

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

NOTICE OF EXAMINATION

TITLE: **FIRE SAFETY/ EMERGENCY ACTION PLAN DIRECTOR
(F-59 /Z-59)**

DATE OF TEST: Written tests are administered on **Monday** through **Friday** between 10:00 AM to 12:00 PM, no appointment required. No test will be administered to applicants who arrive after the 12:00 P.M.

TEST SITES: Written tests are conducted at 9 MetroTech Center, Brooklyn, NY 11201. **On-site tests** are administered at applicant's workplace. Applicants for On-site tests are required to secure appointment date prior to date of test. Appointments for On-site tests may be secured on line at: Your supervisor or building manager may contact the Hi-Rise Unit through 311 online – http://www.nyc.gov/html/fdny/html/units/fire_prevention/fire_prev_311online.shtml to schedule an appointment for the On-Site test providing that the building has a current FDNY approved Fire Safety / Emergency Action Plan on file. No telephone, email or fax appointments will be accepted.

MINIMUM QUALIFICATION REQUIREMENTS

1. Applicants must hold a valid current F-58 or F-25 for Hi-rise/Office Building Certificate of Fitness at the location listed on the application.
2. Applicants must satisfactorily complete (attend and pass) a training course for Emergency Action Plan Director given by a school or other organization approved by the FDNY.
3. Applicants must obtain a passing score of 70% on the Graduation Test given by the FDNY-accredited school in order to apply for the computer-based Test.
4. Applicants must present two pieces of satisfactory identification i.e., driver's license and passport picture ID.
5. Applicants must submit a "Designation Letter" from the employer or building owner confirming his/her name on the EAP plan. **A sample letter is attached.**
6. Individuals can only be certified to two buildings at one time without applying for a variance. You must apply for a modification (variance) requesting permission to work at three or more locations. A \$200 non refundable fee is required with each application (Email Kellie Childs for further info about multiple certifications Childska@fdny.nyc.gov). The terms of this modification require the certificate of fitness holder to retake an on-site test at all locations (to be scheduled at the Department's discretion). After the first year, on-sites must be retaken and passed every 3 years to retain these locations. All on-site fees will be charged at \$ 305 per location. Additionally, more than two cancellations per location will forfeit the location. Payment is still required if cancelled less than 72 hours prior to the on-site test.

APPLICATION FEES

CBT fee is \$25.00. The application fee must be paid on the day of the computer-based examination. Unsuccessful applicants on the computer-based examination must pay \$25.00 for each subsequent application.

There is a \$ 305 fee for the on-site test. This fee covers the services rendered by the Fire Department representative in conducting the On-site test.

CERTIFICATION PROCESS

The certification process requires applicants to pass two exams provided by the FDNY whether they are designated as FS/EAP or as a Deputy FS/EAP Director. The first is the **Computer-based test** for Emergency Action Plan Director that is given at 9 MetroTech Center and the second is the **Specific On-Site**

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Test given at the particular building where the applicant is employed. The application procedures are as follows:

APPLICATION PROCEDURES

COMPUTER-BASED TEST

1. Applicants must submit the **original** EAPD School graduation diploma on test day.
2. Applicants must complete the following forms:
 - Application for EAPD (Z-59)Certificate of Fitness.
 - A-20 (general Certificate of Fitness application form).
3. Applicants must bring a copy of their current F-58 & F-25 for the same address as it appears on the Emergency Action Plan.
4. Applicants must be processed, photographed; and pay all testing fees prior to taking any exam.
5. Applicants will be given two (2) opportunities to take and pass the computer-based test on the basis of having successfully completed the Emergency Action Plan Director's course . After the second failure, applicants must reattend the course.
6. Applicants missing their CBT test appointment without the FDNY confirming their cancellation must wait a minimum of 60 days from the missed date for a new test date.
7. Applicants will be permitted to take two (2) CBT tests on the basis of having passed one written test. providing the first CBT test appointment is requested within the first six (6) months of the one-year valid period.

