



Notice of Exam for Fire and Life Safety (FLS) Director (F-89) Temporary FLS Director (T-89)

Note: The F-89 Certificate of Fitness replaces the F-59 FS/EAP Director Certificate of Fitness.

Note:  **NEW**

On and after 09/04/2017, all F-89/T-89 candidates must attend TWO training courses: the FS/EAP course and the Active Shooter and Medical Emergency course before taking the FDNY exams. On and after 09/04/2017, only F-89 or T-89 Certificate of Fitness will be recognized as the only valid Fire and Life Safety Director C of F.

Note:

**Candidates working in office buildings should obtain F-89;
Candidates working in hotel buildings may obtain T-89;**

Note:

This NOE also includes information regarding Remedial FS/EAP Director (R-59) exam.

NOTICE OF EXAMINATION

TITLE:

FIRE AND LIFE SAFETY DIRECTOR (F-89)

TEMPORARY FIRE AND LIFE SAFETY DIRECTOR (T-89)

REMEDIAL FS/EAP DIRECTOR (R-59)

Table of Contents

SECTION A: Notice of Exam for F-894

PROCESS INTRODUCTION 4

1) TRAINING COURSES..... 4

 (A). *FIRE SAFETY/EMERGENCY ACTION PLAN DIRECTOR COURSE*..... 4

 (B). *ACTIVE SHOOTER AND MEDICAL EMERGENCY PREPAREDNESS COURSE*..... 5

2) COMPUTER EXAM 5

3) ON-SITE EXAM (F-89) 10

DIFFERENT WORK LOCATION(S) 16

FEES, VALID TIME, EXPIRATION ISSUES AND RENEWALS 17

Fees 17

- *Computer exam fee* 17
- *On-Site exam fee*..... 17
- *Renewal fee* 18
- *Update, replacement and duplicate fee* 18
- *Card exchange fee* 18

Valid period, expiration issues and renewals..... 18

Renewal procedure..... 19

- *Renewal online* 20
- *Renewal by mail*..... 20
- *Renewal in person* 21

Special renewal procedures for F-89 C of F holder with 3 or more locations..... 21

SAMPLE DESIGNATION LETTER (for F-89)..... 22

GLOSSARY 23

OFFICIAL BIBLIOGRAPHY 27

SECTION B: Notice of Exam for T-8935

TRAINING COURSES 35

 (A). *FIRE SAFETY/EMERGENCY ACTION PLAN DIRECTOR COURSE*..... 35

 (B). *ACTIVE SHOOTER AND MEDICAL EMERGENCY PREPAREDNESS COURSE*..... 36

COMPUTER EXAM 37

SAMPLE DESIGNATION LETTER (for T-89)..... 41

DIFFERENT WORK LOCATION(S) 42

FEES, VALID TIME, EXPIRATION ISSUES AND RENEWALS (T-89)..... 42

Fees 42

- *Computer exam fee* 42
- *Renewal fee* 43

- *Update, replacement and duplicate fee*43
- *Card exchange fee*43
- Valid period, expiration issues and renewals.....43
- Renewal procedure.....44
- SECTION C: Notice of Exam for R-59.....45**
- TEST INFORMATION46
- APPENDIX A: Introduction of the FLS Director Transition48**
- APPENDIX B: FAQ for the Active Shooter and Medical Emergency**
- Preparedness course and the FLSD transition requirements52**

SECTION A: Notice of Exam for F-89

PROCESS INTRODUCTION

The certification process is listed below:

- (1) Training courses requirements
- (2) FDNY FLSD NON-FIRE computer exam
- (3) F-89 Certificate of Fitness

1) TRAINING COURSES

(A). FIRE SAFETY/EMERGENCY ACTION PLAN DIRECTOR COURSE

All FLS Director candidates must complete the FS/EAP Director training course from one of the FDNY certified schools or organizations. The list of the FDNY certified schools or organizations can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/certified-schools-for-eapd.pdf>

Training courses shall, at a minimum, provide not less than 7 hours of instructional training, of which not less than 6 hours shall consist of Category 1 topics and not less than 1 hour shall consist of Category 2 topics.

- (1) Category 1 shall include the following instructional topics, and such other topics as the Fire Department may from time to time designate by written notice to accredited training course providers:
 - (A) Local Law No 26 of 2004, R404-02, and any amendments or other rules promulgated pursuant thereto;
 - (B) Shelter in place, in-building relocation, partial building evacuation and full building evacuation concepts;
 - (C) Building communications and announcements;
 - (D) Building ventilation options;
 - (E) Use of elevators;
 - (F) Human services, including building occupants with special needs and related mobility and communications issues;
 - (G) Weapons of mass destruction, including dirty bombs and other radiological weapons;
 - (H) Hazardous material incidents involving biological agents, including contamination issues;
 - (I) Hazardous material incidents involving chemical agents;
 - (J) Bombs, bomb threats and suspicious packages;
 - (K) Weather-related emergencies;
 - (L) Failure of building utilities, mechanical systems and/or telecommunications systems; and
 - (M) Training methodology, including application protocols and post drill critiques.
- (2) Category 2 shall include the following instructional topics, and such other topics as the Department may from time to time designate by written notice to accredited training course providers:
 - (A) Civil disturbances and blackouts;
 - (B) Familiarization with incident command structure and emergency response operations;

- (C) Situational awareness in the context of non-fire emergencies;
- (D) Applicable lessons from major incidents including the World Trade Center; and
- (E) On-Site test information as provided by the Fire Department.

Candidates must attend all training classes to be eligible to take the training course's final examination. School Graduation Diploma will be issued after the candidates obtain a passing score of **70%** on the Graduation Test. Candidates shall be allowed two (2) opportunities to pass the Graduation Test. **The Graduation Diploma is valid for only one (1) year in order to take the FDNY computer exam.**

Candidates who fail the final examination on the second attempt shall be required to re-attend the course in its entirety.

Individuals may attend the FS/EAP Director school at any time without being a certified Fire Safety Director. They are not eligible to take any FSD/EAP test until receiving their FSD Certificate of Fitness.

(B). ACTIVE SHOOTER AND MEDICAL EMERGENCY PREPAREDNESS COURSE

Based on the new Fire Rule (3 RCNY §113), all Fire and Life Safety Director (F-89/T-89) candidates are required to take the 4-hour Active Shooter and Medical Emergency Preparedness course from the FDNY approved school to obtain the Fire and Life Safety Director Certificate of Fitness.

List of approved schools can be found on the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/2016-active-shooter-mep-school.pdf>



On or after 09/04/2017, all F-89 candidate must complete two training courses prior to taking the FDNY exams.

2) COMPUTER EXAM

DATE OF EXAM: Computer examinations are administered Monday through Friday (except legal holidays) at **2:45PM** by **appointment only**. The appointment can be made on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

FEE: **Application Fees:** \$25.00. The application fee must be paid prior to taking the computer examination. This fee includes the issuance of a Certificate of Completion upon passing the computer examination and meeting

experience requirements. Applicants who fail the computer examination must pay \$25.00 for each subsequent exam.

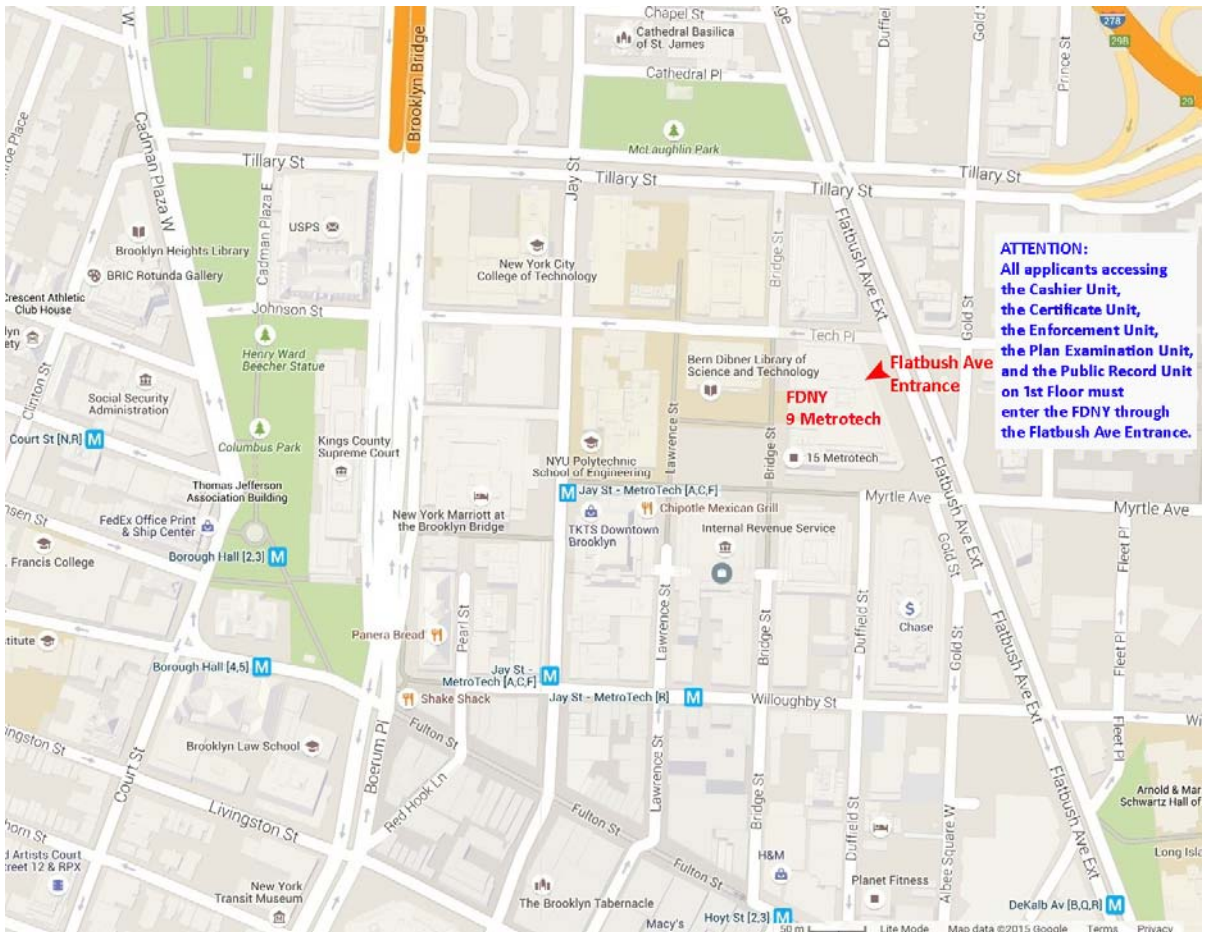
The fee can be paid by cash, credit/debit card (American Express, Discover, MasterCard, or Visa), Personal or company check or money order (made payable to the New York City Fire Department).

A convenience fee of 2.49% will be applied to all credit/debit card payments.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

EXAM SITE: **FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**



MINIMUM QUALIFICATION REQUIREMENTS

1. Applicants must be at least eighteen years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination.
2. Applicants must hold a valid current F-85 or Q-85 (inactive FSD C of F) for Hi-rise/Office Building Certificate of Fitness at the location listed on the application.
3. **Applicants are prohibited from being employed by any FDNY- approved Fire Safety/Emergency Action Plan Director School for at least four (4) years after taking any FDNY FSD or EAP or FLSD related exam.**

COMPUTER EXAM PROCEDURES

(1) Scheduling the computer exam:

Applicants must take the Fire Safety/Emergency Action Plan Director (FLSD non-fire) Computer examination within the **one year valid period** of the Fire Safety/Emergency Action Plan Director School Graduation diploma

To schedule an individual or group appointment for FDNY computer exam, the applicants can log into the link below:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Please cancel or reschedule your appointment 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after **3:00 P.M.**

(2) Requirements for the computer exam:

1. Applicants must provide two forms of identification; at least one identification must be government issued photo identification, such as a State issued Driver License or Non Driver License or a passport.
2. Applicants must submit the **original and one copy** of the Fire Safety/Emergency Action Plan Director School graduation diploma to be processed for the exam. **The Graduation Diploma is valid for only one (1) year.**
3. The applicant should submit the original and a copy of Active Shooter and Medical Emergency Preparedness School Graduation diploma/letter to the FDNY inspector during the on-site exam. The COF Unit will **NOT** issue the F-89 Certificate of Fitness until the diploma is received. On or after 09/04/2017, applicants must submit **a copy of Active Shooter and Medical Emergency Preparedness School Graduation diploma/letter** to be processed for the exam.
4. Applicants must complete the following forms:
 - Application for Fire Safety/Emergency Action Plan Director (FLS Director) Certificate of FitnessThe form can be downloaded from the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/f89-t89-application-form.pdf>

- A-20 (general C of F application form).
The form can be downloaded from the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

5. Applicants must be processed, photographed and pay testing fee prior to taking the exam.
6. Applicants must bring a copy of their current valid F-58/F-25/F-85 for the same address as it appears on the comprehensive fire safety/EAP Plan. On or after 09/04/2017, only F-85 will be recognized as a valid FSD C of F card to take the FDNY F-89 exams.
7. Applicants must submit a “F-89 Designation Letter” from the employer or building owner recommending them for the taking the FLSD non-fire exam. **A sample letter is attached in this Notice of Exam. The sample letter will also available soon on FDNY website.**

(3) After the computer exam:

1. Pass the computer exam:

The applicant will receive a computer exam passing letter stating that the applicant passed the computer exam. The passing letter will allow the applicant to schedule the On-Site Exam (See the “On-Site Exam Procedures” listed on the following pages). The passing letter is **NOT RENEWABLE** and valid for **one (1) year from the date that the candidate receives the FDNY letter of passing the FDNY computer exam.**

2. Fail the computer exam:

The applicant will be given **two (2) opportunities to take and pass the computer exam** on the basis of having successfully completed the Fire Safety/Emergency Action Plan Director course.

