CHAPTER 4
EMERGENCY PLANNING AND PREPAREDNESS

SECTION FC 401
GENERAL

401.1 Scope. The provisions of this chapter shall govern emergency reporting, planning and preparedness.

401.2 Approval. Where required by this code, fire safety and evacuation plans and emergency action plans shall be approved by the commissioner.

401.3 Emergency notification. Any owner, occupant or other person who becomes aware of a fire or explosion or any other emergency shall immediately report such emergency to the department. No owner or other person shall issue any directive or take any action to prevent or delay the reporting of a fire or other emergency to the department.

401.4 Reserved.

401.5 Reserved.

401.6 Supervision of fire safety and evacuation plans. The owner shall designate competent persons to act as FSP staff, train the FSP staff and conduct fire drills. Such persons shall possess such qualifications and/or hold such certificate of fitness as are required by this chapter or the rules. The owner shall ensure that adequate FSP staff is present on the premises during regular business hours, and at other times when the building is occupied, to perform the duties and responsibilities set forth in the fire safety and evacuation plan. The owners of the following buildings and occupancies shall additionally comply with the requirements set forth in Sections 401.6.1 through 401.6.8.

401.6.1 Group A occupancies. The FSP staff in Group A occupancies whose lawful use, occupancy or operation requires issuance of a license by the New York City Department of Consumer Affairs shall be organized and trained by a person holding a certificate of fitness for fire safety training.

401.6.2 Group B occupancy office buildings. Group B occupancy office buildings or parts thereof occupied or designed to be 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, shall comply with the requirements of Sections 401.6.2.1 through 401.6.2.2.

Exception: Office buildings that have lawfully installed an interior fire alarm system, provided that the fire drills required by Section 405 are conducted by a person holding a certificate of fitness as fire drill conductor.

401.6.2.1 FSP staff. The fire safety and evacuation plan shall designate a fire safety director, deputy fire safety directors, fire safety building evacuation supervisors, fire safety wardens, deputy fire safety wardens, fire safety brigade members and searchers, with such authority, duties and qualifications as set forth in the rules.

401.6.2.2 Fire safety director. The fire safety director and deputy fire safety directors designated in the fire safety and evacuation plan shall hold a fire safety director certificate of fitness, and shall have the following duties and responsibilities and such other duties and responsibilities as prescribed by rule:

1. The fire safety director shall be present in the building during regular business hours. When the fire safety director is absent during such hours, a deputy fire safety director shall be present in the building and shall perform the duties of the fire safety director.

2. In the event of a fire, the fire safety director shall report to the fire command station or designated alternative location, and, if appropriate, implement the fire safety and evacuation plan in accordance with its terms and the provisions of the rules, and notify arriving emergency response personnel and incident commander of the fire and the building response thereto.

3. The fire safety director designated shall be fully familiar with the provisions of the fire safety and evacuation plan and shall conduct FSP staff training drills required by Section 406.

4. The fire safety director shall conduct the fire drills required by Section 405.

401.6.3 Buildings with class B or M occupancy fire alarm system. Buildings or parts thereof equipped with a fire alarm system with voice communication of the type required in Group B or M occupancies, regardless of whether such system is required in such building or part thereof, shall comply with the requirements of Section 401.6.2.

401.6.4 Group I-2 occupancies. FSP staff training drills required by Section 406 shall be conducted by a person holding a certificate of fitness for fire safety training.

401.6.5 Group R-1 occupancies. Group R-1 occupancy buildings or parts thereof shall be operated in accordance with Sections 401.6.5.1 through 401.6.5.2.

Exceptions:

1. Group R-1 college or school student dormitories occupied or designed to be occupied by 500 persons or less, and that are 6 stories or 75 feet (22 860 mm) in height from grade or less need not desig-
nate a fire safety director or deputy fire safety directors.

2. Homeless shelters operated in accordance with Section 401.6.8.

3. All other Group R-1 occupancies occupied by 30 or fewer lodgers, with not more than 15 lodgers above street level; operated to accommodate no more than these numbers of lodgers; designed to contain 30 or fewer sleeping rooms, not more than 15 sleeping rooms above street level; and in each instance not occupied or operated to be occupied by lodgers, or designed to contain sleeping rooms, on any floor more than 75 feet (22 860 mm) above street level.

401.6.5.1 FSP staff. The fire safety and evacuation plan shall designate a fire safety director, and a sufficient number of deputy fire safety directors and fire safety brigade members, with such authority, duties and qualifications as set forth in the rules. The fire safety director and deputy fire safety directors designated shall be fully familiar with the provisions of the fire safety and evacuation plan.

401.6.5.2 Fire safety director. The fire safety director and deputy fire safety directors designated in the fire safety and evacuation plan shall hold a fire safety director certificate of fitness, and shall have the following duties and responsibilities and such other duties and responsibilities as prescribed by rule:

1. The fire safety director shall be present in the building at all times. When the fire safety director is absent, a deputy fire safety director shall be present in the building and shall perform the duties of the fire safety director.

