



FIRE DEPARTMENT
9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857
BUREAU OF FIRE PREVENTION

EAP Industry Notice # 7
12/27/07
EAP Building Information Card (BIC)
Ref. RCNY (d)(10)

RCNY 6-02 requires a copy of the Building Information Card to be kept at the fire command station. The specified format is shown as Appendix B. It must be 11x17 two sided and laminated. The EAP unit has accepted alternate sizes for review purposes with the understanding the required document, meeting all the specifications, would be available at the building. A recent spot check of accepted plans has highlighted the necessity to alter this practice.

Starting immediately, all Emergency Action Plans must be submitted with the required Appendix B Building Information Card in the prescribed size and format (11x17 two sided). This includes all plans that have received a “Conditional Acceptance”.

FDNY
Emergency Action Plan Unit