- The **first attempt** of the computer exam should be taken **within the 6 months period** from the date that the candidate receives the Fire Safety/Emergency Action Plan Director School Graduation Diploma. The **second** computer exam must be completed **before the expiration date** of the Fire Safety/Emergency Action Plan Director School Graduation Diploma (**The diploma is valid for one (1) year**). **The candidate must schedule an appointment for the second attempt** (see appointment information above).
- If an applicant **fails** the Fire Safety/Emergency Action Plan Director (FLSD non-fire) computer exam **the second time**, **the applicant must repeat the Fire Safety/Emergency Action Plan Director Course** in its entirety to be eligible to take the exam again. Email pubcert@fdny.nyc.gov for additional information concerning the computer exam.

COMPUTER EXAM - GENERAL INFORMATION

The computer examination will consist of **seventy five (75) multiple choice questions**, the test is approximately 3 hours. Applicants must obtain a **passing score of at least 70%** on the computer examination in order to secure a Certificate of Completion. Exam questions for the computer examination include questions regarding the following areas:

- 1) Fire alarm systems in B and R-1 occupancies, including:
 - a) difference between off-line and out-of-service
 - b) fire command functions

- 2) Emergency procedures in B and R-1 occupancies, including:
 - a) fire emergencies
 - b) non-fire emergencies

- 3) Training requirements, including:
 - a) fire brigade
 - b) fire wardens
 - c) evacuation supervisor
 - d) personnel management
 - e) fire drills

- 4) Fire suppression systems, including:
 - a) standpipe systems
 - b) sprinkler systems
 - c) special extinguishing systems
 - d) hose in B and R-1 occupancies
 - e) fire pumps

- 5) B and R-1 occupancies systems (HVAC), including:
 - a) electrical (general)
 - b) elevators (general)
 - c) stairs pressurization
 - d) maintenance
 - e) generators

- 6) General knowledge of Rules of the City of New York (RCNY), including:
 - a) High-Rise Bulletins
 - b) permits and licenses
 - c) record keeping
 - d) inspections of systems

- 7) The F-89 On-Site exam booklet, including:
 - a) the concepts of recommended, acceptable, unacceptable actions
 - b) the general knowledge of active shooter event

It is also highly recommended that the candidate should be familiar with the additional materials listed in the official F-89 bibliography (attached in this Notice of Exam) before taking the computer exam.


3) ON-SITE EXAM (F-89)

(1) Schedule the On-Site exam

The FS/EAP On-Site examination fee is \$305. Only authorized personnel (designated by the building owner) are allowed to schedule an On-Site FS/EAP Director (FLSD non-fire) Exam. Candidates cannot schedule their own exams.

The **first attempt** of the On-Site exam should be scheduled **within 6 months** from the date that the candidate receives the FDNY computer exam passing letter indicating a passing grade. In addition, any other On-Site exam request must be submitted within a **one (1) year** from the date that the candidate receives the FDNY computer exam passing letter. **The letter is NOT RENEWABLE.**

To qualify the candidate for **the FS/EAP Director (FLSD non-fire) On-Site Exam**, the authorized personnel must ensure:

- **The candidate has received the FDNY letter of passing the FDNY FS/EAP Director (FLSD non-fire) certificate of fitness \computer exam.**
- **The candidate holds a valid FSD Certificate of Fitness. (On or after 09/04/2017, only the F-85 will be recognized by the FDNY)** 
- **The building has a Comprehensive Fire Safety/EAP Plan accepted by the FDNY.**

If candidate's premises' comprehensive Fire Safety/EAP Plan has NOT been accepted by the FDNY, the candidate must apply for the T-89 (see section B of this NOE document) before the computer exam passing letter expires.



Send an email to High-Rise@fdny.nyc.gov with a subject line "EAP On Site request/Candidate's Last Name, First Name/Premises Address". No telephone or fax appointment requests will be accepted.

In the body of the email indicate:

- Premises information:
 - **Type** (Hotel/Office);
 - complete **Address**, including borough and zip code;
 - **DOB BIN** (Department of Building's Building Identification Number);
 - any possible **AKA** (Also Known As) addresses.

AND

- Candidate's information:
 - Full **Last Name, First Name**;
 - complete **Social Security Number**;
 - **F-85 Certificate of Fitness** number for the premises.

AND

- Additional requirements

- Indicate if the On Site Exam is required outside of the regular start time (10 am – 12 pm) Monday- Thursday.

AND

- All email requests must indicate authorized personnel's following information:
 - Scheduler's **Full Name**;
 - **Title**;
 - **Business address**;
 - Contact **Phone Number**;
 - **Email** address.

In the case of hardship, the authorized personnel can request an emergency overtime test Monday to Thursday after 5 PM, or on Saturday. Additional overtime expenses will apply.

Only **two** candidates can be scheduled per day during **normal business hours** and on **Saturdays**. Only **one** candidate can be scheduled per day during **evening hours**.

Applicants are allowed hold F-89/T-89/F-85 for two separate locations at the same time without special restrictions. Applicants employed as an F-89/T-89/F-85 holder at three or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-eeap-form.pdf>

Under modification/variance program, the applicants are subject to the On-Site Exam in order to renew the Certificate for each location.

Candidates who work in multiple buildings and are subjected to R-59 after failing the first attempt at an On-Site Examination due to important responses, will not be allowed to schedule the second attempt at an On-Site Examination unless they pass the R-59 computer exam.

(2) To cancel or reschedule the On-Site Exam

All requests for cancellations must be submitted via email to High-Rise@fdny.nyc.gov

All cancellations must be received at least 72 hours before the scheduled time via email.

In order to expedite the cancellation be sure to:

- indicate "Request for On Site Exam Cancellation" in the subject of the email;
- provide the following in the body of the email:
 - Full name **Last Name, First Name**;;
 - Complete **Social Security Number**;
 - On Site Exam date;
 - Premises Address.

The building will be charged the On-Site exam fee **if the cancelation request is received less than 72 hours prior to the On-Site Exam. Any candidate canceling three (3) On-Site exams**

will not be allowed to schedule an On-Site exam until after 6 months following the third cancellation.

If the authorized personnel (designated by the building owner) needs to reschedule the candidate, the cancellation must be submitted first. After the cancellation is confirmed by the High Rise Unit, the authorized personnel can schedule the On-Site Exam for another date by submitting another request.

(3) On-Site Exam environment

In order to maximize the candidate's testing performance, the candidate or the supervisor must arrange a suitable environment for the FDNY inspector to administer the On-Site Exam.

A suitable testing environment includes but is not limited to:

- adequate room lighting
- adequate ventilation
- comfortable seating and clean work surfaces for the candidate to take notes and answer the questions.
- minimum noise and no distractions during the exam
- alarms and announcements will be sounded at various points during this exam, refer to "(4) What to expect during the On-Site Exam".

The average testing time of the On-Site Exam is approximately 2.5 hours. The testing environment should be expected to be occupied for at least 2.5 hours.

FDNY inspectors have the right to move the candidate to a proper testing environment.

(4) What to expect during the On-Site Exam

Before the On-Site Exam, the most recent **comprehensive Fire Safety/EAP plan** and the **Building Information Card (BIC)** must be available to the FDNY inspector.

The candidate also needs to present to the FDNY inspector a valid F-85 Certificate of Fitness for the same address where the On-Site exam is being conducted. Failure to produce the required documents prior to the On-Site Exam can result in termination of the exam. The On-Site exam fee will be charged.

The On-Site Exam is to be conducted between the inspector and the candidate **ONLY**. The On-Site exam is an oral and practical exam. For the oral exam, the candidate will be required to answer various questions, referenced in the study material, Building Information Card (BIC), or Comprehensive Fire Safety/EAP Plan. However, no study materials or personal/outside notes are allowed at any time at any time during the On-Site Exam. **Candidates will receive a failing grade and building management will be notified if outside materials, study guides, or any other reference material relevant to the On-Site Exam is discovered during the exam.**

****NEW****

Before starting the On-Site exam, the inspector will ask the candidate for one of the following documents:

- (1) the ORIGINAL Active Shooter and Medical Emergency Preparedness graduation diploma/letter issued from the FDNY approved school and submit a copy of the diploma/letter to the inspector; or
- (2) the F-85 COF card; or
- (3) the computer exam passing letter stating this applicant has successfully completed Active Shooter and Medical Emergency Preparedness course (N-89 letter)

The COF unit will NOT issue the F-89 Certificate of Fitness until one of the criteria is satisfied.

During the On-Site Examination, the candidate will be asked series questions regarding the building information pertaining to the Building Information Card (BIC) and the Comprehensive Fire Safety /EAP Plan.

The On-Site Exam contains the following parts:

Part I. Building Knowledge

Part II. Fire Command Center & Elevator Demonstration

Part III. Non-Fire Emergency Scenarios

Part IV. Knowledge of Training Requirements

- general training for EAP staff
- active shooter emergency response training for building occupants

In the first session of the On-Site exam, the candidate will be required to answer site specific questions related to the building operation.

In the second session of the On-Site exam, the candidate will also be directed to practically demonstrate how the Fire Command Center operates and how to operate an elevator in Phase I service mode and Independent mode. The candidate is required to secure the appropriate approvals from the building's management before the Inspector arrives to administer the exam.

The candidate will be required to

- (1) manually activate the fire alarm tone (visual signals and/or audible tones);**
- (2) perform the announcement to the occupants;**
- (3) perform the communication with the EAP staff and the building critical operational staff;**
- (4) demonstrate Phase I and Independent Mode elevator operation.**

The candidate is required to secure the appropriate approvals from the building's management before the inspector arrives to administer the test. If the building's management prohibits the candidate from demonstrating any required skill portion of the On-Site exam, the exam will be terminated. The failure will be designated to be a building failure and will not count as a failing score pertaining to the candidate, but the On-Site exam fee will be charged.

The candidate must instruct building employees who are posted at or near the Fire Command Center to remain silent while he/she is answering questions or demonstrating the required skills. If any other person answers questions that the candidate is required to answer, instructs the candidate on how to perform the required skills or interferes with the exam in any manner, the candidate will NOT receive credit for those questions.



In the third session of the On-Site exam, the candidate will be presented with a specific non-fire emergency scenario and directed to state the actions that the candidate would take should this scenario occur. The inspector will read each part of the scenario and then wait for the candidate's responses before proceeding to the subsequent parts of the scenario. The candidate is allowed to take notes while the inspector is reading the scenario. Inspectors will provide paper for the candidate to take notes. The candidate will be directed by the inspector as to which sections are allowed for notes taking. The candidate will be given 15 minutes to prepare his/her responses on the paper that the inspector provides. No study materials or personal/outside notes are allowed at any time during the On-Site exam. **The candidate is required to print all required responses in English on the paper.** After completing the written responses, the candidate **must also verbally state his/her answers in order to receive credit** after the preparation time. The scenario can be re-read by the inspector one time upon the candidate's request.

When stating answers, the candidate should state all the actions that are required to be taken. The candidate must be as specific as possible and must not assume that actions were taken by others. Candidates should explain all their actions in detail from the beginning of the incident/emergency to the very end. The inspector may ask the candidate to restate and/or explain the given answers. The candidate must inform the inspector when he/she is satisfied with the answers provided and is finished stating all of the complete answers. It is the candidate's responsibility to ensure the verbal statements match to the written responses. The score will be based on both the written and verbal statements. **The candidate must return all sheets of paper to the inspector when the scenario is completed.**

In the first part of the fourth session of the On-Site exam, the candidate is required to demonstrate his/her ability to train a staff member as part of the On-Site Exam. During the On-Site Exam, the candidate will be required to present initial training for one of the following staff members: (1) deputy FS/EAP directors; (2)FS/EAP building evacuation supervisors; (3)FS/EAP floor wardens; (4)deputy EAP floor wardens; (5)EAP brigade members. The staff member(s) will be designated by the inspector upon this exam segment.

