

NEW YORK CITY FIRE DEPARTMENT  
BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

NOTICE OF EXAMINATION

**TITLE: CONSOLIDATED FIRE SAFETY AND EMERGENCY ACTION PLAN DIRECTOR (FS/EAP Director) (F-59)**

**CERTIFICATION PROCESS:**

FIRE SAFETY/EMERGENCY ACTION PLAN DIRECTOR COURSE .....	1
COMPUTER BASED EXAM (Z-59) .....	3
ON SITE EXAM (F-59) .....	7

**OTHER INFORMATION:**

FEES & RENEWALS .....	12
SAMPLE DESIGNATION LETTER.....	16
GLOSSARY .....	17
OFFICIAL BIBLIOGRAPHY .....	21

**\*\*Note:** Starting on 11/2/2015, the computer based exam will include new testing questions regarding active shooter components (see page 6). Starting on 11/30/2015, the On Site Exam will include a new training session regarding training for active shooter emergency (see page 9-page 10)

**FIRE SAFETY/EMERGENCY ACTION PLAN DIRECTOR COURSE**

All Fire Safety and Emergency Action Plan (FS/EAP) Director candidates must complete the FS/EAP Director training course from one of the FDNY certified schools or organizations. The list of the FDNY certified schools or organizations could be found from the following link:

[http://www.nyc.gov/html/fdny/pdf/fire\\_prevention/certified\\_schools\\_for\\_emergency\\_action\\_plan\\_director.pdf](http://www.nyc.gov/html/fdny/pdf/fire_prevention/certified_schools_for_emergency_action_plan_director.pdf)

Training courses shall, at a minimum, provide not less than 7 hours of instructional training, of which not less than 6 hours shall consist of Category 1 topics and not less than 1 hour shall consist of Category 2 topics.

- (1) Category 1 shall include the following instructional topics, and such other topics as the Fire Department may from time to time designate by written notice to accredited training course providers:
  - (A) Local Law No 26 of 2004, R404-02, and any amendments or other rules promulgated pursuant thereto;
  - (B) Shelter in place, in-building relocation, partial building evacuation and full building evacuation concepts;
  - (C) Building communications and announcements;
  - (D) Building ventilation options;
  - (E) Use of elevators;

- (F) Human services, including building occupants with special needs and related mobility and communications issues;
  - (G) Weapons of mass destruction, including dirty bombs and other radiological weapons;
  - (H) *Hazardous material* incidents involving biological agents, including contamination issues;
  - (I) *Hazardous material* incidents involving chemical agents;
  - (J) Bombs, bomb threats and suspicious packages;
  - (K) Weather-related emergencies;
  - (L) Failure of building utilities, mechanical systems and/or telecommunications systems; and
  - (M) Training methodology, including application protocols and post drill critiques.
- (2) Category 2 shall include the following instructional topics, and such other topics as the Department may from time to time designate by written notice to accredited training course providers:
- (A) Civil disturbances and blackouts;
  - (B) Familiarization with incident command structure and emergency response operations;
  - (C) Situational awareness in the context of non-fire emergencies;
  - (D) Applicable lessons from major incidents including the World Trade Center; and
  - (E) On Site test information as provided by the Fire Department.

Candidates must attend all training classes to be eligible to take the training course's final examination. School Graduation Diploma will be issued after the candidates obtain a passing score of **70%** on the Graduation Test. Candidates shall be allowed two (2) opportunities to pass the Graduation Test. **The Graduation Diploma is valid for only one (1) year in order to take the FDNY computer based exam (Z-59).** Candidates who fail the final examination on the second attempt shall be required to re-attend the course in its entirety.

