



# Bureau of Fire Prevention

## Emergency Action Plan Onsite Exam Seminar

[www.nyc.gov/fdny](http://www.nyc.gov/fdny)

RCNY,

Final rules,

3 RCNY 6-02

June 30, 2008

# INTRODUCTION

- This is the printed version of the EAP Seminar that was presented by the FDNY in the Spring 2008.
- This presentation is intended to educate applicants, building managers, Real Estate professionals and other affected parties.

# Additional Information

Information about the EAP on-site exam  
can be found on

the Fire Department website indicated  
below:

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_  
material/f\\_59\\_noe.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_59_noe.pdf)

# EAP ON-SITE EXAM

consists of IV parts

- 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

- A. Building Information
- B. Building Statistics
- C. Stairways
- D. Elevators
- E. Ventilation
- F. Utilities
- G. Fire Protection systems
- H. Hazardous Materials
- I. Communications
- J. EAP Staff \*
- K. In-Building Relocation \*
- L. Assembly Areas \*

**A – I comes from the Building Information Card (BIC)**

**See next two slides as to what a typical BIC looks like.**

**J – L comes from within your Emergency Action Plan**

**OFFICE BUILDING INFORMATION CARD**  
(For use by Fire Department personnel)

**BUILDING INFORMATION:**  
 Address: \_\_\_\_\_  
 A/K/A: \_\_\_\_\_  
 Construction Class: \_\_\_\_\_  
 Office Floors: \_\_\_\_\_  
 Residential / Hotel Floors: \_\_\_\_\_  
 Retail Floors: \_\_\_\_\_  
 Public Assembly Spaces: \_\_\_\_\_  
 Location of Day Care Center: \_\_\_\_\_  
 Bldg. Population: Day \_\_\_\_\_ Night \_\_\_\_\_ Weekend \_\_\_\_\_

**FIRE PROTECTION SYSTEMS:**  
 Standpipe Locations: \_\_\_\_\_  
 Standpipe Isolation Valve Locations: \_\_\_\_\_  
 Siamese Location: \_\_\_\_\_  
 Building Fully Sprinkled: Yes / No \_\_\_\_\_  
 Partially Sprinkled: Floors \_\_\_\_\_  
 PRV Valves Floor Locations: \_\_\_\_\_  
 Fire Pump Locations: \_\_\_\_\_  
 Chemical Suppression Systems:  
 Locations: \_\_\_\_\_

**BUILDING STATISTICS:**  
 Stories: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_  
 Type of Construction: \_\_\_\_\_  
 Truss Construction: Roof: Yes / No \_\_\_\_\_  
 Floors: Yes / No If yes, what floors: \_\_\_\_\_  
 Horizontal Connections: Passageway / Utility Pipe Chase  
 Locations: \_\_\_\_\_  
 Roof setback levels: \_\_\_\_\_

**HAZARDOUS MATERIALS & LOCATIONS:**

NAME OF PRODUCT/QUANTITY	LOCATION

Special Notes: \_\_\_\_\_

**STAIRWAYS:**

Designation	Floors Served	Pressurized	Standpipe

Re-entry floors: \_\_\_\_\_  
 Access /Convenience Stair Located Between Floors: \_\_\_\_\_  
 Roof Access Provided by Stairways: \_\_\_\_\_  
 Fire Tower: Yes / No If yes, location: \_\_\_\_\_

**COMMUNICATIONS:**  
 Number of Radios for FDNY Use: \_\_\_\_\_  
 24 hr Location: \_\_\_\_\_  
 Communications for FDNY Use: \_\_\_\_\_

**ELEVATORS:**

Bank Designation	Car Numbers	Floors Served

Freight Elevator Bank: \_\_\_\_\_  
 Sky Lobby: Yes / No If yes, location: \_\_\_\_\_

**TEMPORARY CONSIDERATIONS**  
*(TO BE FILLED IN WITH ERASABLE MARKINGS)*  
 i.e. Construction projects, water tank out of service, out-of-service systems, etc.