The candidate will be given approximately 10-15 minutes to prepare an outline to be used for this training.

In the second part of the fourth session of the On-Site exam, the candidate will need to present active shooter training. During this exam segment, the candidate must assume that the inspector is a building occupant. This building occupant does not have any knowledge of how to respond to the active shooter emergency. The candidates need to verbally train the building occupant and describe all required information specifically and clearly.

The candidate will be given approximately 10-15 minutes to prepare an outline to be used for this training.

(5) On-Site Exam Grading

Different weightings are assigned for different questions. For example, there are **mandatory and important questions** in the On-Site exam. **The candidates must receive a score of at least 70% and pass all mandatory questions and do not fail more than one important question.** If the candidate **does not successfully perform any mandatory response or failed two important questions, the candidate will NOT receive a passing score.**

The mandatory questions are building specific, where a practical demonstration is required. The important questions are generic questions, tasks or the actions that must be explained as part of the answer to a question or scenario.

The inspectors only record the candidate's VERBAL answers but do not grade the exams. The On-Site exam will be graded by a third party unit at the FDNY. If you feel the examiner(s) did not provide a fair environment or opportunity, you may file a complaint by email. We assure that all complaints will be kept confidential.

Your complaints and/or concerns regarding the administration of the On-Site exam must be:

- received by email **within 24 hours of your On-Site exam**
- address your complaints to pubcert@fdny.nyc.gov
- subject line must read **FS/EAP Director Onsite Complaint**
- In the body of the email please include
 1. Your full name
 2. Your Social Security number
 3. The date the On-Site Exam occurred
 4. Describe the specific issue in detail

The grading processing may take from **six (6) to eight (8) weeks.** **The exam results will be mailed to the candidate's home address indicated on the A-20 application filled out during the On-Site exam. If the candidate fails, the failure notices will also be mailed to the Building's manager.**

****NEW****

If the candidate passes the On-Site exam and submits the required graduation diploma/letter of Active Shooter and Medical Emergency Preparedness course, the F-89 C of F card will be mailed along with the test results.

If the candidate passes the On-Site exam but does not submit the graduation diploma/letter of Active Shooter and Medical Emergency Preparedness course, the COF unit will request the candidate to submit the school letter/diploma in order to issue the F-89 C of F card.

(6) The Consequence of Failing the On-Site Exam

If the candidate fails the On-Site exam, the exam fee will not be refunded. Applicants will be permitted to take two (2) On-Site Exams; however, applications for a second On-Site Exam must be requested within the one (1) year valid period from the date the candidate passed the computer exam.

If the candidate does not pass the examination after the second attempt, (even the candidate who holds a valid FLS Director C of F for another building) the candidate will be required to start the application process from the beginning by retaking the 7-hour Fire Safety/Emergency Action Plan Director course and retaking the FDNY computer exam.

If the candidate is seeking to be certified in an additional building and fails the On-Site Examination because he/she missed two or more important responses during the exam, the candidate will be required to take and pass a written Remedial EAP Director Examination (R-59) before being permitted to schedule another On-Site Examination. Failure to pass the R-59 exam or ignoring the R-59 notice will result in a suspension of the Fire Safety Director and/or Emergency Action Plan Director certifications. See the examination Notice of Examination R-59 for further information.

ON-SITE EXAM STUDY MATERIAL

- Please always check for the latest revised F-89 On-Site Exam booklet at FDNY website to prepare for the On-Site exam. The On-Site booklet link will be available soon on the FDNY website.

DIFFERENT WORK LOCATION(S)

If a current F-89 C of F holder wants to change work location and the new work location has not obtained the FDNY acceptance of the comprehensive fire safety/EAP plan, the F-89 C of F holder must pass the fire portion (FSD) onsite for the new work location, submit the T-89 designated letter from the new building manager. The fire portion (FSD) on-site fee (\$445) and new C of F card fee (\$25) will be charged.

If the new work location has the FDNY accepted comprehensive fire safety/EAP plan, the F-89 C of F holder must pass the fire portion (FSD) onsite and the non-fire portion (EAP) for the new work location to obtain the new F-89 C of F. The fire portion (FSD) on-site fee (\$445), the non-fire portion (EAP) onsite fee (\$315) and new C of F card fee (\$25) will be charged.

If the candidate is seeking to be certified in an additional building and fails the On-Site Examination because he/she missed two or more important responses during the exam, the candidate will be required to take and pass a written Remedial EAP Director Examination (R-59) before being permitted to schedule another On-Site Examination. Failure to pass the R-59 exam or ignoring the R-59 notice will result in a suspension of the Fire Safety Director and/or Emergency Action Plan Director certifications. See the examination Notice of Examination R-59 for further information.

Applicants are allowed to work as certified FLSD or FSD at 2 separate locations at the same time. Applicants seeking employment as FLSD or FSD (F-89/T-89/F-85) at three (3) or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-eeap-form.pdf>

Under modification/variance program, the applicants are subject to the On-Site Exam in order to renew the Certificate for each location.

FEES, VALID TIME, EXPIRATION ISSUES AND RENEWALS

Fees

- *Computer exam fee*
Pay the \$25 application fee in person by:
 - Cash
 - Credit/Debit card (American Express, Discover, MasterCard, or Visa)
 - Personal or company check or money order (made payable to the New York City Fire Department)

The application fee must be paid prior to taking the computer based test.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
 - A copy of identification card issued by the Agency.
-
- *On-Site exam fee*
The On-Site exam fee for the FS/EAP Director (FLSD non-fire onsite) is \$305. If an overtime exam Monday to Friday after 5:00 PM or on Saturday is requested, additional overtime expenses will be charged. The invoice for the total fee will be sent to the building where the On-Site exam was administered.

- Renewal fee
Renewal fee for the F-89 C of F is \$15.00. It applies for any Certificate of Fitness to be renewed from 90 days before to 90 days after the expiration date. It is very important to renew your C of F before it expires. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New exams will be required.
- Update, replacement and duplicate fee
To change a mailing address, obtain a duplicate Certificate of Fitness, you should submit a letter requesting the change of mailing address or a duplicate C of F with \$5.00 fee.
- Card exchange fee
To upgrade the original valid F-59 Certificate of Fitness to a new F-89 Certificate of Fitness, the C of F holder must pay \$5 fee to the FDNY or to the FDNY approved school. The expiration date on the original F-59 C of F card will be carried to the new F-89 C of F card.

Valid period, expiration issues and renewals

- (1) Fire Safety/Emergency Action Plan Director School graduation diploma
 - The Fire Safety/Emergency Action Plan Director School Graduation diploma is valid for one year. It is **NOT RENEWABLE**. If it expires, the applicant must re-attend the course in its entirety.
- (2) Active Shooter and Medical Emergency Response School graduation diploma/letter
 - This diploma does not have an expiration date.
- (3) FDNY computer exam passing letter
 - The FDNY computer exam passing letter is valid for one (1) year. It is **NOT RENEWABLE**. If it is expired (without failing the second On-Site Exam):
 - but within one year from the expiration date
The applicant is not required to retake the Fire Safety/Emergency Action Plan Director course, but must retake and pass a new computer exam to receive a new computer exam passing letter to schedule the On-Site Exam.
 - more than one years from the expiration date
The applicant must begin as a new applicant: retake the Fire Safety/Emergency Action Plan Director course, retake and pass a new computer exam, receive a new **computer exam passing** letter to schedule the On-Site Exam.

(4) F-89 C of F

- **Once you obtain the F-89 Certificate of Fitness, the FSD (F-25/F-58/F-85) Certificate of Fitness is no longer required for the SAME PREMISES.**
- The FDNY F-89 Certificate of Fitness is valid for three years. It is renewable. *If the F-89 Certificate has been expired more than 90 days:*
 - (a) 90 days to 1 year
An additional \$25.00 late fee applies when the renewal is requested after 90 days, but before one (1) year after the expiration date.
 - (b) more than 1 year
No Certificate will be renewed if expired for one year after the expiration date.
- If the F-89 certificate has expired over one year, the applicant must retake the Fire and Life Safety Director course (including fire emergency, non-fire emergency and active shooter and medical emergency preparedness), pass TWO computer examinations (FSD and EAPD), and pass the fire and non-fire portions On-Site Exam(s).

(5) F-59 C of F

- The F-59 Certificate of Fitness will no longer be renewable. All current F-59 CF holders must have attended the Active Shooter and Medical Emergency course by 09/04/2017. The inspector will start to enforce the requirements. Only F-89 Certificate of Fitness will be recognized as the valid FLSD Certificate of Fitness.

Inactive Certificate of Fitness

Individuals who no longer work at the premises where they were previously certified as a Fire Life and Safety Director should return their Certificate of Fitness card(s) and submit the completed the Surrender Certificate of Fitness Form back to the Fire Department.

The Surrender Certificate of Fitness Form can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/surrender-cof-applicant-form.pdf>

The Certificate of Fitness number and expiration date will be carried to the Q-89 Inactive Fire and Life Safety Director Certificate of Fitness after the candidate successfully surrenders the F-89 Certificate of Fitness Card. The renewal procedures of Q-89 Certificate of Fitness will be same as F-89 Certificate of Fitness.

Renewal procedure

The F-89 Certificate of Fitness must be renewed every **THREE YEARS**. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

You may receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires.

The F-89 C of F card can be renewed **On-line, by Mail or in Person.**

- Renewal online

Fee exempted applicants cannot renew online only by mail or in person. (Only government employees who will use their C of F for work- related responsibilities are eligible for fee waivers.)

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval company renewal code, email pubrenew@fdny.nyc.gov.

Renewal fee can be paid by one of the following methods:

- Credit card or Debit card (American Express, Discover, MasterCard, or Visa)
- E-check

A convenience fee of 2.49% will be applied to all credit/debit card payments for original or renewal certificates.

If all the requirements are met, the certificate of fitness will be mailed to the mailing address within 10 days.

For online renewal go to:

<https://a836-citypay.nyc.gov/citypay/FDNYCOF>

- Renewal by mail

Mail your Renewal Notice (if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment

Personal or company check or money order (made payable to the NYC Fire Department)

For fee waivers submit: ***(Only government employees who will use their C of F for work- related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating the applicant's full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency (if applicable)

All supporting documents should be mailed to:

NYC Fire Department (FDNY)

Cashier's Unit
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be mailed out within four to six weeks.

- Renewal in person

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Cash
- Credit card or Debit card (*American Express, Discover, MasterCard, or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: (***Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.***)

- A letter requesting fee waiver on the Agency's official letterhead stating the applicant's full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency and if applicable, your supporting documents to:

A convenience fee of 2.49% will be applied to all credit/debit card payments for original or renewal .

Special renewal procedures for F-89 C of F holder with 3 or more locations

Applicants who are enrolled in modification/variance program (as F-89/T-89/F-85 at three (3) or more locations) are subject to the On-Site exam in order to renew the Certifications for each location.

SAMPLE DESIGNATION LETTER (for F-89)

MUST BE SUBMITTED ON COMPANY LETTERHEAD

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

From: _____

Date: _____

Subject: Application to take FDNY FLSD NON-FIRE computer exam

Re: _____
(Applicant's name)

The above individual is the Fire Safety Director (C of F number: _____) at

(PREMISES ADDRESS)

Company name: _____

The comprehensive fire safety/EAP (Level 1) plan of the premises listed the above has been accepted by the FDNY.

He/she has been designated as FLS Director or Deputy FLS Director 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 Manager (Contact phone number: _____ - _____ - _____)

GLOSSARY

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

Active shooter An individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooters use firearms or other deadly weapons and there is often no pattern or method to their selection of victims. NYPD has limited this definition to include only those cases that spill beyond an intended victim to others. According to the NYPD, an active shooter emergency should be excluded from the following situations: gang-related shootings, shootings that solely occurred in domestic settings, robberies, drive-by shootings, attacks that did not involve a firearm, and attacks categorized primarily as hostage-taking incidents.

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.

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 handy 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.

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.

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 under side 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 Supply (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.

OFFICIAL BIBLIOGRAPHY

The FDNY has provided all recognized EAP schools with the official bibliography to better prepare applicants for the course and examination. We encourage all applicants to visit the links **before** attending any school.

You may read this document but cannot **link or access it directly** from this document.

1. You can copy it to document file and then link directly to the sites.
2. You can type the exact citation in a search engine and then visit the sites.

