



Bureau of Fire Prevention

Emergency Action Plan
Onsite Exam

10/15/07

EAPD CERTIFICATION

- Written Test
- Format for On Site Examination

EAP ON-SITE EXAM FORMAT

- Part I Building Familiarization
- Part II Demonstration of Skills
- Part III Non Fire Emergency Scenarios
- Part IV Knowledge of Training requirements

PART I

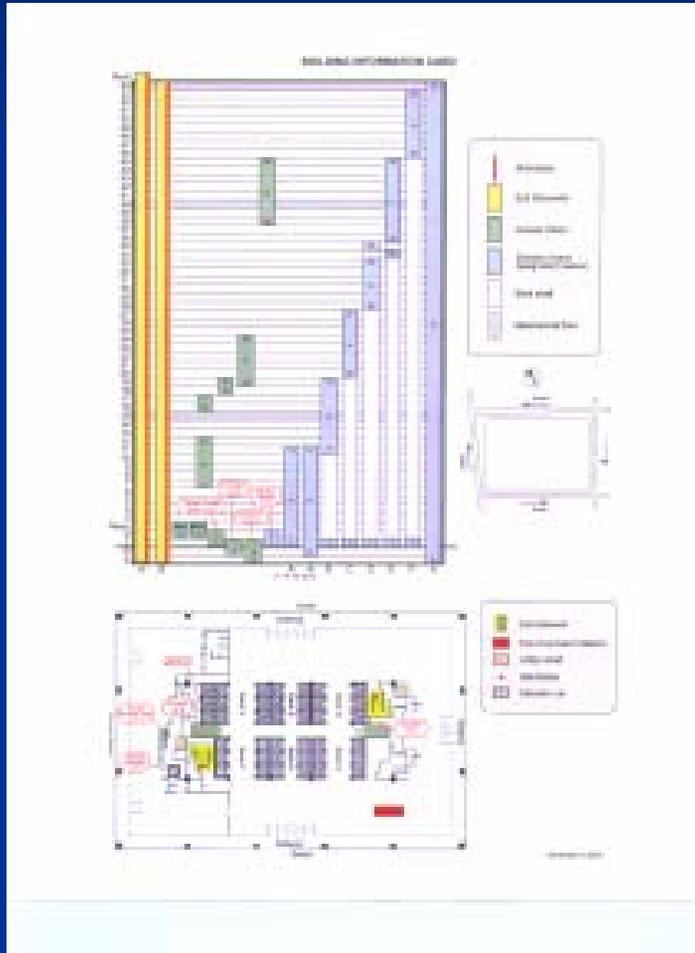
BUILDING FAMILIARIZATION

Applicants will be required to answer site specific questions regarding the following. The information from this part of the Exam comes primarily from the Building Information Card and various tables within your plan.

- A. Building Information
- B. Building Statistics
- C. Stairways
- D. Elevators
- E. Ventilation
- F. Utilities
- G. Hazardous Materials
- H. Communication Capabilities
- I. Temporary Considerations
- J. In-Building Relocation
- K. Assembly Areas
- L. EAP Staff

PART I

BUILDING INFORMATION CARD



OFFICE Use only (Use for Construction only)

GENERAL INFORMATION

Address: [Blank]
 City: [Blank]
 Construction Class: [Blank]
 Office Hours: [Blank]
 Construction From: [Blank] To: [Blank]
 Project Name: [Blank]
 Public Accessory: [Blank]
 Location of Site Core Center: [Blank]
 Site Population: [Blank] (Day) [Blank] (Night) [Blank] (Weekend) [Blank]

GENERAL CHARACTERISTICS

Stories: [Blank] Height: [Blank] Grade: [Blank]
 Type of Construction: [Blank]
 Floor Construction: [Blank]
 Roof: [Blank]
 Structural Construction: [Blank] (Type) [Blank] (Plan) [Blank] (Section)
 Foundation: [Blank]

MECHANICAL

Equipment	Make/Model	Rated Capacity	Design Temp
1	[Blank]	[Blank]	[Blank]
2	[Blank]	[Blank]	[Blank]

