



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

EAP Industry Notice # 4

May 22, 2007

Amendments to an Accepted Emergency Action Plan

-Reference: 3 RCNY 6-02; section k

The following explains when a plan needs to be amended and submitted for review and acceptance:

WHAT: Amendments (changes) to an already accepted EAP

WHEN: Immediately, after significant changes are made to the building's operation, occupancy or staff responsibilities that affect the EAP. This includes design changes for a new or existing tenant that affects the EAP.

Semi-annually, for changes to EAP staffing.

(Do not submit changes for EAP Wardens or EAP Deputy Wardens)

Submission to the FDNY EAP Unit shall consist of following:

- A cover letter describing the nature/reason for the submittal. It should provide an explanation of the revision(s) and delineate the pages that are affected.
- A paper copy of the revisions to EAP (amended pages only) in the "accepted format". Amended pages should have revision date on the lower right.
- A new "Certification" page bearing the original signature of the owner and the revision date.
- If the amendments are for changes to floor plans, a single CD containing floor plans will be required..

The floor plans should be in DWG or DWF format.

This unit will review the amendments. When the amendments are deemed satisfactory, two (2) CD's containing electronic copies of the amended EAP and all floor plans in the accepted format will be required, along with a completed "Amendments to an Accepted EAP Verification of Accuracy" form. Only if the amendments affect the formatting and/or the page numbering of the plan, will three (3) complete paper copies of the EAP be required. An invoice will be sent to the owner of record for the time spent (\$210 per hr. max \$525). Upon payment of the invoice, a revised stamped Acceptance Letter will be mailed to the filing representative.

FDNY
Emergency Action Plan Unit