FINAL EAPD Curriculum Bibliography

1. Rule 6-02

- Office Building Emergency Action Plans, 3 RCNY 6-02

2. Different Building Evacuation Concepts, including: Sheltering in Place, In-Building Relocation, Partial Building Evacuation, and Full Building Evacuation.

- “FAQs about building evacuation.” *NFPA Research and Reports*. 23 September 2005. **Accessed 11/14/2014.**
- “The Evacuation Plan: Key Questions You Need to Ask.” *Boma International*. 23 September 2005. **Accessed 11/14/2014.**
- How to Plan Workplace Emergencies and Evacuations. *OSHA 3088. US Department of Labor*. 2001. **Accessed 11/14/2014.**
- “Primer for Design of Commercial Buildings to Mitigate Terrorist Attacks”, *FEMA 427*. **Accessed and modified the link on 11/14/2014.**

3. Building Communications and Announcements

- “Strategies for creating evacuation messages.” *NFPA Research and Reports*. 23 September 2005. **Accessed and modified the link on 11/14/2014.**
- “Emergency Communications” *Federal Communications Commission, Consumer and Governmental Affairs*. October 2014. **Accessed and modified the link on 11/14/2014.**

4. Building Ventilation Options

- 1996 North American Emergency Response Guidebook, A Guidebook for First Responders During The Initial Phase of a Hazardous Materials/Dangerous Goods Incident, US Department of Transportation Research and Special Programs Administration
- New York City Building Code, SUBCHAPTER 6, Means of Egress, **Accessed 11/14/2014.**
- Brannigan F. “Building Construction for the Fire Science”, Third Edition, 1997, National Fire Protection Association.

5. Use of Elevators in Non-Fire Emergencies

- [CDIHP “Evacuation Preparedness Guide.”](#) Accessed and modified the link on **11/14/2014.**
- [“Recommendations for Staff Using Elevators.”](#) *Workplace Safety Toolkit.* Accessed and modified the link on **11/14/2014.**
- [“Elevators, Escalators and Stairways.”](#) *Workplace Safety Toolkit.* Accessed and modified the link on **11/14/2014.**

6. Human Services and the Handling of Building Occupants with Special Needs during Non-Fire Emergencies

- [FEMA and USFA. “Emergency Procedures for Employees with Disabilities in Office Occupancies.”](#) *U.S. Fire Administration Guide Series.* FA-154 (06/95). Accessed on **11/14/2014.**
- [FEMA and USFA “Orientation Manual for First Responders on the Evacuation of People with Disabilities.”](#) *U.S. Fire Administration Guide Series.* FA-235/ August 2002. Accessed on **11/14/2014.**
- [U.S. Department of Justice. “A Guide to Disability Rights Laws.”](#) *U.S DOJ Civil Rights Division.* July 2009. Accessed and modified the link on **11/14/2014.**

7. WMD’s, including Dirty Bombs, and Other Radiological Agents

- [“Emergency Preparedness and Response for Radiation Emergencies”.](#) *Department of Health and Human Services Centers for Disease Control and Prevention.* New, accessed on **11/14/2014.**
- [“Population Monitoring Guide in Radiation Emergencies, 2nd Edition”](#) *Department of Health and Human Services Centers for Disease Control and Prevention.* New, accessed on **11/14/2014.**
- [“Radiological Dispersion Device”](#) *Ready.gov.* February 2013. Accessed on **11/14/2014.**
- [“Dirty Bombs.”](#) *Council on Foreign Relations.* 2002. Accessed on **11/14/2014.**
- [“FAQs: Dirty Bombs.”](#) *Department of Health and Human Services Centers for Disease Control and Prevention.* October 2013. Accessed on **11/14/2014.**
- [Davis LE, Davis LM, Howell D, LaTourrette T, and Mosher D. “Individual Preparedness and Response to Chemical, Radiological, Nuclear, and Biological Terrorist Attacks.”](#) *RAND Public Safety and Justice,* 2003. Accessed on **11/14/2014.**
- [“Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks.”](#) *NIOSH.* May 2002. Accessed and modified the link on **11/14/2014.**
- [NRC: Fact Sheet on Dirty Bombs](#) *US Nuclear Regulatory Commission* Accessed and modified the link on **11/14/2014.**

8. Hazardous Material Incidents Involving Biological Agents and Contamination Issues

- “Model Procedures for Responding to a Package with Suspicion of a Biological Threat” *International Association of Fire Chiefs*. October 2008. **Accessed on 11/14/2014.**
- Davis L., Davis L., Howell D., LaTourrette T., and Mosher D. “Individual Preparedness and Response to Chemical, Radiological, Nuclear, and Biological Terrorist Attacks.” *RAND Public Safety and Justice*, 2003. **Accessed on 11/14/2014.**
- “Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks.” *NIOSH*. May 2002. **Accessed and modified the link on 11/14/2014.**
- “Responding to a Biological or Chemical Threat: A Practical Guide.” *U.S. Department of State, Bureau of Diplomatic Security*. November 2001. **Accessed on 11/14/2014.**
- Alibek K., Dashiell T., Dwyer A., Lane S., Patrick W., Ponikvar D., Rinard J., Sidell F. “Jane's Chem-Bio Handbook”, Third Edition, June 2005. **NEW 11/14/2014**
- “Bioterrorism Agents/Diseases (by category).” *Department of Health and Human Services Centers for Disease Control and Prevention*. 2014. **NEW 11/14/2014**
- “All-Hazards Preparedness Guide” *Centers for Disease Control and Prevention*. 2013. **NEW 11/14/2014**

9. Hazardous Material Incidents Involving Chemical Agents

- “Responding to a Biological or Chemical Threat: A Practical Guide.” *U.S. Department of State, Bureau of Diplomatic Security*. November 2001. **Accessed on 11/14/2014.**
- Davis L., Davis L., Howell D., LaTourrette T., and Mosher D. “Individual Preparedness and Response to Chemical, Radiological, Nuclear, and Biological Terrorist Attacks.” *RAND Public Safety and Justice*, 2003. **Accessed on 11/14/2014.**
- “Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks.” *NIOSH*. May 2002. **Accessed and modified the link on 11/14/2014.**
- Alibek K., Dashiell T., Dwyer A., Lane S., Patrick W., Ponikvar D., Rinard J., Sidell F. “Jane's Chem-Bio Handbook”, Third Edition, June 2005. **NEW 11/14/2014**
- CDC | Chemical Emergencies *Department of Health and Human Services Centers for Disease Control and Prevention*. October 2014. **Accessed on 11/14/2014.**
- “Advice for Safeguarding Buildings Against Chemical or Biological Attack.” *Airflow and Pollutant Transport Group : Indoor Environment Department*. April, 2005. **Accessed and modified the link on 11/14/2014.**

- [“All-Hazards Preparedness Guide”](#) *Centers for Disease Control and Prevention*. 2013. **NEW 11/14/2014**

10. Bombs, Bombs Threats and Suspicious Packages

- [“Explosions”](#). *Ready.gov*. May 2014. **Accessed and modified the link on 11/14/2014.**
- [CDC Mass Casualties | Explosions and Blast Injuries: A Primer for Clinicians](#) *Department of Health and Human Services Centers for Disease Control and Prevention*. February 2013. **Accessed on 11/14/2014.**

11. Weather-Related Emergencies

- [“NYC Hazards: Thunderstorms and Lightning.”](#) *New York City Office of Emergency Management*. **Accessed on 11/14/2014.**
- [“Natural Disasters and Severe Weather”](#) *Department of Health and Human Services Centers for Disease Control and Prevention*. **New, accessed on 11/14/2014.**
- [“NYC Hurricane Evacuation Map”](#) *New York City Office of Emergency Management*. **Accessed and modified the link on 11/14/2014.**
- [“Anywhere/anytime weather Forecasts.”](#) *Southern Region Headquarters: National Weather Service*. **Accessed on 11/14/2014.**
- [The Disaster Center New York Page](#). **Accessed on 11/14/2014.**
- [“NYC Hazards: Extreme Heat Basics.”](#) *New York City Office of Emergency Management*. **Accessed on 11/14/2014.**
- [“All-Hazards Preparedness Guide”](#) *Centers for Disease Control and Prevention*. 2013. **NEW 11/14/2014**
- [“Natural Disaster”](#). *Ready.gov*. December 2013. **NEW 11/26/2014**

12. Building Utilities Failures, including mechanical and Telecommunication Systems

- [“Hurricane Sandy in New Jersey and New York Building Performance Observations, Recommendations, and Technical Guidance ”](#). FEMA P-942. November, 2013. **NEW 11/26/2014.**
- [Davis M. and Clemmer S. “Power Failure: How Climate Change Puts Our Electricity at Risk and What We Can Do?”](#) *Union of Concerned Scientist*. April, 2014. **NEW 11/26/2014.**
- Pauls J. [“Have we learned the evacuation lessons? A commentary.”](#) *Fire Engineering*. October, 2002. **NEW 11/26/2014.**
- [“Building Failure Cases.”](#) *Wikispaces*. **NEW 11/26/2014**
- Nesler C. [“Building Resilience: 6 Lessons from Superstorm Sandy.”](#) *U.S. Green Building Council (USGBC)*. December, 2012. **NEW 11/14/2014.**
- [“Blackouts”](#). *Ready.gov*. May 2014. **NEW 11/26/2014.**

- [“Power Outages - Emergency Preparedness and Response”](#) *Centers for Disease Control and Prevention*. 2013. **NEW 11/14/2014.**

13. Training Methods

- [“Shelter in Place at Your Office: A general guide for preparing a shelter in place plan in the workplace.”](#) *National Institute for Chemical Studies* **Accessed and modified the link on 11/14/2014.**
- Ulmer, W. III. “Five fifteen-minute exercises to enhance hi-rise community preparedness.” *New York Real Estate Journal*, January 9, 2007. This article may be requested from www.rejournal.com. **NEW 11/14/2014.**

14. Civil Disturbances/Criminal acts/ Emotionally Disturbed Persons

- [“Civil Unrest: Recommendations for Organization and Operations during Civil Disturbance.”](#) FEMA and USFA. Report of the Joint Fire/Police Task Force. FA-142/February 1994. **Accessed on 11/14/2014.**
- Schroeder, D. J, Lombardo, F., and Strollo, J. “Actions of Responding Officers.” *Management and Supervision of Law Enforcement Personnel*. 1995, 347.
- [“Crime Scene Investigation” Chapter 4](#) *US Department of Justice* January 2000. **Accessed and modified the link on 11/14/2014.**

15. NIMS and Emergency Response Operations

- NIMS information. FEMA website.
 1. [“NIMS”](#). *National Integration Center*. August, 2014. **Accessed and modified the link on 11/14/2014.**
 2. [“NIMS Alert”](#) *National Integration Center* . September, 2014. **New and modified the link on 11/14/2014.**
 3. [“NIMS Training Program”](#) *National Integration Center*. July, 2014. **Accessed and modified the link on 11/14/2014.**
- [“NIMS Communications and Information Management”](#) FEMA website, October, 2014. **New and modified the link on 12/10/2014.**
- [“National Incident Management System \(NIMS\) Fact Sheet.”](#) *US Department of Homeland Security*. **Accessed and modified the link on 11/14/2014.**
- [“NIMS Alert: Our Top Five Most Frequently Asked Questions”](#). *NIMS-Integration Center*. March 2006. **Accessed and modified the link on 11/14/2014.**

16. Applicable Lessons from Major Fires and Emergency Incidents, Including WTC, and other Significant Events

- “141 Men and Girls Die in Waist Factory Fire; Trapped High up in Washington Place Building; Street Strewn with Bodies; Pile Dead Inside.” New York Times. 26 March 1911, 1. **Accessed and modified the link on 11/14/2014.**
- Fruin, J. J. “The Causes and Prevention of Crowd Disasters.” *crowdsafe.com*, January 2002. **Accessed and modified the link on 11/14/2014.**
- Johnson, CW. “Applying the Lessons of the Attack on the World Trade Center, 11th September 2001, to the Design and Use of Interactive Evacuation Simulations.” *CHI* 2005. April 2-7, 2005. 651-660. **Accessed on 11/14/2014.**
- Cauchon, D. and Moore, M. T. “Elevators were Disaster within Disaster.” *USA Today*. **Accessed on 11/14/2014.**
- “Chicago high-rise fire injures 37” *CNN*. December 7, 2004. **Accessed on 11/14/2014.**
- Craighead, G. “High –Rise Security and Fire Life Safety, (3rd Edition)”, May 2009. **New 11/14/2014.**
- Ciokajlo M, Heinzmann D. “Fire strikes Loop office skyscraper”. *Chicago Tribune*. December 7, 2004. **Accessed and modified the link on 11/14/2014.**
- Shyam-Sunder, S. “Federal Building and Fire Safety Investigation of the World Trade Center Disaster: Final Report of the National Construction Safety Team on the Collapses of the World Trade Center Towers (NIST NCSTAR 1)” *NIST WTC Investigation Team*. December 2005. **Accessed and modified the link on 11/14/2014**
- “World Trade Center Building Performance Study: Data Collection, Preliminary Observations, and Recommendations.” *FEMA*. May 2002. **Accessed and modified the link on 11/14/2014**
- Gershon, R. R. M., Magda L. A. , Riley, H. E. M. and Sherman M. F. “The World Trade Center evacuation study: Factors associated with initiation and length of time for evacuation.” *Fire and Materials*, 2011. (Related slide show:<http://www.slideshare.net/UCSF-IHPS/world-trade-center-evacuation-study>) **Accessed and modified the link on 11/24/2014**
- Fahy, R. and Proulx, G. “Human Behavior in the World Trade Center Evacuation.” 1993 Case Study. **Accessed on 11/14/2014.**

17. Structural Design and Evacuation Limitations

- “Summary of Provisions - Local Law 26 of 2004.” *NYC Department of Buildings* **Accessed and modified the link on 11/14/2014.**
- “NYC Building Code Title 27 Subchapter 6.” *NYC Department of Buildings* **Accessed and modified the link on 11/14/2014.**

18. Active Shooter <<NEW!!>>

- Active Shooter. *NYPD Shield*. Accessed 2/17/2015.