Roofing From: [Blank] To: [Blank]
 Construction Method: [Blank]
 Insulation: [Blank]
 The Room: [Blank]

PLUMBING

Water Supply	Sanitary	Drainage
A	[Blank]	[Blank]
B	[Blank]	[Blank]
C	[Blank]	[Blank]
D	[Blank]	[Blank]
E	[Blank]	[Blank]

Height Above Main: [Blank]
 The Core Location: [Blank]

ELECTRICAL

Panel: [Blank] Size: [Blank] [Blank] [Blank] [Blank] [Blank]
 Bus: [Blank] [Blank] [Blank] [Blank] [Blank]
 Location: [Blank]
 Office Emergency System: [Blank]
 Control Management System/Panel Capacity: [Blank]
 Location of Installation: [Blank] [Blank] [Blank]

FINISHES

Architectural Finish: [Blank]
 Acoustic Finish: [Blank]
 Emergency System Location: [Blank]
 Fire Alarm System: [Blank]
 Fire Alarm Location: [Blank]
 Fire Alarm System: [Blank]
 Fire Alarm System: [Blank]
 Fire Alarm System: [Blank]

MECHANICAL SYSTEMS

System: [Blank]
 System: [Blank]
 System: [Blank]
 System: [Blank]

PLUMBING SYSTEMS

System: [Blank]
 System: [Blank]
 System: [Blank]
 System: [Blank]

ELECTRICAL SYSTEMS

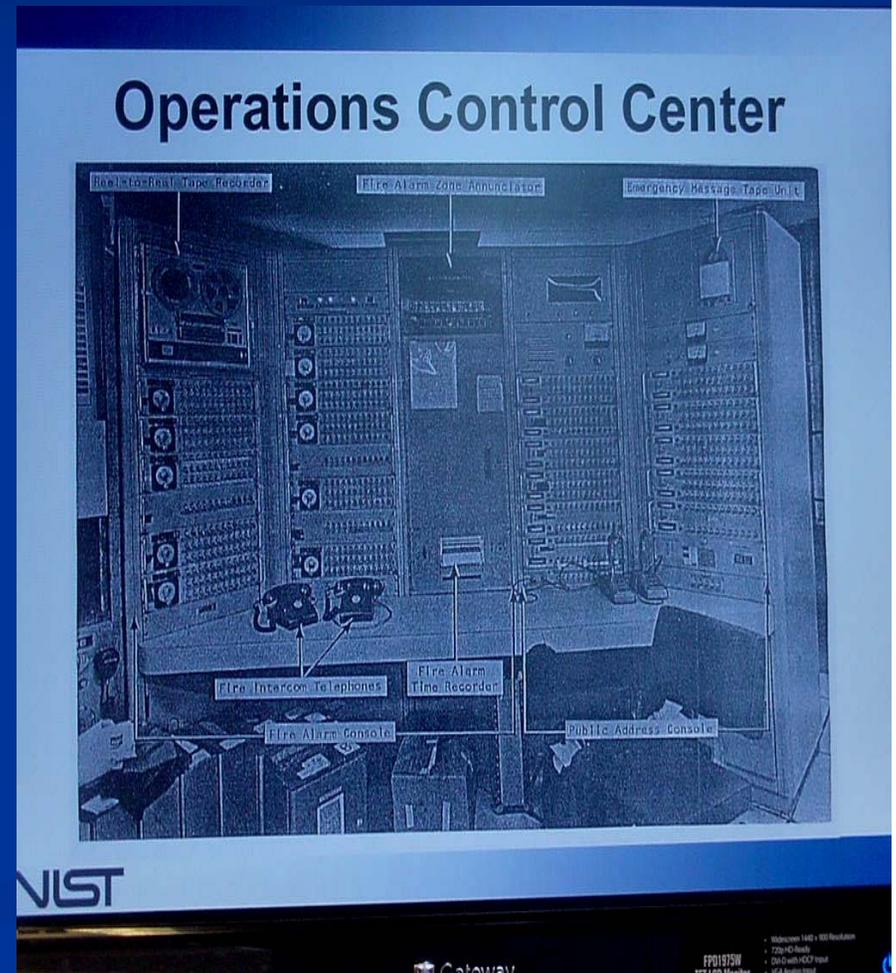
System: [Blank]
 System: [Blank]
 System: [Blank]
 System: [Blank]

PART II

EAP DEMONSTRATION

Applicants will be required to demonstrate proficiency in the following areas

- Ability to Identify and explain all components of the Fire Command Station.
- Make all call announcement.
- Make localized announcement.
- Manual Activation of Alert Tone or Alarm Tone
- Simulate fail-safe door release.
- Communicate via Warden Phone.



