

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 e-mail evangej@fdny.nyc.gov

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

SUBMISSION OF EMERGENCY ACTION PLAN

The submission should include: a completed form TM-1 available at: http://nyc.gov/html/fdny/pdf/cof_study_material/tm_1.pdf Additionally;

- (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) Only one (1) paper copy of the EAP, excluding the floor plans, on single sided 8 1/2" x 11" paper. Copies shall not be bound or submitted in a binder. The Certification page must contain the owner's original 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) One (1) CD (or DVD if documents will not fit on a single CD) containing the following:

electronic copy 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 EMERGENCY ACTION PLAN **APPENDIX A**

For complete instructions for preparing the Appendix A go to:
http://nyc.gov/html/fdny/pdf/fire_prevention/ins_guide_to_appendix.pdf

PREPARATION OF BUILDING INFORMATION CARD **APPENDIX B**

The Appendix B is also know as the Building Information Card (BIC) There are two references to be utilized when preparing the Appendix B.

For Box position and numbering sequence Click here:
http://nyc.gov/html/fdny/pdf/fire_prevention/bic_box_numbering_sequence.pdf

For Box informational guide Click here:
http://nyc.gov/html/fdny/pdf/fire_prevention/bldg_info_card_bic_instruction_guide.pdf

PREPARATION OF FLOOR PLANS

The floor plans required by 3 RCNY §6-02 (d)(9) should include the following information in points 1-12. For the appropriate file naming convention Click here: http://nyc.gov/html/fdny/pdf/fire_prevention/eap_floor_plan_naming_conventions.pdf

- (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.