District bounded by:
    - a. Crescent Street, Astoria Boulevard, 28th Street, a line 150 feet southwesterly of Astoria Boulevard, a line 100 feet northwesterly of 28th Street, and a line 200 feet northeasterly of Newton Avenue;
    - b. 33rd Street, Astoria Boulevard (southerly portion), 35th Street, and a line 150 feet southwesterly of Astoria Boulevard (northerly portion);
    - c. 36th Street, Astoria Boulevard (southerly portion), Steinway Street, a line 100 feet southwesterly of Astoria Boulevard (southerly portion), a line midway between 38th Street and Steinway Street, and a line 150 feet southwesterly of Astoria Boulevard (southerly portion);
    - d. 38th Street, a line 200 feet northeasterly of 28th Avenue, a line midway between 38th Street and Steinway Street, and 28th Avenue;
    - e. 38th Street, a line 150 feet northeasterly of 30th Avenue, a line midway between 38th Street and Steinway Street, and 30th Avenue; and
    - f. 31st Street, a line 235 feet northeasterly of Broadway, 32nd Street, and a line 150 feet northeasterly of Broadway;
  9. eliminating from an existing R6A District a C2-2 District bounded by a line 150 feet southeasterly of 8th Street, a line 100 feet northeasterly and northerly of Astoria Boulevard, 12th Street, 30th Avenue, Main Avenue, and Astoria Boulevard;
  10. eliminating from an existing R6B District a C2-2 District bounded by:
    - a. 31st Street, a line 150 feet northeasterly of Broadway, 32nd Street, and Broadway; and
    - b. 12th Street, a line 100 feet northerly of Astoria Boulevard, 18th Street, 27th Avenue, 18th Street, 26th Road, line 150 feet northeasterly of 27th Avenue, a line 100 feet northwesterly of 21st Street, 28th Avenue, 14th Street, and 29th Avenue;
  11. eliminating from an existing R7A District a C2-2 District bounded by Vernon Boulevard, a line 100 feet northeasterly of Broadway, 21st Street, and Broadway;
  12. eliminating from an existing R7B District a C2-2 District bounded by a line midway between 21st Street and 22nd Street, a line 150 feet northeasterly of Astoria Boulevard, 23rd Street, 27th Road, a line 100 feet southeasterly of 21st Street, and Newtown Avenue;
  13. eliminating from an existing R7X District a C2-2 District bounded:
    - a. by a line 100 feet northwesterly of 21st Street, a line 150 feet northeasterly of 27th Avenue, 21st Street, a line 330 feet northeasterly of Astoria Boulevard, a line midway between 21st Street and 22nd Street, Newtown Avenue, a line 100 feet southeasterly of 21st Street, and 28th Avenue; and
    - b. 31st Road, 21st Street, a line 100 feet northeasterly of Broadway, and a line 100 feet northwesterly of 21st Street;
  14. eliminating from an existing R6 District a C2-4 District bounded by:
    - a. 30th Drive, 31st Street, a line 300 feet northeasterly of 31st Avenue, a line midway between 31st Street and 32nd Street, 31st Avenue, and a line midway between 30th Street and 31st Street; and
    - b. a line 150 feet southwesterly of Astoria Boulevard, 31st Street, Newtown Avenue, and a line midway between 30th Street and 31st Street;
  15. changing from an R5 District to an R4 District property bounded by 20th Avenue, a line midway between 37th Street and 38th Street, a line 250 feet southwesterly of 20th Avenue, 38th Street, a line 75 feet northeasterly of 20th Road, and 33rd Street;
  16. changing from an R4 District to an R4-1 District property bounded by 30th Avenue, a line 100 feet northwesterly of 21st Street, 30th Road, and a line 100 feet southeasterly of 14th Street;
  17. changing from an R5 District to an R4-1 District property bounded by 33rd Street, a line 75 feet northeasterly of 20th Road, 38th Street, 20th Road, 37th Street, a line 100 feet northeasterly of 21st Avenue, a line midway between 33rd Street and 35th Street, and 20th Road;
  18. changing from an R6 District to an R4B District property bounded by a line 100 feet southwesterly of 30th Avenue, a line midway between 36th Street and 37th Street, a line 400 feet southwesterly of 30th Avenue, and a line midway between 35th Street and 36th Street;
  19. changing from an R6B District to an R5 District property bounded by a line 100 feet southwesterly of Astoria Park South, a line midway between 14th Place and 18th Street and its southwesterly prolongation, a line perpendicular to the southeasterly street line of 14th Street distant 80 feet northeasterly (as measured along the street line) from the point of intersection of the northeasterly street line of 27th Avenue and the southeasterly street line of 14th Street, a line 100 feet southeasterly of 14th Street, 26th Avenue, and a line midway between 14th Street and 14th Place;
  20. changing from an R5 District to an R5B District property bounded by:
    - a. 20th Avenue, a line of midway between 28th Street and 29th Street, a line 100 feet southwesterly of 20th Avenue, a line 175 feet northwesterly of 31st Street, 21st Avenue, 29th Street, a line 100 feet southwesterly of 21st Avenue, a line 175 feet northwesterly of 31st Street, a line 100 feet northeasterly of Ditmars Boulevard, a line midway between 27th Street and 28th Street, a line 100 feet southwesterly of 21st Avenue, a line midway between 24th Street and Crescent Street, a line 100 feet northeasterly of Ditmars Boulevard, Crescent Street, a line 100 feet southwesterly of Ditmars Boulevard, a line 125 feet northwesterly of 31st Street, a line 100 feet northeasterly of 23rd Avenue, 26th Street, a line 100 feet southwesterly of 23rd Avenue, a line midway between 28th Street and 29th Street, a line 100 feet northeasterly of 24th Avenue, 21st Street, 23rd Terrace, 19th Street, 22nd Road, a line 100 feet southeasterly of 19th Street, Ditmars Boulevard, 21st Street, a line midway between Ditmars Boulevard and 21st Drive, Shore Boulevard, a line midway between 21st Road and 21st Avenue, 21st Street, a line 100 feet northeasterly of 21st Avenue, 23rd Street, 21st Avenue, 28th Street, a line 200 feet northeasterly of 21st Avenue, and a line midway between Crescent Street and 26th Street;
    - b. 31st Street, 20th Road, the northeasterly centerline prolongation of 32nd Street, a line 100 feet southwesterly of 20th Avenue, 33rd Street, 20th Road, a line midway between 33rd Street and 35th Street, a line 100 feet northeasterly of 21st Avenue, 37th Street, 20th Road, 38th Street, a line 250 feet southwesterly of 20th Avenue, a line midway between 37th Street and 38th Street, a line 80 feet southwesterly of 20th Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet northeasterly of Ditmars Boulevard, 35th Street, 21st Avenue, 33rd Street, a line 100 feet northeasterly of Ditmars Boulevard, 32nd Street, and 21st Avenue;
  - c. 33rd Street, a line 100 feet southwesterly of Ditmars Boulevard, a line midway between 38th Street and Steinway Street, and a line 100 feet northeasterly of 23rd Avenue;
  - d. a line 100 feet southwesterly of 23rd Avenue, a line midway between 38th Street and Steinway Street, Astoria Boulevard (southerly portion), Hoyt Avenue South, a line 80 feet southeasterly of 31st Street, a line 130 feet southwesterly of 24th Avenue, 32nd Street, 24th Avenue, and a line 90 feet southeasterly of 31st Street;
  - e. 24th Avenue, 23rd Street, a line 100 feet southwesterly of 24th Avenue, a line midway between 26th Street and 27th Street and its southwesterly prolongation, Hoyt Avenue South, 21st Street, Hoyt Avenue North, and 19th Street;
  - f. a line midway between 21st Street and 22nd Street and its northeasterly prolongation, a line midway between Hoyt Avenue South and 25th Road, 23rd Street, a line 100 feet southwesterly of Hoyt Avenue South, a line 200 feet northwesterly of Crescent Street, a line 100 feet northeasterly of Astoria Boulevard, 23rd Street, a line perpendicular to the northwesterly street line of 23rd Street distant 310 feet northeasterly (as measured along the street line) from the point of intersection of the northeasterly street line of Astoria Boulevard and the northwesterly street line of 23rd Street, 22nd Street, and a line perpendicular to the southeasterly street line of 21st Street distant 330 feet northeasterly (as measured along the street line) from the point of intersection of the northeasterly street line of Astoria Boulevard and the southeasterly street line of 21st Street ;
  - g. a line 100 feet southwesterly of 27th Avenue, 14th Street, 27th Avenue, a line 200 feet northeasterly of 14th Street, a line 100 feet northwesterly of Astoria Boulevard, a line midway between 28th Avenue and Astoria Boulevard, and a line 300 feet southeasterly of 8th Street;
  - h. 12th Street, a line 150 feet southwesterly of 30th Avenue, a line 100 feet northwesterly of 14th Street, a line 100 feet northeasterly of 31st Avenue, 12th Street, 30th Drive, a line 100 feet easterly of Vernon Boulevard, and 30th Road;
  - i. a line 100 feet southwesterly of 31st Avenue, a line 100 feet northwesterly of 14th Street, a line 100 feet northeasterly of Broadway, and a line 100 feet northwesterly of 12th Street;
  - j. a line midway between 31st Avenue and 31st Road, a line 100 feet northwesterly of 21st Street, a line 100 feet northeasterly of Broadway, and a line 100 feet southeasterly of 14th Street; and
  - k. 27th Road, 23rd Street, a line midway between 28th Avenue and 29th Avenue, a line 100 feet northwesterly of Crescent Street, 29th Avenue, 23rd Street, 30th Avenue, 21st Street, 28th Avenue, and a line 100 feet southeasterly of 21st Street;
21. changing from an R6 District to an R5B District property bounded by:
    - a. a line 100 feet southwesterly of Astoria Boulevard (southerly portion), a line midway between 37th Street and 38th Street, a line 670 feet northeasterly of 28th Avenue, and a line midway between 36th Street and 37th Street;
    - b. a line 100 feet southwesterly of 28th Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet northeasterly of 30th Avenue, and a line midway between 35th Street and 36th Street; and
    - c. a line 100 feet southwesterly of 30th Avenue, a line midway between 37th Street and 38th Street, a line 100 feet northeasterly of 31st Avenue, 35th Street, a line 300 feet northeasterly of 31st Avenue, a line midway between 34th Street and 35th Street, a line 100 feet southwesterly of 30th Avenue, a line midway between 35th Street and 36th Street, a line 400 feet southwesterly of 30th Avenue, and a line midway between 36th Street and 37th Street;
  22. changing from an R5 District to an R5D District property bounded by:
    - a. Shore Boulevard, a line midway between Ditmars Boulevard and 21st Drive, 21st

- Street, Ditmars Boulevard, a line 100 feet southeasterly of 19th Street, 22nd Road, 19th Street, and Ditmars Boulevard;
- b. a line 100 feet southwesterly of 21st Avenue, a line midway between 27th Street and 28th Street, a line 100 feet northeasterly of Ditmars Boulevard, a line 125 feet northwesterly of 31st Street, a line 100 feet southwesterly of Ditmars Boulevard, Crescent Street, a line 100 feet northeasterly of Ditmars Boulevard, and a line midway between 24th Street and Crescent Street;
- c. a line 100 feet northeasterly of 23rd Avenue, a line 125 feet northwesterly of 31st Street, a line 100 feet northeasterly of 23rd Road, a line 100 feet northwesterly of 31st Street, 24th Avenue, a line midway between 29th Street and 31st Street, a northeasterly, northwesterly, and southwesterly boundary lines of a playground, the southwesterly prolongation of a line midway between 29th Street and 31st Street, Hoyt Avenue South, a line midway between 26th Street and 27th Street and its southwesterly prolongation, a line 100 feet southwesterly of 24th Avenue, 23rd Street, 24th Avenue, 21st Street, a line 100 feet northeasterly of 24th Avenue, a line midway between 28th Street and 29th Street, a line 100 feet southwesterly of 23rd Avenue, and 26th Street;
- d. 20th Avenue, a line midway between Steinway Street and 41st Street, Astoria Boulevard (southerly portion), a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of 23rd Avenue, 32nd Street, 23rd Avenue, 33rd Street, a line 100 feet northeasterly of 23rd Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of Ditmars Boulevard, 33rd Street, Ditmars Boulevard, 35th Street, a line 100 feet northeasterly of Ditmars Boulevard, a line midway between 38th Street and Steinway Street, a line 80 feet southwesterly of 20th Avenue, and a line midway between 37th Street and 38th Street; and
- e. a line 100 feet southwesterly of Hoyt Avenue South, Crescent Street, a line 100 feet northeasterly of Astoria Boulevard, and a line 200 feet northwesterly of Crescent Street;
23. changing from an R6 District to an R5D District property bounded by a line 100 feet southwesterly of Hoyt Avenue South, a line 100 feet northwesterly of 27th Street, a line 100 feet northeasterly of Astoria Boulevard, and Crescent Street;
24. changing from an R5 District to an R6A District property bounded by:
- a. a line 100 feet northeasterly of Astoria Boulevard, Crescent Street, 30th Avenue, 23rd Street, 29th Avenue, a line 100 feet northwesterly of Crescent Street, a line midway between 28th Avenue and 29th Avenue, and 23rd Street;
- b. 21st Avenue, 32nd Street, a line 100 feet northeasterly of Ditmars Boulevard, a line 175 feet northwesterly of 31st Street, a line 100 feet southwesterly of 21st Street, and 29th Street; and
- c. 21st Avenue, 35th Street, Ditmars Boulevard, and 33rd Street;
25. changing from an R6 District to an R6A District property bounded by:
- a. a line 100 feet northeasterly of Newtown Avenue, 30th Street, a line 100 feet southwesterly of 30th Avenue, a line midway between 30th Street and 31st Street, 30th Drive, a line midway between 29th Street and 30th Street, a line 150 feet northeasterly of Broadway, a line 100 feet northwesterly of Crescent Street, a line midway between 31st Avenue and 31st Road, a line 100 feet southeasterly of 21st Street, a line 150 feet southwesterly of 30th Drive, a line 100 feet northwesterly of Crescent Street, a line 100 feet southwesterly of 30th Avenue, a line 100 feet southeasterly of 21st Street, 30th Avenue, Crescent Street, 30th Road, a line 200 feet northwesterly of 29th Street, 30th Avenue, Crescent Street, a line 100 feet northeasterly of 30th Avenue, 29th Street, a line 100 feet southwesterly of Newtown Avenue, and Crescent Street;
- b. 32nd Street, a line 100 feet northeasterly of 28th Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of 28th Avenue, a line midway between 35th Street and
- line midway between 35th Street and 36th Street, a line 100 feet northeasterly of 30th Avenue, 33rd Street, and 28th Avenue;
- c. a line 100 feet southwesterly of 30th Avenue, a line midway between 34th Street and 35th Street, a line 300 feet northeasterly of 31st Avenue, 35th Street, a line 100 feet northeasterly of 31st Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of 31st Avenue, a line midway between 31st Street and 32nd Street, a line 100 feet northeasterly of 31st Avenue, 33rd Street, a line 400 feet northeasterly of 31st Avenue, and a line midway between 33rd Street and 34th Street; and
- d. Crescent Street, a line 100 feet northeasterly of Astoria Boulevard, 29th Street, Astoria Boulevard, 29th Street, and a line 100 feet southwesterly of Astoria Boulevard;
26. changing from an R6B District to an R6A District property bounded by 21st Street, Broadway, 23rd Street, a line 150 feet northeasterly of Broadway, a line midway between 29th Street and 30th Street, a line 100 feet northeasterly of Broadway, 30th Street, and a line 100 feet southwesterly of Broadway;
27. changing from an R5 District to an R6B District property bounded by Hoyt Avenue South, Crescent Street, a line 100 feet southwesterly of Hoyt Avenue South, 23rd Street, a line midway between Hoyt Avenue South and 25th Road, a line midway between 21st Street and 22nd Street and its northeasterly prolongation, a line perpendicular to the southeasterly street line of 21st Street distant 330 feet northeasterly (as measured along the street line) from the point of intersection of the northeasterly street line of Astoria Boulevard and the southeasterly street line of 21st Street, and 21st Street;
28. changing from an R6 District to an R6B District property bounded by:
- a. Hoyt Avenue South, 27th Street, a line 100 feet northeasterly of Astoria Boulevard, a line 100 feet northwesterly of 27th Street, a line 100 feet southwesterly of Hoyt Avenue South, and Crescent Street;
- b. Crescent Street, a line 100 feet southwesterly of Astoria Boulevard, a line midway between 30th Street and 31st Street, and a line 100 feet northeasterly of Newtown Avenue;
- c. Crescent Street, a line 100 feet southwesterly of Newtown Avenue, 29th Street, and a line 100 feet northeasterly of 30th Avenue;
- d. a line 100 feet southwesterly of 30th Avenue, a line 100 feet northwesterly of Crescent Street, a line 150 feet southwesterly of 30th Drive, and a line 100 feet southeasterly of 21st Street;
- e. a line midway between 31st Avenue and 31st Road, a line 100 feet northwesterly of Crescent Street, a line 150 feet northeasterly of Broadway, 23rd Street, Broadway, and a line 100 feet southeasterly of 21st Street;
- f. a line 100 feet southwesterly of Astoria Boulevard (southerly portion), 35th Street, Astoria Boulevard (southerly portion), Steinway Street, a line 100 feet southwesterly of Astoria Boulevard (southerly portion), a line midway between 38th Street and Steinway Street, a line 100 feet northeasterly of 28th Avenue, 32nd Street, 28th Avenue, 33rd Street, a line 100 feet northeasterly of Newtown Avenue, a line 75 feet southeasterly of 31st Street, 28th Avenue, and a line midway between 31st Street and 32nd Street, and excluding property bounded by a line 100 feet southwesterly of Astoria Boulevard (southerly portion), a line midway between 37th Street and 38th Street, a line 670 feet northeasterly of 28th Avenue, and a line midway between 36th Street and 37th Street;
- g. a line 100 feet southwesterly of 30th Avenue, a line midway between 33rd Street and 34th Street, a line 400 feet northeasterly of 31st Avenue, 33rd Street, a line 100 feet northeasterly of 31st Avenue, and a line 90 feet southeasterly of 31st Street;
- h. 30th Drive, a line midway between 30th Street and 31st Street, a line 150 feet northeasterly of Broadway, and a line midway between 29th Street and 30th Street;
- i. a line 100 feet southwesterly of 31st Avenue, a line midway between 38th Street and Steinway Street, a line 150 feet northeasterly of Broadway, 32nd Street, a line 235 feet northeasterly of Broadway, and a line 90 feet southeasterly of 31st Street; and
- j. a line 100 feet southwesterly of 30th Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet northeasterly of 31st Street, and a line midway between 37th Street and 38th Street;
29. changing from an R5 District to an R7A District property bounded by 28th Avenue, 21st Street, 30th Avenue, and a line 100 feet northwesterly of 21st Street;
30. changing from an R6 District to an R7A District property bounded by:
- a. Vernon Boulevard, the southwesterly centerline prolongation of Welling Court, a line 100 feet easterly of Vernon Boulevard, 30th Drive, a line 100 feet northwesterly of 12th Street, and a line 100 feet northeasterly of Broadway; and
- b. 30th Avenue, a line 100 feet southeasterly of 21st Street, Broadway, 21st Street, 31st Road, and a line 100 feet northwesterly of 21st Street;
31. changing from an R5 District to a C4-2A District property bounded by:
- a. a line 100 feet northeasterly of Ditmars Boulevard, 33rd Street, the centerline of the New York Connecting Railroad right-of-way, and a line 125 feet northwesterly of 31st Street; and
- b. a line 100 feet southeasterly of Astoria Boulevard (southerly portion), Steinway Street, Astoria Boulevard (southerly portion), a line midway between Steinway Street and 41st Street, 28th Avenue, and a line midway between 38th Street and Steinway Street;
32. changing from an R6 District to a C4-2A District property bounded by:
- a. 30th Street, a line 75 feet northeasterly of 30th Avenue, the northeasterly centerline prolongation of 32nd Street, a line 100 feet northeasterly of Newton Avenue, a line 100 feet northeasterly of 30th Avenue, a line midway between 38th Street and Steinway Street, and a line 100 feet southwesterly of 30th Avenue; and
- b. a line midway between 31st Street and 32nd Street, a line 235 feet northeasterly of Broadway, 32nd Street, and a line 150 feet northeasterly of Broadway;
33. changing from an R6B District to a C4-2A District property bounded by a line 90 feet southeasterly of 31st Street, a line 150 feet northeasterly of Broadway, 32nd Street, a line 100 feet northeasterly of Broadway, a line midway between 38th Street and Steinway Street, and a line 100 feet southwesterly of Broadway;
34. changing from an R5 District to a C4-3 District property bounded by the centerline of the New York Connecting Railroad right-of-way, 33rd Street, 23rd Avenue, 32nd Street, a line 100 feet southwesterly of 23rd Avenue, a line 90 feet southeasterly of 31st Street, 24th Avenue, 32nd Street, a line 130 feet southwesterly of 24th Avenue, a line 80 feet southeasterly of 31st Street and its southwesterly prolongation, Hoyt Avenue South, the southwesterly prolongation of a line midway between 29th Street and 31st Street; a southwesterly, southeasterly and northeasterly boundary line of a playground, a line midway between 29th Street and 31st Street, 24th Avenue, a line 100 feet northwesterly of 31st Street, a line 100 feet northeasterly of 23rd Road, and a line 125 feet northwesterly of 31st Street;
35. changing from an R6 District to a C4-3 District property bounded by:
- a. a line 100 feet southwesterly of 30th Avenue, a line 90 feet southeasterly of 31st Street, a line 150 feet northeasterly of Broadway, and a line midway between 30th Street and 31st Street; and
- b. Hoyt Avenue South, Astoria Boulevard (southerly portion), 35th Street, a line 100 feet southwesterly of Astoria Boulevard (southerly portion), a line midway between 31st Street and 32nd Street, 28th Avenue, a line 75 feet southeasterly of 31st Street, a line 100 feet northeasterly of Newtown Avenue, a line midway between 30th Street and 31st Street, a line 100 feet southwesterly of Astoria Boulevard, and 29th Street;
36. changing from an R6B District to a C4-3 District property bounded by 30th Street, a line 100 feet

- northeasterly of Broadway, a line midway between 30th Street and 31st Street, a line 150 feet northeasterly of Broadway, a line 90 feet southeasterly of 31st Street, and a line 100 feet southwesterly of Broadway;
37. changing from an R6 District to a C4-4A District property bounded by 30th Street, a line 100 feet northeasterly of Newton Avenue, 32nd Street and its northeasterly centerline prolongation, and a line 75 feet northeasterly of 30th Avenue;
38. establishing within an existing R5 District a C1-3 District bounded by:
- a. 21st Avenue, 21st Street, a line 100 feet southwesterly of 21st Avenue, and 19th Street; and
- b. 3rd Street, a line 100 feet northeasterly of 21st Avenue, 24th Street, and 21st Avenue;
39. establishing within a proposed R5B District a C1-3 District bounded by:
- a. 31st Street, a line 100 feet northeasterly of 21st Avenue, 32nd Street, and 21st Avenue; and
- b. 21st Street, a line 100 feet northeasterly of 21st Avenue, 23rd Street, 21st Avenue, a line 100 feet southeasterly of 21st Street, and a line 100 feet southwesterly of 21st Avenue;
40. establishing within a proposed R5D District a C1-3 District bounded by:
- a. a line 200 feet northwesterly of 21st Street, a line midway between 21st Drive and Ditmars Boulevard, 21st Street, and Ditmars Boulevard;
- b. 19th Street, Ditmars Boulevard, a line 100 feet southeasterly of 19th Street, and a line 100 feet southwesterly of Ditmars Boulevard;
- c. 28th Street, a line 100 feet northeasterly of Ditmars Boulevard, a line 125 feet northwesterly of 31st Street, and a line 100 feet southwesterly of Ditmars Boulevard;
- d. 35th Street, a line 100 feet northeasterly of Ditmars Boulevard, 37th Street, a line 100 feet southwesterly of Ditmars Boulevard, 33<sup>rd</sup> Street, and Ditmars Boulevard;
- e. 26th Street, a line 100 feet northeasterly of 23rd Avenue, a line 125 feet northwesterly of 31st Street, and a line 100 feet southwesterly of 23rd Avenue;
- f. 21st Street, a line 100 feet northeasterly of 24th Avenue, 24th Street, and 24th Avenue; and
- g. 27th Street, a line 100 feet northeasterly of 24th Avenue, a line 100 feet northwesterly of 31st Street, and 24th Avenue;
41. establishing within an existing R6 District a C1-3 District bounded by 30th Avenue, a line 200 feet northwesterly of 29th Street, a line 100 feet southwesterly of 30th Avenue, and Crescent Street;
42. establishing within an existing R6A District a C1-3 District bounded by a line 100 feet northeasterly of 21st Avenue, 31st Street, 21st Avenue, and a line 175 feet northwesterly of 31st Street;
43. establishing within a proposed R6A District a C1-3 District bounded by:
- a. 23rd Street, a line 100 feet northeasterly of Astoria Boulevard, 29th Street, a line 100 feet southwesterly of Astoria Boulevard, 28th Street, and Astoria Boulevard;
- b. a line 100 feet northeasterly of 31st Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of 31st Avenue, 37th Street, 31st Avenue, 35th Street, a line 100 feet southwesterly of 31st Avenue, and a line midway between 31st Street and 32nd Street;
- c. 21st Avenue, 32nd Street, a line 100 feet northeasterly of Ditmars Boulevard, 31st Street, a line 100 feet southwesterly of 21st Avenue, and a line 100 feet northwesterly of 31st Street; and
- d. 33rd Street, a line 100 feet northeasterly of Ditmars Boulevard, 35th Street, and Ditmars Boulevard;
- e. 27th Street, a line 100 feet northeasterly of Astoria Boulevard, 29th Street, a line 100 feet southwesterly of Astoria Boulevard, 28th Street, and Astoria Boulevard;
- f. Crescent Street, a line 100 feet northeasterly of 30th Avenue, 30th Street, a line 100 feet southwesterly of 30th Avenue, a line 200 feet northwesterly of 29th Street, and 30th Avenue;
44. establishing within an existing R6B District a C1-3 District bounded by:
- a. 18th Street, a line midway between 25th Road and Astoria Park South, a line 100 feet southeasterly of 18th Street, and a line perpendicular to the southeasterly street line of 18th Street distant 100 feet southwesterly (as measured along the street line) from the point of intersection of the southwesterly street line of 25th Road and the southeasterly street line of 18th Street;
- b. a line midway between 14th Place and 18th Street and its southwesterly prolongation, a line 100 feet northeasterly of 26th Avenue, a line 100 feet southeasterly of 18th Street, 26th Avenue, 18th Street, and a line 100 feet southwesterly of 26th Avenue;
- c. the southwesterly prolongation of a line midway between 14th Place and 18th Street, a line 200 feet north easterly of 27th Avenue, 18th Street, a line perpendicular to the southeasterly street line of 18th Street distant 100 feet northeasterly (as measured along the street line) from the point of intersection of the northerly boundary line of 26th Road and the southeasterly street line of 18th Street, a line 100 feet southeasterly of 18th Street, 26th Road, 18th Street, and a line 100 feet northeasterly of 27th Avenue; and
- d. 30th Road, 14th Street, 30th Drive, a line 100 feet southeasterly of 14th Street, 31st Avenue, and a line 100 feet northwesterly of 14th Street;
45. establishing within a proposed R6B District a C1-3 District bounded by 31st Drive, 23rd Street, Broadway, and a line 100 feet southeasterly of 21st Street;
46. establishing within a proposed R7A District a C1-3 District bounded by:
- a. Vernon Boulevard, the southwesterly centerline prolongation of Welling Court, a line 100 feet southeasterly of Vernon Boulevard, and a line 100 feet northeasterly of Broadway; and
- b. 31st Drive, a line 100 feet southeasterly of 21st Street, Broadway, and 21st Street;
47. establishing within a proposed R6A District a C1-4 District bounded by:
- a. a line 100 feet southeasterly of 23rd Street, a line 100 feet northeasterly of Broadway, a line 150 feet northwesterly of Crescent Street, a line 100 feet southwesterly of Broadway, 23rd Street, and Broadway; and
- b. Broadway, a line 100 feet northwesterly of 23rd Street, a line 100 feet southwesterly of Broadway, and a line 100 feet southeasterly of 21st Street;
48. establishing within an existing R5 District a C2-3 District bounded by:
- a. 20th Avenue, 33rd Street, a line 100 feet southwesterly of 20th Avenue, the northeasterly centerline prolongation of 32nd Street, 20th Road, 31st Street, a line 100 feet southwesterly of 20th Avenue, and a line midway between 28th Street and 29th Street;
- b. a line midway between Steinway Street and 41st Street, a line 100 feet northeasterly of Ditmars Boulevard, 41st Street, and a line 100 feet southwesterly of Ditmars Boulevard;
- c. a line midway between Steinway Street and 41st Street, the centerline of the New York Connecting Railroad right-of-way, 41st Street, and Astoria Boulevard (northerly portion); and
- d. a line midway between Steinway Street and 41st Street, Astoria Boulevard (southerly portion), 41st Street, and a line 100 feet southwesterly of Astoria Boulevard (southerly portion);
49. establishing within a proposed R5D District a C2-3 District bounded by:
- a. 20th Avenue, a line midway between Steinway Street and 41st Street, 21st Avenue, a line midway between 38th Street and Steinway Street, a line 100 feet southwesterly of 20th Avenue, and a line midway between 37th Street and 38th Street;
- b. 37th Street, a line 100 feet northeasterly of Ditmars Boulevard, Steinway Street, a line 150 feet northeasterly of Ditmars Boulevard, a line midway between Steinway Street and 41st Street, a northeasterly boundary line of a park and its northwesterly prolongation, Steinway Street, and a line 100 feet southwesterly of Ditmars Boulevard; and
- c. 23rd Avenue, Steinway Street, the centerline of the New York Connecting Railroad right-of-way, a line midway between Steinway Street and 41st Street, Astoria Boulevard (northerly portion), and a line midway between 38th Street and Steinway Street;
50. establishing within an existing R6A District a C2-3 District bounded by 12th Street, 30th Avenue, Main Avenue, Astoria Boulevard, a line 150 feet southeasterly of 8th Street, a line midway between 28th Avenue and Astoria Boulevard, and a line 100 feet northerly of Astoria Boulevard;
51. establishing within a proposed R6A District a C2-3 District bounded by Crescent Street, Astoria Boulevard, 28th Street, and a line 100 feet southwesterly of Astoria Boulevard;
52. establishing within an existing R6B District a C2-3 District bounded by 12th Street, a line 100 feet northerly of Astoria Boulevard, 18th Street, a line 100 feet northeasterly of 27th Avenue, a line 100 feet northwesterly of 21st Street, 28th Avenue, 14th Street, and 29th Avenue;
53. establishing within a proposed R6B District a C2-3 District bounded by:
- a. Crescent Street, a line 100 feet southwesterly of Astoria Boulevard, a line 100 feet northwesterly of 28th Street, and a line 200 feet northeasterly of Newtown Avenue;
- b. Astoria Boulevard (southerly portion), Steinway Street, a line 100 feet southwesterly of Astoria Boulevard (southerly portion), and 36th Street; and
- c. 38th Street, a line 100 feet southwesterly of 30th Avenue, a line midway between 38th Street and Steinway Street, and a line 275 feet southwesterly of 30th Avenue;
54. establishing within an existing R7A District a C2-3 District bounded by Vernon Boulevard, a line 100 feet northeasterly of Broadway, 21st Street, and Broadway;
55. establishing within a proposed R7A District a C2-3 District bounded by 28th Avenue, 21st Street, 30th Avenue, a line 100 feet southeasterly of 21st Street, 31st Drive, 21st Street, 31st Road, and a line 100 feet northwesterly of 21st Street;
56. establishing within an existing R7B District a C2-3 District bounded by a line midway between 21st Street and 22nd Street, a line 100 feet northeasterly of Astoria Boulevard, 23rd Street, 27th Road, a line 100 feet southeasterly of 21st Street, and Newtown Avenue;
57. establishing within an existing R7X District a C2-3 District bounded by:
- a. 31st Road, 21st Street, a line 100 feet northeasterly of Broadway, and a line 100 feet northwesterly of 21st Street; and
- b. a line 100 feet northwesterly of 21st Street, a line 100 feet northeasterly of 27th Avenue, 21st Street, a line perpendicular to the southeasterly street line of 21st Street distant 330 feet northeasterly (as measured along the street line) from the point of intersection of the southeasterly street line of 21st Street and the northeasterly street line of Astoria Boulevard, Astoria Boulevard, a line midway between 21st Street and 22nd Street, Newtown Avenue, a line 100 feet southeasterly of 21st Street, and 28th Avenue;

Borough of Queens, Community District 1, as shown on a diagram (for illustrative purposes only) dated January 25, 2010 and subject to the conditions of CEQR Declaration 245.

#### No. 5

**CD 1 N 100200 ZRQ**  
**IN THE MATTER OF** an application submitted by the Department of City Planning pursuant to Section 201 of the New York City Charter, for an amendment of the Zoning Resolution of the City of New York, relating to Article II, Chapter 3 (Bulk Regulations for Residential Buildings in Residence Districts), Section 23-144, and Appendix F (Inclusionary Housing Designated Areas), inclusive, relating to the extension of the Inclusionary Housing Program to proposed R7A districts.

Matter in underline is new, to be added;  
 Matter in ~~strikeout~~ is to be deleted;  
 Matter with # # is defined in Section 12-10;

\* \* \* indicates where unchanged text appears in the Zoning Resolution

**Article 2  
Residence District Regulations**

**Chapter 3  
Bulk Regulations for Residential Buildings in Residence Districts**

\* \* \*

**23-144  
In designated areas where the Inclusionary Housing Program is applicable**

In #Inclusionary Housing designated areas#, as listed in the table in this Section, the maximum permitted #floor area ratios# shall be as set forth in Section 23-952 (Floor area compensation in Inclusionary Housing designated areas). The locations of such areas are specified in APPENDIX F (Inclusionary Housing Designated Areas) of this Resolution.

Community District	Zoning District
Community District 1, Bronx	R6A R7-2 R7A R7X R8A
Community District 4, Bronx	R8A R9D
Community District 1, Brooklyn	R6 R6A R6B R7A R7-3
Community District 2, Brooklyn	R7A R8A R9A
Community District 3, Brooklyn	R7D
Community District 6, Brooklyn	R7-2
Community District 7, Brooklyn	R7A R8A
Community District 14, Brooklyn	R7A
Community District 3, Manhattan	R7A R8A R9A
Community District 6, Manhattan	R10
Community District 7, Manhattan	R9A
Community District 1, Queens	R7A
Community District 2, Queens	R7X

**APPENDIX F  
Inclusionary Housing Designated Areas**

\* \* \*

**Queens  
Queens Community District 1**

In the R7A Districts within the areas shown on the following Map 1:  
Map 1 – (2/24/10)



Portion of Community District 1, Queens

**No. 6  
55TH ROAD**

**CD 2 C 070109 MMQ**  
**IN THE MATTER OF** an application submitted by Robinson Brothers, Inc., pursuant to Sections 197-c and 199 of the New York City Charter, and Section 5-430 *et seq.* of the New York City Administrative Code, for an amendment to the City Map involving:

- the elimination, discontinuance and closing of 55th Road between 43rd Street and 44th Street;
- the delineation of a sewer easement; and
- the adjustment of grades necessitated thereby,

including authorization for any acquisition or disposition of real property related thereto, in accordance with Map No. 4989, dated December 24, 2007, and signed by the Borough President.

**YVETTE V. GRUEL, Calendar Officer**  
City Planning Commission  
22 Reade Street, Room 2E  
New York, New York 10007  
Telephone (212) 720-3370

m11-24

**COMMUNITY BOARDS**

**PUBLIC HEARINGS**

**BOROUGH OF BRONX**

Community Board No. 1 - Public Hearing on Capital and Expense Budget for FY 2011 will take place on Tuesday, March 16, 2010 at 4:00 P.M. at 3024 Third Avenue, Bronx, New York 10451.

m8-12

PUBLIC NOTICE IS HEREBY GIVEN THAT the following matters have been scheduled for public hearing by Community Boards:

**BOROUGH OF BROOKLYN**

COMMUNITY BOARD NO. 18 - Wednesday, March 17, 2010, 8:00 P.M., Kings Plaza Community Room, Flatbush Avenue & Avenue V, Brooklyn, NY

**BSA# 6-10-BZ**

Premises affected - 2147 Mill Avenue between Avenue U and Strickland Avenue  
A public hearing pursuant to Sections 72-21 and 22-00 of the Zoning Resolution to legalize the adjoining portion of the existing restaurant in Use Group 6 within an R2 zoning district.

**BSA# 22-10-BZ**

Premises affected - 620 East 102nd Street (warehouse building)  
A public hearing pursuant to Sections 73-19, 11-41 and 32-00 of the Zoning Resolution for a special permit to establish a day care center - school in Use Group 3 within a C8-1 zoning district.

m11-17

**DESIGN & CONSTRUCTION**

**PUBLIC HEARINGS**

PLEASE TAKE NOTICE, that in accordance with Section 201-204 (inclusive) of the New York State Eminent Domain Procedure Law ("EDPL"), a public hearing will be held by the New York City Department of Design and Construction, on behalf of the City of New York in connection with the acquisition of certain properties for the Reconstruction of Willoughby Street Area at certain portions of Albee Square, between Willoughby Street and Fulton Street (Capital Project HWK1668) - Borough of Brooklyn.

The time and place of the hearing is as follows:

DATE: March 26, 2010  
TIME: 10:00 A.M.  
LOCATION: DDC Brooklyn Construction Office  
16 Court Street, 14th Floor Conference Room, Brooklyn, NY 11241

The purpose of this hearing is to inform the public of the proposed acquisition of certain street beds and to review the public use to be served by the project and the impact on the environment and residents. The scope of this Capital Project includes the reconstruction of Willoughby Street Area.

The properties proposed to be acquired are located in the Borough of Brooklyn as follows:

Albee Square (formerly Gold Street) from Willoughby Street to Fulton Street as shown on Damage and Acquisition Map No. Z2721, dated July 8, 2009.

The properties affected include the following areas as shown on the Tax Map of the City of New York for the borough of Brooklyn:

**Albee Square**

- Adjacent to Block 146 and 149, bed of Albee Square from Willoughby Street to Fulton Street.

There are no proposed alternate locations.

Any person in attendance at this meeting shall be given a reasonable opportunity to present oral or written statements and to submit other documents concerning the proposed acquisition. Each speaker shall be allotted a maximum of five (5) minutes. In addition, written statements may be submitted to the General Counsel at the address stated below, provided the comments are received by 5:00 P.M. on April 2, 2010. (5 working days from public hearing date).

NYC Department of Design and Construction  
Office of General Counsel, 4th Floor  
30-30 Thomson Avenue  
Long Island City, NY 11101

**Please note: Those property owners who may subsequently wish to challenge condemnation of their property via judicial review may do so only on the basis of issues, facts and objections raised at the public hearing.**

m8-12

**OFFICE OF EMERGENCY MANAGEMENT**

**NOTICE**

The NYC Local Emergency Planning Committee will reconvene on Tuesday, March 23rd, 2010 at 3:00 P.M. at the New York City Office of Emergency Management, North Conference Room, 165 Cadman Plaza East, Brooklyn, NY 11201.

m10-12

**LANDMARKS PRESERVATION COMMISSION**

**PUBLIC HEARINGS**

NOTICE IS HEREBY GIVEN THAT PURSUANT to the provisions of 3020 of the New York City Charter and Chapter 3 of Title 24 of the Administrative Code of the City of New York (Sections 25-303 and 25-313) that on **Tuesday, March 23, 2010**, the Landmarks Preservation Commission will conduct a *public hearing* in the Public Meeting Room of the Landmarks Preservation Commission, located at The Municipal Building, 1 Centre Street, 9th Floor North, City of New York with respect to the following proposed Landmarks, Landmark Sites and Historic District. Any person requiring reasonable accommodation in order to participate in the hearing should call or write the Landmarks Preservation Commission, [Municipal Building, 1 Centre Street, 9th Floor

North, New York, NY 10007 (212) 669-7700] no later than five (5) business days before the hearing. There will also be a public meeting on that day.