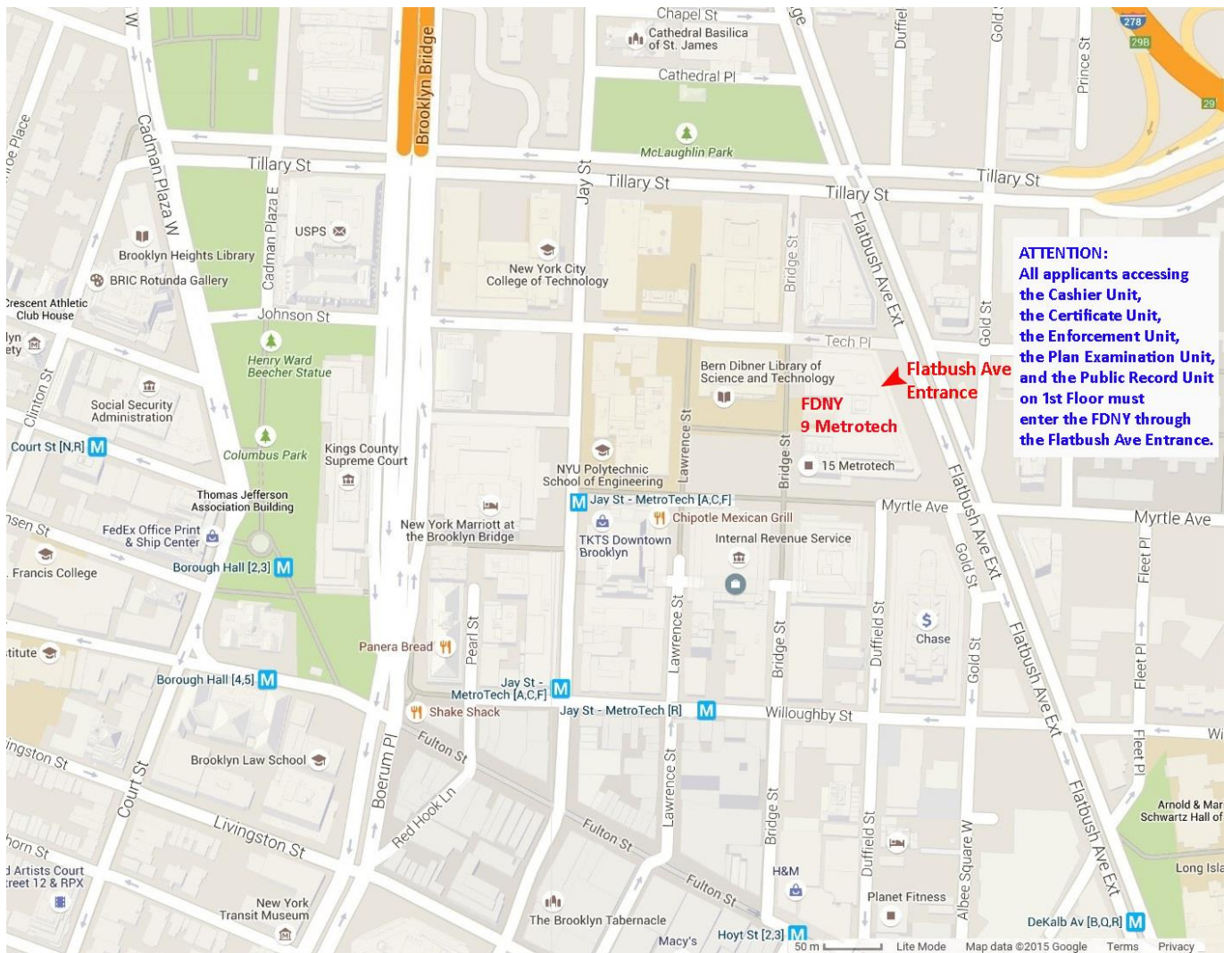
Individuals may attend the FS/EAP Director school at any time without being a certified Fire Safety Director. They are not eligible to take any FSD/EAP test until receiving their FSD Certificate of Fitness.

## COMPUTER BASED EXAM (Z-59)

**DATE OF TEST:** Computer based examinations are administered Monday through Friday (except legal holidays) at **2:45PM** by **appointment only**. See the details in the “procedures” listed below.

**FEE:** **Application Fees: \$25.00.** The application fee must be paid prior to taking the computer based examination. This fee includes the issuance of a Certificate of Completion upon passing the computer based examination and meeting experience requirements. Applicants who fail the computer based examination must pay \$25.00 for each subsequent exam.