- [Active Shooter: Recommendations and Analysis for Risk Mitigation](#). *The New York City Police Department*. 2012. Accessed 2/17/2015.
- [Active Shooter: How to Response](#). *U.S. Department of Homeland Security*. Accessed 2/17/2015.
- [Incorporating Active Shooter Incident Planning Into Health Care Facility Emergency Operations Plans](#). *U.S. Department of Health and Human Services*. 2014. Accessed 3/11/2015.
- [A Study of Active Shooter Incidents, 2000 – 2013](#). *U.S. Department of Justice, Federal Bureau of Investigation*. September, 2013. Accessed 2/17/2015.
- Garris, L. G. [Preparing for the Worst: How to Plan for an Active Shooter Scenario](#). *The BOMA Magazine*. Accessed 2/17/2015.
- [Active Shooter Preparedness](#). *U.S. Department of Homeland Security*. Accessed 3/4/2015.

Additional Information

- [“Make a Plan: In A High-rise Building.”](#) *Ready.gov*. **Accessed and modified the link on 11/14/2014.**
- [“Guidelines to Developing Emergency Action Plans for All-Hazard Emergencies in High-Rise Office Buildings”](#). *NFPA 2014 New and accessed on 11/24/2014.*
- Barbara, Gerard A. “A Century of Fire and Fire Safety Legislation.” *WNYF Magazine*. 2000.
- [“For Businesses: CorpNet.”](#) *New York City Office of Emergency Management*. **Accessed on 11/14/2014.**
- [“Ready New York: for Business”](#) 2014. *New York City Office of Emergency Management*. **New and accessed on 11/14/2014.**
- [“NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs.”](#) *NFPA 2013 New and accessed on 11/14/2014.*
- Fahy, R. and Proulx, G. “Collective Commonsense: A Study of Human Behavior During the World Trade Center Evacuation.” *NFPA Journal*. March/April 1995, 59-67.
- Dellinger, A. M., Waxweiler, R. J., and Mallonee, S. “Injuries to Rescue Workers Following the Oklahoma City Bombing.” *American Journal of Industrial Medicine*. (1997) 31: 727-732.
- [“Plan To Protect Yourself & Your Family.”](#) *Ready.gov*. September 2013. **New and accessed on 11/14/2014.**
- [“Public Perceptions of High-Rise Building Safety and Emergency Evacuation Procedures Research Project”](#). *NFPA The Fire Protection Research Foundation*. July 2007. **New and accessed on 11/24/2014.**
- Proulx, G. [“Strategies for Ensuring Appropriate Occupant Response to Fire Alarm Signals.”](#) *Institute for Research in Construction*. 2002. 1-6. **Accessed and modified the link on 11/14/2014.**

- “Plan and Prepare for Disasters.” *US Department of Homeland Security Emergencies and Disasters*. December 2013. **New and accessed on 11/24/2014.**
- “Expecting the Unexpected.” *Oregon OSHA* Accessed the link on 11/24/2014.

SECTION B: Notice of Exam for T-89

T-89 Certificate of Fitness is ONLY designed for an FLS Director applicant employed in a work location that HAS NOT yet obtained FDNY acceptance of its comprehensive fire safety/EAP plan.

Once the T-89 C of F holder's premises obtains the FDNY acceptance of the comprehensive fire safety/EAP (level 1) plan, the authorized personnel (designated by the building owner) must immediately schedule the T-89 C of F holder for the non-fire portion (EAP) of the on-site exam to obtain the F-89 Certificate of Fitness.

The certification process is listed below:

- (1) Training Courses requirement
- (2) FDNY FLSD NON-FIRE computer exam
- (3) T-89 Certificate of Fitness

TRAINING COURSES

(A). FIRE SAFETY/EMERGENCY ACTION PLAN DIRECTOR COURSE

All Fire Safety and Emergency Action Plan (FS/EAP) or FLS Director candidates must complete the FS/EAP Director training course from one of the FDNY certified schools or organizations. The list of the FDNY certified schools or organizations can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/certified-schools-for-eapd.pdf>

Training courses shall, at a minimum, provide not less than 7 hours of instructional training, of which not less than 6 hours shall consist of Category 1 topics and not less than 1 hour shall consist of Category 2 topics.

- (1) Category 1 shall include the following instructional topics, and such other topics as the Fire Department may from time to time designate by written notice to accredited training course providers:
 - (A) Local Law No 26 of 2004, R404-02, and any amendments or other rules promulgated pursuant thereto;
 - (B) Shelter in place, in-building relocation, partial building evacuation and full building evacuation concepts;
 - (C) Building communications and announcements;
 - (D) Building ventilation options;
 - (E) Use of elevators;
 - (F) Human services, including building occupants with special needs and related mobility and communications issues;
 - (G) Weapons of mass destruction, including dirty bombs and other radiological weapons;
 - (H) Hazardous material incidents involving biological agents, including contamination issues;
 - (I) Hazardous material incidents involving chemical agents;

- (J) Bombs, bomb threats and suspicious packages;
- (K) Weather-related emergencies;
- (L) Failure of building utilities, mechanical systems and/or telecommunications systems; and
- (M) Training methodology, including application protocols and post drill critiques.

(2) Category 2 shall include the following instructional topics, and such other topics as the Department may from time to time designate by written notice to accredited training course providers:

- (A) Civil disturbances and blackouts;
- (B) Familiarization with incident command structure and emergency response operations;
- (C) Situational awareness in the context of non-fire emergencies;
- (D) Applicable lessons from major incidents including the World Trade Center; and
- (E) On-Site test information as provided by the Fire Department.

Candidates must attend all training classes to be eligible to take the training course's final examination. School Graduation Diploma will be issued after the candidates obtain a passing score of **70%** on the Graduation Test. Candidates shall be allowed two (2) opportunities to pass the Graduation Test. **The Graduation Diploma is valid for only one (1) year in order to take the FDNY computer exam.**

Candidates who fail the final examination on the second attempt shall be required to re-attend the course in its entirety.

Individuals may attend the FS/EAP Director school at any time without being a certified Fire Safety Director. They are not eligible to take any FSD/EAP test until receiving their FSD Certificate of Fitness.

(B). ACTIVE SHOOTER AND MEDICAL EMERGENCY PREPAREDNESS COURSE

Based on the new Fire Rule (3 RCNY §113), all Fire and Life Safety Director (F-89/T-89) candidates are required to take the 4-hour Active Shooter and Medical Emergency Preparedness course from the FDNY approved school to obtain the Fire and Life Safety Director Certificate of Fitness.

List of approved schools can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/2016-active-shooter-mep-school.pdf>

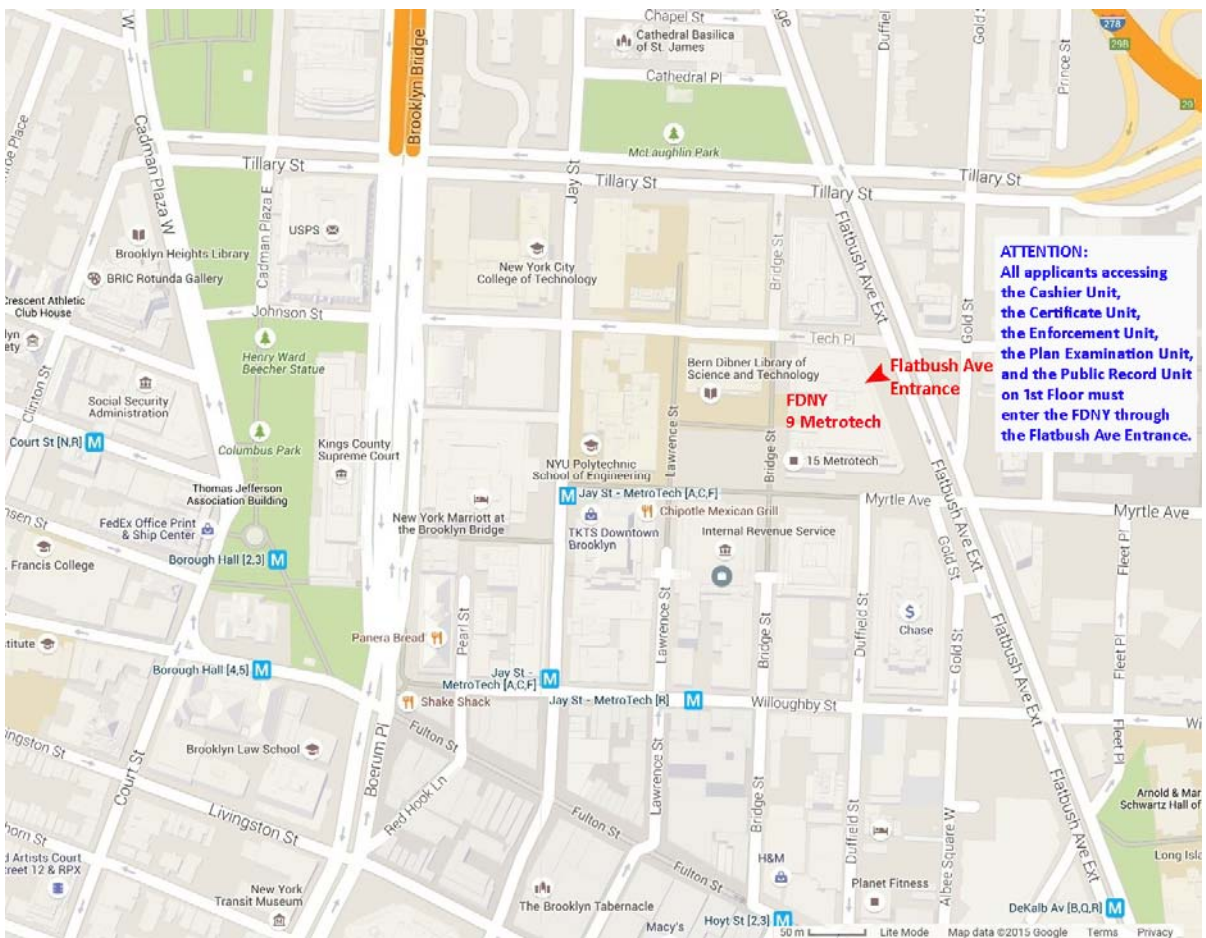
COMPUTER EXAM

DATE OF EXAM: Computer examinations are administered Monday through Friday (except legal holidays) at **2:45PM** by **appointment only**. The appointment can be made on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

FEE: **Application Fees:** \$25.00. The application fee must be paid prior to taking the computer examination. This fee includes the issuance of a Certificate of Completion upon passing the computer examination and meeting experience requirements. Applicants who fail the computer examination must pay \$25.00 for each subsequent exam.

EXAM SITE: **FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.** Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place)**.



