

GUIDEBOOK FOR THE PREPARATION OF EMERGENCY ACTION PLANS

Local Law 26 of 2004 required that the Fire Commissioner adopt standards, procedures and requirements for the orderly evacuation of occupants from any office building, including evacuation of persons necessitated by explosion, biological, chemical or hazardous material incidents or releases, natural disasters or other emergency, or the threat thereof.

The rule requires that each office building subject to the requirements of the rule prepare an Emergency Action Plan, submit it for Fire Department review and acceptance, and implement it within designated time frames.

The rule requires that owners of office buildings develop procedures for sheltering in place, in-building relocation, partial evacuation and full evacuation of the building, in response to various emergency scenarios. The rule sets forth specific guidelines and requirements for the form and content of the Emergency Action Plan.

On April 6, 2006 the Emergency Action Plan (EAP) law (RCNY §6-02) became effective. This guidebook has been prepared to aid in the preparation of plans to protect the lives of people working in high-rise office buildings. Recognizing that there are many types of office buildings in NYC, the Law provides ample room for variations in plans.

This guide is to provide guidance for the preparation of an acceptable EAP . It addresses some of the common errors and misconceptions of many previous EAP submissions. Use it in conjunction with the Notice of Promulgation of 3 RCNY 6-02; the EAP Law: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_final_rule.pdf

APPENDIX A Emergency Action Plan Format:

http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_eap.pdf

An acceptable plan must follow the format of Appendix A exactly without omitting any parts. The FDNY webpage http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_eap.pdf should be utilized as the basic reference material for preparing the Appendix A part of the EAP. Listed below is a section by section clarification of the requirements for each section with explanations of the of the information.

- We request that much of the information required for EAP submissions be submitted in tabular form. The Tables (1 through 10) should be completed. By accurately and fully completing the tables, much of the information required by the Rule will be supplied. At the appropriate parts of the plan, where specific information is called for, a reference to the appropriate table will then suffice.*
- The underlined black print is word for word from the Rule's Appendix A format and should be included as part of the text of your plan.*
- The blue, italicized print is intended as explanation and guidance for information required in the preparation of an acceptable EAP.*
- Red lettering denotes important concepts and rules for that part of the plan.*

Section 1: Owner's Certification

- *A signed owner's certification form is required with all EAP submissions.*
- *Owner = The "fee owner or lessee of the building", or other person or entity having charge thereof.*

Section 2: Building information

List all hours that the building is occupied, including other than regular business hours. Regular business hours also include any time there are more than 100 persons in the building (above or below grade). During all regular "business hours" an EAP/FSD and/or an EAP/DFSD must be on duty and complete EAP Staff coverage (Table 3-Brigade and Table 4-Building Critical Operation Staff) must be provided. During other than normal business hours and when occupancy is less than 100 above or below grade, Building Evacuation Supervisor (BES) coverage is sufficient.

2.1 Complete building address.

2.2 Building owner's name and complete contact information.

2.2.1 Mailing address. Provide address

2.2.2 Telephone number. Provide telephone number

2.2.3 Cellular telephone number. Provide cell phone number(s)

2.2.4 Fax number. Provide fax number(s)

2.2.5 E-mail address. Provide email address

2.3 Height of building and number of stories in building. *Provide building's height in feet and provide the number of stories above and below grade.*

2.4 Occupancy type and occupancy load for each floor. (Attach a copy of current Certificate of Occupancy for the building): *Make reference to the required copy of the latest Certificate of Occupancy and to Table 6 which lists the number of building occupants on each floor, including visitors, on a typical business day. See sample on page 22 of this document.*

Section 3: EAP Staff: Duties and Responsibilities

A written copy of the EAP must be provided to all employers of building occupants in the building. It will be used to train the EAP Staff and can also be a valuable educational tool for all workers and occupants of the building. For these reasons it is important that all the duties of each of the EAP Staff be carefully and clearly delineated/ listed in the EAP.

3.1 Fire Safety/EAP Director:

Please note: Only FSD's and DFSD's listed on an accepted EAP will be eligible to take the required on-site exam for FSD/EAP or DFSD/EAP qualification.

List the EAP/FSD Duties. See section (h) (1) of the Rule:

(ii) Duties and responsibilities. The Fire Safety/EAP Director shall:

(A) be present and on duty in the building during regular business hours;

(B) be fully familiar with the provisions of the Emergency Action Plan;

(C) supervise and train the Deputy Fire Safety/EAP Directors, Fire Safety/EAP Building Evacuation Supervisors, Fire Safety/EAP Wardens, Deputy Fire Safety/EAP Wardens and other EAP Staff, including conducting initial and refresher training to maintain the state of readiness of such staff;

(D) select qualified building personnel for the Fire Safety/EAP Brigade, organize, train and supervise the Fire Safety/EAP Brigade, and be responsible for the state of readiness of the Fire

Safety/EAP Brigade, in accordance with the provisions of paragraph (h)(6) of this section;

(E) in the event of an emergency requiring sheltering in place, in-building relocation, partial evacuation or evacuation, report to the fire command station or designated alternative location, and, if appropriate, implement the Emergency Action Plan in accordance with its terms and the provisions of this section, and notify arriving emergency response personnel and incident commander of the emergency and the building response thereto;

(F) conduct the EAP Drills required by this section;

(G) approve the content of the Emergency Action Plan educational materials and the EAP Drills provided to building occupants pursuant to subdivision (l) of this section;

(H) ensure that the required notices are posted on the floors and that the required recordkeeping is maintained;

(I) review and approve the procedures established by employers of building occupants to account for building occupants after an evacuation, partial evacuation, in-building relocation or sheltering in place; and

(J) with respect to the implementation of fire safety plans and the conduct of fire evacuations and fire drills, comply with the provisions of the F.P. Code and 3 RCNY §6-01.

3.1.1: Identify on “EAP Staff Designation Form” (Attachment 1) the individual designated as Fire Safety/Fire Safety EAP Director: *Complete Attachment 1 (page 1) form and make reference to it. See sample on page 14 of this document.*

All regular business hours must have FSD and/or DFSD coverage.