**TEST SITE:** **FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.** Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**



## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Applicants must be at least eighteen years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination.
2. Applicants must hold a valid current F-58 or F-25 for Hi-rise/Office Building Certificate of Fitness at the location listed on the application.
3. **Applicants are prohibited from being employed by any FDNY- approved Fire Safety/Emergency Action Plan Director School for at least four (4) years after taking the F-59/Z-59 exam.**

## **COMPUTER BASED EXAM PROCEDURES**

### **(1) Scheduling the computer based exam:**

Applicants must take the Fire Safety/Emergency Action Plan Director Computer based examination within the **one-year valid period** of the Fire Safety/Emergency Action Plan Director School Graduation diploma

To schedule an individual or group appointment for Z-59 computer based exam, the applicant can log into the link below:

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_online\\_scheduling.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml)

Please cancel or reschedule your appointment 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after **3:00 P.M.**

### **(2) Requirements for the computer based exam:**

1. Applicant must provide two forms of identification; at least one identification must be government issued photo identification, such as a State-issued Drivers' License or Non Drivers License or a passport.
2. Applicants must submit the **original** Fire Safety/Emergency Action Plan Director School graduation diploma on test day. **The Graduation Diploma is valid for only one (1) year.**
3. Applicants must complete the following forms:
  - Application for Fire Safety/Emergency Action Plan Director Certificate of Fitness  
The form can be downloaded from the following link:  
[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/application\\_z\\_59.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/application_z_59.pdf)  
A-20 (general C of F application form).  
The form can be downloaded from the following link:  
<http://www.nyc.gov/html/fdny/pdf/a20.pdf>
4. Applicants must be processed and photographed and pay testing fees prior to taking exam.
5. Applicants must bring a copy of their current F-58 & F-25 for the same address as it appears on the Emergency Action Plan.

6. Applicants must submit a “Designation Letter” from the employer or building owner confirming his/her name on the EAP plan. **A sample letter is attached in this Notice of Exam. The sample letter could also be downloaded in the following link:**

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_requirements.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml)

**(3) After the computer based exam:**

**1. Passes the computer based exam:**

The applicant will receive a Z-59 letter stating that the applicant passed the computer based exam. The Z-59 letter will allow the applicant to schedule the On Site Exam (See the “On Site Exam Procedures” listed on the following pages). The Z-59 letter is **NOT RENEWABLE** and valid for **one (1) year from the date that the candidate receives the FDNY letter of passing the Z-59 exam.**

**2. Fails the computer based exam:**

The applicant will be given **two (2) opportunities to take and pass the computer based test** on the basis of having successfully completed the Fire Safety/Emergency Action Plan Director course.

- The **first attempt** of the computerized based test should be taken **within the 6 months period** from the date that the candidate receives the Fire Safety/Emergency Action Plan Director School Graduation Diploma. The **second** Fire Safety Director written exam must be completed **before the expiration date** of the Fire Safety/Emergency Action Plan Director School Graduation Diploma (**The diploma is valid for one (1) year**). **The second exam must be scheduled** (see appointment information above).
- If an applicant **fails** Fire Safety/Emergency Action Plan Director computer based exam **the second time**, the applicant must repeat the **Fire Safety/Emergency Action Plan Director Course** to be eligible to take the exam again. Email [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov) for additional information concerning the computer based test.

**COMPUTER BASED EXAM - GENERAL INFORMATION**

The computer based examination will consist of **seventy five (75) multiple choice questions**, the test is approximately 3 hours. Applicants must obtain a **passing score of at least 70%** on the computer based examination in order to secure a Certificate of Completion. Test questions for the computer based examination include questions regarding the following areas:

- 1) Fire alarm systems in B and R-1 occupancies, including:
  - a) difference between off-line and out-of-service
  - b) fire command functions
- 2) Emergency procedures in B and R-1 occupancies, including:
  - a) fire emergencies
  - b) non-fire emergencies
- 3) Training requirements, including:
  - a) fire brigade
  - b) fire wardens

- c) evacuation supervisor
  - d) personnel management
  - e) fire drills
- 4) Fire suppression systems, including:
- a) standpipes
  - b) sprinklers
  - c) special extinguishing systems
  - d) hose in B and R-1 occupancies
  - e) fire pumps
- 5) B and R-1 occupancies systems (HVAC), including:
- a) electrical (general)
  - b) elevators (general)
  - c) stairs pressurization
  - d) maintenance
  - e) generators
- 6) General knowledge of Rules of the City of New York (RCNY), including:
- a) High-Rise Bulletins
  - b) permits and licenses
  - c) record keeping
  - d) inspections of systems
- 7) The F-59 On-Site exam booklet, including:
- a) the concepts of recommended, acceptable, unacceptable actions
  - b) the general knowledge of active shooter event (starting on 11/2/2015)



**It is also highly recommended that the candidate should be familiar with the additional materials listed in the official F-59 bibliography (attached in this Notice of Exam) before taking the computerized based exam.**



