

New York City Fire Department
Instructions for Preparation and Submission of Emergency
Action Plan (EAP) for Office Buildings

The following information and guidance is provided to assist in the preparation and submission of an original or amended Emergency Action Plan pursuant to Fire Department rule 3 RCNY §6-02. Any questions regarding the preparation or submission of the EAP may be directed to the Bureau of Fire Prevention's EAP Unit at (718) 999-1512 or 1510.

SUBMISSION OF EMERGENCY ACTION PLAN

EAPs may be submitted by mail or in person. Mail submissions should be forwarded as follows:

New York City Fire Department
Bureau of Fire Prevention
9 MetroTech Center
Brooklyn, NY 11201-3857
Attn: EAP Unit

In person submissions should be as follows:

New York City Fire Department
9 MetroTech Center- 1st Floor- Window #8
Brooklyn, NY 11201-3857

The submission should include:

- (1) A transmittal letter clearly designating the submission as an Emergency Action Plan, the buildings complete mailing address, the name, mailing address and telephone number of the filing representative, and the method of payment.
- (2) Payment of the appropriate fee. Initial submission fee is \$525. Payment of fees for an EAP submitted in person shall be by cash, check or money order only. Payment of fees for an EAP submitted by mail shall be by check or money order only. Fees shall be payable to the New York City Fire Department.
- (3) Three (3) paper copies of the EAP, excluding the floor plans, on single sided 8 ½" x 11" paper. Copies shall not be bound or submitted in a binder. The original should contain the owner's handwritten signature.

- (4) A copy of the most recent Certificate of Occupancy or current temporary Certificate of Occupancy or, for buildings under construction, a copy of the Department of Building Schedule A.
- (5) A written statement listing the address of each neighboring building (as defined in 3 RCNY §6-02 (b) (only offices buildings subject to the rule) and documentation required by §6-02 (i).
- (6) Two (2) CDs (or DVDs if documents will not fit on a single CD) each containing the following documents:
 - (a) EAP as detailed in (1) above in PDF format
 - (b) Certificate of Occupancy or other documentation as detailed in (2) above in PDF format
 - (c) Neighboring building documentation as detailed in (3) above in PDF format
 - (d) Two (2) electronic copies of the floor plans, containing the information required by 3 RCNY §6-02 (d)(9) preferably in DWF, or, alternatively, DWG, not to exceed 150 D.P.I. Each floor plan shall be signed and sealed by a New York State Licensed Professional Engineer or New York State Registered Architect or shall be accompanied by a cover letter signed, sealed and dated by a New York State Licensed Professional Engineer or New York State Registered Architect.

PREPARATION OF FLOOR PLANS

The floor plans required by 3 RCNY §6-02 (d)(9) should include the following information:

- (1) A floor plan table of contents, including drawing number and title.
- (2) In-building relocation area table of contents, including drawing number and title.
- (3) A floor plan for each floor of the building, including all floors below grade.
- (4) A legend table for each type symbol used on the floor plans.
- (5) A site/plot plan showing the North indicator.

- (6) Exit routes indicated by main corridors.
- (7) Stairways indicated with their alphabetical letter designation as listed on the building information card.
- (8) Elevator banks indicated with their alphabetical letter designation and elevator car numbers as listed on the building information card.
- (9) Fire command station location indicated.
- (10) Fire Warden phone locations indicated.
- (11) Standpipe hose outlet locations indicated.
- (12) In-Building relocation areas indicated and identified with nomenclature common to the building, such as room number, conference room, cafeteria and stairway.

PREPARATION OF BUILDING INFORMATION CARD
APPENDIX B

The Building Information Card required by 3 RCNY §6-02 (d)(10) should include the following information:

- (1) When completing the HAZARDOUS MATERIALS & LOCATIONS portion of the Building Information Card you may exclude from such list any storage location within the building that contains less than 5 gallons of flammable liquid, 25 gallons of combustible liquid or 55 gallons of corrosive material.
- (2) When completing the HAZARDOUS MATERIALS & LOCATIONS portion of the Building Information Card, in addition to the name of product for each hazardous material, indicate its United States Department of Transportation classification.
- (3) Hazardous material storage locations within the building identified elsewhere on this Building Information Card, such as fuel oil storage, are not required to be listed in the HAZARDOUS MATERIALS & LOCATIONS section.
- (4) The Special Notes portion of the HAZARDOUS MATERIALS & LOCATIONS section may be used to identify areas/rooms of special concern, such as an X-Ray clinic, U.P.S rooms/Battery rooms, transformer locations, cell sites, etc.

- (5) The COMMUNICATIONS section of the Building Information Card should indicate whether repeaters are available for FDNY use in the building, and if so, the location of the on/off switch.

PREPARATION OF EMERGENCY ACTION PLAN

APPENDIX A

The numbers indicated on the left hand side of the page correspond to the numbering of 3 RCNY §6-02, Appendix A, Emergency Action Plan Format. Supplemental instructions are not provided for every section of the format. Where supplemental instructions are not provided, the instructions of the format or specific requirements of the EAP rule (3 RCNY §6-02) should be followed.

2. Building Information

- 2.1** Complete building address shall include street number and name, any AKA, building name, BIN number and tax block and lot numbers. BIN number and tax block and lot numbers can be found at www.nyc.gov/html/dob using the BIS query.
- 2.2** Include the building's regular business hours, as defined in 3 RCNY §6-02 (b).
- 2.3** When indicating the number of stories, identify the number of stories above grade and the number of stories below grade.
- 2.4** When providing information regarding the number of building occupants, on a typical day, on each floor, including an estimate of the number of visitors, if any, on a typical day, it is requested that this information be presented in tabular form, using the recommended format (See Appendix A, Table 6).

