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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 # 1/13 supplement B (clarification) 8/15/13**

The FSP Industry Notice #1/13 issued on 7/15/13 stated the following:

“Fire Prevention’s Hi-Rise Unit, as part of the annual inspection, will be ensuring physical signage is posted in all building elevator lobbies (including the main lobby) depicting a unique alphabetical elevator bank designation and unique numerical car designation. (Alpha-numeric car designation is permissible only if the alpha portion represents the associated bank)”

The reasoning behind requiring the unique identification of each car at all elevator landings is to protect building occupants and first responders during non-fire emergencies. Cars uniquely identified at every landing are imperative for safe and efficient navigation by building occupants who are evacuating or first responders providing assistance to trapped persons.

Although uniquely identifying each car at all elevator landings is designated as a best practice, currently the NYC Building Code only requires the unique numerical car designation at the “designated level”. The “designated level” is defined as the street floor or other level that best serves the needs of emergency personnel for fire fighting or rescue purposes. In the near future the Bureau of Fire Prevention will be pursuing legislation to ensure that all elevator cars are uniquely identified at each elevator landing.

In conclusion, as a part of the annual inspection, Fire Prevention’s Hi-Rise Unit will ensure that the emergency signage required by BC 3002.3 is posted in all building elevator lobbies. Additionally, as per the requirements of Appendix K, section 2.29.1 (i) & (j) the Hi-Rise Unit will ensure that the elevator cars have a unique numerical designation at the “designated level”(Alpha-numeric car designation is permissible only if the alpha portion represents the associated bank) and elevator banks have alphabetical designation at all levels.

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