**BOROUGH OF BROOKLYN**

LP-2408  
**CONEY ISLAND THEATRE BUILDING** later **SHORE THEATER**, 1301 Surf Avenue (aka 2932-2952 Stillwell Avenue), Brooklyn.  
*Landmark Site:* Borough of Brooklyn Tax Map Block 7064, Lot 16

LP-2412  
**CHILDS RESTAURANT BUILDING**, 1208 Surf Avenue (aka 1202-1212 Surf Avenue, 3002-3014 West 12th Street), Brooklyn.  
*Landmark Site:* Borough of Brooklyn Tax Map Block 8694, Lot 18

**BOROUGH OF MANHATTAN**  
LP-2392  
**OLIVET MEMORIAL CHURCH/now RUSSIAN ORTHODOX CATHEDRAL OF THE HOLY VIRGIN PROTECTION**, 59-63 East 2nd Street, Manhattan.  
*Landmark Site:* Borough of Manhattan Tax Map Block 443, Lot 16

LP-2398  
**ELEVENTH STREET METHODIST EPISCOPAL CHAPEL (now THE FATHER'S HEART CHURCH)**, 545-547 East 11th Street, Manhattan.  
*Landmark Site:* Borough of Manhattan Tax Map Block 405, Lot 39

LP-2406  
**FISK-HARKNESS HOUSE**, 12 East 53rd Street, Manhattan.  
*Landmark Site:* Borough of Manhattan Tax Map Block 1288, Lot 63

LP-2407  
**GRAMERCY HOUSE**, 235-237 East 22nd Street (aka 381-387 2nd Avenue; 223-237 East 22nd Street), Manhattan.  
*Landmark Site:* Borough of Manhattan Tax Map Block 903, Lot 7502

**BOROUGH OF QUEENS**  
LP-2405  
**ADDISLEIGH PARK HISTORIC DISTRICT**, Borough of Queens  
**Boundary Description**

The proposed Addisleigh Park Historic District consists of the properties bounded by a line beginning at the southeast corner of Merrick Boulevard and 111th Road, extending easterly along the southern curb line of 111th Road, southerly along the western curb line of 172nd Street to a point in said curb line form by its intersection with a line extending westerly from the northern property line of 172-01 Sayres Avenue, easterly across 172nd Street and along the northern property lines of 172-01 to 172-19 Sayres Avenue, across 173rd Street and along the northern property lines of 173-01 to 173-09 Sayres Avenue, northerly along the western property lines of 111-36 to 111-12 174th Street, easterly along the northern property line of 111-12 174th Street to the western curb line of 174th Street, southerly along said curb line to a point formed by its intersection with a line extending westerly from the northern property line of 111-23 174th Street, easterly across 174th Street and along said property line, northerly along the western property lines of 111-20 and 111-18 175th Street, easterly along the northern property line of 111-18 175th Street, southerly along the western curb line of 175th Street to a point in said curb line formed by its intersection with a line extending easterly from the northern property line of 111-28 175th Street, westerly along said property line, southerly along the eastern property line of 111-28 175th Street, westerly along the southern property line of 111-24 175th Street, southwesterly along the southeastern property line of 111-29 174th Street, westerly along the southern property line of 111-29 174th Street and across 174th Street to the western curb line of 174th Street, southerly along said curb line, crossing Sayres Avenue and continuing along the western curb line of Marne Place to a point in said curb line formed by the intersection of a line extending westerly from the northern property line of 174-05 Adelaide Road, easterly across Marne Place and long the northern property lines of 174-05 to 174-21 Adelaide Road, northerly along the western property line of 174-27 Adelaide Road, easterly along the northern property line of 174-27 Adelaide Road, southerly along the western curb line of 175th Street (crossing Adelaide Road) to a point in said curb line formed by its intersection with a line extending westerly from the northern property line of 112-39 175th Street, easterly across 175th Street and along said property line, northerly along the western property lines of 112-50 to 112-28 175th Place, easterly along the angled northern property line of 112-28 175th Place, across 175th Place and continuing easterly along the northern property line of 112-37 175th Place, southerly along the eastern property lines of 112-37 to 112-49 175th Place, easterly along the northern property line of 112-26 176th Street to the western curb line of 176th Street, southerly along said curb line to a point formed by its intersection with a line extending westerly from the northern property line of 112-31 176th Street, easterly across 176th Street and along said property line, northerly along the western property lines of 112-24 to 112-04 177th Street, easterly along the northern property line of 112-04 177th Street and across 177th Street to its eastern curb line, northerly along said curb line, easterly along the southern curb line of 112th Avenue, southerly along the eastern property lines of 112-03 and 112-07 177th Street, easterly along the northern property line of 112-08 178th Street, across 178th Street to its eastern curb line, northerly along said curb line, easterly along the southern curb line of 112th Avenue, southerly along the eastern property line of 112-07 178th Street, easterly along the northern property line of 112-06 178th Place, across 178th Place and the northern property line of 112-05 178th Place, southerly along the eastern property lines of 112-05 and 112-09 178th Place, easterly along the northern property line of 112-14 179th

Street, across 179th Street to its eastern curb line, northerly along said curb line to a point formed by its intersection with a line extending westerly from the northern property line of 112-11 179th Street, easterly along said property line, southerly along the eastern property lines of 112-11 179th Street to 112-55 179th Street, easterly along the northern property lines of 179-11 and 179-17 Murdock Avenue to the western curb line of 180th Street, southerly along said curb line and across Murdock Avenue to the southwest corner of Murdock Avenue and 180th Street, easterly across 180th Street and along the southern curb line of Murdock Avenue, southerly along the eastern property lines of 114-01 to 115-09 180th Street, westerly along the southern property line of 115-09 180th Street to the eastern curb line of 180th Street, northerly along said curb line to a point formed by its intersection with a line extending easterly from the southern property line of 114-84 180th Street, westerly along the southern property line of 114-84 180th Street, southerly along the eastern property lines of 114-87 to 115-33 179th Street, westerly along the southern property line of 115-33 179th Street, and across 179th Street to the northwest corner of 179th Street and Linden Boulevard, northwesterly along the northeastern curb line of Linden Boulevard, northerly along the eastern curb line of 178th Place to a point formed by its intersection with a line extending easterly from the southern property line of 114-74 178th Place, westerly across 178th place and along the southern property lines of 114-74 178th Place, 178-12 and 178-02 114th Road and across 178th Street to the northwest corner of 178th Street and Linden Boulevard, northwesterly along the northeastern curb line of Linden Boulevard to the southeast corner of Linden Boulevard and 114th Road, northerly across 114th Road to the northern curb line of 114th Road, easterly along said curb line to a point formed by its intersection with a line extending southerly from the western property line of 177-15 114th Road, northerly along said property line, westerly along the southern property line of 114-52 178th Street, southwesterly along the southeastern property line of 177-05 Linden Boulevard (aka 177-05 to 177-13 Linden Boulevard) to the northeastern curb line of Linden Boulevard, northwesterly along said curb line, northerly along the eastern curb line of 177th Street to a point formed by its intersection with a line extending easterly from the southern property line of 114-34 177th Street, westerly across 177th Street and along said property line, southerly along a portion of the eastern property line of 114-34 177th Street, northerly along the western property lines of 114-34 to 114-20 177th Street, westerly along the southern property line of 114-15 176th Street and across 176th Street to the western curb line of 176th Street, southerly along said curb line and across Linden Boulevard to the southern curb line of Linden Boulevard, easterly along said curb line (following its southward curve) to the southwest corner of Linden Boulevard and 177th Street, southerly along the western curb line of 177th Street to a point formed by its intersection with a line extending easterly from the southern property line of 176-16 Linden Boulevard, westerly along said property line, southerly along the eastern property lines of 114-45 (aka 114-45 to 114-49) to 114-83 176th Street to the northern curb line of 115th Avenue, westerly along said curb line, across 176th Street and 175th Place to a point formed by its intersection with a line extending southerly from the western property line of 114-78 175th Place, northerly along the western property lines of 114-78 to 114-34 175th Place and across Linden Boulevard to the northern curb line of Linden Boulevard, westerly along said curb line, across 175th Street, 174th Street, Murdock Avenue, and Marne Place, to a point formed by its intersection with a line extending southerly from the western property line of 172-01 Linden Boulevard, northerly along said property line, westerly along the southern property line of St. Alban's Memorial Park to the eastern curb line of Merrick Boulevard, and northerly along said curb line to the point of the beginning.

m9-22

NOTICE IS HEREBY GIVEN that pursuant to the provisions of Title 25, chapter 3 of the Administrative Code of the City of New York (Sections 25-307, 25-308, 25-309, 25-313, 25-318, 25-320) (formerly Chapter 8-A, Sections 207-6.0, 207-7.0, 207-12.0, 207-17.0, and 207-19.0), on Tuesday, **March 16, 2010 at 9:30 A.M.** in the morning of that day, a public hearing will be held in the Conference Room at 1 Centre Street, 9th Floor, Borough of Manhattan with respect to the following properties and then followed by a public meeting. Any person requiring reasonable accommodation in order to participate in the hearing or attend the meeting should call or write the Landmarks Commission no later than five (5) business days before the hearing or meeting.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-5885 - Block 847, lot 16-873 Broadway - Ladies' Mile Historic District A Second Empire Commercial style store and loft building designed by Griffith Thomas and built in 1868 and 1888. Application is to install an electrical sidewalk vault.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-5886 - Block 847, lot 7501-888 Broadway - Ladies' Mile Historic District A Commercial Palace style store and warehouse building designed by William Wheeler Smith and built in 1882. Application is to install an electrical sidewalk vault.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF QUEENS 10-6293 - Block 148, lot 777-West Side of 48th Street, East Side of 47th Street, South side of 39th Avenue, Roosevelt Court - Sunnyside Garden Historic District  
A Court, divided into eight rows comprised of 74 houses, covering most of the block bounded by 39th Avenue (north), 48th Street (east), Skillman Avenue (south), and 47th Street (west), designed by Clarence Stein, Henry Wright, and Frederick Ackerman, and built in 1927. Application is to establish a master plan governing the installation of sidewalk planters.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF BROOKLYN 10-5208 - Block 2090, lot 27-215 Carlton Avenue - Fort Greene Historic District

An early Italianate style brick house built c. 1856. Application is to legalize the installation of windows at the parlor floor without Landmarks Preservation Commission permits.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF BROOKLYN 10-5786 - Block 1137, lot 56-635 Bergen Street, aka 570 Vanderbilt Avenue - Prospect Heights Historic District  
A neo-Grec style flats house with ground floor storefront designed by Isaac D. Reynolds and built in 1887. Application is to legalize the installation of a barrier-free access ramp without Landmarks Preservation Commission permits.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-4343 - Block 97, lot 7502-130 Beekman Street - South Street Seaport Historic District  
A warehouse building built in 1827. Application is to install storefront infill.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-0498 - Block 588, lot 66-316 Bleecker Street, aka 47 Grove Street - Greenwich Village Historic District  
An Italianate style building built in 1854. Application is to replace windows.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-5686 - Block 618, lot 40-201 West 13th Street, aka 42-46 7th Avenue - Greenwich Village Historic District  
A Gothic style church building designed by Louis E. Jallade and built in 1931. Application is to alter the side entrance to provide barrier free access and to construct an elevator bulkhead.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-1538 - Block 1120, lot 38-12-14 West 68th Street - Upper West Side/Central Park West Historic District  
A Queen Anne style house designed by Louis Thouvard and built in 1895, with attached studio building designed by Edwin C. Georgi and built in 1925. Application is to modify an addition to the 1925 studio building which was constructed without Landmarks Preservation Commission permits. Zoned R-8.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-5802 - Block 1408, lot 1-783-789 Park Avenue, aka 101 East 73rd Street - Upper East Side Historic District  
A modern style apartment building designed by George Pelham, Jr. and built in 1930-1940. Application is to install a ramp.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-4479 - Block 1390, lot 163-12 East 76th Street - Upper East Side Historic District  
A building constructed in 1881-82 and altered in 1946 by James Casale. Application is to redesign the facade. Zoned R8-B LH-1A.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-4760 - Block 1390, lot 17-960 Madison Avenue - Upper East Side Historic District  
A neo-Grec style rowhouse designed by James Frame and built in 1877-78 altered in 1916 with a two-story storefront extension. Application is to alter window openings.

**CERTIFICATE OF APPROPRIATENESS**  
BOROUGH OF MANHATTAN 10-5764 - Block 1493, lot 60-20 East 82nd Street - Metropolitan Museum Historic District  
A French Beaux-Arts style townhouse designed by Richard W. Buckley, and built in 1901. Application is to install a gate at the entrance.

m3-16

## TRANSPORTATION

### ■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN, pursuant to law, that the following proposed revocable consents, have been scheduled for a public hearing by the New York City Department of Transportation. The hearing will be held at 55 Water Street, 9th Floor, Room 945 commencing at 2:00 P.M. on Wednesday, March 31, 2010. Interested parties can obtain copies of proposed agreements or request sign-language interpreters (with at least seven days prior notice) at 55 Water Street, 9th Floor SW, New York, NY 10041, or by calling (212) 839-6550.

**#1** In the matter of a proposed revocable consent authorizing 125 Broad Condominium to continue to maintain and use a conduit and pipes under and across Broad Street, north of South Street, in the Borough of Manhattan. The proposed revocable consent is for a term of ten years from July 1, 2010 to June 30, 2020 and provides, among other terms and conditions, for compensation payable to the City according to the following schedule:

(b)  
For the period July 1, 2010 to June 30, 2011 - \$14,528  
For the period July 1, 2011 to June 30, 2012 - \$14,951  
For the period July 1, 2012 to June 30, 2013 - \$15,374  
For the period July 1, 2013 to June 30, 2014 - \$15,797  
For the period July 1, 2014 to June 30, 2015 - \$16,220  
For the period July 1, 2015 to June 30, 2016 - \$16,643  
For the period July 1, 2016 to June 30, 2017 - \$17,066  
For the period July 1, 2017 to June 30, 2018 - \$17,489  
For the period July 1, 2018 to June 30, 2019 - \$17,912  
For the period July 1, 2019 to June 30, 2020 - \$18,335

the maintenance of a security deposit in the sum of \$18,400, and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

**#2** In the matter of a proposed revocable consent authorizing Rockwell Avenue Homeowners Association, Inc. to construct, maintain and use a force main together with a manholes, under, along and across Rockwell Avenue, northwest of

Virginia Avenue, in the Borough of Staten Island. The proposed revocable consent is for a term of ten years from the Date of Approval by the Mayor and provides, among other terms and conditions, for compensation payable to the City according to the following schedule:

From the Date of Approval to June 30, 2010 - \$4,578/annum  
For the period July 1, 2010 to June 30, 2011 - \$4,716  
For the period July 1, 2011 to June 30, 2012 - \$4,854  
For the period July 1, 2012 to June 30, 2013 - \$4,992  
For the period July 1, 2013 to June 30, 2014 - \$5,130  
For the period July 1, 2014 to June 30, 2015 - \$5,268  
For the period July 1, 2015 to June 30, 2016 - \$5,406  
For the period July 1, 2016 to June 30, 2017 - \$5,544  
For the period July 1, 2017 to June 30, 2018 - \$5,682  
For the period July 1, 2018 to June 30, 2019 - \$5,820  
For the period July 1, 2019 to June 30, 2020 - \$5,958

the maintenance of a security deposit in the sum of \$6,000 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

**#3** In the matter of a proposed revocable consent authorizing The Mount Morris Park West Condominium to continue to maintain and use stoops and fenced-in areas on the west sidewalk of Mount Morris Park West, north of West 120th Street, and on the north sidewalk of West 120th Street, west of Mount Morris Park West, in the Borough of Manhattan. The proposed revocable consent is for a term of ten years from July 1, 2010 to June 30, 2020 and provides, among other terms and conditions, for compensation payable to the City according to the following schedule:

For the period from July 1, 2010 to June 30, 2020 - \$225/per annum.

the maintenance of a security deposit in the sum of \$8,964.00 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

**#4** In the matter of a proposed revocable consent authorizing 277 First LLC to construct, maintain and use a planted area on the northeast sidewalk of 1st Street, between 4th and 5th Avenues, in the Borough of Brooklyn. The proposed revocable consent is for a term of ten years from the Date of Approval by the Mayor and provides, among other terms and conditions, for compensation payable to the City according to the following schedule:

From the date of Approval by the Mayor - \$273/per annum.

the maintenance of a security deposit in the sum of \$4,000 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

**#5** In the matter of a proposed revocable consent authorizing Rutledge Estates LLC to construct, maintain and use manholes in the south sidewalk of Rutledge Street, east of Wythe Avenue, and in the east sidewalk of Wythe Avenue, south of Rutledge Street, in the Borough of Brooklyn. The proposed revocable consent is for a term of ten years and provides, among other terms and conditions, for compensation payable to the City according to the following schedule:

From the Date of Approval to June 30, 2010 - \$477/annum  
For the period July 1, 2010 to June 30, 2011 - \$491  
For the period July 1, 2011 to June 30, 2012 - \$505  
For the period July 1, 2012 to June 30, 2013 - \$519  
For the period July 1, 2013 to June 30, 2014 - \$533  
For the period July 1, 2014 to June 30, 2015 - \$547  
For the period July 1, 2015 to June 30, 2016 - \$561  
For the period July 1, 2016 to June 30, 2017 - \$575  
For the period July 1, 2017 to June 30, 2018 - \$589  
For the period July 1, 2018 to June 30, 2019 - \$603  
For the period July 1, 2019 to June 30, 2020 - \$617

the maintenance of a security deposit in the sum of \$1,000, and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

m12-31

### ■ NOTICE

#### RESCHEDULED HEARING COMMUTER VAN SERVICE AUTHORITY APPLICATION Staten Island/Manhattan

Notice is hereby given that the Department of Transportation is rescheduling a commuter van service authority public hearing that had been scheduled for Thursday, February 11, 2010 but was cancelled because of the weather. The Hearing has been rescheduled to Wednesday, March 24, 2010 and will be held at Staten Island Borough Hall, 10 Richmond Terrace, Hearing Room 122, 1st Floor, Staten Island, NY 10301 from 2:00 P.M. - 4:00 P.M.

The applicant, Red Color Van Service, Inc., proposes to operate a van service in the Boroughs of Staten Island and Manhattan. They can be reached at 133-56 41st Avenue, 1st Floor, Flushing, NY 11355. The applicant is proposing to use 15 van(s) daily to provide this service 16 hours a day.

Written comments in support or in opposition to this application may be sent to Ms. Dorothy Szorc at the New York City Department of Transportation, Office of Alternative Modes, 55 Water Street - 6th Floor, New York, NY 10041 no later than March 24, 2010. Any written comments received after this date may not be considered. Those opposing the application must clearly specify why the proposed additional van service will not meet present and/or future public convenience and necessity.

m8-12

## COURT NOTICES

### SUPREME COURT

#### ■ NOTICE

**QUEENS COUNTY  
IA PART 8  
NOTICE OF PETITION  
INDEX NUMBER 5208/2010**

In the Matter of the Application of the

**NEW YORK CITY SCHOOL CONSTRUCTION  
AUTHORITY,**  
Petitioner,

To Acquire By Exercise of its Powers of Eminent Domain Title in Fee Simple Absolute To Certain Real Property Known as Tax Block 1247, Lots 40 and 41, Located in the Borough of the Queens, City of New York, in Connection With the Construction of I.S. 230Q, Annex- Queens

**PLEASE TAKE NOTICE** that, upon the annexed petition of the New York City School Construction Authority (the "Authority"), duly verified on the 24th day of February, 2010, by Ross J. Holden, Vice President and General Counsel of the Authority, Petitioner shall move this Court on the 2nd day of April 2010 at 9:30 A.M., or as soon thereafter as counsel may be heard, at I.A. Part 8, of this Court, to be held at the Courthouse thereof, located at 88-11 Sutphin Boulevard, Jamaica, New York, for an order:

- (a) granting the Petition in all respects;
- (b) authorizing the Authority to file the Acquisition Map in the Office of the County Clerk or the Office of the City Register of Queens County;
- (c) directing that, upon the filing of the Order of this Court and the Acquisition Map, title and possession to the property shown on said Map shall vest in the Authority, said property consisting of all that certain plot, piece or parcel of land, comprising Tax Block 1247 Lots 40 and 41, with any buildings and improvements thereon, erected, situated, lying and being in the Borough Of the Queens, County of Queens, State of New York, bounded and described as follows:

Beginning at the corner formed by the intersection of the northerly side of 34th Avenue (95 feet wide) and the easterly side of 74th Street (60 feet wide);

Thence northerly along the easterly side of 74th Street, 100 feet;

Thence easterly and parallel with the northerly side of 34th Avenue, 100 feet;

Thence southerly and parallel with the easterly side of 74th Street, 100 feet to the northerly side of 34th Avenue;

Thence westerly along the northerly side of 34th Avenue, 100 feet to the corner, at the point or place of beginning.

The parcel described above consists of Tax Lots 40 and 41 in Tax Block 1247 as shown on the Tax Map of The City of New York for the Borough of the Queens, as said Tax Map existed on February 6, 2009.

(The above-described property is hereafter referred to as the "Property").

- (d) determine all claims for just compensation arising from the acquisition of said Property and that such claims shall be heard without a jury and without referral to a referee or commissioner;
- (e) directing that, within thirty (30) days after the entry of the Order of this Court, the Authority shall cause a Notice of Acquisition to be served upon each condemnee or such condemnee's attorney of record;
- (f) directing that all claimants have a period of one hundred eighty (180) days from the date of service of the Notice of Acquisition within which to file a written claim or notice of appearance; and
- (g) granting such other and further relief as this Court deems just and proper.

Surveys, maps or plans of the property to be acquired are on file in the office of the Corporation Counsel of the City of New York, 100 Church Street, New York, New York 10007.

**PLEASE TAKE FURTHER NOTICE THAT,** pursuant to EDPL § 402(B)(4), any party seeking to oppose the acquisition must interpose a verified answer, which must contain specific denial of each material allegation of the petition controverted by the opponent, or any statement of new matter deemed by the opponent to be a defense to the proceeding. Pursuant to CPLR 403, said answer must be served upon the office of the Corporation Counsel at least seven (7) days before the date that the petition is noticed to be heard.

Dated: February 24, 2010, New York, New York  
MICHAEL A. CARDOZO  
Corporation Counsel of the City of New York  
Attorney for the Condemnor  
100 Church Street  
New York, New York 10007  
Tel. (212) 788-0446

**SEE MAP ON BACK PAGE**

m8-19

## PROPERTY DISPOSITION

### CITYWIDE ADMINISTRATIVE SERVICES

#### DIVISION OF MUNICIPAL SUPPLY SERVICES

#### ■ AUCTION

#### PUBLIC AUCTION SALE NUMBER 10001-T

NOTICE IS HEREBY GIVEN of a bi-weekly public auction of City fleet vehicles consisting of cars, vans, light duty vehicles, trucks, heavy equipment and miscellaneous automotive equipment to be held on Wednesday, March 17, 2010 (SALE NUMBER 10001-T). This auction is held every other Wednesday unless otherwise notified. Viewing is on auction day only from 8:30 A.M. until 9:00 A.M. The auction begins at 9:00 A.M.

LOCATION: 570 Kent Avenue, Brooklyn, NY (in the Brooklyn Navy Yard between Taylor and Clymer Streets).

A listing of vehicles to be offered for sale in the next auction can be viewed on our web site, on the Friday prior to the sale date at:  
http://www.nyc.gov/autoauction OR  
http://www.nyc.gov/autoauctions  
Terms and Conditions of Sale can also be viewed at this site.

For further information, please call (718) 417-2155 or (718) 625-1313.

m4-17

#### ■ SALE BY SEALED BID

#### SALE OF: 5 LOTS OF MISCELLANEOUS EQUIPMENT, USED.

S.P.#: 10017

DUE: March 16, 2010

*Use the following address* unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
DCAS, Division of Municipal Supply Services, 18th Floor Bid Room, Municipal Building, New York, NY 10007.  
For sales proposal contact Gladys Genoves-McCauley (718) 417-2156.

m3-16

#### SALE OF: 1 SURVEY BOAT AND 1 SKIMMER VESSEL, USED.

S.P.#: 10016

DUE: March 18, 2010

*Use the following address* unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
DCAS, Division of Municipal Supply Services, 18th Floor, Bid Room, Municipal Building, New York, NY 10007. For sales proposal contact Gladys Genoves-McCauley (718) 417-2156.

m5-18

## POLICE

### OWNERS ARE WANTED BY THE PROPERTY CLERK DIVISION OF THE NEW YORK CITY POLICE DEPARTMENT.

The following listed property is in the custody, of the Property Clerk Division without claimants.

**Recovered, lost, abandoned property, property obtained from prisoners, emotionally disturbed, intoxicated and deceased persons; and property obtained from persons incapable of caring for themselves.**  
**Motor vehicles, boats, bicycles, business machines, cameras, calculating machines, electrical and optical property, furniture, furs, handbags, hardware, jewelry, photographic equipment, radios, robes, sound systems, surgical and musical instruments, tools, wearing apparel, communications equipment, computers, and other miscellaneous articles.**

#### INQUIRIES

Inquiries relating to such property should be made in the Borough concerned, at the following office of the Property Clerk.

#### FOR MOTOR VEHICLES (All Boroughs):

- \* College Auto Pound, 129-01 31 Avenue, College Point, NY 11354, (718) 445-0100
- \* Gowanus Auto Pound, 29th Street and 2nd Avenue, Brooklyn, NY 11212, (718) 832-3852
- \* Erie Basin Auto Pound, 700 Columbia Street, Brooklyn, NY 11231, (718) 246-2029

#### FOR ALL OTHER PROPERTY

- \* Manhattan - 1 Police Plaza, New York, NY 10038, (212) 374-4925.
- \* Brooklyn - 84th Precinct, 301 Gold Street, Brooklyn, NY 11201, (718) 875-6675.
- \* Bronx Property Clerk - 215 East 161 Street, Bronx, NY 10451, (718) 590-2806.
- \* Queens Property Clerk - 47-07 Pearson Place, Long Island City, NY 11101, (718) 433-2678.
- \* Staten Island Property Clerk - 1 Edgewater Plaza, Staten Island, NY 10301, (718) 876-8484.

j1-d31

## PROCUREMENT

*"The City of New York is committed to achieving excellence in the design and construction of its capital program, and building on the tradition of innovation in architecture and engineering that has contributed to the City's prestige as a global destination. The contracting opportunities for construction/construction services and construction-related services that appear in the individual agency listings below reflect that commitment to excellence."*

### CITYWIDE ADMINISTRATIVE SERVICES

#### DIVISION OF MUNICIPAL SUPPLY SERVICES

#### ■ SOLICITATIONS

#### Goods

**ASPHALT EMULSION RS-1** – Competitive Sealed Bids – PIN# 8571000567 – DUE 03-29-10 AT 10:30 A.M. – Request by fax (212) 669-7603 or email.

*Use the following address* unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Department of Citywide Administrative Services  
1 Centre Street, Room 1800, New York, NY 10007.  
Anna Wong (212) 669-8610, dcasdmssbids@dcas.nyc.gov

m12

#### ■ VENDOR LISTS

#### Goods

**ACCEPTABLE BRAND LIST** – In accordance with PPB Rules, Section 2-05(c)(3), the following is a list of all food items for which an Acceptable Brands List has been established.

1. Mix, Biscuit - AB-14-1:92
2. Mix, Bran Muffin - AB-14-2:91
3. Mix, Corn Muffin - AB-14-5:91
4. Mix, Pie Crust - AB-14-9:91
5. Mixes, Cake - AB-14-11:92A
6. Mix, Egg Nog - AB-14-19:93
7. Canned Beef Stew - AB-14-25:97
8. Canned Ham Shanks - AB-14-28:91
9. Canned Corned Beef Hash - AB-14-26:94
10. Canned Boned Chicken - AB-14-27:91
11. Canned Corned Beef - AB-14-30:91
12. Canned Ham, Cured - AB-14-29:91
13. Complete Horse Feed Pellets - AB-15-1:92
14. Canned Soups - AB-14-10:92D
15. Infant Formula, Ready to Feed - AB-16-1:93
16. Spices - AB-14-12:95
17. Soy Sauce - AB-14-03:94
18. Worcestershire Sauce - AB-14-04:94

Application for inclusion on the above enumerated Acceptable Brand Lists for foods shall be made in writing and addressed to: Purchase Director, Food Unit, Department of Citywide Administrative Services, Division of Municipal Supply Services, 1 Centre Street, 18th Floor, New York, NY 10007. (212) 669-4207.

jy17-j4

### EQUIPMENT FOR DEPARTMENT OF SANITATION –

In accordance with PPB Rules, Section 2.05(c)(3), an acceptable brands list will be established for the following equipment for the Department of Sanitation:

- A. Collection Truck Bodies
- B. Collection Truck Cab Chassis
- C. Major Component Parts (Engine, Transmission, etc.)

Applications for consideration of equipment products for inclusion on the acceptable brands list are available from: Vendor Relations, Department of Citywide Administrative Services, Division of Municipal Supply Services, 1 Centre Street, 18th Floor, New York, NY 10007. (212) 669-8610.

jy17-j4

### OPEN SPACE FURNITURE SYSTEMS - CITYWIDE –

In accordance with PPB Rules, Section 2.05(c)(3), an Acceptable Brands List, #AB-17W-1:99, has been established for open space furniture systems.

Application for consideration of product for inclusion on this acceptable brands list shall be made in writing and addressed to: Vendor Relations, Department of Citywide Administrative Services, Division of Municipal Supply Services, 1 Centre Street, 18th Floor, New York, NY 10007, (212) 669-8610.

jy17-j4

## EDUCATION

### DIVISION OF CONTRACTS AND PURCHASING

#### ■ SOLICITATIONS

#### Construction / Construction Services

### JOB ORDER CONTRACT FOR GENERAL CONSTRUCTION IN BROOKLYN SOUTH AND STATEN ISLAND –

Competitive Sealed Bids – PIN# B1470040 – DUE 04-19-10 AT 5:00 P.M. – General Construction Contracts: Job Order Contracts are requirements type contracts based on a construction task catalog where contractors perform an ongoing series of small to medium sized routine general construction projects. If you cannot download this bid, please send an e-mail to VendorHotline@schools.nyc.gov with the bid number and title in the subject line of your e-mail. For all questions related to this bid, please send an e-mail to sepstei@schools.nyc.gov with the bid number and title in the subject line of your e-mail.

A mandatory pre-bid conference will be held on Monday, March 22nd, 2010 at 10:00 A.M. at 65 Court Street, 4th Floor, Conference Room 411, Brooklyn, NY 11201. Bid opening: Tuesday, April 20th, 2010 at 11:00 A.M.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Department of Education, 65 Court Street, Room 1201 Brooklyn, NY 11201. Vendor Hotline (718) 935-2300.

m12

**JOB ORDER CONTRACT FOR ELECTRICAL IN QUEENS, NORTH BROOKLYN AND STATEN ISLAND** – Competitive Sealed Bids – PIN# B1471040 – DUE 04-21-10 AT 5:00 P.M. – Contract is intended to provide for repair, replacement and/or installation, of Electrical Work. If you cannot download this bid, please send an e-mail to VendorHotline@schools.nyc.gov with the bid number and title in the subject line of your e-mail. For all questions related to this bid, please send an e-mail to sepstei@schools.nyc.gov with the bid number and title in the subject line of your e-mail.

A mandatory pre-bid conference will be held on Monday, March 22nd, 2010, 2:00 P.M., at 65 Court Street, 4th Floor, Conference Room 411, Brooklyn, NY 11201. Bid opening: Thursday, April 22nd, 2010 at 11:00 A.M.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Department of Education, 65 Court Street, Room 1201 Brooklyn, NY 11201. Vendor Hotline (718) 935-2300.

m12

## ENVIRONMENTAL PROTECTION

### ■ INTENT TO AWARD

*Services (Other Than Human Services)*

**ATTACHMATE CONSULTING INTEGRATION SOFTWARE LICENSE** – Sole Source – Available only from a single source - PIN# X300055 – DUE 03-26-10 AT 11:00 A.M. – The Department of Environmental Protection intends to enter into sole source agreement with Attachmate Corporation for the purchase of Attachmate consulting integration software licenses. Any firm that believes they can also provide the required product is invited to do so by mail or e-mail to the attention of Ira M. Elmore, Deputy Agency Chief Contracting Officer.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Department of Environmental Protection  
59-17 Junction Blvd., 17th Floor, Flushing, NY 11373.  
Ira Elmore (718) 595-3259.

m8-12

## HEALTH AND HOSPITALS CORPORATION

The New York City Health and Hospitals Corporation is regularly soliciting bids for supplies and equipment at its Central Purchasing Offices, 346 Broadway, New York City, Room 516, for its Hospitals and Diagnostic and Treatment Centers. All interested parties are welcome to review the bids that are posted in Room 516 weekdays between 9:00 a.m. and 4:30 p.m. For information regarding bids and the bidding process, please call (212) 442-4018.

j1-d31

### ■ SOLICITATIONS

*Goods*

**ENDOVASCULAR MEDICAL DEVICES AND ACCESSORIES** – Competitive Sealed Bids – PIN# 22210051 – DUE 03-22-10 AT 3:00 P.M. – Micrus or equivalent brand name or equal.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Lincoln Hospital Center, 234 East 149th Street, Bronx, NY 10451. Raleigh Kelley (718) 579-5909, Raleigh.kelley@nychhc.org

m12

*Goods & Services*

**UNITY REAL TIME QUALITY CONTROL SOFTWARE PACKAGE** – Sole Source – Available only from a single source - PIN# 231-10-037SS – DUE 03-16-10 AT 10:00 A.M. – The North Brooklyn Health Network (“NBHN”) intends to enter into a sole source contract for Unity Real Time Quality Control Software Package with BIO-RAD Laboratories, 4000 Alfred Nobel Drive, Dept 9740 Hercules, CA 94547.

Any other supplier who is capable of providing this service/product for the NBHN may express their interest in doing so by writing to Abraham Caban, Procurement Analyst, 100 North Portland Avenue, Room C-32, Brooklyn, NY 11205, (718) 260-7593, abraham.caban@nychhc.org

m9-15

**REPLACEMENT OF FIRE HOSES** – Competitive Sealed Bids – PIN# 11110103 – DUE 03-31-10 AT 3:00 P.M. – In the Bellevue Hospital Center “H” Building and the Ambulatory Care Pavillion per the attached bid specifications.

Mandatory pre-bid meeting/site survey meetings are for the dates and times below. All bidders MUST attend one (1) of these two (2) meetings to submit a bid responsive bid.  
1. Wednesday, March 24th, 2010 at 11:00 A.M., Room 316, C and D Building.  
2. Thursday, March 25th, 2010 at 11:00 A.M., Room 316, C and D Building.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Bellevue Hospital Center, Purchasing, 462 First Avenue, Room# 12 East 32, New York, NY 10016. Matthew Gaumer (212) 562-2887, matthew.gaumer@bellevue.nychhc.org

m12

## HEALTH AND MENTAL HYGIENE

### ■ SOLICITATIONS

*Human/Client Service*

**CERTIFY MEDICAL ELIGIBILITY PERSONS FOR PARKING PERMITS** – Request for Proposals – PIN# 10HS045700ROX00 – DUE 04-09-10 AT 2:00 P.M. – DOHMH, Bureau of Health Support Services, is seeking an appropriately qualified vendor to medically evaluate persons and certify medical eligibility for parking permits for people with disabilities. Permits are issued by the New York City Department of Transportation (DOT), upon certification by the Department of Health and Mental Hygiene (DOHMH) that the applicant qualifies as per the disability claimed. The estimated number of scheduled appointments is 520 per month, and the estimated number of actual examinations is approximately 350 per month. The chosen vendor shall provide the required medical evaluations in the Borough of Manhattan only. The Department provides such services in the remaining four boroughs.

The RFP is available starting March 12, 2010 online at www.nyc.gov/health/contracting or it can be picked up at the New York City Department of Health and Mental Hygiene, Bureau of Health Support Services, 125 Worth Street, Room 1020, New York, N.Y. 10013 between the hours of 10:00 A.M. and 5:00 P.M., Monday through Friday. Prospective Bidders must have picture ID and must be able to identify themselves to the satisfaction of the DCAS Security Team and DOHMH Health Police. There is no fee for the RFP package but we request that you leave a business card in Room 1020.

Please follow the instructions in Section III of the RFP package. Faxed or e-mailed bids shall not be accepted. Any Questions regarding this RFP must be sent to the above Officer in writing.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Health and Mental Hygiene, 303 Ninth Avenue, Room 140 New York, NY 10001. Dr. Michael Gehl (212) 239-1715.

m12

## HOMELESS SERVICES

### ■ AWARDS

*Human/Client Service*

**HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-808 – AMT: \$23,831,614.00 – TO: BASIC Housing, Inc., 1064 Franklin Avenue, Bronx, NY 10456.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-853 – AMT: \$20,530,484.00 – TO: Bronx, Works, 2054 Morris Ave., Bronx, NY 10453.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-03-1122 – AMT: \$985,068.00 – TO: New Era Veterans, 1150 Commonwealth Ave., Bronx, NY 10472.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-03-1121 – AMT: \$1,381,002.00 – TO: Volunteers of America, 340 West 85th Street, New York, NY 10024.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-10S-003-921 – AMT: \$22,992,524.00 – TO: Salvation Army, 120 West 14th Street, New York, NY 10011.  
● **HOMELESS SHELTER** – Renewal – PIN# 071-11R-003-932 – AMT: \$4,421,364.00 – TO: Family Support Systems, 2530 Grand Concourse, Bronx, NY 10458.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-055 – AMT: \$10,570,193.00 – TO: Homes for the Homeless, 50 Cooper Square, 4th Floor, New York, NY 11230.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-052 – AMT: \$2,672,969.00 – TO: Homes for the Homeless, 50 Cooper Square, 4th Floor, New York, NY 11230.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-054 – AMT: \$4,040,816.00 – TO: Homes for the Homeless, 50 Cooper Square, 4th Floor, New York, NY 11230.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-923 – AMT: \$16,509,988.00 – TO: Phipps Community Development, 902 Broadway, New York, NY 10010.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-560 – AMT: \$27,417,423.00 – TO: Women In Need, Inc., 115 West 31st Street, New York, NY 10001.  
● **PREVENTION SERVICES** – Renewal – PIN# 071-11R-08S-03-1160 – AMT: \$3,177,079.00 – TO: Catholic Charities Community Services Archdiocese of NY, 1011 First Avenue, New York, NY 10022.  
● **PREVENTION SERVICES** – Renewal – PIN# 071-11R-03-1163 – AMT: \$2,412,707.00 – TO: CAMBA, Inc., 1720 Church Avenue, Brooklyn, NY 11226.  
● **PREVENTION SERVICES** – Renewal – PIN# 071-11R-03-1162 – AMT: \$3,286,040.00 – TO: HELP Social Services Corp., 5 Hanover Square, New York, NY 10004.  
● **PREVENTION SERVICES** – Renewal – PIN# 071-11R-03-1161 – AMT: \$1,863,576.00 – TO: Partnership for the Homeless, 305 7th Avenue, 13th Floor, New York, NY 10001.  
● **OUTREACH SERVICES** – Renewal – PIN# 071-11R-03-1132 – AMT: \$17,778,597.00 – TO: Goddard Riverside Community, 593 Columbus Avenue, New York, NY 10024.  
● **OUTREACH SERVICES** – Renewal – PIN# 071-11R-03-1129 – AMT: \$3,329,535.00 – TO: Project Hospitality, Inc., 100 Park Avenue, Staten Island, NY 10302.  
● **PREVENTION SERVICES** – Renewal – PIN# 071-11R-03-1130 – AMT: \$8,428,146.00 – TO: Bronx Works, 2054 Morris Avenue, Bronx, NY 10453.  
● **OUTREACH SERVICES** – Renewal – PIN# 071-11R-03-1131 – AMT: \$13,314,873.00 –

TO: Common Ground Community, 505 8th Avenue, New York, NY 10018.  
● **HOMELESS SHELTER / SRO** – Renewal – PIN# 071-11R-003-992 – AMT: \$20,826,772.00 – TO: HELP Social Services, 5 Hanover Square, New York, NY 10004.

m12

## OFFICE OF CONTRACTS AND PROCUREMENT

### ■ SOLICITATIONS

*Human/Client Service*

**CORRECTION: TRANSITIONAL RESIDENCES FOR HOMELESS/DROP-IN CENTERS** – Competitive Sealed Proposals – Judgment required in evaluating proposals - PIN# 071-00S-003-262Z – DUE 06-27-11 AT 10:00 A.M. – CORRECTION: The Department of Homeless Services is soliciting proposals from organizations interested in developing and operating transitional residences for homeless adults and families including the Neighborhood Based Cluster Residence and drop-in centers for adults. This is an open-ended solicitation; there is no due date for submission.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Department of Homeless Services, 33 Beaver Street 13th Floor, New York, NY 10004.  
Marta Zmoira (212) 361-0888, mzmaira@dhs.nyc.gov

j6-20

## HUMAN RESOURCES ADMINISTRATION

### ■ INTENT TO AWARD

*Services (Other Than Human Services)*

**SECURITY GUARD SERVICES** – Negotiated Acquisition – Available only from a single source - PIN# 069-10-110-0009 – DUE 03-26-10 AT 3:00 P.M. – Pursuant to the PPB rules Section 3-04(d) HRA Office of Contracts, intends to enter into negotiations the current vendor, FJC Security Services, Inc., to extend the contract for an additional one (1) year. The contract is to provide trained Uniformed (Unarmed) Security Guard Services that includes Fire Safety Directors and Fire Safety Guards. The contract term will be from 5/1/10 to 4/30/11.

Any vendor that believes they can also provide services for such procurement in the future is invited to call the NYC Vendor Enrollment Center at (212) 857-1680 to request an application or may complete the application on-line by visiting www.nyc.gov/selltonyc. If you have any questions, you may also contact Ms. Donna Wilson in writing at the above address or call (212) 331-3524 or email: WilsonD@hra.nyc.gov

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Human Resources Administration, 180 Water Street 7th Floor, New York, NY 10038.  
Donna Wilson (212) 331-3524, WilsonD@hra.nyc.gov

m8-12

## INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

### EXECUTIVE DIVISION

#### ■ AWARDS

*Goods & Services*

**UPS/ATS/GENERATOR AND ELECTRICAL SYSTEMS AT 2 LAFAYETTE AND 59 MAIDEN LANE** – Competitive Sealed Bids – PIN# 85809CSB0053 – AMT: \$677,999.28 – TO: Electronic Environments Corporation (EEC), 410 Forest Street, Marlborough, MA 01752. Provide all labor and material necessary to maintain Uninterruptable Power Supplies (UPS)/ATS/Generator and Electrical Systems at 2 Lafayette Street and 59 Maiden Lane.

m12

## JUVENILE JUSTICE

### ■ SOLICITATIONS

*Human/Client Service*

**PROVISION OF NON-SECURE DETENTION GROUP HOMES** – Negotiated Acquisition – Judgment required in evaluating proposals - PIN# 13010DJJ000 – DUE 06-30-11 AT 2:00 P.M. – The Department of Juvenile Justice is soliciting applications from organizations interested in operating non-secure detention group homes in New York City. This is an open-ended solicitation; applications will be accepted on a rolling basis until 2:00 P.M. on 6/30/11.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Department of Juvenile Justice, 110 William Street 14th Floor, New York, NY 10038. Chuma Uwechia (212) 442-7716, cuwechia@djj.

jy1-d16

## OFFICE OF THE MAYOR

### CRIMINAL JUSTICE COORDINATOR'S OFFICE

#### ■ INTENT TO AWARD

*Human/Client Service*

**PROVIDE SUPERVISED RECREATIONAL PROGRAMS TO INNER-CITY YOUTH** – Negotiated Acquisition – PIN# 00210DMPS415 – DUE 03-17-10 AT 3:00 P.M. – In accordance with Section 3-04(b)(2) of the Procurement Policy Board Rules (“PPB”) the City intends to enter into negotiations with Police Athletic League, Inc. to provide supervised recreational programming through PAL/Playstreets to inner-city youth to help prevent juvenile delinquency, drug abuse and mistrust of authority figures.

The initial term of the contract shall be 3 years and will start July 1, 2010. The total estimated amount of the contract will be in an amount not to exceed \$2,189,820.00.

Pursuant to Section 3-04(b)(2) of the PPB Rules, the Agency Chief Contracting Officer (ACCO) has determined that it is not practicable and/or advantageous for the City to award a contract by Competitive Sealed Proposals for the reason(s) indicated below.

There is a limited number of suppliers available and able to perform the work.

Vendors interested in responding to a future solicitation for these services, should so indicate either in writing to the address listed or via e-mail to the e-mail address listed by the due date.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Mayor's Office, 1 Centre Street, Room 1012 North  
New York, NY 10007. Irmali Rivera-Mora (212) 788-7809.

m10-16

### PROVIDE INNER CITY YOUTH WITH SUPERVISED PROGRAMS TO HELP COMBAT JUVENILE DELINQUENCY

Negotiated Acquisition – PIN# 00210DMPS416 – DUE 03-17-10 AT 3:00 P.M. – In accordance with Section 3-04(b)(2) of the Procurement Policy Board Rules ("PPB") the City intends to enter into negotiations with Police Athletic League, Inc. to provide supervised recreational programming through PAL Centers and Sports Leagues to inner-city youth to help prevent juvenile delinquency, drug abuse and overcome mistrust of authority figures. The initial term of the contract shall be 3 years and will start July 1, 2010. The total estimated amount of the contract will be in an amount not to exceed \$2,803,635.00.

Pursuant to Section 3-04(b)(2) of the PPB Rules, the Agency Chief Contracting Officer (ACCO) has determined that it is not practicable and/or advantageous for the City to award a contract by Competitive Sealed Proposals for the reason(s) indicated below.

There is a limited number of suppliers available and able to perform the work.

Vendors interested in responding to a future solicitation for these services, should so indicate either in writing to the address listed or via e-mail to the e-mail address listed by the due date.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Mayor's Office, 1 Centre Street, Room 1012 North  
New York, NY 10007. Irmali Rivera-Mora (212) 788-7809.

m10-16

## PARKS AND RECREATION

### SOLICITATIONS

#### Goods & Services

**MBJ CATERING, INC.** – Sole Source – Available only from a single source - PIN# 31557846 – DUE 03-31-10 AT 11:00 A.M. – Department of Parks and Recreation intends to enter into sole source negotiations with MBJ Catering, Inc., to provide catering services for the annual Greenthumb Growtogether Conference at Hostos Community College. MBJ Catering is currently the only catering company authorized to sell at Hostos Community College. Any firm that would like to join the City Bidders list may do so by filling out the NYC-FMS Vendor Enrollment application online at: [http://www.nyc.gov/html/selltonyc/html/new\\_vendors.html](http://www.nyc.gov/html/selltonyc/html/new_vendors.html), and in hard copy call the Vendor Enrollment Center at (212) 856-1680.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Parks and Recreation, 24 West 61st Street, New York, NY 10023. Deonarine Peters (212) 830-7957.

m10-16

### CONTRACT ADMINISTRATION

#### SOLICITATIONS

#### Construction / Construction Services

### PLANTING NEW AND REPLACEMENT STREET TREES, PREPARATION OF SITES AND PLANTING NEW AND REPLACEMENT STREET TREES

Competitive Sealed Bids – DUE 04-13-10 AT 10:30 A.M. – PIN# 8462010B000C04 - Planting of new and replacement street trees  
PIN# 8462010C000C15 - Preparation of sites and planting trees

Greenstreets in Community Board 2, Brooklyn, known as Contract #BG-210M. Flowering trees and container trees in and around parks and playgrounds, The Bronx and Queens, known as Contract #CNYG-5309MA. Vendor Source ID#s: 65276, 66975. This procurement is subject to participation goals for MBEs and/or WBEs as required by Local Law 129 of 2005.

Bid documents are available for a fee of \$25.00 in the Blueprint Room, Room #64, Olmsted Center, from 8:00 A.M. to 3:00 P.M. The fee is payable by company check or money order to the City of NY, Parks and Recreation. A separate check/money order is required for each project. The Company name, address and telephone number as well as the project contract number must appear on the check/money order.

Bidders should ensure that the correct company name, address, telephone and fax numbers are submitted by your company/messenger service when picking up bid documents.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Parks and Recreation, Olmsted Center, Room 64  
Flushing Meadows Corona Park, Flushing, NY 11368.  
Juan Alban (718) 760-6771.

m12

### REVENUE AND CONCESSIONS

#### SOLICITATIONS

#### Services (Other Than Human Services)

### OPERATION OF TENNIS PROFESSIONAL CONCESSIONS

Competitive Sealed Bids – PIN# CWTP2010 – DUE 04-05-10 AT 3:00 P.M. – At various locations, citywide.

TELECOMMUNICATION DEVICE FOR THE DEAF (TDD)  
212-504-4115

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Parks and Recreation, The Arsenal-Central Park  
830 Fifth Avenue, Room 407, New York, NY 10021.  
Evan George (212) 360-3495, [evan.george@parks.nyc.gov](mailto:evan.george@parks.nyc.gov)

m9-22

**BUSINESS OPPORTUNITIES IN NYC PARKS** – Other – PIN# REVENUE – DUE 02-25-11 AT 9:00 A.M. – The New York City Department of Parks and Recreation ("Parks") is seeking to add to its solicitation mailing lists the names of individuals and businesses that are interested in doing business in City parks. Currently over 500 businesses operate on parkland throughout the five boroughs pursuant to agreements with Parks. These businesses include mobile food units, restaurants, farmers' markets, sports facilities, amusement parks, arts and crafts markets, T-shirt and souvenir stands, marinas, carousels, driving ranges, golf courses, gas stations, tennis facilities, ice rinks, newsstands, parking lots, snack bars, stables, Christmas tree stands, and many others. If you're interested in learning more about business opportunities in City parks and/or would like to be added to our solicitation mailing lists so that you receive notice of when new opportunities become available, please contact the Revenue Division by calling (212) 360-1397, by emailing [revenue@parks.nyc.gov](mailto:revenue@parks.nyc.gov), by visiting [www.nyc.gov/parks/concessions](http://www.nyc.gov/parks/concessions), or by writing to the City of New York Department of Parks and Recreation, Attention: Revenue Division, The Arsenal, 830 5th Ave., Room 407, New York, NY 10065.