2. In the event of a fire, the fire safety director shall report to the fire command station or designated alternative location, and, if appropriate, implement the fire safety and evacuation plan in accordance with its terms and the rules, and notify arriving emergency response personnel and incident commander of the fire and the building response thereto.

3. The fire safety director and deputy fire safety directors designated shall be fully familiar with the provisions of the fire safety and evacuation plan, and when a fire brigade is required by Section 401.6.5.1, shall conduct fire brigade training drills required by Section 406.

4. The fire safety director shall conduct fire drills required by Section 405.

401.6.6 Buildings or parts thereof with class R-1 occupancy fire alarm system. Buildings or parts thereof equipped with a fire alarm system with voice communication of the type required in R-1 occupancies, regardless of whether such system is required in such building or part thereof, shall comply with the requirements of Section 401.6.5.

401.6.7 Group R-2 occupancies as set forth in Section 404.2.1(8). Group R-2 occupancies, occupied or operated to be occupied, as set forth in Section 404.2.1(8), in whole or in part, shall comply with the requirements of Section 401.6.5.

401.6.8 Group R-1 homeless shelters. Group R-1 occupancy buildings or parts thereof occupied as a homeless shelter shall be in accordance with Sections 401.6.8.1 through 401.6.8.3.

401.6.8.1 FSP staff. The fire safety and evacuation plan shall designate a fire safety coordinator and a sufficient number of deputy fire safety coordinators, with such authority, duties and qualifications as set forth in the rules.

401.6.8.2 Fire safety coordinator. The fire safety coordinator and deputy fire safety coordinators designated in the fire safety and evacuation plan shall hold a fire safety coordinator certificate of fitness, and shall have the following duties and responsibilities and such other duties and responsibilities as prescribed by rule:

1. The fire safety coordinator shall be present in the building at all times while the building is occupied. When the fire safety coordinator is absent, a deputy fire safety coordinator shall be present in the building and shall perform the duties of the fire safety coordinator.

2. In the event of a fire, the fire safety coordinator shall report to the fire command station or designated alternative location, and, if appropriate, implement the fire safety and evacuation plan in accordance with its terms and the provisions of the rules, and notify arriving emergency response personnel and incident commander of the fire, the building response thereto, and the building’s fire protection systems.

3. The fire safety coordinator and deputy fire safety coordinators designated shall be fully familiar with the provisions of the fire safety and evacuation plan. The fire safety coordinator shall conduct fire drills required by Section 405.

401.6.8.3 Fire guard patrols. Buildings or parts thereof occupied or operated to be occupied by homeless persons shall be continuously patrolled by a person holding a certificate of fitness as fire guard. Every area of the building shall be patrolled at least once every hour.

401.7 Supervision of emergency action plan. The owner shall designate competent persons to act as EAP staff, train the EAP staff and conduct EAP drills. Such persons shall possess such qualifications and/or hold such certificate of fitness as set forth in this chapter or the rules. The owner shall ensure that adequate EAP staff is present on the premises during regular business hours, and other times when the building is occupied,
to perform the duties and responsibilities as set forth in the emergency action plan. The owner shall additionally comply with the requirements set forth in Sections 401.7.1 and 401.7.2.

401.7.1 EAP staff. The emergency action plan shall designate a fire safety/EAP director, deputy fire safety/EAP directors, fire safety/EAP building evacuation supervisors, fire safety/EAP wardens, deputy fire safety/EAP wardens, fire safety/EAP brigade members and critical operation staff, with such authority, duties and qualifications as set forth in the rules.

401.7.2 Fire safety/EAP director. The fire safety/EAP director and deputy fire safety/EAP directors designated in the emergency action plan shall hold a fire safety/EAP director certificate of fitness, shall be the persons designated as the fire safety director and deputy fire safety director in the fire safety and evacuation plan, and shall have the following duties and responsibilities and such other duties and responsibilities as prescribed by rule:

1. The fire safety/EAP director shall be present in the building during regular business hours. When the fire safety/EAP director is required but absent, a deputy fire safety/EAP director shall be present in the building and shall perform the duties of the fire safety/EAP director.

2. In the event of an emergency requiring sheltering in place, in-building relocation, partial evacuation or evacuation, the fire safety/EAP director shall report to the fire command station or designated alternative location, and, if appropriate, implement the emergency action plan in accordance with its terms and the rules, and notify arriving emergency response personnel and incident commander of the emergency and the building response thereto.

3. The fire safety/EAP director shall be fully familiar with the provisions of the emergency action plan, and shall conduct EAP staff training drills required by Section 406.

4. The fire safety/EAP director shall conduct EAP drills required by Section 405.

401.8 Periodic inspection. Any occupancy, building, or part thereof required to have a fire safety and evacuation plan, emergency action plan and/or a public gathering site plan pursuant to the provisions of this chapter or the rules, shall be subject to periodic fire safety inspection by the department, including to ensure that the fire safety and evacuation plan, the emergency action plan and/or the public gathering site plan have been prepared and/or implemented in compliance with the requirements of this chapter.

