



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

EAP Industry Notice # 15

10/22/08

EAP Compliance Campaign

RCNY 6-02 was promulgated in April '06 and requires owners or managing agents of office buildings to file an Emergency Action Plan (EAP) with the FDNY for acceptance. The Emergency Action Plan is for non-fire emergencies and is required in addition to the Fire Safety Plan.

Members of the EAP Unit and the High Rise Unit will be visiting buildings that are required to file an EAP but have not. A Violation Order will be issued with a 90 day compliance deadline. Failure to comply with the Commissioners order will result in a criminal court summons.

The Emergency Action Plan is a comprehensive plan which includes pre-incident emergency planning and floor plan presentation in auto-cad format. The floor plans must be signed and sealed by a registered architect or professional engineer. The pre-incident emergency planning can be prepared by the building owner or it can be contracted to a consulting firm.

Below are a few FDNY web links that you will find helpful if attempting to prepare the plan "in house".

http://nyc.gov/html/fdny/html/rcny_legal/rcny_3rcny_sect_6_02.shtml

http://nyc.gov/html/fdny/html/units/fire_prevention/emergency_action_plans.shtml

If there are any additional inquiries regarding Emergency Action Plan filing and/or compliance they can be forwarded to evangej@fdny.nyc.gov

FDNY
Emergency Planning and Preparedness Group
Emergency Action Plan Unit