ON-SITE TEST

1. Applicants must have passed the F-59 Computer-Based test.
2. Applicants must present to the FDNY inspector- a current F-58 or F-25 Certificate of Fitness for the same address where the Emergency Action Plan on site is being held.
3. The building's EAP plan must be accepted by the FDNY. The candidate's name must appear on the plan as the EAP or Deputy EAP Director.
4. Applicants will be permitted to take two (2) On-Site tests on the basis of having passed one written test. providing the first On-site test appointment is requested within the first six (6) months of the one-year valid period. Applicants who fail the On-Site test twice must retake EAPD course and take and pass a new Computer Based test.
5. Applicants for On-site tests are required to schedule an appointment date prior to date of test.
6. Appointments for On-site tests may be submitted via email to: High-Rise@fdny.nyc.gov. No On-site test will be given without appointment. **No telephone appointments will be accepted.**
7. Cancellations for scheduled On Site tests must be done at a minimum of 72 hours before the scheduled date to avoid financial charges.
8. The building's EAP must be accepted by the FDNY in order to make an On Site Appointment.
9. Free training sessions are being available to candidates. See the last page for information.
10. Any requests for cancellation must be submitted from any request from new appointment requests. The subject of the email must be **'CANCELLATION'**
11. Requests for rescheduled On Sites must be 7 to 10 business days after cancellation.
12. Any candidate canceling three (3) On Sites will void their eligibility for any future On Sites. Candidates re-attend EAP school.
13. EAP School graduation diploma and the FDNY Letter of pass the written test are valid for one (1) year from the date of issuance. Additionally, the FDNY Letter of passing the written test is **NOT RENEWABLE**. Applicants must retake the EAP Emergency Action Plan Director's course from one of the FDNY- approved schools and pass a new Z-59 written exam.

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Computer-Based Test Information

The Computer-Based test will consist of a seventy five (75) multiple choice questions. Applicants must obtain a **passing score of at least 70%** in order to receive an F-59 Letter. The F-59 letter contains instructions regarding the On-Site Test.

Test questions for the written examination include the following areas:

1. 3 RCNY § 6-02
2. Different Building Evacuation Concepts, including: Sheltering in Place, In-Building Relocation, Partial Building Evacuation, and Full Building Evacuation.
3. Building Communications and Announcements
4. Building Ventilation Options
5. Use of Elevators in Non-Fire Emergencies
6. Human Services and the Handling of Building Occupants with Special Needs during Non-Fire Emergencies
7. WMD's, including Dirty Bombs, and Other Radiological Agents
8. Hazardous Material Incidents Involving Biological Agents and Contamination Issues
9. Hazardous Material Incidents Involving Chemical Agents
10. Bombs, Bomb Threats and Suspicious Packages
11. Weather-Related Emergencies
12. Building Utility Failures, including mechanical and Telecommunication Systems
13. Training Methods
14. Civil Disturbances/Criminal acts/ Emotionally disturbed persons
15. ICS and Emergency Response Operations

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16. Applicable Lessons from Major Fires and Emergency Incidents, Including WTC, and others deemed appropriate
17. Structural Design and Evacuation Limitations

ON-SITE TEST

The On-Site Examination consists of **oral** and **practical application** parts, including (1) EAP Document familiarity, (2) EAP Implementation Procedures, (3) Implementation of various EAP concepts, such as In-building Relocation, Sheltering in Place, Partial and Full Evacuations (4) Training Skills. **Applicants are not permitted to bring any notes or plans to the actual test. Furthermore, additional information regarding the On Site test will be available at all EAP Schools and/or http://www.nyc.gov/html/fdny/html/c_of_f/coff.shtml by mid October.** Applicants must obtain a passing score of at least 70% to receive their Certificate of Fitness. The On Site Exam is estimated to take between 2 hours to 2 ½ hours per applicant.