PART II

EAP DEMONSTRATION

Applicants will be required to demonstrate proficiency in the following areas as noted in the communications section of your plan.

- Candidate must demonstrate the ability to communicate to:
 - EAP Staff
 - Critical Operation Staff
 - Building Occupants

TABLE # 7

	EAP Staff	Building Occupants	Critical operations Staff
Primary			
Secondary			
Additional			

PART II

EAP DEMONSTRATION

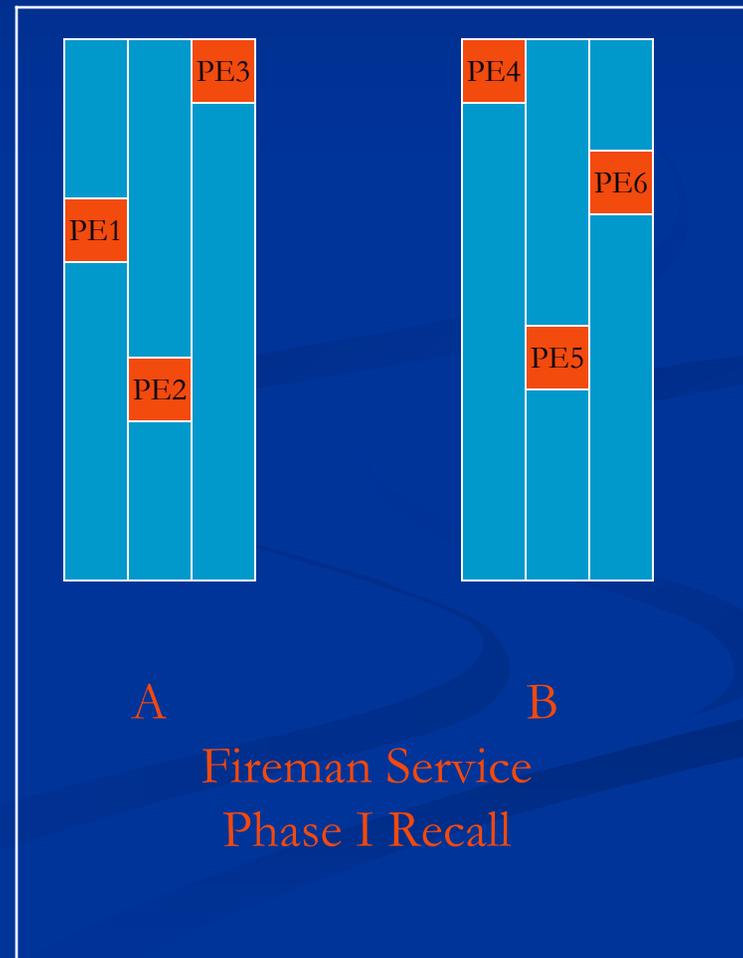
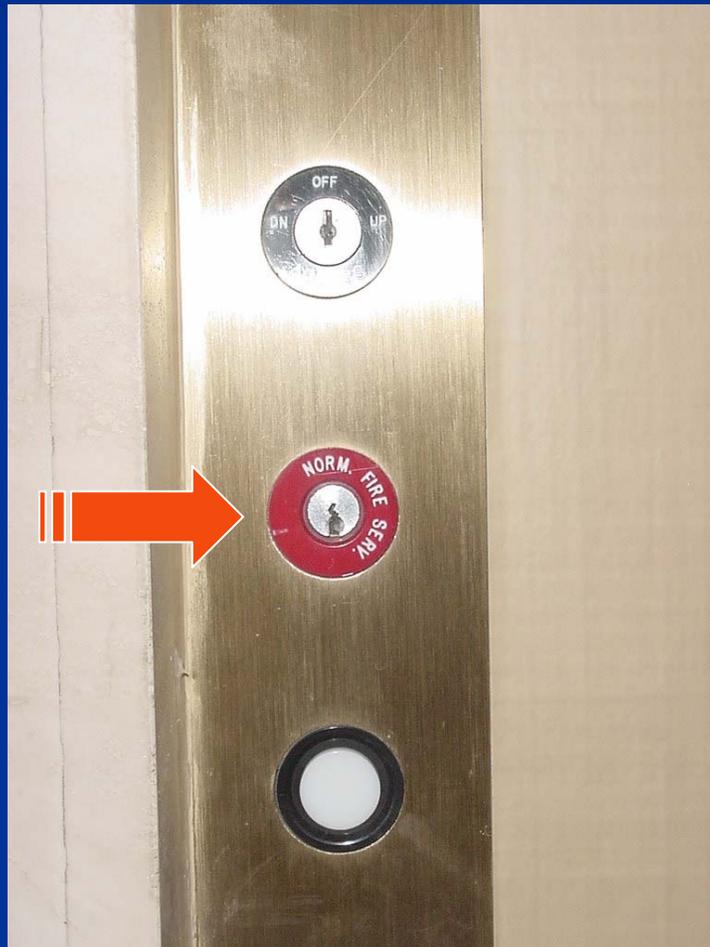
Applicants will be required to demonstrate proficiency in the following
Elevator Procedures