**VENTILATION:**  
 HVAC Zones: \_\_\_\_\_  
 Bldg. Management System (BMS):  
 Location: On-site / \_\_\_\_\_  
 Off-site emergency number: \_\_\_\_\_  
 Smoke Management System /  
 Purge Capability: \_\_\_\_\_ Automatic / Manual  
 Location of Mechanical Rooms: \_\_\_\_\_

**BUILDING FIRE SAFETY INFO:**  
 (Including Emergency Contact numbers)  
 Fire Safety/EAP Director: \_\_\_\_\_  
 Work: ( ) : \_\_\_\_\_-\_\_\_\_\_  
 Emergency: ( ) : \_\_\_\_\_-\_\_\_\_\_  
 Building Engineer: \_\_\_\_\_  
 Work: ( ) : \_\_\_\_\_-\_\_\_\_\_  
 Emergency: ( ) : \_\_\_\_\_-\_\_\_\_\_  
 Managing Agent: \_\_\_\_\_  
 Work: ( ) : \_\_\_\_\_-\_\_\_\_\_  
 Emergency: ( ) : \_\_\_\_\_-\_\_\_\_\_

**UTILITIES:**  
 All Fuel Oil Tank Locations (Capacity): \_\_\_\_\_ ( gal):  
 \_\_\_\_\_ ( gal): \_\_\_\_\_ ( gal): \_\_\_\_\_ ( gal)  
 Natural Gas Service: \_\_\_\_\_  
 Emergency Generator Location: \_\_\_\_\_  
 Roof Storage: Propane \_\_\_\_\_ Diesel Fuel \_\_\_\_\_ Other \_\_\_\_\_

Building Information →

Building Statistics →

Stairways →

Elevators →

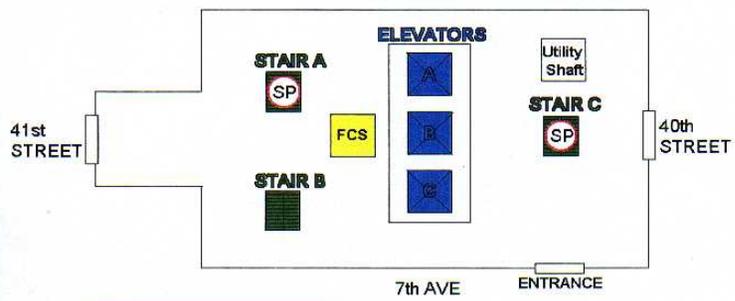
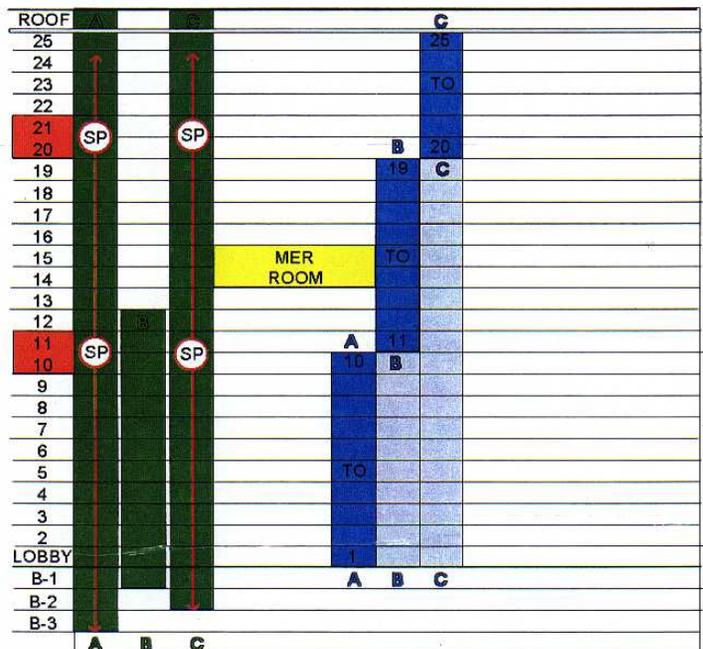
Ventilation →

Utilities →

← Fire Protection Systems

← Hazardous Materials

← communications



- ELEVATOR
- STANDPIPE
- STAIR
- BLIND SHAFT
- ACCESS STAIR

# BUILDING FAMILIARIZATION

## EAP Staff

- Know the three staff members (or their designees) required to be on the Brigade (titles & name).
  - Property Manager & name
  - Director of Security & name
  - Chief Engineer & name