3.1.2: Detail any additional duties or responsibilities not specified in FDNY Rule. If none, indicate not applicable (“N/A”): *List any additional duties required of and assigned in your plan. These include any assignments listed on Table 7 or any other part of the plan. Specify how the EAP/FSD will be identified in a drill or emergency: vest, armband or other.*

3.2 Deputy FSD/EAP Director:

Please note: Only FSD’s and DFSD’s listed on the accepted EAP will be eligible to take the required on-site exam for FSD/EAP or DFSD/EAP qualification.

List the EAP/DFSD Duties. See section (h) (2) of the Rule:

(iii) Duties and responsibilities. The Deputy Fire Safety/EAP Director shall:

(A) in the absence of the Fire Safety/EAP Director, perform the duties of the Fire Safety/EAP Director, as circumstances warrant.

(B) in the presence of the Fire Safety/EAP Director, assist the Fire Safety/EAP Director in carrying out the requirements of the Emergency Action Plan and this section, as circumstances warrant.

3.2.1: Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as Deputy Fire Safety/EAP Director: *Complete Attachment 1 form (one for each EAP/DFSD) and make reference to them. See sample on page 15 of this document.*

All normal business hours must have FSD and/or DFSD coverage.

3.2.2: Detail any additional duties or responsibilities not specified in FDNY Rule. If none, indicate not applicable (“N/A”): *List any additional duties assigned in your particular plan. These should include any assignments listed on Table 7 or any other part of the plan. Specify how the EAP/DFSD will be identified in a drill or emergency: vest, armband or other.*

3.3 EAP Building Evacuation Supervisor: *Make reference to Attachment 1, List the BES duties. See section (h) (3) of the Rule:*

(ii) Qualifications. The Fire Safety/EAP Building Evacuation Supervisor shall receive training in the Emergency Action Plan from the Fire Safety/EAP Director. Such training shall consist of not less than an initial three-hour training session and a semiannual one-hour refresher session thereafter.

(iii) Duties and responsibilities. The Fire Safety/EAP Building Evacuation Supervisor shall:

(A) in the absence of the Fire Safety/EAP Director and Deputy Fire Safety/EAP Director, perform the duties of the Fire Safety/EAP Director, as circumstances warrant.

(B) in the presence of the Fire Safety/EAP Director, assist the Fire Safety/EAP Director in carrying out the requirements of the Emergency Action Plan and this section, as circumstances warrant.

3.3.1: Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as EAP Building Evacuation Supervisor: Complete Attachment 1 form (one for each EAP/BES) and make reference to them. See sample on page 16 of this document.

3.3.2: Detail any additional duties or responsibilities not specified in FDNY Rule. If none, indicate not applicable (“N/A”). Include any additional duties required of and assigned in your plan. These include any assignments listed on Table 7 or any other part of the plan. These might include calling 911, making information announcements, enacting the plan and accounting for occupants during non- business hours, to the extent possible. Specify how the EAP/BES will be identified in a drill or emergency: vest, armband or other.

3.4 EAP Warden: *List the EAP Warden duties. See section (h) (4) of the Rule:*

(iii) Duties and responsibilities. The Fire Safety/EAP Warden shall:

(A) be familiar with the Emergency Action Plan, including general sheltering in place, in-building relocation, partial evacuation and evacuation procedures, the exit and in-building relocation routes to be utilized for the floor, the location of in-building relocation areas and assembly areas; and the means of communicating with the Fire Safety/EAP Director;

(B) in the event of an emergency on the floor or immediately affecting building occupants on the floor, notify the Fire Safety/EAP Director and building occupants on the floor of the emergency, and initiate appropriate action.

(C) in the event of an emergency not on the floor or not immediately affecting building occupants on the floor, establish communication with the Fire Safety/EAP Director and, if possible, await direction from the Fire Safety/EAP Director;

(D) keep the Fire Safety/EAP Director informed of his or her location and the progress of the implementation of Emergency Action Plan measures;

(E) confirm the in-building relocation or evacuation of the floor or portion thereof by directing Deputy Fire Safety/EAP Wardens and/or other EAP Staff designated as searchers to search all areas of the floor to be relocated or evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining building occupants that they must immediately comply with the applicable Emergency Action Plan procedures; and

(F) determine whether the stairwells are safe to enter before directing building

occupants to use them, and, if unsafe, notify the Fire Safety/EAP Director, and to instruct building occupants not to use elevators unless and until the Fire Safety/EAP Director authorizes their use; and

(G) perform such other duties as set forth in the Emergency Action Plan, or as directed to do so by the Fire Safety/EAP Director.

3.4.1: Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as EAP Warden: Make reference to Table 1 in your plan. See sample on page 17 of this document.

(Do not use Attachment 1 for the Warden information.)

3.4.2: Indicate on “EAP Staff Designation Form (Attachment 1) the floor and assignment location for each EAP Warden: Make reference to Table 1 in your plan. (Do not use Attachment 1 for the Warden information.)

3.4.3: Detail any additional duties or responsibilities for each EAP Warden identified on the “EAP Staff Designation Form” not specified in FDNY Rule. If none, indicate not applicable (“N/A”). Include any additional duties required of and assigned in your plan. These include any assignments listed on Table 7 or any other part of the plan. The additional duties might include closing windows.

Specify how EAP/Wardens will be identified in a drill or emergency: vest, armband or other.

3.5 Deputy EAP Warden: List the EAP/ Deputy Warden duties. See section (h) (5) of the Rule:

(iii) Duties and responsibilities. The Deputy Fire Safety/EAP Wardens shall:

(A) in the absence of the Fire Safety/EAP Warden, perform the duties of the Fire Safety/EAP Warden, as circumstances warrant.