- Recall an elevator bank using Fireman Service Phase I.
- A car designated in your EAP shall be placed in the Independent Mode.
- Operate designated elevator car in Independent mode .

PART II

EAP DEMONSTRATION

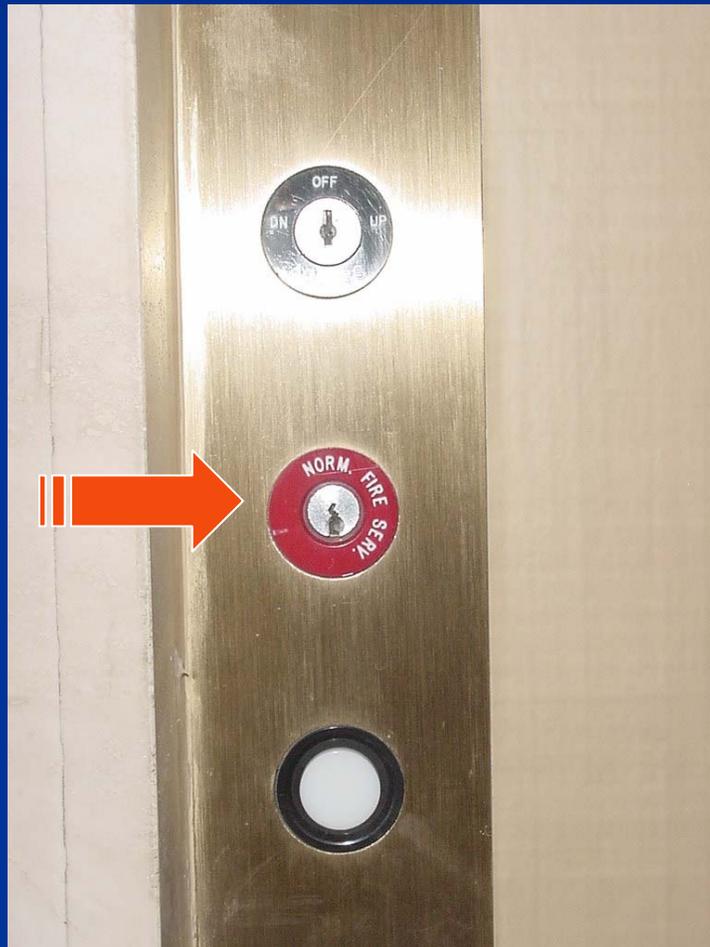
For the On Site Exam recall only one Elevator bank using Fireman service Phase I.