The majority of the plans list this information on table #3

**See next slide as to what a typical table #3 looks like**

**Appendix A**  
**Attachment 1**  
**Table 3**

Emergency Action Plan 3 RCNY §6-02

**FIRE SAFETY/EAP BRIGADE MEMBER EAP STAFF DESIGNATION FORM**

EAP Assignment	Name	Title	Regular Workdays & Hours	Telephone	Other Contact Information

Building Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

*(Complete for Fire Safety/EAP Brigade member/assignment)*

# BUILDING FAMILIARIZATION

## EAP Staff

- Know the titles (only) of staff members that will assess the following building components:
  - Entrances/Exits & Stairway safety.
  - Elevator safety.
  - Utilities & Fuel Oil systems.
  - HVAC.

The majority of the plans list this information on table #7

See next two slides as to what a typical table #7 looks like

Complete this table to indicate, in the event of an emergency, what actions may be taken with regard to specific building components, and those individuals, identified by title, that will be responsible to take such actions and communicate their findings back to the EAP Director. If procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect is sufficient and the information need not be repeated. Add additional sheets as needed.

**1. Access to and egress from entrances/exits and stairways:**

Building entrances/exits

Location/designation	EAP or other title

Stairways

Letter designation	EAP or other title

**2. Elevator operations:**

Elevator bank and car numbers <i>(i.e. Bank A, Cars 1 through 6)</i>	EAP or other title

**3. Fuel oil storage systems and associated pumps and piping, and electrical, natural gas, steam and other utility operations:**

	EAP or other title
Fuel oil	
Electrical	
Natural gas	
Steam	
Other utility	

**4. Ventilation system operations:** (including heating, ventilation and air conditioning equipment and smoke management systems)

Zone # \_\_\_\_\_

EAP or other title

HVAC equipment	
Smoke management systems	

**5. Communication:** List the primary and alternate means available for communicating within the building to EAP staff, building occupants and critical operations staff (*i.e. class E-PA system, two way radios, cell phones, etc*):

	EAP Staff	Building occupants	Critical operations staff
Primary			
Secondary			
Additional			
Additional			

Designate an alternate location for communication and control of incident in the event the lobby fire command station has been compromised.

# BUILDING FAMILIARIZATION

## In-Building Relocation Areas

- The types of spaces used for In-Building Relocation (IBR).
- If there is an IBR area on each floor.
- If a floor does not have an IBR area , what staircase will be utilized to reach their IBR area?

The majority of the plans list this information on table #8.

**See next slide as to what a typical table #8 looks like**

## Appendix A, Table 8 In-Building Relocation Areas

Location	Protection	Occupants	Essentials	
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>
	Windowless Y <input type="checkbox"/> N <input type="checkbox"/> Doors Y <input type="checkbox"/> N <input type="checkbox"/> Other		Water Y <input type="checkbox"/> N <input type="checkbox"/> Lavatories Y <input type="checkbox"/> N <input type="checkbox"/>	Equipment Y <input type="checkbox"/> N <input type="checkbox"/> Supplies Y <input type="checkbox"/> N <input type="checkbox"/>

Building address: \_\_\_\_\_  
\_\_\_\_\_

**Location:** Indicate floor and type of area (i.e. 3<sup>rd</sup> Fl stairwell, 2<sup>nd</sup> Fl conference room, etc.) Also, designate the route the occupants will use to get to the relocation area if such area is on a different floor than the occupants.

**Protection:** Indicate if location has windows, closable doors or a drop ceiling

**Occupants:** Estimate the maximum number of occupants that the location can accommodate

**Essentials:** Indicate whether location has access to water, lavatories, other facilities, equipment or supplies.

# BUILDING FAMILIARIZATION

## Primary/Alternate routes

- The primary and alternate route (which stairway/elevator) is being used for partial/full evacuation. Found on table #9

See next slide as to what a typical table #9 looks like

**Appendix A  
Table 9**

**SPECIFIC EVACUATION REQUIREMENTS**

	Floor No	Exit Routes	Stairway Letter/ Terminus	Elevator Bank /Terminus
Primary				
Alternate				
Primary				
Alternate				
Primary				
Alternate				
Primary				
Alternate				
Primary				
Alternate				

Building address: \_\_\_\_\_  
 \_\_\_\_\_

# BUILDING FAMILIARIZATION

## Assembly Areas

- The primary/alternate Assembly Areas (if more than one primary and/or alternate assembly areas then the applicant needs to know at least two).
- The methods used to account for the occupants, after movement. Also how and by whom it will be communicated back to the EAPD.