(B) in the presence of the Fire Safety/EAP Warden, assist the Fire Safety/EAP Warden in carrying out the requirements of the Emergency Action Plan and this section, by searching all areas of the floor to be relocated or evacuated, and notifying any remaining building occupants that they must immediately comply with the applicable Emergency Action Plan procedures, and by performing such other duties as assigned by the Emergency Action Plan or directed by the Fire Safety/EAP Warden.

3.5.1: Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as Deputy EAP Warden: Make reference to Table 2 in your plan. See sample on page 18 of this document.

(Do not use Attachment 1 for the Deputy Warden information.)

3.5.2: Indicate on “EAP Staff Designation Form (Attachment 1) the floor and assignment location for each EAP Warden: Make reference to Table 2 in your plan. (Do not use Attachment 1 for the Deputy Warden information.)

3.5.3: Detail any additional duties or responsibilities for each EAP Warden identified on the “EAP Staff Designation Form” not specified in FDNY Rule. If none, indicate not applicable (“N/A”). Include any additional duties required of and assigned in your plan. These include any assignments listed on Table 7 or any other part of the plan. The additional duties might include closing windows.

Specify how the Dep. EAP/Wardens will be identified in a drill or emergency: vest, armband or other.

3.6 Brigade: List the EAP Brigade duties. See section (h) (6) of the Rule:

(iii) Duties and responsibilities. Members of the Fire Safety/EAP Brigade shall:

(A) perform their designated assignments, as set forth in the Emergency Action Plan or as directed by the Fire Safety/EAP Director; and

(B)in the event of an emergency, immediately report to the designated locations, as set forth in the Emergency Action Plan or directed by the Fire Safety/EAP Director, to be ready to undertake their designated assignments.

3.6.1: Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as EAP Brigade Members: Make reference to Table 3 in your plan. See sample on page 19 of this document.

NOTE: The Building Manager, Director of Security and Chief Engineer or their designated representatives must be included on the Brigade. The EAP/FSD or EAP/DFSD cannot be members of the Brigade. (Do not use Attachment 1 for Brigade information.)

3.6.2: Detail the specific duties and responsibilities for each EAP Brigade member identified on the “EAP Staff Designation Form”. Include any additional duties required of and assigned in your plan. These include any assignments listed on Table 7 or any other part of the plan. Specify how the EAP Brigade will be identified in a drill or emergency: vest, armband or other.

All normal business hours must have complete BRIGADE coverage.

During all “regular business hours” the three required titles and any assignments listed for the Brigade in your EAP must be covered.

4: Critical Operation Staff:

See section (h) (7) of the Rule

The Emergency Action Plan shall designate Critical Operations Staff, Such staff shall be designated based on the critical nature of their duties, either to the operation of the building service equipment or other essential services. The Emergency Action Plan shall identify each such individual and the essential service that the individual is required to perform even under emergency conditions.

4.1: Building Personnel:

4.1.1: Set forth the number of building personnel designated as Critical Operations Staff, and describe the specific duties and responsibilities to be performed by each such building personnel. Make reference to Table 4 in your plan. See sample on page 20 of this document.

Note: Staff listed in 3.6.1 (Table 3) should not be listed in 4.1.2 (Table 4).

4.1.2: Identify on the “Critical Operations Staff Form” (Attachment 2) the building personnel designated as Critical Operations Staff and include the following information:

Make reference to Table 4 in your plan.

(Do not use Attachment 2).

4.1.1.1: Each individual’s work location: *Make reference to Table 4 in your plan.*

4.1.1.2: Each individual’s telephone number(s): *Make reference to Table 4 in your plan.*

Specify how the EAP Critical Ops. Staff will be identified in a drill or emergency: vest, armband or other.

All “regular business hours” must have complete Critical Operations Staff coverage.

4.2: Office Employees: *These office employees do not have EAP assignments. They will not be used to implement the plan. It is because of their critical office function that they may be exempted from EAP participation.*

See section (h) (7) (iii) of the Rule:

Employers of building occupants may request that the Fire Safety/EAP Director designate certain office employees as Critical Operations Staff. Such requests shall be granted only if the employer can demonstrate that the employee is performing an essential service in which there is a public safety function or other compelling public interest in maintaining even in

the event of an emergency. All requests and designations shall be documented in writing and made available for inspection by Department representatives, upon request.

4.2.1: Set forth the number of office employees designated as Critical Operations Staff, and describe the specific duties and responsibilities to be performed by each such building personnel. Refer to Table 5. See sample on page 21 of this document.

(Do not use Attachment 2)

4.2.2: Identify on the “Critical Operations Staff Form” (Table 5) the office employees designated as Critical Operations Staff and include the following information:

4.2.2.1: Each individual’s employer. Refer to Table 5.

4.2.2.2: Each individual’s work location. Refer to Table 5.

4.2.2.3: Each individual’s telephone number(s). Refer to Table 5.

Section 5: Explosions:

5.1 General Statement: *This general statement regarding explosions should include:*

- *a statement that 911 will be called*
- *notifying the Brigade staff*
- *analyzing information*
- *consultation with the Brigade and Building Critical Operation Staff regarding building components*
- *deciding what provision of the EAP will be implemented: shelter-in-place; in building relocation; partial evacuation; full evacuation*
- *recalling of elevators*
- *manual activation failsafe door lock releases*
- *a statement of general procedures for announcements: what has occurred, where it has occurred, what provision of the EAP will be implemented (shelter-in-place; evacuation; etc.) why, etc*
- *all other information particular to your plan or building.*

5.1.1 Shelter-in-Place:

5.1.1.1: General Procedures: *Provide a statement which includes specifics of your plan and the following: “When the shelter-in-place provision of the EAP is implemented building occupants will be informed that the EAP is being implemented and why. They will be instructed to remain in their normal areas of business.”*

5.1.1.2: Building Components or Systems

5.1.1.2.1: Access and egress from the building, including entrances, exits and stairwells: *Add any additional information regarding access and egress, as deemed necessary. Refer to Table 7, section 1. See sample on page 23 of this document.*

5.1.1.2.2: Elevator Operation: *Make reference to Table 7, section 2. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff; Only elevators that have two-way communication with the Fire Command Station will be used and will be operated in manual-mode by trained EAP staff if deemed safe. Designate specific elevator(s) (bank letters and car numbers) which will be used in manual mode if elevator use is deemed necessary.*

5.1.1.2.3: Ventilation system operation: *Refer to Table 7, section 4.*

5.1.1.2.4: Openable windows: *Include a statement regarding securing openable windows.*

5.1.1.2.5: Interior doors, including fire doors: *Include a statement that the fail safe door release (if present) will be manually activated to insure all re-entry doors are unlocked.*

5.1.1.2.6: Electrical, natural gas, steam and other utility operations:
Refer to Table 7, section 3.