3. EAP Staff Designation, Duties and Responsibilities.

- 3.4.1** In buildings with a large number of EAP staff, it is requested that when identifying individuals and providing information regarding the **EAP Wardens'** assignment location and duties on the "EAP Staff Designation Form" that such information be presented in tabular form, using the recommended format (See attached Appendix A, Attachment 1, Table 1).
- 3.5.1** In buildings with a large number of EAP staff, it is requested that when identifying individuals and providing information regarding the **Deputy EAP Wardens'** assignment location and duties on the "EAP Staff

Designation Form” that such information be presented in tabular form, using the recommended format (See attached Appendix A, Attachment 1, Table 2).

- 3.6.1** In buildings with a large number of EAP staff, it is requested that when identifying individuals and providing information regarding the **EAP Brigade** member assignment locations and duties on the “EAP Staff Designation Form” that such information be presented in tabular form, using the recommended format (See attached Appendix A, Attachment 1, Table 3).

4. Critical Operations Staff

- 4.1.1** In buildings with a large number of Critical Operation Staff it is requested that when identifying individuals and providing information regarding **building personnel’s** work location and contact information on the “Critical Operation Staff Designation Form” that such information be presented in tabular form, using the recommended format (See attached Appendix A, Attachment 2, Table 4).

- 4.2.1** In buildings with a large number of Critical Operation Staff it is requested that when identifying individuals and providing information regarding **office employees’** employer, work location and contact information on the “Critical Operation Staff Designation Form” that such information be presented in tabular form, using the recommended format (See attached Appendix A, Attachment 2, Table 5).

- 5.1.1.1** When providing a statement and explanation of the *shelter in place* procedures that will be implemented in the event of an **explosion**, such statement and explanation should include but should not be limited to the following:

- When providing information about the means of communication to be used to notify the EAP Staff, Critical Operations Staff and building occupants of an emergency, it is requested that the information be presented in tabular form, using the recommended format (See Appendix A, Table 7, section 5). The use of cell phones and two way radios should be avoided for any event involving an explosion.
- How the EAP Staff and the Critical Operations Staff as identified in Appendix A, Attachment 1 and Appendix A, Attachment 2 will communicate with the EAP director. Use of cell phones and two way radios should be avoided for any event involving an explosion.
- Indicate when the elevators will be recalled.

These same instructions also apply to the statement and explanation for **Sections 6.1.1.1, 7.1.1.1, 8.1.1.1, 9.1.1.1 and 10.1.1.1** (shelter in place), **Section 5.1.2.1, 6.1.2.1, 7.1.2.1, 8.1.2.1, 9.1.2.1 and 10.1.2.1** (in-building relocation procedures), **Section 5.1.3.1, 6.1.3.1, 7.1.3.1, 8.1.3.1, 9.1.3.1 and 10.1.3.1** (partial evacuation procedures) and **Section 5.1.4.1, 6.1.4.1, 7.1.4.1, 8.1.4.1, 9.1.4.1 and 10.1.4.1** (evacuation procedures).

5.1.1.2 The statement and explanation of the procedures to be followed to assess access to and egress from the building, elevator operation, ventilation system operation, openable windows, interior doors, fire doors, electrical, natural gas, steam and other utility operations, and fuel oil storage and associated pumps and piping should indicate what actions may be taken and which individuals, identified by title, will be responsible for taking such action. In buildings with a large number of actions to be taken and a large number of individuals responsible to take such action it is requested that such information be presented in tabular form, using the recommended format (See attached Appendix A, Table 7).

These same instructions also apply to the statement and explanation for **Sections 6.1.1.2, 7.1.1.2, 8.1.1.2, 9.1.1.2 and 10.1.1.2** (shelter in place procedures), **Sections 5.1.2.3, 6.1.2.3, 7.1.2.3, 8.1.2.3, 9.1.2.3 and 10.1.2.3** (in-building relocation procedures), **Sections 5.1.3.3, 6.1.3.3, 7.1.3.3, 8.1.3.3, 9.1.3.3 and 10.1.3.3** (partial evacuation procedures) and **Sections 5.1.4.3, 6.1.4.3, 7.1.4.3, 8.1.4.3, 9.1.4.3 and 10.1.4.3** (evacuation procedures).

5.1.2.2. In buildings with a large number of in-building relocation areas, it is requested that information regarding the designated in-building relocation areas and designated routes by which building occupants would be directed to in-building relocation areas be presented in tabular form, using the recommended format (See attached Appendix A, Table 8).

These same instructions also apply to **Sections 6.1.2.2, 7.1.2.2, 8.1.2.2, 9.1.2.2 and 10.1.2.2.**

5.1.3.2.1 When providing information regarding the location of exits, stairways, elevators and primary and secondary exit routes it is requested that such information be presented in tabular form, using the recommended format (See attached Appendix A, Table 9).

These same instructions also apply to **Sections 5.1.4.2.1, 6.1.3.2.1, 6.1.4.2.1, 7.1.3.2.1, 7.1.4.2.1, 8.1.3.2.1, 8.1.4.2.1, 9.1.3.2.1, 9.1.4.2.1, 10.1.3.2.1 and 10.1.4.2.1.**

5.1.3.2.3 When providing information regarding assembly areas, it is requested that information regarding the assembly areas be presented in tabular form, using the recommended format (See attached Appendix A, Table 10).

These same instructions also apply to **Sections 5.1.4.2.3, 6.1.3.2.3, 6.1.4.2.3, 7.1.3.2.3, 7.1.4.2.3, 8.1.3.2.3, 8.1.4.2.3, 9.1.3.2.3, 9.1.4.2.3, 10.13.2.3 and 10.1.4.2.3.**