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## **FIRE DEPARTMENT**

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

**BUREAU OF FIRE PREVENTION**

# **EAP Industry Notice # 11**

**2/28/08**

## **Type and Frequency of Drills**

Ref. RCNY 6-02 (1) (3) (ii) (A)  
and (C) (1) & (2)

(1) Emergency Action Plan Education and Drills

3 EAP Drills.

(ii) Types, Scope and Frequency of EAP Drills

(A) Types. EAP Drills shall consist either of instruction, or stairwell familiarization, or both, as follows:

(C) Frequency. EAP Drills shall be conducted on a regular basis, as follows:

(1) At least two EAP Drills shall be conducted within one year of the date of Department acceptance of the building's initial Emergency Action Plan, the first of which shall be conducted within six months of such date of acceptance. At least one of these initial EAP Drills shall involve stairwell familiarization.

(2) Beginning one year from the date of Department acceptance of the building's initial Emergency Action Plan, an EAP Drill shall be conducted on each floor of the building at least once a year. An EAP Drill involving stairwell familiarization, and an EAP Drill in which all floors participate simultaneously, shall each be conducted at least once every three years.

YEAR # 1

During the first year of an EAP acceptance two drills must be conducted; Best practice would be to conduct the instructional drill first followed by the stairwell familiarization drill.

YEARS 2, 3 & 4...

After the first year, of plan acceptance, an EAP drill must be conducted once a year. The owner is left to choose the type of drill to be conducted. However, over the course of the next three years and each subsequent three years, there must be at least one EAP drill involving **stairwell familiarization** and one drill which **all floors participate simultaneously.** The word simultaneous, in this case, is meant to convey the use of the same drill for all floors on the same day. It should not to be misconstrued to imply, in the case of a stairwell familiarization drill, that all building occupants enter the stairwell at the same time. Instead, the drill should follow an orderly and controlled approach to the safe and expeditious movement of building occupants.

The EAP Director must be sure to record all EAP drills and other EAP related events in the EAP log book.

FDNY

Emergency Action Plan Unit