MINIMUM QUALIFICATION REQUIREMENTS

1. Applicants must be at least eighteen years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination.
2. Applicants must hold a valid current F-85 or Q-85 (inactive FSD C of F) for Hi-rise/Office Building Certificate of Fitness at the location listed on the application.
3. **Applicants are prohibited from being employed by any FDNY- approved Fire Safety/Emergency Action Plan Director School for at least four (4) years after taking any FDNY FSD or EAP or FLSD related exam.**

COMPUTER EXAM PROCEDURES

(1) Scheduling the computer exam:

Applicants must take the Fire Safety/Emergency Action Plan Director (FLSD non-fire) Computer examination within the **one year valid period** of the Fire Safety/Emergency Action Plan Director School Graduation diploma

To schedule an individual or group appointment for FDNY computer exam, the applicants can log into the link below:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Please cancel or reschedule your appointment 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after **3:00 P.M.**

(2) Requirements for the computer exam:

1. Applicants must provide two forms of identification; at least one identification must be government issued photo identification, such as a State issued Driver License or Non Driver License or a passport.
2. Applicants must submit TWO training courses diplomas:
 - (1) the **original** and one copy of Fire Safety/Emergency Action Plan Director School graduation diploma on exam day. **The Graduation Diploma is valid for only one (1) year.**
 - (2) the **original** and one copy of Active Shooter and Medical Emergency Preparedness School Graduation diploma/Letter on the day of the exam day.
3. Applicants must complete the following forms:
 - Application for Fire Safety/Emergency Action Plan Director (FLS Director) Certificate of Fitness
The form can be downloaded from the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/f89-t89-application-form.pdf>
 - A-20 (general C of F application form).
The form can be downloaded from the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

4. Applicants must be processed, photographed and pay testing fee prior to taking the exam.
5. Applicants must bring a copy of their current valid F-58/F-25/F-85 for the same address as it appears on the comprehensive fire safety/EAP Plan. On or after 09/04/2017, only F-85 will be recognized as a valid FSD C of F card to take the FDNY T-89 exams.
6. Applicants must submit a “T-89 Designation Letter’ from the employer or building owner recommending the applicants for the computer exam. **A sample letter is attached in this Notice of Exam. The sample letter will also soon be available on FDNY website.**

(3) After the computer exam:

1. Pass the computer exam:

The applicant will receive a computer exam passing letter stating that the applicant passed the computer exam. The passing letter will allow the applicant to schedule the On-Site Exam (See the “On-Site Exam Procedures” listed on the following pages). The passing letter is **NOT RENEWABLE** and valid for **one (1) year from the date that the candidate receives the FDNY letter of passing the FDNY computer exam.**

2. Fail the computer exam:

The applicant will be given **two (2) opportunities to take and pass the computer exam** on the basis of having successfully completed the Fire Safety/Emergency Action Plan Director course.

- The **first attempt** of the computer exam should be taken **within the 6 months period** from the date that the candidate receives the Fire Safety/Emergency Action Plan Director School Graduation Diploma. The **second** computer exam must be completed **before the expiration date** of the Fire Safety/Emergency Action Plan Director School Graduation Diploma (**The diploma is valid for one (1) year**). **The candidate must schedule an appointment for the second attempt** (see appointment information above).
- If an applicant **fails** the Fire Safety/Emergency Action Plan Director (FLSD non-fire) computer exam **the second time**, **the applicant must repeat the Fire Safety/Emergency Action Plan Director Course** in its entirety to be eligible to take the exam again. Email pubcert@fdny.nyc.gov for additional information concerning the computer exam.

COMPUTER EXAM - GENERAL INFORMATION

The computer examination will consist of **seventy five (75) multiple choice questions**, the test is approximately 3 hours. Applicants must obtain a **passing score of at least 70%** on the computer examination in order to secure a Certificate of Completion. Exam questions for the computer examination include questions regarding the following areas:

- 1) Fire alarm systems in B and R-1 occupancies, including:
 - a) difference between off-line and out-of-service
 - b) fire command functions

- 2) Emergency procedures in B and R-1 occupancies, including:
 - a) fire emergencies
 - b) non-fire emergencies

- 3) Training requirements, including:
 - a) fire brigade
 - b) fire wardens
 - c) evacuation supervisor
 - d) personnel management
 - e) fire drills

- 4) Fire suppression systems, including:
 - a) standpipe systems
 - b) sprinkler systems
 - c) special extinguishing systems
 - d) hose in B and R-1 occupancies
 - e) fire pumps

- 5) B and R-1 occupancies systems (HVAC), including:
 - a) electrical (general)
 - b) elevators (general)
 - c) stairs pressurization
 - d) maintenance
 - e) generators

- 6) General knowledge of Rules of the City of New York (RCNY), including:
 - a) High-Rise Bulletins
 - b) permits and licenses
 - c) record keeping
 - d) inspections of systems

- 7) The F-89 On-Site exam booklet, including:
 - a) the concepts of recommended, acceptable, unacceptable actions
 - b) the general knowledge of active shooter event

It is also highly recommended that the candidate should be familiar with the additional materials listed in the official F-89 bibliography (attached in this Notice of Exam) before taking the computer exam.

SAMPLE DESIGNATION LETTER (for T-89)

MUST BE SUBMITTED ON COMPANY LETTERHEAD

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

From: _____

Date: _____

Subject: Request to apply T-89 Certificate of Fitness

Re: _____
(Applicant's name)

The above individual is the FSD with F-85 C of F (C of F number: _____) at

_____ (PREMISES ADDRESS)

Company name: _____

The comprehensive fire safety/EAP (Level 1) Plan of the premises listed above (check if applies)
 has not been submitted to FDNY.
 has been submitted to FDNY but has not been accepted by the FDNY.

The candidate listed above has been designated as FLS Director or Deputy FLS Director 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. Before our premises obtain the FDNY acceptance of its comprehensive fire safety/EAP (level 1) plan, we recommend this candidate to perform the duties of an FLS Director on an interim basis with the valid T-89 Certificate of Fitness. This candidate will be authorized to implement the provisions of FC Chapter 4 and R404-01 with respect to fire emergencies and to take such actions in response to non-fire emergencies as the building owner authorizes, based on the standard FDNY non-fire emergency procedures and the plan or procedures currently in place for our premises. **We understand that once our premises obtains the FDNY acceptance of the comprehensive fire safety/EAP (level 1) plan, we will immediately schedule the applicant for the non-fire portion on-site exam to obtain the F-89 Certificate of Fitness.**

Sincerely,

Building Owner or Manager (Contact phone number: _____ - _____ - _____)

DIFFERENT WORK LOCATION(S)

If a current T-89 C of F holder wants to change work location and the new work location has not obtained the FDNY acceptance of the comprehensive fire safety/EAP plan, the T-89 C of F holder must pass the fire portion (FSD) onsite for the new work location, submit the T-89 designated letter from the new building manager. The fire portion (FSD) on-site fee (\$445) and new C of F card fee (\$25) will be charged.

If the new work location has the FDNY accepted comprehensive fire safety/EAP plan, the T-89 C of F holder must pass the fire portion (FSD) onsite and the non-fire portion (EAP) for the new work location to obtain the new F-89 C of F. The fire portion (FSD) on-site fee (\$445), the non-fire portion (EAP) onsite fee (\$315) and new C of F card fee (\$25) will be charged.

If the candidate is seeking to be certified in an additional building and fails the On-Site Examination because he/she missed two or more important responses during the exam, the candidate will be required to take and pass a written Remedial EAP Director Examination (R-59) before being permitted to schedule another On-Site Examination. Failure to pass the R-59 exam or ignoring the R-59 notice will result in a suspension of the Fire Safety Director and/or Emergency Action Plan Director certifications. See the examination Notice of Examination R-59 for further information.

Applicants are allowed to work as certified FLSD/FSD at 2 separate locations at the same time. Applicants seeking employment as FLSD or FSD (F-89/T-89/F-85) at three (3) or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-eeap-form.pdf>

Under modification/variance program, the applicants are subject to the On-Site Exam in order to renew the Certificate for each location.

FEES, VALID TIME, EXPIRATION ISSUES AND RENEWALS (T-89)

Fees

- Computer exam fee
Pay the \$25 application fee in person by:
 - Cash
 - Credit card
 - Debit card
 - Personal or company check or money order (made payable to the New York City Fire Department)

The application fee must be paid prior to taking the computer based test.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND

- A copy of identification card issued by the Agency.
- Renewal fee
Refer to the renewal procedures for T-89.
- Update, replacement and duplicate fee
To change a mailing address, obtain a duplicate Certificate of Fitness, you should submit a letter requesting the change of mailing address or a duplicate C of F with \$5.00 fee.
- Card exchange fee
To upgrade the original valid Certificate of Fitness card to a new T-89 Certificate of Fitness, the C of F holder must pay \$5 fee to the FDNY or to the FDNY approved school. The expiration date on the original C of F card will be carried to the new T-89 C of F card.

Valid period, expiration issues and renewals

(1) Fire Safety/Emergency Action Plan Director School graduation diploma

- The Fire Safety/Emergency Action Plan Director School Graduation diploma is valid for one year. It is **NOT RENEWABLE**. If it expires, the applicant must re-attend the course in its entirety.

(2) Active Shooter and Medical Emergency Response School graduation diploma/letter

- This diploma does not have an expiration date.

(1) T-89 C of F

- **Once you obtain the T-89 Certificate of Fitness, you don't need to retain the FSD (F-25/F-58/F-85) Certificate of Fitness for the SAME PREMISES.**
- Once the T-89 C of F holder's premises obtains the FDNY acceptance of the comprehensive fire safety/EAP (level 1) plan, the authorized personnel (designated by the building owner) must IMMEDIATELY schedule the T-89 C of F holder for the non-fire portion (EAP) of the on-site exam to obtain the F-89 Certificate of Fitness.
- The FDNY T-89 Certificate of Fitness may be valid up to three years. **This Certificate of Fitness is ONLY valid in the premises that has not yet obtained FDNY acceptance of the comprehensive fire safety/EAP plan.**

Inactive Certificate of Fitness

Individuals who no longer work at the premises where they were previously certified as a Fire Life and Safety Director should return their Certificate of Fitness card(s) and submit the completed the Surrender Certificate of Fitness Form back to the Fire Department.

The Surrender Certificate of Fitness Form can be found on the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/surrender-cof-applicant-form.pdf>

The Certificate of Fitness number and expiration date will be carried to the Q-89 Inactive Fire and Life Safety Director Certificate of Fitness after the candidate successfully surrenders the T-89 Certificate of Fitness Card. The renewal procedures of Q-89 Certificate of Fitness will be same as T-89 Certificate of Fitness.

Renewal procedure

The T-89 Certificate of Fitness may NOT be renewed. The requirements will be outlined upon the completion of the level 1 plan Rule.

SECTION C: Notice of Exam for R-59

NOTICE OF EXAMINATION

TITLE: **REMEDIAL FS/EAP/FLS DIRECTOR (R-59)**

DATE OF TEST: Computer exams are administered on Monday through Friday; no appointment required. Starting processing time for tests is 8:00 A.M. No exam will be administered to applicants who arrive after 2:30 P.M.

PURPOSE: **Applicants who hold FS/EAP/FLS C of F who take a practical (On-Site) examination in an additional work location and fail to correctly answer 2 or more questions involving important safety information will be afforded the opportunity to demonstrate their fitness to retain their existing Certificate(s) of Fitness at their current work locations by taking a remedial examination (R-59).**

QUALIFICATION REQUIREMENTS

This test is only for candidates who currently hold one or more Certificate(s) of Fitness for FS/EAP/FLS Director (F-59/F-89) and who fail to correctly answer questions involving important safety information during a practical (On-Site) examination for certification at an additional work location.

APPLICATION FEES

Application Fees is \$25.00. The application fee must be paid prior to taking the computer examination. This fee includes the issuance of a Certificate of Completion upon passing the computer examination and meeting experience requirements. Applicants who fail the computer examination must pay \$25.00 for each subsequent exam.

The fee can be paid by

- Cash,
- Credit/debit card (American Express, Discover, MasterCard, or Visa),
- Personal or company check or money order (made payable to the New York City Fire Department).

A convenience fee of 2.49% will be applied to all credit/debit card payments.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

REMEDIAL TEST APPLICATION PROCEDURES

1. Applicants must complete the A-20 (general Certificate of Fitness application form) and submit the application fee.

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

2. Applications must be accompanied by the R-59 Notice of Failure from the Department.
3. Applicants must bring their current FS/EAPD/FLSD Certificate of Fitness identification card(s) and submit them to FDNY with their A-20 application form.

TEST INFORMATION

The remedial test will consist of twenty (20) multiple-choice questions. You must obtain a **passing score of at least 70%** on the Remedial Examination in order to demonstrate to the Department that you have basic FS/EAPD/FLSD knowledge.

To prepare for the remedial exam, you should refer to the “part III: Non-Fire Emergency scenarios” of the F-59/R-59/F-89 study guide online at

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f59-onsite-exam-studymaterials.pdf>

The remedial test will include questions on fundamental safety procedures and critical actions that are essential during a non-fire emergency.

If You Pass the R-59 Examination

If you pass the remedial examination within the time period allowed in the R-59 Notice of Failure, you will be re-qualified to serve at your current work location(s) where you hold a valid Certificate of Fitness.

If you only failed the F-59/F-89 on-site exam once, you should schedule your second on-site exam before your computer exam passing letter expires. If you already failed the F-59/F-89 on-site exam twice, you have to start from the beginning of the F-59/F-89 application process. Please refer to the Section A of this document for details.