5.1.1.2.7: Fuel oil storage systems and associated pumps and piping:
Make a reference to Table 7, section 3

5.1.2 In-Building Relocation :

5.1.2.1: General Procedures: *Provide a statement that includes specifics to your plan and the following: When the In-Building-Relocation provision of the EAP is implemented the building occupants will be told to move to their pre-designated in-building-relocation-areas (IBRA), which are areas of the building that are more sheltered than the normal work areas.*

5.1.2.2: Specific In-Building Relocation Requirements

5.1.2.2.1: Designated In-Building relocation areas:
Refer to Table 8 of your plan. See sample on page 24 of this document.

5.1.2.2.2: Designated routes by which building occupants would be directed to in-building relocation areas: *Make a reference to Table 8 of your plan; (which should include the routes to IBRA's on another floor). If IBRA's on other floors will be used the route(s) to those areas must be designated. If a floor's population will be divided to IBRA's on more than one floor, specify how occupants will be assigned. (Designations can be by employer, office numbers, building areas, etc.)*

5.1.2.2.3: Procedures for accounting for building occupants after completing in-building relocation: *Include a statement which provides the specific methods which will be used to account for persons in the IBRA. Include a statement which details how this information will be communicated back to the Fire Command Station (FCS) and by whom. The following required information should be included as a separate attachment and reference made to it: (see attached sample) As per RCNY§6-02 (d)(8) list the procedures established for identifying building occupants who require assistance and the procedures for providing it. Required information includes:*

-A list of such occupants updated as necessary and maintained at the Fire Command Station.

-Person(s) designated to assist such occupants; (often a co-worker / buddy).

-Specific designated elevator(s) for use in their movement. (Pre-designate specific elevator(s).)

-Specific personnel who will be assigned to operate the elevator(s) who are identified on Table 3 or Table 4 with that assignment listed.

-A statement regarding their movement should the elevators be inoperable or unsafe.

5.1.2.3: Building Components:

5.1.2.3.1: Access to and egress from the building, including entrances, exits and stairwells:
Refer to Table 7, section 1. Add any additional information regarding access and egress, as deemed necessary.

- 5.1.2.3.2: Elevator Operation: *Make reference to Table 7, section 2. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff; Only elevators that have two-way communication with the Fire Command Station will be used and will be operated in manual-mode by trained EAP staff if deemed safe. Designate specific elevator(s) (bank letters and car numbers) which will be used in manual mode if elevator use is deemed necessary.*
- 5.1.2.3.3: Ventilation system operation: *Make a reference to Table 7, section 4.*
- 5.1.2.3.4: Openable windows: *Include a statement regarding securing openable windows.*
- 5.1.2.3.5: Interior doors, including fire doors: *Include a statement that the fail safe door release(if present) will be manually activated to insure all re-entry doors are unlocked.*
- 5.1.2.3.6: Electrical, natural gas, steam and other utility operation: *Refer to Table 7, section 3.*
- 5.1.2.3.7: Fuel oil storage systems associated pumps and piping: *Refer to Table 7, section 3*

5.1.3 Partial Evacuation:

- 5.1.3.1: General Procedures: *Provide a statement that includes specifics of your plan and the following: “When the partial evacuation provision of the EAP is implemented some (not all) of the building occupants will be instructed to evacuate the building and report to the pre-designated assembly area(s).”*
- 5.1.3.2: Specific Partial Evacuation Requirements
 - 5.1.3.2.1: Location of exits, stairwells and elevators: *Make reference to Table 7, sections 1 and 2 of your plan.*
 - 5.1.3.2.2: Primary and alternate exit routes: *Make reference to Table 9 of your plan. See sample on page 25 of this document.*
 - 5.1.3.2.3: Assembly areas: *Make reference to Table 10 of your plan. See sample on page 26 of this document.*
 - 5.1.3.2.4: Procedures for accounting for building occupants after a partial evacuation: *Include a statement which provides the specific methods which will be used to account for persons in the Assembly Areas. Include a statement which details how this information will be communicated back to the Fire Command Station (FCS) and by whom. The following required information should be included as a separate attachment and reference made to it: (see attached sample)
As per RCNY§6- 02 (d)(8) list the procedures established for identifying building occupants who require assistance and the procedures for providing it.
Required information includes:
-A list of such occupants updated as necessary and maintained at the Fire Command Station.
-Person(s) designated to assist such occupants; (often a co-worker / buddy).
-Specific designated elevator(s) for use in their movement. (Pre-designate specific elevator(s).)
-Specific personnel who will be assigned to operate the elevator(s) who are identified on Table 3 or Table 4 with that assignment listed.*

-A statement regarding the movement of the occupants should the elevators be inoperable or unsafe.

5.1.3.3: Building Components:

5.1.3.3.1: Access to and egress from the building, including entrances, exits and stairwells:
Make reference to Table 7, section 1.