PART II

EAP DEMONSTRATION

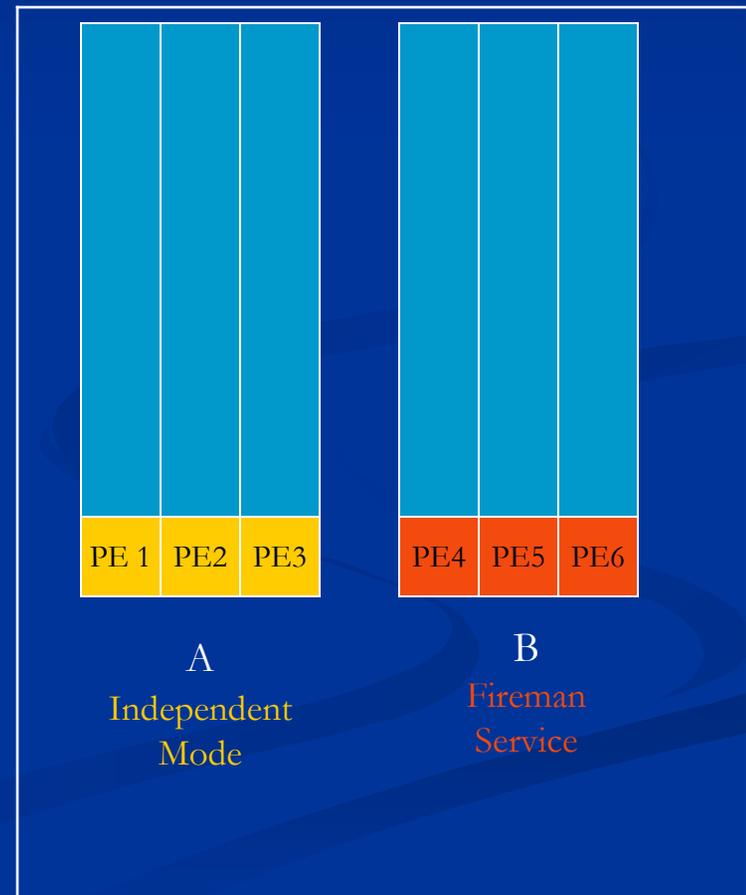
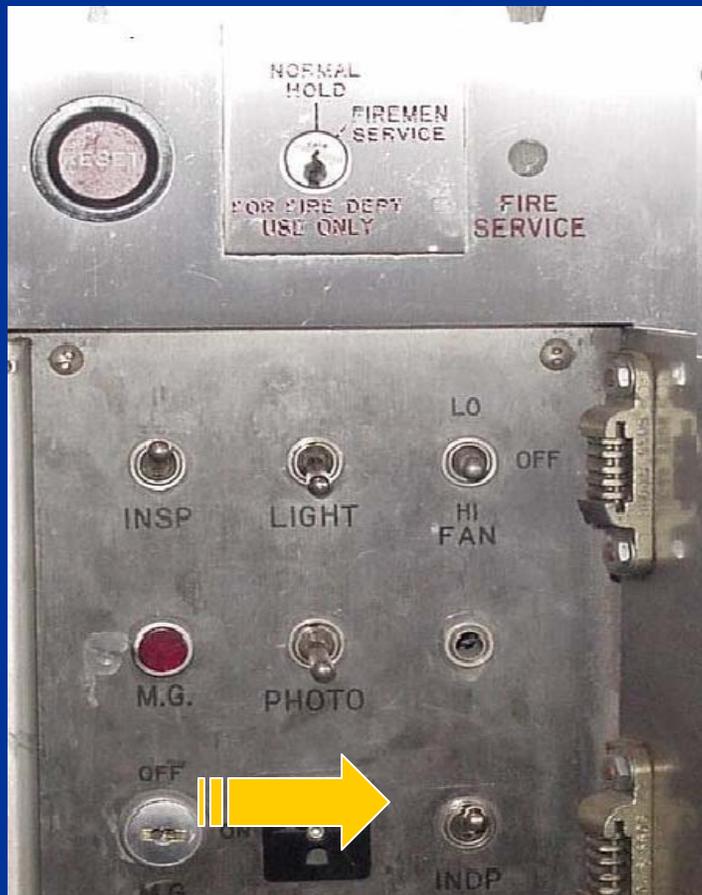
However, in a real emergency the EAPD when activating the EAP would recall all elevators using fireman service Phase I.