401.9 Workplace exit inspections. In addition to any other inspection requirement imposed by law, rule or regulation, the department shall inspect Group M occupancies to determine whether workplace exits are locked in violation of Section BC 1001.3.1 of the Building Code. A minimum of 50 unannounced inspections shall be conducted each year. Such inspections shall include, but not be limited to, premises at which violations of such section are known or suspected to have occurred.

SECTION FC 402
DEFINITIONS

402.1 Definition. The following terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meaning shown herein.

EAP DRILL. A training exercise by which building occupants are familiarized with and/or practice the procedures for safe, orderly and expeditious sheltering in place, in-building relocation, partial evacuation or evacuation, in accordance with the emergency action plan, and to evaluate the efficiency and effectiveness of the implementation of such 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, fire safety/EAP building evacuation supervisor, fire safety/EAP wardens, deputy fire safety/EAP wardens and members of the fire safety/EAP brigade.

EMERGENCY ACTION PLAN. A written plan which sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to an incident involving an explosion, a biological, chemical or nuclear incident or release, natural disaster or other emergency, or the threat thereof, or a declaration of emergency by a lawful authority.

FIRE DRILL. A training exercise by which building occupants are familiarized with and/or practice the procedures for the safe, orderly and expeditious in-building relocation, partial evacuation or evacuation, as applicable to the occupancy or building type, in accordance with the fire safety and evacuation plan, and to evaluate the efficiency and effectiveness of the implementation of such plan.

FIRE SAFETY AND EVACUATION PLAN. A written plan which sets forth the circumstances and procedures for the in-building relocation, partial evacuation or evacuation of building occupants, required or as appropriate for such occupancy or building type, in response to a fire.

FSP STAFF. The individuals identified in a fire safety and evacuation plan as responsible for the implementation of such plan.

OFFICE BUILDING. A group B occupancy designed and arranged to provide offices and other areas for the conduct of business ordinarily conducted in offices.

REGULAR BUSINESS HOURS. 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.

UNDERGROUND BUILDING. A building or part thereof having a floor level for human use or occupancy more than 30 feet (9144 mm) below the lowest level of exit discharge, as that term is defined in the Building Code.
SECTION FC 403
PUBLIC GATHERINGS

403.1 General. The commissioner may establish by rule requirements to ensure fire safety at indoor and outdoor public gatherings, including arcades, bazaars, carnivals, displays, exhibits, street fairs and theaters. Such requirements may include preparation and submission to the department of a site plan; pre-event fire safety inspection; provision of fire guards or other qualified personnel; and provision and maintenance of fire apparatus access, and of aisles and other means of egress from the public gathering.

403.2 Overcrowding prohibited. Overcrowding shall not be caused, maintained or allowed in any indoor or outdoor area or space used for public gatherings.

403.3 Limitations on standing at public gatherings. Where the Building Code, certificate of occupancy or approved seating plan allows audience members to stand at performing arts or other indoor or outdoor events at which seating is provided for the audience, standing areas shall be maintained in accordance with Sections 403.3.1 through 403.3.4.

403.3.1 Standing areas to be indicated. The space to be occupied by standing audience members shall be separated from the space to be left clear for passage by a rope, tape or other thin material at a height of not less than 3 feet (914 mm) nor more than 4 feet (1219 mm) above the floor, supported by lightweight posts, all to be constructed and placed so as not to constitute an obstruction in case of panic or emergency. Such standing areas shall be clearly demarcated by durable markings on the floor indicating the boundaries of the standing area.

403.3.2 Standing in aisles. It shall be unlawful to stand, or allow any person to stand, in or at the head of an aisle.

403.3.3 Standing in passageways.

1. If the passageway is more than 6 feet (1829 mm) and less than 16 feet (4877 mm) deep, persons may stand therein, provided an unobstructed passageway of at least 6 feet (1829 mm) in depth is left open, and there are no more than four rows of persons standing.

2. If the passageway is more than 16 feet (4877 mm) deep, any number of persons or rows of persons may stand therein, provided that an unobstructed passageway of at least 10 feet (3048 mm) in depth is left open.

3. In places of assembly having a passageway to the rear of the seats, 6 feet (1829 mm) or less in depth, and having in addition an outer passageway in the rear thereof, to which all aisle heads have straight and direct access, a maximum of two rows of persons may be permitted to stand in the passageway to the rear of such seats.

403.3.4 Standing in balconies. Only one row of persons shall be allowed to stand in balconies.

403.4 Announcements. In performing arts theaters or motion picture theaters, and in any other Group A occupancy in which there is a non-continuous performance or program, other than an occupancy regularly attended by the same audience, an audible announcement shall be made not more than 10 minutes prior to the start of each performance or program informing the occupants of the location of the exits to be used in the event of a fire or other emergency, provided, however, that in any theater the announcement may be projected upon a screen or other surface approved by the commissioner in a manner approved by the commissioner. Notwithstanding the foregoing, the commissioner may grant an exception from such requirement upon a determination that the occupancy has at least one exit clearly visible from every seat or standing area from which members of the audience are authorized to view the performance.

