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## **FIRE DEPARTMENT**

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

### **BUREAU OF FIRE PREVENTION**

## **EAP Industry Notice # 2** **January 30, 2007** **New Filing and Review Procedures**

To all EAP filing representatives;

This is to inform you that the procedures for Fire Department review and acceptance of Emergency Action Plans have been modified.

**Effective immediately, the following rules will apply:**

**New Submissions:**

- Only **one** Original signed paper copy of the EAP and **one** CD containing only floor plans (DWG or DWF) are to be submitted.
- A \$525 check or money order, payable to Fire Department of New York.

**After Fire Department review, if revisions are required:**

- All required revisions to the written plan must be forwarded on paper only.
- All required revisions to the floor plans must be forwarded on a single CD only.

**When Original or revised plan is found acceptable:**

- A Conditional Acceptance Notice and Verification of Accuracy letter will be sent to filing representative.

**Upon receiving a Conditional Notice of Acceptance:**

Submit to FDNY EAP Unit;

- Three (3) paper copies of the EAP (and all required documents) in the conditionally accepted format.
- Two (2) CD's: each containing electronic versions of the EAP (PDF) and each containing floor plans (DWG or DWF) in the conditionally accepted format.
- A Verification of Accuracy letter (furnished by FDNY) signed by the filing representative attesting that the EAP being submitted is in the conditionally accepted format.

F.D.N.Y.  
Emergency Action Plan Unit