



**3 RCNY 113-02/113-06,  
Active Shooter and Medical  
Emergency Preparedness  
School seminar**

FDNY

Bureau of Fire Prevention  
Public Certification Unit

**NYC**

Bill de Blasio  
Mayor

November 9, 2016

**FDNY**

Daniel A. Nigro  
Commissioner



# Part I

- New Rule requirements
- School requirements
- Introduction of the Active Shooter and Medical Emergency Preparedness curriculum
- FAQ



# Rule requirements

- 3 RCNY 113, effective 12/1/16, requires all current FSD, FS/EAPD, and the new FLS Director applicants to receive a Active Shooter and Medical Emergency Preparedness training course offered by FDNY accredited school.

# Starting from 12/01/2016



- No later than this date, FDNY accredited schools start providing the Active Shooter and Medical Emergency Curriculum.
- The F-58/F-25 and F-59 **will be no longer renewable** or issued.
- All current F-58/F-25/F-59 C of F holders must attend the Active Shooter and Medical Emergency course to obtain the new FSD or FLSD Certificate of Fitness.
- Active Shooter and Medical Emergency course diploma is required for **all new applicants** who passed on-site exams to receive their FSD or FLSD Certificate of Fitness card.
- New qualification criteria requirements will be implemented.



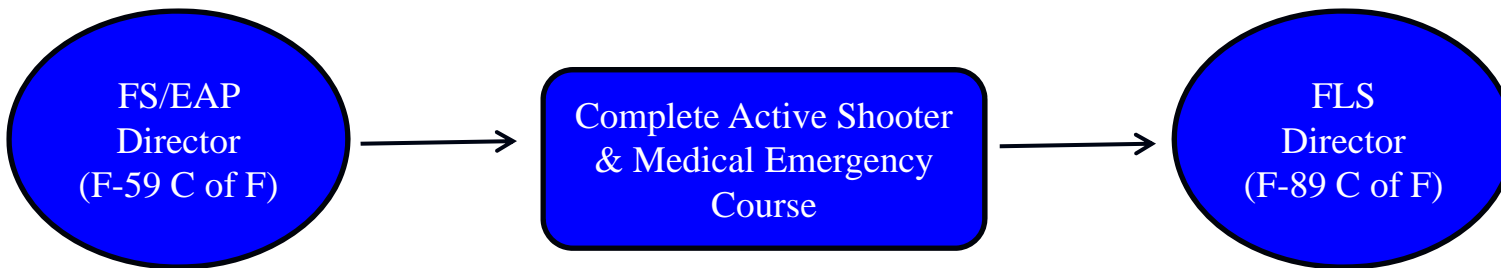
# Active Shooter/Medical Emergency Preparedness Course

- Schools can start to offer the course on **12/1/16 or earlier**.
- All current **FS/EAP Directors** will be required to complete the course and pass the graduation test administered at the school by 09/04/17.
- Current active **FS/EAP Directors** will receive the **new FLS Director C of F** after completing the course. No FDNY CBT or on-site exam is required.
- All current **FS Directors** will be required to complete the course (by 09/04/17) or the pending expanded EAP course including the new active shooter/medical emergency preparedness component (by 09/03/18). They must pass the graduation test administered at the school.

# Active Shooter/Medical Emergency Preparedness Course



## ■ Current active **FS/EAP Director (F-59)**



- Title of the F-89 C of F: Fire and Life Safety Director
- The expiration date on F-59 will be carried to the new F-89 card.

