

What is an Emergency Action Plan (EAP)?

The Emergency Action Plan (EAP) is a safety plan required by the New York City Fire Department (FDNY) for large office buildings. Not all emergencies mean you must leave the building, sometimes it's safer to stay inside. That's why it's important to understand the four types of emergency responses in an EAP and listen closely to public address announcements to know which one to follow.



1. Shelter in Place

This means: Stay where you are until it's safe to move.

You might hear this if there's:

- A severe storm (like a hurricane)
- A violent protest or other safety threat nearby

Stay calm, move away from windows, and listen for more instructions over the public address system.

2. In-Building Relocation:

This means: Move to another safer area inside the building.

Examples include:

- Flooding or damage on your floor
- A power outage affecting only part of the building

Emergency staff will tell you where to go—it might be another floor or a hallway away from danger.

3. Partial Evacuation:

This means: Only some floors or parts of the building will evacuate.

This might happen if:

- There's a small fire or water leak on one floor
- A suspicious package is found nearby

If your floor is called to evacuate, do so calmly and follow your building's safety routes.

4. Full Evacuation:

This means: Everyone leaves the building.

You may hear this if:

- There's a major emergency like a building-wide fire
- A serious gas leak

Take the stairs, not the elevator, and go to your building's assembly area.

Other Important Things to Know

- Every building has a team of trained staff members called the Emergency Response Team. These include Fire and Life Safety directors, brigade, floor wardens, searchers.
- During any emergency or alarm, always listen to public address announcements. They will tell you exactly what to do.
- Now that you know the four EAP responses, you're better prepared to act calmly and confidently in an emergency.

Need a Fallout Shelter During an Emergency?

If city officials ever announce the need for a fallout shelter, you can find the one closest to you here: <https://maps.nyc.gov/hurricane/>

