



Battalion Chief Jack Taddeo- -Chief of Technology Management
Office of Technology Management
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

Office of Technology Management Bulletin # 07/2008

To: Public Agencies, Real Estate Entities, Architects, Engineers, Fire Alarm and Construction Industry Entities, Fire Safety Directors and Building Managers

Re: Clarification of Fire Department Policy Regarding Inquiry Tone and Key Staff Notification in High Rise Buildings with Emergency Voice/Alarm Communication Systems in accordance with NYC Building Code section § 907.2.12.

The Bureau of Fire Prevention through the inspection activities of the Fire Alarm Inspection Unit and High Rise Unit shall require for public and fire safety purposes the following operational guidance for notification of key staff.

Key staff shall be defined as person(s) directly concerned with the implementation and direction of emergency action initiation and procedure in the area, floor, building, or zone protected by the fire alarm system.

1. The following suggested building personnel, if employed, are to be equipped with personal communication technology devices for receipt of fire alarm alert signals.
2. Key Staff:
 - (a) Fire Safety Directors
 - (b) Deputy Fire Safety Directors
 - (c) Chief Engineer
 - (d) Watch Engineer
 - (e) Fire Brigade members
 - (f) Other trained personnel that the owner(s) deems necessary for the initiation of emergency procedures.
3. Upon receipt of a fire alarm signal at the Fire Command Center a fire alarm alert signal shall be transmitted to the personal communication device(s) of the cited personnel. The fire alarm alert signal, which may be a synthesized voice message and/or other audible and visual signals, shall clearly annunciate the emergency nature of the fire alarm alert signal and shall be acceptable to this Bureau.

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(continued)

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4. The fire alarm alert signal system or first arriving personnel at the Fire Command Center shall transmit identification of fire floor and/or actuating fire alarm device information to the personal communication devices of key staff identified above.
5. The fire alarm alert signal system and personal communication devices shall be tested daily to insure that they are in proper working order at or before the commencement of normal working hours of occupants.
6. An alarm log with daily entries shall be maintained—computerized records are acceptable—containing the results of the tests and shall be available at the Fire Command Center or other approved secure location for inspection, upon request, by the Fire Department.
7. The inquiry tone capabilities shall be installed and kept readily available in a non-active condition and maintained in an operational state as a back-up so it can be reactivated should the fire alarm alert signal system fail or in the event that this system is found to be deficient.
8. In case of a fire alarm alert signal system malfunction, the Inquiry Tone shall be activated and remain operational until the fire alarm alert system is operational and active.
9. The installation, power source, connections, and wiring for the above subject fire alarm alert signal system shall be in accordance with NYC Building Code and Appendixes, Rules of the city of New York, and NYC Electrical Code.

The above declarations of the public safety policies of the Bureau of Fire Prevention have been made to clarify officially the impact of the city of New York Building Code, Electrical Code and Fire Code upon and for the high rise structure occupants' safe and effective evacuation to tenable areas within or without the subject structure(s) in a fire or other life-threatening or hazardous emergency.

AC Thomas Jensen
Chief of Fire Prevention