EAPD On-Site Exam Test Format

Part I EAP Document Familiarity Test (Oral)

Applicants must be prepared to answer site-specific questions regarding:

- A. Building Statistics
- B. Stairways
- C. Elevators
- D. Building Information
- E. Ventilation
- F. Utilities
- G. Hazardous Materials
- H. Communication Capabilities
- I. Temporary Considerations
- J. In-Building Relocation
- K. Assembly Areas
- L. EAP Staff

Part II EAP Implementation Procedures Test (Demonstration)

Applicants must be prepared to demonstrate proficiency in the following areas as they relate to the implementation of the EAP. Some questions are deemed Mandatory in this part. Mandatory requires that applicants must pass these questions to pass the test.

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Individuals who fail any mandatory items in bold (Category 1) will have their FSD Certificate of Fitness reviewed by the FDNY. FSD who fail the Mandatory items in bold will be required to demonstrate their proficiency at a time specified by the FDNY. They will receive notification before the FDNY inspector leaves the building of this instance.

- **Make all call announcement.**
- **Make localized announcement.**
- **Communicate 2 ways with EAP Wardens via Warden Phone.**

CATEGORY 2

Individuals who fail any mandatory items in Category 2 in bold will fail their test. They will receive notification before the FDNY inspector leaves the building of this instance.

- **Simulate fail-safe door release.**
- **Recall of elevators in Fireman Service Phase I.**
- **Manual/Independent operation of elevators.**

CATEGORY 3

Individuals who fail demonstration items in Category 3 will lose points, only.

- Ability to Identify and explain all components of the Fire Command Station.
- Manual Activation of Alert Tone or Alarm Tone
- Candidate must demonstrate the ability to communicate to:
 - EAP Staff
 - Critical Operation Staff
 - Building Occupants
- Wear EAP designated apparel.

Therefore, you can alert occupants in advance of our arrival in the building.

You should also alert staff to have any equipment used for secondary/alternate means listed on the EAP Plan available for the On Site.

The Fire Alarm System will be activated during the On Site Test.

Part III EAP Scenario Implementation Test (Oral)

Part (Oral)

Applicants must be prepared to mention the steps in the execution of the duties of the FS/EAPD and the application of different EAP concepts on a scenario-based format. Applicants will be

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permitted to take notes prior to answering the question. There will be specific interest in the following:

There will be specific interest in the following:

- Analysis of Information
- Consultation with EAP Brigade
- Selection of EAP concept
- 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.

During the scenario, applicants will be required to include:

- Analysis of Information.
- Consult with Owners Representative, if possible.
- Notify 911 that you are implementing the EAP.
- Consult with the Critical Operation Staff and Brigade regarding building components.
- Recall all the elevators.
- Activate Fail-Safe door release.
- Prepare and make announcements to all occupants.

The announcements must include:

- What has occurred?
- Where it has occurred?
- What provisions of the EAP will be implemented ?
- Why is it necessary to implement the EAP ?

Assess Building components for safety:

- Access and egress from entrances/exits and stairways.
- Elevators; determination for safe use.
- Ventilation system operations, including HVAC and smoke management.

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- Fuel oil storage systems, electrical, natural gas, steam and other utilities.

Part IV Training Skills Test (Demonstration)

- Applicants will be given approximately 15 minutes to prepare an outline to be used for training of a member of the EAP Staff. Applicants will be permitted to read the training skills question and take notes prior to answering the question
- 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
- Plan to cover 5 basic topics.
 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's specific details that this position is required to know once the EAP is implemented.

IMPORTANT INFORMATION

Whether designated as a FS/EAP DIRECTOR or as a Deputy FS/EAP DIRECTOR, the process for becoming certified is the same process.

This Interim capacity will end by passing the On Site test or in one year. Individuals who fail the Test will have their Interim status rescinded.