# Proposed FLSD C of F card



## ■ Current F-59

## ■ Future F-89

**CERTIFICATE ISSUED BY NYC FIRE DEPT**

CERT.# **22222222** N  
ISSUED **09/26/2016** EXPIRES **03/03/2018**

NAME **PLATE DIAMOND**  
HOME **9 METROTECH CENTER**  
ADDR. **BROOKLYN, NY 12120**

**NOT  
FDNY  
EMPLOYEE**

FEE \$ **5.00** CAT. **F59** TYPE **Fitness**  
DESC. **EMERGENCY ACTION PLAN DIRECTOR**

EMPLOYER **FDNY**  
WORK **9 METROTECH CENTER**  
LOCATION **BROOKLYN, NY 11201**



**CERTIFICATE ISSUED BY NYC FIRE DEPT**

CERT.# **22222222** N  
ISSUED **09/26/2016** EXPIRES **03/03/2018**

NAME **PLATE DIAMOND**  
HOME **9 METROTECH CENTER**  
ADDR. **BROOKLYN, NY 12120**

**NOT  
FDNY  
EMPLOYEE**

FEE \$ **5.00** CAT. **F89** TYPE **Fitness**  
DESC. **FIRE AND LIFE SAFETY DIRECTOR**

EMPLOYER **FDNY**  
WORK **9 METROTECH CENTER**  
LOCATION **BROOKLYN, NY 11201**



# Active Shooter/Medical Emergency Preparedness Course



## ■ Current active **FSD** (F-25/F-58)



- Title of the F-85 C of F: **FSD w/Active Shooter Prep.**
- The expiration date on F-25/F-58 will be carried to the new F-85 card.



# Proposed new FSD C of F card



## ■ Current F-58

## ■ Future F-85

**CERTIFICATE ISSUED BY NYC FIRE DEPT**

CERT.# **88888888** N  
ISSUED **09/26/2016** EXPIRES **08/07/2017**

NAME **PLATE DIAMOND**  
HOME **9 METROTECH CENTER**  
ADDR. **BROOKLYN, NY 12120**

**NOT  
FDNY  
EMPLOYEE**

FEE \$ **.00** CAT. **F58** TYPE **Fitness**  
DESC. **FIRE SAFETY DIRECTOR**

EMPLOYER **FDNY**  
WORK **9 METROTECH CENTER**  
LOCATION **BROOKLYN, NY 11201**



**CERTIFICATE ISSUED BY NYC FIRE DEPT**

CERT.# **88888888** N  
ISSUED **09/26/2016** EXPIRES **08/07/2017**

NAME **PLATE DIAMOND**  
HOME **9 METROTECH CENTER**  
ADDR. **BROOKLYN, NY 12120**

**NOT  
FDNY  
EMPLOYEE**

FEE \$ **.00** CAT. **F85** TYPE **Fitness**  
DESC. **FSD W/ ACTIVE SHOOTER PREP.**

EMPLOYER **FDNY**  
WORK **9 METROTECH CENTER**  
LOCATION **BROOKLYN, NY 11201**





# School accreditation procedure

- Completed application form including resumes of all instructors
- Acknowledgement of FDNY's auditing authority.
- Agreement to provide the FDNY C of F unit the list of the students, required fee, and the copy of the student's C of F card after every course.
- Original application fee: \$2,940

# Active Shooter and Medical Emergency school requirements



## ■ Instructor qualifications:

Instructor must have police, fire, other governmental law enforcement, military, prior experience in fire safety and non-fire emergency (EAP) training, or other appropriate experience or expertise and fire prevention knowledge, that qualifies them to teach the respective instructional topics of the training course.

## ■ Instructor limitations:

- Instructor who is retired from any City agency within a year must obtain the approval from the conflicts of interest board (COIB).

# Hours and curriculum requirements



- Training courses shall, at a minimum, provide not less than four (4) hours of live instruction.
- The instructor must strictly follow the FDNY released training curriculum. No content should be changed/modified without FDNY's written permission.
- Graduation examination
  - Must use the exam provided by the FDNY.
  - The exam must be kept confidential.
  - Must not be included toward the 4 hours requirement.
  - Student must obtain 70% or above to pass the exam.
  - Student only have two opportunities to pass the exam.
  - Students who fail twice must re-attain the entire course.