The majority of the plans list this information on table #10 or within the plan

**See next slide as to what a typical table #10 looks like**

## Appendix A Table 10

### Assembly Areas

**Location:** If assembly area is a building provide address, if outdoors give location

**Distance:** Indicate approximate distance of assembly area from building in feet

**Capacity:** Indicate the maximum number of occupants that the assembly area can accommodate

**Employer(s):** The titles of those responsible to account for employees after being evacuated

Assembly area # \_\_\_\_\_.

Location- \_\_\_\_\_

Distance- \_\_\_\_\_

Capacity- \_\_\_\_\_

Employer(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assembly area # \_\_\_\_\_.

Location- \_\_\_\_\_

Distance- \_\_\_\_\_

Capacity- \_\_\_\_\_

Employer(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building address: \_\_\_\_\_

## PART 1

### Need to know (not found on BIC)

- The regular business hours of the building. (as indicated in the plan)
- If there are scissor stairs in the building.
- Elevators that possess two-way communication.
- The title of the staff member that will operate the Elevators in Manual / Independent mode.
- If there are any Day tanks within the building, capacity & location of.

## PART 1

### Need to know (not found on BIC)

- If the building has Steam &/or Natural Gas Service.
  - The location of entry into the building & the location of the shut-offs.
- Any uninterrupted power sources (UPS) in the building?
- What fail-safe & door release equipment exists in the building and the floors they serve.
- Alternate site for command (If the FCS is compromised).

# PART II

## Demonstration of skills

Applicants will be required to:

- Don apparel (without being told)
- Provide list of occupants in need of assistance
- Know if the FCS has the capability of controlling the fans.

# PART II

## MANDATORY FAILURES

- All call announcement including the stairs. \*
- Localized Announcement. \*
- Communication via Warden phone.
- Fail-safe door release.
- Recall of elevators in Fireman Service Phase I. \*
- Manual/Independent operation of elevators. \*

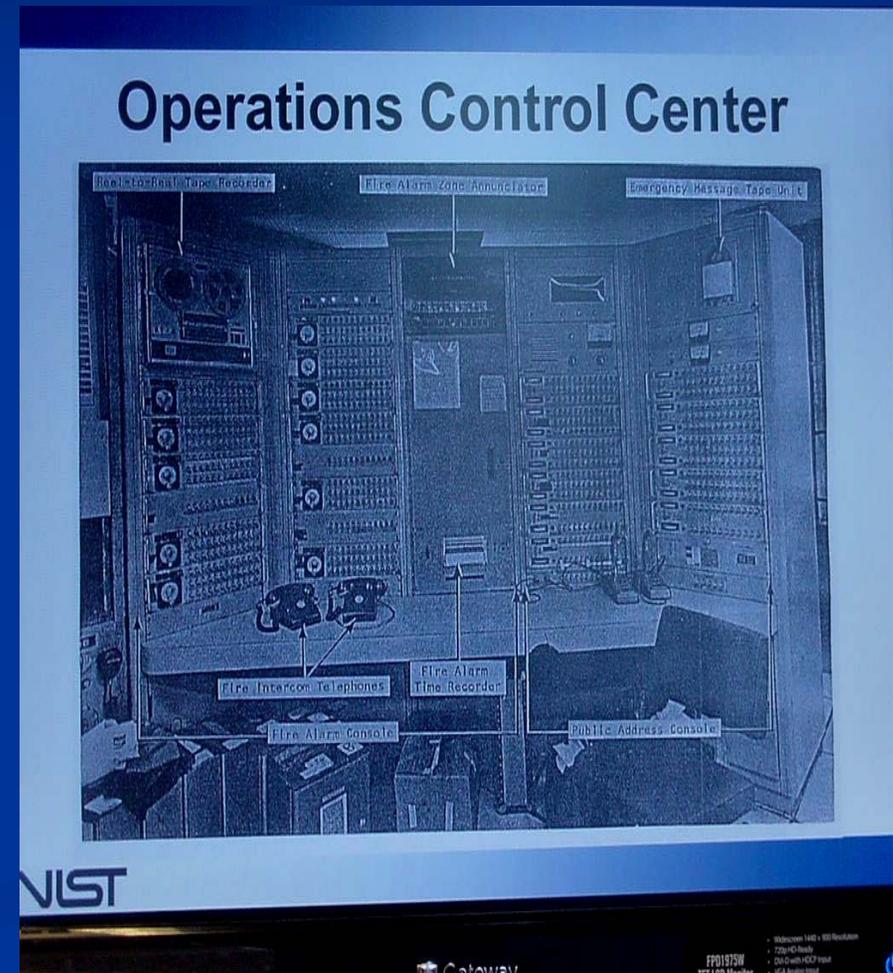
\*Buildings with Mini Class E alarms need to demonstrate how floors will be notified and how non Fireman service elevators will be recalled and parked.

