



# Fire Safety/EAP Director On Site Examination Update

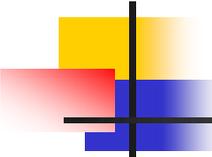
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Daniel Nigro  
Fire Commissioner

The Bureau of Fire Prevention

FDNY

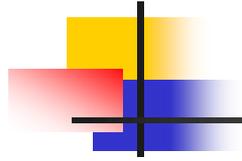
January, 2015



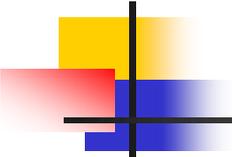
# FS/EAP Director On Site Exam Seminars

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- The seminars are intended to introduce the new modifications of the current FS/EAP Director On Site exam and to help the new candidates to prepare for the EAP On Site exam.
- This seminar will help you prepare for the new test but NOT cover actual questions. We discuss concepts, tips and other beneficial information.
- This seminar is NOT intended to introduce the new changes of the new 2014 Code: Fire Life Safety Director (FLSD)

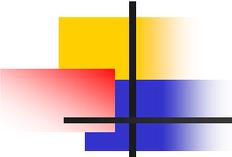


- The EAP On Site exam study material and the scenarios used in the exam were prepared in close collaboration with the following members:
  - The Bureau of Operations, FDNY
  - The Bureau of Fire Prevention, FDNY:
    - the Certificate of Fitness Unit
    - the Emergency Planning and Preparedness Group
    - the High-Rise Unit.
  - Industry panel members from the Office, Hotel, Public Assembly, Hospital occupancies.

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- The new study material can be found in the following link:

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/f\\_59\\_onsite\\_st\\_mat.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_59_onsite_st_mat.pdf)

- The updated On Site exam reflecting the changes in this study material will be started on **February 2nd, 2015**.
- The school graduation test and the FDNY computerized test will also include the new changes in the study material.



# Why now?

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- The EAP On Site exam was created and administered starting 10/20/2007. There are 691 On Site exams administered during the year of 2013 and 598 administered between 01/01/2014 and 10/31/2014.
- Current EAP On Site exam credits the candidates for four types of EAP actions (shelter in place, in-building relocation, partial evacuation and full evacuation)
- The FDNY recognizes that not all EAP actions are suitable for every emergency situation.