TELECOMMUNICATION DEVICE FOR THE DEAF (TDD)  
212-504-4115

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Parks and Recreation, The Arsenal-Central Park  
830 Fifth Avenue, Room 407, New York, NY 10021.  
Revenue Division (212) 360-1397, [revenue@parks.nyc.gov](mailto:revenue@parks.nyc.gov)

m8-12

## POLICE

### CONTRACT ADMINISTRATION UNIT

#### SOLICITATIONS

#### Services (Other Than Human Services)

**AUTO TRANSMISSIONS REPAIR** – Competitive Sealed Bids – PIN# 056100000696 – DUE 04-20-10 AT 11:00 A.M. – VSID#: 66884.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
Police Department, Contract Administration Unit,  
51 Chambers Street, Room 310, New York, NY 10007.  
Stephanie Gallop (646) 610-5225.

m12

#### AWARDS

#### Services (Other Than Human Services)

**CORRECTION: PRODUCTION AND ADVERTISEMENT SERVICES** – Request for Proposals – PIN# 056090000614 – AMT: \$42,000,000.00 – TO: Bernard Hodes Group Inc., 220 East 42nd Street, 14th Floor, New York, New York 10017. NYPD has entered into a Requirements Contract with Bernard Hodes Group Inc. for the furnishing of all labor and material necessary and required for the provision and implementation of a full-service Recruitment Advertising and Production Services. As a Requirements Contract, no minimum or maximum payment amount is guaranteed. Contract usage will depend on NYPD's needs and funding availability. VSID#: 55965.

m12

## SCHOOL CONSTRUCTION AUTHORITY

### CONTRACT ADMINISTRATION

#### SOLICITATIONS

#### Construction / Construction Services

**BRICK MASONRY/WATER PENETRATION AND WINDOWS** – Competitive Sealed Bids – PIN# SCA10-12919D-1 – DUE 03-29-10 AT 11:30 A.M. – P.S. 182 (Bronx). Project Range: \$3,180,000.00 to \$3,345,000.00. Non-refundable bid document charge: \$100.00, certified check or money order only. Make payable to the New York City School Construction Authority. Bidders must be pre-qualified by the SCA.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
School Construction Authority, Plans Room Window  
Room #1046, 30-30 Thomson Avenue, 1st Floor  
Long Island City, New York 11101.  
Anthony Largie (718) 752-5842.

m10-16

**INTERIOR SPACES** – Competitive Sealed Bids – PIN# SCA10-13225D-1 – DUE 04-01-10 AT 11:00 A.M. – Edward R. Murrow HS (Brooklyn). Project Range: \$2,210,000.00 to \$2,340,000.00.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
School Construction Authority, 30-30 Thomson Avenue  
Long Island City, NY 11101. Kevantae Idlett (718) 472-8360  
[hidlett@nyscsa.org](mailto:hidlett@nyscsa.org)

m12-18

### CONTRACT SERVICES

#### SOLICITATIONS

#### Construction / Construction Services

**PARAPETS** – Competitive Sealed Bids – PIN# SCA10-12728D-1 – DUE 03-29-10 AT 11:30 A.M. – P.S. 121 (Brooklyn). Project Range: \$1,169,000.00 - \$1,220,000.00. Pre-bid Meeting: March 17, 2010 at 10:00 A.M. at 53 01 20th Avenue, Brooklyn, NY 11204. Non-refundable bid document charge: \$100.00, certified check or money order only. Make payable to the New York City School Construction Authority. Bidders must be pre-qualified by the SCA.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
School Construction Authority, 30-30 Thomson Avenue  
Long Island City, NY 11101. Lily Persaud (718) 752-5852  
[lpersaud@nyscsa.org](mailto:lpersaud@nyscsa.org)

m10-16

### PROCUREMENT

#### SOLICITATIONS

#### Construction / Construction Services

**HEATING PLANT UPGRADE/CLIMATE CONTROL** – Competitive Sealed Bids – PIN# SCA10-12297D-2 – DUE 03-31-10 AT 11:00 A.M. – PS 121 (Queens). Project Range: \$3,324,000.00 - \$3,500,000.00. Pre-bid Meeting: 3/11/10 at 10:00 A.M. at 26-10 109th Ave., So. Ozone Park, NY 11420. Meet at the Custodian's office. Bidders are strongly urged to attend. Non-refundable bid document charge: \$100.00, certified check or money order only. Made payable to New York City School Construction Authority. Bidders must be pre-qualified by the SCA.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
School Construction Authority, 30-30 Thomson Avenue  
Long Island City, NY 11101. Iris Vega (718) 472-8292  
[ivega@nyscsa.org](mailto:ivega@nyscsa.org)

m11-17

## TRANSPORTATION

### DIVISION OF FRANCHISES, CONCESSIONS AND CONSENTS

#### AWARDS

#### Services (Other Than Human Services)

**NOTICE OF AWARD FOR FORDHAM PLAZA, BRONX** – Sole Source – AMT: \$153,870.00 – TO: ABC Concessions, 21-79 Steinway Street, Astoria, NY 11105.

Notice of Award to ABC Concessions, Inc. to provide for the operation and maintenance of a Food Court and Outdoor Public Square located on East Fordham Road, 189th Street, Park Avenue and Third Avenue, The Bronx.

DOT's Office of Franchises, Concessions and Consents has awarded a Sole Source Concession Agreement ("Agreement"), pursuant to Section 1-16 of the Concession Rules of the City of New York, to ABC Concessions, Inc., ("ABC"), whose address is 21-79 Steinway Street, Astoria, NY 11105, to provide for the operation and maintenance of a food court and outdoor public square located on East Fordham Road, 189th Street, Park Avenue and Third Avenue in the Borough of the Bronx, NY ("Licensed Area").

The term of the Agreement shall be for a period of one (1) year, commencing upon Notice to Proceed, but in no case shall extend beyond January 31, 2011, with three (3) additional six (6) month renewal terms, to be exercised at the sole discretion of DOT. ABC shall pay as compensation to the City, the annual amount of \$153,870.00 during the initial one year term of the Agreement. Thereafter, should DOT choose to exercise its renewal option(s), monthly compensation to the City shall be in the amount of \$11,025.00 per month for the first two renewal terms and \$11,576.25 per month for the third renewal term.

ABC has been responsible for the operation and maintenance of the Licensed Area since 2000. DOT wants to sustain uninterrupted maintenance and operation of the Licensed Area. DOT has been informed that the New York City Economic Development Corporation plans to redesign the Licensed Area and its surroundings within the next 18 months. As a result, DOT is unable to offer a concession term that is long enough to attract viable bids or proposals from other prospective concessionaires.

m12

# AGENCY RULES

## FIRE

### NOTICE

Notice of Opportunity to Comment on the Proposed Repeal of Existing Fire Department Rules and Promulgation of New Fire Department Rules (Chapters 1, 4, 8, 9, 14, 34 and 48 of Title 3 of the Rules of the City of New York), and Amendments to Fire Department Rules 3 RCNY §§109-02, 113-02, 113-05, 202-01 907-01, 912-01, 4601-01, 4809-01 and 4833-01.

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York by Section 489 of the New York City Charter and Chapter 1 of the New York City Fire Code, codified in Title 29 of the New York City Administrative Code, and in accordance with the requirements of Section 1043 of the New York City Charter, that the New York City Fire Department intends to repeal the rules listed below.

NOTICE IS FURTHER GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York by Section 489 of the New York City Charter and Chapter 1 of the New York City Fire Code, codified in Title 29 of the New York City Administrative Code, and in accordance with the requirements of Section 1043 of the New York City Charter, that the New York City Fire Department intends to promulgate the rules listed below. New material is underlined. Material to be deleted is [bracketed].

A public hearing will be held on Wednesday, April 14, 2010, at 10:30 A.M., in the Auditorium at Fire Department Headquarters at 9 MetroTech Center, Brooklyn, New York. Persons seeking to testify are requested to notify the Counsel to the Department at New York City Fire Department, Bureau of Legal Affairs, 9 Metro Tech Center, 4th Floor, Brooklyn, New York 11201-3857. Persons who request that a sign language interpreter or other form of reasonable accommodation for a disability be provided at the hearing are requested to notify the Counsel of the Department at the foregoing address by March 31, 2010.

Written comments regarding this rule may be sent to the Counsel to the Department on or before April 14, 2010, at the above address. All written comments and summary of oral comments received at the hearing will be available for public inspection within a reasonable time after receipt, between the hours of 9:00 A.M. and 5:00 P.M., at the Office of the Counsel.

The Notice of Opportunity to Comment, Proposed Rule and Statement of Basis and Purpose will be available on the Fire Department Internet Home Page at:

www.nyc.gov/fdny

### INTRODUCTION

This is the fourth and final installment of a series of rulemaking proceedings to repeal and repromulgate all Fire Department rules in effect on June 30, 2008 ("existing rules"). The Fire Department is undertaking to repeal and repromulgate all of its existing rules in connection with the enactment of the new New York City Fire Code, which took effect on July 1, 2008.

The proposed new rules have been renumbered to parallel the new Fire Code sections. For example, §404-02, relating to Office Building Emergency Action Plans, corresponds to Fire Code §404 (FC404), which governs Emergency Action Plans. The proposed rules have also been revised to conform to the terminology of the new Fire Code, and, as necessary, revised to amend or clarify various requirements. Except as otherwise indicated in the statement of basis and purpose for each chapter of the rules, the provisions of these rules are substantially equivalent to the existing rules.

In addition, certain rules are substantively new. Such new rules are addressed in the statement of basis and purpose for each chapter.

This installment of the rules includes Chapter 48, entitled "Pre-Existing Facilities." This chapter does not correspond to any FC chapter but, as explained in R102-01, consolidates requirements for facilities, or parts thereof, and conditions that were lawfully existing on July 1, 2008, the effective date of the Fire Code, and that, pursuant to FC102.3, may be continued in compliance with laws, rules, regulations and permit conditions pre-dating the Fire Code. The latter digits of the rule section number indicate the FC chapter to which the rule corresponds. For example, R4809-01 relates to the design and installation requirements of fire protection systems in pre-existing facilities that do not comply with Fire Code requirements.

As set forth in 3 RCNY §202-01, "FC" refers to the Fire Code and "R" to the rules. *Italicized* words refer to terms defined in the Fire Code or the rules. Where no rules are being promulgated pursuant to a section of the Fire Code, the corresponding section of the rules is marked "reserved."

### Chapter 1 of Title 3 of the Rules of the City of New York

- ADMINISTRATION
- §113-10 Construction Site Fire Safety Manager Training Courses
- §113-11 Construction Site Fire Safety Manager Certificate of Fitness
- §113-12 Building Operation, Maintenance and Recordkeeping Training Courses

### Chapter 4 of Title 3 of the Rules of the City of New York

- EMERGENCY PLANNING AND PREPAREDNESS
- §403-02 Theater Inspections, Maintenance and Recordkeeping
- §404-01 Fire Safety and Evacuation Plans
- §404-02 Office Building Emergency Action Plans
- §404-03 Fire Safety Requirements for Sidewalk Cafes and Similar Public Gathering Places

### Chapter 8 of Title 3 of the Rules of the City of New York

#### INTERIOR FURNISHINGS, DECORATIONS AND SCENERY

- §805-02 Flame-Retardant Scenery

### Chapter 9 of Title 3 of the Rules of the City of New York

- FIRE PROTECTION SYSTEMS
- §901-04 Buildings Temporarily Occupied as Emergency Shelters

### Chapter 14 of Title 3 of the Rules of the City of New York

- FIRE SAFETY DURING CONSTRUCTION, ALTERATION AND DEMOLITION
- §1408-01 Construction Site Fire Safety Manager

### Chapter 34 of Title 3 of the Rules of the City of New York

- FLAMMABLE AND COMBUSTIBLE LIQUIDS
- §3405-02 Storage, Handling and Use of Concentrated Alcohol-Based Hand Rubs

### Chapter 48 of Title 3 of the Rules of the City of New York

- PRE-EXISTING FACILITIES
- §4804-01 Pre-Existing Emergency Planning and Preparedness
- §4809-01 Fire Protection Systems in Pre-Existing Facilities
- §4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities

Section 1. It is hereby proposed to REPEAL the following provisions of Title 3 of the Rules of the City of New York:

- 3 RCNY §6-01, entitled "Fire Drill and Evacuation in Office Buildings and Buildings Classified as Occupancy Group E (Business)"
- 3 RCNY §6-02, entitled "Office Building Emergency Action Plans"
- 3 RCNY §18-01, entitled "Fireworks Displays Fired from Shore Front"
- 3 RCNY §18-02, entitled "Fireworks Displays from Offshore"
- 3 RCNY §18-03, entitled "Exemptions from Classification as Fireworks"
- 3 RCNY §21-07, entitled "Transporting and Dispensing Gasoline to Storage Tanks of Motor Vehicles Imported by Ship to This Country"
- 3 RCNY §31-04, entitled "Theatre Inspection Log Book"
- 3 RCNY §34-02, entitled "Life Safety Requirements for Schools with Physically Handicapped Students"
- 3 RCNY §35-01, entitled "Fire Protection of Sidewalk Cafes"
- 3 RCNY §39-01, entitled "Filing and Approval of a Fire Safety Plan for Buildings Containing Transient Occupants Such as Hotels and Motels"
- 3 RCNY §39-02, entitled "Buildings Temporarily Occupied, in Whole or in Part, as Shelter for the Homeless, Excluding Hotels and Motels"
- 3 RCNY §39-03, entitled "Fire Prevention Requirements for Day Care Service Occupancies"
- 3 RCNY §41-01, entitled "Installation of Watchman's Time Detector Systems and Watchman Service"

Section 2. It is hereby proposed to amend Chapter 1 of Title 3 of the Rules of the City of New York by amending subdivision (b) of §109-02, subdivision (c) of §§ 113-02, 113-03 and 113-05, and adding three new sections, §§ 113-10, 113-11 and 113-12, to read as follows:

#### CHAPTER 1 ADMINISTRATION

- \* \* \*
- §113-10 Construction Site Fire Safety Manager Training Courses
- §113-11 Construction Site Fire Safety Manager Certificate of Fitness
- §113-12 Building Operation, Maintenance and Recordkeeping Training Courses
- \* \* \*

#### § 109-02 Consolidation of Administrative Code Provisions For Enforcement Purposes

- (b) Violation Categories. The following violation categories are established for the aforementioned enforcement purposes:

#### Violation Category 12: Fire Protection Systems

Failure to provide and/or maintain *fire protection systems*, including *sprinkler systems* and other *fire extinguishing systems*, *standpipe systems*, fire pumps, *fire alarm systems*, and/or other devices, and equipment associated with *fire protection systems*, or to prevent *unnecessary alarms* and *unwarranted alarms*, in violation of FC 901.6; 901.7; 903.5; 903.6; 904.5; 904.6; 904.7; 904.8; 904.9; 904.10; 904.12; 905.12; 907.20; 908.10; 909.1; 909.2; 910.5; 912.6; 913.5; 914.2; and 3406.4; Administrative Code section 28-103.1; and/or such other Fire Code, Administrative Code, or rule sections as provide therefor.

#### § 113-02 Fire Safety Director Certificates of Fitness

- (c) Qualifications. In addition to the qualifications set forth in FC113, applicants for fire safety director *certificates of fitness* shall possess and demonstrate to the satisfaction of the *Department* the following qualifications:

- (7) At time of renewal of such certificate during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping. Such course shall be conducted by an educator or educational institution or program accredited by the Department pursuant to R113-04 and R113-12.
- \* \* \*

#### § 113-03 Fire Safety/EAP Director Certificates of Fitness

- (c) Qualifications. In addition to the qualifications set forth in FC113, applicants for fire safety/EAP director *certificates of fitness* shall possess and demonstrate to the satisfaction of the *Department* the following qualifications:

- \* \* \*
- (4) At time of renewal of such certificate during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping. Such course shall be conducted by an educator or educational institution or program accredited by the Department pursuant to R113-04 and R113-12.
- \* \* \*

#### § 113-05 Fire Safety Director Training Courses

- (c) Required Hours and Topics of Instruction
- (2) Training courses shall provide instruction in the following topics:

- \* \* \*
- (G) Building operation, maintenance and recordkeeping. Building Code, Fire Code and rule requirements for building operation, maintenance and recordkeeping, as set forth in R113-12(c)(2).
- \* \* \*

#### § 113-10 Construction Site Fire Safety Manager Training Courses

- (a) Scope. This section sets forth the minimum hours of classroom instruction and topics required for Department accreditation of training courses for certificates of fitness for construction site fire safety manager.

#### (b) General Provisions

- (1) General accreditation requirements. Construction site fire safety manager training courses shall comply with the general training school accreditation procedures, standards and requirements set forth in R113-04.
- (2) Instructor qualifications. Instruction in construction site fire safety manager training courses shall be conducted by persons with fire code, fire prevention/suppression, construction, engineering or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.

#### (c) Required Hours and Topics of Instruction

- (1) Training courses shall, at a minimum, provide not less than seven (7) hours of instruction.
- (2) Training courses shall provide instruction in the following topics, and such other topics as the Department may from time to time designate by written notice to accredited training course providers:

- (A) Introduction to the Fire Code and Fire Department Rules, including their organization and terminology.
- (B) Fire Code construction site provisions (FC Chapter 14 and 3 RCNY Chapter 14).
- (C) All construction site fire safety requirements, as set forth in 3 RCNY 140101(c).

#### (d) Course Administration and Completion

- (1) Students must attend all training classes to be eligible to take the training course's final examination.
- (2) Students shall be allowed two (2) opportunities to pass the final examination. Students who fail the final examination on the second attempt shall be required to reattend the course in its entirety.

#### § 113-11 Construction Site Fire Safety Manager Certificates of Fitness

- (a) Scope. This section sets forth standards, requirements and procedures for issuance of a certificate of fitness to perform the duties of a construction site fire safety manager.

- (b) General Provisions. Applicants for construction site fire safety manager certificates of fitness shall meet the minimum qualifications and comply with the general requirements for a certificate of fitness set forth in FC113 and R113-01.
- (c) Qualifications. In addition to the qualifications set forth in FC113 (including receipt of a passing grade on the Department's written examination), applicants for construction site fire safety manager certificate of fitness shall possess and demonstrate to the satisfaction of the Department the physical ability to perform the duties of the position and the following qualifications:
  - (1) Certification or experience. Applicants shall hold or possess:
    - (A) A site safety manager or site safety coordinator certificate issued by the Department of Buildings pursuant to BC3310.5 and Department of Buildings rule 1 RCNY 10408; or
    - (B) At least four (4) years of full-time experience within the past eight (8) years prior to the date of the application:
      - (1) working for a governmental agency or a construction, design or consulting firm;
      - (2) at construction sites upon which "major buildings" (as that term is defined in BC3310.2) are being constructed; and
      - (3) with responsibility for construction site safety and/or supervision of construction; or
    - (C) At least eight (8) years of full-time experience within the past 12 years prior to the date of the application working for a governmental agency with responsibility for conducting and/or supervising fire code or fire safety inspections or enforcement; or
    - (D) At least ten (10) years of full-time experience within the past 15 years prior to the date of the application working as a firefighter or fire officer in a paid fire department.
  - (2) Training Course. Applicants shall successfully complete a construction site fire safety manager training course conducted by an educator or educational institution or program accredited by the Department pursuant to R113-04 and 113-10.
- (d) Application Procedures. Application for a construction site fire safety manager certificate of fitness shall be made in accordance with R113-01.

**§ 113-12 Building Operation, Maintenance and Recordkeeping Training Courses**

- (a) Scope. This section sets forth the minimum hours of classroom instruction and topics required for Department accreditation of training courses for building operations, maintenance and recordkeeping.
- (b) General Provisions
  - (1) General accreditation requirements. Building operation, maintenance and recordkeeping training courses shall comply with the general training school accreditation procedures, standards and requirements set forth in R113-04.
  - (2) Instructor qualifications. Instruction in building operation, maintenance and recordkeeping training courses shall be conducted by persons with fire code, fire prevention, fire suppression, or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.
- (c) Required Hours and Topics of Instruction
  - (1) Training courses shall, at a minimum, provide not less than seven (7) hours of instruction.
  - (2) Training courses shall provide instruction in the following Fire Code, Building Code, and rule requirements associated with building operations and maintenance;
    - (A) permits and certificates of fitness
    - (B) emergency planning and preparedness
    - (C) emergency power systems, including NFPA 110 and 111
    - (D) elevator in readiness
    - (E) refrigerating systems
    - (F) flame-resistant decorations
    - (G) fire alarm systems, including

- NFPA 72
- (H) sprinkler systems, including NFPA 25
- (I) standpipe systems, including NFPA 25
- (J) out-of-service sprinkler, standpipe and fire alarm systems, including impairment coordinator, fire guard and notification requirements
- (K) portable fire extinguishers
- (L) commercial cooking systems
- (M) smoke control systems
- (N) non-water fire extinguishing systems
- (O) means of egress, including Building Code required exit and elevator signage, and photoluminescent pathway markings
- (P) hot work operations
- (Q) painting of sprinkler and standpipe system piping and valve handles in both new and existing buildings, as set forth in BC903.6 and 905.11.

(d) Course Administration and Completion

- (1) Students must attend all seven (7) hours of training to be eligible to take the training course's final examination.
- (2) Students shall be allowed two (2) opportunities to pass the final examination. Students who fail the final examination on the second attempt shall be required to reattend the course in its entirety.

**STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 1 (ADMINISTRATION):**

This chapter is proposed to be amended to establish requirements for the construction site fire safety managers required by FC1408, and for a continuing education course for fire safety directors and fire safety/EAP directors. The chapter also amends the provisions of R109-02 relating to the prevention of unnecessary and unwarranted alarms.

The construction site fire safety director requirements are set forth in two new rules, §§113-10 and 113-11. Section 113-10 sets forth proposed standards for Fire Department accreditation of the training courses that fire safety manager certificate of fitness applicants will be required to attend to familiarize them with the Fire Code, Fire Department rules and other fire safety requirements applicable to construction sites.

Section 113-11 sets forth the proposed requirement that construction site fire safety managers obtain a Fire Department certificate of fitness, and the qualifications that applicants for such certificate must possess.

Sections 113-02 and 113-03 are proposed to be amended to require that fire safety directors and fire safety/EAP directors attend a continuing education course that addresses the issues of building operation, maintenance and recordkeeping. Such continuing education course will be in effect for one certificate renewal cycle, from October 1, 2010, through September 30, 2014. The required curriculum for such course is set forth in proposed new rule 113-12.

The Fire Department proposes to require such a continuing education course to ensure that building fire safety personnel are familiar with the new, comprehensive building operation, maintenance requirements of the Fire Code.

With respect to future applicants for the fire safety director and fire safety/EAP certificate of fitness, the Fire Department proposes to amend Section 113-05, which sets forth the required curriculum for fire safety director training courses, to include building operation, maintenance requirements as part of the regular course curriculum. Accordingly, newly-licensed fire safety and fire safety/EAP directors will receive this training as part of the fire safety director training course, and will not be required to attend the continuing education course required by Sections 113-02 and 113-03.

Section 109-02 is proposed to be amended to clarify that the failure to prevent unnecessary and unwarranted alarms pursuant to FC907.20.6 and R907-01(c), will be enforced as a Violation Category 12 violation. This is not a substantive change inasmuch as FC907.20 had already been consolidated as part of this violation category.

Section 3. It is hereby proposed to amend Chapter 2 of Title 3 of the Rules of the City of New York by amending subdivision (c) of §202-01, to add, in alphabetical order, the following definition:

**§202-01 Definitions**

- (c) Definitions

**Concentrated alcohol-based hand rub.** See R3405-02(b).

Section 4. It is hereby proposed to amend Chapter 4 of Title 3 of the Rules of the City of New York by adding four new sections, §§403-02, 404-01, 404-02, and 404-03, to read as follows:

**CHAPTER 4  
EMERGENCY PLANNING AND PREPAREDNESS**

§401-402 Reserved

- §403-01 Fire Safety Precautions at Street Fairs and Similar Outdoor Public Gatherings
- §403-02 Theater Inspections, Maintenance and Recordkeeping
- [§404-407 Reserved]
- §404-01 Fire Safety and Evacuation Plans
- §404-02 Office Building Emergency Action Plans
- §404-03 Fire Safety Requirements for Sidewalk Cafes and Similar Public Gathering Places
- §405-407 Reserved
- §408-01 Residential Buildings With Non-Sequential or Non-Standard Floor Numbering
- §408-02 Residential Fire Safety Guides and Notices
- § 403-02 Theater Inspections, Maintenance and Recordkeeping**
  - (a) Scope. This section sets forth maintenance requirements for performing arts and motion picture theaters, including fire safety inspection and recordkeeping requirements. The requirements of this section shall be in addition to any applicable periodic inspection, testing or other maintenance requirements of the Fire Code or the rules.
  - (b) General Provisions
    - (1) Regular inspections required. Every performing arts and motion picture theater, including concert halls and television and radio studios admitting an audience, shall be periodically inspected for fire safety in compliance with the requirements of this section.
    - (2) Audience announcements
      - (A) Location of exits. When required by FC403.4, announcements informing the audience of the location of exits shall be made in compliance with the requirements of that section.
      - (B) Emergencies. A member of the FSP staff of a performing arts theater shall be designated to make announcements during the performance or other event in case of a fire or other emergency, to inform the audience of the nature of the emergency and prevent panic.
    - (3) Fire emergency reporting signage. Signage shall be provided in compliance with the requirements of FC408.14.
  - (c) Fire Safety Inspection Requirements
    - (1) Daily inspections. A fire safety inspection shall be conducted in a performing arts or motion picture theater on any day on which the theater is to be used and occupied for a performance or other audience event. Such inspections shall verify compliance with the following requirements:
      - (A) Means of egress, including exit access, exits and exit discharges, shall be inspected daily to ensure that they are unobstructed, that there are no impediments to their immediate use and that door hardware and other devices and components are in good working order.
      - (B) Automatic fire doors shall be inspected to ensure that there are no obstructions to their closing, or otherwise rendered inoperable.
      - (C) Standpipe and sprinkler systems, including fire pumps and water storage tanks, shall be inspected to ensure they are in good working order.
      - (D) Portable fire extinguishers shall be inspected to ensure that they are readily available for use as required by FC906.
      - (E) If special effects are to be used during the performance, all of the conditions of the permit, including, where applicable, a fire watch and/or additional portable fire extinguishers, are in place.
      - (F) Manual fire alarm boxes located on the stage of performing arts theaters shall be tested by activating the alarm. Prior notification shall be made to the central station monitoring the fire alarm system.
      - (G) The means by which skylights and other stage smoke vents may be manually activated are fully operational and/or readily available.
      - (H) All areas of the theater, including the backstage, under the stage, and outdoor areas near the fresh air intakes for the building's ventilation system, shall be inspected to ensure that there is no accumulation of rubbish or other combustible waste that, if ignited, could cause a fire or smoke condition.
    - (2) Performance inspections. Fire safety

inspections shall be conducted during each performance or other audience event. Such inspection shall verify compliance with the following requirements:

- (A) The prohibition against smoking in the theater.
- (B) Aisles and passageways are unobstructed and standee areas are maintained in accordance with FC403.3.
- (C) All proscenium wall doors in a performing art theater are kept closed.
- (D) At the conclusion of the performance or audience event in a performing arts theater, the flame-resistant stage curtain and stage trap doors are closed, and stage elevators are returned to the stage floor level.

(3) Regular inspections. Theaters shall be operated and maintained in accordance with Fire Code requirements, including conducting the periodic inspection and testing of fire protection systems required by FC901.6 and FC311.2.2. Out-of-service fire alarm, sprinkler or standpipe systems shall be reported immediately to the Department.

(d) Recordkeeping Requirements

(1) Logbook required. Every performing arts and motion picture theater shall provide and maintain at an approved location a logbook in compliance with the requirements of this section, for the purposes of documenting compliance with the fire safety inspections required by this section and the FSP staff training required by FC406.

(2) Format. The logbook shall be a bound journal with consecutively numbered pages, unless the Department has authorized or approved an alternative form of electronic recordkeeping. The front cover shall be marked: "Theater Inspection Logbook" and the name of the theater. A copy of this section shall be affixed to the inside front cover of the logbook.

(3) Entries. Entries shall be made in the logbook as follows:

(A) Inspections. An entry including the following information shall be made to document each inspection conducted in compliance with the requirements of R403-01(c) or other provision of the Fire Code or rules:

- (1) the name and signature of person who conducted the inspection;
- (2) the date and time of the inspection;
- (3) the results of inspection, including any deficiencies found and any corrective action taken; and
- (4) the name of person designated to make emergency announcements pursuant to R403-01(b)(2)(B).

(B) Fire safety plan and FSP staff training. Entries relating to the fire safety and evacuation plan and FSP staff training shall be made in compliance with the requirements of R404-01(s).

(4) Retention. Pursuant to FC107.7, the logbook shall be kept at the premises for a period of at least three (3) years, and shall be made available for inspection by any Department representative.

**§404-01 Fire Safety and Evacuation Plans**

(a) Scope. This section sets forth standards, requirements and procedures for the preparation, content, submission, acceptance and amendment of fire safety and evacuation plans; designation, qualifications and training of FSP staff, and their duties and responsibilities; education of building occupants, including the conduct of drills; recordkeeping; obligations of building occupants and employers of building occupants; and provision of assistance to building occupants with special needs.

(b) Definitions. The following terms shall, for purposes of this section and R404-02, have the meanings shown herein:

**Assembly area.** A designated outdoor area to which building occupants are directed to report upon implementation of a partial evacuation or evacuation in accordance with a fire safety and evacuation plan or an emergency action plan.

**Building occupants.** All persons in the building, including employees, building personnel and

visitors.

**Deputy fire safety/EAP director.** One (1) or more employees designated by the owner as qualified and trained to perform the duties of such position in accordance with the requirements of this section and R404-02, and who possesses the requisite qualifications and training, as set forth in R113-03.

**Evacuation.** The emptying of a building of all building occupants in response to a fire or an emergency.

**Fire safety/EAP director.** The employee designated by the owner to perform duties of such position in accordance with the requirements of this section and R404-02, and who possesses the requisite qualifications and training, as set forth in R113-03.

**In-building relocation.** The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to a fire or an emergency.

**In-building relocation area.** A designated indoor area to which building occupants may be relocated in accordance with a fire safety and evacuation plan or an emergency action plan.

**Owner.** The fee owner or lessee of the building, or other person or entity having charge thereof.

**Partial evacuation.** The emptying of a building of some but not all building occupants in response to a fire or an emergency.

**Shelter in place.** The precaution of directing building occupants to remain inside the building, at their present location, in response to a fire or an emergency.

(c) General Requirements

(1) Applicability. This section applies to the buildings and occupancies set forth in FC404.2.1.

(2) Owner obligations

(A) Preparation of fire safety and evacuation plan. An owner shall cause a fire safety and evacuation plan to be prepared for each occupancy or building, submitted for Department review and acceptance (when required by the Fire Code and rules), and periodically reviewed and amended, in compliance with the requirements of this section. The fire safety and evacuation plan shall be in the form set forth in Appendices A, B, C and D to this section, as applicable.

(1) Floor plans. Each fire safety and evacuation plan shall include floor plans for the building or occupancy. The floor plans shall be submitted to the Department and maintained at the premises in accordance with R404-01(c)(2)(D) and (d)(7).

(2) Building information card. When required by this section, a building information card, in the format set forth in R404-01 Appendix B, shall be maintained at the fire command center, to serve as a ready reference for firefighting and other emergency response personnel. The building information card shall be 11" x 17" in size, double-sided and laminated, and contain a color-coded plot plan and elevation of the building, and detailed building information.

(3) Floor postings. When required by this section, signs identifying FSP staff shall be conspicuously posted on each floor, and maintained at an approved location on the premises, where they shall be made available for inspection by Department representatives. Such signs shall conform to the format set forth in R404-01 Appendix C.

(4) Building profile. When required by this section, a building profile, in the format set forth in R404-01 Appendix D, shall be prepared and

submitted to the Department to serve as a ready reference for Department oversight of emergency preparedness and for use in connection with Department fire safety inspections.

(B) Designation of FSP staff. Pursuant to FC401.6, an owner shall designate in the fire safety and evacuation plan FSP staff responsible for the implementation of such plan, with the authority, duties and responsibilities set forth therein.

(C) Cooperation of building occupants. When the owner becomes aware that a building occupant is neglecting or failing to cooperate with his or her duties, responsibilities or obligations to comply with the provisions of this section or the fire safety and evacuation plan, the owner shall notify the employer of such individual. If the employer fails to timely correct the condition the owner shall notify the Department.

(D) Plan submission, acceptance and/or maintenance on premises. When required by FC404.6 or this section, an owner shall cause a fire safety and evacuation plan to be submitted to, and acceptance obtained from, the Department, in compliance with the requirements of FC404.6. A paper copy of the fire safety and evacuation plan for the premises, including floor plans, shall be maintained on the premises, at an approved location, and shall be made available for inspection by any Department representative. Where a building is provided with a fire command center, the fire safety and evacuation plan shall be maintained at that location.

(E) Fire drills. An owner shall cause fire drills to be conducted in accordance with FC405, if required by FC405.2. FSP drills shall be in the form of live instruction except as otherwise authorized by this section.

(F) FSP staff training. An owner shall cause FSP staff to be trained in accordance with FC406 and this section. FSP staff training shall be in the form of live instruction except as otherwise authorized by this section.

(G) Recordkeeping. An owner shall cause records to be maintained in accordance with FC405.5 and FC406.2.

(H) Fire emergency reporting signage. Signage shall be provided in the lobby or entrance hall of each building in compliance with the requirements of FC408.14.

(3) Obligations of building occupants and employers. All building occupants and employers of building occupants shall comply with the directions of the FSP staff upon implementation of the fire safety and evacuation plan, and otherwise fulfill their obligations in accordance with FC405.2 and R404-01(t).

(4) Authority to implement the fire safety and evacuation plan

(A) The fire safety and evacuation plan shall be immediately implemented and building occupants directed to shelter in place, relocate within the building, partially evacuate or evacuate, whenever such action is deemed necessary to ensure the safety of building occupants.

(B) The ability of the fire safety director or other FSP staff designated to implement the fire safety and evacuation plan shall not be subordinated to the authority of any other person or impaired by any notification procedure established by the owner. The fire safety director, or other FSP staff designated to perform such duty, shall determine the safest and most efficient course of action consistent with the fire safety and evacuation plan, depending on the nature of the fire or fire related emergency.

(C) The authority of the fire safety director to implement the fire

*safety and evacuation plan, as set forth in FC Chapter 4, this section and in the plan itself, shall be assumed by a deputy fire safety director in the absence of the fire safety director, or, if no fire safety director or deputy fire safety director is required to be on duty, by a fire safety building evacuation supervisor. In buildings and occupancies not requiring a fire safety director, the owner shall designate one (1) or more FSP staff members responsible for initiating implementation of the fire safety and evacuation plan and one (1) or more alternate FSP staff members to perform such function in the absence of the primary designees.*

(5) *Compliance with orders of lawful authorities. The owner, fire safety director and all other FSP staff and building occupants shall comply with the orders of the Department or other incident commander or emergency response personnel should such incident commander or emergency response personnel be present at the building.*

(6) *Official notifications of fires and implementation of fire safety and evacuation plan.*

(A) *In accordance with FC401.3, any fire shall be immediately reported to 911.*

(B) *The fire safety director, or other FSP staff designated to perform such duty, shall immediately report to 911 a determination to implement the fire safety and evacuation plan.*

(C) *The fire safety director, or other FSP staff designated to perform such duty, shall immediately notify pre-determined representatives of other occupancies in a building of combustible construction.*

(7) *Communications with building occupants*

(A) *The fire safety director, or other FSP staff designated to perform such duty, shall be responsible for communicating information and directions to building occupants whenever the fire safety and evacuation plan is implemented, including during any fire drill.*

(B) *Implementation of the fire safety and evacuation plan or the conduct of a FSP drill shall be communicated to the appropriate building occupants by the sounding of an alarm or alert tone followed by an announcement. The announcement shall include the following information:*

(1) *whether the announcement is being made in connection with a fire condition or a FSP drill, and, if in connection with a fire condition:*

(a) *where the fire condition exists; and*

(b) *which floors or other parts of the building are affected and what action is to be taken in response to the fire condition.*

*The announcement shall be repeated or updated on a frequent basis, to inform and reassure building occupants.*

(d) *Content of Fire Safety and Evacuation Plans. Each fire safety and evacuation plan prepared pursuant to this section shall include all of the information set forth in FC404.3.1 and the following information:*

(1) *Types of Responses to Fire Condition*

(A) *The fire safety and evacuation plan shall set forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation and/or evacuation of building occupants in response to a fire condition.*

(B) *The fire safety and evacuation plan shall address how such measures will be implemented during regular business hours, and at times other than regular*

*business hours, when FSP staff may be absent from the building.*

(2) *Designation of FSP Staff. The fire safety and evacuation plan shall designate FSP staff, as set forth in FC401.6 and this section.*

(3) *Designation of fire command center. Where a building is provided with a fire command center, the fire safety and evacuation plan shall designate such fire command center as the location from which the fire safety director or other FSP staff shall coordinate implementation of the fire safety and evacuation plan or conduct a FSP drill.*

(4) *Use of elevators. The fire safety and evacuation plan shall prohibit the use of elevators to implement the fire safety and evacuation plan, except in buildings where a fire safety director or deputy fire safety director is on duty, and under the following circumstances:*

(A) *Where such use is conducted or authorized by firefighting personnel.*

(B) *Where such use is made necessary by fire, heat or smoke conditions in stairwells, preventing or hindering the evacuation, partial evacuation or in-building relocation of building occupants, and the fire safety director determines that the elevators can be safely used, subject to the following provisions:*

(1) *Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.*

(2) *Only elevators provided with two-way voice communication to the fire command center in accordance with Building Code requirements may be used for these purposes.*

(3) *Movement of elevators shall be controlled either by operation in manual mode by an FSP staff member or at the elevator control panel in the lobby, under the direct supervision of the fire safety director.*

(5) *Maintenance program. The fire safety and evacuation plan shall indicate the certificate of fitness holder or other building personnel (by job title) responsible for inspecting, testing and otherwise overseeing the maintenance of the building's fire protection systems and the other equipment and operations affecting building fire safety, as set forth in the appendices to this section.*

(6) *Assistance to building occupants with special needs*

(A) *The fire safety and evacuation plan shall establish procedures for identifying in advance building occupants who require assistance to participate in the fire safety and evacuation plan because of an infirmity, disability or other special need, and procedures for providing such assistance. Assistance that may be required may include implementing procedures or modifying equipment to ensure receipt of announcements, designating areas for assistance, and designating persons to provide assistance.*

(B) *The owner shall make the procedure for requesting such assistance known to all building occupants and employers of building occupants.*

(C) *A list of the building occupants who have requested such assistance, and their regular work location (or other location where they may be found), shall be maintained at the fire command center or other location required by R404-01(c)(2)(D), and made available to Department representatives or emergency response personnel, upon request.*

(D) *The FSP staff shall periodically review the list of such building*

*occupants on the floors or other areas of the building in which they perform their duties, so as to familiarize themselves with the building occupants requiring assistance to participate in the fire safety and evacuation plan.*

(7) *Floor plans*

(A) *Format and content. The fire safety and evacuation plan shall include, for each floor of the building (including any floors below grade), a current floor plan bearing the signature and seal of a registered design professional, containing the information required by FC404.3.1(4), marked to reflect exit routes, in-building relocation areas, and other information contained in the fire safety and evacuation plan amenable to graphic representation.*

(B) *Incorporation of emergency action plan information. For office buildings, the floor plans required by this section shall incorporate the additional items of information required by R404-02(d)(7) for office building emergency action plans.*

(C) *Sprinkler and standpipe system riser diagram. The information required by FC404.3.1(4.12) with respect to the sprinkler system, standpipe system and fire department connections shall be set forth on a separate riser diagram, which shall include the following information and depict its location:*

(1) *Water supply*

(a) *City water main supply, including diameter of service pipe.*

(b) *Fire department connections.*

(c) *Gravity tanks and pressure tanks, indicating the total capacity and quantities available for fire reserve.*

(d) *Fire pumps, including gpm capacity and whether automatic or manual*

(e) *Booster pumps (special service pumps), including gpm capacity*

(2) *Piping and piping components*

(a) *Risers, including diameters*

(b) *Riser cross connections*

(c) *Check valves and control valves*

(d) *Dry pipe and pre-action valves*

(e) *Riser section valves*

(f) *Sprinkler system floor control valves*

(g) *Pressure-reducing valves*

(h) *Fire hose racks.*

(i) *Roof manifolds*

(e) *Specific Requirements – Assembly Occupancies*

*Reserved*

(f) *Specific Requirements – Atriums, Covered Malls and Mercantile*

Reserved

(g) Specific Requirements – Dormitories

Reserved

(h) Specific Requirements – Educational Facilities

Reserved

(i) Specific Requirements – Emergency Shelters

(1) Fire Safety and Evacuation Plan.

Reserved

(2) FSP Staff

(A) Fire safety coordinator

(1) Qualifications. The fire safety coordinator shall satisfactorily complete an *approved* course for fire safety coordinator, hold a fire safety coordinator *certificate of fitness* and possess the qualifications set forth in FC113 and R113-01.

(2) Duties and responsibilities. The fire safety coordinator shall perform the duties and have the responsibilities set forth in FC401.6.8.2.

(B) Deputy fire safety coordinator

(1) Qualifications. The deputy fire safety coordinator shall satisfactorily complete an *approved* course for fire safety coordinator, hold a fire safety coordinator *certificate of fitness* and possess the qualifications set forth in FC113 and R113-01.

(2) Duties and responsibilities. The deputy fire safety coordinator shall perform the duties and have the responsibilities set forth in FC401.6.8.2.

(j) Specific Requirements – High-Hazard Occupancies

Reserved

(k) Specific Requirements – Hotel/Motel Occupancies. Hotel/Motel occupancies shall additionally comply with the following requirements:

(1) Fire safety and evacuation plan. Except as otherwise provided in R404-01(g) and (m), a *fire safety and evacuation plan*, that conforms to the format for such plans annexed to this section as Appendix A-1 shall be prepared for each hotel, motel or other Group R-1 occupancy. The *fire safety and evacuation plan* shall include the following appendices:

(A) a building information card conforming to the format annexed to this section as Appendix B-1, which shall be maintained at the *fire command center* and made available to any *Department* representative or emergency response personnel upon request; and

(B) a building profile conforming to the format annexed to this section as Appendix D.

(2) FSP Staff

(A) FSP Staff required. The *owner* of a hotel or motel (*Occupancy Group R-1*) building or occupancy shall designate a fire safety director, deputy fire safety directors and a fire brigade. Such staff shall perform the duties and responsibilities set forth in this section.

(B) Fire safety director

(1) Qualifications. The fire safety director shall hold a fire safety director *certificate of fitness* and possess the qualifications set forth in FC113 and R113-03.

(2) Duties and responsibilities. The fire safety director shall:

(a) have the duties and responsibilities as set forth in FC401.6.5;

(b) supervise

and train the deputy fire safety directors, and other *FSP staff* pursuant to FC406.2, including conducting initial and periodic refresher training to maintain the state of readiness of such staff;

(c) select qualified building personnel for the fire safety brigade, organize, train and supervise the fire safety brigade, and be responsible for the state of readiness of the fire safety brigade;

(d) immediately report to 911 any fire and any determination to implement the *fire safety and evacuation plan*;

(e) in the event of a fire in or affecting the building, report to the *fire command center* or designated alternative location, and, if appropriate, implement the *fire safety and evacuation plan* in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the situation and the building response thereto;

(f) in the event of a fire in or affecting the building, be responsible for communicating all information and directions to *building occupants* necessary to implement the *fire safety and evacuation plan*; and

(g) notify the *owner* of any *building occupant* that neglects or fails to cooperate with *fire safety and evacuation plan* duties, responsibilities or obligations required by this section.

(C) Deputy fire safety director

(1) Qualifications. The deputy fire safety

director shall hold a fire safety director *certificate of fitness* and possess the qualifications set forth in FC113 and R113-03.

(2) Duties and responsibilities. The deputy fire safety director shall:

(a) in the absence of the fire safety director, perform the duties of the fire safety director, as circumstances warrant, except that the fire safety director shall personally supervise all *FSP staff* training; and

(b) in the presence of the fire safety director, assist the fire safety director in carrying out the requirements of the *fire safety and evacuation plan* and this section, as circumstances warrant.

(D) Fire safety brigade

(1) Qualifications. All fire safety brigade members shall receive training in the *fire safety and evacuation plan* from the fire safety director in accordance with FC406.2.

(2) Duties and responsibilities. Members of the fire safety brigade shall:

(a) perform their designated assignments, as set forth in the *fire safety and evacuation plan* or as directed by the fire safety director; and

(b) in the event of a fire, immediately report to the designated locations, as set forth in the *fire safety and evacuation plan* or directed by the fire safety director, to be ready to undertake their designated assignments.

(3) FSP staff training. The *FSP staff* training required by FC406 shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Training may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the *FSP staff* members' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (1/2) of the required *FSP staff* training sessions.