## PART II

# Demonstration of skills

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 including the stairs.
- Make localized announcement.
- Manual Activation of Alert Tone or Alarm Tone
- Simulate fail-safe door release.
- Communicate via Warden Phone.



# PART II

## Demonstration of skills

Applicants will be required to demonstrate proficiency in the following areas

- Candidate must demonstrate both the primary and alternate way to communicate to:
    - EAP Staff
    - Building Occupants
    - Building Critical Operation Staff
- (typically found on Table # 7 in Subsection 5 see below)

	EAP Staff	Building Occupants	Critical operations Staff
Primary			
Secondary			
Additional			

# PART II

## Demonstration of skills

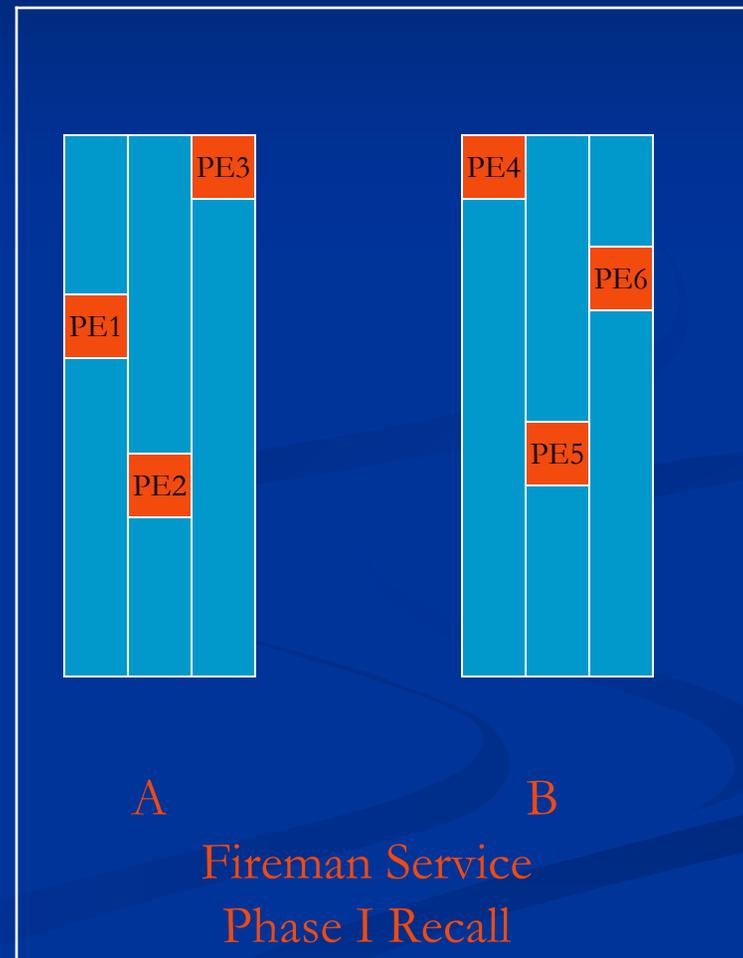
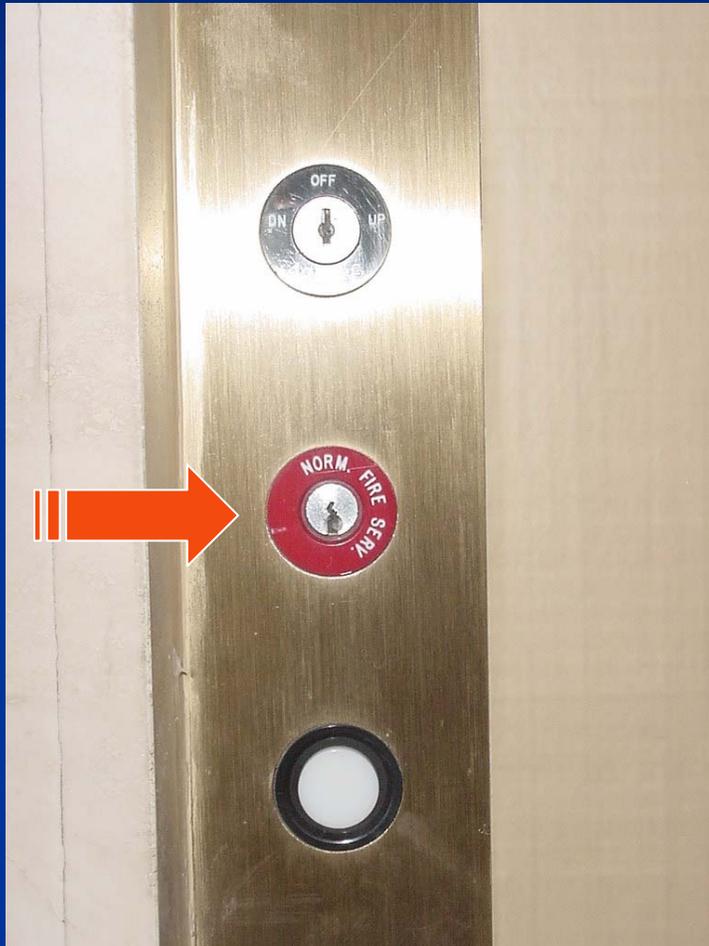
Applicants will be required to demonstrate proficiency in the following  
Elevator Procedures

- Recall an elevator bank using Fireman Service Phase I.
- A car designated in your EAP shall be placed in the Independent Mode (NOT PHASE II).
- Operate designated elevator car in Independent mode.
- Two-way communications between FCS and elevator car.

# PART II

## Demonstration of skills

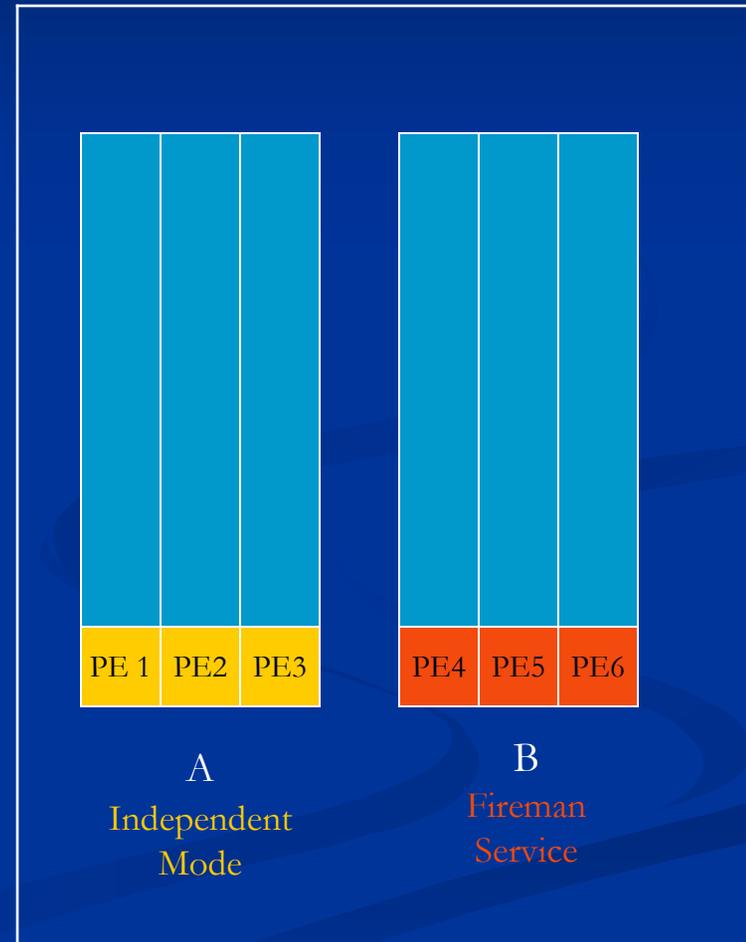
Recall of one Elevator bank using Fireman service Phase I.