# Example

- **Natural gas leaked and exploded indoors, New York, NY (3/12/2014)**

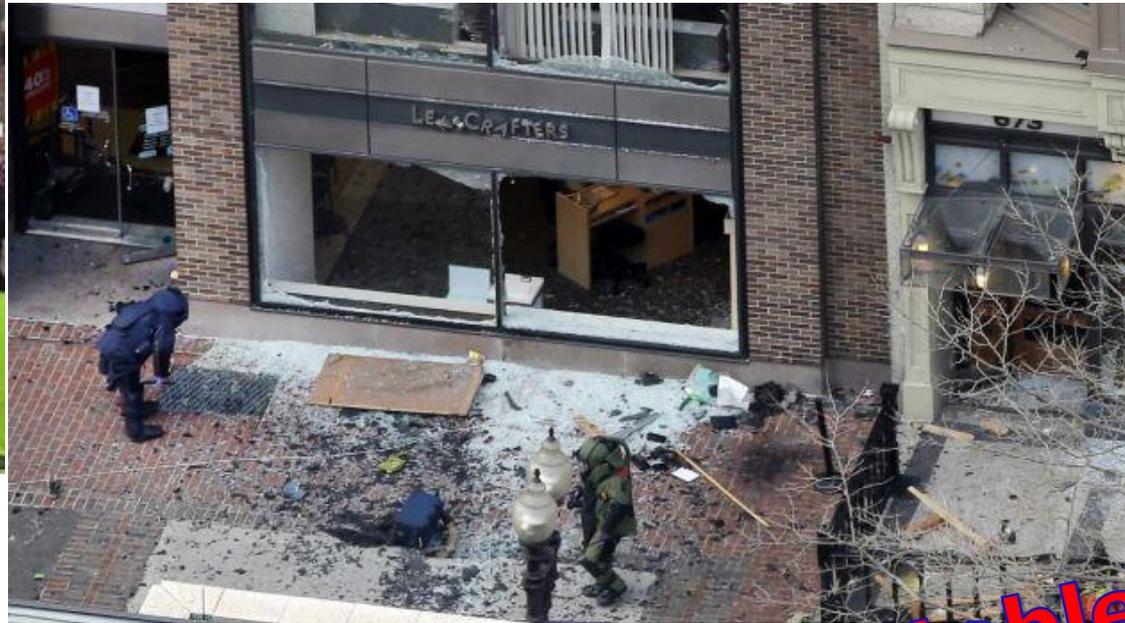


- Shelter the occupants in place?

**Unacceptable**

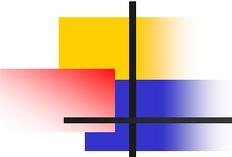
## Example 2

- **Bomb exploded outdoors, Boston, MA (4/15/2013)**



- Evacuate the occupants to the street?

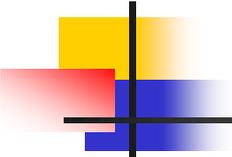
**Unacceptable**



# Current Responses

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- In 100 recent administered EAP On Site scenarios:
    - A major gas leak occurred inside a building:
      - 10% of the candidates chose to relocate the occupants within the building.
    - An explosion happened outside the building:
      - 25% of the candidates chose to fully evacuate the occupants.
- These responses should be **unacceptable** since these actions will most likely expose the occupants to a higher risk of injuries.



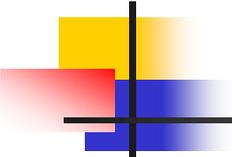
# Topics in the On Site exam and the updates

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- In general, the current update is to consolidate more information and examples in the study material and clarify the language used in the scenario questions.
- The FS/EAP Director On Site examination includes questions on the following topic areas:
  - Part I. Building Knowledge
  - Part II. Fire Command Center & Elevator Demonstration
  - **Part III. Non-Fire Emergency Scenarios**
  - Part IV. Knowledge of Training Requirement



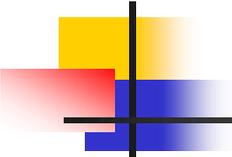
**Major  
Changes**



# Topics in the On Site Exam

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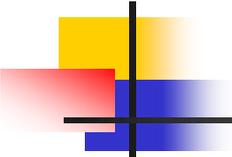
- The FS/EAP Director On Site Examination includes questions on the following topic areas:
  - **Part I. Building Knowledge (No updates)**
  - Part II. Fire Command Center & Elevator Demonstration
  - Part III. Non-Fire Emergency Scenarios
  - Part IV. Knowledge of Training Requirement



# Part I. Building Knowledge

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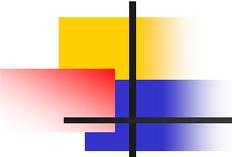
- Candidates will be required to answer site specific questions regarding the following topics:
  - The information from the Building Information Card
  - The information from the Emergency Action Plan of the candidate's building



# Topics in the On Site Exam

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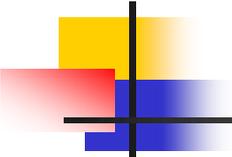
- The FS/EAP Director On Site Examination includes questions on the following topic areas:
  - Part I. Building Knowledge
  - **Part II. Fire Command Center & Elevator Demonstration (No updates)**
  - Part III. Non-Fire Emergency Scenarios
  - Part IV. Knowledge of Training Requirement



## Part II. FIRE COMMAND CENTER & ELEVATOR DEMONSTRATION

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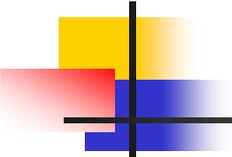
- The candidate will be required to demonstrate the following skills that should be performed upon implementation of the Fire Safety/Emergency Action Plan:
  - Staff identification don apparel
  - Performs all appropriate announcements
  - Performs all appropriate communications
  - Performs elevator recall procedures
  - Provides other required information



# Mandatory failure

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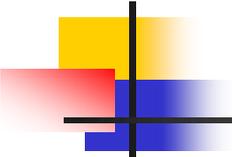
- Inability to perform any of these mandatory actions will result in a failure:
  - All call announcement including the stairs.
  - Localized announcement.
  - Communicating via Warden phone.
  - Fail-safe door release.
  - Recall of elevators in Fireman Service Phase I.
  - Independent/Manual Operation of elevators.