If You Fail the R-59 Examination

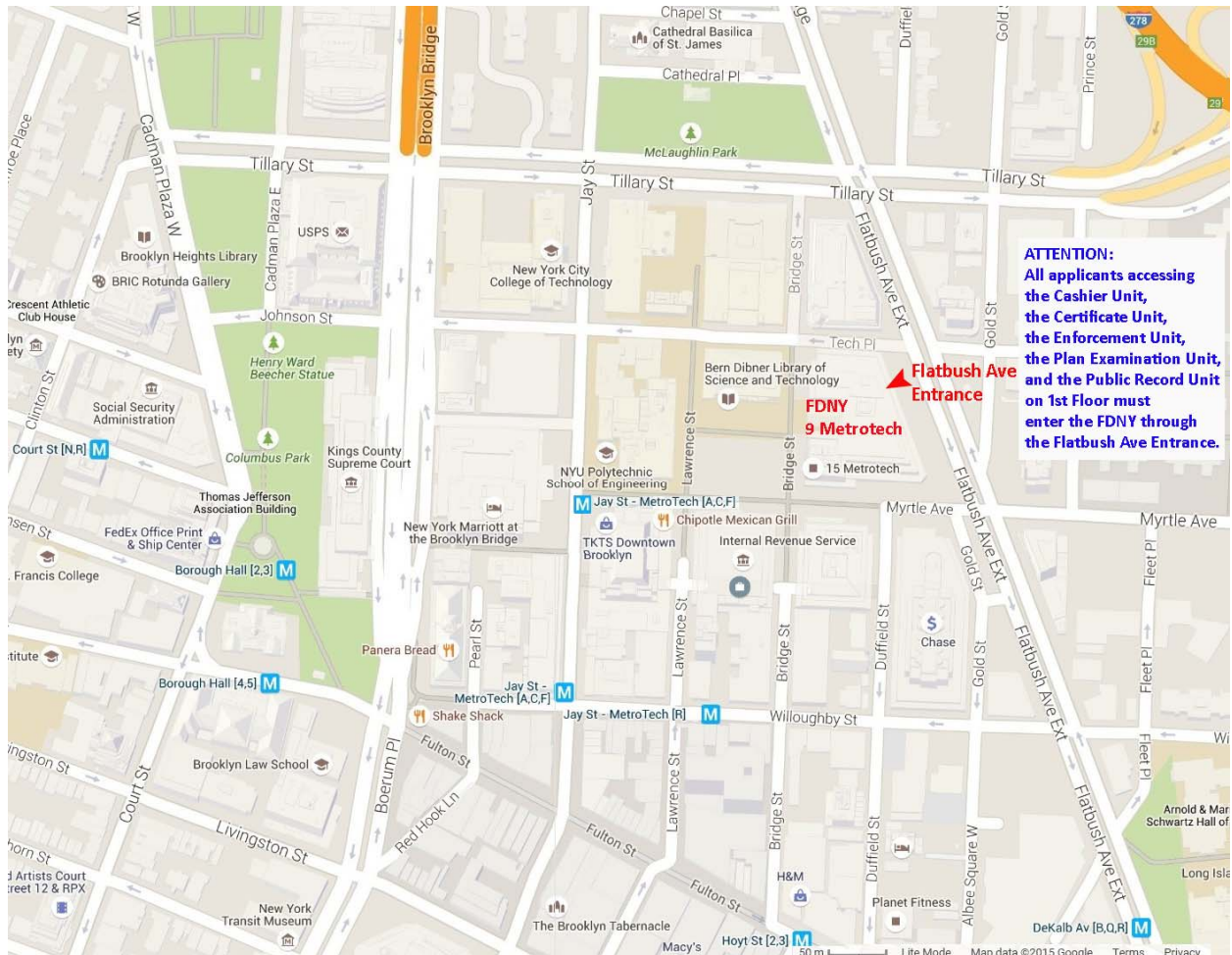
If you fail the remedial examination, all current FS/EAP or FLS Director (F-59/F-89) Certificate(s) of Fitness (at all locations), **all your current Certificate(s) of Fitness will be suspended** and FDNY will retain your Certificate of Fitness identification card(s). If you want to

become an official Certificate of Fitness holder for any work location, you have to begin the application process from the beginning:

- Step 1: retake the required FS/EAP training course,
- Step 2: pass the FDNY computer exam,
- Step 3: obtain Certificate of Completion
- Step 4: pass the FDNY on-site examination for each work location.

For a list of schools offering the approved training course, you may visit the website below.
<http://www1.nyc.gov/site/fdny/business/all-certifications/accreditation-requirements.page>

EXAM SITE: FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**



APPENDIX A: Introduction of the FLS Director Transition

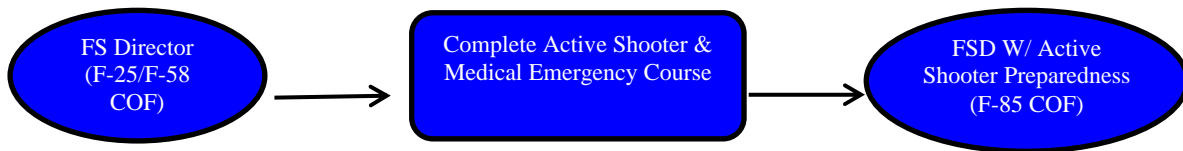
The 3 RCNY 113 Rule sets forth the procedure and timeframes by which current Fire Safety/EAP Directors and Fire Safety Directors must transition to the new FLS Director Certificate of Fitness.

Transition procedures

The following flowcharts explain the transition procedures:

1. Current FS Director to FLS Director

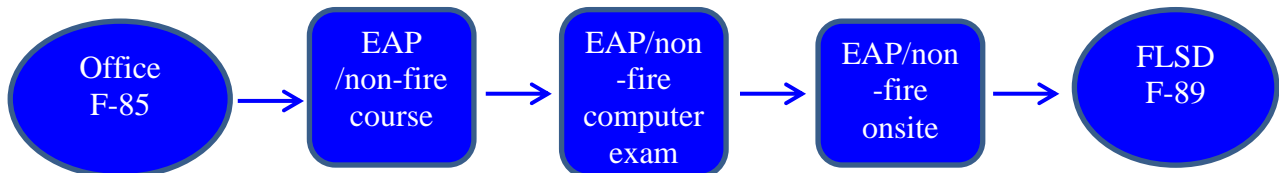
(1) Phase 1 for the current Fire Safety Directors:



- To obtain the F-85 C of F, candidates are required to attend the ASMEP course and pass the school graduation exam, but NO FDNY computer exam is required.
- **The applicant must pay \$5 to exchange the C of F card.**
- Title of the F-85 C of F will read: FSD w/Active Shooter Prep.
- The expiration date on F-25/F-58 will be carried to the new F-85 card.

(2-A) Phase 2

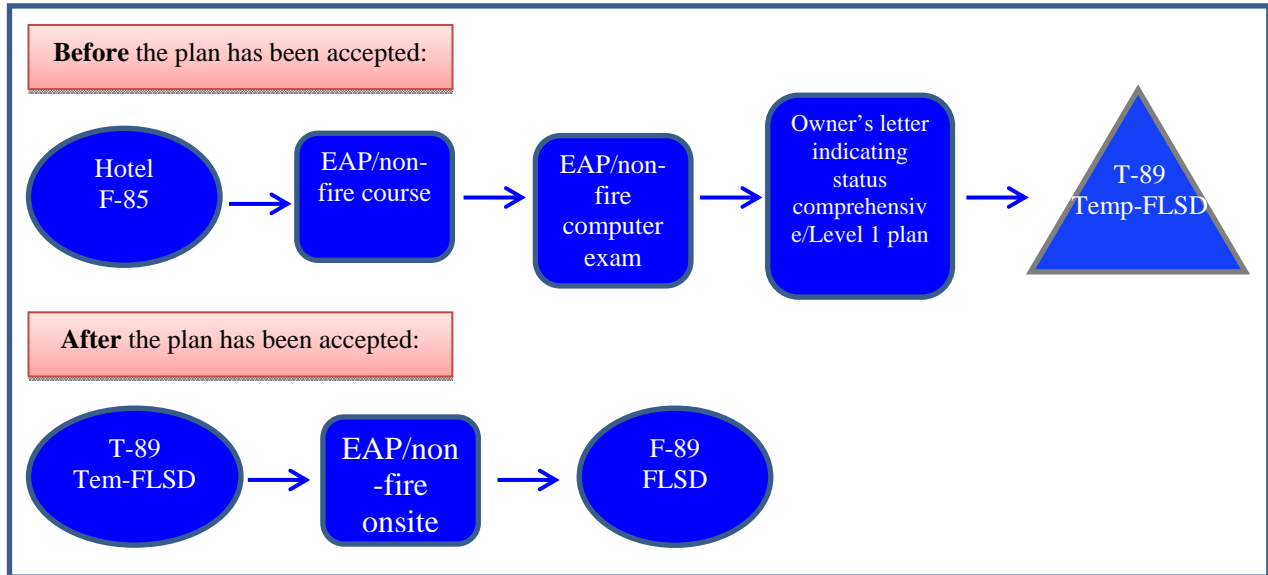
For the current Fire Safety Directors in office buildings or buildings with comprehensive plan



- The F-85 holder needs to successfully complete the EAP/non-fire course, FDNY computer exam and FDNY on-site exam to obtain the F-89 FLS Director.

(2-B) Phase 2

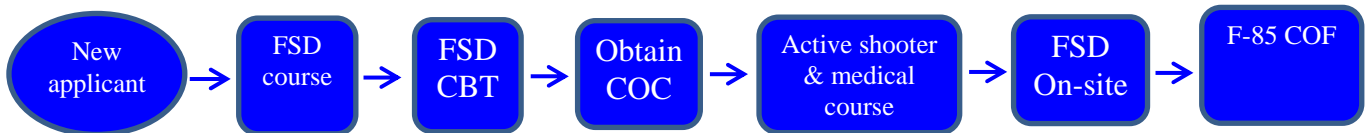
For the current Fire Safety Directors in hotel buildings or buildings without comprehensive plan



- After the F-85 holders who pass the EAP/non-fire FDNY computer exam, upon the expiration date of the passing letter issued by the FDNY, the candidates must submit a letter from the building owner stating the status of building plan and other required documents and/or fee. After the FDNY reviews the documents, the T-89 C of F will be issued.
- Once the building comprehensive/ Level 1 plan has been accepted, the T-89 COF holder will have to pass the EAP/non-fire onsite exam to obtain the F-89 FLS Director COF.

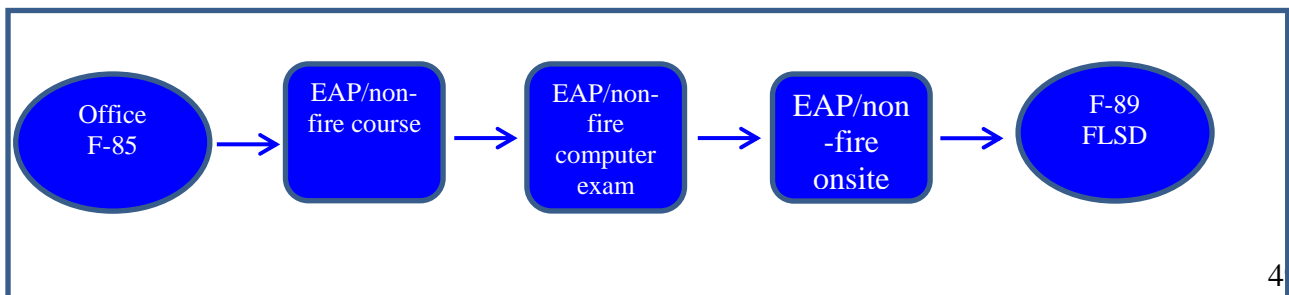
2. New applicants (BEFORE the new FLS curriculum is released by the FDNY)

(1) Phase 1:



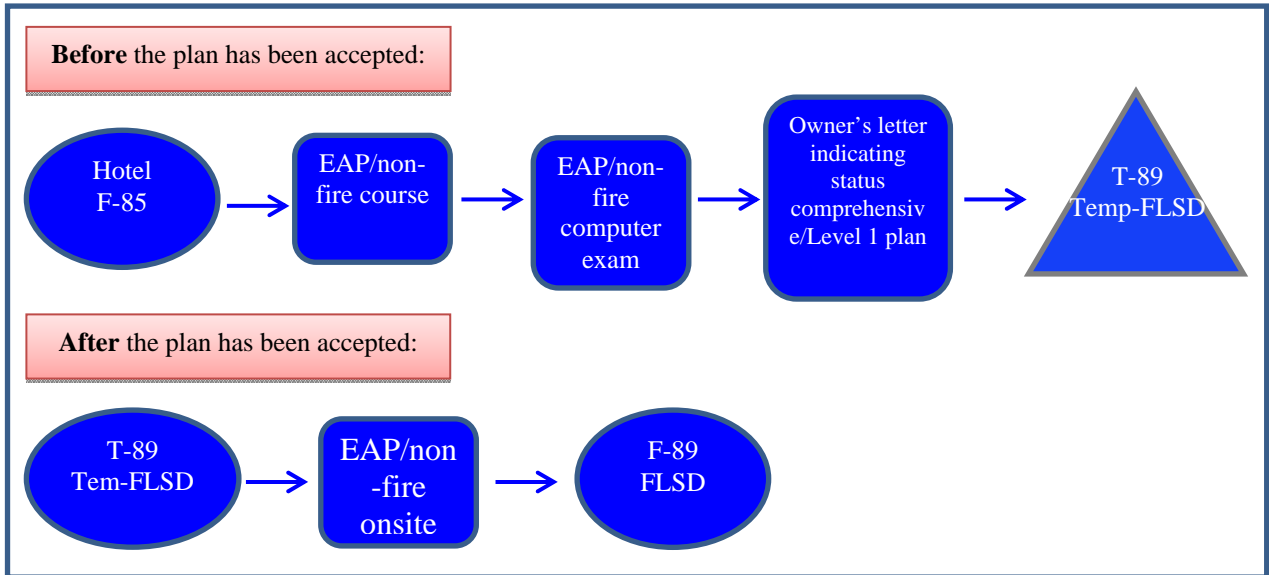
(2-A) Phase 2

For the office buildings or buildings with comprehensive plan



(2-B) Phase 2

For the hotel buildings or building WITHOUT comprehensive plan



- Before any school is accredited by the FDNY to offer the Fire and Life Safety Director Training course, the new candidate should be certified as a F-85 Certificate of Fitness holder first and then become certified as a F-89 or a T-89 Certificate of Fitness holder.

3. AFTER the new FLS curriculum is released by the FDNY

Once there are FLSD schools accredited by the FDNY, the new procedures will be provided.

Transition timeframes

The following dates are the important deadline for the transition.

1. 12/01/2016.
 - (1) There will be FDNY recognized schools providing the Active Shooter and Medical Emergency Course.
 - (2) The F-58/F-25 and F-59 will be no longer renewable or issued. All F-58/F-25/F-59 C of F holders must attend the Active Shooter and Medical Emergency course and pay the required renewal fee to obtain F-85 (FSD W/active shooter prep.) or F-89 (Fire and Life Safety Director) Certificate of Fitness.
 - (3) All new Fire Safety Director candidates or FS/EAP Director candidates who passed the on-site exam must attend the Active Shooter and Medical Emergency course to receive their Certificate of Fitness cards.
 - (4) All new candidates' qualification will be reviewed based on the new qualification criteria requirement.

2. 09/04/2017.

All current F-25/F-58/F-59 CF holders must have attended the Active Shooter and Medical Emergency course. The FDNY will start to enforce the requirements. Only F-85 and F-89 Certificate of Fitness will be recognized as the valid FSD or FLSD Certificate of Fitness.

3. 09/03/2018.

All current F-85 CF holders must successfully complete the non-fire emergency training course.

4. 03/01/2019.

All current F-85 CF holders must receive a passing grade on the non-fire emergency FDNY computer exam.

5. 03/01/2020.

All current F-85 CF 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.

APPENDIX B: FAQ for the Active Shooter and Medical Emergency Preparedness course and the FLSD transition requirements

Question 1:

What should I do if my C of F card is expired (within one year) or will be expired within 90 days?

Answer:

- The FDNY recommends you NOT to pay \$5 exchange fee to the schools. In order to obtain a new F-85 or F-89 C of F card with new expiration date, you should renew your C of F online immediately after successfully completing the active shooter and medical emergency course.
- Procedures to follow:
 - Visit <https://a836-citypay.nyc.gov/citypay/FDNYCOF>
 - Enter the 12 digit Certificate of Fitness Access ID. The ID is 8 digit Certificate of Fitness number and the last four digits of your social security number.
 - Pay the required fee:
 - Email the copy of the school letter/diploma to pubrenew@fdny.nyc.gov
 - All the required documents must be submitted the same day of the payment. Please always include the CERTIFICATE NUMBER and the NAME in all documents submitted.
 - If all the requirements are met, the new F-85/F-89 C of F card will be mailed out within 10 business days.
- If you are a city employee and use your C of F for work related responsibilities, you may be qualified for a fee waiver. You cannot renew your C of F online, you must renew it by mail or in person.

Question 2:

I have a valid F-59 C of F and valid F-25/F-58 C of F. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?

Answer:

- You only need to pay the \$5 card exchange fee to transfer the F-59 C of F card to F-89 C of F card.

Question 3:

I have a valid F-59 C of F but my F-25/F-58 C of F is expired but NOT more than a year. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?

Answer:

- You only need to pay the \$5 card exchange fee to transfer the F-59 C of F card to F-89 C of F card.

Question 4:

I have a valid F-59 C of F but my F-25/F-58 C of F is expired MORE than 1 year. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?

Answer:

- The school cannot help you to exchange your F-59 C of F to F-89 C of F. You must visit the FDNY Headquarter with:
 - (1) your active shooter and medical emergency school letter/diploma,
 - (2) both of your C of F cards, and
 - (3) required fees (\$5 card exchange fee plus \$40 late renewal fee).

Question 5:

I have a valid F-25/F-58, but my F-59 is expired MORE than 1 year. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?

Answer:

- You are only allowed to obtain the F-85 C of F by paying the \$5 exchange fee. You have to follow the procedure requirements as described in the F-89 NOE.

Question 6:

I have attended other active shooter workshops/courses, must I attend the FDNY approved school's Active Shooter and Medical Emergency Preparedness course to receive my new C of F?

Answer:

- Yes, you have to attend this course. The FDNY only recognizes the school/diploma provided by the FDNY approved schools issued on or after 11/28/2016.
- The FDNY course provides more specific information for the building staff upon active shooter emergency and provides class exercises for different real cases.
- The FDNY course also provides information regarding medical emergencies.

Question 7:

Question: I work for two buildings. I have a F-25 C of F for a hotel building and I have a F-25 & F-59 C of F for an office building. How much should I pay after I successfully complete the Active Shooter and Medical Emergency Preparedness Course? What will I receive?

Answer:

- You should pay \$10 dollars to exchange two cards. Your F-59 C of F proofs that you already took the EAP course and passed the FDNY EAP computer exam. The FDNY Certification of Fitness Unit will issue the T-89 C of F if you provide a letter from the hotel building owner stating the status of filing the Level 1 plan in the hotel building. After the FDNY receives the required letter and fee, the FDNY will mail you one F-89 C of F for the office building and one T-89 C of F for the hotel building.

Question 8:

I am a F-25/F-58/F-59 C of F holder and I just completed the Active Shooter and Medical Emergency Preparedness Course. When will I receive my new C of F card?

Answer:

- If the FDNY receives the correct documents and fees from the school, the FDNY will send your card within 2 to 3 weeks to the mailing address on file.

Question 9:

I don't have F-25/F-58/F-59 C of F. Can I attend the Active Shooter and Medical Emergency Preparedness course?

Answer:

- Yes, everyone can register for this course. You have to retain the school letter/diploma after you successfully complete the course. The school will not collect the \$5 fee from you. You will NOT receive any FDNY C of F by only attending this Active Shooter and Medical Emergency Preparedness course.

Question 10:

I am currently a FSD and want to be certified as an FLSD. Can I just take the EAP/non-fire emergency course without taking the active shooter and medical emergency preparedness course? Answer:

- No, not at this time.
- **Before** the FLSD school/curriculum is established, you must obtain TWO school letters/diplomas by completing two courses:
(1) Active shooter and medical emergency preparedness (4 hours) and
(2) EAPD (7 hours) courses.
- **After** the FLSD school/curriculum has been established, you will be allowed to obtain only one school letter/diploma by completing the FLSD non-fire emergency course (11 hours).

Question 11:

When can I find a FDNY accredited FLSD School?

Answer:

- The FDNY is currently developing the entire FLSD curriculum. The FDNY expects to develop the FLSD curriculum in 2017, but it is too premature to guarantee a specific date. Once the curriculum is ready, the FDNY will start to accredit qualified schools and provide the schools list on the FDNY website.

Question 12:

I am a new applicant applying to be a FSD or FLSD, do I need to take the Active Shooter and Medical Emergency Preparedness course?

Answer:

- The FDNY will require all new applicants submitting the school letter/diploma from an approved school before issuing them any F-85 (FSD) or F-89 (FLSD) C of F.

Question 13:

I am a new applicant. I scheduled a FSD or EAP On-site exam before taking the Active Shooter Preparedness Course, how will I be affected?

Answer:

- The scheduled on-site will still take place. However, the FDNY will not issue any C of F card until you successfully complete the Active Shooter and Medical Emergency Preparedness Course.

Question 14:

I am a new applicant and I finished the Active Shooter and Medical Emergency Preparedness course. When should I provide the FDNY the school letter for this course?

Answer:

- You should submit the proof along with you application form when you apply for the FDNY computerized exam.

Question 15:

I am a new candidate and I work for a hotel. The hotel does not have a comprehensive plan. What is the procedure I will have to obtain my T-89 C of F?

Answer:

<<Before the FLSD curriculum is implemented>>

Phase 1-becomes a F-85 C of F holder FIRST!

- Complete and pass FSD course (20 hours), obtain FSD school diploma/letter.
- Complete and pass Active Shooter and Medical Emergency Preparedness course (4 hours). Obtain the school diploma/letter.
- Submit the FSD application forms and other supporting document, two course diplomas, take and pass the FDNY FSD computer exam.
- Obtain the Certificate of Completion by meeting the qualification requirements.
- Schedule the FSD on-site.
- Take the on-site exam.
- Pass the FSD on-site to receive the F-85 C of F.

Phase 2- become a T-89 C of F holder.

- Complete and pass the EAP course (7 hours). Obtain the EAP school diploma/letter.
- Take and pass the FDNY EAP computer exam.
- Obtain the N-89 letter.
- Before the N-89 letter expires, submit the letter from building owner regarding the comprehensive plan status. The FDNY will issue the T-89 C of F card.

<<After the FLSD curriculum is implemented>>

The new procedure will be specified in the Notice of Exam.

Question 16:

I am a new applicant, how could I receive a FLS Director (F-89) C of F?

Answer:

<<Before the FLSD curriculum is implemented>>

Phase 1-becomes a F-85 C of F holder FIRST!

- Complete and pass FSD course (20 hours), obtain FSD school diploma/letter.

- Complete and pass Active Shooter and Medical Emergency Preparedness course (4 hours). Obtain the school diploma/letter.
- Submit the FSD application forms and other supporting document, two course diplomas, take and pass the FDNY FSD computer exam.
- Obtain the Certificate of Completion by meeting the qualification requirements.
- Schedule the FSD on-site.
- Take the FSD on-site exam.
- Pass the FSD on-site to receive the F-85 C of F.

Phase 2- become a F-89 C of F holder.

- Complete and pass the EAP course (7 hours). Obtain the EAP school diploma/letter.
- Take and pass the FDNY EAP computer exam.
- Obtain the N-89 letter.
- Take and pass the FDNY EAP on-site exam to receive the F-89 C of F.

<<After the FLSD curriculum is implemented>>

The new procedure will be specified in the Notice of Exam.

Question 17:

How many computer exams are required for FLSD and how long will the combined on-site exam be?

Answer:

- After the FDNY develops the FLSD curriculum, the computer exams will be developed based on the curriculum. If the total length of the computer exam will be more than 130 questions, computer exams will be two parts.
- The duration of the combined FLSD on-site exam will be determined after FDNY's pilot study.

Question 18:

What happens after 09/04/2017, if I hold a F-25/F-58/F-59 but do not take the Active Shooter and Medical Emergency Preparedness course?

Answer:

- Only F-85 and F-89 Certificate of Fitness will be recognized as valid FSD or FLSD C of Fs after 09/04/2017. The FDNY will start to enforce the requirements. The building will be subjected to a violation if any individual will still use the F-25/F-58/F-59 C of F.

Question 19:

I am currently holding an inactive C of F (Q-42/Q-47/Q-59), how will this new Rule affect me?

Answer:

- The Q-42/Q-47/Q-59 C of F will no longer be renewable on or after 12/1/2016. All inactive C of F holders must successfully complete the Active Shooter and Medical Emergency Preparedness Course and pay either \$5 exchange fee or the \$15 renewal fee to obtain the new Q-85 or Q-89 C of F.