# PART II

## Demonstration of skills

### Independent Mode

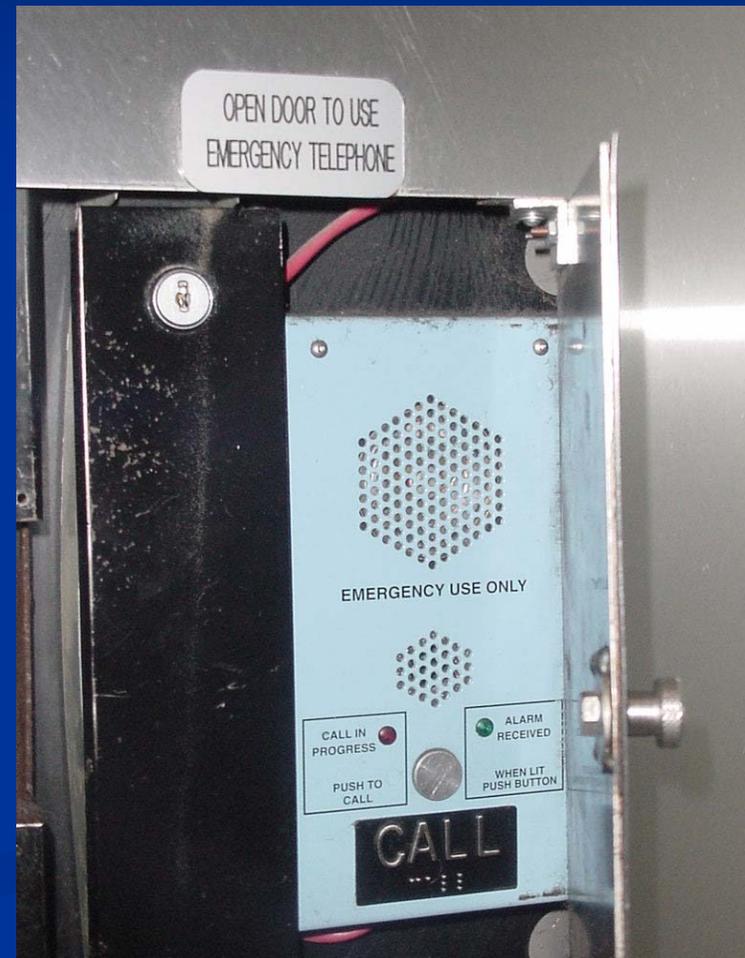


# PART II

## Demonstration of skills

Applicants will be required to demonstrate proficiency in:

- Two-way communications between FCS and elevator car.



# PART III

## Non Fire Emergency 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 provision (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.

# Non Fire Emergency Scenario

- Candidate will be allowed to take notes and be able to refer to them during part III.
- Your notes will be confiscated (is to be handed in) at the end of the exam.

# PART III

## Non Fire Emergency Scenario

- Analyze Information. (are building occupants in immediate danger Yes/No) If No then:

Report to the Fire Command Station

Notify 911 of an emergency

Consult with owners representative (Brigade)

Monitor news (TV, Radio, etc.)