# Topics in the On Site Exam

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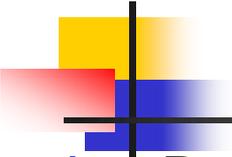
- The FS/EAP Director On Site Examination includes questions on the following topic areas:
  - Part I. Building Knowledge
  - Part II. Fire Command Center & Elevator Demonstration
  - **Part III. Non-Fire Emergency Scenarios (Major updates)**
  - Part IV. Knowledge of Training Requirement



## Part III Non-Fire Emergency Scenarios

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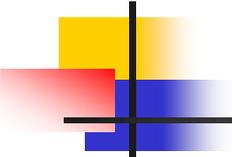
- **Applicants must be prepared to indicate the required procedure in executing the duties of the FS/EAPD**
  - The candidate will be given approximately **7 minutes (new change)** to prepare his/her responses. After the preparation time, the candidate **must verbally state his/her answers in order to receive credit.**
  - Inspectors will provide paper for the candidate to take notes. Notes must be returned to the inspector when the scenario is completed.



# Required procedure- Part A.

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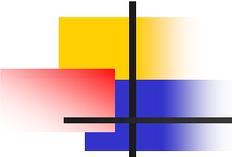
1. Report to the Fire Command Center.
2. Call 911 to report an emergency situation.
3. Notify/consult with the EAP Brigade regarding the implementation of the EAP.
4. Notify the building occupants of
  - What has occurred
  - Where has it occurred
  - What provisions of the EAP will be implemented
    - Inform the occupants of the appropriate actions to follow.
  - Why they are being instructed to follow the EAP actions



## Required procedure- Part B.

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5. The FS/EAP Director may perform different actions based on the different events and emergency scenarios.
  - The study material provides the **rule of thumb for general emergency situations.**  Major changes will be addressed later.
  - **The most appropriate EAP actions may also vary depending on the specific emergency situation occurring and the building design and components.**
6. Call 911 to report which EAP action is being implemented.



# Required procedure- Part C.

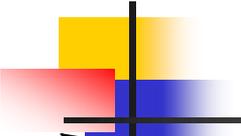
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**Important  
reminder!**

This part is often missed by the candidate!  
After you address the EAP action(s) that you will implement to the affected area and the rest of the building, you must remember to carry out the rest of your responsibilities.

7. Assess the Building Components or Systems and take appropriate actions
  - Egress from entrances/exits and stairways
  - Elevator operation
  - Evaluate ventilation system operation
  - Windows, interior door, including fire doors
  - Evaluate electrical, natural gas, steam and other utility operations
  - Evaluate fuel oil storage systems and associated pumps and piping