403.5 Trade shows. The owner of any Group A occupancy wherein a trade show or other similar temporary exhibition is to be conducted shall, at least one month before the date of such exhibition, submit to the department a written notice and a plan containing the following information and such other information and documentation as the commissioner may prescribe:

1. The dates, times, location, and nature of the trade show or other exhibition, and whether the event will be open to the public or restricted to the trade.

2. The design and arrangement of the trade show or other exhibition, including aisles, display booths, decorations and drapes, and equipment using any hazardous material or open flame.

SECTION FC 404
FIRE SAFETY AND EVACUATION PLANS AND EMERGENCY ACTION PLANS

404.1 General. The owner of any premises subject to this section shall cause a fire safety and evacuation plan and an emergency action plan to be prepared for such premises in a form prescribed by the commissioner, and periodically reviewed and amended, in accordance with this section and the rules. The commissioner may prescribe by rule the qualifications of the person preparing such plans.

404.1.1 Existing buildings. For purposes of Section 102.2, the preparation of a fire safety and evacuation plan and an emergency action plan shall constitute an operational requirement. Owners of buildings and occupancies not required to have a fire safety and evacuation plan prior to the effective date of this code shall have one year from such effective date to prepare and, if required pursuant to Section 404.6, submit, such plan. Any owner of a building or occupancy that has an approved fire safety plan and an emergency action plan on the effective date of this code shall not be required to prepare and/or file new plans within such one-year period, but shall maintain the existing plans in compliance with the requirements of the laws, rules and regulations applicable to such plans prior to the effective date of this code and such additional or amended requirements as may be adopted after the effective date of this code, as applicable in accordance with the terms of such additional or amended requirements.

404.2 Where required. A fire safety and evacuation plan and/or emergency action plan is required for the occupancies and buildings as set forth in Sections 404.2.1 and 404.2.2.
404.2.1 Fire safety and evacuation plans. A fire safety and evacuation plan is required for the following occupancies and buildings:

1. Group A occupancies, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
2. Group B occupancy office buildings or parts thereof and other office buildings or parts thereof, occupied or designed to be 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.
3. Group B occupancy educational facilities.
4. Group E occupancy schools, educational facilities and day care facilities.
5. Group H occupancies, except buildings or parts thereof that have prepared one or more of the following plans in compliance with applicable requirements:
   5.1. An emergency action plan in accordance with the regulations of the United States Department of Labor, as set forth in 29 CFR Section 1910.119.
   5.2. A contingency plan and emergency procedures in accordance with the regulations of the New York State Department of Environmental Conservation, as set forth in 6 NYCRR Part 373.
   5.3. A risk management plan in accordance with the rules of the New York City Department of Environmental Protection, as set forth in 15 RCNY §41-08.
7. Group M occupancies occupied or designed to be 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, or in which more than 25 persons are employed.
8. Group R-1 occupancies, occupied by more than 30 lodgers, or more than 15 lodgers above street level, for a period of 90 days or less; and/or operated to accommodate such numbers of lodgers for such period of occupancy; and/or designed to contain a total of more than 30 sleeping rooms, or more than 15 sleeping rooms above the street level, for such period of occupancy; and/or occupied by one or more lodgers on a floor more than 75 feet (22 860 mm) above the street level, for such period of occupancy, or operated or designed for such lodging. All other Group R-2 occupancies shall comply with the requirements of Section 408.9.
9. Buildings or parts thereof equipped with a fire alarm system with voice communication of the type required in Class B, R-1 or M occupancies, regardless of whether such system is required in such building or part thereof.
11. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area.
12. Buildings that are greater than 6 stories or 75 feet (22 860 mm) in height, except Group R-2 occupancies.
13. Underground buildings occupied or designed to be occupied by more than 100 persons below street level.
14. Buildings occupied or designed to be occupied to provide emergency shelter for more than 15 homeless persons for more than 30 days in a year.

404.2.2 Emergency action plans. An emergency action plan is required in Group B occupancy office buildings or parts thereof:

1. Greater than 6 stories in height; or
2. Greater than 75 feet (22 860 mm) in height; or
3. Occupied or designed to be 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; or
4. Equipped with a fire alarm system with voice communication of the type required in Class B or M occupancies, regardless of whether such system is required in such building or space; or
5. Ordered by the department to comply with the requirements of this section, based upon a determination that compliance with this section is required in the interest of public safety given the location, use or occupancy of the building.

404.3 Contents. Fire safety and evacuation plan and emergency action plan contents shall be in accordance with Sections 404.3.1 and 404.3.2.

404.3.1 Fire safety and evacuation plans. A fire safety and evacuation plan shall include the following information and such other information and documentation as the commissioner may prescribe:

1. The procedures for notifying building occupants of a fire and reporting a fire to the department, including the preferred and any alternative means of notifying and reporting.
2. Whether the response to a fire emergency will require the occupants of the building to be completely evacuated, partial evacuation or relocated within the building, and the procedures for each such response.