Add any additional information regarding access and egress, as deemed necessary

5.1.3.3.2: Elevator Operation: *Refer to Table 7, section 2. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff; Only elevators that have two-way communication with the Fire Command Station will be used and will be operated in manual-mode by trained EAP staff if deemed safe. Designate specific elevator(s) (bank letters and car numbers) which will be used in manual mode if elevator use is deemed necessary.*

5.1.3.3.3: Ventilation system operation: *Make reference to Table 7, section 4.*

5.1.3.3.4: Openable windows: *Include a statement regarding securing openable windows.*

5.1.3.3.5: Interior doors, including fire doors: *Include a statement that the fail safe door release(if present) will be manually activated to insure all re-entry doors are unlocked.*

5.1.3.3.6: Electrical, natural gas, steam and other utility operations:
Make reference to Table 7, section 3.

5.1.3.3.7: Fuel oil storage systems and associated pumps and piping:
Make reference to Table 7, section 3

5.1.4 Evacuation:

5.1.4.1: General Procedures: *Provide a statement that includes specifics of your plan and the following: "When the evacuation provision of the EAP is implemented all building occupants will be told to evacuate the building and report to their pre-designated assembly area(s).*

5.1.4.2: Specific Evacuation Requirements

5.1.4.2.1: Location of exits, stairwells and elevators: *Make reference to Table 9 of the plan.*

5.1.4.2.2: Primary and alternate exit routes: *Make reference to Table 7, sections 1 and 2.*

5.1.4.2.3: Assembly areas: *Make reference to Table 10 of the plan.*

5.1.4.2.4: Procedures for accounting for building occupants after completing an evacuation:
*Include a statement which provides the specific methods which will be used to account for persons in the Assembly Areas. Include a statement which details how this information will be communicated back to the Fire Command Station (FCS) and by whom. The following required information should be included as a separate attachment and reference made to it: (see attached sample)
As per RCNY§6- 02 (d)(8) list the procedures established for identifying building occupants who require assistance and the procedures for providing it.
Required information includes:*

-A list of such occupants updated as necessary and maintained at the Fire Command Station.

-Person(s) designated to assist such occupants; (often a co-worker / buddy).

-Specific designated elevator(s) for use in their movement. (Pre-designate specific elevator(s).)

-Specific personnel who will be assigned to operate the elevator(s) who are identified on Table 3 or Table 4 with that assignment listed.

-A statement regarding their movement should the elevators be inoperable or unsafe.

5.1.4.3: Building Components:

5.1.4.3.1: Location of exits, stairwells and elevators: *Make reference to Table 7, section 1.*

5.1.4.3.2: Elevator Operation: *Refer to Table 7, section 2. Also, include statements that all elevators will be recalled to their lobby level where they will be assessed by EAP staff; Only elevators that have two-way communication with the Fire Command Station will be used and will be operated in manual-mode by trained EAP staff if deemed safe. Designate specific elevator(s) (bank letters and car numbers) which will be used in manual mode if elevator use is deemed necessary.*

5.1.4.3.3: Ventilation system operation: *Refer to Table 7, section 4.*

5.1.4.3.4: Operable windows: *Include a statement regarding securing openable windows.*

5.1.4.3.5: Interior doors, including fire doors: *Include a statement that the fail safe door release(if present) will be manually activated to insure all re-entry doors are unlocked.*

5.1.4.3.6: Electrical, natural gas, steam and other utility operations: *Make reference to Table 7 Section 3*

5.1.4.3.7: Fuel oil storage systems and associated pumps and piping:
Make reference to Table 7, section 3

5.2: Set forth the procedures that will be implemented at times other than regular business hours, if different from those above: *A statement must be made here. Unless there is a an EAP/FSD or an EAP/DFSD on duty and a complete Brigade and Building Critical Operation Staff, it will not be possible to implement the EAP, as above. Therefore, detail the actions that will be taken as part of your plan during the off-hours. At a minimum, an effort to account for people in the building must be made; In the event of an emergency, 911 should be called and informative announcements made to the building occupants.*

Section 6: Emergency Action Plan for a Biological Incident or Release

Follow the format and pattern of section 5, Explosions. Complete all sections and sub-sections of Section 6. Be sure to add any information and detail any changes necessary for planning for a biological incident or release.

Section 7: Emergency Action Plan for a Chemical Incident or Release

Follow the format and pattern of section 5, Explosions. Complete all sections and sub-sections of Section 7. Be sure to add any information and detail any changes necessary for planning for a chemical incident or release.

Section 8: Emergency Action Plan for a Nuclear Incident or Release

Follow the format and pattern of section 5, Explosions. Complete all sections and sub-sections of Section 8. Be sure to add any information and detail any changes necessary for planning for a nuclear incident or release.

Section 9: Emergency Action Plan for a Natural Disaster

Follow the format and pattern of section 5, Explosions. Complete all sections and sub-sections of Section 9. Be sure to add any information and detail any changes necessary for planning for a natural disaster.

Section 10: Emergency Action Plan for Other Emergency

Follow the format and pattern of section 5, Explosions. Complete all sections and sub-sections of Section 10. Be sure to add any information and detail any changes necessary for planning for other emergencies.

Section 11: Building Information Card: BIC – APPENDIX B

11.1: Annexed to this Emergency Action Plan, as Appendix B, is the building information card required by 3 RCNY 6-02 (d) (10):

APPENDIX B format for both pages must be followed and strictly adhered to:

Page 1: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_b1.pdf

Page 2: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_b2.pdf

A copy of the BIC (two-sided 11"x17" laminated) must be kept at the building's FCS.

The BIC will be used as part of the on-site for the EAP/FSD and EAP/DFSD testing.

For these reasons, all parts of the BIC must be completed and be accurate.

All information provided in other parts of the EAP should be accurately reflected on the BIC.

Refer to: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_eap.pdf pages 3 and 4

Common errors:

Do not leave any blanks. If not applicable, enter NA.

Do not confuse construction class with occupancy class.

List all the buildings stairways and the floors served. The information should be accurately rendered in the diagrams on page 2 of the BIC.

Access stairs (usually tenants') are listed separately and also should be included on the page 2 diagrams.

List all elevator banks and provide all requested information, accurately. This same information should be accurately rendered on the page 2 diagrams.

HVAC: List the HVAC zones. Please note that smaller buildings may not have HVAC systems.