## Affected area vs Rest of the building

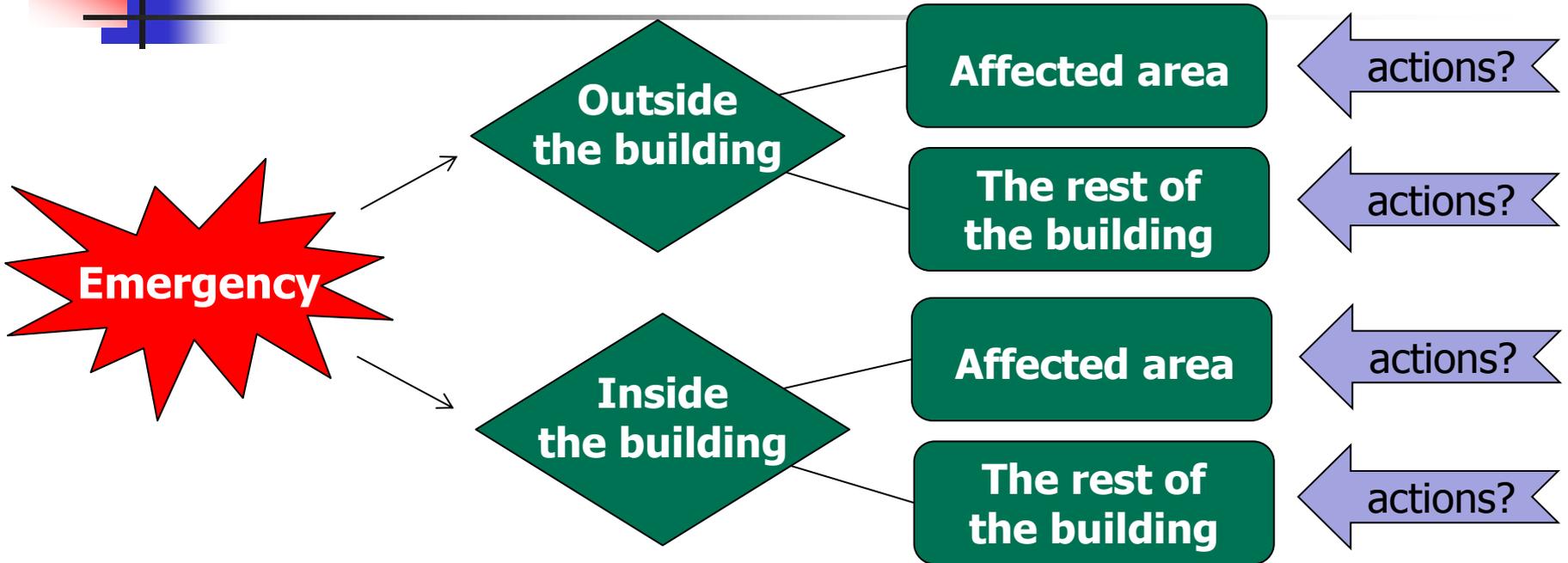
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### NEW Changes

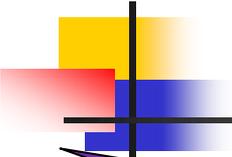
- The FDNY recognizes that actions to be taken in the **affected areas** that experience the immediate impact/effect by the threat may differ from the **rest of the building** depending upon circumstances of the threat. The old test treated the building as a whole. It will enhance safety by understanding that different actions may be appropriate under varying circumstances.

# Different Areas



- **Affected area :**

**The area(s) that may be in close proximity to the threat/incident and experience the immediate impact of the threat/incident.**

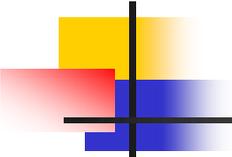


## New categories of actions



### NEW Changes

- Currently, any proposed course of action is accepted to pass the EAP test; however, it is obvious that certain actions which are predictably harmful.
- The FDNY are adopting new, important concepts including alternative actions. The FDNY has created categories for each of these. They are “**recommended**”, “**acceptable**” and “**unacceptable**”. These categories are found in this study guide, and frame many possible emergency action scenarios.



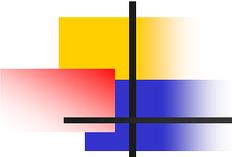
# Three categories of response actions

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**NEW Changes**

- **RECOMMENDED** actions:
  - the actions that the FDNY strongly recommends to be applied for the specific scenarios. The applicants **will receive full credit** if they choose this action(s).
- **ACCEPTABLE** actions:
  - the actions that the FDNY accepts but does not recommend. The applicants **will receive partial credit** if they choose this action(s).
- **UNACCEPTABLE** actions:
  - the actions that the FDNY does not encourage to be applied for the specific scenarios. The applicants **will NOT receive credit** if they choose this action(s).