# The conclusion of the training course



- School must agree to provide school diploma
  - Provide the school diploma/letter to all students who complete and pass the graduation exam of the Active Shooter and Medical Emergency Preparedness Course. The diploma must include all information that FDNY requires.
  - The diploma/letter must include:
    1. School's official letterhead and issue date
    2. The course title
    3. Applicant's full name
    4. Applicant's score of graduation exam



# Sample of school letter

## School Letter Head

## Issue Date

New York City Fire Department  
Bureau of Fire Prevention  
Public Certification & Education Unit  
9 Metro Tech Center  
Brooklyn, NY 11201

To Whom It May Concern:

This is to certify that \_\_\_\_\_ completed the required **Active Shooter and Medical Emergency Preparedness Training Course**.

This candidate has fulfilled the course requirements and received \_\_\_\_\_ (passing score) in the graduation test administered on \_\_\_\_\_ (MM/DD/YY). This candidate has successfully completed the requirements to obtain the required Certificate of Fitness.

If you have any concern or question, please contact at \_\_\_\_\_ (phone number and/or email address).

\_\_\_\_\_  
(Printed name of school principal)

\_\_\_\_\_  
(Signature of school principal)

**Raised  
Seal**

*NOTE: The letter must be on school's official letterhead.*



# Special requirements

- All schools offering the active shooter and medical emergency course must agree to help the transition of FSD and EAPD.
- For most general students:
  - Collect the copy of their C of F cards and \$5 for each C of F card they want to exchange. (If the student has both FSD C of F and F-59, collect the F-59 C of F card only.)
  - Create the list of the students with required information for each class.
  - Mail the copy of the C of F cards, required fee (check/money order ONLY) and list to the FDNY C of F at the completion of a class.
  - The C of F unit will mail the new C of F cards to the students.

# Class completion roster- Information



- Date of completing the active shooter and medical emergency course
- Student name
- C of F type(s) and number(s) that the student needs to transfer (If the candidate has both FSD C of F and F-59, list the F-59 information only)
- Student's mailing address
- **Fee waiver:** If the student is a city employee and uses the C of F for their city employment, a letter of recommendation from the student's employer and the copy of agency ID must be attached.
- Score of the graduation test





# School approval

- No school is allowed to teach the Active Shooter and Medical Emergency course before receiving the FDNY's accreditation.
- FDNY will notify all schools about the application result via email.
- School representative needs to pick up the FDNY approval letter, the FDNY curriculum , and the graduation exam at the FDNY Headquarters or provide us the mailing label of a delivery company (e.g. FedEx, UPS, etc.), the FDNY will mail the material to the school.

# Active Shooter and Medical Emergency Preparedness curriculum introduction



- The current EAP course does not satisfy the requirements.
- This new curriculum has been approved by the NYPD Shield.



# What's new?

The curriculum:

- Clarifies and expands information in the EAP on-site material.
- Discusses different challenges in various occupancies during an active shooter emergency.
- Includes medical emergency preparedness.
- Provides exercises on real active shooter incidents.



# Real cases

- This new curriculum provides real active shooter cases that occurred in different occupancies. The instructor must select **at least one case from each category** (hotel, public assembly, school, and office) to have an open discussion and classroom exercise with the students.
- The instructor should ask every student to prepare answers for the case questions and compare to the FDNY's recommendations.

# Example of case study



- Case detail:

On July 5, 2015, a man was in the lobby area of the Omni hotel, Austin TX, pacing back and forth, carrying a rifle. The man then suddenly shot a random bystander. When officers arrived, he exchanged shots with the responding officers throughout the hotel lobby. The shooter ultimately was shot and killed by a police officer.

# Sample questions of the discussion and exercise



- Assume you are in a safe location. You are informed that a person is pacing around the lobby of the hotel with a rifle. What action should you take?
- You are in a safe location and are capable of making a notification to all the hotel occupants. What is the content of the notification you will make?
- You are in a safe location. If the shooter starts to fire shots before police arrive, what action should you take? What is the content of the notification you will make, if it is safe to do so?