The F-59 Letter is NOT RENEWABLE.

Exam results from EAP/FSD Director On-Site Tests will be mailed to applicants.

Applications for new On-site tests by failing candidates may be expedited at the discretion of the FDNY.

Applicants will retain their current FSD (F-58 or F-25) while certified as a FS/EAP Director.

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Individuals may attend EAP school at any time without being a certified FSD. They are not eligible to take any FSD/EAP test until successful completion of the FSD On Site.

MUST BE PREPARED ON COMPANY LETTERHEAD

DESIGNATION LETTER

To: FDNY
Bureau of Fire Prevention
9 MetroTechCenter,
Brooklyn, NY 11201

From: _____

Date: _____

Subject: Application to take EAPD written exam Z-59

Re: _____
(Applicant's name)

The above individual is the Fire Safety Director at

_____ (ADDRESS)

He/she has been designated as FSD/EAPD or Deputy FSD/EAPD on the EAP submitted for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this certificate of fitness

Sincerely,

Building Owner or Employer

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GLOSSARY

Access stairs A stairway, usually open, serving a number of floors of a common Tenant. Also known as convenience stairs.

Air diffusers The air supply outlets of the heating, ventilation and air conditioning System (HVAC) into the conditioned space.

Assembly Area A designated area outside of a building to which building occupants are directed to report upon implementation of a partial evacuation or evacuation in accordance with an Emergency Action Plan.

Attack stairway A stair being used by the Fire Department to gain access to the fire Area or the area where the emergency exists.

Blind shaft elevators serving the upper areas of a building in a shaft that is not Equipped with hoist way doors on the lower floors.

Building Occupants All persons in the building, including office employees, building personnel and visitors.

Critical Operations Staff Building personnel or other building occupants designated to remain after the emergency action plan is implemented to perform or shut down critical operations, or perform essential services, before they shelter in place, relocate or evacuate.

Core type building A building in which the elevators, stairway and building support Systems are grouped together in one area of the building. This area Could be in the center of the building as in a center core building or on One of the sides of the building as in a side core building.

Compartmentation The subdividing of floor areas by fire resistive separations into smaller spaces or compartments.

Curtain wall A non-bearing wall, built between piers or columns for the enclosure of The structure, but not supported at each story.

Damper A device to seal off or to control airflow in a HVAC system.

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Day Tank. A steel atmospheric tank used to supply fuel to the generator set engine for 24 hours or as specified.

EAP Building evacuation Supervisor When the EAP director or Deputy Director is not present in a class "E" office building occupied by less than 100 people above or below the street floor or by less than 500 people in the entire building, an employee trained by the EAP director will man the fire command station and execute the Emergency Action Plan.

EAP Staff. The individuals identified in an Emergency Action Plan as responsible for the implementation of such plan, including but not limited to the Fire Safety/EAP Director, Deputy Fire Safety/EAP Director, Fire Safety/EAP Building Evacuation Supervisor, Fire Safety/EAP Wardens, Deputy Fire Safety/EAP Wardens and members of the Fire Safety/EAP Brigade.

Emergency. An incident involving an explosion, a biological, chemical, radiological, nuclear or other chemical incident or release, natural disaster, or the threat thereof, or a declaration of emergency by a lawful authority, that requires implementation of a building's Emergency Action Plan to help ensure the safety of the building occupants.

Emergency Action Plan. A written plan which sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to an emergency.

Elevator control panel

A visual display unit located in the lobby to indicate the status and Location of all elevator cars and necessary controls for the operation of The cars.

Elevator door vane The connection between the elevator car doors and the hoist way doors. It allows the elevator car doors to drive the hoist way doors.

Elevator machinery room

The area where the equipment is located that raises and lowers the Elevator car. It can be at the top or bottom of the elevator shaft. In High-Rise buildings it is usually found at the top of the shaft.