## ON SITE EXAM (F-59)

### *(1) Schedule the On-Site exam*

The FS/EAP On-Site examination fee is \$305. A candidate's supervisor, building manager or property owner must submit the request to schedule an On-Site FS/EAP Director Exam. Candidates cannot schedule their own exams. **To qualify for the FS/EAP Director On-Site Exam, all the following condition must be met:**

- (1) The candidate must pass the FDNY FS/EAP Director certificate of fitness computer based exam (Z-59 exam) and receive the FDNY letter of passing the Z-59 exam.**
- (2) The building's Comprehensive Fire Safety and Emergency Action Plan is accepted by the FDNY.**

The **first attempt** of the On-Site exam should be scheduled **within a 6 month period** from the date that the candidate receives the FDNY Z-59 letter indicating a passing grade. In addition, any other appointment for scheduling the On-Site exam must be requested within a **one (1) year period** from the date that the candidate receives the FDNY Z-59 letter indicating a passing grade. **This letter is NOT RENEWABLE.**

The supervisor or the building manager or property owner should request the On-Site Exam appointment through the following link providing that the building has a current FDNY approved Fire Safety and Evacuation Plan on file:

<http://www1.nyc.gov/nyc-resources/service/1602/emergency-action-plan-eap-director-on-site-test>

No telephone, email or fax appointment requests will be accepted.

In the case of hardship, an emergency overtime test Monday to Friday after 5:00 PM or on Saturday can be requested. **Additional overtime expenses will be charged.**

Applicants are allowed to be certified at 2 separate locations at one time without special restrictions. Applicants that work in 3 or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application Email [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov) for further info about multiple (more than 2) certifications. Applicants participating in the variance program are required to retake an On-Site Exam at each premises in order to renew COFs.

### *(2) Cancel the On-Site Exam*

All request for cancellations shall be submitted via email **only** to [High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov) Please note "Request for Cancellation" in the subject of the email and provide all the pertinent information regarding the candidate in the email so that the cancellation can be expedited. The building will be charged the On-Site test fee **if cancelled less than 72 hours prior to the On-Site Exam. Any candidate canceling three (3) On-Site exams will not be allowed to schedule an On-Site exam until after 6 months following the third cancellation.**

If the supervisor or the building manager needs to reschedule the candidate, the cancellation must be submitted. After the cancellation is confirmed by the High Rise Unit, the supervisor or the building manager could schedule the On-Site Exam again. Requests to reschedule the On-Site exam must be 7 to 10 business days after cancellation.

*(3) On-Site Exam environment*

In order to maximize the candidate's testing performance, the candidate or the supervisor must arrange a suitable environment for the FDNY inspector to administer the On-Site Exam.

A suitable testing environment includes but is not limited to:

- adequate room lighting
- adequate ventilation
- comfortable seating and clean work surfaces for the candidate to take notes and answer the questions.
- minimum noise and no distractions during testing
- alarms and announcements will be sounded at various points during this Exam, refer to "(4) During the FS/EAP Director On-Site Exam".

The average testing time of the On-Site Exam is approximately 2.5 hours. The testing environment should be expected to be occupied for at least 2.5 hours.

FDNY inspectors have the right to move the candidate to a proper testing environment.

*(4) During the FS/EAP Director On-Site Exam*

Before the On-Site Exam, the most recent EAP plan must be available to the FDNY inspector, including:

- **Building Information Card (BIC);**
- **Fire Safety and Evacuation Plan and;**
- **Comprehensive Fire Safety and Emergency Action Plan.**

The candidate also needs to present to the FDNY inspector a valid F-58 or F-25 Certificate of Fitness for the same address where the Fire Safety and Emergency Action Plan On-Site is being conducted. Failure to produce the required documents prior to the On-Site Exam can result in termination of the exam. The On-Site exam fee will be charged.

The On-Site Exam is to be conducted between the inspector and the candidate ONLY. The FS/EAP Director On-Site exam is an oral and practical test. For the oral test, the candidate will be required to answer various questions, which are referenced in this study material; however, no study materials or personal/outside notes are allowed at any time during the On-Site Exam.

The FS/EAP Director On-Site Exam contains the following parts:

Part I. Building Knowledge

Part II. Fire Command Center & Elevator Demonstration

Part III. Non-Fire Emergency Scenarios

Part IV. Knowledge of Training Requirements

- general training for EAP staff
- active shooter emergency response training for building occupants

In the first session of the On-Site exam, the candidate will be required to answer site specific questions related to the building operation.

