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

## **Emergency Planning and Preparedness Group**

### **FSP Industry Notice # 9**

**9/6/11**

**Hotel/Motel**

**Fire Safety & Evacuation Plan**

**Ref: RCNY 404.01**

The Fire Safety and Evacuation plan required for hotel/motel occupancies, has been modified and incorporated into RCNY 404-01. The RCNY became effective January 1<sup>st</sup> 2011. Key changes include a building information card (BIC), CAD floor plans and a change in the standard procedures and language for movement of occupants during a fire emergency. These changes help address the need for quick situational awareness at an operational level. They also clarify the term Fire Safety In-Building Relocation Areas (FS IBRA) as well as standardize the movement of building occupants during fire emergencies.

To date there are over 150 hotel occupancies that haven't submitted a plan meeting the new criteria. The Bureau of Fire Prevention will soon begin an enforcement campaign with the goal of increased life safety through code compliance.

FDNY  
Emergency Planning and Preparedness Group