PART II

EAP DEMONSTRATION

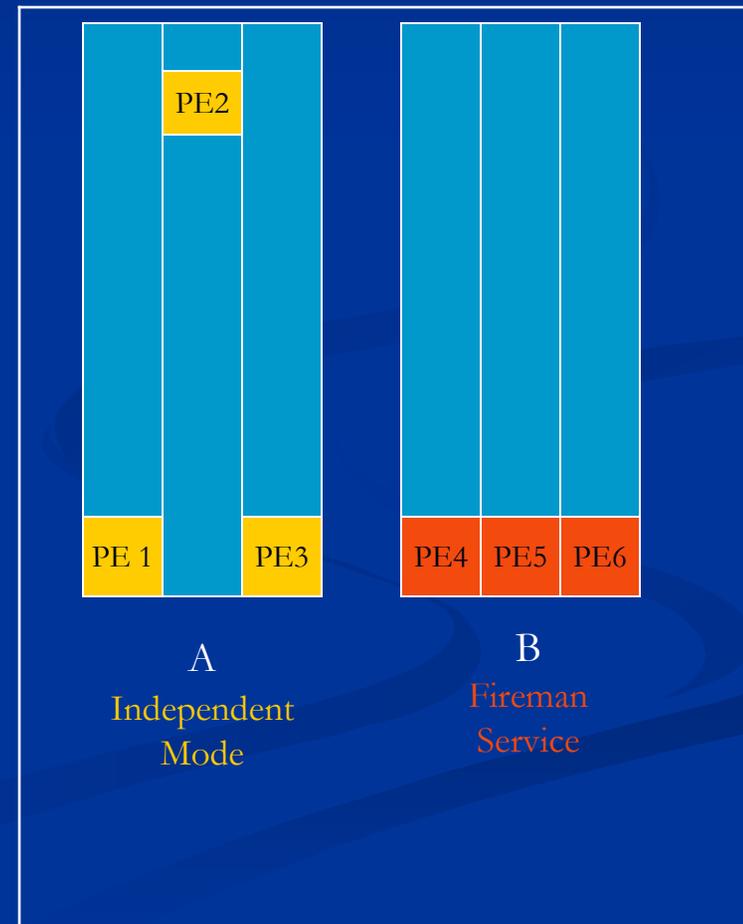
To demonstrate the Independent Mode. The candidate is required to enter the designated elevator car, and activate the Independent switch or key. Leave the car and take this bank out of Phase I by way of the lobby Keyed switch. He/She must then re-enter the designated elevator car and operate that car in the Independent Mode.



PART II

EAP DEMONSTRATION

Fore the exam, only one elevator car will be required to be placed in the Independent Mode. However, in a real emergency the EAPD when activating the EAP would be required to place every car in that bank in Independent Mode.