In the second session of the On-Site exam, the candidate will also be directed to practically demonstrate how the Fire Command Center operates and how to operate an elevator in Phase I



service mode and Independent mode. The candidate is required to secure the appropriate approvals from the building's management before the Inspector arrives to administer the exam.

**The building's management must allow the candidate to demonstrate the required skills, including but not limited to the following:**

- (1) Manually activate the fire alarm tone;**
- (2) Perform the announcement to the occupants;**
- (3) Perform the communication with the EAP staff and the building critical operational staff;**
- (4) Perform the Phase I and Independent Mode elevator operation.**

If the building's management prohibits the candidate from demonstrating the required skills, the exam will be terminated. The failure will be designated to be a building failure and will not count as a failing score pertaining to the candidate, but the On-Site exam fee will be charged.

The candidate must instruct building employees who are posted at or near the Fire Command Center to remain silent while he/she is answering questions or demonstrating the required skills. If any other person answers questions that the candidate is required to answer, instructs the candidate on how to perform the required skills or interferes with the exam in any manner, the candidate will NOT receive credit for those questions.

In the third session of the On-Site exam, the candidate will be presented with a specific non-fire emergency scenario and directed to state the actions that the candidate would take should this scenario occur. The inspector will read each part of the scenario and then wait for the candidate's responses before proceeding to the subsequent parts of the scenario. The candidate is allowed to take notes while the inspector is reading the scenario. Inspectors will provide paper for the candidate to take notes. The candidate will be directed by the inspector as to which sections are allowed for notes taking. The candidate will be given approximately 7 minutes to prepare his/her responses on the note that the inspector provides. After the preparation time, the candidate **must verbally state his/her answers in order to receive credit.** The inspector will repeat the scenario at the candidate's request.

When stating answers, the candidate should state all the actions that are required to be taken. The candidate must be as specific as possible and must not assume that actions were taken by others. Candidates should explain all their actions in detail from the beginning of the incident/emergency to the very end. The inspector may ask the candidate to restate and/or explain the given answers. The candidate must inform the inspector when he/she is satisfied with the answers provided and is finished stating all of the complete answers. **The candidate must return the notes to the inspector when the scenario is completed.**

In the first part of the fourth session of the On-Site exam, the candidate is required to demonstrate his/her ability to train a staff member as part of the On-Site Exam. During the On-Site Exam, the candidate will be required to present initial training for one of the following staff members: (1) *deputy FS/EAP directors*; (2) *FS/EAP building evacuation supervisors*; (3) *FS/EAP floor wardens*; (4) *deputy EAP floor wardens*; (5) *EAP brigade members*. The staff member(s) will be designated by the inspector upon this test segment.

**<< NEW! Starting on 11/30/2015 >>** In the second part of the fourth session of the On-Site exam, the candidate will need to present active shooter training. During this test segment, the candidate must assume that the inspector is a building occupant. This building occupant does not have any

knowledge of how to respond to the active shooter emergency. The candidates need to verbally train the building occupant and describe all required information specifically and clearly.

*(5) On-Site Exam Grading*

Different weightings are assigned for different questions. For example, there are **mandatory questions and important questions** in the On-Site exam. **All candidates must receive a score of at least 70% and pass all mandatory questions. The applicants will retain their current FSD (F-58 or F-25) while certified as an FS/EAP Director.** If the candidate **does not pass any mandatory question or failed two important questions, the candidate will NOT receive a passing score.** The mandatory questions in the FS/EAP On-Site exam are building specific questions where a practical demonstration will be required. The important questions are generic questions for the actions that must be explained as part of the answer to a question or scenario.

**The inspectors only record the candidate's VERBAL answers but do not grade the exams.** The On-Site exam will be graded by a third party unit at the FDNY. If you feel the examiner did not provide a fair opportunity, you may file a complaint by email. We assure that all complaints will be kept confidential.