The utilities' information should be completed and accurately reflect the information provided on Table 7.

Hazardous material information should be provided.

Refer to: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_eap.pdf pages 3 and 4

For the page 2 diagrams, refer to the webpage and follow the format and legend.

Refer to: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_b2.pdf

12: Consultation with Neighboring Buildings

The Rule (page 19) requires that buildings consult with other office buildings (within 200') to notify them of evacuation routes, assembly areas and drill schedules. This will aid in the coordination of the EAP's between buildings. The Law requires that these consultations be documented in written form. Provide a copy of the letter used to consult with neighboring buildings.

12.1: Identify all Neighboring Buildings consulted.

- 12.1.1: Complete address of Neighboring Building:
Provide a list of all buildings consulted with, including address and owner.
- 12.1.2: Owner of Neighboring Building.
-See above

APPENDIX C – EAP FLOOR STAFFING CHART -see page 6 of the Rule

(11) EAP Floor Postings. Notices identifying the Fire Safety/EAP Wardens and Deputy Fire Safety/EAP Wardens shall be conspicuously posted on each floor, and kept at the fire command station, where they shall be made available for inspection by Department representatives. The format of such notices shall be as set forth in Appendix C to this section.

Provide one (only) typical and accurate EAP Floor Staffing Chart

-See the FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_c.pdf

Following are SAMPLE Tables for your instruction!

Appendix A and writeable Tables in MS Word format are available by e-mailing evangej@fdny.nyc.gov

Note in the subject:

“request for EAP Prep & Submittal Docs.”

**APPENDEX A
ATTACHMENT 1
EAP STAFF DESIGNATION FORM**

Building Address _____

Fire Safety/EAP Director:

Name _____

FDNY C of F No.: _____

Regular Work Location: _____

Regular Work Hours: _____

Telephone: _____

Cellular Telephone: _____

Fax: _____

E-Mail Address: _____

Other Contact Information: _____

Signature of Owner or Authorized Representative

Date

**APPENDEX A
ATTACHMENT 1
EAP STAFF DESIGNATION FORM**

Building Address _____

Deputy Fire Safety/EAP Director:

Name _____

FDNY C of F No.: _____

Regular Work Location: _____

Regular Work Hours: _____

Telephone: _____

Cellular Telephone: _____

Fax: _____

E-Mail Address: _____

Other Contact Information: _____

Signature of Owner or Authorized Representative

Date

(Complete a separate sheet for each Deputy Fire Safety/EAP Director)

**APPENDEX A
ATTACHMENT 1
EAP STAFF DESIGNATION FORM**

Building Address _____

Fire Safety/EAP Building Evacuation Supervisor:

Name _____

FDNY C of F No.: _____

Regular Work Location: _____

Regular Work Hours: _____

Telephone: _____

Cellular Telephone: _____

Fax: _____

E-Mail Address: _____

Other Contact Information: _____

Signature of Owner or Authorized Representative

Date

(Complete a separate sheet for each Fire Safety/EAP Building Evacuation Supervisor)

TABLE 1 Instructions
FLOOR WARDENS

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a1_t01.pdf

- Table 1 should be used to provide the EAP Floor Warden information required in sections 3.4.1 and 3.4.2 of Appendix A.
- There should be at least one trained Floor Warden for each floor during normal business hours.

-See Rule section (h) (4):

The Emergency Action Plan shall designate at least one Fire Safety/EAP Warden for each floor of the building.
Fire Safety/EAP Wardens shall be on duty on each floor during regular business hours for such floor.

Floor	Assignment Location	Name	Regular Workdays & Hours	Telephone	Other Contact Information

COMPLETE ALL SECTIONS

Column 1 Floor: List the floor number

Column 2 Assignment Location: could be regular work location or other : e.g. warden phone, egress stairs etc...

Column 3 Name: Provide name

Column 4 Regular Workdays & Hours: e.g. M-F 8AM-5PM

Column 6 Telephone: Provide the work location phone number.

Column 7 Other Contact Information: e.g. cell # or email address

TABLE 2 Instructions Deputy FLOOR WARDENS

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a1_t02.pdf

Table 2 should be used to provide the EAP Deputy Floor Warden information required in sections 3.5.1 and 3.5.2 of Appendix A.

-See Rule, Section (i)

(i) At least one Deputy Fire Safety/EAP Warden shall be designated in the Emergency Action Plan for each employer of building occupants on a floor. If the floor area occupied by an employer of building occupants on a single floor exceeds 7,500 square feet, a Deputy Fire Safety/EAP Warden shall be designated for each 7,500 square feet or portion thereof. At least the minimum required number of Deputy Fire Safety/EAP Wardens, with the training required for the position, shall be on duty on each floor during the regular business hours of such employer.

FLOOR	ASSIGNMENT LOCATION	NAME	REGULAR WORKDAYS & HOURS	TELEPHONE	OTHER CONTACT INFORMATION

COMPLETE ALL SECTIONS

Column 1 Floor: List the floor number

Column 2 Assignment Location: could be regular work location or other: e.g. warden phone, egress stairs etc...

Column 3 Name: Provide name

Column 4 Regular Workdays & Hours: e.g. M-F 8AM-5PM

Column 5 Telephone: Provide the work location phone number.

Column 6 Other Contact Information: email, cell, etc

TABLE 3 Instructions EAP BRIGADE

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a1_t02.pdf

- Table 3 should be used to provide the EAP Brigade information required in sections 3.6.1 and 3.6.2 of Appendix A.
- The EAP Brigade must have the Building Manager, the Chief Engineer and the Director of Security or their designated alternates.
- The EAP/FSD and EAP/DFSD(s) may not be listed on the Brigade.
- The EAP Brigade can include other persons who have specific listed assignments in the text of the plan (Appendix A).