(l) Specific Requirements – Hospitals and Other Health Care Facilities

Reserved

(m) Specific Requirements – Lodging Houses

Reserved

(n) Specific Requirements – Office Buildings. Office building occupancies, except those provided with an

approved central station-monitored interior fire alarm system as set forth in R404-01(o), shall additionally comply with the following requirements:

- (1) Fire safety and evacuation plan. A fire safety and evacuation plan shall be prepared for each office building that conforms to the format for such plans annexed to this section as Appendix A-2, which sets forth a combined format for office building fire safety and evacuation plans and emergency action plans. Such combined format shall also be used on or after January 1, 2011 when submitting for Department acceptance any amendment to an existing fire safety and evacuation plan or emergency action plan, other than FSP staff or EAP staff changes. The combined fire safety and evacuation/emergency action plan shall include the following appendices:
- (A) a building information card conforming to the format annexed to this section as Appendix B-2 which shall be maintained at the fire command center and made available to any Department representative or emergency response personnel upon request; and
- (B) a building profile conforming to the format annexed to this section as Appendix D.
- (2) FSP staff
- (A) FSP staff required. The owner of a Occupancy Group B office building shall designate the following FSP staff, which shall have the following duties and responsibilities:
- (1) a fire safety/EAP director and a sufficient number of deputy fire safety/EAP directors to ensure that a deputy fire safety/EAP director is present to perform the duties of the fire safety/EAP director at all times that a fire safety/EAP director is required to be on duty, but is absent;
- (2) at least one (1) person as a fire safety building evacuation supervisor, and qualified to serve in such position, shall be present and on duty in the building at all times when a fire safety/EAP director is not required to be on duty, but there are occupants in the building. The fire safety building evacuation supervisor at such times shall exercise the authority and responsibility of the fire safety/EAP director to implement the fire safety and evacuation plan;
- (3) at least one (1) fire safety warden for each floor of the building. Fire safety wardens shall be on duty on each floor during regular business hours for such floor;
- (4) at least one (1) deputy fire safety warden for each employer of building occupants on a floor. If the floor area occupied by an employer of building occupants on a single floor exceeds 7,500 square feet, a deputy fire safety warden shall be designated for each 7,500 square feet or portion thereof. At least the minimum required number of deputy fire safety wardens, with the training required for the position, shall be on duty on each floor during the regular business hours of such employer;
- (5) at least one (1) male and one (1) female fire safety searcher for each employer of building occupants on a floor. Such fire safety searchers shall be on duty on each floor during the regular business hours of such employer; and
- (6) the members of a fire safety brigade. The fire safety brigade shall consist of building personnel, office employees or other building occupants designated to assist in the implementation of the fire safety and evacuation plan, including persons assigned to assist building occupants that require assistance to participate in the plan. Fire safety brigade members shall be on duty during regular business hours. The fire safety/EAP director and deputy fire safety/EAP directors shall not be designated as fire safety brigade members.
- (B) Fire safety director
- (1) Qualifications. The fire safety/EAP director shall hold a fire safety/EAP director certificate of fitness and possess the qualifications set forth in R113-03.
- (2) Duties and responsibilities. The fire safety/EAP director shall:
- (a) be present and on duty in the building during regular business hours;
- (b) be fully familiar with the provisions of the fire safety and evacuation plan;
- (c) supervise and train the deputy fire safety/EAP directors, fire safety building evacuation supervisors, fire safety wardens, deputy fire safety wardens, fire safety searchers, fire safety brigade members and other FSP staff pursuant to FC406.2 and this section, including conducting initial and periodic refresher training to maintain the state of readiness of such staff;
- (d) be responsible for a daily check of the availability of fire safety wardens and deputy fire safety wardens, and make such notifications or temporary assignments as are necessary to ensure adequate fire safety staffing;
- (e) select qualified building personnel for the fire safety brigade, and organize,
- train and supervise the fire safety brigade, and be responsible for the state of readiness of the fire safety brigade;
- (f) immediately report to 911 any fire and any determination to implement the fire safety and evacuation plan;
- (g) in the event of a fire in or affecting the building, report to the fire command center or designated alternative location, and, if appropriate, implement the fire safety and evacuation plan in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the situation and the building response thereto;
- (h) in the event of a fire in or affecting the building, be responsible for communicating all information and directions to building occupants to implement the fire safety and evacuation plan;
- (i) conduct the fire drills;
- (j) ensure that the required notices are posted on the floors and that the required recordkeeping is maintained;
- (k) with respect to the implementation of fire safety and evacuation plans and the conduct of fire drills, comply with the requirements of FC Chapter 4 and the rules; and
- (l) notify the owner of any building occupant that neglects or fails to cooperate with fire safety and evacuation plan duties, responsibilities or obligations required by this section.
- (C) Deputy fire safety/EAP director
- (1) Qualifications. The deputy fire safety/EAP

*director shall hold a fire safety/EAP director certificate of fitness and possess the qualifications set forth in R113-03. The deputy fire safety/EAP director shall receive training in the fire safety and evacuation plan from the fire safety/EAP director.*

(2) Duties and responsibilities. The deputy fire safety/EAP director shall:

(a) in the absence of the fire safety/EAP director, perform the duties of the fire safety/EAP director, as circumstances warrant, except that the fire safety/EAP director shall personally supervise all FSP staff training; and

(b) in the presence of the fire safety/EAP director, assist the fire safety/EAP director in carrying out the requirements of the fire safety and evacuation plan and this section, as circumstances warrant.

(D) Fire safety building evacuation supervisor

(1) Qualifications. The fire safety building evacuation supervisor shall receive training in the fire safety and evacuation plan from the fire safety/EAP director as set forth in FC Table 406.2(2).

(2) Duties and responsibilities. The fire safety building evacuation supervisor shall:

(a) in the absence of the fire safety/EAP director and deputy fire safety/EAP director, perform the duties of the fire safety/EAP director, as circumstances warrant; and

(b) in the presence of the fire safety/EAP director, assist the fire safety/EAP director in carrying out the requirements of the fire safety and evacuation plan and this section, as circumstances warrant.

(E) Fire safety wardens

(1) Qualifications. The fire safety warden shall receive training in the fire safety and evacuation plan from the fire safety/EAP director in accordance with FC406.2.

(2) Duties and responsibilities. The fire safety warden shall:

(a) be familiar with the fire safety and evacuation plan, including

*general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas; and the means of communicating with the fire safety/EAP director;*

(b) in the event of a fire on the floor or immediately affecting building occupants on the floor, notify the fire safety/EAP director and building occupants on the floor of the fire and initiate appropriate action;

(c) in the event of a fire not on the floor or not immediately affecting building occupants on the floor, establish communication with the fire safety/EAP director and, if possible, await direction from the fire safety/EAP director;

(d) keep the fire safety/EAP director informed of his or her location and the progress of the implementation of fire safety and evacuation plan measures;

(e) confirm the in-building relocation or evacuation of the floor or portion thereof by directing deputy fire safety wardens and/or other FSP staff designated as fire safety searchers to search all areas of the floor to be relocated in building or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable fire safety and evacuation plan procedures;

(f) determine whether the stairwells are safe to enter before directing building occupants to

*use them, and, if unsafe, notify the fire safety/EAP director;*

(g) instruct building occupants not to use elevators; and

(h) perform such other duties as set forth in the fire safety and evacuation plan, or as directed to do so by the fire safety/EAP director.

(F) Deputy fire safety wardens

(1) Qualifications. The deputy fire safety warden shall receive training in the fire safety and evacuation plan from the fire safety director in accordance with FC406.2.

(2) Duties and responsibilities. The deputy fire safety wardens shall:

(a) in the absence of the fire safety warden, perform the duties of the fire safety warden, as circumstances warrant; and

(b) when the fire safety warden is present, assist the fire safety warden in carrying out the requirements of the fire safety and evacuation plan and this section, by searching all areas of the floor to be relocated in building or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable fire safety and evacuation plan procedures, and by performing such other duties as assigned by the fire safety and evacuation plan or directed by the fire safety warden.

(G) Fire safety brigade members

(1) Qualifications. All fire safety brigade members shall receive training in the fire safety and evacuation plan from the fire safety/EAP director in accordance with FC406.2.

(2) Duties and responsibilities. Members of the fire safety brigade shall:

(a) perform their designated assignments, as set forth in the fire safety and evacuation plan or as directed by the fire safety/EAP director;

(b) in the event of a fire,

- immediately report to the floor below the fire floor to assist in the evacuation and to provide information about the fire back to the fire command center;
- (c) prior to arrival of firefighting personnel, attempt to control the size and limit the spread of the fire, by use of portable fire extinguishers or by closing fire doors or other doors, provided that the size and location of the fire do not pose an immediate danger to the brigade members taking such actions; and
- (d) upon arrival of firefighting personnel, all brigade members, except the brigade member assigned to report to the floor below the fire floor, shall report to the fire command center for further instructions.
- (H) Fire safety searchers
- (1) Qualifications. All fire safety searchers shall receive training in the fire safety and evacuation plan from the fire safety/EAP director. Such training shall be for the same duration and frequency as required for fire brigade members pursuant to FC406.2.
- (2) Duties and responsibilities. Fire safety searchers shall:
- (a) in the absence of the deputy fire safety warden, perform the duties of the deputy fire safety deputy warden; and
- (b) in the presence of the fire safety warden, assist the fire safety warden in carrying out the requirements of the fire safety and evacuation plan and this section, by searching all areas of the floor to be relocated in building or evacuated, notifying any remaining building occupants that they must immediately comply with the applicable fire safety and evacuation plan procedures, and performing
- such other duties as assigned by the fire safety and evacuation plan or directed by the fire safety warden.
- (I) Identification of FSP staff. Upon implementation of the fire safety and evacuation plan and during FSP drills, the fire safety/EAP director and all FSP staff shall identify themselves to building occupants and others by donning a vest, armband or other form of identification indicating their role.
- (3) FSP staff training. The FSP staff training required by FC406 shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Training may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the FSP staff members' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (1/2) of the required FSP staff training sessions per year.
- (4) FSP drills. The FSP drills required by FC406 shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Such instructional drills may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the participants' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (1/2) of the required FSP drills.
- (5) FSP staff floor postings. Notices identifying the FSP Staff shall be conspicuously posted on each floor, and kept at the fire command center, where they shall be made available for inspection by Department representatives. The format of such notices shall be as set forth in R404-01 Appendix C-2.
- (o) Specific Requirements – Other Buildings and Occupancies. The following buildings and occupancies shall additionally comply with the following requirements:
- (1) Office buildings with approved interior fire alarm systems. A fire safety and evacuation plan that conforms to the format for such plans annexed to this section as Appendix A-3 shall be prepared for each office building which has been permitted to have an approved central station-monitored interior fire alarm system in accordance with Department of Buildings Technical Policy and Procedure Notice #1/03 in lieu of installing a mini-Class E fire alarm system that would have otherwise been required pursuant to 1968 Building Code §27-972(h). The fire safety and evacuation plan shall include a building profile conforming to the format annexed to this section as Appendix D. Fire drills required by FC405.2 shall be conducted in such buildings by a certificate of fitness holder for fire drill conductor.
- (p) Department Review and Acceptance. When required by the Fire Code or rule or directed by the Department, fire safety and evacuation plans shall be filed in accordance with the following provisions:
- (1) Filing for Department review. The fire safety and evacuation plan for a building shall be filed by the owner, or with the owner's written approval, with the Bureau of Fire Prevention at Fire Department Headquarters, together with the applicable application form and fee. Unless otherwise specified by the Department, the filing shall consist of one (1) paper copy of the plan (including all applicable appendices), and one (1) compact disk containing the floor plans, in either DWG or DWF format.
- (2) Acceptance. The Department will issue a letter accepting a fire safety and evacuation plan that the Department determines is complete and, in the Department's judgment, satisfactorily sets forth the circumstances and sufficiently details the procedures by which building occupants will be directed to shelter in place, relocate in building, partially evacuate or evacuate the building.
- (3) Notice and correction of deficiencies. The Department will issue a letter of deficiency for a fire safety and evacuation plan that the Department determines is incomplete or deficient in any material respect. Such plan shall be amended and resubmitted to the Department within 30 days after the date of the letter of deficiency, unless the letter of deficiency authorizes a greater period of time. An amended fire safety and evacuation plan filed with the Department after the
- allowed time shall be treated as a new (original) filing.
- (4) Filing of accepted plan. After all deficiencies have been addressed and the applicant notified that the plan has been accepted, three (3) paper copies of the fire safety and evacuation plan (including all applicable appendices), at least one (1) of which shall contain an original owner certification, and two (2) compact disks containing the fire safety and evacuation plan, utilizing standard, commercially-available software acceptable to the Department, and the floor plans, in either DWG or DWF format, shall be filed with the Department.
- (5) Plan review fee. Fire safety and evacuation plans filed for Department review and acceptance shall be accompanied by the plan review fee set forth in FC Appendix A.
- (q) Periodic Review and Amendment
- (1) The owner shall cause the fire safety and evacuation plan to be reviewed at least annually. An entry shall be made in the FSP logbook that such review has been conducted and whether amendment of the plan is required.
- (2) The fire safety and evacuation plan shall be amended to reflect significant changes in building operation or staff responsibilities, or in the design and arrangement or use and occupancy of the building, that affect the fire safety and evacuation plan. Such amendments shall be submitted in a timely manner, but in no event later than the occupancy of the part of the building that has been reconfigured for an existing or new employer of building occupants.
- (3) Changes in the fire safety director or other FSP staff designated in the fire safety and evacuation plan, excluding fire safety wardens and deputy fire safety wardens, shall be reported to the Department by filing a change in FSP staff amendment on not less than a semi-annual basis, using the forms set forth in the appendices to this section.
- (r) Time for implementation. Within 30 days from the date of Department acceptance of the fire safety and evacuation plan, an owner shall have in place trained FSP staff and otherwise be capable of implementing the fire safety and evacuation plan at the premises and otherwise complying with the requirements of this section.
- (s) Recordkeeping Requirements
- (1) Logbook required. An FSP logbook shall be maintained at an approved location on the premises (where the building is provided with one, at the fire command center) for purposes of documenting compliance with the requirements of the Fire Code and this section relating to the fire safety and evacuation plan, including any fires or other incidents, identification of FSP staff on duty at the premises, and the conduct of fire drills and FSP staff training. The FSP logbook may be consolidated with the EAP logbook required pursuant to R40402(m).
- (2) Format. The FSP logbook shall be a bound journal with consecutively numbered pages, unless the Department has approved an alternative form of electronic recordkeeping. The front cover shall be marked: "FSP Logbook" and the address of the building.
- (3) Entries. The entries made in the FSP logbook shall include the following information:
- (A) FSP staffing. Identification of the fire safety/EAP director and deputy fire safety/EAP director(s) on duty each day or shift during regular business hours.
- (B) Fires and other incidents. The occurrence of any fire, activation of the fire alarm system, or other fire-related incident.
- (C) Implementation of the fire safety and evacuation plan. Entries shall be made of any evacuation, partial evacuation or other implementation of the fire safety and evacuation plan, including the affected floors, in building relocation areas to which they were directed or other directions given.
- (D) Fire drills. FSP logbook entries shall include:
- (1) the date and time of drill;
- (2) the person(s) conducting the drill;
- (3) the FSP staff members participating in the drill;
- (4) identification of the floors and the number of building occupants

- participating in drill;
- (5) the type of drill conducted (live or computerized instruction);
- (6) the special needs addressed;
- (7) the problems encountered; and
- (8) for a partial evacuation or evacuation, the weather conditions and time required to accomplish the evacuation.
- (E) FSP staff training:
- (1) the date of training session;
- (2) the person(s) conducting the training session, including if required by FC401.6.1, the person's certificate of fitness number;
- (3) the persons attending the training session; and
- (4) the type of training session conducted (live or computerized instruction).
- (F) FSP staff practical (on-site) examinations, where required.
- (G) FSP amendments.
- (H) The name, address, and certificate of fitness or other license number of any contractor responsible for inspecting, testing and/or otherwise maintaining the building's fire protection systems and the other equipment and operations affecting building fire safety, as set forth in the appendices to this section.
- (4) Retention. Pursuant to FC107.7, the FSP logbook shall be kept at the premises for a period of at least three (3) years, and shall be made available for inspection by any Department representative.
- (t) Obligations of Building Occupants and Employers of Building Occupants
- (1) Building occupants. All building occupants:
- (A) shall comply with the directions of the fire safety director and FSP staff upon an announcement that the fire safety and evacuation plan has been implemented, including any shelter in place, in-building relocation, partial evacuation or evacuation directed by the fire safety director or other designated FSP staff.
- (B) shall cooperate with and participate in fire drills; and
- (C) are encouraged to identify themselves to the appropriate building staff if they would require assistance in the event of an in-building relocation, partial evacuation or evacuation.
- (2) Employers of building occupants. All employers of building occupants shall:
- (A) promptly distribute to building occupants who are their employees any educational materials regarding the fire safety and evacuation plan provided to the employer by the owner;
- (B) comply with the requirements of the fire safety and evacuation plan and R404-01(t)(1), and instruct their employees who are building occupants to do so;
- (C) assign or allow responsible employees to serve as FSP staff, and require such employees to conscientiously perform their duties in accordance with the fire safety and evacuation plan; and
- (D) establish and maintain a system of assigning responsibility for accounting for employees present in the building so that an accounting can be made in the event of an in-building relocation, partial evacuation or evacuation.

## APPENDIX A-1

## FIRE SAFETY AND EVACUATION PLAN FORMAT

## HOTEL/MOTEL (R-1) OCCUPANCIES

*The Fire Safety and Evacuation Plan required by New York City Fire Code (FC) Section FC404.2.1 and Fire Department rule (R) 3 RCNY 404-01 shall include the text of and conform in all respects to this format. Instructions, shown in italics, should not be included in the plan.*

*The Fire Safety and Evacuation Plan may make reference at any point to additional accompanying attachments, tables and/or other supporting information or documentation, including the attachments and tables prescribed by the format for various Fire Safety and Evacuation Plan information.*

*A copy of the Fire Safety and Evacuation Plan, Building Information Card and floor plans shall be kept at the fire command center (commonly referred to as the fire command station).*

*Questions regarding the format and submission of the Fire Safety and Evacuation Plan may be directed to the Emergency Planning and Preparedness Unit of the Bureau of Fire Prevention at Fire Department Headquarters.*

## 1. Owner's Certification

I hereby certify that this Fire Safety and Evacuation Plan is in compliance with the requirements of FC404.2.1 and R404-01. This Fire Safety and Evacuation Plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a fire.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

*"Owner" is defined in R404-01(b) as "the fee owner or lessee of the building, or other person or entity having charge thereof."*

## 2. Building Information

2.1 Name of hotel/motel and complete building address

2.2 Building owner information

- 2.2.1 Name  
2.2.2 Mailing address  
2.2.3 Building Identification Number  
2.2.4 Telephone number(s)  
2.2.5 Cellular telephone number(s)  
2.2.6 Fax number(s)  
2.2.7 E-mail address

2.3 Height of building, and number of stories above and below grade

2.4 Lawful use and occupancy  
*Attach a copy of current Certificate of Occupancy (or Schedule A if building is under construction) for the building. The information contained in this plan should be consistent with the Certificate of Occupancy.*

2.5 Indicate individual floor occupancy loading in Appendix A-1, Table 2. *List all building floors in Appendix A-1, Table 2, including all below-grade floors. Floors that have no occupants, such as mechanical equipment room floors, and floors that are not part of the FSP, such as residentially occupied floors, shall have such information noted in the table for such floor.*

2.6 Fire Command Center

2.6.1 Location  
*Specify the floor on which the fire command center is located, its location on such floor, and the building entrance most accessible to the fire command center.*

2.6.2 Building communications  
*Indicate the areas of the building with which the fire command center has communications capabilities, including elevator cars, fire pump rooms, mechanical equipment rooms, elevator control rooms, and individual floors. Only include communications equipment installed in accordance with the Building Code, and indicate if such communication capabilities are one-way or two-way.*

2.7 Signage

2.7.1 Elevator lobbies. Floor number signs, elevator bank designation signs, and floor diagram signs (showing the route of egress) have been provided at elevator lobbies in compliance with the requirements of the New York City Building Code.

2.7.2 Stairwells. Stairwell identification signs have been posted on the corridor sides of stairwell doors and floor number signs have been posted on the stairwell side of stairwell doors in compliance with the requirements of the New York City Building Code.

2.7.3 Guest room doors. Signs with floor diagrams have been posted on or immediately adjacent to every required egress door from each guest room in compliance with the requirements of the FC408.8.1.

## 3. FSP Staff Designations, Duties and Responsibilities

## 3.1 Fire Safety Director

3.1.1 Identify and provide required information on Appendix A-1, Attachment 1, regarding the individual designated as Fire Safety Director.

3.1.2 Detail the duties and responsibilities of the Fire Safety Director. *List duties and responsibilities set forth in R404-01(k)(2)(B) and FC401.6.5, and any additional duties or responsibilities not specified in such section. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.1.3 Indicate how the Fire Safety Director will be identifiable during drills and emergencies. *(e.g., cap, vest or armband)*

## 3.2 Deputy Fire Safety Director

3.2.1 Identify and provide required information on Appendix A-1, Attachment 2 regarding the individuals designated as Deputy Fire Safety Director. *The fire safety director or an individual designated as a deputy fire safety director must be on duty in the building at all times. The building's fire safety director and individuals designated as a deputy fire safety director must be indicated on Appendix A-1, Attachment 1 and 2, respectively.*

3.2.2 Detail the duties and responsibilities for each Deputy Fire Safety Director. *List duties and responsibilities set forth in R404-01(k)(2)(C), and any additional duties or responsibilities not specified in such section. Any duties and responsibilities stated elsewhere in the FSP shall also be listed in this section. If no additional duties or responsibilities are assigned, indicate same in the plan.*

3.2.3 Indicate how the Deputy Fire Safety Director will be identifiable during emergencies. *(e.g., cap, vest or armband)*

## 3.3 Fire Safety Brigade.

3.3.1 Identify and provide required information on Appendix A-1, Table 1, regarding the individuals designated as Fire Safety Brigade members. *Provide such information in Appendix A-1, Table 1.*

3.3.2 Detail the duties and responsibilities for each Fire Safety Brigade member. *List the general duties and responsibilities set forth in R404-01(k)(2)(D) in this section. In Appendix A-1, Table 1 list specific duties and responsibilities for each brigade member.*

3.3.3 Indicate how the Fire Safety Brigade members will be identifiable during emergencies. *(e.g., cap, vest or armband)*

## 4. Fire Safety and Evacuation Instructions

4.1 General Statement. The following factors shall be expeditiously determined and considered in implementing the fire safety and evacuation plan in the event of a fire in the building:

4.1.1 Location of the fire (floors and areas on floors).

4.1.2 Severity of the fire.

4.1.3 Floors affected by smoke conditions.

4.1.4 Stairwells affected by smoke conditions.

4.1.5 Floors occupied at the time of the fire and the number of building occupants in such areas.

## 4.2 Implementation of Fire Safety and Evacuation Plan

4.2.1 Call 911 and report fire and (if known) fire location.

4.2.2 Mobilize FSP safety brigade.

4.2.3 Identify stairwell(s) for evacuation of building occupants and stairwell(s) for use by responding firefighting personnel.

4.2.4 Make announcement to building occupants informing them of the fire condition and its location.

- Instruct them not to use the elevators unless directed to do so by firefighting personnel.
- 4.2.5 Instruct building occupants on the fire floor and the floor above the fire floor to immediately leave these floors, and evacuate the building or relocate to another safe location within the building at least two (2) floors below the fire floor. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close guest room doors and stairwell doors behind them. *Indicate in Appendix A-1, Table 3 the route to in-building relocation areas. Indicate in Appendix A-1, Table 4 in-building relocation areas. Make reference in this section to these tables.*
- 4.2.6 Instruct building occupants on the floor below the fire floor to immediately leave the floor, and evacuate the building or relocate to another safe location within the building below the fire floor if the building is provided with a fire alarm system designed to automatically alert building occupants on the floor below the fire floor, or which can be and has been programmed to provide such alert on such floor. Buildings not provided with such automatic fire alarm system shall evacuate the floor below the fire floor if the building is designed or equipped to alert building occupants on that floor by voice announcements and activation of visible alarm notification appliances. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close guest room doors and stairwell doors behind them. *Indicate in Appendix A-1, Table 3 the route to in-building relocation areas. Indicate in Appendix A-1, Table 4 in-building relocation areas. Make reference in this section to these tables.*
- 4.2.7 Building occupants may be instructed to exit the stairwell at a designated floor if the stairwell is needed for responding firefighting personnel.
- 4.2.8 Instruct fire safety brigade to assist building occupants with special needs who are unable to use the stairwell or other designated route of egress without assistance.
- 4.2.9 Unless fire and smoke conditions warrant otherwise, instruct building occupants on other floors to shelter in place and not move around the building, pending further direction from the fire safety director or firefighting personnel.
- 4.2.10 Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communication with FSP brigade.
- 4.3 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except under the following circumstances:
- 4.3.1 Where such use is conducted or authorized by firefighting personnel.
- 4.3.2 Where such use is made necessary by fire, heat or smoke conditions in stairwell, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety director or deputy fire safety director determines that the elevators can be safely used, subject to the following provisions:
- 4.3.2.1 Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.
- 4.3.2.2 Only elevators provided with two-way voice communication to the fire command center in accordance with Building Code requirements may be used for these purposes.
- 4.3.2.3 Movement of elevators shall be controlled either by operation in manual mode by an FSP staff member or at the elevator control panel in the lobby, under the direct supervision of the fire safety director.
- 4.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance. *Include in statement that a list of such occupants shall be prepared and maintained at the fire command center. Also state in this plan that fire brigade members will be designated to assist such occupants. Elevator(s) shall not be designated as a procedure for movement of such building occupants. Fire brigade members designated for such purpose shall be identified on Appendix A1, Table 1.*
5. Building Maintenance Program  
*The fire safety and evacuation plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the following fire protection systems and the other equipment and operations affecting building fire safety (mark "N/A" if the building is not provided with such a system):*
- 5.1 Sprinkler and standpipe systems
- 5.1.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks, standpipe system pressure reducing devices, and periodic testing of fire department connections). *Include any additional maintenance procedures.*
- 5.1.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*
- 5.2 Fire alarm systems
- 5.2.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping). *Include any additional maintenance procedures.*
- 5.2.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*
- 5.3 Emergency power systems
- 5.3.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111). *Include any additional maintenance procedures.*
- 5.3.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*
- 5.4 Phase I and Phase II elevator operations
- 5.4.1 Maintenance required. Comply with FC607.5. *Include any additional maintenance procedures.*
- 5.4.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*
- 5.5 Smoke control systems
- 5.5.1 Maintenance required. Comply with FC909.1. *Include any additional maintenance procedures.*
- 5.5.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*
- 5.6 Commercial cooking equipment systems
- 5.6.1 Maintenance required. Comply with FC904.11. *Include any additional maintenance procedures.*
- 5.6.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*
- 5.7 Means of egress
- 5.7.1 Maintenance required. Comply with FC 1027.3 and 1027.4.
- 5.7.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*
- 5.8 Hot work operations
- 5.8.1 Maintenance required. Comply with FC Chapter 26 and 3 RCNY 2605-01 (use of a flammable gas in citywide hot work operations). *Include any additional maintenance procedures.*
- 5.8.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*
- 5.9 Decorations
- 5.9.1 Maintenance required. Comply with FC805 and 3 RCNY 805-01 (flame-resistant decorations). *Include any additional maintenance procedures.*
- 5.9.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*
- 5.10 Portable fire extinguishers
- 5.10.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association Standard 10). *Include any additional maintenance procedures.*
- 5.10.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*
- 5.11 Accumulation of rubbish and combustible waste
- 5.11.1 Maintenance required. Comply with FC304. *Include any additional maintenance procedures.*
- 5.11.2 Responsible personnel. *Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*
6. Floor Plans. Annexed to this plan are floor plans complying with the requirements of R40401(d)(7). *Evacuation routes shall be shown with the permanent partitions which create the corridors. Corridors, exit access, fire barriers and areas of refuge required to be depicted on such plan shall be defined as set forth in Sections 702 and 1002 of the 2008 Building Code.*
7. Sprinkler and Standpipe System Riser Diagram. Annexed to this plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R40401(d)(7)(C). *Symbols used on the riser diagram shall conform to industry standards, and shall be listed on a legend table indicating their meaning. All floors of the building, including floors below grade, shall be shown on the diagram, except floors that are substantially similar need not be individually shown but may be identified on the riser diagram as typical.*
8. Building Information Card. Annexed to this Fire Safety and Evacuation Plan, as Appendix B-1, is

the Building Information Card complying with the requirements of R404-01(k)(1)(A). The Building Information Card (BIC) must conform to the format of Appendix B-1.

9. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(k)(1)(B). The Building Profile must conform to the format of Appendix D. Provide all of the information requested, without reference to other sections of the plan or the Building Information Card, even if the information requested is duplicative.

Fire Safety and Evacuation Plan (Appendix A-1) Hotel/Motel Occupancies

Attachment 1

FIRE SAFETY DIRECTOR

BUILDING ADDRESS:

Fire Safety Director:

Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Regular Work Location: \_\_\_\_\_

Regular Work Days and Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Fire Safety and Evacuation Plan (Appendix A-1) Hotel/Motel Occupancies

Attachment 2

DEPUTY FIRE SAFETY DIRECTOR

BUILDING ADDRESS:

Deputy Fire Safety/EAP Director:

Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Regular Work Location: \_\_\_\_\_

Regular Work Days and Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Complete a separate attachment for each Deputy Fire Safety / EAP Director.

Fire Safety and Evacuation Plan (Appendix A-1) Hotel/Motel Occupancies

Table 1

FIRE SAFETY BRIGADE MEMBERS

Table with 6 columns: FSP Assignment, Name, Title, Regular Days and Hours of work, Work Location, Other Contact Information.

The Fire Safety Director and Deputy Fire Safety Directors cannot be members of the Fire Safety Brigade. Any assignments stated elsewhere in the Fire Safety and Evacuation Plan for brigade members shall also be listed in this table.

Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Fire Safety and Evacuation Plan (Appendix A-1) Hotel/Motel Occupancies

Table 2

NUMBER OF BUILDING OCCUPANTS

Table with 6 columns: Floor, # Occupants, Floor, # Occupants, Floor, # Occupants.

Provide information for all floors, including those that are below grade, those having no building occupants, and those that are not included in the FSP such as floors occupied as residential spaces.

Total # of Occupants: \_\_\_\_\_

Building Address Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Fire Safety and Evacuation Plan (Appendix A-1) Hotel/Motel Occupancies

Table 3

IN-BUILDING RELOCATION AREA ROUTES

Table with 10 columns: Floor No., Primary, Alternate, Primary, Alternate, Primary, Alternate, Primary, Alternate.

This table is used to provide a floor by floor listing of the required primary and alternate evacuation routes to in-building relocation areas (IBRA).

Building Address Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Fire Safety and Evacuation Plan (Appendix A-1) Hotel/Motel Occupancies

Table 4

IN-BUILDING RELOCATION AREAS

Table with 3 columns: Location of IBRA, Floors relocating to this IBRA, Max IBRA occupant capacity.

Provide a floor by floor listing of the pre-designated in-building relocation areas (IBRA) corresponding to Appendix A-1, Table 3 information.

Building Address Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX A-2

COMBINED FIRE SAFETY AND EVACUATION PLAN AND EMERGENCY ACTION PLAN FORMAT

OFFICE BUILDINGS (B) OCCUPANCIES

The Fire Safety and Evacuation Plan required by New York City Fire Code (FC) Section FC404.2.1 and Fire Department rule (R) 3 RCNY 404-01, and the Emergency Action Plan required by New York City Fire Code (FC) Section FC404.2.2 and Fire Department rule (R) 3 RCNY 404-02 shall include the text of and conform in all respects to this format.

The "General Procedures" sections of this plan are intended to afford the preparer of the EAP the opportunity to present the procedures to be implemented in the event of each type of emergency, and any explanation or analysis, in whatever manner and in as much detail as the preparer deems necessary or appropriate to clearly and completely communicate such information.

The "Specific Requirements" and "Building Components" sections of the EAP are intended to ensure that the plan is complete and addresses each of the requirements of the rule.

Similarly, if the procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect and a reference to the prior section are sufficient and the information need not be repeated.

The plan may make reference at any point to additional accompanying attachments, tables and/or other supporting information or documentation, including the attachments and tables prescribed by the format for various plan information.

A copy of the plan, Building Information Card and representative floor plans shall be kept at the fire command center (commonly referred to as the fire command station).

Questions regarding the format and submission of the plan may be directed to the Emergency Planning and Preparedness Unit of the Bureau of Fire Prevention at Fire Department Headquarters.

1. Owner's Certification

I hereby certify that this plan is in compliance with the requirements of FC 404.2.1 and 404.2.2, and R 404-01 and 404-02. This plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a fire, and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, or the threat thereof.

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

"Owner" is defined in R404-01(b) as "the fee owner or lessee of the building, or other person or entity having charge thereof."

2. Building Information

2.1 Complete building address

2.2 Building owner information

- 2.2.1 Name
2.2.2 Mailing address
2.2.3 Building Identification Number
2.2.4 Telephone number(s)
2.2.5 Cellular telephone number(s)
2.2.6 Fax number(s)
2.2.7 E-mail address

2.3 Height of building, and number of stories above and below grade.

- 2.4 Lawful use and occupancy  
*Attach a copy of current Certificate of Occupancy (or Schedule A if building is under construction) for the building. The information contained in this plan should be consistent with the Certificate of Occupancy.*
- 2.5 Indicate individual floor occupancy loading in Appendix A-2, Table 6. *List all building floors in Appendix A-2, Table 6, including all below-grade floors. Floors that have no occupants, such as mechanical equipment room floors, and floors that are not part of this plan, such as residentially occupied floors, shall have such information noted in the table for such floor.*
- 2.6 Fire Command Center
- 2.6.1 Location  
*Specify the floor on which the fire command center is located, its location on such floor, and the building entrance most accessible to the fire command center.*
- 2.6.2 Building communications  
*Indicate the areas of the building with which the fire command center has communications capabilities, including elevators cars, fire pump rooms, mechanical equipment rooms, elevator control rooms, and individual floors. Only include communications equipment installed in accordance with the Building Code, and indicate if such communication is one-way or two-way.*
- 2.7 Signage
- 2.7.1 Elevator lobbies. Floor number signs, elevator bank designation signs, and floor diagram signs (showing the route of egress) have been provided at elevator lobbies in compliance with the requirements of the New York City Building Code.
- 2.7.2 Stairwell. Stairwell identification signs have been posted on the corridor sides of stairwell doors and floor number signs have been posted on the stairwell side of stairwell doors in compliance with the requirements of the New York City Building Code.
- 2.8 Times of day and days of week when building is occupied
- 2.8.1 Regular business hours.  
*List all regular business hours. FC402 defines "regular business hours" as "times of day and days of the week during which a building or occupancy is normally occupied and business is conducted, and any time when an office building is occupied by more than 500 persons on one or more floors, including street level, or by more than 100 persons on one or more floors other than street level."*
- 2.8.2 Times of day and days of week other than regular business hours when the building is occupied  
*This would include times when the building is occupied by cleaning and maintenance staff.*
3. FS/EAP Staff Designations, Duties and Responsibilities
- 3.1 Fire Safety/EAP Director
- 3.1.1 Identify and provide required information on Appendix A-2, Attachment 1, regarding the individual designated as Fire Safety/EAP Director.
- 3.1.2 Detail the duties and responsibilities of the Fire Safety/EAP Director.  
*List duties and responsibilities set forth in R404-01(n)(2)(B)(2) and R404-02(h)(1)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.1.3 Indicate how the Fire Safety/EAP Director will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.2 Deputy Fire Safety/EAP Director
- 3.2.1 Identify and provide required information on Appendix A-2, Attachment 2 regarding the individuals designated as Deputy Fire Safety/EAP Director.  
*During all "regular business hours" identified in Section 2.8.1*
- of this plan the building Fire Safety/EAP Director or individual designated as a Deputy Fire Safety/EAP Director must be on duty in the building. The building's Fire Safety/EAP Director or an individual designated as a Deputy Fire Safety/EAP Director must be indicated on Appendix A-2, Attachment 1 or 2, for all such regular business hours.*
- 3.2.2 Detail the duties and responsibilities for each Deputy Fire Safety/EAP Director.  
*List duties and responsibilities set forth in R404-01(n)(2)(C)(2) and R404-02(h)(2)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.2.3 Indicate how the Deputy Fire Safety/EAP Director will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.3 Fire Safety and EAP Building Evacuation Supervisor
- 3.3.1 Identify and provide required information on Appendix A-2, Attachment 3 regarding the individuals designated as Fire Safety and EAP Building Evacuation Supervisor.  
*As identified in Section 2.8.2 of this plan, at all times other than regular business hours when the building is occupied and no Fire Safety/EAP Director is on duty, a Fire Safety and EAP Building Evacuation Supervisor must be on duty in the building. The building's Fire Safety and EAP Building Evacuation Supervisor must be indicated on Appendix A-2, Attachment 3, for all such times. Complete a separate attachment for each Fire Safety and EAP Building Evacuation Supervisor.*
- 3.3.2 Detail the duties and responsibilities for each Fire Safety and EAP Building Evacuation Supervisor.  
*List the duties and responsibilities set forth in R404-01(n)(2)(D)(2) and R404-02(h)(3)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.3.3 Indicate how the Fire Safety and EAP Building Evacuation Supervisor will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.4 Fire Safety and EAP Warden
- 3.4.1 Identify and provide required information on Appendix A-2, Table 1, regarding the individuals designated as EAP Warden.  
*Fire Safety and EAP Wardens must be indicated on Appendix A-2, Table 1, for all regular business hours identified in Section 2.8.1 of this plan.*
- 3.4.2 Detail the duties and responsibilities for each Fire Safety and EAP Warden.  
*List the duties and responsibilities set forth in R404-01(n)(2)(E)(2) and R404-02(h)(4)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 1 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.4.3 Indicate how the Fire Safety and EAP Wardens will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.5 Deputy Fire Safety and EAP Warden
- 3.5.1 Identify and provide required information on Appendix A-2, Table 2, regarding the individuals designated as
- Deputy Fire Safety and EAP Warden.  
*Deputy Fire Safety and EAP Wardens must be indicated on Appendix A-2, Table 2, for all regular business hours identified in Section 2.8.1 of this plan.*
- 3.5.2 Detail the duties and responsibilities for each Deputy Fire Safety and EAP Warden.  
*List the duties and responsibilities set forth in R404-01(n)(2)(F)(2) and R404-02(h)(5)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Tables 2 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.5.3 Indicate how the Deputy Fire Safety and EAP Wardens will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.6 Fire Safety and EAP Searchers
- 3.6.1 Identify and provide required information on Appendix A-2, Table 2A, regarding the individuals designated as Fire Safety and EAP Searchers.  
*Fire Safety and EAP Searchers must be indicated on Appendix A-2, Table 2A, for all regular business hours identified in Section 2.8.1 of this plan.*
- 3.6.2 Detail the duties and responsibilities for each Fire Safety and EAP Searcher.  
*List duties and responsibilities set forth in R404-01(n)(2)(H)(2) and R404-02(h)(8)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Tables 2A and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.6.3 Indicate how the Fire Safety and EAP Searchers will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.7 Fire Safety and EAP Brigade
- 3.7.1 Identify and provide required information on Appendix A-2, Table 3, regarding the individuals designated as Fire Safety and EAP Brigade members.  
*Fire Safety and EAP Brigade members must be indicated on Appendix A-2, Table 3, for all regular business hours identified in Section 2.8.1 of this plan.*
- 3.7.2 Detail the duties and responsibilities for each Fire Safety and EAP Brigade member.  
*List duties and responsibilities set forth in R404-01(n)(2)(G)(2) and R404-02(h)(6)(B), and any additional duties or responsibilities not specified in such sections. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 3 and 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.7.3 Indicate how the Fire Safety and EAP Brigade members will be identifiable during drills and emergencies.  
*(e.g., cap, vest or armband)*
- 3.8 Critical Operations Staff (Building Personnel)
- 3.8.1 Identify and provide required information on Appendix A-2, Table 4, regarding the individuals designated as Critical Operations Staff (Building Personnel).  
*Building personnel who are being designated as Critical Operations Staff based on the fact that their duties are critical to the implementation of the EAP, such as the operation of building service equipment, must be included on Appendix A-2, Table 4, for all regular business hours identified in Section 2.8.1 of this plan. Building personnel identified as*

- EAP Brigade members in Appendix A-2, Table 3, shall not be designated as Critical Operations Staff.*
- 3.8.2 Detail the duties and responsibilities of each member of the Critical Operations Staff (Building Personnel). *List the duties and responsibilities set forth in R404-02(h)(7)(B), and any additional duties or responsibilities not specified in such section. Any duties and responsibilities stated elsewhere in the plan, including Appendix A-2, Table 7, shall be referenced in this section, but need not be repeated. If no additional duties or responsibilities are assigned, indicate same in the plan.*
- 3.8.3 Indicate how the Critical Operations Staff (Building Personnel) will be identifiable during drills and emergencies. (e.g., cap, vest or armband)
- 3.9 Critical Operations Staff (Office Employees)
- 3.9.1 Identify and provide required information on Appendix A-2, Table 5, regarding the individuals designated as Critical Operations Staff (Office Employees). *Critical Operations Staff (Office Employees) are not EAP staff members and have no responsibilities with respect to implementing the EAP. They should be included in the EAP and exempted from participation in EAP drills and/or delayed in participating in the implementation of the EAP only if the employer can demonstrate that the employee is performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency. (See R404-02(d)(2)(G)). The basis for designating an office employee as Critical Operations Staff must be documented in writing and made available for inspection by Department representatives, upon request.*
4. Fire Safety and Evacuation Instructions
- 4.1 General Statement. The following factors shall be expeditiously determined and considered in implementing the fire safety and evacuation plan in the event of a fire in the building:
- 4.1.1 Location of the fire (floors and areas on floors).
- 4.1.2 Severity of the fire.
- 4.1.3 Floors affected by smoke conditions.
- 4.1.4 Stairwells affected by smoke conditions.
- 4.1.5 Floors occupied at the time of the fire and the number of building occupants in such areas.
- 4.2 Implementation of Fire Safety and Evacuation Plan
- 4.2.1 Call 911 and report fire and (if known) fire location.
- 4.2.2 Mobilize FSP safety brigade.
- 4.2.3 Identify stairwell(s) for evacuation of building occupants and stairwell(s) for use by responding firefighting personnel.
- 4.2.4 Make announcement to building occupants informing them of the fire condition and its location. Instruct them not to use the elevators unless directed to do so by firefighting personnel.
- 4.2.5 Instruct building occupants on the fire floor and the floor above the fire floor to immediately leave these floors, and evacuate the building or relocate to another safe location within the building below at least two (2) floors below the fire floor. Identify the stairwells(s) or other routes of egress for their use and direct them to use only those stairwells(s) or routes of egress. Instruct building occupants to close stairwell doors behind them. *Indicate in Appendix A-2, Table 8B the route to in-building relocation areas. Indicate in Appendix A-2, Table 8A in-building relocation areas. Make reference in this section to these tables.*
- 4.2.6 Instruct building occupants on the floor below the fire floor to immediately leave the floor, and evacuate the building or relocate to another safe location within the building below the fire floor, if the building is provided with a fire alarm system designed to automatically alert building occupants on the floor below the fire floor, or which can be and has been programmed to provide such alert on such floor. Buildings not provided with such automatic fire alarm system shall evacuate the floor below the fire floor if the building is designed or equipped to alert building occupants on that floor by voice announcements and activation of visible alarm notification appliances. Identify the stairwell(s) or other routes of egress for their use and direct them to use only those stairwell(s) or routes of egress. Instruct building occupants to close stairwell doors behind them. *Indicate in Appendix A-2, Table 8B the route to in-building relocation areas. Indicate in Appendix A-2, Table 8A in-building relocation areas. Make reference in this section to these tables.*
- 4.2.7 Building occupants may be instructed to exit the stairwell at a designated floor if the stairwell is needed for responding firefighting personnel.
- 4.2.8 Instruct fire safety brigade to assist building occupants with special needs who are unable to use the stairwells or other designated route of egress without assistance.
- 4.2.9 Unless fire and smoke conditions warrant otherwise, instruct building occupants on other floors to shelter in place and not move around the building, pending further direction from the fire safety director or firefighting personnel.
- 4.2.10 Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communication with FSP brigade.
- 4.3 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except under the following circumstances:
- 4.3.1 Where such use is conducted or authorized by firefighting personnel.
- 4.3.2 Where such use is made necessary by fire, heat or smoke conditions in stairwells, preventing or hindering the evacuation or in-building relocation of building occupants, and the fire safety/EAP director or deputy fire safety/EAP director determines that the elevators can be safely used, subject to the following provisions:
- 4.3.2.1 Elevators which operate in a shaft that does not serve (stop at) the fire floor or have openings on the fire floor, may be used. Elevators serving (stopping at) the fire floor or having openings on the fire floor shall not be used under any circumstances.
- 4.3.2.2 Only elevators provided with two-way voice communication to the fire command center in accordance with Building Code requirements may be used for these purposes.
- 4.3.2.3 Movement of elevators shall be controlled either by operation in manual mode by an FSP staff member or at the elevator control panel in the lobby, under the direct supervision of the fire safety/EAP director.
- 4.4 Procedures for accounting for building occupants after completing in-building relocation or partial evacuation *Include a statement which provides the specific methods to be used to account for building occupants after completing in-building relocation / partial evacuation is implemented, and who will communicate such information back to the fire command center, and how it will be communicated.*
- 4.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance *Include in statement that a list of such occupants shall be prepared and maintained at the fire command center. Also state in this plan that fire brigade members will be designated to assist such occupants. Elevator(s) shall not be designated as a procedure for movement of such building occupants. Fire brigade members designated for such purpose shall be identified on Appendix A2, Table 3.*
5. Emergency Action Plan for Explosions
- 5.1 General Statement. *Provide a general statement regarding explosions and implementation of the EAP. Such general statement shall include the following; that 911 will be notified; EAP staff and office personnel critical operations staff will be notified and consulted; elevators will be recalled to their lobby level; electro-magnetic door locks shall be released; available information will be analyzed to decide the most appropriate action (shelter-in-place, in-building relocation, partial evacuation and/or full evacuation) consistent with the EAP; and building occupants will be notified, via an emergency announcement, where and what has occurred, what provisions of the EAP are being implemented and why. For example, if an announcement is made to shelter in place, building occupants should be informed not to move about the building while a threat within the building is being assessed or addressed, or that the nature of a threat outside of the building makes leaving the building inadvisable.*
- Set forth below are the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof. *Include the specific information requested. Where not applicable enter "N/A."*
- 5.1.1 Shelter in Place
- 5.1.1.1 General Procedures. *Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement to the following effect shall be included as part of this section: "When shelter in place is implemented pursuant to this EAP building occupants will be told to remain at their present location."*
- 5.1.1.2 Building Components or Systems.
- 5.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells. *Provide such information in Appendix A-2, Table 7, Section 2, and make reference to such table in this section. Also, provide in this section any applicable information not included in such table.*
- 5.1.1.2.2 Elevator operation. *Provide such information in Appendix A-2, Table 7, Section 3, and make reference to such table in this section. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff for safe use; that only elevators provided with two-way voice communication to the fire command center in accordance with the Building Code requirements will be used; and that such elevators, if deemed necessary, will be operated only in manual mode by trained EAP staff. Identify specific elevator(s) (bank letters and car numbers) which will be used for such purpose.*
- 5.1.1.2.3 Ventilation system operation. *Provide such information in Appendix A-2, Table 7, Section 5, and make reference to such table in this section.*