Your complaints and/or concerns regarding the administration of the On-Site exam must be:

- received by email **within 24 hours of your On-Site exam**
- address your complaints to [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov)
- subject line of **FS/EAP Director Onsite Complaint**
- In the body of the email please include
  1. Your full name
  2. Your Social Security number
  3. The date the On-Site Exam occurred
  4. Describe the specific issue in detail

The grading processing may take from **six (6) to eight (8) weeks. The exam results will be mailed to the candidate's home address as indicated on the A-20 application filled out during the On-Site exam. If the candidate fails, the failure notices will also be mailed to the Building's manager.**

*(6) The Consequence of Failing the On-Site Exam*

If the candidate fails the On-Site exam, the fee will not be refunded. Applicants will be permitted to take two (2) On-Site Exams; however, applications for a second On-Site Exam must be filed within the one (1) year valid period from the date the candidate passed the computer based exam.

**If the candidate does not pass the examination after the second attempt, the candidate will be required to start the application process from the beginning** by retaking the Fire Safety/Emergency Action Plan Director course and retaking the Z-59 Certificate of Fitness computer based examination.

## ON SITE EXAM STUDY MATERIAL

- Please always check for the latest revised F-59 On Site Exam booklet at FDNY website before you take the exam.  
[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/f\\_59\\_onsite\\_st\\_mat.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_59_onsite_st_mat.pdf)

## FEES & RENEWALS

### Fees

- **Application fee for Computer based test is \$25.00.** The application fee must be paid prior to taking the computer based examination.
- **The On-Site exam fee for the FS/EAP Director is \$305.** If an overtime test Monday to Friday after 5:00 PM or on Saturday is requested, additional overtime expenses will be charged. The total fee will be charged after the On-Site exam, and the invoice will be sent to the building where the On-Site exam was administered.
- Renewal fee for the F-59 C of F is \$15.00. It applies for any Certificate of Fitness to be renewed from 90 days before to 90 days after the expiration date.

### Renewals

#### (1) Fire Safety/Emergency Action Plan Director School graduation diploma

- The Fire Safety/Emergency Action Plan Director School Graduation diploma is **NOT RENEWABLE**. If it is expired, the applicant should re-attend the course.

#### (2) FDNY Z-59 letter

- The FDNY Z-59 letter is **NOT RENEWABLE**. If it is expired (without failing the second On Site Exam):
  - less than 2 years  
**The applicants are not required to retake the Fire Safety/Emergency Action Plan Director course, but must retake and pass a new Z-59 computer based exam to receive a new Z-59 letter** to schedule the On Site Exam.
  - more than 2 years  
Applicants must begin as a new applicant: retake the Fire Safety/Emergency Action Plan Director course, retake and pass a new Z-59 computer based examination, receive a new Z-59 letter to schedule the On Site Exam.

#### (3) F-59 C of F

- **Always remember to RENEW TWO C of Fs: FSD AND FS/EAP C of Fs!** A Fire Safety/Emergency Action Plan Director (F-59 C of F holder) must maintain **TWO valid Certificate of Finesses**, the F-58/F-25 (Fire Safety Director) C of F **AND** the F-59 (FS/EAP Director) C of F, for the same premises. Holding a valid F-59 C of F but without renewing the F-58/F-25 C of F is not qualified to serve as an FS/EAP Director.
- ***If the F-58/F-25 or F-59 Certificate has been expired more than 90 days:***
  - (a) 90 days to 1 year  
An additional \$25.00 late fee applies when the renewal is requested after 90 days, but before one (1) year after the expiration date.
  - (b) 1 year to 2 years

**No Certificate will be renewed if expired for one year after the expiration date.**

- If the F-59 certificate has expired over one year, applicants are not required to retake the Fire Safety/Emergency Action Plan Director course, but must retake and pass a new Z-59 computer based examination, and retake and pass the EAP On Site Exam.
- If the F-58 certificate has expired over one year, applicants are not required to retake the Fire Safety Director course, but must retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion and retake and pass the FSD On Site Exam.

(a) more than 2 years

- If the F-59 certificate has expired over two years, the applicants must retake the Fire Safety/Emergency Action Plan Director course, retake and pass a new Z-59 computer based examination, and retake and pass the EAP On Site Exam.
- If the F-58 certificate has expired over two years, the applicants must retake the Fire Safety Director course, retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion and retake and pass the FSD On Site Exam.

**RENEWAL PROCEDURE**

This Certificate of Fitness must be renewed every **THREE YEARS**. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

You will receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires.

**To change a mailing address:**

- Submit a letter requesting the change of mailing address and a copy of your C of F with \$5.00 fee.

**To request a replacement certificate:**

- Submit a driver's license or passport, social security number, mailing address and a \$5.00 fee.