- See page 18 of the Law:

The Emergency Action Plan shall designate the members of a Fire Safety/EAP Brigade. The Fire Safety/EAP Brigade shall consist of the building manager, chief engineer and director of security (or, in their absence, their qualified designees), and other building personnel, office employees or other building occupants designated to assist in the implementation of the Emergency Action Plan, including persons assigned to assist building occupants that require assistance to participate in the plan. The Fire Safety/EAP Director and Deputy Fire Safety/EAP Directors shall not be designated as Fire Safety/EAP Brigade members.

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

COMPLETE ALL SECTIONS

Column 1 EAP Assignment: List all assignments exactly as they are given/listed on Table 7 or in other parts of the plan: examples: assess utilities; assess elevators; assess building/exits; assess HVAC; operate elevators;

Column 2 Name: Provide name.

Column 3 Title: Provide title. examples: Building Manager; Chief Engineer; Security Director; Bldg Mgr Designee; Ch Eng Designee; Sec Dir Designee; porter; security guard; secretary; etc. (These titles should be found on Table 7 or any other part of the plan where an EAP Title or other title is requested.)

Column 4 Regular Workdays and Hours: example: M-F 8AM – 5PM.

All regular business hours, as listed in section 2.2, must have complete EAP Brigade coverage. Remember that normal business hours includes all times when there are greater than 100 persons in the building, above or below grade.

Column 5 Telephone: Provide workplace or cell phone number.

Column 6 Other Contact Information: Provide cell phone, email, walkie-talkie, etc.

TABLE 4 Instructions Building Critical Operation Staff

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a2_t04.pdf

-Table 4 should be used to provide the Building Critical Operation Staff information required in sections 4.1.1 and 4.1.2 of Appendix A.

-See Rule section (h) (7) (i) & (ii):

The Emergency Action Plan shall designate Critical Operations Staff, who are to be exempted from participation in EAP drills and/or the implementation of the Emergency Action Plan, as set forth in the Emergency Action Plan.

(ii) Such staff shall be designated based on the critical nature of their duties, either to the operation of the building service equipment or other essential services. The Emergency Action Plan shall identify each such individual and the essential service that the individual is required to perform even under emergency conditions.

Name	Title	Employer	Critical Operation	Regular Work Hours	Regular Work Location	Telephone	Other Contact Information

COMPLETE ALL SECTIONS

Column 1 Name: Provide name.

Column 2 Title: Provide title. examples: porter; security guard; secretary; etc. (These titles should be found on Table 7 or any other part of the plan where an EAP title is requested.)

Column 3 Employer: Provide the employer

Column 4 Critical Assignment: List all assignments exactly as they are given/listed on Table 7 or in other parts of the plan: examples: assess utilities; assess elevators; assess building exits; assess HVAC; operate elevators;

Column 5 Regular Hours: example: M-F 8AM – 5PM.

All regular business hours, as listed in section 2.2, must have complete Building Critical Operation Staff coverage. Remember that normal business hours includes all times when there are greater than 100 persons in the building, above or below grade.

Column 6 Regular Work Location: Provide the person's normal work location.

Column 7 Telephone: Provide workplace or cell phone number.

Column 8 Other Contact Information: Provide cell, email, walkie-talkie, etc

TABLE 5 Instructions Office Employees Critical Operation Staff*

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a2_t05.pdf

Table 5 should be used to provide the Office Employees Critical Operation Staff information required in sections 4.2.1 and 4.2.2 of Appendix A.

*These persons do not have EAP assignments for implementing the plan. It is because of their critical office function that they may be exempted from EAP participation.

-See page 19 of the Law:

(iii)Employers of building occupants may request that the Fire Safety/EAP Director designate certain office employees as Critical Operations Staff. Such requests shall be granted only if the employer can demonstrate that the employee is performing an essential service in which there is a public safety function or other compelling public interest in maintaining even in the event of an emergency. All requests and designations shall be documented in writing and made available for inspection by Department representatives, upon request.

Name	Title	Employer	Critical Operation	Regular Work Hours	Regular Work Location	Telephone	Other Contact Information

COMPLETE ALL SECTIONS:

Column 1 Name: Provide name.

Column 2 Title: Provide title: e.g. security guard, medical attendant, trader etc...

Column 3 Employer: Provide the employer

Column 4 Critical Assignment: List the assignment (reason) that makes this person exempt from EAP drills, etc. examples:

Column 5 Regular Hours: example: M-F 8AM – 5PM.

Column 6 Regular Work Location: Provide the person’s normal work location.

Column 7 Telephone: Provide workplace or cell phone number.

Column 8 Other Contact Information: Provide cell, email, walkie-talkie, etc

TABLE 6 Instructions Building Occupancy Listings

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a_t06.pdf

- Table 6 is used to provide a floor by floor listing of the number of building occupants, including visitors, on a typical work day. It should list all floors, including all floors below grade, and should list floors that have zero occupancy (e.g. MER floors) or floors that are not part of the EAP: e.g. residential floors. In such cases a notation would be included alongside the floor number indicating that information.
- Table 6 will be cross-referenced with other parts of the plan where population numbers are requested or are critical; e.g. Table 8.

Floor	# Occupants	Floor	# Occupants	Floor	# Occupants
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TABLE 7 Instructions

Building Components and Functions

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a_t07.pdf

Table 7 should be used to provide the required information in sections 5.1.1.2; 5.1.2.3; 5.1.3.3, 5.1.4.3; and in all other relevant sections of parts 6,7,8,9 and 10 of the plan.

Table 7 is used to list important components and functions of the building and to indicate which EAP personnel, listed by title, will be responsible for assessing and taking necessary actions related to those building components and functions when the EAP is enacted. Sufficient personnel should be listed on Table 7 to provide the necessary assessments and actions during all listed business hours.

- Section 1, Building Entrances/Exits and Stairways: Include a complete list of exits and stairways and indicate, by title, the EAP personnel responsible for assessments and necessary actions. The exact title provided on Table 7 will be cross-referenced to titles which are listed on Table 3 or Table 4, where the identity (names) of the personnel must be listed. It is important that the title be the same. If a security guard is assigned to assess exits on table 7 then on Table 3 or table 4 a person with security guard title should be identified by name and have that exact assignment listed.
The stairway and exit information will be cross-checked for completeness with the information on floor plans and the BIC.