3. Site plans indicating the following:
   3.1. Surrounding buildings and streets, including cross streets, and fire apparatus access roads.
   3.2. The location of building occupant assembly areas, if applicable.

4. Floor plans, with corresponding legend, identifying the locations of the following, as applicable:
   4.1. Exits.
   4.2. Evacuation routes.
   4.3. Fire barriers.
   4.4. Areas of refuge.
   4.5. Stairs with letter designation.
   4.6. Access and convenience stairways.
   4.7. Elevator bank letter and car number designations.
   4.8. Fire command station.
   4.9. Fire warden phones.
   4.11. Standpipe hose outlets.
   4.12. Sprinkler and standpipe system riser diagrams and siamese connections.
   4.13. Sprinkler and standpipe system control valves.
   4.15. Emergency power generator and fuel supply.

5. Permitted hazardous material and combustible material storage, handling or use at the premises.

6. Identification of fire safety director or other building employees responsible for implementing the fire safety and evacuation plan, training FSP staff, or other duties related to the fire safety and evacuation plan.

7. Identification and assignment of personnel responsible for operation of building fire protection, fire extinguishing and life safety systems, or other critical equipment.

8. Procedures for employees who must operate critical equipment.

9. Procedures for accounting for building employees and building occupants after such employees or occupants have been relocated or evacuated to a safe area.

10. Identification and assignment of personnel responsible for implementing the plan.

11. Identification of personnel available, if any, to provide emergency medical care.

12. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, when approved.

13. Procedures for identifying in advance building occupants who require assistance to participate in the plan because of an infirmity or disability or other special need, and approved procedures for providing for such assistance.

404.3.2 Emergency action plans. The commissioner shall promulgate rules establishing standards, procedures and requirements for the safety of occupants in any office building or part thereof in the event of an explosion, a biological, chemical or nuclear incident or release, natural disaster or other emergency, or the threat thereof, or a declaration of emergency by lawful authorities, including procedures for the orderly evacuation therefrom. Such rules may require the owner of such premises to develop a written emergency action plan that includes the following information, and such other information and documentation as the commissioner may prescribe:

   1. Preparation of the emergency action plan, including the form and submission of such plan and supporting documentation.
   2. The responses to be taken in response to each type of emergency.
   3. The designation and qualifications of EAP staff, and their emergency action plan duties and responsibilities.
   4. Reporting of emergencies to the department.
   5. Communication with building occupants.
   6. Use of elevators and the operation of other building systems.
   7. The conduct of EAP drills.
   8. Recordkeeping requirements.
   10. Procedures for identifying in advance building occupants who require assistance to participate in the plan because of an infirmity or disability or other special need, and approved procedures for providing for such assistance.

404.4 Periodic review and revision. Fire safety and evacuation plans and emergency action plans shall be reviewed and updated as necessitated by changes in staff assignments, use or occupancy, or the design and arrangement of the premises, but at least annually. An entry shall be made in the log book required by Section 405.5 documenting such review, and indicating the general nature of any amendments to be made to such plan.
404.5 Maintenance on premises. A copy of the fire safety and evacuation plan and the emergency action plan shall be readily available on the premises during regular business hours. For buildings provided with a fire command station, the plans shall be maintained at such station, if practicable.

404.6 Submission of plans. Group B office building fire safety and evacuation plans and emergency action plans for Group R-1 occupancies and buildings with a fire alarm system with voice communication as set forth in Section 404.2.1(9), and such other fire safety and evacuation plans as may be specified by the commissioner by rule, shall be submitted to the commissioner for acceptance. Such plans shall be accompanied by a copy of the fire protection plan filed with the New York City Department of Buildings in accordance with the Building Code, unless already submitted to the department. A fire safety and evacuation plan and an emergency action plan, as applicable, shall be prepared, and, as applicable, accepted prior to occupancy of the building.

404.7 Building information card. The commissioner may require by rule the preparation of a building information card depicting and/or setting forth the relevant fire safety information for a building or occupancy for which a fire safety and evacuation plan is required to be submitted to the department pursuant to Section 404.6. A building information card, when required to be prepared, shall be maintained on the premises and made available upon request to any department representative.

SECTION FC 405
FIRE DRILLS AND EAP DRILLS

405.1 General. Fire drills and EAP drills shall be conducted in occupancies and buildings set forth in Section 404.2, in accordance with Sections 405.2 and 405.3.

405.2 Frequency of fire drills. Required fire drills shall be conducted in the buildings set forth in Section 404.2, in accordance with Table 405.2. All building occupants, including the FSP staff, shall participate in fire drills.

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<th>OCCUPANCY OR BUILDING TYPE</th>
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<tr>
<td>Group R-2 occupancies subject to compliance with Section 404.2.1(8)</td>
<td>Quarterly on each shift</td>
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</table>

a. Fire drills in residential care assisted living facilities shall include complete evacuation of the building in accordance with Section 408.5.5.
b. The frequency may be reduced to semi-annually 2 years after the certificate of occupancy has been issued.

405.2.1 Group B occupancy colleges and universities fire drill frequency. In Group B colleges and university facilities, the frequency and timing of fire drills shall be in accordance with the New York State Education Law.