# Real case

- The FDNY provides “recommendation answers” for all case questions for students. **The schools must provide this material to all students after the course.**
- The new curriculum also provides real active shooter cases where **civilians took actions to stop shootings or to prevent further injuries.** The instructor must **go through all of these cases** to have an open discussion with the students.

# Medical emergency



- The FLS Director is NOT expected to:
  - Provide any personal medical care
- The FLS Director is expected to:
  - Call 911
  - Train the building occupants to call 911 and the FLS Director for medical emergency incidents
  - Know the locations of defibrillators and which building occupant(s) are qualified and willing to provide cardio-pulmonary resuscitation
  - Designate a FLS staff to meet emergency responders
  - **Provide assistance for the emergency responders to quickly access the medical emergency and transport the patient** including securing an elevator for first responders' use if the patient is not on street level



# FAQs



- Please refer to the FAQ document in the school CD.



# Part II

- The FLSD transition
  - FSD becomes FLSD
  - New applicants
  - FAQ
  - Q & A

# Transition : FSD to FLSD



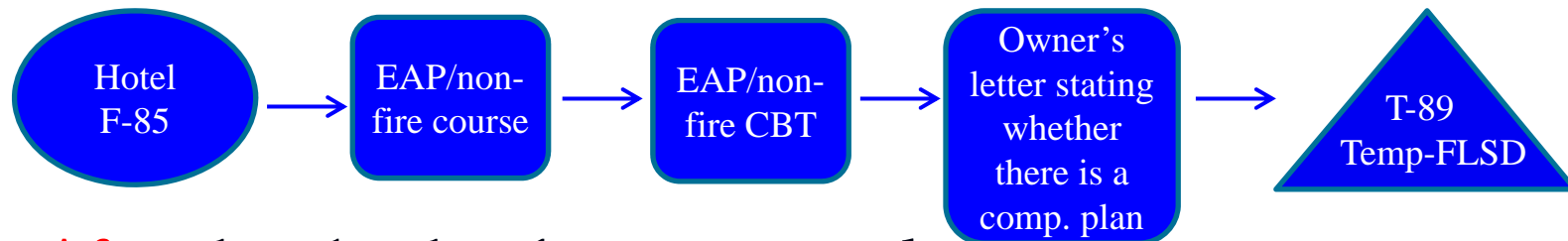
- FSD in office buildings or any premises **WITH** accepted comprehensive fire safety/EAP plan:



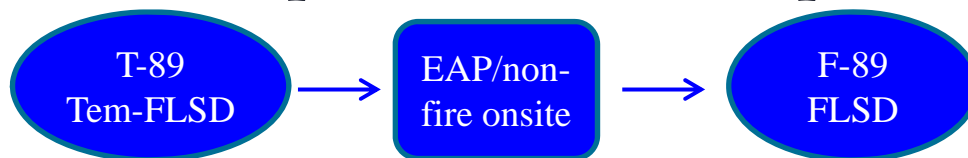
# Transition : FSD to FLSD



- FSD in hotel buildings or any premises **WITHOUT** accepted comprehensive fire safety/EAP plan:
  - **Before** the plan has been accepted



- **After** the plan has been accepted



# Timeframes



## Deadlines for FLSD transition

- 09/03/2018
  - All current F-85 C of F holders must successfully complete the non-fire emergency training course.
- 03/01/2019
  - All current F-85 C of F holders must receive a passing grade on the non-fire emergency FDNY CBT exam.
- 03/01/2020
  - All F-85 current C of F holders must obtain the F-89 C of F by passing the non-fire emergency FDNY on-site exam or obtain the T-89 by satisfying the FDNY requirements.
  - Only F-89 or T-89 will be recognized by as a valid Certificate of Fitness.

# FAQ



- Please refer to the FAQ document in the school CD.