- 5.1.1.2.4 Openable windows.  
*Include a statement regarding the securing of openable windows.*
- 5.1.1.2.5 Interior doors, including fire doors.  
*Include a statement that the electro-magnetic door release mechanisms (if present) will be manually released to ensure all re-entry doors are unlocked.*
- 5.1.1.2.6 Electrical, natural gas, steam and other utility operations.  
*Provide such information in Appendix A-2, Table 7, Section 4, and make reference to such table in this section.*
- 5.1.1.2.7 Fuel oil storage systems and associated pumps and piping.  
*Provide such information in Appendix A-2, Table 7, Section 4, and make reference to such table in this section.*
- 5.1.2 In-Building Relocation
  - 5.1.2.1 General Procedures.  
*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as part of this section: "When an in-building relocation is implemented pursuant to this EAP building occupants will be told to move to their pre-designated in-building relocation areas (IBRA) which are areas that are more sheltered than the normal work areas."*
  - 5.1.2.2 Specific In-Building Relocation Requirements.
    - 5.1.2.2.1 Designated in-building relocation areas.  
*Provide such information in Appendix A-2, Table 8, and make reference to such table in this section.*
    - 5.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.  
*Provide such information in Appendix A-2, Table 8 and make reference to such table in this section. If building occupants will be directed to IBRA's on a floor other than the floor of their normal work location, complete routes to such IBRA's shall be designated. If the building occupants on a single floor will be directed to IBRA's on more than one floor specify how such areas will be assigned, such as by employer, room numbers or portions of the floor area.*
    - 5.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.  
*Include a statement which provides the specific methods to be used to account for persons in the IBRA after an in-building relocation is implemented, who will communicate such information back to the fire command center, and how it will be communicated.*
    - 5.1.2.2.4 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.  
*Include in statement that a list of such occupants shall be prepared and maintained at the fire command center. Also state in this plan that person(s) will be designated to assist such occupants, the elevator(s) designated for use in their movement, and specific personnel designated to operate such elevator(s). Person designated to operate the elevator(s) shall also be identified on Appendix A-2, Tables 3 and 4, with that assignment listed. Additionally, an alternative procedure for movement of such building occupants in the event that designated elevators are inoperable or unsafe for use shall be provided.*
- 5.1.2.3 Building Components.
  - 5.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.  
*Same instructions as Section 5.1.1.2.1 of this plan.*
  - 5.1.2.3.2 Elevator operation.  
*Same instructions as Section 5.1.1.2.2 of this plan.*
  - 5.1.2.3.3 Ventilation system operation.  
*Same instructions as Section 5.1.1.2.3 of this plan.*
  - 5.1.2.3.4 Openable windows.  
*Same instructions as Section 5.1.1.2.4 of this plan.*
  - 5.1.2.3.5 Interior doors, including fire doors.  
*Same instructions as Section 5.1.1.2.5 of this plan.*
  - 5.1.2.3.6 Electrical, natural gas, steam and other utility operations.  
*Same instructions as Section 5.1.1.2.6 of this plan.*
  - 5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.  
*Same instructions as Section 5.1.1.2.7 of this plan.*
- 5.1.3 Partial Evacuation
  - 5.1.3.1 General Procedures.  
*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as a part of this section: "When a partial evacuation is implemented pursuant of the EAP is implemented, some (not all) of the building occupants will be instructed to evacuate the building and report to the pre designated assembly area(s)."*
  - 5.1.3.2 Specific Partial Evacuation Requirements.
    - 5.1.3.2.1 Location of exits, stairwells and elevators.  
*Provide such information in Appendix A-2, Table 7, Sections 2 and 3, and make reference to such table in this section.*
    - 5.1.3.2.2 Primary and alternate exit routes.  
*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*
    - 5.1.3.2.3 Assembly areas.  
*Provide such information in Appendix A-2, Table 10, and make reference to such table in this section.*
    - 5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation.  
*Include a statement which provides the specific methods to be used to account for persons in the assembly areas after a partial evacuation is implemented, and who and how such information will be communicated back to the fire command center.*
    - 5.1.3.2.5 Procedures for
- 5.1.3.3 Building Components.
  - 5.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.  
*Same instructions as Section 5.1.1.2.1 of this plan.*
  - 5.1.3.3.2 Elevator operation.  
*Same instructions as Section 5.1.1.2.2 of this plan.*
  - 5.1.3.3.3 Ventilation system operation.  
*Same instructions as Section 5.1.1.2.3 of this plan.*
  - 5.1.3.3.4 Openable windows.  
*Same instructions as Section 5.1.1.2.4 of this plan.*
  - 5.1.3.3.5 Interior doors, including fire doors.  
*Same instructions as Section 5.1.1.2.5 of this plan.*
  - 5.1.3.3.6 Electrical, natural gas, steam and other utility operations.  
*Same instructions as Section 5.1.1.2.6 of this plan.*
  - 5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.  
*Same instructions as Section 5.1.1.2.7 of this plan.*
- 5.1.4 Evacuation
  - 5.1.4.1 General Procedures.  
*Provide a statement and explanation of the specific procedures that will be implemented. Procedures identified in Section 5.1 of this plan should not be repeated in this section. A statement and explanation to the following effect shall be included as part of this section: "When the evacuation provision of the EAP is implemented, all building occupants will be told to evacuate the building and report to the pre-designated assembly area(s)."*
  - 5.1.4.2 Specific Evacuation Requirements
    - 5.1.4.2.1 Location of exits, stairwells and elevators.  
*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*
    - 5.1.4.2.2 Primary and alternate exit routes.  
*Provide such information in Appendix A-2, Table 9, and make reference to such table in this section.*
    - 5.1.4.2.3 Assembly areas.  
*Same instructions as Section 5.1.3.2.3 of this plan.*
    - 5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.  
*Include a statement which provides the specific methods to be used to account for persons in the assembly areas after an evacuation is implemented, and who and how such information will be communicated back to the fire command center.*
    - 5.1.4.2.5 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.  
*Same instructions as Section 5.1.2.2.4 of this plan.*
  - 5.1.4.3 Building Components
    - 5.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.  
*Same instructions as Section 5.1.1.2.1 of this plan.*
    - 5.1.4.3.2 Elevator operations.  
*Same instructions as Section 5.1.1.2.2 of this plan.*

*this plan.*

5.1.4.3.3 Ventilation system operation. *Same instructions as Section 5.1.1.2.3 of this plan.*

5.1.4.3.4 Openable windows. *Same instructions as Section 5.1.1.2.4 of this plan.*

5.1.4.3.5 Interior doors, including fire doors. *Same instructions as Section 5.1.1.2.5 of this plan.*

5.1.4.3.6 Electrical, natural gas, steam and other utility operations. *Same instructions as Section 5.1.1.2.6 of this plan.*

5.1.4.3.7 Fuel oil storage systems and associated pumps and piping. *Same instructions as Section 5.1.1.2.7 of this plan.*

5.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above. *During other than regular business hours it is often unlikely that a Fire Safety/EAP Director and all Brigade and Building Critical Operation Staff will be present in the building to implement the EAP. Provide a statement that describes the actions that will be taken when implementing the plan at such times and under such conditions. At a minimum, such statement shall indicate that the actions to be taken include an effort to account for building occupants, notifying 911, and making informative emergency announcements to the building occupants.*

6. Emergency Action Plan for a Biological Incident or Release  
*Follow the same instructions for a biological incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a biological incident or release.*

6.1 General Statement  
Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof.

6.1.1 Shelter in Place

6.1.1.1 General Procedures.

6.1.1.2 Building Components or Systems

6.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.1.2.2 Elevator operation.

6.1.1.2.3 Ventilation system operation.

6.1.1.2.4 Openable windows.

6.1.1.2.5 Interior doors, including fire doors.

6.1.1.2.6 Electrical, natural gas, steam and other utility operations.

6.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

6.1.2 In-Building Relocation

6.1.2.1 General Procedures.

6.1.2.2 Specific In-Building Relocation Requirements

6.1.2.2.1 Designated in-building relocation areas.

6.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

6.1.2.3 Building Components

6.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.2.3.2 Elevator operation.

6.1.2.3.3 Ventilation system operation.

6.1.2.3.4 Openable windows.

6.1.2.3.5 Interior doors, including fire doors.

6.1.2.3.6 Electrical, natural gas, steam and other utility operations.

6.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.3 Partial Evacuation

6.1.3.1 General Procedures.

6.1.3.2 Specific Partial Evacuation Requirements

6.1.3.2.1 Location of exits, stairwells and elevators.

6.1.3.2.2 Primary and alternate exit routes.

6.1.3.2.3 Assembly areas.

6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

6.1.3.3 Building Components

6.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.3.3.2 Elevator operation.

6.1.3.3.3 Ventilation system operation.

6.1.3.3.4 Openable windows.

6.1.3.3.5 Interior doors, including fire doors.

6.1.3.3.6 Electrical, natural gas, steam and other utility operations.

6.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.4 Evacuation.

6.1.4.1 General Procedures.

6.1.4.2 Specific Evacuation Requirements

6.1.4.2.1 Location of exits, stairwells and elevators.

6.1.4.2.2 Primary and alternate exit routes.

6.1.4.2.3 Assembly areas.

6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

6.1.4.3 Building Components

6.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.4.3.2 Elevator operations.

6.1.4.3.3 Ventilation system operation.

6.1.4.3.4 Openable windows.

6.1.4.3.5 Interior doors, including fire doors.

6.1.4.3.6 Electrical, natural gas, steam and other utility operations.

6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

6.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

7. Emergency Action Plan for a Chemical Incident or Release  
*Follow the same instructions for a chemical incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a chemical incident or release.*

7.1 General Statement  
Set forth below are the procedures that will be implemented during regular business hours in the event of a chemical incident or release in or proximate to the building, or the threat thereof.

7.1.1 Shelter in Place

7.1.1.1 General Procedures.

7.1.1.2 Building Components or Systems

7.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.1.2.2 Elevator operation.

7.1.1.2.3 Ventilation system operation.

7.1.1.2.4 Openable windows.

7.1.1.2.5 Interior doors, including fire doors.

7.1.1.2.6 Electrical, natural gas, steam and other utility operations.

7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

7.1.2 In-Building Relocation

7.1.2.1 General Procedures.

7.1.2.2 Specific In-Building Relocation Requirements

7.1.2.2.1 Designated in-building relocation areas.

7.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

after completing in-building relocation.

7.1.2.3 Building Components

7.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.2.3.2 Elevator operation.

7.1.2.3.3 Ventilation system operation.

7.1.2.3.4 Openable windows.

7.1.2.3.5 Interior doors, including fire doors.

7.1.2.3.6 Electrical, natural gas, steam and other utility operations.

7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.3 Partial Evacuation

7.1.3.1 General Procedures.

7.1.3.2 Specific Partial Evacuation Requirements

7.1.3.2.1 Location of exits, stairwells and elevators.

7.1.3.2.2 Primary and alternate exit routes.

7.1.3.2.3 Assembly areas.

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

7.1.3.3 Building Components.

7.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.3.3.2 Elevator operation.

7.1.3.3.3 Ventilation system operation.

7.1.3.3.4 Openable windows.

7.1.3.3.5 Interior doors, including fire doors.

7.1.3.3.6 Electrical, natural gas, steam and other utility operations.

7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.4 Evacuation

7.1.4.1 General Procedures.

7.1.4.2 Specific Evacuation Requirements

7.1.4.2.1 Location of exits, stairwells and elevators.

7.1.4.2.2 Primary and alternate exit routes.

7.1.4.2.3 Assembly areas.

7.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

7.1.4.3 Building Components

7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.4.3.2 Elevator operation.

7.1.4.3.3 Ventilation system operation.

7.1.4.3.4 Openable windows.

7.1.4.3.5 Interior doors, including fire doors.

7.1.4.3.6 Electrical, natural gas, steam and other utility operations.

7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

8. Emergency Action Plan Procedures for a Nuclear Incident or Release  
*Follow the same instructions for nuclear incident or release that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for a nuclear incident or release.*

8.1 General Statement  
Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate to the building, or the threat thereof.

8.1.1 Shelter in Place

8.1.1.1 General Procedures.

8.1.1.2 Building Components or Systems

8.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.1.2.2 Elevator operation.

8.1.1.2.3 Ventilation system operation.

8.1.1.2.4 Openable windows.

8.1.1.2.5 Interior doors,

8.1.1.2.6 including fire doors. Electrical, natural gas, steam and other utility operations.

8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

8.1.2 In-Building Relocation

8.1.2.1 General Procedures.

8.1.2.2 Specific In-Building Relocation Requirements

8.1.2.2.1 Designated in-building relocation areas.

8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

8.1.2.3 Building Components

8.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.2.3.2 Elevator operation.

8.1.2.3.3 Ventilation system operation.

8.1.2.3.4 Openable windows.

8.1.2.3.5 Interior doors, including fire doors.

8.1.2.3.6 Electrical, natural gas, steam and other utility operations.

8.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.3 Partial Evacuation

8.1.3.1 General Procedures.

8.1.3.2 Specific Partial Evacuation Requirements

8.1.3.2.1 Location of exits, stairwells and elevators.

8.1.3.2.2 Primary and alternate exit routes.

8.1.3.2.3 Assembly areas.

8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

8.1.3.3 Building Components

8.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.3.3.2 Elevator operation.

8.1.3.3.3 Ventilation system operation.

8.1.3.3.4 Openable windows.

8.1.3.3.5 Interior doors, including fire doors.

8.1.3.3.6 Electrical, natural gas, steam and other utility operations.

8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.4 Evacuation

8.1.4.1 General Procedures

8.1.4.2 Specific Evacuation Requirements

8.1.4.2.1 Location of exits, stairwells and elevators.

8.1.4.2.2 Primary and alternate exit routes.

8.1.4.2.3 Assembly areas.

8.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

8.1.4.3 Building Components

8.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.4.3.2 Elevator operation.

8.1.4.3.3 Ventilation system operation.

8.1.4.3.4 Openable windows.

8.1.4.3.5 Interior doors, including fire doors.

8.1.4.3.6 Electrical, natural gas, steam and other utility operations.

8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

9 Emergency Action Plan for a Natural Disaster  
*Follow the same instructions for a natural disaster that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary*

*for planning for a natural disaster.*

9.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster.

9.1.1 Shelter in Place

9.1.1.1 General Procedures.

9.1.1.2 Building Components or Systems

9.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.1.2.2 Elevator operation.

9.1.1.2.3 Ventilation system operation.

9.1.1.2.4 Openable windows.

9.1.1.2.5 Interior doors, including fire doors.

9.1.1.2.6 Electrical, natural gas, steam and other utility operations.

9.1.1.2.7 Fuel oil storage systems and associated pumps.

9.1.2 In-Building Relocation

9.1.2.1 General Procedures.

9.1.2.2 Specific In-Building Relocation Requirements

9.1.2.2.1 Designated in-building relocation areas.

9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

9.1.2.3 Building Components

9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.2.3.2 Elevator operation.

9.1.2.3.3 Ventilation system operation.

9.1.2.3.4 Openable windows.

9.1.2.3.5 Interior doors, including fire doors.

9.1.2.3.6 Electrical, natural gas, steam and other utility operations.

9.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.3 Partial Evacuation

9.1.3.1 General Procedures.

9.1.3.2 Specific Partial Evacuation Requirements

9.1.3.2.1 Location of exits, stairwells and elevators.

9.1.3.2.2 Primary and alternate exit routes.

9.1.3.2.3 Assembly areas.

9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

9.1.3.3 Building Components

9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.3.3.2 Elevator operation.

9.1.3.3.3 Ventilation system operation.

9.1.3.3.4 Openable windows.

9.1.3.3.5 Interior doors, including fire doors.

9.1.3.3.6 Electrical, natural gas, steam and other utility operations.

9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.4 Evacuation

9.1.4.1 General Procedures

9.1.4.2 Specific Evacuation Requirements

9.1.4.2.1 Location of exits, stairwells and elevators.

9.1.4.2.2 Primary and alternate exit routes.

9.1.4.2.3 Assembly areas.

9.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

9.1.4.3 Building Components

9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.4.3.2 Elevator operation.

9.1.4.3.3 Ventilation system

operation.

9.1.4.3.4 Openable windows.

9.1.4.3.5 Interior doors, including fire doors.

9.1.4.3.6 Electrical, natural gas, steam and other utility operations.

9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

10 Emergency Action Plan for Other Emergency  
*Follow the same instructions for other emergencies that are provided in the corresponding section of this plan for explosions (Section 5). Be sure to add any information and detail any changes necessary for planning for other emergencies. Be sure to identify in Section 10.1 of this plan the type of other emergency, if any, that the plan covers.*

10.1 General Statement

Set forth below are the procedures that will be implemented during regular business hours in the event of emergency.  
*Identify other emergency condition, if any.*

10.1.1 Shelter in Place

10.1.1.1 General Procedures

10.1.1.2 Building Components or Systems

10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.1.2.2 Elevator operation.

10.1.1.2.3 Ventilation system operation.

10.1.1.2.4 Openable windows.

10.1.1.2.5 Interior doors, including fire doors.

10.1.1.2.6 Electrical, natural gas, steam and other utility operations.

10.1.1.2.7 Fuel oil storage systems and associated pumps.

10.1.2 In-Building Relocation

10.1.2.1 General Procedures

10.1.2.2 Specific In-building relocation Requirements

10.1.2.2.1 Designated in-building relocation areas. Designated routes by which building occupants would be directed to in-building relocation areas.

10.1.2.2.2 Procedures for accounting for building occupants after completing in-building relocation.

10.1.2.3 Building Components

10.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.2.3.2 Elevator operation.

10.1.2.3.3 Ventilation system operation.

10.1.2.3.4 Openable windows.

10.1.2.3.5 Interior doors, including fire doors.

10.1.2.3.6 Electrical, natural gas, steam and other utility operations.

10.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.3 Partial Evacuation

10.1.3.1 General Procedures

10.1.3.2 Specific Partial Evacuation Requirements

10.1.3.2.1 Location of exits, stairwells and elevators.

10.1.3.2.2 Primary and alternate exit routes.

10.1.3.2.3 Assembly areas.

10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

10.1.3.3 Building Components

10.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.3.3.2 Elevator operation.

10.1.3.3.3 Ventilation system operation.

10.1.3.3.4 Openable windows.

10.1.3.3.5 Interior doors, including fire doors.

10.1.3.3.6 Electrical, natural gas, steam and other utility operations.

10.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.4 Evacuation

10.1.4.1 General Procedures

10.1.4.2 Specific Evacuation Requirements

10.1.4.2.1 Location of exits, stairwells and elevators

10.1.4.2.2 Primary and alternate exit routes

10.1.4.2.3 Assembly areas

10.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation

10.1.4.3 Building Components

10.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells

10.1.4.3.2 Elevator operation

10.1.4.3.3 Ventilation system operation

10.1.4.3.4 Openable windows.

10.1.4.3.5 Interior doors, including fire doors

10.1.4.3.6 Electrical, natural gas, steam and other utility operations

10.1.4.3.7 Fuel oil storage systems and associated pumps and piping

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

11. Consultation with Neighboring Buildings  
*R404-02(i) requires that building owners consult with other office buildings (within 200') of their building to notify them of evacuation routes, assembly areas and evacuation drill schedules. This consultation must be documented in written form. Provide a copy of the letter(s) used to consult with neighboring buildings.*

11.1 Identify all Neighboring Buildings consulted

11.1.1 Complete address of Neighboring Building  
*Provide a list of all buildings consulted, including complete building address.*

11.1.2 Owner of Neighboring Building

12. Building Maintenance Program  
*The plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the fire protection systems and the other equipment and operations affecting building fire safety (mark "N/A" if the building is not provided with such a system).*

12.1 Sprinkler and standpipe systems

12.1.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks, standpipe system pressure reducing devices, and periodic testing of fire department connections). Include any additional maintenance procedures.

12.1.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.2 Fire alarm systems

12.2.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping). Include any additional maintenance procedures.

12.2.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.3 Emergency power systems

12.3.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111). Include any additional maintenance procedures.

12.3.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.4 Phase I and Phase II elevator operations

12.4.1 Maintenance required. Comply with FC607.5. Include any additional maintenance procedures.

12.4.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.5 Smoke control systems

12.5.1 Maintenance required. Comply with FC909.1. Include any additional maintenance procedures.

12.5.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.6 Commercial cooking equipment systems

12.6.1 Maintenance required. Comply with FC904.11. Include any additional maintenance procedures.

12.6.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

12.7 Means of egress

12.7.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

12.7.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.8 Hot work operations

12.8.1 Maintenance required. Comply with FC Chapter 26 and R2605-01 (use of a flammable gas and oxygen in citywide hot work operations). Include any additional maintenance procedures.

12.8.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.9 Decorations

12.9.1 Maintenance required. Comply with FC805 and R805-01 (flame-resistant decorations). Include any additional maintenance procedures.

12.9.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.10 Portable fire extinguishers

12.10.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association

Standard 10). Include any additional maintenance procedures.

12.10.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

12.11 Accumulation of rubbish and combustible waste

12.11.1 Maintenance required. Comply with FC304. Include any additional maintenance procedures.

12.11.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).*

13. Floor Plans. Annexed to this plan are floor plans complying with the requirements of R40401(d)(7). Evacuation routes shall be shown with the permanent partitions which create the corridors. Corridors, exit access, fire barriers and areas of refuge required to be depicted on such plan shall be defined as set forth in Sections 702 and 1002 of the 2008 Building Code.

14. Sprinkler and Standpipe System Riser Diagram. Annexed to this plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R40401(d)(7)(C). Symbols used on the riser diagram shall conform to industry standards, and shall be listed on a legend table indicating their meaning. All floors of the building, including floors below grade, shall be shown on the diagram, except floors that are substantially similar need not be individually shown but may be identified on the riser diagram as typical.

15. Building Information Card. Annexed to this Fire Safety and Evacuation/EAP Plan, as Appendix B-2, is the Building Information Card complying with the requirements of R404-01(n)(1)(A). The Building Information Card (BIC) must conform to format of Appendix B-2.

16. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(n)(1)(B). The Building Profile must conform to the format of Appendix D. Provide all of the information requested, without reference to other sections of the plan or the Building Information Card, even if the information requested is duplicative.

17. EAP Floor Staffing Charts

Annexed to this Fire Safety/Emergency Action Plan, as Appendix C-2, is a single (typical and accurate for the building) FS/EAP Staffing Chart complying with the requirements of R404-02(d)(9).

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Attachment 1**

**FIRE SAFETY/EAP DIRECTOR**

**BUILDING ADDRESS:**  
\_\_\_\_\_

**Fire Safety/EAP Director:**  
Name: \_\_\_\_\_

FDNY Certificate of Fitness No.: \_\_\_\_\_

Regular Work Location: \_\_\_\_\_

Regular Work Hours: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Attachment 2**

**DEPUTY FIRE SAFETY/EAP DIRECTOR**

**BUILDING ADDRESS:**  
\_\_\_\_\_

**Deputy Fire Safety/EAP Director:**  
\_\_\_\_\_



EAP Critical Operation assignments should match with those listed in Appendix A-2, Table 7.

Building Address Signature of Owner or Authorized Representative Date

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 5

OFFICE EMPLOYEES CRITICAL OPERATIONS STAFF FOR EAP

Table with 10 columns: Name, Title, Employer, EAP Critical Operation, Regular Days and Hours, Regular Work Location, Work Location Telephone No., Other Contact Information.

Critical Operations Staff (Office Employees) are not EAP staff members and have no responsibilities with respect to implementing the EAP.

Building Address Signature of Owner or Authorized Representative Date

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 6

NUMBER OF BUILDING OCCUPANTS

Table with 6 columns: Floor, # Occupants, Floor, # Occupants, Floor, # Occupants.

Provide information for all floors, including those that are below grade, those having no building occupants, and those that are not included in the plan such as residentially occupied floors.

should match the information specified in Appendix A-2, Table 8.

Total # of Occupants: \_\_\_\_\_

Building Address Signature of Owner or Authorized Representative Date

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 7

DESIGNATED FUNCTIONS FOR EAP

In the event of an emergency, indicate what actions may be taken with regard to specific building components, and the EAP staff member identified by title, who will be responsible to take such actions and communicate their findings back to the Fire Safety/EAP Director.

- 1. Type of emergency: Explosion, Biological, Chemical, Nuclear, Natural Disaster, Other Emergency.

2. Access to and egress from entrances/exits and stairwells:

Building entrances/exits

Table with 2 columns: Location/designation, Title of EAP staff member.

Stairwells

Table with 2 columns: Letter designation, Title of EAP staff member.

Include a complete list of exits and stairwells. Indicate, by title, the EAP personnel responsible for assessments and necessary actions.

3. Elevator operations:

Table with 2 columns: Elevator bank and car numbers, Title of EAP staff member.

List all elevator banks and car numbers. Indicate, by title, the EAP staff member responsible for assessments and necessary actions.

4. Fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utility operations:

Table with 2 columns: Fuel oil, Title of EAP staff member.

Electrical

Natural gas

Steam

Other utility

List all fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utilities. Indicate, by title, the EAP staff member responsible for assessments and necessary actions.

5. Ventilation system operations:

Table with 2 columns: Zone #, Title of EAP staff member.

HVAC equipment

Smoke management systems

List all heating, ventilation and air conditioning equipment and smoke management systems. Indicate, by title, the EAP staff member responsible for assessments and necessary actions.

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 8

IN-BUILDING RELOCATION AREAS FOR EAP

Table with 4 columns: Essentials, Max occupant capacity, Protection, Location. Includes sub-tables for Water, Lavatories, Equipment, Supplies.

Complete this table only for EAP in-building relocation areas (IBRA). Provide a floor by floor listing of the required pre-designated IBRA.

Building Address Signature of Owner or Authorized Representative Date

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 8A

IN-BUILDING RELOCATION AREAS FOR FSP

Table with 3 columns: Location of IBRA, Floor(s) relocating to this IBRA, Max IBRA occupant capacity.

Complete this table only for FSP in-building relocation areas (IBRA). Provide a floor by floor listing of the pre-designated IBRA corresponding to Appendix A-2, Table 8B information.

Building Address Signature of Owner or Authorized Representative Date

Combined Fire Safety/Emergency Action Plan (Appendix A-2)

Table 8B

IN-BUILDING RELOCATION AREA ROUTES FOR FSP

Table with 4 columns: Floor No., Routes to in-building relocation areas, Stairwell route terminus, Primary/Alternate.

Alternate		
Primary		
Alternate		

Complete this table only for FSP in-building relocation area (IBRA) evacuation routes. All floors must be listed, including below grade floors. Floors that have no building occupants, such as MER floors, or floors that are not part of the FSP, such as residentially occupied floors shall be noted in the table for that floor number. Information provided in this table will be cross-referenced with building occupant information provided in Appendix A-2, Table 6. For each occupied floor, there must be a primary and an alternate route to an in-building relocation area. The alternate route must utilize a different stairwell than the primary route. An alternate IBRA need not be provided. Any IBRA identified in this table must also be identified in Appendix A-2, Table 8A.

Building Address \_\_\_\_\_ Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 9**

**SPECIFIC EVACUATION ROUTES FOR EAP**

	Floor No.	Exit Routes (e.g. hallways)	Stairwell Letter/Terminus	Elevator Bank/Terminus
Primary				
Alternate				
Primary				
Alternate				
Primary				
Alternate				
Primary				
Alternate				

Complete this table only for EAP full building evacuation routes. This table is used to provide a floor by floor listing of the required primary and alternate EAP evacuation routes. All floors must be listed, including below grade floors. Floors that have no building occupants, such as MER floors, or floors that are not part of the EAP, such as residentially occupied floors shall be noted in the table for that floor number. A primary and alternate stairwell should be provided for each floor. If elevators are listed as an alternate evacuation route the EAP staff members responsible for such operation must be identified in Appendix A-2, Table 3 or 4 with that elevator operation assignment listed. In column 3 list the stairwell letter and the location that that stairwell terminates to provide egress from the building. List the same information for the alternate stairwell. In column 4 list the elevator bank letter and the location that that bank terminates to provide egress from the building. List the same information for the alternate elevator.

Building Address \_\_\_\_\_ Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**Combined Fire Safety/Emergency Action Plan (Appendix A-2)**

**Table 10**

**ASSEMBLY AREAS FOR EAP**

Provide the required information for each assembly area separately. Assembly areas must be:

- at a safe distance from the building (preferably a distance from the building not less than the height of the building);
- sufficient in number and size to accommodate the building occupants that will be assigned to report to such assembly area; and
- allow for the continuous movement of building occupants away from the building to their assembly areas;

Assembly area # \_\_\_\_\_

Location- \_\_\_\_\_

If the assembly area is a building provide address. If outdoors, specify the exact location. An insufficiently specific location, such as "Central Park," or a location that is inadequate to safely accommodate building occupant, such as a street corner, will not be accepted as an assembly area.

Distance from building to assembly area (feet)- \_\_\_\_\_

Maximum number of persons that assembly area accommodates \_\_\_\_\_

Employer(s) \_\_\_\_\_

Employer(s) procedures to account for building occupants, and how such information will be communicated back to the fire command center. (Include the titles of those responsible to account for employees after being evacuated.) \_\_\_\_\_

Assembly area # \_\_\_\_\_

If more than one assembly area is designated provide such information in the same format as above.

Building Address \_\_\_\_\_ Signature of Owner or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX A-3**

**FIRE SAFETY AND EVACUATION PLAN FORMAT**

**OFFICE BUILDINGS WITH INTERIOR FIRE ALARM SYSTEMS**

The Fire Safety and Evacuation Plan required by New York City Fire Code (FC) Section FC404.2.1 and Fire Department rule (R) 3 RCNY 404-01 shall include the text of and conform in all respects to this format. Instructions, shown in italics, should not be included in the plan.

The Fire Safety and Evacuation Plan may make reference at any point to additional accompanying attachments, tables and/or other supporting information or documentation, including the attachments and tables prescribed by the format for various Fire Safety and Evacuation Plan information.

A copy of the Fire Safety and Evacuation Plan and floor plans shall be kept at the fire command center (commonly referred to as the fire command station).

Questions regarding the format and submission of the Fire Safety and Evacuation Plan may be directed to the Emergency Planning and Preparedness Unit of the Bureau of Fire Prevention at Fire Department Headquarters.

**1. Owner's Certification**

I hereby certify that this Fire Safety and Evacuation Plan is in compliance with the requirements of FC404.2.1 and R404-01. This Fire Safety and Evacuation Plan sets forth the circumstances and procedures for the evacuation of building occupants in response to a fire.

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

"Owner" is defined in R404-01(b) as "the fee owner or lessee of the building, or other person or entity having charge thereof."

**2. Building Information**

**2.1 Complete building address**

**2.2 Building owner information**

- 2.2.1 Name
- 2.2.2 Mailing address
- 2.2.3 Building Identification Number
- 2.2.4 Telephone number(s)
- 2.2.5 Cellular telephone number(s)
- 2.2.6 Fax number(s)
- 2.2.7 E-mail address

**2.3 Height of building, and number of stories above and below grade.**

**2.4 Lawful use and occupancy**  
*Attach a copy of current Certificate of Occupancy for the building.*

**2.5 Signage**

2.5.1 Elevator lobbies, Floor number signs, elevator bank designation signs, and floor diagram signs (showing the route of egress) have been provided at elevator lobbies in compliance with the requirements of the New York City Building Code.

2.5.2 Stairwells, Stairwell identification signs have been posted on the corridor sides of stairwell doors and floor number signs have been posted on the stairwell side of stairwell doors in compliance with the requirements of the New York City Building Code.

**3. Fire Safety/EAP Staff Designations, Duties and Responsibilities**

3.1 Fire drill conductor. Indicate that a person holding a certificate of fitness as fire drill conductor will conduct fire drills as required by FC405.2, and that such drills consistent with and reinforced the fire safety and evacuation instructions listed in Section 4 of this plan. *Indicate the name, contact information and certificate of fitness number of the building personnel or contractor that will conduct fire drills, and enter this information in the FSP logbook.*

**4. Fire Safety and Evacuation Instructions**

**4.1 Evacuation of Building in the Event of Fire**

4.1.1 Any person discovering fire, smoke or other fire condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box.

4.1.2 Upon activation of the building's fire alarm system, all building occupants shall immediately evacuate of the building in accordance with this plan, if able to do so safely. *Indicate in Appendix A-3, Table 1, the evacuation route by which building occupants will be evacuated from the building.*

4.1.3 The following factors shall be expeditiously determined and considered in whether and how to safely evacuate the building in the event of a fire in the building:

4.1.3.1 Location of the fire (floors and areas on floors).

4.1.3.2 Severity of the fire.

4.1.3.3 Floors affected by smoke conditions.

4.1.3.4 Stairwells affected by smoke conditions.

4.2 Use of Elevators. Elevators shall not be used to implement the fire safety and evacuation plan, except when authorized by firefighting personnel.

4.3 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance. *Include in statement that a list of such occupants shall be prepared and indicate the location on the premises at which it will be maintained. Elevator(s) shall not be designated as a procedure for movement of such building occupants.*

5. Building Maintenance Program  
*The fire safety and evacuation plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the following fire protection systems and the other equipment and operations affecting building fire safety (mark "N/A" if the building is not provided with such a system):*

**5.1 Sprinkler and standpipe systems**

5.1.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks, standpipe system pressure reducing devices, and periodic testing of fire department connections). *Include any additional maintenance procedures.*

5.1.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

**5.2 Fire alarm systems**

5.2.1 Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping). *Include any additional maintenance procedures.*

5.2.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

**5.3 Emergency power systems**

5.3.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111). *Include any additional maintenance procedures.*

5.3.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.*

**5.4 Phase I and Phase II elevator operations**

5.4.1 Maintenance required. Comply with FC607.5. *Include any additional maintenance procedures.*

5.4.2 Responsible personnel  
*Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If*

inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.5 Smoke control systems

- 5.5.1 Maintenance required. Comply with FC909.1. Include any additional maintenance procedures.
5.5.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.6 Commercial cooking equipment systems

- 5.6.1 Maintenance required. Comply with FC904.11. Include any additional maintenance procedures.
5.6.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title). If inspection, testing or other maintenance is to be performed by a contractor, indicate as much in the plan, and identify the contractor in the FSP logbook.

5.7 Means of egress

- 5.7.1 Maintenance required. Comply with FC 1027.3 and 1027.4.
5.7.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

5.8 Hot work operations

- 5.8.1 Maintenance required. Comply with FC Chapter 26 and R2605-01 (use of a flammable gas in citywide hot work operations). Include any additional maintenance procedures.
5.8.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

5.9 Decorations

- 5.9.1 Maintenance required. Comply with FC805 and R805-01 (flame-resistant decorations). Include any additional maintenance procedures.
5.9.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

5.10 Portable fire extinguishers

- 5.10.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association Standard 10). Include any additional maintenance procedures.
5.10.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

5.11 Accumulation of rubbish and combustible waste

- 5.11.1 Maintenance required. Comply with FC304. Include any additional maintenance procedures.
5.11.2 Responsible personnel. Indicate the name and number of the certificate of fitness holder (if applicable) or other building personnel (by job title).

6. Floor Plans. Annexed to this plan are floor plans complying with the requirements of R40401(d)(7). Evacuation routes are required to be depicted on such plans and shall be shown with the permanent partitions which create the corridors. Corridors, exit access, fire barriers and areas of refuge required to be depicted on such plans shall be defined as set forth in Sections 702 and 1002 of the 2008 Building Code.

7. Sprinkler and Standpipe System Riser Diagram. Annexed to this Fire Safety and Evacuation Plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R404 01(d)(7)(C). Symbols used on the riser diagram shall conform to industry standards, and shall be listed on a legend

table indicating their meaning. All floors of the building, including floors below grade, shall be shown on the diagram, except floors that are substantially similar need not be individually shown but may be identified on the riser diagram as typical.

8. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(o)(1). The Building Profile must conform to the format of Appendix D. Provide all of the information requested, without reference to other sections of the plan, even if the information requested is duplicative.

Fire Safety and Evacuation Plan (Appendix A-3) Office Buildings With Interior Fire Alarm Systems

Table 1 EVACUATION ROUTES

Table with 3 columns: Type (Primary/Alternate), Floor No., and Evacuation route and exit discharge location (e.g. stairwell A to 1st floor 42nd Street exit).

Use this table to provide a floor by floor listing of the required primary and alternate evacuation routes. All floors must be listed, including below grade floors. Floors that have no building occupants, such as MER floors, or floors that are not part of the FSP, such as residentially occupied floors shall be noted in the table for that floor number. A primary and alternate stairwell must be provided for each floor. In column 2 list the stairwell letter and the location that that stairwell terminates to provide egress from the building. List the same information for the alternate stairwell.

Building Address Signature of Owner or Authorized Representative Date

FIRE SAFETY AND EVACUATION PLAN APPENDIX B-1 HOTEL/MOTEL BUILDING INFORMATION CARD (For use by Fire Department personnel)

1. BUILDING INFORMATION: Address: A/K/A: Construction Class: Hotel Floors: Office Floors: Other Residential Floors: Retail Floors: Public Assembly Areas: 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): Natural Gas Service: Yes / No Shutoff location: Emergency Generator Location: Roof Storage: LPG Diesel Fuel Other

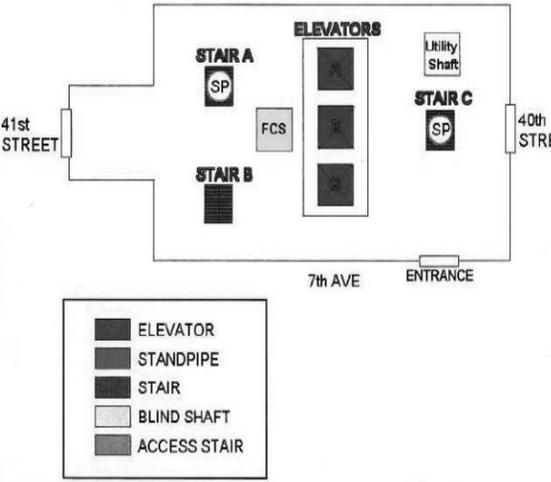
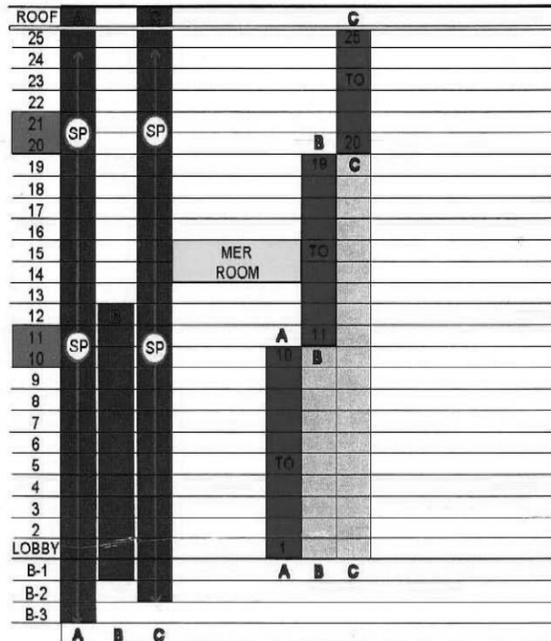
7. FIRE PROTECTION SYSTEMS: Standpipe Locations: Standpipe Isolation Valve Locations: FD Connection Locations: Building Fully Sprinkled: Yes / No Partially Sprinkled: Floors: PRV Valves Floor Locations: Fire Pump Locations: Non-water Fire Extinguishing Systems: Locations:

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 INFO: Fire Safety Director: Work: Emergency: Building Engineer: Work: Emergency: Hotel/Motel Manager: Work: Emergency:



Fire Safety and Evacuation Plan (Appendix B-1) Hotel/Motel Occupancies Building Information Card

Instructions

A Building Information Card (BIC), in the format set forth as Appendix B-1, must be maintained at the fire command center, and made available to Fire Department representatives or emergency response personnel, upon request. The Building Information Card must be 11" x 17" in size, double sided. The BIC required to be maintained at the fire command center must be laminated; the one submitted for FSP plan approval does not.

Page 1 of the BIC requires detailed building information, including information regarding elevators, stairwells, water supply and utilities, fire extinguishing systems and ventilation systems.

Page 2 of the BIC requires a color-coded plot plan and elevation of the building that details bordering streets, entrances, floors, stairs, elevators, shafts, standpipes, and mechanical equipment room locations.

Page 1 (Written Information)

Page 1 of the Building Information Card requires written information about the building. Complete all sections of the form. No parts should be left blank; if any part does not apply, enter N/A.

Box 1 BUILDING INFORMATION

ADDRESS: Provide complete address (e.g. 9 MetroTech Center)
A/K/A: Provide any other street addresses (e.g. 144 Tech Place)
CONSTRUCTION CLASS/TYPE: For buildings constructed under the 1968 NYC Building Code or prior code provide the 1968 Building Code construction classification (see reference 1 below). For buildings constructed under the 2008 Building Code provide the 2008 Building Code construction type as set forth in Building Code Section 602. Indicate the code used when completing the card (e.g. I-A (1968 Code) or II-A (2008 Code)).
HOTEL FLOORS: List all floors designated for Occupancy Group R-1 (hotel/motel) use (e.g., Flr 1-12)
OFFICE FLOORS: List all floors designated for Occupancy Group B office use (e.g. Flr 13-25).
OTHER RESIDENTIAL FLOORS: List all floors designated for Occupancy Group R-2 (apartment) use (e.g. Flr 26-39).
RETAIL FLOORS: List all floors with retail occupancy space.
PUBLIC ASSEMBLY AREAS: List all floors having public assembly areas. (e.g. Flr 1 theater; Flr 20 restaurant).
BUILDING POPULATION: DAY/NIGHT/WEEKEND: List the number of building employees and visitors in the building during the day, night and weekend. These numbers should coincide with information contained in Appendix A-1, Table 2.

Box 2 BUILDING STATISTICS

STORIES: List number of floors above and below grade.
HEIGHT: Provide building height in feet.
WIDTH: Provide building frontage width in feet.
TYPE OF CONSTRUCTION: List the predominate type of building material used in the construction of the building. (e.g. concrete and steel, concrete).
TRUSS CONSTRUCTION: ROOF/FLOORS: Circle "Yes" if roof is of truss construction; Circle "No" if it is not. Also, list all floors having any form of truss construction.
HORIZONTAL CONNECTIONS: List the location and type of any horizontal connection to an adjacent building (e.g. passage ways, utility pipe chase, cellars, etc.).
ROOF SETBACK LEVELS: A set back is an "area formed when the floor area of the building is reduced thus requiring the exterior wall of a building to be recessed." List all floor numbers having setbacks.

Box 3 STAIRWELLS

DESIGNATION: List the letter designations of all stairwells.
FLOORS SERVED: List the range of floors served for each stairwell.
PRESSURIZED: List any stairwell provided with stairwell pressurization.
STANDPIPES: List the stairwells that contain standpipe hose connections.
RE-ENTRY FLOORS: List all stairwell re-entry floors.
ACCESS/CONVENIENCE STAIRS: List the floors served. (e.g. Flr 2-3, 5-7). Include escalators.
ROOF ACCESS: List stairwells that have access to roof.
FIRE TOWER: List any stairwells that are fire towers.

Box 4 ELEVATORS

BANK: List the letter designations for all elevator banks.
CAR NUMBERS: List the individual elevator car numbers in each bank.
FLOORS SERVED: List floors served by each elevator.
FREIGHT ELEVATOR BANK: List bank and car numbers of freight elevators.
SKY LOBBY: A sky lobby is an elevator bank whose lowest terminal level is on an upper floor. Not all buildings have sky lobbies. If a sky lobby is provided, list each floor on which a sky lobby is located.

Box 5 VENTILATION

HVAC ZONES: List the zones or floors the HVAC system supplies. Several zones, such as "Flrs 1-10, 11-20, 20-35", or individual "package units" for each floor are examples.
BUILDING MANAGEMENT SYSTEM: If there is a building management system provide its location.
OFF-SITE EMERGENCY NUMBER: Provide telephone number.
SMOKE MANAGEMENT SYSTEM/PURGE CAPABILITY: Indicate Yes or No / Auto or Manual
LOCATION OF MECHANICAL ROOMS: Provide location(s).

Box 6 UTILITIES

ALL FUEL OIL TANK LOCATIONS: List the capacity and location of each tank.
NATURAL GAS SERVICE: Provide location of gas shutoff valve.
EMERGENCY GENERATOR LOCATION: Provide location of each emergency generator.
ROOF STORAGE: LPG/DIESEL/OTHER: Check appropriate box. If other, indicate type of fuel.

Box 7 FIRE PROTECTION SYSTEMS

STANDPIPE LOCATIONS: Provide locations of standpipes. Standpipes in stairwells should be depicted in the diagram on Page 2. If other than in a stairwell, give exact locations (e.g. across from "B" bank elevators; east side of building; etc.)
STANDPIPE ISOLATION VALVE LOCATIONS: Provide valve locations and floor (e.g. Flr 19 utility closet, Flr 10 "B" stairwell).
FD CONNECTION LOCATION: Provide location(s) of FD connection(s) on exterior of building. Indicate which street side and the number of connections found on that side. (e.g. (2) Sixth Ave side; (1) 37th St side).
BUILDING FULLY SPRINKLED: Indicate Yes or No
PARTIALLY SPRINKLED FLOORS: In a building that is not completely sprinklered, list any floors that are sprinklered.
PRV VALVE FLOOR LOCATIONS: Indicate location of

pressure reducing valves.
FIRE PUMP LOCATIONS: List the floor(s) on which the fire pumps are installed.
NON-WATER FIRE EXTINGUISHING SYSTEMS: List type of system and location (e.g. Flr 1 restaurant wet chemical system; Flr 10 electrical closet carbon dioxide system)

Box 8 HAZARDOUS MATERIALS

NAME OF PRODUCT/QUANTITY: Provide information. If none, mark N/A.
LOCATION: Provide information. If none, mark N/A.
Any storage location within the building that contains less than 5 gallons of flammable liquid, 25 gallons of combustible liquid or 55 gallons of corrosive material may be excluded.
In addition to the name of product for each hazardous material, indicate its United States Department of Transportation classification. Hazardous material storage locations within the building identified elsewhere on the Building Information Card, such as fuel oil storage, are not required to be listed in this box.
Identify areas/rooms of special concern (such as medical facility (x-ray); U.P.S./battery rooms; transformer locations; cellular antennas, etc.) as special notes.

