



A Building Information Card (BIC) is both a vital pre-planning tool as well as an integral part of the emergency response capabilities of the Bellevue Fire Department during an incident at your building or facility. BICs are required to be located in fire command centers of new and existing high-rise buildings. These cards are a single form intended to provide quick, concise, easily understood information about the building to emergency responders. The cards (10 copies – maximum size 11” x 17” and laminated) are to be located on the interior side of the door providing access to the fire command center and mounted in a manner that allow easy removal. These information cards must be reviewed at least annually and updated when the information changes, particularly the Building Emergency Contact Information. The information required on the BICs is as follows:

**General building information:** property name, address, the number of floors in the building above and below grade, use and occupancy classification (for mixed uses, identify the different types of occupancies on each floor) and the estimated building population during the day, night and weekend;

*Note Larger Buildings or complexes may require that the building be split into sections/segments which would also mean additional pages would be required.*

**Building emergency contact information:** a list of the building’s emergency contacts including but not limited to building manager, building engineer and their respective work phone number, cell phone number and e-mail address;

**Building construction information:** the classification of building construction including but not limited to floors, walls, columns and roof assembly;

Exit access stairway and exit stairway information: number of exit access stairways and exit stairways in building; each exit access stairway and exit stairway designation and floors served; location where each exit access stairway and exit stairway discharges, interior exit stairways that are pressurized; exit stairways provided with emergency lighting; each exit stairway that allows reentry; exit stairways providing roof access; elevator information that includes: number of elevator banks, elevator bank designation, elevator car numbers and respective floors that they serve; location of elevator machine rooms, control rooms and control spaces; location of sky lobby; and location of freight elevator banks;

**Building services and system information:** location of mechanical rooms, elevator machine rooms, location of building management system, location and capacity of all fuel oil tanks, location of emergency generator and location of natural gas service;

**Fire protection system information:** location of standpipes, location of fire pump room, location of fire department connections, floors protected by automatic sprinklers and location of different types of automatic sprinkler systems installed including but not limited to dry, wet and preaction;

**Hazardous material information:** location and quantity of hazardous material.

### Form and Format:

In order for the BICs to be useful, they must be developed in a consistent format, therefore you are asked to utilize the fillable form and graphics (plan view and section view) and the symbology as depicted at the bottom of the graphic example.

**Plan view information:** Fire department connections and the “pump to \_\_\_\_\_” pressure, Standpipes, Sectional Control Valves, Fire Command Center, Knox Box location, Fire Hydrants, Stair access/discharge points – and which stairwells extend to the roof, Adjacent buildings within 20 feet.

### Approval/Review:

1. Submit a draft \*.pdf of the [BIC \(graphic and fillable form\)](#) for review to [Prefire@bellevuewa.gov](mailto:Prefire@bellevuewa.gov). Save the form to your desktop first, fill out completely, and save a copy for your records. Please use the symbols provided on the BIC graphic example when creating the graphic.
2. When you have received approval from the Bellevue Fire Department, print 10 copies (11” x 17” - 2 sided and laminated) and post on the interior side of the Fire Command Center door.
3. Review the document annually & update if needed. Reprint (as per item #2) and e-mail updated versions to: [Prefire@bellevuewa.gov](mailto:Prefire@bellevuewa.gov)

# Building Information Card – Form (Example)

**1. Building Information**

Address:

AKA:

Construction Class:

Occupancy:

Public Assembly Areas:

Building Population: Day:  Night:  Weekend:

Comments/ Notes:

**2. Building Statistics**

Stories Above Grade:  Ground Level Floor Area (sq.ft):  Height (ft):

Stories Below Grade:  Ground level Dimensions (ft):

Type of Construction:

Horizontal Connection:

Vertical Voids:

Roof Setback Levels:

**3. Exit Stairways**

Designation	Floors Served	Pressurized	Standpipe
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Re-entry Floors:

Roof Access Stairwells:

Access/Convenience Stair Locations:

Comments/ Notes:

**4. Elevators**

Bank Letter	Car Number	Floors Served
<input type="text"/>	<input type="text"/>	<input type="text"/>

Freight Elevator Bank(s):  Sky Lobby(s):

MRL Elevator Bank(s):

Comments/ Notes:

**5. Ventilation**

HVAC Zones:

Building Management System (BMS):

Smoke Control System:

Type: (select all that apply)

- Atrium
- Break out windows
- Stair shaft
- Stair shaft & hoistway
- Underground stair shafts
- Zone smoke control

**6. Utilities**

Natural Gas Service:

Electric Service:

Emergency Generator:

**7. Hazardous Materials / Misc.**

Name of Product / Quantity (Capacity)	Location
<input type="text"/>	<input type="text"/>

Cell Towers Location(s):

Energy Storage System:

Uninterrupted Power System:

**Special Notes Pertaining to Entire Premise**

**8. Fire Protection System**

Standpipe Location(s):

Standpipe Isolation Valve Location(s):

FD Connection Location(s):

Pump To:

Sprinkler System:

Pressure Reducing Valve Location(s):

Pump Type(s) & Location(s):

Non-Water Fire Extinguishing System:

System Water Source:

**9. Communications**

Emergency Responder Radio System:

FF Telephones: (Locations)

Comments/ Notes:

**10. Temporary Considerations/ Additional Important Notes**

**11. Building Fire Safety Contact Information**

Completed By:

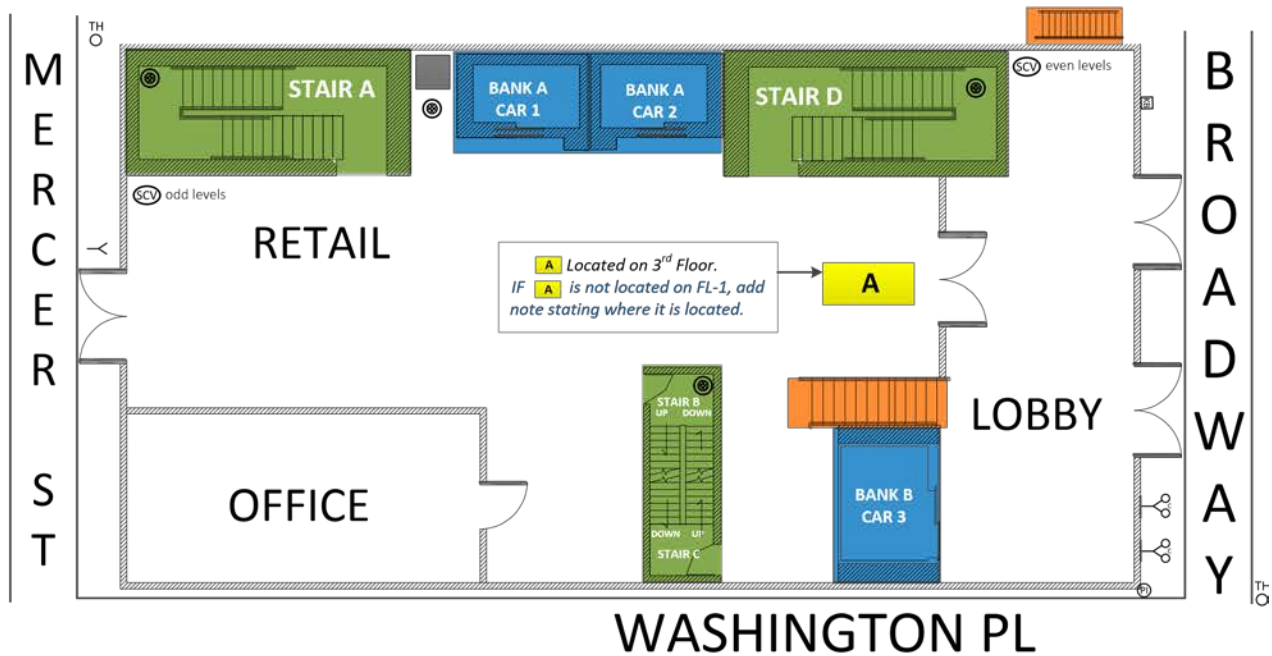
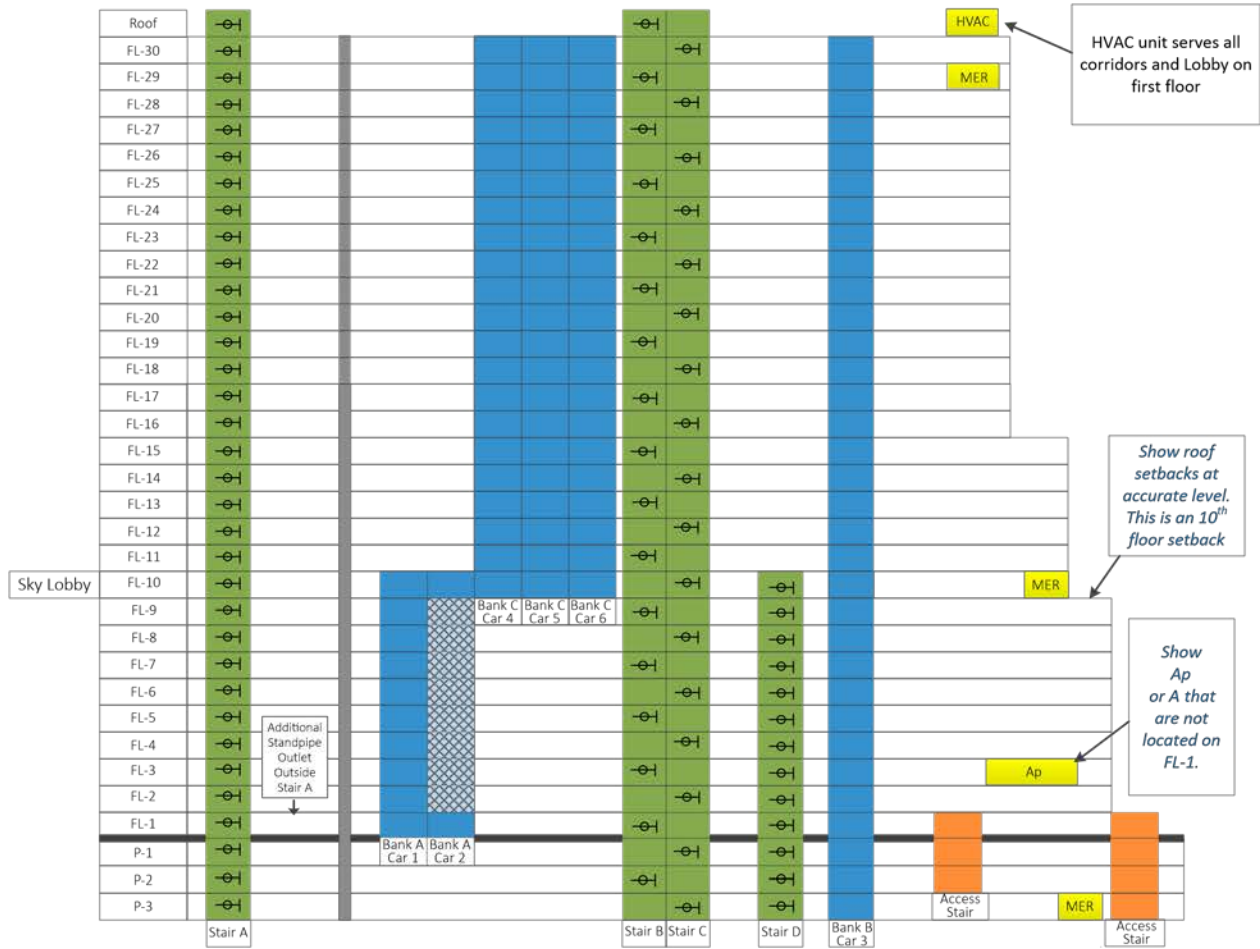
Date Completed:

# Building Information Card (Example)

## BUILDING INFORMATION CARD

*Insert Address Here*

Building Name  
Address



	Elevator		Mechanical Equipment Room		Standpipe Outlet		Triple Port Hydrant		Post Indicator Valve
	Elevator Blind Shaft		Elevator Machine Room		Standpipe Connection		Alarm Panel		Sectional Control Valve
	Stair		Fire Command Station		Sprinkler Connection		Annunciator Panel		Wet Standpipe
	Convenience / Access Stair		Linen / Trash / Utility Chute		Combination Connection		Knox Box		Dry Standpipe