Contact neighboring buildings

# PART III

## Non Fire Emergency Scenario

- Analyze Information. (are building occupants in immediate danger Yes/No) If Yes then:

Report to the Fire Command Station

Notify 911 of the emergency & your determination to implement the EAP

Notify Brigade, Buildings Critical Operation staff

Recall elevators

# PART III

## Non Fire Emergency Scenario

- Have building components assessed.
  - Access and egress from entrances/exits and stairways.
  - Elevators; determination for safe use.
  - Window & interior doors (activate fail-safe door release)
  - Ventilation system operations, including HVAC and smoke management.
  - Fuel oil storage systems, electrical, natural gas, steam and other utilities.

# PART III

## Non Fire Emergency Scenario

- During part III
  - Everything needs to be verbalized.
  - Take nothing for granted.
  - Assume nothing (e.g. even if your standing at the Fire command Station you need to state that you will report to the Fire Command Station.)

# PART III

## Non Fire Emergency Scenario

- Prepare and make announcements to all occupants; the announcements must include (the 4 W's):
  - What has occurred ?
  - Where it has occurred ?
  - What provisions of the EAP will be implemented ?
  - Why is it necessary to implement the EAP ?

The announcement will be verbally to the inspector (not over the PA). It will be based on the provision (i.e. Shelter in Place etc.) that you decided to implement during your scenario.

# PART IV

## Knowledge of Training Requirements

### Presentation of Training Module

- Applicants will be given approximately 15 minutes to prepare an outline to be used for training of only one of the following staff members. Inspector will let you know which member it will be (be prepared for any one of them)
  
- 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

## Knowledge of Training Requirements

### Presentation of Training Module

- Plan to cover 5 basic topics. These topics will be handed to you before the start of this part of the exam.
  1. How many are required for your building ?
  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.
  5. Explain the building specific details this position is required to know once the EAP is implemented.

## PART IV

### Knowledge of Training Requirements

- The outline that you prepare in part IV can be referenced to during your exam. If you write something down but forget to say it you will NOT be given credit for it.
- Your outline will be confiscated (is to be handed in) at the end of the exam.

# Tips for passing

- A candidate with a score of 96% said what it took to achieve this mark.
  - Studied EAP (made study sheets) 10 – 15 hours
  - Glossary terms (found on FDNY web) 2 hours
  - Studied power point 2 - 4 hours
  - Training staff 4 hours

Glossary terms (found on FDNY web)

[www.nyc.gov/fdny](http://www.nyc.gov/fdny)

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## Additional Tips

- Study your Plan
- Practice Critical Skills
- Know the steps for Implementation of EAP
- Learn the Training requirements

# TEST RESULTS

- Since the start of the Seminars in April 1, 2008- June 12, 2008, the pass rate is now 75%. The median OVERALL score is now 78%.
- Part I Building Familiarization 93%
- Part II Demonstration of Skills 90%
- Part III Non Fire Emergency Scenarios 63%
- Part IV Training requirements 79%

# Frequently asked questions

## ■ How long am I eligible to take the on-site test?

It depends upon when you passed the CBT test at FDNY Headquarters. If you took it before November 2007, you have until November 1, 2008.

If you took the CBT test after November 1, 2007, you have one year.

## Follow up A - If I passed it on April 1, 2007, when does it expire?

Since it was before November 1, 2007, it expires on November 1, 2008.

## Follow up B - If I passed it December 23, 2007, when does it expire?

Since it was after the On Site became available, December 23, 2008.

# Frequently asked questions

- **Is there any advantage to taking my first On Site before the first six months or should I wait until the very end of my eligibility period?**

It is your advantage to take the On Site earlier on after passing the CBT test. You may be eligible for a second On Site exam if you take it within the first six (6) months. See the Notice of Examination for additional details @

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/f\\_59\\_noe.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_59_noe.pdf). Also, your building will comply with RCNY 6-02 by providing certified FS/EAP Directors.

# Frequently asked questions

- **How long can I expect to wait for the results of the exam?**

The FDNY aims for a 4 week turnaround from you taking an On Site test. In certain cases, it is in 2 weeks. Sometimes, it takes this time. Either the failure letter or your new card will be mailed to your home.

- **Is it true that the results from the On Site exam have improved?**

The results have improved in the past few months. Initially, the results were lower. Since the EAP seminars began, the results have improved.