Box 9 COMMUNICATIONS

NUMBER OF RADIOS FOR FDNY USE: Indicate the number of building radios available for emergency responder use, if any. If none, mark N/A.
24 HOUR LOCATION: Indicate location and availability of radios (e.g. fire command center 24/7, fire command center 8am to 4pm). If none, mark N/A.
COMMUNICATIONS FOR FDNY USE: Indicate any other means of communication available for emergency responder use (e.g. repeaters). If none, mark N/A.

Box 10 TEMPORARY CONSIDERATIONS

Fill in with erasable markings. This section is provided to allow the Building Information Card to be kept current to reflect such conditions as construction projects in progress, or out-of-service fire protection or life safety systems.

Box 11- BUILDING FIRE SAFETY INFORMATION

Provide the name and contact information (work and emergency telephone numbers) for the fire safety director, building engineer and hotel/motel manager.

REFERENCE # 1 (BOX 1)

1968 NYC Building Code Construction Classifications

Table with 2 columns: Construction Group, Class. Rows include I - Noncombustible (I-A to I-E), II - Combustible (II-A to II-E).

Buildings or spaces of noncombustible construction (construction group I) are those in which the walls, exit ways, shafts, structural members, floors, and roofs are constructed of noncombustible materials and assemblies affording fire-resistance ratings. The noncombustible construction group I is broken down into five different classes, I-A, I-B, I-C, I-D and I-E as follows:

Construction class I-A. Includes buildings and spaces in which the bearing walls and other major structural elements are generally of four-hour fire-resistance rating.

Construction class I-B. Includes buildings and spaces in which the bearing walls and other major structural elements are generally of three-hour fire-resistance rating.

Construction class I-C. Includes buildings and spaces in which the bearing walls and other major structural elements are generally of two-hour fire-resistance rating.

Construction class I-D. Includes buildings and spaces in which the bearing walls and other major structural elements are generally of one-hour fire-resistance rating.

Construction class I-E. Includes buildings and spaces in which the bearing walls and other major structural elements generally have no fire-resistance rating.

Page 2 (Diagram)

Page 2 of the Building Information Card contains a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floors, stairs, elevators, shafts, standpipes and mechanical equipment room locations. Provide a legend and layout conforming to the Appendix B-1 format.

The color-coded plot plan shall depict the following information:

- Floor plan of the lowest floor provided with fire apparatus access.
Location of the fire command center. If the fire command center is located on a floor other than the lowest floor provided with fire apparatus access, indicate its position on the plot plan (which shows the lowest floor with fire apparatus access) but include in the legend the floor on which it is actually located.
Bordering streets
Entrances
Shafts
Location and designation of stairwells and elevators - Indicate stairwell and elevator designations (e.g. bank A, stairwell C)
- Indicate which stairwells contain standpipe connections.

- Fire towers
Fire department connections
Geographic north indicator

The elevation of the building shall depict the following information:

- All floors (except access stairs), including below grade floors, serviced by exit stairwells
Access stairs
Mechanical equipment rooms (MER) and the HVAC zones controlled from such MER
Stairwells containing standpipe connections
Floors serviced by each elevator bank and the cars that service them (including below grade floors) and blind shafts
Floors above ground level at which a stairwell terminates, or connects (by means of a horizontal exit passageway) to a different vertical shaft in which it continues to descend

The plot plan and elevation diagram shall be color-coded as follows:

- Elevators: blue;
Standpipes: red;
Stairwells: green;
Blind shaft: pale blue;
Access stairs/escalators: orange;
Fire command center and mechanical equipment rooms: yellow

Note: Retain underlining of highlighted text in publication of final rule.

COMBINED FIRE SAFETY/EMERGENCY ACTION PLAN (APPENDIX B-2) OFFICE BUILDING INFORMATION CARD (For use by Fire Department personnel)

1. BUILDING INFORMATION: 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

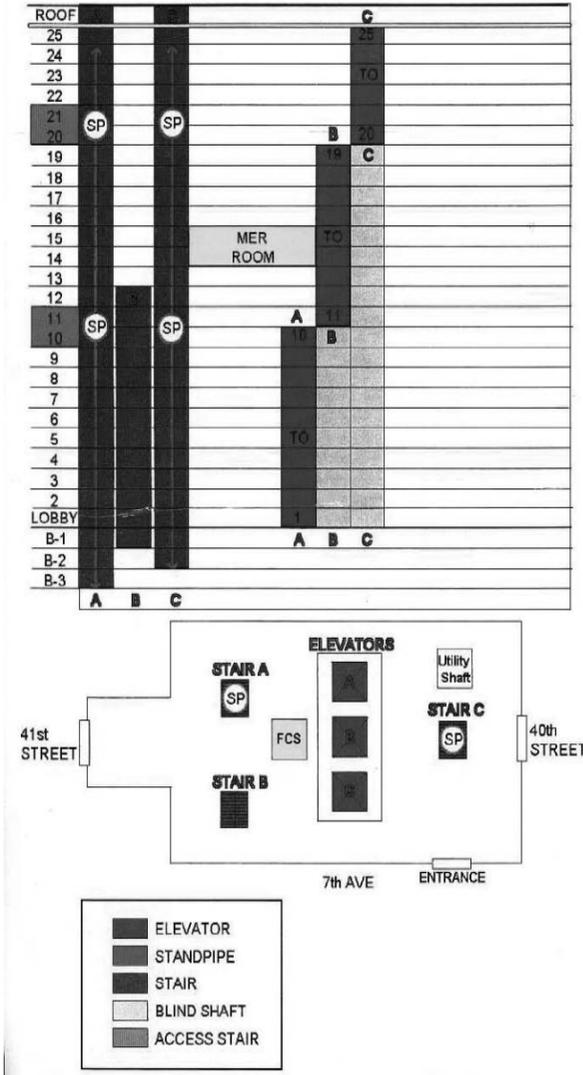
7. FIRE PROTECTION SYSTEMS: Standpipe Locations: Standpipe Isolation Valve Locations: FD Connection Locations: Building Fully Sprinkled: Yes / No Partially Sprinkled: Floors PRV Valves Floor Locations: Fire Pump Locations: Non-water Fire Extinguishing Systems: Locations:

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 INFO:**  
 Fire Safety/EAP Director: \_\_\_\_\_  
 Work: ( ) \_\_\_\_\_  
 Emergency: ( ) \_\_\_\_\_  
 Building Engineer: \_\_\_\_\_  
 Work: ( ) \_\_\_\_\_  
 Emergency: ( ) \_\_\_\_\_  
 Managing Agent: \_\_\_\_\_  
 Work: ( ) \_\_\_\_\_  
 Emergency: ( ) \_\_\_\_\_



**Combined Fire Safety/Emergency Action Plan  
 (Appendix B-2)  
 Office Buildings  
 Building Information Card**

**Instructions**

A Building Information Card (BIC), in the format set forth as Appendix B-2, must be maintained at the fire command center, and made available to Fire Department representatives or emergency response personnel, upon request. The Building Information Card must be 11" x 17" in size, double sided. The BIC required to be maintained at the fire command center must be laminated; the one submitted for plan approval does not.

Page 1 of the BIC requires detailed building information, including information regarding elevators, stairwells, water supply and utilities, fire extinguishing systems and ventilation systems.

Page 2 of the BIC requires a color-coded plot plan and elevation of the building that details bordering streets, entrances, floors, stairs, elevators, shafts, standpipes, and mechanical equipment room locations.

**Page 1 (Written information)**

Page 1 of the Building Information Card requires written information about the building. Complete all sections of the form. No parts should be left blank; and if any part does not apply, enter N/A.

**Box 1 BUILDING INFORMATION**

**ADDRESS:** Provide complete address (e.g. 9 MetroTech Center)  
**A/K/A:** Provide any other street addresses (e.g. 144 Tech Place)  
**CONSTRUCTION CLASS:** For buildings constructed under the 1968 NYC Building Code or prior code provide the 1968 Building Code construction classification (see reference 1 below). For buildings constructed under the 2008 Building Code provide the 2008 Building Code construction type as set forth in

**Building Code Section 602.** Indicate the code used when completing the card (e.g. I-A (1968 Code) or II-A (2008 Code)).  
**OFFICE FLOORS:** List all floors designated for Occupancy Group B (office) use (e.g. Flr 2-14).  
**RESIDENTIAL/HOTEL FLOORS:** List all floors designated for Occupancy Group R-2 (residential), and hotel occupancy (e.g. Flr 1-2 hotel, Flr 3-22 residential).  
**RETAIL FLOORS:** List all floors with retail occupancy space.  
**PUBLIC ASSEMBLY AREAS:** List all floors having public assembly areas (e.g. Flr 1 theater, Flr 20 restaurant).  
**LOCATION OF DAY CARE CENTERS:** List all locations having day care centers.  
**BUILDING POPULATION: DAY/NIGHT/WEEKEND:** List the number of building employees and visitors in the building during the day, night and weekend. These numbers should coincide with information contained in Appendix A-2, Table 6.

**Box 2 BUILDING STATISTICS**

**STORIES:** List number of floors above and below grade.  
**HEIGHT:** Provide building height in feet.  
**WIDTH:** Provide building frontage width in feet.  
**TYPE OF CONSTRUCTION:** List the predominate type of building material used in the construction of the building. (e.g. concrete and steel, concrete).  
**TRUSS CONSTRUCTION: ROOF / FLOORS:** Circle "Yes" if roof is of truss construction; Circle "No" if it is not. Also, list all floors having any form of truss construction.  
**HORIZONTAL CONNECTIONS:** List the location and type of any horizontal connection to an adjacent building (e.g. passageways, utility pipe chase, cellars, etc.).  
**ROOF SETBACK LEVELS:** A set back is an "area formed when the floor area of the building is reduced thus requiring the exterior wall of a building to be recessed." List all floor numbers having setbacks.

**Box 3 STAIRWELLS**

**DESIGNATION** List the letter designations of all stairwells.  
**FLOORS SERVED:** List the range of floors served for each stairwell.  
**PRESSURIZED:** List any stairwells provided with stairwell pressurization.  
**STANDPIPES:** List the stairwells that contain standpipe hose connections.  
**RE-ENTRY FLOORS:** List all stairwell re-entry floors.  
**ACCESS/CONVENIENCE STAIRS:** List the floors served (e.g. Flr 2-3, 5-7). Indicate escalators.  
**ROOF ACCESS:** List stairwells that have access to roof.  
**FIRE TOWER:** List any stairwells that are fire towers.

**Box 4 ELEVATORS**

**BANK:** List the letter designations for all elevator banks.  
**CAR NUMBERS:** List the individual elevator car numbers in each bank.  
**FLOORS SERVED:** List floors served by each elevator.  
**FREIGHT ELEVATOR BANK:** List bank and car numbers of freight elevators.  
**SKY LOBBY:** A sky lobby is an elevator bank whose lowest terminal level is on an upper floor. Not all buildings have sky lobbies. If a sky lobby is provided, list each floor on which a sky lobby is located.

**Box 5 VENTILATION**

**HVAC ZONES:** List the zones or floors the HVAC system supplies. Several zones, such as "Flrs 1-10, 11-20, 20-35", or individual "package units" for each floor are examples.  
**BUILDING MANAGEMENT SYSTEM:** If there is a building management system, provide its location.  
**OFF-SITE EMERGENCY NUMBER:** Provide telephone number.  
**SMOKE MANAGEMENT SYSTEM/PURGE CAPABILITY:** Indicate Yes or No / Auto or Manual  
**LOCATION OF MECHANICAL ROOMS:** Provide location(s).

**Box 6 UTILITIES**

The utilities' information provided in this section must be consistent with the information provided in Appendix A-2, Table 7, Section 4.  
**ALL FUEL OIL TANK LOCATIONS:** List capacity and location of each tank.  
**NATURAL GAS SERVICE:** Provide location of gas shutoff valve.  
**EMERGENCY GENERATOR LOCATION:** Provide location of each emergency generator.  
**ROOF STORAGE: LPG/DIESEL/OTHER:** Check appropriate box. If other, indicate type of fuel.

**Box 7 FIRE PROTECTION SYSTEMS**

**STANDPIPE LOCATIONS:** Provide locations of standpipes. Standpipes in stairwells should be depicted in the diagram on page 2. If other than in a stairwell, give exact locations (e.g. across from "B" bank elevators; east side of building; etc.)  
**STANDPIPE ISOLATION VALVE LOCATIONS:** Provide valve locations and floor (e.g. Flr 19 utility closet, Flr 10 "B" stairwell).  
**FD CONNECTION LOCATION:** Provide location(s) of FD connection(s) on exterior of building. Indicate which street side and the number of connections found on that side. (e.g. (2) Sixth Ave side; (1) 37<sup>th</sup> St side)  
**BUILDING FULLY SPRINKLED:** Indicate Yes or No  
**PARTIALLY SPRINKLED FLOORS:** In a building that is not completely sprinkled, list any floors that are sprinkled.  
**PRV VALVE FLOOR LOCATIONS:** Indicate location of pressure reducing valves.  
**FIRE PUMP LOCATIONS:** List the floor(s) on which the fire pumps are installed.  
**NON-WATER FIRE EXTINGUISHING SYSTEMS:** List type of system and location (e.g. Flr 1 restaurant wet chemical system; Flr 10 electrical closet carbon dioxide system).

**Box 8 HAZARDOUS MATERIALS**

**NAME OF PRODUCT/QUANTITY:** Provide information. If none, mark N/A.  
**LOCATION:** Provide information. If none, mark N/A.  
 • Any storage location within the building that

contains less than 5 gallons of flammable liquid, 25 gallons of combustible liquid or 55 gallons of corrosive material may be excluded.  
 • In addition to the name of product for each hazardous material, indicate its United States Department of Transportation classification.  
 • Hazardous material storage locations within the building identified elsewhere on this Building Information Card, such as fuel oil storage, are not required to be listed in this box.  
 • Identify areas/rooms of special concern (such as an X-Ray clinic, U.P.S rooms/battery rooms, transformer locations, cellular antennas, etc.) as special notes.

**Box 9 COMMUNICATIONS**

**NUMBER OF RADIOS FOR FDNY USE:** Indicate the number of building radios available for emergency responder use. If none, mark N/A.  
**24 HOUR LOCATION:** Indicate location and availability of radios (e.g. fire command center 24/7, fire command center 8:00 A.M. to 4:00 P.M.). If none, mark N/A.  
**COMMUNICATIONS FOR FDNY USE:** Indicate any other means of communication available for emergency responders use (e.g. repeaters). If none, mark N/A.

**Box 10 TEMPORARY CONSIDERATIONS**

Fill in with erasable markings. This section is provided to allow the Building Information Card to be kept current to reflect such conditions as construction projects in progress, or out-of-service fire protection or life safety systems.

**Box 11- BUILDING FIRE SAFETY INFORMATION**

Provide the name and contact information (work and emergency telephone numbers) for the fire safety/EAP director, building engineer and managing agent.

**REFERENCES (BOX 1)**

**1968 NYC Building Code Construction Classifications**

Construction Group	Class
I - Noncombustible	I - A - (4-hr. protected)
	I - B - (3-hr. protected)
	I - C - (2-hr. protected)
	I - D - (1-hr. protected)
	I - E - (unprotected)
II - Combustible	II - A - (heavy timber)
	II - B - (protected wood joist)
	II - C - (unprotected wood joist)
	II - D - (protected wood frame)
	II - E - (unprotected wood frame)

Buildings or spaces of noncombustible construction (construction group I) are those in which the walls, exit ways, shafts, structural members, floors, and roofs are constructed of noncombustible materials and assemblies affording fire-resistance ratings. The noncombustible construction group I is broken down into five different classes, I-A, I-B, I-C, I-D and I-E as follows:

- Construction class I-A.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of four-hour fire-resistance rating.
- Construction class I-B.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of three-hour fire-resistance rating.
- Construction class I-C.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of two-hour fire-resistance rating.
- Construction class I-D.** Includes buildings and spaces in which the bearing walls and other major structural elements are generally of one-hour fire-resistance rating.
- Construction class I-E.** Includes buildings and spaces in which the bearing walls and other major structural elements generally have no fire-resistance rating.

**Page 2 (Diagram)**

Page 2 of the Building Information Card contains a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floors, stairs, elevators, shafts, standpipes and mechanical equipment room locations. Provide a legend and layout conforming to the Appendix B-2 format.

- The color-coded plot plan shall depict the following information:
- Floor plan of the lowest floor provided with fire apparatus access
  - Location of fire command center. If the fire command center is located on a floor other than the lowest floor provided with fire apparatus access, indicate its position on the plot plan (which shows the lowest floor with fire apparatus access) but include in the legend the floor on which it is actually located.
  - Bordering streets
  - Entrances
  - Shafts
  - Location and designation of stairwells and elevators.
    - Indicate stairwell and elevator designations (e.g. elevator bank A, stairwell C).
    - Indicate which stairwell contain standpipe connections.
  - Fire towers
  - Fire department connections
  - Geographic north indicator
- The elevation of the building shall depict the following information:
- All floors (except access stairs), including below grade floors, serviced by exit stairwell
  - Access stairs
  - Mechanical equipment rooms (MER) and the HVAC zones controlled from such MER
  - Stairwells containing standpipe connections
  - Floors serviced by each elevator bank and the cars

that service them (including below grade floors) and blind shafts

- Floors above ground level at which a stairwell terminates, or connects (by means of a horizontal exit passageway) to a different vertical shaft in which it continues to descend

The plot plan and elevation diagram shall be color-coded as follows:

- Elevators: blue; Standpipes: red; Stairwells: green; Blind shaft: pale blue; Access stairs/escalators: orange; Fire command center and mechanical equipment rooms: yellow

Combined Fire Safety /Emergency Action Plan Staffing Chart (Appendix C-2)

BUILDING ADDRESS:

FIRE SAFETY/EAP DIRECTOR

DEPUTY FIRE SAFETY/EAP DIRECTOR

DEPUTY FIRE SAFETY/EAP DIRECTOR

FLOOR NO.

FIRE SAFETY AND EAP WARDEN

Name Phone Number

DEPUTY FIRE SAFETY AND EAP WARDENS

Name Phone Name Phone

Name Phone Name Phone

FIRE SAFETY AND EAP SEARCHERS

MALE FEMALE

Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box.

In the event that it becomes necessary to implement the building's Fire Safety and Evacuation Plan or the Emergency Action Plan, listen for and follow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel.

If the Fire Safety Warden and EAP Wardens; Deputy Fire Safety Warden and Deputy EAP Wardens; and Fire Safety Searchers and EAP Searchers are different individuals, provide the names of all such individuals in the chart and indicate the plan for which such individual is designated.

Date prepared:

Building Profile (Appendix D)

BUILDING ADDRESS: Zip Code:

1. Owner or person in charge of the building.

Company: Name of representative: Address (include Zip Code): Business Telephone No.:

2. Fire Safety Director (FSD) and Deputy Fire Safety Director (DFSD).

Table with columns: Name, Work Location, Telephone/Cell Phone. Rows for FSD and DFSD.

3. Attach copy of: current DOB Certificate of Occupancy (C of O), Temporary Certificate of Occupancy, Letter of No Objection or Affidavit of No Certificate of Occupancy.

4. General description of the building: Building height in feet: No. of stories: No. of basements: Area (length x width) at ground level: (sf) No. of guest rooms: Class of construction as listed on current C of O:

5a. Stairwells, fire towers, fire escapes and access/convenience stairs. Include alphabetical letter identification, location, and floors served.

Table with columns: Letter Designation, Type, Location, Floor No. of Any, Floors Served, Horizontal Exit, Passageway.

Table with 4 columns for listing stairwell re-entry floors.

5b. List stairwell re-entry floors and indicate if fail-safe door lock release is installed on reentry floor:

6. Elevator and/or escalator information: Complete for each elevator bank and each elevator car in such bank.

Large table for elevator and escalator information with columns: Elevator Bank Designation, Elevator Car Number, Passenger or Freight, Operation (Manual/Auto), Levels (floors) served, Phase I Recall/Phase II Service (Yes/No), Elevator Machine Room Location, 2 Way Voice to Fire Command Center (Yes/No), In Common Shaft with Other Cars? (Yes/No).

Elevator cars in common shafts (Identify all elevators by bank designation and car numbers, that are installed in a common shaft.)

Number of escalators: Escalator Levels (floors) served

7. Interior fire alarms, or alarms to central stations. Type of fire alarm/communications (Brand and Model No.) and name of central station monitoring company.

8. Communications systems other than required building fire alarm system (e.g., walkie-talkies, cellular telephones)

9. Standpipe systems: Location of riser: Size of riser: Location of riser: Size of riser: No. of gravity tanks: Location(s): Capacity of gravity tank(s) (gals): Fire Reserve (gals): No. of pressure tanks: Location(s): Capacity of pressure tank(s) (gals): No. of fire pumps: Location/output(s) (gpm): Type(s) of pump(s) (automatic or manual):

Number and location(s) of fire department connection(s):

Name of Certificate of Fitness holder: Certificate No.: Expiration date:

10. Sprinkler system information: Primary water supply: Secondary water supply: Combination standpipe/sprinkler system? (Yes/No): Areas protected:

No. of gravity tanks: Location(s): Capacity of gravity tank(s) (gals): No. of pressure tanks: Location(s): Capacity of pressure tank(s) (gals): No. of fire pumps: Location/output(s) (gpm): Number and location(s) of fire department connection(s):

Name of Certificate of Fitness holder: Certificate No.: Expiration date:

11. Fire extinguishing systems (e.g., Halon, Pre-Action, Commercial Cooking, Deluge, Clean Agent). Indicate location(s) and connection (Yes/No) to building fire alarm system.

12. Average number of employees and guests normally in building. Employees: Daytime: Nighttime: Guests: Daytime: Nighttime:

13. Average number and location of persons with special needs in building. Keep list readily available for FDNY inspection at fire command center. Daytime: Location(s)/Number of: Nighttime: Location(s)/Number of:

14. Number of persons normally visiting building. Daytime: Nighttime:

15. Service equipment:

(a) Electric power: Primary - Street name where power enters the building: Auxiliary - Auxiliary generator (Yes/No): Location of generator: Type of fuel: List capacity and location of the tank in Item 16

(b) Emergency Lighting: Type Location(s)

(c) Heating: Type: Fuel: Location of heating unit:

(d) Ventilation: Emergency means of exhausting heat and smoke (Yes/No): Smoke purge system (Yes/No): Smoke shaft (Yes/No): Do the windows open on any floors? (Yes/No): If Yes, list locations where windows open:

Are keys required? (Yes/No): If Yes, list location: Type of key (1620 or 2642) if required:

(e) Air conditioning system - Be specific: Central A/C (Yes/No): Through floor duct work (Yes/No): If Yes, list floors: Location of Supply Fan Area Served

Package units on each floor (Yes/No): If Yes, Unit Compressor HP

Manufacturer or Tonnage Location Area Served

(f) Refuse storage and disposal (Yes/No): If Yes, list type and location:

(g) Firefighting equipment and appliances, other than standpipe and sprinkler systems.

(h) Roof set-backs, utility shafts, cross bridges, passageway between buildings (interconnected buildings), tunnels, linen chutes, refuse chutes and other pertinent building information. (indicate type and location)

16. Storage and use of flammable and combustible liquids and flammable gases (including fuel oil storage tanks). (indicate type, quantity and location)

17. Special occupancies in the building: Examples include places of assembly, studios, cafeterias, auditoriums, theaters and mercantile occupancies. (indicate type and location)

18. Number and location of electrical transformers containing polychlorinated biphenyls (PCB).

\$404-02 Office Building Emergency Action Plans

(a) Scope. This section sets forth standards, requirements and procedures for the preparation, content, submission, acceptance and amendment of office building emergency action plans; designation, qualifications and training of EAP staff, and their duties and responsibilities; reporting of emergencies to the Department; education of building occupants, including the conduct of drills; recordkeeping; obligations of building occupants and employers of building occupants; and provision of assistance to building occupants with special needs.

(b) Definitions. The following terms shall, for purposes of this section, have the meanings shown herein:

Critical operations staff. Building personnel or other building occupants designated to remain after the emergency action plan is implemented to perform or shut down critical operations, or perform essential services, before they shelter in place, relocate in building or evacuate.

EAP. Emergency action plan.

EAP staff. The individuals identified in an emergency action plan as responsible for the implementation of such plan, including but not limited to the fire safety/EAP director, deputy fire safety/EAP director, EAP building evacuation supervisor, EAP wardens, deputy EAP wardens, EAP searchers, members of the EAP brigade and critical operation staff.

**Emergency.** An incident involving an explosion, a biological, chemical, radiological, nuclear or other chemical incident or release, natural disaster, or the threat thereof, or a declaration of emergency by a lawful authority, that requires implementation of a building's emergency action plan to help ensure the safety of the building occupants.

**Neighboring buildings.** Buildings subject to the provisions of this section that are located on either side of a city street, up to a distance of 200 feet apart, unless separated by a barrier to movement, such as a restricted access roadway or railway.

(c) General Requirements

- (1) **Applicability.** This section applies to all Group B office building occupancies as set forth in FC404.2.2.
- (2) **Preparation of emergency action plans**
- (A) An owner shall cause an emergency action plan to be prepared for such building, and periodically reviewed and amended, in accordance with R404-02(d) through (h) and (k). The emergency action plan shall be in the form set forth in R404-01 Appendix A-2, and shall include a building information card in the form set forth in R40401 Appendix B-2.
- (B) An owner shall cause a fire safety/EAP director, and deputy fire safety/EAP directors, EAP building evacuation supervisors, EAP wardens, deputy EAP wardens, EAP brigade members, EAP searchers and critical operations staff, to be designated in the emergency action plan in accordance with R404-02 (d) and (h), and R113-03, with the authority, duties and responsibilities set forth therein.
- (C) An owner shall consult with the owners of neighboring buildings in connection with the preparation of the building's emergency action plan, with respect to the matters set forth in R404-02(i).
- (3) **Emergency action plan submission, acceptance, training and recordkeeping**
- (A) An owner shall cause an emergency action plan to be submitted to the Department, and obtain acceptance from the Department, in accordance with FC404.6 and R404-02(j).
- (B) An owner shall cause the emergency action plan and educational materials to be distributed, and EAP drills conducted, in accordance with FC405.3 and R404-02(l).
- (C) An owner shall cause recordkeeping to be maintained in accordance with FC405.5 and R404-02(m).
- (D) A paper copy of the emergency action plan, including floor plans, shall be maintained at the fire command center and shall be made available for inspection by any Department representative.
- (4) **Compliance with emergency action plan.** All building occupants and employers of building occupants shall comply with the directions of the fire safety/EAP director and EAP staff upon implementation of the emergency action plan, and otherwise fulfill their obligations in accordance with FC405.2 and R404-02(n).
- (5) **Authority to implement the emergency action plan**
- (A) The emergency action plan shall be immediately implemented and building occupants directed to shelter in place, in-building relocate, partially evacuate or evacuate, whenever such action is deemed necessary to ensure the safety of building occupants.
- (B) The ability of the fire safety/EAP director to implement the emergency action plan shall not be subordinated to the authority of any other person or impaired by any notification procedure established by the owner, in circumstances where, the fire safety/EAP director becomes aware of an emergency presenting an immediate danger to building occupants, and, in the absence of direction from lawful authorities, determines that delaying implementation of the emergency action plan to obtain direction from lawful authorities, the owner or the owner's designated representative would likely

result in harm to building occupants. The fire safety/EAP director shall determine the safest and most efficient course of action consistent with the emergency action plan, depending on the nature of the emergency.

- (C) The authority of the fire safety/EAP director to implement the emergency action plan, as set forth in FC Chapter 4, this section and in the plan itself, shall be assumed by a deputy fire safety/EAP director in the absence of the fire safety/EAP director, or, if no fire safety/EAP director or deputy fire safety/EAP director is required to be on duty, by a EAP building evacuation supervisor.
- (6) **Compliance with orders of lawful authorities**
- (A) The owner, fire safety/EAP director and all other EAP staff and building occupants shall comply with the orders of the Department or other incident commander or emergency response personnel should such incident commander or emergency response personnel be present at the building.
- (B) In the absence of any direction from an emergency response agency, incident commander or emergency response personnel, the owner, fire safety/EAP director and all other EAP staff and building occupants shall comply with the official announcements or directions of the Mayor of the City of New York or other lawful authority.
- (7) **Official notifications of emergency and implementation of emergency action plan.** The fire safety/EAP director shall immediately report any emergency to 911 and notify the 911 operator that they are implementing the emergency action plan. The fire safety/EAP director may report to 911 any condition that is being investigated as a possible emergency.
- (8) **Communications with building occupants**
- (A) The fire safety/EAP director shall be responsible for communicating information and directions to building occupants whenever the emergency action plan is implemented, including during an EAP drill.
- (B) Implementation of the EAP or the conduct of an EAP drill shall be communicated to building occupants by the sounding of an alarm or alert tone followed by an announcement. The announcement shall include the following information:
- (1) whether the announcement is being made in connection with an emergency condition or an EAP drill, and if in connection with an emergency:
- (a) what has occurred;
- (b) where it has occurred;
- (c) what provisions of the emergency action plan will be implemented; and
- (d) why it is necessary to implement this provision of the emergency action plan.
- The announcement shall be repeated or updated on a frequent basis, to inform and reassure building occupants.
- (9) **EAP staff training.** The EAP staff training required by FC406 and R404-02(h)(1)(B)(3) shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Training may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the EAP staff members' understanding of the training materials, and is not conducted in lieu of

live instruction for more than one-half (1/2) of the required EAP staff training sessions per year.

- (10) **EAP instructional drills.** The EAP instructional drills required by R404-02(1)(B)(1)(a) shall be in the form of live instruction, but may be supplemented by video presentations and/or distribution of other educational materials. Such instructional drills may be conducted in the form of computerized training, without live instruction, provided that such computerized training is interactive, includes an evaluation of the participants' understanding of the training materials, and is not conducted in lieu of live instruction for more than one-half (1/2) of the required FSP drills.
- (d) **Content of Emergency Action Plans.** Each emergency action plan adopted pursuant to this section shall include the following provisions:
- (1) **Types of Emergency Responses**
- (A) The emergency action plan shall set forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation and/or evacuation of building occupants in response to an emergency.
- (B) The emergency action plan shall address how such measures will be implemented during regular business hours, and at times other than regular business hours, when EAP staff may be absent from the building.
- (2) **Designation of EAP Staff.** The emergency action plan shall designate:
- (A) a fire safety/EAP director and a sufficient number of deputy fire safety/EAP directors to ensure that a deputy fire safety/EAP director is present to perform the duties of the fire safety/EAP director at all times that a fire safety/EAP director is required to be on duty, but is absent;
- (B) at least one (1) person as a EAP building evacuation supervisor, and qualified to serve in such position, shall be present and on duty in the building at all times when a fire safety/EAP director is not required to be on duty, but there are occupants in the building. The EAP building evacuation supervisor at such times shall exercise the authority and responsibility of the fire safety/EAP director to implement the emergency action plan;
- (C) at least one (1) EAP warden for each floor of the building. EAP wardens shall be on duty on each floor during regular business hours for such floor;
- (D) at least one (1) deputy EAP warden for each employer of building occupants on a floor. If the floor area occupied by an employer of building occupants on a single floor exceeds 7,500 square feet, a deputy EAP warden shall be designated for each 7,500 square feet or portion thereof. At least the minimum required number of deputy EAP wardens shall be on duty on each floor during the regular business hours of such employer;
- (E) at least one (1) male and one (1) female EAP searcher for each employer of building occupants on a floor. Such EAP searchers shall be on duty on each floor during the regular business hours of such employer;
- (F) the members of a EAP brigade. The EAP brigade shall consist of the building manager, chief engineer and director of security (or, in their absence, qualified designees), and other building personnel, office employees or other building occupants designated to assist in the implementation of the emergency action plan, including persons assigned to assist building occupants that require assistance to participate in the plan. EAP brigade members shall be on duty during regular business hours. The fire safety/EAP director and deputy fire safety/EAP directors shall not be designated as EAP brigade members; and
- (G) critical operations staff, who are to be exempted from participation in EAP drills and/or delayed in participating in the implementation of the emergency action plan, as set forth in the emergency action

- plan. Such staff shall be designated based on the critical nature of their duties, either to the operation of the building service equipment or other essential services. The emergency action plan shall identify each such individual and the essential service that the individual is required to perform even under emergency conditions. Employers of building occupants may request that the fire safety/EAP director designate certain office employees as critical operations staff. Such requests shall be granted only if the employer can demonstrate that the employee is performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency. All requests and designations shall be documented in writing and made available for inspection by Department representatives, upon request.*
- (3) Designation of fire command center. Except as otherwise provided in R404-02(d)(4), the *emergency action plan* shall designate the *fire command center* as the location from which the *fire safety/EAP director* shall coordinate implementation of the *emergency action plan* or conduct an *EAP drill*.
- (4) Communications with building occupants
- (A) The *emergency action plan* shall designate the primary and alternative means by which the *fire safety/EAP director* will communicate information and directions to building occupants. Buildings equipped with a *fire alarm system* with voice communication capability may utilize such *fire alarm system* for communications relating to the implementation of the *emergency action plan* or the conduct of *EAP drills*.
- (B) The *emergency action plan* shall set forth procedures for announcing the implementation of the *emergency action plan* or the conduct of an *EAP drill*.
- (5) Use of elevators and other building systems. The *emergency action plan* shall specify whether and how elevators and other building systems will be used to implement such plan. Elevators may be used to implement the *emergency action plan*, subject to the following considerations:
- (A) Floors or *building occupants* to be evacuated or relocated by elevators shall be designated in the *emergency action plan*.
- (B) Elevators that are to be used for *evacuation, partial evacuation, shelter in place, or in-building relocation* must be provided with two-way voice communication to the *fire command center* in accordance with the *Building Code* requirements.
- (C) Elevator use shall be directed only when the *fire safety/EAP director* or *deputy fire safety/EAP director* has assessed the situation and determined that such use would be safe.
- (D) Only designated elevators shall be used and only those elevators so designated shall remain in service. All other elevators shall be recalled to the lobby or their lowest floor of travel.
- (E) Movement of elevators shall be controlled either by operation in manual mode by an *EAP staff* member or at the elevator control panel in the lobby, under the direct supervision of the *fire safety/EAP director*.
- (F) *Building occupants* shall board elevators only on designated floors and disembark elevators at floors as directed by the *fire safety/EAP director*.
- (6) Assistance to building occupants with special needs
- (A) The *emergency action plan* shall establish procedures for identifying in advance *building occupants* who require assistance to participate in the *emergency action plan* because of an infirmity, disability or other special need, and procedures for providing such assistance. Assistance that may be required may include implementing procedures or
- modifying equipment to ensure receipt of announcements, designating areas for assistance, and designating persons to provide assistance.
- (B) The *owner* shall make the procedure for requesting such assistance known to all *building occupants* and employers of *building occupants*.
- (C) A list of the *building occupants* who have requested such assistance, and their work location, shall be maintained at the *fire command center*, and made available to *Department* representatives or emergency response personnel, upon request.
- (D) The *fire safety/EAP director, EAP wardens* and, as appropriate, other *EAP staff*, shall periodically review the list of such *building occupants* on the floors or other areas of the building in which they perform their duties, so as to familiarize themselves with the *building occupants* requiring assistance to participate in the *emergency action plan*.
- (7) Floor plans. The *emergency action plan* shall include, for each floor of the building (including any floors below grade), a current floor plan bearing the signature and seal of a registered design professional, containing the information required by FC 404.3.1(3) and (4), marked to reflect exit routes, *in-building relocation areas*, and other information contained in the *emergency action plan* amenable to graphic representation. Such plans shall be submitted to the *Department* in a form and manner to be specified by the *Department*, as set forth in FC404.6 and R404-02(j).
- (8) Building information card. A building information card, in the format set forth in R404-01(c)(2)(A)(2) and R404-01 Appendix B-2, shall be maintained at the *fire command center*, and made available to *Department* representatives or emergency response personnel, upon request.
- (9) EAP staff floor postings. Notices identifying the *EAP staff* shall be conspicuously posted on each floor, and kept at the *fire command center*, where they shall be made available for inspection by *Department* representatives. The format of such notices shall be as set forth in R404-01 Appendix C-2.
- (e) Specific Requirements For Sheltering In Place
- (1) The *sheltering in place* provisions of the *emergency action plan* shall be based on an analysis of the circumstances in which such action would best ensure the safety of *building occupants*, and the manner in which it could best be implemented in the building.
- (2) The *emergency action plan* shall set forth the actions that would be taken in the event of *sheltering in place*, including, but not necessarily limited to, those in regard to the following building components or systems:
- (A) access to and egress from the building, including entrances, exits and stairwells;
- (B) elevator operation;
- (C) ventilation system operation, including air handling equipment, heating, ventilation and air conditioning equipment and smoke management systems;
- (D) openable windows;
- (E) interior doors, including fire doors;
- (F) electrical, natural gas, steam and other utility operations; and
- (G) fuel oil storage systems and associated pumps and piping.
- (f) Specific Requirements For In-Building Relocations
- (1) The *in-building relocation* provisions of the *emergency action plan* shall be based on an analysis of the circumstances in which such action would best ensure the safety of *building occupants*, and the manner in which it could best be implemented in the building.
- (2) The *emergency action plan* shall:
- (A) set forth the number of *building occupants* on each floor;
- (B) designate the *in-building relocation areas* to which *building occupants* could be relocated in building, and, for each such *in-building relocation area*, identify:
- (1) of area (such as an interior office, conference room, file room or mechanical room);
- (2) the floor and its exact location thereon;
- (3) the type of protection it offers;
- (4) the estimated maximum number of *building occupants* each relocation area can accommodate; and
- (5) whether it affords access to water, lavatories and/or other facilities, equipment or supplies, including any pre-positioned equipment or supplies.
- (C) designate the route by which *building occupants* would be directed to *in-building relocation areas* if such areas are on a different floor, and identify the stairwells and (if applicable) elevators to be utilized; and
- (D) set forth the actions that would be taken with respect to building components or systems in the event of an *in-building relocation*, including the building components and systems set forth in R404-02(e)(2); and
- (E) the procedures by which employers of *building occupants* will account for their employees after an *in-building relocation* is completed.
- (g) Specific Requirements For Partial Evacuations And Evacuations
- (1) The *evacuation* provisions of the *emergency action plan* shall be based on an analysis of the circumstances in which such action would best ensure the safety of *building occupants*.
- (2) The *emergency action plan* shall identify the safest and most efficient means of evacuating persons from the building or designated floors or areas thereof. Priority shall be given to *building occupants* on floors or other areas of the building most at risk of harm, and, in the designation of exit routes, to the avoidance of congestion.
- (3) The *emergency action plan* shall:
- (A) set forth the number of *building occupants* on each floor, including an estimate of the number of visitors, if any, on a typical day;
- (B) identify the location of exits, stairwells and (if to be utilized) elevators, and their capacity; and
- (C) set forth the actions that would be taken with respect to building components or systems in the event of a *partial evacuation* or *evacuation*, including the building components and systems set forth in R404-02(e)(2).
- (4) The *emergency action plan* shall designate:
- (A) primary designated exit routes for the *evacuation* of each floor or other area of the building, and alternative exit routes in the event that the primary designated routes cannot be used;
- (B) whether *building occupants* will be directed to leave the area by any safe means (other than in circumstances that preclude such action, such as contamination), or directed to one (1) or more *assembly areas* that are:
- (1) at a safe distance from the building (preferably a distance from the building not less than the height of the building);
- (2) sufficient in number and size to accommodate the *building occupants* that will be assigned to report to such *assembly area*; and
- (3) allow for the continuous movement of *building occupants* away from the building to their *assembly areas*;

- (C) the procedures by which employers of *building occupants* will account for their employees after a *partial evacuation* or *evacuation* is completed.
- (h) EAP Staff Requirements
- (1) Fire safety/EAP director.
- (A) Qualifications. The *fire safety/EAP director* shall hold a *fire safety/EAP director certificate of fitness* and otherwise possess the qualifications set forth in R113-03.
- (B) Duties and responsibilities. The *fire safety/EAP director* shall:
- (1) be present and on duty in the building during *regular business hours*;
- (2) be fully familiar with the provisions of the *emergency action plan*;
- (3) supervise and train the *deputy EAP directors*, *EAP building evacuation supervisors*, *EAP wardens*, *deputy EAP wardens*, *EAP searchers*, *EAP brigade members*, *critical operation staff* and other *EAP staff*, including conducting initial and periodic refresher training to maintain the state of readiness of such staff. *Critical operations staff* exempt from participating in *EAP drills* shall receive training in evacuation procedures and other matters addressed during the *EAP drill*, and such other information as an individual would need to know by reason of their delayed participation in any evacuation or other implementation of the *emergency action plan*;
- (4) select qualified building personnel for the *EAP brigade*, organize, train and supervise the *EAP brigade*, and be responsible for the state of readiness of the *EAP brigade*, in accordance with R404-02(h)(6);
- (5) immediately report to 911 any *emergency* and any determination to implement the *emergency action plan*;
- (6) in the event of an *emergency* in or affecting the building, report to the *fire command center* or designated alternative location, and, if appropriate, implement the *emergency action plan* in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the *emergency* and the building response thereto;
- (7) be responsible for communicating all information and directions to *building occupants* in accordance with R404-02(c)(8) and as may be required by the *emergency action plan*;
- (8) conduct the *EAP drills* required by this section;
- (9) approve the content of the *emergency action plan* educational materials and the *EAP drills* provided to *building occupants* pursuant to R404-02(1);
- (10) ensure that the required notices are posted on the floors and that the required recordkeeping is maintained;
- (11) review and approve the procedures established by employers of *building occupants* to account for *building occupants* after an *evacuation*, *partial evacuation*, *in-building relocation* or *sheltering in place*; and
- (12) with respect to the implementation of *fire safety and evacuation plans* and the conduct of fire evacuations and *fire drills*, comply with the requirements of FC Chapter 4 and the rules.
- (2) Deputy fire safety/EAP director
- (A) Qualifications. The *deputy fire safety/EAP director* shall hold a *fire safety/EAP director certificate of fitness* and otherwise possess the qualifications set forth in R113-03. The *deputy fire safety/EAP director* shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with FC406.2.
- (B) Duties and responsibilities. The *deputy fire safety/EAP director* shall:
- (1) in the absence of the *fire safety/EAP director*, perform the duties of the *fire safety/EAP director*, as circumstances warrant, except that the *fire safety/EAP director* shall personally supervise all *FSP staff* training; and
- (2) in the presence of the *fire safety/EAP director*, assist the *fire safety/EAP director* in carrying out the requirements of the *emergency action plan* and this section, as circumstances warrant.
- (3) EAP building evacuation supervisor
- (A) Qualifications. The *EAP building evacuation supervisor* shall receive training in the *emergency action plan* from the *fire safety/EAP director* as set forth in FC Table 406.2(2).
- (B) Duties and responsibilities. The *EAP building evacuation supervisor* shall:
- (1) in the absence of the *fire safety/EAP director* and *deputy fire safety/EAP director*, perform the duties of the *fire safety/EAP director*, as circumstances warrant; and
- (2) in the presence of the *fire safety/EAP director*, assist the *fire safety/EAP director* in carrying out the requirements of the *emergency action plan* and this section, as circumstances warrant.
- (4) EAP wardens
- (A) Qualifications. The *EAP warden* shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with FC406.2.
- (B) Duties and responsibilities. The *EAP warden* shall:
- (1) be familiar with the *emergency action plan*, including general *sheltering in place*, *in-building relocation*, *partial evacuation* and *evacuation* procedures, the exit and *in-building relocation* routes to be utilized for the floor, the location of *in-building relocation areas* and *assembly areas*; and the means of communicating with the *fire safety/EAP director*;
- (2) in the event of an *emergency* on the floor or immediately affecting *building occupants* on the floor, notify the *fire safety/EAP director* and *building occupants* on the floor of the *emergency*, and initiate appropriate action;
- (3) in the event of an *emergency* not on the floor or not immediately affecting *building occupants* on the floor, establish communication with the *fire safety/EAP director* and, if possible, await direction from the *fire safety/EAP director*;
- (4) keep the *fire safety/EAP director* informed of his or her location and the progress of the implementation of *emergency action plan* measures;
- (5) confirm the *in-building relocation* or *evacuation* of the floor or portion thereof by directing *deputy EAP wardens* and/or other *EAP staff* designated as *EAP searchers* to search all areas of the floor to be relocated in building or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining *building occupants* that they must immediately comply with the applicable *emergency action plan* procedures;
- (6) determine whether the stairwells are safe to enter before directing *building occupants* to use them, and, if unsafe, notify the *fire safety/EAP director*, and to instruct *building occupants* not to use elevators unless and until the *fire safety/EAP director* authorizes their use; and
- (7) perform such other duties as set forth in the *emergency action plan*, or as directed to do so by the *fire safety/EAP director*.
- (5) Deputy EAP wardens
- (A) Qualifications. The *deputy EAP warden* shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with FC406.2.
- (B) Duties and responsibilities. The *deputy EAP wardens* shall:
- (1) in the absence of the *EAP warden*, perform the duties of the *EAP warden*, as circumstances warrant; and
- (2) in the presence of the *EAP warden*, assist the *EAP warden* in carrying out the requirements of the *emergency action plan* and this section, by searching all areas of the floor to be relocated in building or evacuated, and notifying any remaining *building occupants* that they must immediately comply with the applicable *emergency action plan* procedures, and by performing such other duties as assigned by the *emergency action plan* or directed by the *EAP warden*.
- (6) EAP brigade
- (A) Qualifications. All *EAP brigade members* shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with FC406.2.
- (B) Duties and responsibilities.