If the work location remains the same on the F-59 C of F card, the certificate can be renewed **On-line, by Mail or in Person**.

- **Renewal online**

*A fee exempted applicants cannot renew online only by mail or in person. (Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)*

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval, email [pubrenew@fdny.nyc.gov](mailto:pubrenew@fdny.nyc.gov).

Renewal fee can be paid by one of the following methods:

- Credit card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-check

If all the requirements are met, the certificate of fitness will be mailed out within 10 days. For online renewal go to: <https://paydirect.link2gov.com/FDNYCOF/ItemSearch>

- **Renewal by mail**

Mail your Renewal Notice (if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment

Personal or company check or money order (made payable to the NYC Fire Department)

For fee waivers submit: (*Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.*)

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

and if applicable, supporting documents to:

**NYC Fire Department (FDNY)**

Cashier's Unit

9 MetroTech Center, 1st Floor

Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be mailed out within four to six weeks.

- **Renewal in person**

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: *(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)*

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency and if applicable, your supporting documents to:

**NYC Fire Department (FDNY)**

Cashier's Unit

9 MetroTech Center, 1st Floor

Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be issued the same day.

**A convenience fee of 2.49% will be applied to all credit card payments for original or renewal certificates.**



**SAMPLE DESIGNATION LETTER**

**MUST BE PREPARED ON COMPANY LETTERHEAD**

To: FDNY  
Bureau of Fire Prevention  
9 MetroTechCenter,  
Brooklyn, NY 11201

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Subject: Application to take EAPD written exam Z-59

Re: \_\_\_\_\_  
(Applicant's name)

The above individual is the Fire Safety Director at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (PREMISE ADDRESS)

He/she has been designated as FSD/EAPD or Deputy FSD/EAPD for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this certificate of fitness

Sincerely,

\_\_\_\_\_  
Building Owner or Employer

## GLOSSARY

**Access stairs** A stairway, usually open, serving a number of floors of a common tenant. Also known as convenience stairs.

**Active shooter** An individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooters use firearms or other deadly weapons and there is often no pattern or method to their selection of victims. NYPD has limited this definition to include only those cases that spill beyond an intended victim to others. According to the NYPD, an active shooter emergency should be excluded from the following situations: gang-related shootings, shootings that solely occurred in domestic settings, robberies, drive-by shootings, attacks that did not involve a firearm, and attacks categorized primarily as hostage-taking incidents.

**Air diffusers** The air supply outlets of the heating, ventilation and air conditioning system (HVAC) into the conditioned space.

**Assembly Area** A designated area outside of a building to which building occupants are directed to report upon implementation of a partial evacuation or evacuation in accordance with an Emergency Action Plan.

**Attack stairway** A stair being used by the Fire Department to gain access to the fire area or the area where the emergency exists.

**Blind shaft elevators** Serving the upper areas of a building in a shaft that is not equipped with hoist way doors on the lower floors.

**Building Occupants** All persons in the building, including office employees, building personnel and visitors.

**Critical Operations Staff** Building personnel or other building occupants designated to remain after the emergency action plan is implemented to perform or shut down critical operations, or perform essential services, before they shelter in place, relocate or evacuate.

**Core type building** A building in which the elevators, stairway and building support systems are grouped together in one area of the building. This area could be in the center of the building as in a center core building or on one of the sides of the building as in a side core building.

**Compartmentation** The subdividing of floor areas by fire resistive separations into smaller spaces or compartments.

**Curtain wall** A non-bearing wall, built between piers or columns for the enclosure of The structure, but not supported at each story.

**Damper** A device to seal off or to control airflow in a HVAC system.

**Day Tank** A steel atmospheric tank used to supply fuel to the generator set engine for 24 hours or as specified.

**EAP Building evacuation Supervisor** When the EAP director or Deputy Director is not present in a class "E" office building occupied by less than 100 people above or below the street floor or by less than 500 people in the entire building, an employee trained by the EAP director will man the fire command station and execute the Emergency Action 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** An incident involving an explosion, a biological, chemical, radiological, nuclear or other chemical incident or release, natural disaster, or the threat thereof, or a declaration of emergency by a lawful authority, that requires implementation of a building's Emergency Action Plan to help ensure the safety of the building occupants.

**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 emergency.

**Elevator control panel** A visual display unit located in the lobby to indicate the status and Location of all elevator cars and necessary controls for the operation of the cars.