Evacuation stairway Fire tower or a stairway that is remote from the emergency condition or fire area and used for the evacuation of the building occupants. A fire tower is the preferred evacuation stairs.

Fire dampers A damper used to restrict the passage of heat.

Fire partition A rated vertical unit or assembly of materials that separate one space From another within any story of a building.

Emergency Action Plan Director A designated employee holding a certificate of fitness from the Fire Department qualifying him to perform the duties as required.

Fire Department Repeater Radio. Repeater dedicated to FDNY specific handi talkie radio frequencies. This repeater is controlled only by FDNY personnel. This frequency is not shared by any other building support service or other public safety agency.

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Fire shutter, (reversible)

A fire damper that can be controlled from a remote location.

Fire tower An enclosed stairway connected at each story by an outside balcony or fireproof vestibule vented to the outside.

Fusible link A device designed to be actuated by an abnormal rise in temperature.

Key (1620) An official Fire Department alarm box key.

Key (2642) A standard key used by the elevator industry.

Locked door failsafe system

A system where the lock mechanism is controlled electrically from a Remote location.

In-building relocation. The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.

In-building relocation area. A designated area within a building to which building occupants may be relocated in accordance with an Emergency Action Plan.

Independent or Manual Elevator Service. Independent service is a special service mode found on most elevators. It is activated by a key switch either inside the elevator or on a centralized control panel. When an elevator is placed on independent service, it will no longer respond to hall calls. However, Phase I recall will override this Independent feature and will be recalled to the designated floor after a time delay of approximately 15-60 seconds.

Mechanical control center

A location within a building where equipment is located for the Monitoring of the building support systems. It has limited ability to Control some of the building support systems. It may or may not be Located on the same floor as the mechanical equipment rooms (MER).

Mixing dampers Dampers in the HVAC system which control the mixing of the return air and outside air.

Neighboring buildings. Buildings subject to the provisions of this section that is located on either side of a city street, up to a distance of 200 feet apart, unless separated by a barrier to movement, such as a restricted access roadway or railway.

Owner. The fee owner or lessee of the building, or other person or entity having charge thereof.

Phase I Fireman Service Recall. Automatic recall of elevators via activation of elevator lobby smoke detector, sprinkler water flow or manual recall by fireman service keyed switch in the elevator lobby or the Fire Command Station.

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Phase II Fireman Service. (Firefighter's Service Emergency In-car Operation) is key operated with a switch in the elevator car that when placed in the ON position, after Phase I has been initiated, will make the elevator operable only by the person in the car.

Plenum An air compartment or chamber to which one or more ducts are connected and which form a part of an air distribution system. In High-Rise buildings the space between the suspended ceiling and the underside of the floor above is used as a plenum for the collection of the return air.

Public Assembly Space An enclosed room or space in which 75 or more persons can be accommodated. This space must be listed on the Building Certificate of Occupancy as a legitimate licensed place of assembly.

Regular Business Hours Times of the day and days of the week during which a building will normally be occupied, and business conducted, and in all circumstances when the building is occupied by more than 100 persons above or below the street level or more than a total of 500 persons in the entire building.

Set backs The area formed when the floor area of a building is reduced thus requiring the exterior wall of a building to be recessed.

Scissor stairs Two stairs constructed side by side in the core of a building in which their doors alternate the point of exit to opposite sides of the core.

Shelter in place. The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency.

Sky lobby An elevator terminal point on an upper floor of a building where passengers can change from one bank of elevators to another.

Thermostatic detector

A device to detect an increase in temperature.

Truss A type of roof or floor support system typically found in large open floor areas free of vertical supporting columns. This type of construction has a potential of early collapse.

Uninterruptible Power Source (UPS) A battery backup device which maintains a continuous supply of electric power to connected equipment by supplying power from a separate source when utility power is not available.

Variance Permission given by the Department of Buildings and/or Board of Standards and Appeal to construct a building in variation with the Existing Building Code.

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