Members of the EAP brigade shall:

(1) perform their designated assignments, as set forth in the *emergency action plan* or as directed by the *fire safety/EAP director*; and

(2) in the event of an *emergency*, immediately report to the designated locations, as set forth in the *emergency action plan* or directed by the *fire safety/EAP director*, to be ready to undertake their designated assignments.

(7) Critical Operations Staff

(A) Qualifications. All *critical operations staff* shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with R404-02(h)(1)(B)(3). Such training shall be for the same duration and frequency as required for EAP brigade members pursuant to FC406.2.

(B) Duties and responsibilities. *Critical operations staff* shall:

(1) perform their designated assignments, as set forth in the *emergency action plan* or as directed by the *fire safety/EAP director*; and

(2) in the event of an *emergency*, immediately report to their designated locations, as set forth in the *emergency action plan* or directed by the *fire safety/EAP director*, and undertake their designated assignments.

(8) EAP Searchers

(A) Qualifications. All EAP searchers shall receive training in the *emergency action plan* from the *fire safety/EAP director* in accordance with R404-02(h)(1)(B)(3). Such training shall be for the same duration and frequency as required for EAP brigade members pursuant to FC406.2.

(B) Duties and responsibilities. EAP searchers shall:

(1) in the absence of the deputy EAP warden, perform the duties of the deputy EAP warden; and

(2) in the presence of the EAP warden, assist the EAP warden in carrying out the requirements of the *emergency action plan* and this section, by searching all areas of the floor to be relocated in building or evacuated, notifying any remaining *building occupants* that they must immediately comply with the applicable *emergency action plan* procedures, and performing such other duties as assigned by the *emergency action plan* or directed by the EAP warden.

(9) Identification. Upon implementation of the *emergency action plan* or during *EAP drills*, the *fire safety/EAP director* and all *EAP staff* shall identify themselves to *building occupants* and others by donning a vest, armband or other form of identification indicating their role.

(i) Consultation With Neighboring Buildings

(1) Prior to filing an *emergency action plan* for a building, the *owner* shall consult with the *owners* of all *neighboring buildings* with respect to the terms of the proposed *emergency action plan* as it affects such *neighboring buildings*. Such consultations shall include but not be limited to designation of *evacuation routes* and *assembly areas*, and coordination and notification of *EAP drills* involving *evacuation of building occupants*.

(2) Such consultations, and any agreements reached as a result, shall be documented in written form, and shall be made available for inspection by *Department representatives*, upon request.

(3) The *owner* of a building shall be deemed to have satisfied the requirements of this section notwithstanding the lack of cooperation on the part of the *owners* of *neighboring buildings*, if the *owner* makes reasonable efforts to engage in such consultations, and documents such efforts.

(j) Submission and Acceptance of Emergency Action Plan

(1) Time for submission.

(A) An *owner* of a building for which a certificate of occupancy or temporary certificate of occupancy has been issued by the *Department of Buildings* prior to April 6, 2006, or which is otherwise occupied before such date, shall submit to the *Department* an *emergency action plan* for such building by December 31, 2006, for all buildings not in any of the preceding categories.

(B) An *owner* of a building constructed or occupied on or after April 6, 2006, shall submit to the *Department* an *emergency action plan* for such building at the same time as the *fire safety and evacuation plan* required pursuant to FC404.2.1 is submitted to the *Department*.

(2) Department review and acceptance. *Emergency action plans* shall be filed for Department review and acceptance in the accordance with the standards, requirements and procedures set forth in R404-01(p) with respect to *fire safety and evacuation plans*.

(3) Plan review fee. Original *emergency action plans* filed for *Department* review and acceptance shall be accompanied by the plan review fee set forth in FC Appendix A. Applicants filing amended plans will be billed the plan review fee set forth in FC Appendix A.

(4) Time for implementation. Within 30 days from the date of *Department* acceptance of the *emergency action plan*, an *owner* shall have in place trained *FSP staff* and otherwise be capable of implementing the *emergency action plan* at the *premises* and otherwise complying with the requirements of this section.

(k) Periodic Review and Amendment. The *owner* shall cause a building's *emergency action plan* to be reviewed and amended in accordance with the standards, requirements and procedures set forth in R404-01(q) with respect to *fire safety and evacuation plans*.

(l) Emergency Action Plan Education and Drills

(1) Distribution of emergency action plan. The *owner* shall provide a copy of the *emergency action plan* for the building, and any amended *emergency action plan*, to each employer of a *building occupant* within the time set forth for implementation of the *emergency action plan* set forth in R404-02(j)(4). The *owner* may delete from the *emergency action plan* distributed to such employers the floor plans, building information card or any other information that would compromise building security or personal safety. Thereafter, the *owner* shall provide a copy of the *emergency action plan* to each new employer prior to its employees occupying the building.

(2) Distribution of educational materials to building occupants. The *owner* shall provide to each employer of *building occupants*, for distribution to all *building occupants*, educational materials approved by the *fire safety/EAP director* explaining the *emergency action plan*.

(3) EAP drills

(A) The *owner* shall conduct *EAP drills* on a regular basis, during *regular business hours*, in accordance with this section, to familiarize all *building occupants* with the procedures for *evacuation, partial evacuation, in-building relocation* and *sheltering in place*, and the reasons for implementing each type of action.

(B) Types, scope and frequency of EAP drills

(1) Types. *EAP drills* shall consist either of instruction or stairwell familiarization, as follows:

(a) Instructional drills. Such drills shall

serve to familiarize *building occupants* with the requirements and procedures of the *emergency action plan* by means of informational sessions approved by the *fire safety/EAP director*. Such sessions shall address implementation of the *emergency action plan* both during *regular business hours*, and at other times, when *EAP wardens* and other *EAP staff* may be absent from the building. Such sessions may be conducted by any qualified person, at any appropriate location, including but not limited to stairwell entrances or *in-building relocation areas*.

(b) Stairwell familiarization on drills. Such drills shall serve to familiarize *building occupants* with the process of *in-building relocation* or building evacuation via building stairwells. A stairwell familiarization on drill shall require *building occupants*, other than *building occupants* who request and are granted exemption pursuant to R404-02(n)(1)(C), to enter a building stairwell and be escorted down at least four (4) floors of stairs (or to ground level, if below the fifth floor), during which time stairwell safety features and safe *evacuation* procedures shall be reviewed.

(2) Scope. *EAP drills* (involving instruction or stairwell familiarization) may be conducted by individual floor or groups of floors, or building-wide.

(3) Frequency. *EAP drills* shall be conducted on a regular basis, as follows:

(a) At least two (2) *EAP drills* shall be conducted within one (1) year of the date of

*Department acceptance of the building's initial emergency action plan, the first of which shall be conducted within six (6) months of such date of acceptance. At least one (1) of these initial EAP drills shall involve stairwell familiarization.*

(b) Beginning one (1) year from the date of *Department acceptance of the building's initial emergency action plan, an EAP drill shall be conducted on each floor of the building at least once a year. An EAP drill involving stairwell familiarization shall be conducted at least once every three (3) years.*

(4) Participation. All *building occupants present on the affected floors at the time the EAP drill is conducted, including visitors, shall be required to participate in such drill.*

(C) *EAP drills shall be conducted separately from fire drills required for the building pursuant to FC405, and shall highlight the differences between the building's fire safety and evacuation plan and emergency action plan, and the appropriate actions to be taken by building occupants upon implementation of each plan.*

(4) Full building evacuation drills

(A) Except as otherwise provided in this paragraph, full building evacuation drills, in which all building occupants evacuate the building, are not required. Any owner wishing to undertake a full building evacuation drill shall:

(1) notify the Field Public Communications Unit of the Bureau of Fire Prevention not less than 72 hours in advance of any full building evacuation drill;

(2) notify the owners of neighboring buildings not less than 72 hours in advance of any full building evacuation drill. The owner of a neighboring building, upon receipt of such a notification, shall notify the occupants of such neighboring building of the drill, to prevent the evacuation from causing alarm; and

(3) provide not less than 72 hours advance notification to the New York City Police Department and New York City Department of Transportation of any full building evacuation drill, and make any necessary arrangements with such agencies for such drill.

(B) The Department may direct a building to conduct a full building evacuation drill should it determine that there is a need to evaluate the adequacy of the building's emergency action plan or its compliance with the

requirements of the plan or of this section.

(5) The obligations of owners of buildings and employers of building occupants pursuant to this subdivision shall not be construed to apply to building occupants who are visitors in the building, except that visitors shall be required to participate in any EAP drill being conducted at the time of their visit.

(m) EAP Logbook

(1) An EAP logbook shall be maintained at the building's fire command center for purposes of recording all EAP-related events, staffing and educational and training matters. The EAP logbook may be consolidated with the recordkeeping required pursuant to FC405.5 and R404-01(s) with respect to fires and other incidents, implementation of the fire safety and evacuation plan, conduct of fire drills, and training of FSP staff.

(2) The EAP logbook shall be a bound journal with consecutively numbered pages, unless the Department has authorized or approved an alternative form of electronic recordkeeping.

(3) A record shall be maintained in the EAP logbook of all training provided to EAP staff and building occupants, including EAP drills.

(A) Entries for EAP-related events shall include:

(1) any implementation of the emergency action plan; and

(2) any emergency action plan-related notifications to the Department or other agencies.

(3) EAP staff changes, EAP on-site examinations, EAP amendments and EAP acceptance by the Department.

(4) Availability of EAP staff members during regular business hours.

(B) Entries for EAP staff training sessions conducted shall include:

(1) the date of training session;

(2) the person(s) conducting the training session;

(3) the persons attending the training session; and

(4) the type of training session conducted (live or computerized instruction).

(C) Entries for EAP drills shall include:

(1) the date and time of drill;

(2) the person(s) conducting the drill;

(3) the date and time that required notifications (to Department and other agencies) were made, and persons receiving such notifications;

(4) the EAP staff members participating in the drill;

(5) the type of drill conducted (stairway familiarization, or instructional (live or computerized instruction));

(6) identification of the floors and the number of building occupants participating in drill;

(7) the emergency scenario simulated;

(8) the special needs addressed;

(9) the problems encountered; and

(10) for a partial evacuation or evacuation, the weather conditions and time required to accomplish complete evacuation.

(D) The EAP logbook shall be kept at the premises for a period of five (5) years, and made available for inspection by Department representatives upon request.

(n) Obligations of Building Occupants and Employers of Building Occupants

(1) Building occupants. All building occupants:

(A) shall comply with the directions of the fire safety/EAP director and EAP staff upon an announcement that the emergency action plan has been implemented, including any shelter in place, in-building relocation, partial evacuation or evacuation directed by the fire safety/EAP director;

(B) shall familiarize themselves with the requirements of the emergency action plan, and cooperate with and participate in EAP drills;

(C) shall request an exemption from the fire safety/EAP director if participation in a EAP drill involving stairwell familiarization, in-building relocation, partial evacuation or evacuation would cause injury or serious hardship; and

(D) are encouraged to identify themselves in accordance with the procedures of the emergency action plan if they would require assistance in the event of an in-building relocation, partial evacuation or evacuation.

(2) Employers of building occupants. All employers of building occupants shall:

(A) promptly distribute to building occupants who are their employees the educational materials regarding the emergency action plan provided to the employer by the owner;

(B) comply with the requirements of the emergency action plan and R404-02(n)(1), and instruct their employees who are building occupants to do so;

(C) assign or allow responsible employees to serve as EAP wardens, deputy EAP wardens and members of the EAP brigade, and require such employees to conscientiously perform their duties under the emergency action plan;

(D) establish and maintain a system of assigning responsibility for accounting for employees present in the building so that an accounting can be made in the event of an in-building relocation, partial evacuation or evacuation; and

(E) identify any office employees performing a public safety function or essential service for the employer in which there is a compelling public interest in maintaining even in the event of an emergency and request that they be designated as critical operations staff for purposes of the emergency action plan.

**§404-03 Fire Safety Requirements for Sidewalk Cafes and Similar Public Gathering Places**

(a) Scope. This section sets forth fire safety requirements for the design, installation, operation and maintenance of sidewalk cafes and similar public gathering places.

(b) General Provisions

(1) Applicability. The fire safety requirements of this section shall apply to sidewalk cafes and similar gathering places in courtyards, plazas, rooftops and other locations generally accessible to the public or building occupants (excluding locations intended for the private use of occupants of dwelling units).

(2) Compliance with Building Code and permit requirements. All sidewalk cafes and similar public gathering places shall be designed, installed, operated and maintained in compliance with the requirements of the Building Code, and, where required to obtain a permit from the Department of Consumer Affairs or other New York State or New York City agency, the laws, rules and regulations enforced by such agency.

(3) Submission of floor and elevation plans. Any sidewalk café or other similar public gathering place required to obtain a permit from the Department of Consumer Affairs or other New York State or New York City agency shall submit a copy of the approved floor and elevation diagrams or plans for such public gathering place to

the Department prior to using or occupying such place.

- (4) Portable fire extinguisher requirements. Any sidewalk café required to obtain a permit from the Department of Consumer Affairs shall provide at least one (1) portable fire extinguisher having a minimum 2-A rating, which shall be kept at a conspicuous, readily accessible location.
- (c) Access to Fire Department Connections and Fire Hydrants. Sidewalk cafes and similar public gathering places shall not be designed, installed, operated or maintained in a manner that obscures the location of, or impedes access to, Fire Department connections and fire hydrants. Visibility and access shall be maintained in accordance with FC 508.5.4 and 912.
- (d) Maintenance of Means of Egress
  - (1) Awnings, canopies, decorations and umbrellas shall not be designed, installed, operated or maintained in any manner that obstructs or otherwise impedes access to, or use of, any means of egress, including any fire escape drop ladder or counterbalanced stair ladder.
  - (2) Decks and seating platforms shall not be designed, installed, operated or maintained in any manner that obstructs or otherwise impedes access to, or use of, any means of egress, including any fire escape drop ladder or counterbalanced stair ladder, except that a readily removable section of a deck or platform, conspicuously marked, may cover a cellar entrance if approved by the Department of Buildings.
- (e) Flame-Resistance of Materials. Fabric awnings, canopies, decorations and umbrellas installed or used any sidewalk café or other similar public gathering place required to obtain a permit from the Department of Consumer Affairs or other New York State or New York City agency shall be treated to be flame-resistant or made of inherently non-combustible materials. An affidavit attesting to such flame-retardant treatment or inherently non-combustible material complying with the requirements of R805-01(d) shall be filed with the Department prior to the installation or use of such articles.
- (f) Prevention of Accumulation of Combustible Waste. Decks and seating platforms shall be constructed to provide for a continuous unbroken and level floor without openings or cracks to prevent the accumulation of combustible waste in the area underneath the deck or platform. Combustible material shall not be stored under a deck or platform used for a sidewalk café or similar public gathering space.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 4 (EMERGENCY PLANNING AND PREPAREDNESS):

This chapter is proposed to be amended to add four new sections, all of which are based on existing rules.

R403-02 sets forth maintenance requirements for performing arts theaters and motion picture theaters. The scope of the rule has been clarified to indicate that concert halls and radio and television studios admitting an audience are considered to be performing arts theaters subject to compliance with the rule requirements. These requirements were set forth in existing Fire Department rule 3 RCNY §31-04.

R404-01 sets forth standards, requirements and procedures for fire safety and evacuation plans. These requirements were set forth in existing Fire Department rules 3 RCNY §§6-01, 34-02, 39-01 and 39-02, and on forms and instructions posted on the Fire Department's website.

The Fire Department never formally promulgated a fire safety plan format. A format was developed and released to the public many years ago, revised from time to time, and more recently posted on the website.

The organization and wording of the proposed fire safety and evacuation plan substantially revises and updates the existing fire safety plan format, and mirrors the format developed for office building emergency action plans. The proposed fire safety and evacuation plan eliminates the website instructions that previously provided guidance in preparing these plans, and the forms and diagrams that were to be included with the fire safety plan. These instructions, forms and diagrams were simplified and/or clarified, and incorporated into the plan formats appended to R404-01.

The proposed fire safety and evacuation plan includes a number of important substantive changes. First, the content of the fire safety and evacuation plan in hotels, motels and office buildings has been expanded to include the additional information required by FC404.3.

Second, the fire safety and evacuation plan in hotels, motels and office buildings will now require evacuation of the floor below the fire floor. This is intended to facilitate firefighting operations by establishing a staging area below the fire floor. This operational requirement was incorporated into the 2008 Building Code, which requires that fire alarm systems activating in the event of fire alert building occupants on the fire floor, the floor above the fire floor, and, for the first time, the floor below the fire floor.

Third, as reflected in the plan formats appended to R404-01, the fire safety and evacuation plan for office buildings has been consolidated with the emergency action plan required for office buildings by FC404.2.2 and R404-02. The consolidation of the two plans is intended to eliminate overlapping filings, and fulfills one of the goals of the Fire Code Revision project and building owner representatives.

Fourth, it is proposed to allow the required fire safety and evacuation plan staff training and fire drills for office buildings and hotel occupancies to be conducted in the form of computerized training, without live instruction, for not

more than 50% of such training sessions, provided that such computerized training is interactive and includes an evaluation of the staff members understanding of the training materials. The former rules allowed only live instruction for fire drills and fire safety plan staff training. Building representatives have expressed an interest in utilizing computer-based training in presenting fire safety information to building staff and occupants.

R404-02 sets forth standards, requirements and procedures for emergency action plans. These requirements were set forth in existing Fire Department rule 3 RCNY §6-02, and on forms and instructions posted on the Fire Department's website. The rule has been revised to designate building personnel designated as critical operations staff to be members of the EAP staff, and to require that all critical operation staff, including office employee critical operation staff, be provided with training from the fire safety/EAP director. The rule has also been revised to clarify the use of computerized instruction in building drills and staff training, consistent with the proposed authorization of computer-based training for fire drills and fire safety plan staff training.

The website instructions that previously provided guidance in preparing emergency action plans, and the tables and forms that were to be included with the emergency action plan, have, like those for fire safety plans, been simplified and/or clarified, and incorporated into the plan formats appended to R404-01.

R404-03 sets forth standards, requirements and procedures for sidewalk cafes and similar public gathering places. These requirements were set forth in existing Fire Department rule 3 RCNY §35-01.

Section 5. It is hereby proposed to amend Chapter 8 of Title 3 of the Rules of the City of New York by adding one new section, §805-02, to read as follows:

**CHAPTER 8  
INTERIOR FURNISHINGS, DECORATIONS AND SCENERY**

§801-804	Reserved
§805-01	Flame-Resistant Decorations
§805-02	Flame-Retardant Scenery
§806	Reserved

**§ 805-02 Flame-Retardant Scenery**

- (a) Scope. This section sets forth the standards, requirements and procedures for the testing and certification of flame-retardant scenery.
- (b) General Provisions
  - (1) Applicability. The requirements of this section apply to scenery in any Group A occupancy.
  - (2) Prohibition. It shall be unlawful to install or maintain in any Group A occupancy any scenery that is not flame-retardant in compliance with the requirements of FC805.2.
  - (3) Supervision. The treating of scenery with a coating to impart flame retardant shall be conducted by or under the personal supervision of a certificate of fitness holder.
  - (4) Affidavit of flame retardant. It shall be unlawful to install or maintain any scenery in any Group A occupancy unless an affidavit of flame retardant for such scenery has been filed with the Department in compliance with the requirements of this section.
- (c) Testing of Flame-Retardant Scenery. Scenery that is coated with a flame-retardant coating to render them flame-retardant may be subject to a field flame test by Department representative at any time as set forth in this section.
  - (1) The material should be tested using a sample that is dry and, unless impracticable, approximately one and one-half (1½) inches wide by four (4) inches long.
  - (2) The flame test shall be performed in a draft-free, safe location, outdoors where practicable, and within ten (10) feet of a portable fire extinguisher with at least a 2-A rating.
  - (3) The sample shall be suspended (preferably with tongs) with the long axis vertical. The flame from a common wood match shall be applied to the center of the bottom edge of the sample for 12 seconds.
  - (4) The sample shall be deemed to be satisfactorily flame-retardant only when:
    - (A) the flaming does not spread rapidly over the sample;
    - (B) the sample does not continue to burn for more than two (2) seconds after the match has been withdrawn; and
    - (C) the flaming material does not break or drip from the sample and continue to burn.
- (d) Affidavit of Flame-Retardant Coating
  - (1) The owner of any premises in which there is any scenery that is required to be subjected to a flame-retardant coating shall, in accordance with the requirements of this section, file with the Department an affidavit of flame-retardant coating for each such scenery.
  - (2) Scenery that without the application of a flame-retardant coating cannot meet the

fire-retardant requirements of FC805.2 shall be coated with a flame-retardant coating:

- (A) before being installed in the premises;
- (B) at the end of the time period following each flame-retardant coating that the manufacturer of the flame-retardant chemical warrants that the flame-retardant coating will be effective, but in no case more than three (3) years from the date of the last affidavit of flame-retardant coating filed with the Department; and
- (C) any time the scenery fails to pass a field flame test conducted in accordance with the requirements of R805-02(c).

(3) The owner of the premises shall obtain from the person who performed the flame-retardant coating an affidavit of such flame-retardant coating that meets the requirements of R805-02(d)(4). Such owner shall file such affidavit with the Department in accordance with the requirements of R805-02(d)(5), and shall maintain on the premises for inspection by any Department representative a copy of such affidavit.

(4) An affidavit executed by the person who performed or personally supervised the flame-retardant coating and the testing of the flame-retardant scenery shall contain the following information:

- (A) the name of the affiant, and the number and expiration date of his or her certificate of fitness for flame-retardant coating;
- (B) the date of the coating and/or testing;
- (C) the name of the manufacturer of the flame-retardant coating, its trade name and its Certificate of Approval number;
- (D) a detailed description of the materials treated and a statement indicating that the flame-retardant coating used has been approved under the certificate of approval for the materials treated;
- (E) the period of time that the manufacturer of the flame-retardant coating warrants that the material's flame retardant will be effective; and
- (F) the affiant's certification that the material and the flame-retardant coating comply with R805-02(b), and that the affiant personally subjected a sample of the treated material to a flame test in accordance with the requirements of R805-02(c), or personally supervised such test, and the material passed such test.

(5) An affidavit of flame-retardant coating shall be filed with the Bureau of Fire Prevention not later than ten (10) days after the installation or reinstallation of the scenery in the premises following the flame-retardant coating and/or testing of the scenery in accordance with R805-02(d)(2).

(6) The Department may reject any affidavit of flame-retardant coating that the Department determines is not in compliance with the requirements of this section, and shall give written notice of such determination to the owner of the Group A occupancy containing the scenery and to the certificate of fitness holder who executed such affidavit. The scenery shall be removed from the Group A occupancy and shall not be reinstalled until it has been subjected to a flame-retardant coating in compliance with the requirements of this section and a satisfactory affidavit of flame-retardant coating filed with the Department.

(e) Affidavit of Inherently Flame-Retardant Scenery

(1) The owner of any premises in which there is any scenery made of material that inherently complies with the flame-retardant requirements of FC805.2 shall file an affidavit from a certificate of fitness holder for each such scenery attesting to such properties. The owner of such premises shall file with the Department in compliance with the requirements of this section, and shall maintain a copy of such affidavit on the premises for inspection by any Department representative.

(2) The affidavit of inherently flame-retardant scenery shall contain the following information:

- (A) the name of the person who personally inspected and/or tested the scenery, and the number and expiration date of his or her certificate of fitness for flame-retardant coating;

- (B) the name of the manufacturer of the material used in the scenery; and
- (C) an exact description of the material used in the scenery, and a description of the properties of the material that render it flame-retardant.
- (3) An affidavit of inherently flame-retardant scenery shall be filed with the Bureau of Fire Prevention not later than ten (10) days after the installation or reinstallation of the scenery in the premises.
- (4) The Department may reject any affidavit of inherently flame-retardant scenery that the Department determines is not in compliance with the requirements of this section, and shall give written notice of such determination to the owner of the premises containing the scenery and to the certificate of fitness holder who executed such affidavit. The scenery shall be removed and shall not be reinstalled until a satisfactory affidavit of inherently flame-retardant scenery has been filed with the Department, or the scenery has been subjected to a flame-retardant coating in accordance with the requirements of this section and a satisfactory affidavit of flame-retardant coating has been filed with the Department.
- (f) Temporary Scenery. Notwithstanding any other provision of this section to the contrary, when scenery is installed or maintained in a premises on a temporary basis not to exceed 30 days, such as at a trade show or similar public gathering, the Department, in its discretion and upon a showing by the application that it would be an undue hardship to comply with the requirements of this section, may accept, in lieu of an affidavit of flame-retardant coating or inherently flame-retardant scenery, a testing report from a nationally recognized laboratory or certification from other qualified flame-retardant coating professionals acceptable to the Department indicating that the material is in compliance with the requirements of FC805.2. Nothing contained in this subdivision shall be construed to necessitate that representative samples or other merchandise displayed at trade shows or similar public gatherings comply with the requirements of this section.
- (g) Enforcement. In addition to such other penalties that may be applicable for failure to comply with the requirements of FC Chapter 8 or this section, the Department may:
  - (1) order an owner of any premises containing scenery for which no affidavit has been filed with the Department or that fails a flame test to remove such scenery forthwith, and not to reinstall or maintain the scenery in any affected occupancy unless and until the scenery has been subjected to a flame-retardant coating and tested and an affidavit has been filed in accordance with this section.
  - (2) take appropriate action against the certificate of fitness holder for misconduct for improperly completing an affidavit of flame-retardant coating or inherently flame-retardant scenery.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 8 (INTERIOR FURNISHINGS, DECORATIONS AND SCENERY):

Section 805-02 sets forth requirements for flame-resistant scenery in assembly occupancies. These requirements are found in existing rule 3 RCNY §19-01.

Section 6. It is hereby proposed to amend Chapter 9 of Title 3 of the Rules of the City of New York by adding one new section, §901-04, amending subdivision (c) and paragraph 5 of subdivision (d) of §907-01, and amending subdivision (d) of §912-01, to read as follows:

**CHAPTER 9  
FIRE PROTECTION SYSTEMS**

\* \* \*  
§901-04 Buildings Temporarily Occupied as Emergency Shelters

\* \* \*  
**§ 901-04 Buildings Temporarily Occupied as Emergency Shelters**

- (a) Scope. This section sets forth standards, requirements and procedures for the design, installation, operation and maintenance of premises or parts thereof that are operated and/or occupied, on a temporary basis, to provide emergency shelter for more than 15 persons.
- (b) General Provisions
  - (1) Temporary use and occupancy of premises as emergency shelter. The provisions of this section shall apply to premises, or parts thereof, including but not limited to armories, auditoriums, community centers, gymnasiums, houses of worship and schools, that are not designed to be occupied as emergency shelter, but that are operated and/or occupied for such purposes for more than 15 persons more than 30 days in any year.
  - (2) Notification. Notification shall be made to the Department of Buildings and the Public Buildings Unit of the Bureau of Fire Prevention of the intent to operate and/or occupy any premises or part

- thereof as an emergency shelter for more than 15 persons, prior to commencing such use or occupancy.
- (3) Compliance with the Building Code. Nothing contained in this section shall be deemed to excuse compliance with the Building Code. The Department and the Department of Buildings will resolve any issues arising from the application of the section to a particular premises.
- (c) Design and Installation Requirements. Premises, or parts thereof, operated and/or occupied as an emergency shelter shall comply with the following design and installation requirements:
  - (1) Sprinkler system. The premises, or parts thereof, shall be protected throughout by a sprinkler system designed and installed in accordance with the Building Code. Activation of the sprinkler system shall cause an alarm to be transmitted to an approved central station and sound an alarm throughout the premises.
  - (2) Fire alarm system. The premises shall be equipped with a fire alarm system designed and installed in accordance with the Building Code and provided with:
    - (A) an approved fire command center at an approved location;
    - (B) an approved system of smoke detectors that, upon activation, will cause an alarm to be transmitted to an approved central station and sound an alarm throughout the premises; and
    - (C) an approved one-way voice communication system capable of making announcements from the fire command center to all parts of the premises.
  - (3) Emergency lighting. The premises, or part thereof, shall be equipped with emergency lighting in accordance with the Building Code.
  - (4) Means of egress. The premises, or part thereof, shall be operated and/or occupied so as not to be overcrowded and to ensure adequate means of egress, including:
    - (A) The emergency shelter shall provide a livable area of not less than 80 square feet per shelter occupant.
    - (B) Adequate aisle space shall be maintained throughout the emergency shelter. Aisles shall not be less than 36 inches in width, except that cross aisles shall not be less than 48 inches in width.
    - (C) Means of egress shall be provided that are:
      - (1) sufficient in number.
      - (2) remote from one another.
      - (3) arranged to open in the direction of exit travel.
      - (4) equipped with panic hardware.
      - (5) equipped with doors that are self-closing device.
      - (6) maintained unobstructed and unimpeded, and unlocked in the direction of egress at all times.
  - (5) Additional areas protected. The Department may require that the fire protection and life safety systems specified in this section be extended to other parts of the premises if the use and occupancy of the premises as an emergency shelter presents an increased fire safety risk to other parts of the premises.
- (d) Operational and Maintenance Requirements. Premises operated and/or occupied as an emergency shelter shall comply with the following design and installation requirements:
  - (1) Smoking prohibited. It shall be unlawful to smoke in any premises, or part thereof, being operated and/or occupied as an emergency shelter.
  - (2) Storage and removal of combustible waste. The emergency shelter shall be provided with noncombustible combustible waste containers with tight fitting lids. At least one (1) container shall be provided for each 50 persons in each occupied area of the emergency shelter, but not less than two (2) containers shall be provided in each sleeping area, dining area and other gathering place. Combustible waste containers shall be regularly emptied and shall not be allowed to overflow. Combustible waste awaiting collection shall be stored outdoors in accordance with FC304.4, or indoors in a separate locked room

- protected by a sprinkler system located on the ground floor.
  - (3) Fire safety and evacuation plan. Pursuant to FC404.2.1 and R404-01, a fire safety and evacuation plan shall be prepared and submitted to the Department for approval.
  - (4) Fire drills. Pursuant to FC405, fire drills shall be conducted at least monthly on each shift, and FSP staff training at least one (1) hour quarterly on each shift.
  - (5) Staff identification. Emergency shelter staff shall be readily identifiable at all times while on duty by means of an approved identification (such as a uniform, cap, nameplate, or armband).
  - (6) Fire watch. Pursuant to FC401.6.8.3, all parts of premises operated and/or occupied as an emergency shelter, including sleeping areas, shall be continuously patrolled by a person holding a certificate of fitness. An approved method of supervising the conduct of the fire watch, such as a watchman's clock and key stations, shall be provided.
  - (7) Below grade areas. Below grade areas shall not be used for sleeping purposes. Below grade areas that are not protected throughout by a sprinkler system shall not be used for lounges, recreation rooms, or other gathering places.
  - (8) Decorations. Decorations shall comply with the requirements of FC805.
  - (9) Portable fire extinguishers shall be provided in accordance with FC 906.
  - (10) Signage. Durable, legible signs shall be securely and conspicuously posted as follows:
    - (A) Exit signs. Exit signs in accordance with the Building Code, including BC1011.
    - (B) Stairwell identification signs. Stairwell floor number and stairwell identification signs in accordance with the Building Code, including BC1019.1.7.
    - (C) Elevator identification and emergency signs. Elevator identification and emergency signs in accordance with the Building Code, including BC3002.3.
    - (D) Sleeping room signs. Signs in sleeping rooms in accordance with the Building Code, including BC1026.10.
    - (E) Fire emergency reporting. Signage shall be provided in compliance with the requirements of FC408.14.
    - (F) Other signage. Such other signage that may be required by BC1026.
  - (11) Recordkeeping. A record shall be maintained at the fire command center or other approved location, and made available for inspection by any representative of the Department, of all fire safety-related activities, including but not limited to:
    - (A) Fire watch patrols;
    - (B) Cleaning of commercial cooking filters and ducts;
    - (C) Standpipe/sprinkler system inspection, testing and servicing;
    - (E) Fire alarm system inspection, testing and servicing;
    - (F) Fire department connection testing;
    - (G) Smoke detector inspection, testing and servicing;
    - (H) Portable fire extinguisher inspection, testing and servicing;
    - (I) Emergency lighting testing and servicing;
    - (J) Conduct of fire drills and FSP staff training; and
    - (K) Proof of flame-resistant decorations.
- § 907-01 Fire Alarm Recordkeeping, Smoke Detector Maintenance, Testing and Recordkeeping, and the Prevention of Unnecessary and Unwarranted Fire Alarms**
- \* \* \*
- (c) Prevention of Unnecessary and Unwarranted Alarms
    - (1) In any premises having a fire alarm system or a smoke detector that automatically transmits signals to the Department or a central station, the owner

(including any lessee) of the premises shall be responsible for preventing the transmission of unnecessary or unwarranted alarms, and shall be liable for any violation of this section.

(2) It shall be unlawful to transmit [three (3) two (2) or more unnecessary or unwarranted alarms in any [six-month] three-month period], and it shall be unlawful to transmit any additional unnecessary or unwarranted alarms as set forth in R907-01(c)(4).

(3) The owner of any premises from which a second unnecessary or unwarranted alarm is transmitted in any three-month period will be subject to issuance of a notice of violation. Such notice of violation will afford the owner the opportunity to address the cause of the unnecessary or unwarranted alarm and to certify correction of the violation in accordance with R109-01(c), without having to appear for an ECB hearing and without imposition of a penalty.

(4) An owner issued a notice of violation pursuant to R907-01(c)(3) shall be liable for a violation of this section for any subsequent unnecessary or unwarranted alarm within six (6) months of the date of issuance of the notice of violation. Each such subsequent notice of violation shall constitute a repeat offense pursuant to Administrative Code §15-229(a) and shall not be eligible for certification of correction without a hearing and penalty pursuant to R109-01(c). Each such subsequent notice of violation shall extend for an additional six (6) months the time the owner is liable for unnecessary or unwarranted alarms pursuant to this provision.

(5) An owner issued one (1) or more notices of violation pursuant to R907-01(c)(3) or (4) who does not transmit any unnecessary or unwarranted alarm within six (6) months of the date of issuance of the last-issued notice of violation shall be restored to compliant status and shall thereafter be subject to issuance of a notice of violation only for two (2) unnecessary or unwarranted alarms within a three-month period, as set forth in R109-01(c)(2).

(6) Nothing contained herein shall be deemed to preclude the Department from utilizing other means of enforcement with respect to unnecessary or unwarranted alarms that meet or exceed the number set forth in R90701(c)(2).

(3) For purposes of this section, the malicious transmission of a false alarm by activation of a manual fire alarm box shall not be construed as an unnecessary alarm.

(d) Alarm Log Book

\* \* \*

(5) The alarm log book shall be divided into three (3) separate sections as set forth below. Each section shall have a sufficient number of pages to allow for entries for at least one (1) year. The following log book entries are required and shall be made in each instance:

(A) Daily entries. The name of the person who made the entry, the certificate of fitness number of the fire safety director on duty, if applicable, and the time each tour of duty began and ended, shall be entered in the alarm log book on a daily basis. These entries shall be set forth in columns in the log book as follows:

(1) [Name] name

(2) [Cert. of Fitness #] certificate of fitness number

(3) [Time Started] time started

(4) [Time Relieved] time relieved

(B) System off-line entries. The date and time the alarm system was taken off-line, the reason for such action, the name and certificate of fitness number of the person notified at the central station (or other evidence of notification satisfactory to the Department), and the date and time the system was restored to service, shall be entered in the alarm log book in each such circumstance. These entries shall be set forth in columns in the log book as follows:

(1) [Time Off Line] time off line

(2) [Reason Off Line] reason off line

(3) [Central Station Name & No.] central station name and telephone number

(4) [Time Restored] time restored

(C) Activated alarm entries. The date and time the alarm activated, the type and location of the device (e.g., smoke detector, 27th floor, elevator lobby), the probable cause of the alarm, and the Department unit and officer responding shall be entered in the alarm log book in each such circumstance. These entries shall be set forth in columns in the log book as follows:

(1) [Date & Time Activated] date and time activated

(2) [Location & Detector Type] location and detector type

(3) [Probable Cause] probable cause

(4) [FDNY Unit & Officer] Department unit and officer

(D) Notification entries. The date and time of any notification to the occupants of the premises pursuant to FC Chapter 9 and R907-01(d), regarding a non functioning or improperly functioning alarm system.

\* \* \*

§ 912-01 Periodic Testing of Standpipe and Sprinkler Systems With Fire Department Connections

\* \* \*

(d) Sprinkler System Pressure Test

(1) The fire department connections for a sprinkler system shall be hydrostatically pressure tested by applying a hydrostatic pressure of 100 psig directly to each fire department connection and satisfactorily maintaining such pressure for not less than 20 minutes. Fire department connections may be isolated from the sprinkler system in accordance with the following procedures:

(A) If the fire department connection check valve is of the flange type, a blind gasket or blank disc shall be installed between the flanges at the inlet (dry side) of check valve.

(B) If the fire department connection check valve is the screw type valve without flanges, the line at the dry side of check valve [must] shall be cut and the end capped.

(C) The fire department connection header shall be filled with water and a 100 psig hydrostatic pressure maintained for 20 minutes.

(D) When the test is completed, the blind gasket or blank disc shall be removed and flange gasket replaced. If the pipe was cut to conduct the test, it shall be provided with flanges after the test so that it can be used when future tests are conducted.

(E) After blind gaskets or blank disc are removed and piping is properly reconnected, a final test equal to city main pressure shall be applied to the fire department connection header to check that the flange connection is water tight.

(F) Where static pressure in the sprinkler system exceeds 100 psig at the outlet side of the fire department connection check valve, the 100 psig pressure test may be applied directly to the fire department connection header.

(G) When the test is completed, the fire department connection header shall be drained and the drip valve left in good working order.

(H) When the fire department connections for perforated pipe systems are tested, the perforated branch lines shall be backed out and openings plugged.

(I) Pneumatic testing. Sprinkler system fire department connections shall not be tested using air or other pneumatic methods.

(2) System restoration

(A) [After maintaining the pressure at 100 psig for 20 minutes, the] If the fire department connection is isolated during the hydrostatic testing, the system shall be restored by removing plugs and reconnecting branch lines.

(B) The contractor shall endeavor to ensure that the sprinkler system is not out of service overnight. If it is impracticable to restore the system for Fire Department use, the certificate of fitness holder [shall notify the owner or building manager and the Department,] and/or impairment coordinator supervising such testing shall comply with the out-of-service fire protection system requirements of FC901.7, including notification to the Department by telephoning the Department communications office (dispatcher) for the borough in which the premises is located. If the certificate of fitness holder or impairment coordinator is not present, the contractor shall [make such notifications] notify the owner or building manager and the Department.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 9 (FIRE PROTECTION SYSTEMS):

This proposed rule, R901-04, sets forth requirements for premises that are occupied, on a temporary basis, to provide emergency shelter for more than 15 persons. These requirements are found in existing rule 3 RCNY §39-02.

This proposed rule includes a provision that, consistent with past Fire Department enforcement practice, clarifies that an emergency shelter must provide a livable area of not less than 80 square feet per shelter occupant, as required by the New York City Housing Maintenance Code.

R907-01 is proposed to be amended to change the standard for unnecessary and unwarranted alarms. The Fire Department continues to respond to a large number of such alarms, which jeopardize public safety and increase response time to actual emergencies.

The proposed rule changes the number of unnecessary and unwarranted alarms subject to enforcement action from three within a six-month period to two within a three-month period. However, the Department proposes to enforce such violations by issuance of a Notice of Violation returnable before the New York City Environmental Control Board, which, as set forth in the rule, allows the respondent to avoid a hearing and penalty for the first violation by submitting acceptable proof of correction of the violation. Thereafter, any unnecessary or unwarranted alarm within six months would be deemed a "repeat" offense that would require a hearing, until a six-month period had elapsed without an unnecessary or unwarranted alarm.

R912-01 is proposed to be amended to clarify the requirements for the periodic hydrostatic testing of sprinkler systems with fire department connections. The proposed amendments make clear that the fire department connections can be tested with or without isolating the connections from the sprinkler system. Building owners may choose to isolate the connections prior to testing to avoid subjecting the other portions of the system to the test pressure.

Section 7. It is hereby proposed to amend Chapter 14 of Title 3 of the Rules of the City of New York by adding a new section, §1408-01, to read as follows:

§ 1408-01 Construction Site Fire Safety Manager

[Reserved]

(a) Scope. This section sets forth standards, requirements and procedures for the supervision of fire safety at a construction site by a fire safety manager designated pursuant to FC1408.1.

(b) General Provisions

(1) Designation of fire safety manager. Pursuant to FC1408.1, a fire safety manager shall be designated by the owner at any construction site for which the Building Code requires a site safety manager or site safety coordinator pursuant to BC3310.5. The fire safety manager shall perform the duties and responsibilities set forth in FC1408.1 and this section. The name and certificate of fitness number of the fire safety manager (and any alternate fire safety managers) shall be entered in the logbook required by FC1408.1 to be maintained at the construction site.

(2) Certificate of fitness. The fire safety manager at a construction site shall hold a certificate of fitness for such purpose.

(c) Supervision of Construction Site Fire Safety

(1) Fire safety manager duties and responsibilities. Pursuant to FC1408.1, the fire safety manager is responsible for ensuring that the construction, alteration and demolition work at a construction site is conducted in compliance with the requirements of the Fire Code and the rules. Such supervision shall include, but is not limited to:

(A) authorizing, supervising and/or monitoring materials, operations and facilities regulated by the Fire Code;

(B) in accordance with FC1408.1, regularly inspecting the construction site for fire safety purposes, including compliance with the code and rule provisions set forth in R1401-01(c), 1403-01 and 1405-01;

(C) performing the duties of the impairment coordinator

required by FC901.7, the responsible person required by FC2603.2.2, and the Fire Department liaison required by FC2703.9.1.1, or ensuring that such persons are designated and monitoring the performance of their duties;

(D) providing or arranging Department access to the construction site, inspection of the logbook and other records, and communication with the owner or his or her design professionals, managers or contractors, in accordance with R1401-01(b)(2); and

(E) taking all other actions that a prudent person trained and knowledgeable in construction site fire safety would take to ensure that fire safety is maintained at the construction site, given site conditions.

(2) Presence at construction site. The fire safety manager shall be present at the construction site at all times when construction, alteration and demolition work is being conducted. The fire safety manager shall sign in the logbook required by FC1408.1 at the beginning and end of each workday, and whenever he or she leaves the site during the workday. An alternate fire safety manager shall assume the duties and responsibilities of the fire safety manager whenever the fire safety manager is required to be present at the construction site but is absent.

(d) Obligations of Construction Site Personnel. All persons present on a construction site, including contractors, subcontractors and their employees, shall cooperate with, and comply with the directions of, the fire safety manager in authorizing, supervising and/or monitoring materials, operations and facilities regulated by the Fire Code, or otherwise carrying out the duties and responsibilities of a fire safety manager, as set forth in FC1408 and this section.

(e) Recordkeeping. A record of the periodic inspection of the construction site required by FC1408.1, and other duties and responsibilities performed each day by the fire safety manager, shall be maintained in accordance with the provisions of that section. Entries shall be made for any conditions not in compliance with the applicable code and rule requirements, when such conditions could not be timely corrected, and the notifications made. The logbook required by FC1408.1 used to maintain such records shall be separate and distinct from the any log required to be maintained by the Building Code, including BC 3310.7 and 3310.8.4.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 14 (FIRE SAFETY DURING CONSTRUCTION, ALTERATIONS AND DEMOLITION):

This proposed rule addresses the supervision of fire safety at a construction site by a fire safety manager designated pursuant to FC1408.1. It sets forth the duties and responsibilities of the construction site fire safety manager and requires that he or she be present at the construction site when construction, alteration and demolition work is being conducted. It also provides that all construction site personnel must cooperate with, and comply with the directions of, the fire safety manager.

Section 8. It is hereby proposed to amend Chapter 34 of Title 3 of the Rules of the City of New York by adding a new section, §3405-02, to read as follows:

CHAPTER 34 FLAMMABLE AND COMBUSTIBLE LIQUIDS

§3405-02 Storage, Handling and Use of Concentrated Alcohol-Based Hand Rubs

§ 3405-02 Storage, Handling and Use of Concentrated Alcohol-Based Hand Rubs

(a) Scope. This section sets forth standards and requirements for the storage, handling and use of concentrated alcohol-based hand rubs. (b) Definition. The following term shall, for purposes of this section and used elsewhere in the rules, have the meaning shown herein:

Concentrated alcohol-based hand rub. An alcohol-containing preparation designed for application to the hands for anti-microbial or other medicinal purpose and containing ethanol or isopropanol in an amount exceeding 70 percent by volume but not exceeding 95 percent by volume.

(c) General Provisions. The storage, handling and use of concentrated alcohol-based hand rubs shall be governed by the Fire Code provisions applicable to the storage, handling and use of alcohol-based hand rubs, as set forth in FC 2701.1 and 3405.5.

STATEMENT OF BASIS AND PURPOSE OF CHAPTER 34 (FLAMMABLE AND COMBUSTIBLE LIQUIDS)

FC3402.1 defines alcohol-based hand rub as an alcohol-containing preparation designed for application to the hands for anti micro-bacterial or other medicinal purpose and containing ethanol or isopropanol in an amount not exceeding 70 percent by volume. Based on the definition, the provisions of FC3405.5 would not apply to hand rubs containing ethanol or isopropanol in an amount exceeding 70 percent by volume.