405.2.2 Group E occupancy schools and educational facility fire drill frequency. In Group E schools and educational facilities, including dormitories, the frequency and timing of fire drills shall be in accordance with New York State Education Law.

405.2.3 Group F occupancy fire drill frequency. Fire drills in Group F occupancies shall be conducted as required and in accordance with the New York City Board of Standards and Appeals Rules, as set forth in 2 RCNY § 9-01.

405.2.4 Group I-1 occupancy fire drill frequency. Fire drills in Group I-1 occupancies shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation.

405.3 EAP drills. The owner shall conduct EAP drills on a regular basis, during regular business hours, in accordance with this section and the rules.

405.3.1 Frequency of EAP drills. EAP drills shall be conducted on a regular basis, as follows:

1. At least two EAP drills shall be conducted within one year of the date of department acceptance of the building’s initial emergency action plan, the first of which shall be conducted within six months of such date of acceptance.

2. Beginning one 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.

405.3.2 Participation in EAP drills. 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.

405.3.3 Coordination with fire drills. EAP drills shall be conducted separately from fire drills required for the build-
ing, 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.

405.4 Time. Drills shall be conducted at varying times of day.

405.5 Recordkeeping. A written record of fire drills and EAP drills shall be maintained in a bound log book with consecutive numbered pages, or other form of approved electronic recordkeeping, and maintained on the premises for a period of 3 years for fire drills, and 5 years for EAP drills, and made available upon request of any department representative. An entry shall be made in such log book for each fire drill and EAP drill that is conducted in the building that includes the following information, and such other information and documentation as the commissioner may require:

1. The name and, if applicable, certificate of fitness number of the person conducting the drill.
2. Date and time of the drill.
3. Name and title of the FSP staff or EAP staff assisting in the conduct of the drill.
4. Number of occupants participating in the drill.
5. Evaluation of effectiveness of the drill, including any delays and deficiencies.
6. If evacuation was conducted, time required to accomplish evacuation.

405.6 Reserved.

405.7 Alarm activation. The fire alarm system shall be activated each time a fire drill is conducted to initiate the drill and familiarize building occupants with the alarm tones.

405.8 Accounting for occupants. Occupants in a building shall be accounted for in accordance with Sections 405.8.1 and 405.8.2.

405.8.1 Educational occupancies. When occupants are evacuated and directed to an assembly area, school administrators shall account for all students present in the building prior to the drill.

405.8.2 Office buildings. In office buildings, all areas of the building to be evacuated shall be searched to ensure that all occupants have participated in the drill.

SECTION FC 406
FIRE SAFETY AND EVACUATION PLAN AND EMERGENCY ACTION PLAN STAFF TRAINING

406.1 General. FSP staff and EAP staff shall be trained in the performance of their duties in accordance with the fire safety and evacuation plan and emergency action plan, respectively.

406.2 Frequency. FSP staff and EAP staff shall receive initial training in the contents of the fire safety and evacuation plan and emergency action plan upon commencement of their authority and duties in the building. Such staff shall participate in training sessions designed to familiarize them with their duties pursuant to the plan in accordance with the frequency set forth in Tables 406.2(1) and 406.2(2), as applicable. A written record of such staff training shall be maintained in a bound log book with consecutive numbered pages, or other form of approved recordkeeping, and maintained on the premises for a period of 3 years and made available for inspection by department representatives. An entry shall be made in such log book for each training session conducted.

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<thead>
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<th>TABLE 406.2(1)</th>
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<tr>
<td><strong>FSP STAFF TRAINING DRILLS</strong></td>
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<tr>
<td><strong>OCCUPANCY OR BUILDING TYPE</strong></td>
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<tr>
<td>Group I-2</td>
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<td>Group R-1</td>
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<tr>
<td>Buildings with a fire alarm system with communication as set forth in Section 404.2.1(9)</td>
</tr>
<tr>
<td>All other occupancies or building types</td>
</tr>
</tbody>
</table>

| a. The commissioner may require participation of building occupants in the training drill, depending upon the nature of the occupancy in which such fire alarm system is installed. Training drills shall be conducted on a semi-annual basis beginning two years after the certificate of occupancy has been issued. |

406.2.1 Group I-2 occupancy FSP staff training drills. In Group I-2 occupancies, FSP staff training drills may be conducted throughout the entire occupancy or in specific areas thereof, but training shall be conducted in each and every area of the occupancy over the period of 1 year. Such training shall be conducted at least once each month for a total of not less than twelve training drills per year, distributed among the three shifts as follows:

1. Day shift—at least three training drills.
2. Evening shift—at least six training drills.
3. Night shift—at least three training drills.

<table>
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<tr>
<th>TABLE 406.2(2)</th>
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<td><strong>EAP STAFF TRAINING DRILLS</strong></td>
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<td><strong>EAP STAFF MEMBER</strong></td>
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<td>Fire safety/EAP wardens</td>
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<td>Deputy fire safety/EAP warden</td>
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<td>Fire safety/EAP brigade</td>
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SECTION FC 407
RESERVED

SECTION FC 408
USE AND OCCUPANCY-RELATED REQUIREMENTS

408.1 General. The premises used or occupied for the purposes set forth in this section shall additionally comply with the requirements of this section, as applicable.