- Section 2, elevators: List all elevator banks and car numbers and indicate, by title, the EAP personnel responsible for assessments and necessary actions. The exact title provided on Table 7 will be cross-referenced to titles which are listed on Table 3 or Table 4, where the identity (names) of the personnel must be listed. It is important that the title be the same. If the Engineer's Assistant is assigned to assess elevators on Table 7 then on Table 3 or Table 4 a person with the title, Engineer's Assistant, should be identified by name and have that assignment listed.
The elevator information will be cross-checked for completeness with the information on floor plans and the BIC.

- Section 3, Fuel and Utilities: Assign, by title, the EAP personnel responsible for assessing any of the listed utilities in an EAP emergency. The exact title provided on Table 7 will be cross-referenced to titles which are listed on Table 3 or Table 4, where the identity (names) of the personnel must be listed. It is important that the title and the assignments be the same.
Do not leave blanks: If not applicable, writes NA.
The utility information will be cross-checked for completeness with the information on floor plans and the BIC.

TABLE 7 INSTRUCTIONS CONTINUED

- Section 4, Ventilation system operations: Assign, by title, the EAP personnel responsible for assessing any of the listed utilities in an EAP emergency. The exact title provided on Table 7 will be cross-referenced to titles which are listed on Table 3 or Table 4, where the identity (names) of the personnel must be listed. It is important that the title and the assignments be the same. Do not leave blanks: If not applicable, writes NA.
The utility information will be cross-checked for completeness with the information on floor plans and the BIC.
- Section 5, Communications: List a primary and a secondary means of communications for each listed group. The Class E system is comprised of the PA system and warden phones. The Warden phones cannot, therefore, be a secondary means for the PA system. An additional problem with using the warden phones is that it is difficult to initiate the communications from the Fire Command Station. Designate an alternate location for the Fire Command Station.(e.g. property managers office on 2nd floor; engineer's office in cellar)

TABLE 8 Instructions In-Building Relocation Areas

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a_t08.pdf

- Table 8 should be used to provide the information required in section 5.1.2.2 (and all other related sections in parts 6,7,8,9,10) of Appendix A of the plan.
- Table 8 is used to provide a floor by floor listing of the required pre-designated In-Building-Relocation- Areas (IBRA). It should list all floors, including all floors below grade, floors that have zero population/ occupancy (e.g. MER floors) or floors that are not part of the EAP: e.g. residential floors. In such cases a notation would be included alongside the floor number on Table 8 indicating that information.
- Every floor which must be included in the EAP and has a listed population on Table 6 must have a pre-designated IBRA on Table 8. If an IBRA on another floor will be used, the route to that IBRA must be designated on Table 8.(e.g. 3rd floor occupants will use the IBRA on the 2nd floor, accessed via stairway B)
- Stairways will not be accepted as an IBRA. This includes enclosed, open and access stairs.
- Information provided on Table 8 will be cross-referenced with information on Table 6.

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

COMPLETE ALL SECTIONS

Column 1 Location: List the floor number and the type of area. (e.g. floor 4: cafeteria and interior corridor; floor 5: copy room and interior hallways; 3rd floor: occupants will use the IBRA's on the 2nd floor via stairway B)

Column 2 Protection: Check appropriate boxes.

Column 3 Occupants: This number should be the total capacity of the IBRA. This number must be sufficient to hold the typical occupancy load (as listed on Table 6) of the floors using that IBRA.

Column 4 Essentials: Check the appropriate boxes.

TABLE 9 Instructions
Specific Evacuation requirements

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a_t09.pdf

- Table 9 should be used to provide the information required in sections 5.1.3.2.2, 5.1.4.2.2 and all other related sections of Appendix A of the EAP.
- Table 9 is used to provide a floor by floor listing of the required primary and alternate evacuation routes. It should list all floors, including all floors below grade, floors that have zero population/occupancy (e.g. MER floors) or floors that are not part of the EAP: e.g. residential floors. In such cases a notation would be included alongside the floor number on Table 9 indicating that information.
- A primary stairway and an alternate stairway should be provided for each floor.
- If elevators are listed as an alternate means then adequate EAP personnel to operate them must be identified on Table 3 or Table 4 with elevator operation assignment listed.

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

COMPLETE ALL SECTIONS

Column 1 Floor Number: Each floor must be listed.

Column 2 Exit Routes: example: hallways

Column 3 Stairway Letter / Terminus column: List the stairway letter and where that stairway terminates to provide egress from the building. List alternative

Column 4 Elevator Bank / Terminus column: List the elevator bank letter and where the bank terminates to provide egress from the building. List alternative

TABLE 10 Instructions Assembly Areas

Reference FDNY website: http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_a_t10.pdf

- Table 10 should be used to provide the information required in sections 5.1.3.2.3 and 5.1.4.2.3 and all other related sections of Appendix A of the EAP.
- Specify the exact location. If it is a building, provide the address. If it is a park or other large area, provide a specific area.
- Individual tenants/employers may specify their own assembly areas but it is the responsibility of the building owner to ascertain that information and include it as part of the EAP.
- Specify the procedures by which employers will account for their employees and how this information will be communicated to the EAP Director
- The Assembly Areas must meet the following criteria:
 - o Be at a safe distance from the building (preferably a distance from the building not less than the height of the building);
 - o Be sufficient in number and size to accommodate the building occupants that will be assigned to report to such assembly area;
 - o They must allow for the continuous movement of building occupants away from the building to their assembly areas;
 - o The procedures by which employers of building occupants will account for their employees after a partial evacuation or evacuation is completed must be specified in Appendix A sections 5.1.3.2.4, 5.1.4.2.4 and all related subsequent sections of the EAP.
- “Corner of...” is not considered adequate preparation and often is not a realistic estimate of the space needed to assemble the occupants of office buildings in an emergency.