# General Guideline

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**Important**

- The study material is **NOT** a mandate regarding EAP actions; it is only providing rules of thumb for general emergency situations and the scoring criteria for the On Site exam.
- **The most appropriate EAP actions may vary depending on the specific emergency situation which occurs within the context of the building design and components.**

# Real Emergency Event (Example)



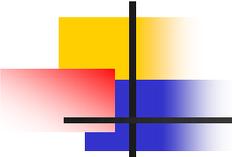
## ■ Event

10/7/2014, Riverside, CA

- A chemical odor was reported to be emanating from a 5-foot-tall welding tank in a resident's backyard.
- Nearly a dozen people sent to hospital due to chemical exposure.

## ■ Information Analysis

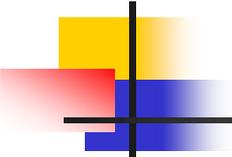
- A **chemical agent release** occurs **outside** the building



# Example

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- Examples of the possible **affected areas**:
  - the lobby,
  - the other areas in your building that may experience the outside air and suffer the **immediate impact** by the chemical agent release.



# Recommended action?

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- Shelter in place?
  - In-building relocation?
  - Partial Evacuation?
  - Full Evacuation ?
- 
- What is the correct (recommended) action for the affected area?
  - What is the corrected (recommended) action for the rest of building?

# Recommended actions

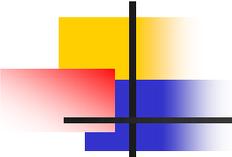
- **Affected area**: The longer the occupants expose to the chemical agent, the sicker they might get. The FS/EAP Director should **in-building relocate** the occupants to safe in-building relocation areas.
- **The rest of the building**: If the rest of the building is not affected by the incident, the FS/EAP Director should instruct the occupants to **remain where they are**.
- Table 1-1 of the study material:

	Outside the building		Inside the building (in a specific area only)		Inside the building (possibly affect multiple floors)	
	Affected areas	The rest of the building	Affected areas	The rest of the building	Affected areas	The rest of the building
<b>Chemical agent release</b>	✓ In-building relocation	✓ Shelter in place				

# Acceptable actions

- **Affected area**: NA.
- **The rest of the building**: There is **no urgent need to move the occupants**; however, the FDNY accepts (but does not recommend) if the FS/EAP Director chooses to move the occupants to designated safe in-building relocation areas.
- Table 2-1 of the study material:

	Outside the building		Inside the building (in a specific area only)		Inside the building (possibly affect multiple floors)	
	Affected areas	The rest of the building	Affected areas	The rest of the building	Affected areas	The rest of the building
<b>Chemical agent release</b>		✓ In-building relocation				



# Unacceptable actions?

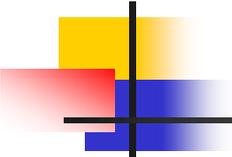
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- Shelter in place?
  - In-building relocation?
  - Partial Evacuation?
  - Full Evacuation ?
- 
- What is/are the incorrect (unacceptable) action(s) for the affected area?
  - What is/are the incorrect (unacceptable) action(s) for the rest of building?

# Unacceptable actions

- **Affected area**: Sheltering the occupants in place may expose them to the threat. Evacuating the occupants and exposing them to the outside threat will also be considered an unacceptable action. It is safer for the occupants to remain inside the building.
- **The rest of the building**: It is safer for the occupants to remain inside the building.
- Table 3-1 of the study material:

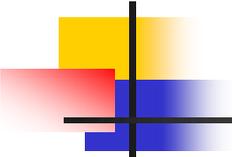
	Outside the building		Inside the building (in a specific area only)		Inside the building (possibly affect multiple floors)	
	Affected areas	The rest of the building	Affected areas	The rest of the building	Affected areas	The rest of the building
<b>Chemical agent release</b>	<ul style="list-style-type: none"> <li>✓ Shelter in place</li> <li>✓ Evacuation (P/F)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Evacuation (P/F)</li> </ul>				



# Topics in the On Site Exam

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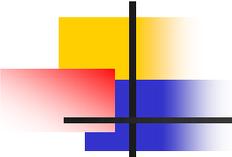
- The FS/EAP Director On Site Examination includes questions on the following topic areas:
  - Part I. Building Knowledge
  - Part II. Fire Command Center & Elevator Demonstration
  - Part III. Non-Fire Emergency Scenarios
  - **Part IV. Knowledge of Training Requirement (No updates)**