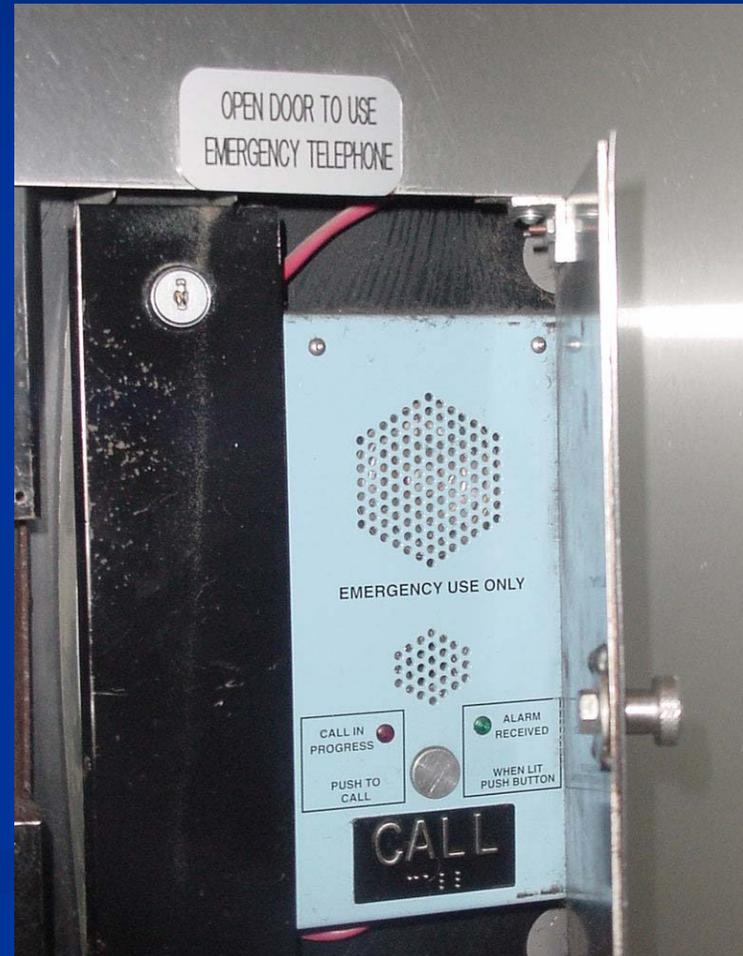


PART II

EAP IMPLEMENTATION

Applicants will be required to demonstrate proficiency in .

- Two-way communications between FCS and elevator car.



PART III

EAP SCENARIO

Applicants must be prepared to indicate the required procedure in executing the duties of the FS/EAPD

- There will be specific interest in the following:
 - Analysis of Information
 - Consultation with EAP Brigade
 - Selection of EAP concept (i.e. Shelter in Place etc....)
 - Communicate with EAP Staff and Critical Operations Staff.
 - The candidate will be judged on the ability to support their decision and on the steps of implementing the EAP.

PART III

IMPLEMENTATION OF PLAN ELEMENTS

In order to fully implement the plan the following elements must be specifically mentioned.

- Analyze Information.
- Notify 911 of an emergency situation. *
- Consult with Owners Representative. (Brigade)
- Notify 911 that you are implementing the EAP.

* If building is in Immediate Danger EAPD will also notify 911 that the EAP is being implemented.

(Brigade)

- Property Manager
- Head of Security
- Chief Engineer

PART III

IMPLEMENTATION OF PLAN ELEMENTS

- Consult with the Critical Operation Staff and Brigade regarding building components.
- Recall all the elevators.
- Activate Fail-Safe door release.
- Prepare and make announcements to all occupants.

PART III

IMPLEMENTATION OF PLAN ELEMENTS

- The announcements must include:
 - What has occurred ?
 - Where it has occurred ?
 - What provisions of the EAP will be implemented ?
 - Why is it necessary to implement the EAP ?

PART III

IMPLEMENTATION OF PLAN ELEMENTS

- Assess Building components for safety:
 - Access and egress from entrances/exits and stairways.
 - Elevators; determination for safe use.
 - Ventilation system operations, including HVAC and smoke management.
 - Fuel oil storage systems, electrical, natural gas, steam and other utilities.

PART IV

TRAINING SKILLS

Presentation of Training Module

- Applicants will be given approximately 10 minutes to prepare an outline to be used for training of a member of the EAP Staff.

- EAP Staff designations:
 - Deputy Fire Safety/EAP Director
 - FS/EAP Building Evacuation Supervisor
 - FS/EAP Brigade
 - FS/EAP Floor Wardens
 - Deputy FS/EAP Floor Wardens

PART IV

TRAINING SKILLS

Presentation of Training Module

- Plan to cover 5 basic topics.
 1. How many (i.e. BES,EAP Floor Wardens) are required for your building/floor ?
 2. What is the frequency and length of training they are required to receive from you?
 3. List the duties required for the position to be performed in the event of an emergency.
 4. Discuss the 4 methods of dealing with an emergency as listed in the EAP. (i.e. Shelter in Place etc...)
 5. Explain the building specific details this position is required to know once the EAP is implemented.