Federal health standards agencies, including the United States Food and Drug Administration and Centers for

Disease Control, advocate the use of higher-concentration alcohol-based hand rubs in health care facilities to reduce the risk of infection spread. Fire test data shows that while there is some increase in the flammability of alcohol-based hand rubs with higher alcohol content, the fire risk is not significantly greater compared to lower-concentration alcohol based hand rubs. Consistent with the foregoing, and FC102.8, which authorizes the Fire Commissioner to establish fire safety standards for matters not adequately addressed in the Fire Code, this rule proposes to regulate higher-concentration alcohol-based hand rubs in the same manner as lower-concentration alcohol-based hand rubs.

Section 9. It is hereby proposed to amend Title 3 of the Rules of the City of New York by amending Section § 4601-01, to read as follows:

§ 4601-01 New and Amended Fees

(d) Training School Accreditation Fees (FC A02). [Reserved] FC A02 is amended to read as follows:

SECTION FC A02 TRAINING SCHOOLS

A02.1 Training school accreditation fees. \* \* \*

4. Construction site fire safety manager training schools Original application \$2,940.00 Renewal application \$420.00

5. Building operation, maintenance and recordkeeping training schools Original application \$2,940.00 Renewal application \$420.00

(e) Permit[s], [and] Inspection and Plan Review Fees (FC A03). FC A03 is amended to read as follows:

SECTION FC A03 PERMITS, [AND] INSPECTIONS AND PLAN REVIEW

A03.1 Permit[s and], inspection and plan review fees. \* \* \*

7A. Coke-fueled salamanders Store, handle or use coke-fueled salamanders at a construction site \$105.00

45. Plan Examinations Review of design and installation documents \$210.00 Review of fire safety and evacuation plan \$210.00 Review of emergency action plan Original application \$525.00 Amended application (per hour) \$210.00 (total not to exceed \$525.00) Review of combined fire safety and evacuation plan and emergency action plan Original application \$630.00 Amended application (per hour) \$210.00 (total not to exceed \$630.00) Review of [professional certification] professionally certified applications \$210.00

(f) Administrative Services (FC A04). [Reserved] FC A04 is amended to read as follows:

SECTION FC A04 ADMINISTRATIVE SERVICES

8. Vacate order processing (upon dismissal for compliance) \$525.00

Note: Retain underlining of highlighted text in publication of final rule. Retain brackets and bracketed material of highlighted text in publication of final rule.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 46 (FEES):

This chapter is proposed to be amended by adding five new fees.

The first proposed fee is for Department accreditation of training schools for construction site fire safety managers.

The second proposed fee is for Department accreditation of a continuing education course for fire safety directors and fire safety/EAP directors that addresses issues of building operation, maintenance and recordkeeping.

The third proposed fee is a plan review fee for the combined fire safety and evacuation plan/emergency action plans proposed in new rule R404-01. This plan review fee is 25% less than the total fees for separate plan reviews, reflecting the time savings resulting from the combined plan.

The fourth proposed fee is a permit fee for storage and use of coke-fueled salamanders at a construction site.

The fifth proposed fee seeks to recoup administrative costs associated with processing vacate orders. The fee will be imposed at the time of dismissal, when the property owner submits proof of correction of the condition resulting in the issuance of the vacate order, and the Fire Department confirms such correction.

Section 10. Chapter 48 of Title 3 of the Rules of the City of New York is proposed to be amended by amending eight section titles, adding one new section, §4804-01, adding a new subdivision (f) to §4809-01, and amending subdivision (c) and adding a new subdivision (e) to §4833-01, to read as follows:

CHAPTER 48 PRE-EXISTING FACILITIES

[§4804-4808 Reserved] §4804-01 Pre-Existing Emergency Planning and Preparedness §4805-4808 Reserved

\* \* \* §4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities

\* \* \* §4803-01 [Pre-Existing] General Precautions Against Fire in Pre-Existing Facilities

§4809-01 [Pre-Existing] Fire Protection Systems in Pre-Existing Facilities

§4810-01 [Pre-Existing] Means of Egress in Pre-Existing Facilities

§4830-01 [Pre-Existing] Storage of Compressed Gases in Pre-Existing Facilities

§4832-01 [Pre-Existing] Storage of Cryogenic Fluids in Pre-Existing Facilities

§4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities

§4835-01 [Pre-Existing] Storage of Flammable Gases in Pre-Existing Facilities

§4838-01 [Pre-Existing] Storage of Liquefied Petroleum Gases in Pre-Existing Facilities

§4804-01 Pre-Existing Emergency Planning and Preparedness

(a) Scope. This section consolidates the Fire Prevention Code and former Fire Department rules in effect on June 30, 2008 that are applicable to the design and installation of pre-existing facilities for purposes of emergency planning and preparedness.

(b) Definitions. Reserved

(c) General Provisions. Pre-existing facilities, the design and installation of which for emergency planning and preparedness purposes would not be allowed or approved under the Fire Code, but which, pursuant to FC102.3 and R102-01, may be continued with respect to such emergency planning and preparedness under the applicable laws, rules and regulations in effect prior to the Fire Code, shall continue to comply with the provisions of such laws, rules and regulations, including former Fire Department rules 3 RCNY 34-02, as applicable, with respect to such emergency planning and preparedness, until such time as such facilities may be required to comply with the Fire Code and the rules with respect to the design and installation of such emergency planning and preparedness.

(d) Life Safety Requirements for Schools with Physically Handicapped Students

(1) Former Fire Department Rule 3 RCNY §34-02

§34-02 Life Safety Requirements for Schools with Physically Handicapped Students

The following life safety requirements shall apply to those public schools included in the Board of Education, Division of School Buildings, ABR/COH Facilities Accessibility Program which is contained in the Jose P. vs Ambach, et al. (Index No. 79 Civ. 270) judgment plan, appendices and stipulations and shall apply to private preschools through secondary schools.

(a) Buildings to be of class 1 (1938 [Administrative] Building Code) construction, or Group 1A, 1B, or 1C (1968 Administrative Code), shall conform to the structural, service equipment and occupancy requirement of Chapter 1 of Title 27 of the [Administrative] 1968 Building Code and to the regulations of the Department of Buildings.

\* \* \*

(c) At no time shall occupancy by non-ambulatory students be permitted in basement or cellar area of school unless entire area of basement or cellar is fully sprinklered by a wet automatic sprinkler system (electrical rooms excluded).

(1) Where terrain configuration places cellar or basement Holdings Area(s) in a position that affords accessibility to Fire Department personnel, sprinkler requirements as per subdivision (c) above, may be waived. Such relief is subject to approval of Bureau of Fire Prevention.

(2) Where terrain configuration places cellar or basement space intended for use by non-ambulatory student on a level where egress may be made directly and unencumbered to the exterior of the building via exits constructed for such purpose, the Holding Area(s) requirements in such cellar or basement space may be waived. Relief from Holding Area(s) provision in this case is subject to approval of Bureau of Fire Prevention.

- (d) Holding Area(s) shall be provided on each floor above and below grade level where occupancy by non-ambulatory students is to be permitted.
- (1) Holding Area(s) shall be designated room(s) fully enclosed in non-combustible partitions with all door openings therein either of non-combustible material or of solid wood construction located adjacent to an exit stairwell. Egress from the Holding Area(s) shall be by way of a corridor. These rooms shall be provided with a 2-way voice communication system acceptable to the Fire Commissioner that shall be connected to both the custodian's office and the principal's office. The communication system shall be properly maintained in working order at all times. Inspections, test maintenance and record keeping requirements shall be the responsibility of the person holding the certificate of fitness for [the Interior Fire Alarm System] supervision of fire alarm system maintenance, and shall conform to the requirements of [§ 27-4265(g) of the Administrative Code] FC901.6.1.
- (2) Holding Area(s) shall face on a street accessible to Fire Department apparatus and be free from physical impediments (e.g. trees) that may interfere with the positioning of Fire Department apparatus.
- (3) Windows in Holding Area(s) designated [from] for removal of handicapped students shall provide, when opened, an area free of obstructions that is at least 32" wide and 48" high accessible to Fire Department equipment. Such windows shall be readily openable without the use of a key.
- (4) Window sills on windows designated for removal of handicapped students shall be not more than 36" above the floor level of associated Holding Area(s) and shall be painted red, inside and outside, with a sign attached outside, top window pane. This sign shall read "F.D. ACCESS" and shall be not less than 12" x 18" in size. Sign shall be made of metal or other durable non-combustible material with 4" red lettering in bold type on a white background. Sign shall be properly maintained.
- (5) Holding Area(s) shall line up vertically on the facade of each floor of the building.
- (6) Doors leading to Holding Area(s) shall be provided with a sign 5" x 18". This sign shall read "HOLDING AREA". Sign shall be made of metal or other durable non-combustible material with 3" red lettering in bold type on a white background. Signs shall be mounted on the lower half of the door and be properly maintained.
- (7) Holding Area(s) shall have movable seats

- and desks and be capable of holding the total number of wheelchairs required to use the Holding Area. Minimum net floor area shall be calculated at 25 square feet per wheelchair and be free of all encumbrances.
  - (8) Holding Area(s) shall have ceilings and floors which have a minimum one and one-half hour fire rating. Walls shall have a minimum one hour fire rating and all door openings shall be equipped with appropriately rated fire-proof self-closing doors with a minimal vision panel. The maximum size of vision panel shall be 144 square inches. No opening shall be permitted in wall, ceilings or floors unless properly protected.
  - (9) Holding Area(s) shall be equipped with a 2 1/2 gallon pressurized water extinguisher provided with a portable fire extinguisher with at least a 2-A rating.\*\*\*
  - (10) All ducts/vents which breach or otherwise cause integrity of Holding Area to be violated shall be equipped with an approved combination smoke/heat damper.
  - (11) Smoke barriers, in accordance with the provisions of §27-369(c) of the [Administrative] 1968 Building Code, shall be provided in corridors. Such smoke barriers shall separate the Holding Area and the adjacent exit stairwell from the rest of the building. Doors in such smoke barriers shall comply with the provisions of §27-371(c) of the [Administrative] 1968 Building Code except that these smoke stop doors may also be left open if they are arranged to close automatically by an approved smoke detector on the ceiling immediately adjacent to and on both sides of the doors.
  - (e) The auditorium shall be fitted to accommodate all persons using wheelchairs in attendance. These accommodations shall be immediately adjacent to and at the same level as a main exit. Existing required aisles, passageways and exits shall not be reduced or obstructed, and legal occupant load shall not be exceeded.
  - (f) All existing and newly installed elevators shall be equipped with [firemen] firefighter service keys to conform with Fire Department requirements.
  - (g) Interior Fire Alarm system shall be provided with visual warning signals in addition to the required gongs. Such visual warning signals shall be visible from any location in all corridors and in unsupervised rooms occupied by handicapped students. The visual signal shall be on a separate circuit and control panel. Visual signal shall continue flashing after the four rounds of the Fire Alarm box have run out, and must be manually reset.
- \* \* \*
- Note: Retain underlining of highlighted text in publication of final rule. Retain brackets and bracketed material of highlighted text, without underline, in publication of final rule.**
- §4809-01 Fire Protection Systems in Pre-Existing Facilities**
- \* \* \*
- (f) Watchman's Time Detector Systems and Watchman Service
    - (1) Former Fire Department Rule 3 RCNY §41-01
- § 41-01 Installation of Watchman's**

**Time Detector Systems and [Watchman] Night Watch Service**

- (a) [Watchman] Night watch. In every building used or occupied as a hotel, lodging house, public or private hospital or asylum there shall be employed by the owner or proprietor, or other person having the charge or management thereof, one or more [watchmen] night watch whose exclusive duty it shall be to visit every portion of such building at regular and frequent intervals, as hereafter provided under regulations established by the commissioner, for the purpose of detecting fire, or other danger, and giving timely warning thereof to the occupants of the building. There shall be provided a [watchman's] night watch clock or other device to be approved by the commissioner, by means of which the movements of the [watchman] night watch may be recorded. The commissioner may, however, in his or her discretion, accept an automatic fire alarm system in lieu of [watchmen] night watch and time detectors.
- (b) Scope. This section shall apply to all hotels and lodging houses and single room occupancies as defined in the Multiple Dwelling Law, to all public and private hospitals and asylums having more than 15 rooms or accommodating more than 15 patients or inmates above the first or ground story, and to all Turkish or special treatment bath-houses where there are sleeping accommodations for more than 15 persons on the premises.
- (c) [Watchman] Night watch service. [Watchman] Night watch service shall be performed every night. Patrol tours shall be made at least every two hours, beginning at 10 P.M. and continuing until the day staff of employees have assumed their duties. Persons employed as [watchmen] night watch shall be physically and mentally competent to perform required duties and shall not be assigned to any other work that will interfere or prevent them from making their proper tours. A proprietor, clerk or other employee may be permitted to serve as a [watchman] night watch in a lodging house, provided his or her duties are such as will not interfere with proper performance of tours.
- (d) Time detectors, types.
  - (1) Central station system, approved by commissioner. Central station system shall consist of watch-boxes of approved type, used for no other purpose and located so watchman in making rounds must visit every portion of the building (see partial occupancy). Boxes shall be arranged so fire signals distinct from watch signals may be sent from each station installed. Before acceptance of any system operating through a central station, the company furnishing such service shall file with the Bureau of Fire Prevention a general description of the apparatus it proposes to install, together with sample boxes and such detailed information and drawings necessary to the complete understanding of the operation of the system. Diagrams showing means of delivering signals to patrol and fire headquarters shall also be furnished.
  - (2) Local or private station system, approved by Commissioner. Local or private station system. Approved single station clocks or a portable [watchman's] night watch clock may be

used to record the movements of [watchmen] the night watch. Single station clock for each station, or portable clock, shall be so located as to compel watchmen to visit every portion of the building in making tours. (See partial occupancy). Records shall be made by embossing or perforating paper dials which shall be clearly legible. Dials shall be of sufficient size so that time at which record is made can be accurately determined. Both single stations and portable clocks shall be made so that watch record dials cannot be seen without opening case, also the opening or closing of the case will make distinctive record on the dial of such action. Keys for portable clocks shall be of a type difficult to duplicate and shall be of a pattern susceptible to variations tending to reduce the probability that a set of keys fitted for one clock will operate other clocks. Key stations shall be fixed so that they cannot be removed without giving evidence of the fact.

- (e) Numbering of stations. Stations shall be numbered in the order that the [watchman] night watch is required to make his or her patrol. The location number and order of stations shall be subject to the approval of the Bureau of Fire Prevention.
- (f) Reports of [watchman] night watch service. Central station system companies shall furnish such daily reports to the Bureau of Fire Prevention as may be required, of all buildings equipped by them with time detectors. Where either single station clocks or portable watchmen's clocks are used, records shall be maintained for at least thirty (30) days which shall be subject to inspection by the fire department. The insertion and removal of record dials from the time clock, indicating the hours of [watchman] night watch patrol shall be performed by owner, proprietor or supervisor only. [Watchmen] Night watch shall not be permitted to perform this function. Each dial shall be dated upon insertion and removal from the time clocks and initialled by person charged with this duty. Only one dial may be inserted in the clock at any one time.
- (g) Exception. Where an automatic closed circuit, automatic thermostatic fire alarm system, or an automatic wet sprinkler system is installed to cover all portions of the building and are so arranged that the operation of either system will sound all of the gongs on the interior fire alarm system, a watchman's time detector system [of time detectors] shall not be required.
- (h) Existing installations. Time detectors heretofore installed in compliance with orders of the commissioner may be accepted in lieu of the above requirements, provided they are properly maintained so as to render the service intended.
- (i) Partial occupancy of building. Where any hotel, lodging house, hospital or asylum occupies only a portion of a building and such portion does not include all of the floors above and below ground levels, provisions shall be made whereby [watchmen] night watch shall cover all portions so occupied and, in addition, all portions which are at the same level above or below the floors occupied by the hotel, lodging house, hospital or asylum.

\* \* \*  
 § 4833-01 Storage of Explosives and Special Effects in Pre-Existing Facilities  
 \* \* \*

(c) General Provisions. Pre-existing facilities for

storage of *explosives* the design and installation of which would not be allowed or approved under the Fire Code, but which, pursuant to FC102.3 and R102-01, may be continued with respect to such *explosive and specials effect* material installations under the applicable laws, rules and regulations in effect prior to the Fire Code, shall continue to comply with the provisions of such laws, rules and regulations, including former Administrative Code §27-4213, and former Fire Department rule 3 RCNY §14-04, until such time as such facilities may be required to comply with the Fire Code and the rules with respect to their design and installation.

\* \* \*  
 (e) Television Special Effects

(1) Former Administrative Code §27-4213

§27-4213 Television special effects

a. The provisions of this section shall apply to the [use, storage, maintenance and transportation] storage and use of television special effects in connection with television programs.

b. Definitions. For the purposes of this section:

- 1. The term "television studio" shall mean any place in a building from which television broadcasts are made or rehearsed and which contains television equipment, scenery or properties, fixtures or other special equipment used for production of television broadcasts whether or not the use of motion picture film is an integral part and with or without seating area for an audience. A television studio may include, but shall not be limited to, front and rear screen projection, film recording, kinescope recording, cutting and editing rooms, developing, screening and viewing rooms, storage rooms and telecine rooms. The televising of special events, such as news, sports, conventions, or special events of a generally similar nature in any place or building shall not constitute such place or building a television studio.
- 2. The term "television special effect" shall mean any of the materials listed in subdivision c of this section and, in addition, any item, material or property of an explosive, flammable, combustible or dangerous nature approved by the commissioner as a television special effect.
- 3. The term "flash compound" shall mean a chemical mixture with a burning rate and gas producing pressure rate of lesser degree than commercial photographers' flash powder.
- 4. The term "flash producing paper" shall mean a paper partially nitrated or treated with mixed acids and treated with a retardant to diminish its rate of burning.
- 5. The term "flash producing cotton" shall mean ordinary cotton partially nitrated.
- 6. The term "matches" shall mean matches, other than safety matches, of a type approved by the commissioner.
- 7. The term "television spark producing device" shall mean a wood stick about one-eighth inch in

diameter and seven and one-half inches long dipped to an extent of about four and one-half inches. Each stick shall hold either about five grams of a binder mixture, iron filings, aluminum and barium nitrate, or about two grams of a binder mixture, aluminum, barium nitrate and potassium perchlorate.

8. The term "toy pistol caps" shall mean toy pistol caps made and packed in compliance with the requirements of the federal department of transportation.

9. The term "electric ignitors" shall mean a type approved by the commissioner, and shall contain a compressed powdered metal and an electrical bridge device with a chemical igniting compound of pressed powder with a small amount of oxidiser not exceeding five grains surrounding the bridge.

10. The term "safety fuse or quick match" shall mean a fuse of a type approved by the commissioner, and shall consist of a very fine core of powder surrounded by wound paper and/or yarn tape and pitch in such a manner so that the fuse will burn progressively.

\* \* \*  
 12. The term "approved carrying case" shall mean a container clearly marked "TV special effects" and conforming to the following specifications: Container shall be constructed of .070 inch vulcanized fibre, with fibre sections formed under heat, riveted together and all exposed edges banded with metal edging. The exterior corners on the cover and bottom shall be fitted with metal corner reinforcing pieces, and the construction shall conform to standards and practices of fibre case manufacture. The inside dimensions shall be sixteen inches long, eight inches deep and six inches wide, with variances of one-half inch. Such container shall be fitted with two or more spring loaded hinges, capable of effecting a tight closure and exert enough pressure to prevent the cover remaining in open position when released. The closure pressure of the combined hinges shall not exceed ten (10) pounds. The cover shall close freely without any binding action with spacers placed under the lower half of the spring hinge. The inside top panel of the cover shall be lined with one-eighth inch asbestos held in place with a fire resisting adhesive. A fibre panel covering approximately three-fourths inch of the asbestos around the inside perimeter of the cover shall be riveted to the inside of the cover as a fireproof gasket between the cover and the four top

- edges of the box body. Apertures of four inches by four inches shall be placed at each end and fitted with flame repellant wire mesh barriers, so constructed as to allow a one-half inch separation between the two panels of twenty mesh wire screen, and such screens shall be of stainless steel, cadmium plated copper or brass mesh. The barrier assemblies shall be secured with 6/32 roundhead machine screws, so constructed as to permit removal of mesh for cleaning or replacement. The carrying strap shall be one inch woven webbing attached to the ends of container by free floating "D" rings; the strap shall be capable of supporting a carrying weight of thirty pounds. No varnish, paint, or treatment of any kind shall be applied to the fibre or asbestos portions of container.
13. The term "central storage" shall mean the storage of television special effects in a room which conforms to the following specifications: Such room shall be enclosed by noncombustible partitions having a minimum fire resistive rating of at least a one hour, and a roof having a fire resistive rating of at least a one and one-half hours, and shall be used for no other purpose. The location of such storage room shall be approved by the commissioner, and shall not be located below street level. Door openings shall be provided with self-closing fireproof doors, having at least a one hour fire resistive rating, and marked "Central storage—television special effects," in letters not less than four inches high. Such rooms shall be adequately ventilated to the outer air, with thin glass windows having an area of at least one-half square inch per cubic foot of room capacity. [and] There shall be a distance of at least fifty feet from any window in such rooms to any window or other building opening [exposed thereby and not in the same plane and giving] on a different wall of the same building or on another building, and a distance of at least twenty-five feet from any window in such rooms to any fire escape on the same [or higher level, and] wall. Such rooms shall be provided with one sprinkler head for each eighty square feet of floor space. Metal racks shall be provided for the storage of containers, and all compressed gases shall be stored in an upright position. Such rooms shall be constructed only on fireproof floors having a minimum fire resistive rating of at least one and one-half hours and adequate to sustain the proposed loads, or shall be constructed directly on the ground. Where there are practical difficulties in conforming strictly to the provisions herein, the commissioner may vary or modify such provisions to such extent as such commissioner may deem necessary [in] for the premises consistent with public safety.
14. The term "centrally stored" shall mean stored in a place of central storage as defined in paragraph thirteen of this subdivision.
- c. The following materials are approved as television special effects and, notwithstanding any other provisions of the code, but subject only to compliance with the provisions of this section, may be centrally stored, and/or may be maintained, stored, and used in television studios\* \* \*:
1. Flash compound
    - (a) A maximum of thirty-six ounces may be centrally stored with not more than two ounces in any federal department of transportation approved container and with all such containers kept in approved carrying cases.
    - (b) A maximum of four ounces may be [maintained] stored for use, with not more than sixty grains in any plastic vial or any federal department of transportation approved container and with all such vials or containers kept in approved carrying cases.
  2. Flash producing paper
    - (a) A maximum of one hundred square feet may be centrally stored with all such material enclosed in metal foil or other material approved by the commissioner and all kept in approved carrying cases.
    - (b) A maximum of twenty square feet may be [maintained] stored for use when enclosed in metal foil or other material approved by the commissioner and kept in approved carrying cases.
  3. Flash producing cotton
    - (a) A maximum of two ounces may be centrally stored with not more than one-half ounce in a plastic container and all such plastic containers kept in approved carrying cases.
    - (b) A maximum of one-half ounce may be [maintained] stored for use, with all such material in a plastic container and such plastic container or containers kept in approved carrying cases.
  4. Volatile flammable oils and flammable mixtures
    - (a) A maximum of five gallons of each may be centrally stored in safety cans of a type approved by the commissioner.
    - (b) A maximum of one gallon of each may be [maintained] stored for use in safety cans of a type approved by the commissioner.
  5. Acetylene gas
    - (a) Not more than twenty-four cylinders not exceeding one hundred forty cubic inch capacity each approved by the federal department of transportation may be centrally stored.
    - (b) A maximum of six such cylinders may be [maintained] stored for use.
6. Household gas
  - (a) A maximum of twelve cylinders not exceeding five hundred cubic inch capacity each, approved by the federal department of transportation, may be centrally stored.
  - (b) A maximum of six such cylinders may be [maintained] stored for use.
7. Propane gas
  - (a) A maximum of six propane cylinders, interstate commerce commission designation no. 4B240 or equivalent, not exceeding twenty pounds capacity each, may be centrally stored.
  - (b) A maximum of two such cylinders may be [maintained] stored for use.
8. Butane gas
  - (a) A maximum of twenty-four cylinders not exceeding thirty cubic inch capacity each, by the federal department of transportation, may be centrally stored.
  - (b) A maximum of six such cylinders may be [maintained] stored for use.
- \* \* \*
10. Matches
  - (a) A maximum of one thousand matches may be centrally stored in one or more approved carrying cases.
  - (b) A maximum of fifty matches may be [maintained,] stored for use, [in approved carrying cases.
11. Spark producing device
  - (a) A maximum of one hundred forty-four such sticks may be centrally stored in separate hardened fibre boxes, all contained in approved carrying cases.
  - (b) A maximum of thirty-six such sticks may be [maintained,] stored for use, [in hardened fibre boxes all contained in approved carrying cases.
12. Toy pistol caps
  - (a) A maximum of two thousand five hundred such caps in approved carrying cases may be centrally stored.
  - (b) A maximum of five hundred such caps may be [maintained,] stored for use, [in approved carrying cases.
13. Electric ignitors
  - (a) A maximum of four hundred such ignitors may be centrally stored in approved carrying cases.
  - (b) A maximum of one hundred fifty such ignitors may be [maintained,] stored for use, [in approved carrying cases.
14. Safety fuse or quick match
  - (a) A maximum of two

hundred feet of each type may be centrally stored with not more than two hundred feet of either type or combination of the two types kept in approved carrying cases.

(b) A maximum of twenty feet of each type may be [maintained,] stored for use[,] with not more than twenty feet of either type or combination of the two kept in approved carrying cases.

15. Blank cartridges. A maximum of one hundred boxes of such cartridges, in approved carrying cases, may be centrally stored [or maintained] for use.

16. Slow burning smoke producing compound

(a) A maximum of twelve pounds may be centrally stored in approved carrying cases.

(b) A maximum of two pounds may be [maintained,] stored for use[,] in approved carrying cases.

(g) Television special effects in quantities, as provided in subdivision c of this section may be [maintained] stored for use[,] in cabinets in television studios provided such television special effects are contained in approved carrying cases, when required in subdivision c of this section, and stored in cabinets at such location in the studio as may be approved by the commissioner, in no event to be below street level and in accordance with the following:

1. Said location in theatre type television studios shall be as far as practicable from the audience area and in all other television studios are far as practicable from the performing area.

2. Cabinets shall be clearly marked "TV special effects" and be constructed either of one-fourth inch asbestos board on a framework of one and one-fourth by one and one-fourth by one and one-eighth inch angles or shall be made of 18 United States gauge metal double walled with one and one-half inch air space. Racks or shelves shall be of metal so arranged that cylinders of compressed gas shall be secured in an upright position.

3. Doors shall be so arranged as to remain normally closed and shall be provided with catches at three points.

4. Cabinets shall be provided with a vent to the outside of building. Vent shall have a minimum area of one-half square inch per cubic foot of cabinet capacity.

5. Vent flues inside of building shall be of a construction equivalent to 18 United States gauge metal, covered with one inch of heat insulating material.

6. Each cabinet shall be provided with an automatic sprinkler connected to an adequate source of water supply.

Note: Retain underlining of highlighted text in publication of final rule. Retain brackets and bracketed material of highlighted text, without underline, in publication of final rule.

STATEMENT OF BASIS AND PURPOSE FOR CHAPTER 48 (PRE-EXISTING FACILITIES):

The titles of Sections 4803-01, 4809-01, 4810-01, 4830-01, 4832-01, 4835-01 and 4838-01 in this chapter have been amended to conform to those in the chapter table of contents.

R4804-01 sets forth design and installation requirements for pre-existing facilities having holding areas in schools with physically handicapped students. These requirements are set forth in existing rule 3 RCNY §34-02.

R4809-01(f) sets forth design and installation requirements for watchman service in pre-existing hotels, lodging houses, hospitals and asylums. These requirements are set forth in existing rule 3 RCNY §41-01.

R4833-01(e) sets forth requirements for television special effects in pre-existing facilities. These requirements are set forth in former Administrative Code §27-4213.

SPECIAL MATERIALS

CITYWIDE ADMINISTRATIVE SERVICES

DIVISION OF MUNICIPAL SUPPLY SERVICES

NOTICE

OFFICIAL FUEL PRICE SCHEDULE NO. 6429A FUEL OIL AND KEROSENE

Table with columns: CONTRACT NO., ITEM NO., FUEL/OIL TYPE, VENDOR, CHANGE, PRICE EFF. 3/8/2010. Lists various fuel contracts and prices.

OFFICIAL FUEL PRICE SCHEDULE NO. 6430A FUEL OIL, PRIME AND START

Table with columns: CONTRACT NO., ITEM NO., FUEL/OIL TYPE, VENDOR, CHANGE, PRICE EFF. 3/8/2010. Lists fuel oil contracts.

OFFICIAL FUEL PRICE SCHEDULE NO. 6431A FUEL OIL AND REPAIRS

Table with columns: CONTRACT NO., ITEM NO., FUEL/OIL TYPE, VENDOR, CHANGE, PRICE EFF. 3/8/2010. Lists fuel oil and repairs contracts.

OFFICIAL FUEL PRICE SCHEDULE NO. 6432 GASOLINE

Table with columns: CONTRACT NO., ITEM NO., FUEL/OIL TYPE, VENDOR, CHANGE, PRICE EFF. 3/8/2010. Lists gasoline contracts.

CITY PLANNING

NOTICE

PROPOSED ANNUAL PERFORMANCE REPORT (APR) 2009 CONSOLIDATED PLAN PROGRAM YEAR COMMENT PERIOD - March 12 - March 26, 2010

The Proposed 2009 Consolidated Plan Annual Performance Report (APR) Public Comment Period will be from March 12th to March 26th. This document describes the City's performance concerning the: statutory requirements of the Cranston-Gonzalez Housing Act's Comprehensive Housing Affordability Strategy, and the City's use of the four U.S. Department of Housing and Urban Development (HUD) Community Planning and Development formula entitlement programs: Community Development Block Grant (CDBG); HOME Investment Partnerships (HOME); Emergency Shelter Grant (ESG); and Housing Opportunities for Persons with AIDS (HOPWA). The APR reports on the accomplishments and commitment of these funds during the 2009 program year, January 1, 2009 to December 31, 2009. In addition, a One-Year update of the City's Affirmatively Furthering Fair Housing (AFFH) Statement is included.

As of March 12, 2010, copies of the Proposed APR can be obtained at the Department of City Planning Bookstore, 22 Reade Street, Manhattan, (Monday 12:00 P.M. to 4:00 P.M., Tuesday - Friday 10:00 A.M. to 1:00 P.M. In addition, the report will be posted in Adobe .PDF format for free downloading on City Planning's Website at: www.nyc.gov/planning. Furthermore, copies of the Proposed APR will be available for review at the main public library in

each of the five boroughs. Please call (212) 720-3531 for information on the closest library.

The public comment period ends close of business March 26, 2010. Written comments should be sent to: Charles V. Sorrentino, New York City Consolidated Plan Coordinator, Department of City Planning, 22 Reade Street, 4N, New York, N.Y. 10007.

m8-19

HOUSING PRESERVATION & DEVELOPMENT

NOTICE

OFFICE OF ENFORCEMENT & NEIGHBORHOOD SERVICES CERTIFICATION OF NO HARASSMENT UNIT

REQUEST FOR COMMENT ON APPLICATION FOR CERTIFICATION OF NO HARASSMENT PURSUANT TO THE SPECIAL GREENPOINT-WILLIAMSBURG DISTRICT PROVISIONS OF THE ZONING RESOLUTION

DATE OF NOTICE: March 8, 2010

TO: OCCUPANTS, FORMER OCCUPANTS AND OTHER INTERESTED PARTIES OF

**Address – Application # – Inquiry Period**

149 North 7th Street, Brooklyn – 5/10 – October 4, 2004 to Present

Prior to the issuance of a permit by the Department of Buildings for the alteration or demolition of residential buildings in certain areas of the **Special Greenpoint-Williamsburg District**, the Department of Housing Preservation and Development is required to certify that: 1) prior to evicting or otherwise terminating the occupancy of any tenant preparatory to alteration or demolition, the owner shall have notified HPD of the owner's intention to alter or demolish the building and 2) the eviction and relocation practices followed by the owner of the building satisfy all applicable legal requirements and that no harassment has occurred.

The owner of the building located at the above-referenced address seeks the issuance of an HPD Certification. The owner has represented and certified to HPD of the owner's intention to alter or demolish the building and that the eviction and relocation practices followed by the owner satisfy all applicable legal requirements and that no harassment has occurred. For your information HPD considers harassment to include, but not be limited to, the threatened or actual use of physical force, deprivation of essential services such as heat, water, gas or electric, or any other conduct intended to cause persons to vacate the premises or waive rights related to their occupancy.

HPD requests that if you have any comments or evidence of unlawful eviction and relocation practices or harassment occurring at the above referenced premises that you notify the Anti-Harassment Unit, 3rd Floor, 100 Gold Street, New York, NY 10038, by letter postmarked not later than 30 days from the date of this notice or by an in-person statement made within the same period. To schedule an appointment for an in-person statement please call (212) 863-5277, (212) 863-8211 or (212) 863-8298.

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**OFFICE OF ENFORCEMENT & NEIGHBORHOOD SERVICES  
CERTIFICATION OF NO HARASSMENT UNIT**

**REQUEST FOR COMMENT ON  
APPLICATION FOR CERTIFICATION OF NO  
HARASSMENT  
PURSUANT TO LOCAL LAW 19 OF 1983**

**DATE OF NOTICE:** March 8, 2010

**TO: OCCUPANTS, FORMER OCCUPANTS AND  
OTHER INTERESTED PARTIES OF**

**Address – Application # – Inquiry Period**

67 West 126th Street, Manhattan – 13/10 – February 4, 2007 to Present  
19 West 120th Street, Manhattan – 17/10 – February 17, 2007 to Present  
48 Hamilton Place, Manhattan – 18/10 – February 19, 2007 to Present  
508 West 149th Street, Manhattan – 19/10 – February 19, 2007 to Present  
132 West 119th Street, Manhattan – 21/10 – February 24, 2007 to Present  
227 West 136th Street, Manhattan – 22/10 – February 25, 2007 to Present

The Department of Housing Preservation and Development has received an application for a certification that during the inquiry period noted for the premises above, that no harassment has occurred at such premises in the form of threats, use of physical force, deprivation of essential services such as heat, water, gas or electric, or by any other conduct intended to cause persons to vacate the premises or waive rights related to their occupancy. Upon the issuance of a Certification, an owner can legally convert the premises to non-single room occupancy use.

Comments as to whether harassment has occurred at the premises should be submitted to the Anti-Harassment Unit, 100 Gold Street, 3rd Floor, New York, NY 10038, by letter postmarked not later than 30 days from the date of this notice or by an in-person statement made within the same period. To schedule an appointment for an in-person statement please call (212) 863-5277, (212) 863-8211 or (212) 863-8298.

m8-15

**OFFICE OF MANAGEMENT AND BUDGET**

■ NOTICE

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (C.D.)  
NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS**

TO ALL INTERESTED AGENCIES, COMMUNITY BOARDS, GROUPS AND PERSONS:

This document constitutes the Notice of Intent to Request Release of Funds for the projects identified below. These projects are funded in the Thirty-Sixth Community Development Year (CD 36/Calendar Year 2010). The allocations for CD 36 reflect a spending pattern that is expected to be effective only in January – June, 2010. Funds reserved for the last six months of CD 36 will be reallocated in accordance with the adopted City Fiscal Year 2011 Community Development budget. On March 17, 2010 the City will submit to HUD its Request for Release of Funds for these projects. In accordance with 24 CFR Part 58.35 of the HUD Environmental Review Procedures for Title I Community Development Block Grant Programs, the activities conducted under the programs listed below have

been determined to be categorically excluded from the Environmental Assessment requirements of the National Environmental Policy Act. This notice is prepared on a programmatic basis.

**7A PROGRAM**

CD funds are used by the Department of Housing Preservation and Development (HPD) to address hazardous conditions by correcting code violations and to provide systems renovations through 7A Financial Assistance packages to buildings under the management of a 7A administrator. CD 36 Allocation: \$1,465,000.

**ALTERNATIVE ENFORCEMENT PROGRAM**

The Alternative Enforcement Program is an additional HPD enforcement mechanism that is intended to alleviate the serious physical deterioration of the most distressed multiple dwellings in New York City by forcing the owner to make effective repairs or have city government do so in a more comprehensive fashion so that emergency conditions are alleviated and the underlying physical conditions related to the emergency housing code violations are addressed.

As described in the law, an owner will be notified by HPD that based upon criteria in the law, his or her multiple dwelling has been chosen for participation in the Alternative Enforcement Program. An owner will have four months to repair the violations, pay all outstanding HPD emergency repair charges and liens, submit a current and valid property registration statement and request an HPD re-inspection. If the owner fails to meet all of the requirements for discharge within the first four months, HPD will perform a building-wide inspection and issue an order outlining the action necessary to address the emergency conditions and the underlying causes of those conditions (to minimize reoccurrence of those conditions). HPD will prepare a scope of work that will address the conditions cited in the order. Should an owner fail to comply with the order (which is similar to the current issuance of repair orders for emergency conditions in privately owned properly covered under CD regulations by the Emergency Repair Program, although with a broader scope), HPD will perform the work. CD 36 Allocation: \$10,084,000.

**PRIMARY PREVENTION PROGRAM**

The Primary Prevention Program, a joint initiative between the Department of Housing Preservation and Development (HPD) and the Department of Health and Mental Hygiene (DOHMH) offers grants to building owners for lead treatment. The program provides grants to owners of multi-unit apartment houses and one-, two-, and multi-family homes built before 1960, the year New York City banned the use of lead-based paint. CD funds are used for projects in which at least 51% of the households are at or below the low- and moderate-income levels. In addition to federal funds, the Primary Prevention Program is also supported by City Capital funds to address lead-based paint hazards citywide. CD 36 Allocation: \$341,000.

**AVENUE NYC**

The Department of Small Business Services' Avenue NYC program promotes the economic viability of neighborhood retail areas. Some of the program's renovation activities established to deal with the most common problems confronting commercial streets include grants for facade improvement and security improvements such as buddy buzzers, gates, and storefront lighting. CD 36 Allocation: \$2,369,000.

**MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES HOUSING SERVICES: PROJECT OPEN HOUSE**

Under Project Open House, CD funds are used to remove architectural barriers from the homes of New York City residents (Section 8 income eligible) who have mobility impairments. CD 36 Allocation: \$124,000.

**LANDMARKS HISTORIC PRESERVATION GRANT PROGRAM**

The Landmarks Historic Preservation Grant Program provides grants to homeowners and not-for-profits who own or occupy a property that has been designated as a landmark, is located within a designated historic district or is listed in or is eligible to be listed in the National Register of Historic Places. Grants are awarded to homeowners and non-profits for facade improvement. Additionally, non-profits may be awarded grants for interior improvements provided the building has a designated interior. CD 36 Allocation: \$176,000.

**CODE VIOLATION REMOVAL IN SCHOOLS**

The Department of Education will use CD funds to prevent or remove code violations in New York City Schools. The activities may include the installation of emergency lighting, fire rated doors and hardware, fire alarm systems, fire suppression systems, fire extinguishers, flame proofing curtains, sprinkler/standpipe, potable water systems, sewage systems, kitchen ventilation/exhaust systems, heating/cooling/refrigeration systems; building elevator and sidewalk elevator upgrades; and the repair of damaged flooring, ceilings, electrical fixtures and wiring, and the emergency repointing of brick. CD 36 Allocation: \$2,500,000.

**DFTA SENIOR CENTER IMPROVEMENTS**

CD funds will be used for the renovation of the physical plant and the rectification of code violations in senior centers. Activities may include plumbing upgrade, installation of lighting and emergency lighting systems, security systems, air conditioning/heating/ventilation systems, kitchen fire extinguishing systems, hot water heaters, fire doors, and ramps, window upgrade/replacement, ceiling and roof rehabilitation, kitchen upgrade, bathroom renovation, re-wiring, floor replacement, handicapped access, and security and elevator improvements. CD 36 Allocation: \$2,189,000.

Environmental Review Records respecting the within projects have been made by the City of New York which document the environmental review of the projects. These Environmental

Review Records are on file and copies may be obtained at the Office of Management and Budget, Community Development, 75 Park Place, 8th Floor, New York, New York 10007, between 10:00 A.M. and 5:00 P.M., Monday through Friday. Please call (212) 788-6177 to make an appointment to view or obtain a copy of the documents.

The City of New York will undertake the projects described above with CD funds from HUD, under Title I. The City of New York is certifying to HUD that the City and Budget Director Mark Page, in his official capacity as the Certifying Officer for the CD Program, consent to accept the jurisdiction of the federal courts if an action is brought to enforce responsibilities in relation to environmental reviews, decision-making and action and that these responsibilities have been satisfied. The legal effect of the certification is that upon its approval, New York City may use the CD funds, and HUD will have satisfied its responsibilities under the National Environmental Policy Act of 1969. HUD will accept an objection to its approval of the release of funds and acceptance of the certification only if it is on one of the following bases: a) That the certification was not in fact executed by the recipient's Certifying Officer, b) the recipient has failed to make one of the two findings pursuant to 58.41 or to make the written determination decision required by 58.47, 58.53 or 58.64 for the project as applicable, c) the recipient has omitted one or more of the steps set forth at Subparts F and G for the preparation and completion of an environmental assessment, d) the recipient has omitted one or more of the steps set forth at Subparts H and I for the preparation and completion of an environmental impact statement, e) the recipient did not comply with the historic review provisions of 36 CFR Part 800, f) with respect to a project for which a recipient has decided that 58.47, 58.53 or 58.64 apply, the recipient has failed to include in the ERR the written decision required, or its decision is not supported by the facts specified by the objecting party. Objections must be prepared and submitted in accordance with the required procedure (24 CFR Part 58), and may be addressed to HUD, Office of Community Planning and Development, 26 Federal Plaza, 35th Floor, New York, New York 10278. Objections to the release of funds on bases other than those stated above will not be considered by HUD. No objection received after April 1, 2010 will be considered by HUD.

City of New York: Office of Management and Budget, Mark Page, Budget Director. Date: March 9, 2010.

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**LATE NOTICES**

**HEALTH AND HOSPITALS CORPORATION**

■ SOLICITATIONS

*Services (Other Than Human Services)*

**DEVELOPMENT OF HEALTH SHORTAGE AREA APPLICATIONS FOR THE NEW YORK CITY HEALTH AND HOSPITALS CORPORATION** – Request for Proposals – PIN# 191100 – DUE 03-31-10 AT 12:00 P.M. – The purpose of this RFP is to select a firm to develop health professional shortage area (HPSA) and/or medically underserved areas (MUA) applications on behalf of the New York City Health and Hospitals Corporation (HHC or the Corporation) for submission to New York State Department of Health (NYSDOH) Primary Care Office and approval from federal Health Resources and Services Administration (HRSA). HHC will award a three-year contract with two (2) one-year renewal options.

All substantive questions must be submitted via email or in writing to Dona Green (Dona.Green@nychhc.org) or Jeannie Ng (Jeannie.Ng@nychhc.org). Any written correspondence should be forwarded to the attention of Dona Green at Corporate Planning Services, 346 Broadway, Suite 1115, New York, NY 10013. Ms. Ng may also be reached via telephone at (212) 788-3600.

All firms must submit the following completed forms along with their proposal; Doing Business Data Form, Vendex Forms, Affirmation and Certification regarding Business Dealings with Northern Ireland, and Substitute Form W-9 packet.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.  
*Health and Hospitals Corporation, 125 Worth Street  
Room 513, New York, NY 10013.  
Kathleen Whyte (212) 442-4064, kathleen.whyte@nychhc.org;  
jeannie.ng@nychhc.org*

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**PARKS AND RECREATION**

**CONTRACT ADMINISTRATION**

■ SOLICITATIONS

*Construction / Construction Services*

**INSTALLATION OF PRE FABRICATED COMFORT STATION AND OFFICE AT CONCRETE PLANT PARK** – Competitive Sealed Bids – PIN# 8462010X305C01 – DUE 04-13-10 AT 10:30 A.M. – Borough of The Bronx, known as Contract XA-MM. This procurement is subject to participation goals for Mbbs and/or Webs as required by Local Law 129 of 2005.

Bid documents are available for a fee of \$25.00 in the Blueprint Room, Room #64, Limited Center, from 8:00 A.M. to 3:00 P.M. The fee is payable by company check or money order to the City of NY, Parks and Recreation. A separate

check/money order is required for each project. The Company name, address and telephone number as well as the project contract number must appear on the check/money order. Bidders should ensure that the correct company name, address, telephone and fax numbers are submitted by your company/messenger service when picking up bid documents. Vendor Source ID#: 67021.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.

Parks and Recreation, Limited Center, Room 64  
Flushing Meadows Corona Park, Flushing, NY 11368.  
Juan Alban (718) 760-6771.

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**CITYWIDE ADMINISTRATIVE SERVICES**

**PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Contract Public Hearing will be held on Thursday, March 18, 2010, in Spector Hall, 22 Reade Street, Main Floor, Borough of Manhattan, commencing at 10:00 A.M. on the following:

**IN THE MATTER** of a proposed contract between the Department of Citywide Administrative Services of the City of New York, on behalf of the Division of Administration and Security, and American Science & Engineering, Inc.,

829 Middlesex Turnpike, Billerica, MA 01821, for AS&E roller tables, in the estimated amount of \$134,950.00. The term of the contract will be from June 1, 2010 to May 31, 2011. PIN #: 8570901379.

The proposed contractor has been selected as a Sole Source Procurement, pursuant to Section 3-05 of the Procurement Policy Board Rules.

A draft copy of the proposed contract may be inspected at the Division of Municipal Supply Services, Office of Vendor Relations, One Centre Street, 18th Floor, New York, NY 10007, on business days, excluding Legal Holidays, from March 12, 2010 to March 18, 2010, from 9:00 A.M. to 4:00 P.M.

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**COURT NOTICE MAP FOR NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY I.S. 230Q. ANNEX**