408.2 Group A occupancies. All Group A occupancies shall comply with the requirements of Sections 408.2.1.

408.2.1 Seating plan. A copy of the seating plan for Group A occupancies required by the Building Code shall be submitted to the department prior to occupancy.

408.3 Group B occupancies. Group B occupancy office buildings or parts thereof, occupied or designed to be 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, shall be operated and maintained in compliance with the additional emergency preparedness and planning requirements set forth in the rules.

408.4 Group H-5 occupancies. Group H-5 occupancies shall comply with the requirements of Sections 408.4.1 through 408.4.4.

408.4.1 Plans and diagrams. In addition to the requirements of Section 404 and Section 407.6, plans and diagrams shall be maintained in an approved location on the premises indicating the plan for each area, the amount and type of HPM stored, handled and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits.

408.4.2 Periodic review and revision. The plans and diagrams required by Section 408.4.1 shall be maintained up to date and the commissioner shall be notified of all changes in use or occupancy, and design and arrangement of the premises.

408.4.3 Emergency response team. Responsible persons shall be designated the on-site emergency response team and trained to be liaison personnel for the department. These persons shall aid the department in preplanning emergency responses, identifying locations where HPM is stored, handled and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.

408.4.4 Emergency drills. Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of emergency drills conducted shall be maintained in the same manner as records of fire drills.

408.5 Group I-1 occupancies. Group I-1 occupancies shall comply with the requirements of Sections 408.5.1 through 408.5.5.

408.5.1 Fire safety and evacuation plan. The fire safety and evacuation plan required by Section 404 shall include special FSP staff actions, including fire protection procedures necessary for residents, and shall be revised upon admission of any resident with special needs.

408.5.2 Reserved.

408.5.3 Resident training. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.

408.5.4 Reserved.

408.5.5 Resident participation. Fire drills shall involve the actual evacuation of all residents to a selected assembly area.

408.6 Group I-2 occupancies. Group I-2 occupancies shall comply with the requirements of Sections 408.6.1 and 408.6.2.

408.6.1 Evacuation not required. During fire drills, the movement of patients to safe areas or to the exterior of the building is not required.

408.6.2 Coded alarm signal. When fire drills are conducted after visiting hours or when patients or residents are expected to be asleep, a coded announcement is allowed instead of audible alarms.

408.7 Group I-3 occupancies. Group I-3 occupancies shall comply with the requirements of Sections 408.7.1 through 408.7.4.

408.7.1 FSP staff training content. FSP staff shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment.

408.7.2 Staffing. In Group I-3 occupancies, FSP staff shall be in the building at all times, and within three floors or 300 feet (91 440 mm) horizontal distance of the access door of each resident housing area. When movement of occupants from one smoke compartment to another or egress from the building is impeded by staff-controlled manual releases, the FSP staff responsible for controlling such movement or egress must be continuously available to initiate emergency procedures within 2 minutes of an alarm.

Exception: FSP staff shall not be required to be located within three floors or 300 feet (91 440 mm) of areas in which all locks may be unlocked automatically in accordance with Section 408.4 of the Building Code.

408.7.3 Notification. Provision shall be made to promptly notify FSP staff of an emergency.

408.7.4 Keys. Keys necessary for unlocking doors installed in a means of egress shall be individually identifiable by both touch and sight.

408.8 Group R-1 occupancies. Group R-1 occupancies shall comply with the requirements of Sections 408.8.1 and 408.8.3.

408.8.1 Evacuation diagrams. A diagram depicting two evacuation routes shall be posted on or immediately
adjacent to every required egress door from each hotel guest room, motel guest room, or dormitory room. The diagram shall indicate the following:

1. A visual representation of the number of doors opening onto the public corridor which must be passed to reach each exit stair.
2. Location of the fire alarm pull stations.
3. Procedures to be followed in the event of a fire alarm or smoke detector alarm.
4. A written description or visual representation of the procedures to be followed in the event of fire or smoke conditions.

408.8.2 Reserved.

408.8.3 Signage. Group R-1 occupancies shall comply with the additional signage and such other emergency preparedness and planning requirements set forth in the rules.

408.9 Group R-2 occupancies. Group R-2 occupancy buildings or parts thereof with 3 or more dwelling units, including apartment houses, apartment buildings, apartment hotels and other residential buildings or parts thereof that are occupied for the shelter and sleeping accommodations of individuals on a month to month or longer-term basis shall comply with the requirements of Sections 408.9.1 through 408.9.4 and the rules. Such buildings or parts thereof shall not be required to comply with the supervision requirements of Sections 401, and the requirements of Sections 404, 405 and 406.

Exception: Group R-2 occupancy buildings or parts thereof required to prepare a fire safety and evacuation plan as set forth in Section 404.2.1(8). Such buildings or parts thereof shall be operated and maintained in compliance with the additional emergency preparedness and planning requirements set forth in the rules.

