

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

**NOTICE OF EXAMINATION**

**TITLE:** **EMERGENCY ACTION PLAN/FIRE SAFETY DIRECTOR  
F-59 (3/7/07)**

**DATE OF TEST:** Written tests are administered on Mondays through Thursday at 1:00 PM (**do not arrive before 12:30 P.M.**) **Test is by appointment only however if there are available testing terminals available, you may take the test the same day if you bring all necessary documentation..** Any applicant scheduled for an exam must arrive by **12:45 PM** or be denied their test appointment.

Appointments via telephone will **not** be accepted.

**TEST SITES:** **Written tests** are conducted at 9 MetroTech Center, Brooklyn, NY. **On-site tests** are administered at applicant's workplace.

**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.

**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 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 COF application form).
3. Applicants must submit a letter from the employer or building owner confirming his/her designation on the EAP plan. **A sample letter is attached.**
4. Applicants must bring a copy of their current F-58 & F-25 for the same address as it appears on the Emergency Action Plan.
5. Applicants must be processed, photographed; and pay all testing fees prior to taking any exam.
6. 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. .
7. 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.

### 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 COF for the same address where the Emergency Action Plan on site is being held.
3. Applicants must present to the FDNY inspector- a current F-58 or F-25 COF for the same address where the Emergency Action Plan on site is being held.
4. Applicants will be permitted to take two (2) On-Site tests on the basis of having passed one written test. Applicants who fail the On-Site test twice must retake EAPD course and, take and pass a new Computer Based test. Applicants must wait **90 days** after passing the Computer-Based test before taking any new On-Site test. FDNY will consider waiving the 90 days waiting period for applicants with documented hardships
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 secured on line at: [childska@fdny.nyc.gov](mailto:childska@fdny.nyc.gov) or by Fax at (718) 999-7112. No On-site test will be given without appointment.

## TEST INFORMATION

### Computer-Based Test

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, Bombs Threats and Suspicious Packages
11. Weather-Related Emergencies
12. Building Utilities Failures, including mechanical and Telecommunication Systems
13. Training Methods
14. Civil Disturbances/Criminal acts/ Emotionally disturbed persons
15. ICS and Emergency Response Operations
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 test consists of a verbal examination and a demonstration of various building evacuation schemes. The format and parts are undetermined at this time. Future Notice of Examinations will make this information available at [WWW.NYC.GOV/FDNY](http://WWW.NYC.GOV/FDNY) or at FDNY Headquarters- COF Unit, or at EAP schools.

#### **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.**

**EAPD School graduation diploma and the F-59 Letter are valid for one (1) year from the date of issuance. Additionally, the F-59 Letter is NOT RENEWABLE.**

**Applicants passing the CBT test may perform as an acting FSD/EAP Director pending their On Site providing an appointment is pending before the FDNY. Applicants will be issued a letter confirming their pending status that must be available to the FDNY. Candidates failing their On Site test immediately forfeit any acting capacity.**

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

**After graduation from the EAPD School Graduation school, applicants must take the FDNY CBT test within six months. Upon passing, candidates have a maximum of one year to take their On site after passing the F-59 test.**

**Applicants are advised that the on-site test appointment must be requested within the first six (6) months of the one-year valid period of the certificate of completion in order to be entitled to two (2) attempts at the On-site test. Applications for new On-site tests by failing candidates will be expedited.**

**If successful, applicants will retain their current FSD (F-58 or F-25) and will have the same expiration date as F-59 with the same premise address.**

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

**The FDNY is working to provide a procedure for expediting On Sites for new FSDs at buildings requiring EAP/FSD. Details will be provided in an updated NOE.**

LETTERHEAD

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

**CERTIFIED SCHOOLS FOR EMERGENCY ACTION PLAN DIRECTOR as of 3/6/07**

ACI ENVIRONMENTAL SAFETY TRAINING  
SAM VASQUEZ, DIRECTOR  
212-279-6804  
ACIENVIRONMENTAL@AOL.COM

COL SECURITY & MANAGEMENT CONSULTANTS  
LAWRENCE ZACARESE, CEO  
212-849-6916  
WWW.COLSECURITYANDMANAGEMENT.COM

FIRE SCIENCE INSTITUTE@JOHNJAY COLLEGE  
VICKI PITCAVAGE, DIRECTOR  
212-237-8650  
WWW.FSD.HOMESTEAD.COM

GLOBAL SECURITY GROUP  
DAVID KATZ, CEO  
212-285-2400  
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HOMELAND SAFETY CONSULTANTS  
WILLIAM MORELLI, EXECUTIVE V.P.  
212-344-1105  
WWW.HOMELANDSAFETYINC.COM

ISS FIRE SCIENCE INSTITUTE  
GEORGIY KOZHAR  
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212-239-9051  
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QUALITY TRAINING INC.  
ROBERT MULLIN, PRESIDENT  
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MSIU@QFPCINC.COM

REMS TRAINING, INC @ PACE UNIVERSITY  
GERALD STROLLO, DIRECTOR  
888-793-7328  
WWW.EAPDIRECTOR.COM

32-BJ THOMAS SHORTMAN TRAINING FUND (FOR UNION MEMBERS ONLY)  
LINDA NELSON, DIRECTOR  
212-388-3701  
[WWW.32BJFUNDS.ORG](http://WWW.32BJFUNDS.ORG)

TOTAL SAFETY CONSULTING  
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