**Elevator door vane** The connection between the elevator car doors and the hoist way doors. It allows the elevator car doors to drive the hoist way doors.

**Elevator machinery room** The area where the equipment is located that raises and lowers the Elevator car. It can be at the top or bottom of the elevator shaft. In High-Rise buildings it is usually found at the top of the shaft.

**Evacuation stairway** Fire tower or a stairway that is remote from the emergency condition or fire area and used for the evacuation of the building occupants. A fire tower is the preferred evacuation stairs.

**Fire dampers** A damper used to restrict the passage of heat.

**Fire partition** A rated vertical unit or assembly of materials that separate one space from another within any story of a building.

**Emergency Action Plan Director** A designated employee holding a certificate of fitness from the Fire Department qualifying him to perform the duties as required.

**Fire Department Repeater Radio** Repeater dedicated to FDNY specific handy talkie radio frequencies. This repeater is controlled only by FDNY personnel. This frequency is not shared by any other building support service or other public safety agency.

**Fire shutter, (reversible)** A fire damper that can be controlled from a remote location.

**Fire tower** An enclosed stairway connected at each story by an outside balcony or Fireproof vestibule vented to the outside.

**Fusible link** A device designed to be actuated by an abnormal rise in temperature.

**Key (1620)** An official Fire Department alarm box key.

**Key (2642)** A standard key used by the elevator industry.

**Locked door failsafe system** A system where the lock mechanism is controlled electrically from a Remote location.

**In-building relocation** The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.

**In-building relocation area** A designated area within a building to which building occupants may be relocated in accordance with an Emergency Action Plan.

**Independent or Manual Elevator Service** Independent service is a special service mode found on most elevators. It is activated by a key switch either inside the elevator or on a centralized control panel. When an elevator is placed on independent service, it will no longer respond to hall calls. However, Phase I recall will override this Independent feature and will be recalled to the designated floor after a time delay of approximately 15-60 seconds.

**Mechanical control center** A location within a building where equipment is located for the Monitoring of the building support systems. It has limited ability to Control some of the building support systems. It may or may not be located on the same floor as the mechanical equipment rooms (MER).

**Mixing dampers** Dampers in the HVAC system which control the mixing of the return air and outside air.

**Neighboring buildings** Buildings subject to the provisions of this section that is located on either side of a city street, up to a distance of 200 feet apart, unless separated by a barrier to movement, such as a restricted access roadway or railway.

**Owner** The fee owner or lessee of the building, or other person or entity having charge thereof.

**Phase I Fireman Service Recall** Automatic recall of elevators via activation of elevator lobby smoke detector , sprinkler water flow or manual recall by fireman service keyed switch in the elevator lobby or the Fire Command Station.

**Phase II Fireman Service** (Firefighter's Service Emergency In-car Operation) is key operated with a switch in the elevator car that when placed in the ON position, after Phase I has been initiated, will make the elevator operable only by the person in the car.

**Plenum** An air compartment or chamber to which one or more ducts are connected and which form a part of an air distribution system. In High-Rise buildings the space between the suspended ceiling and the under side of the floor above is used as a plenum for the collection of the return air.

**Public Assembly Space** An enclosed room or space in which 75 or more persons can be accommodated. This space must be listed on the Building Certificate of Occupancy as a legitimate licensed place of assembly.

**Regular Business Hours** Times of the day and days of the week during which a building will normally be occupied, and business conducted, and in all circumstances when the building is occupied by more than 100 persons above or below the street level or more than a total of 500 persons in the entire building.

**Set backs** The area formed when the floor area of a building is reduced thus requiring the exterior wall of a building to be recessed.

**Scissor stairs** Two stairs constructed side by side in the core of a building in which their doors alternate the point of exit to opposite sides of the core.

**Shelter in place** The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency.

**Sky lobby** An elevator terminal point on an upper floor of a building where passengers can change from one bank of elevators to another.

**Thermostatic detector** A device to detect an increase in temperature.

**Truss** A type of roof or floor support system typically found in large open floor areas free of vertical supporting columns. This type of construction has a potential of early collapse.

**Uninterruptible Power Supply (UPS)** A battery backup device which maintains a continuous supply of electric power to connected equipment by supplying power from a separate source when utility power is not available.

**Variance Permission** Given by the Department of Buildings and/or Board of standards and appeal to construct a building in variation with the Existing Building Code.

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