408.9.1 Residential fire safety guide and notices. The owner of any premises containing a Group R-2 occupancy shall cause a fire safety guide to be prepared for such premises, and periodically reviewed, amended and distributed in accordance with this section and the rules.

408.9.1.1 Fire safety guide. The residential fire safety guide shall serve to inform building occupants and building service employees as to the building’s construction, fire safety systems, means of egress, and evacuation and other procedures to be followed in the event of fire in the building.

408.9.1.2 Fire safety notices. The fire safety notice shall serve to inform building occupants, building service employees and visitors as to the evacuation and other procedures to be followed in the event of fire in the building. Such notice shall be in such form as prescribed by the commissioner by rule and shall be posted within each dwelling unit and such other locations as set forth in the rules.

408.9.2 Periodic review and revision. Fire safety guides and notices shall be reviewed prior to each distribution and posting, and shall be revised within 60 days of any material change in the building’s fire safety systems, means of egress or other building condition required to be included in such fire safety guide or notice.

408.9.3 Distribution and posting. A copy of the fire safety guide and fire safety notice shall be distributed to building occupants, and fire safety notices shall be posted as set forth in this section and the rules.

408.9.3.1 Cooperative or condominium. In Group R-2 occupancies with a cooperative or condominium form of ownership and management, the board of directors, condominium association or other party generally responsible for maintenance of common areas shall be responsible for the preparation and distribution of the fire safety guide, the posting and maintenance of fire safety notices in common areas, and the preparation and distribution to individual dwelling unit owners or proprietary lessees of fire safety notices for dwelling unit doors, including instructions and the means for affixing the notice. The owners or proprietary lessees of the individual units in such residential buildings or parts thereof shall be responsible for the posting and maintenance of the fire safety notice on their respective dwelling unit doors.

408.9.4 Floor numbering list. The commissioner shall promulgate rules establishing requirements for the electronic submission of floor numbering lists to the department by owners of buildings or parts thereof classified in Group R-2 occupancies that are 150 feet (45 720 mm) or more in height, and such other occupancies as the commissioner may designate by rule. Such rules shall provide that each owner of a building with non-sequential or non-standard floor numbering, as defined by rule, submit a floor numbering list indicating the floor numbers assigned to each floor, and submit an amended floor numbering list within 2 business days of a change in any floor numbering designation.

408.10 Group R-1 occupancy school and college dormitories. Group R-1 school and college dormitories shall prepare an FSP, or prepare and distribute a fire safety guide and notice, as prescribed by the commissioner by rule.

408.11 Covered mall buildings. Covered mall buildings shall comply with the requirements of Sections 408.11.1 through 408.11.3.

408.11.1 Floor plan. The floor plan required by Section 404.3.1(4) shall additionally include the following information:

1. Each occupancy, including identification of tenant.
2. Exits from each tenant space.

408.11.2 Tenant identification. Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and/or address. Letters and numbers shall be conspicuously posted on the exterior or exit corridor side of the door, be plainly legible and shall contrast with their background.

408.11.3 Maintenance. Unoccupied tenant spaces shall be:

1. Kept free from the storage of any combustible materials.
2. Kept separate from other tenant spaces and areas of the mall by maintaining any fire separation requirement of the Building Code during the period of time that the space remains unoccupied or under reconstruction.

3. Periodically inspected on at least a weekly basis to ensure that the space is being maintained in accordance with this section. Doors to spaces shall be secured from entry by keeping all doors locked at all times when the space is unoccupied.

4. Kept free from rubbish and other combustible waste.

408.12 Buildings with Class B or M fire alarm systems. Buildings or parts thereof equipped with a fire alarm system with voice communication of the type required in Class B or M occupancies, regardless of whether such system is required in such building or space, shall be operated and maintained in compliance with the requirements of Section 408.3.

408.13 Buildings with Class R-1 fire alarm systems. Buildings or parts thereof equipped with a fire alarm system with voice communication of the type required in Group R-1 occupancies, regardless of whether such system is required in such building or space, shall be operated and maintained in compliance with the requirements of Section 408.8.3.

408.14 Fire emergency reporting. In a conspicuous location in every lobby or entrance hall of a commercial or public building, the owner shall post a sign indicating the method of transmitting a fire alarm. Such signs shall conform to the following format and the owner shall insert all information necessary to complete the instructions contained therein:

Fire alarm box at _______________ and ______________
(Name of street) (Name of street)

or

To report a fire by telephone dial “911” or, depending upon the borough in which the property is located, insert one of the following telephone numbers:

- Bronx properties (718) 999-3333
- Brooklyn properties (718) 999-4444
- Manhattan properties (212) 999-2222
- Queens properties (718) 999-5555
- Staten Island properties (718) 999-6666

Exception: This section shall not apply to educational facilities where fire drills are conducted in accordance with Section FC 405.

408.14.1 Fire emergency reporting signs. Signs required by this section shall be of such size and contain such lettering as the commissioner may prescribe by rule.