## Part IV: Training session (1)

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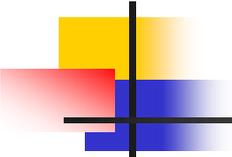
- The candidate will be required to present an initial training for **one of the following** staff members:  
(1) deputy FS/EAP directors; (2) FS/EAP building evacuation supervisors; (3) FS/EAP floor wardens; (4) deputy EAP floor wardens; (5) EAP brigade members.
- The inspector will tell you which staff member should be trained in your test.



## Part IV: Training session (2)

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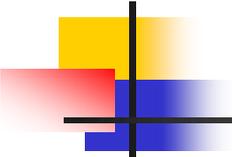
- The candidate will be given approximately 10-15 minutes to prepare an outline to be used for training. The training should cover **5 basic topics**:
  - Designation:
    - How many of this specific staff members are required for the building?
  - Qualifications:
    - In order to serve as an EAP staff, what is the frequency and length of training that the staff member should?
  - Duties:
    - List the duties required for this position.
  - A general overview of the building's EAP:
    - Explain the building specific details this position is required to know
  - EAP concepts:
    - Discuss the 4 actions (shelter in place, in-building relocation, evacuation (Partial/Full)).



## Part IV: Training session (3)

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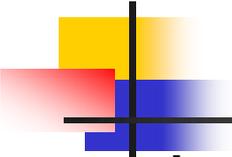
- **Assume that the inspector is a new employee. This new employee does not have any knowledge of the building.**
- The candidate can **only show his/her training knowledge verbally** during the On Site Exam.
- The candidate must describe any required information specifically and clearly.



# Schedule the On Site exam

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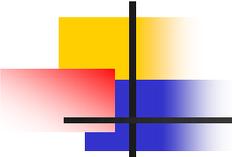
- Candidates cannot schedule their own exams.
- A candidate's supervisor must make the request to schedule the exam on the following website:  
<http://www1.nyc.gov/nyc-resources/service/1602/emergency-action-plan-eap-director-on-site-test>
- No telephone, email or fax appointments will be accepted
- Qualifications
  - The candidate must:
    - Hold a valid F-58 or F-25 Certificate of Fitness for the same address where the EAP On Site exam is administered.
    - Pass the FDNY FS/EAP Director computer based exam and receive an FDNY Z-59 letter indicating a passing grade.
  - The building's Comprehensive Fire Safety and Emergency Action Plan is accepted by the FDNY.



# Required documents for On Site Exam

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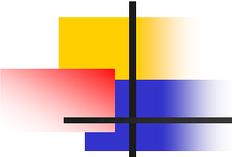
- The most recent plan that was submitted to the FDNY, including
  - Building Information Card (BIC)
  - Fire Safety and Evacuation Plan
  - Accepted Comprehensive Fire Safety and Emergency Action Plan
- Failure to produce the required documents before the On Site Exam can result in termination of the exam.
- The On Site Exam is to be conducted between the inspector and the candidate **ONLY**.



# Suitable Testing Environment

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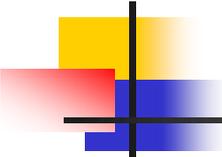
- Arrange a suitable environment for the FDNY inspector to administer the Exam.
- A suitable testing environment includes but is not limited to:
  - adequate room lighting
  - adequate ventilation
  - comfortable seating and clean work surfaces for the candidate to take notes and answer the questions.
  - minimum noise and no distractions during testing
- The testing environment should be expected to be occupied for at least 2.5 hours.



# Grading of the On Site exam

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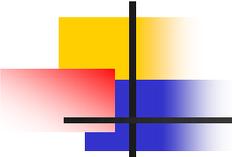
- There are Mandatory questions and Important questions in the On Site exam.
  - **Mandatory questions** are building specific questions where a practical demonstration will be required.
  - **Important questions** are generic questions for some important actions that must be addressed in the emergency scenario.
- The candidate will **NOT** receive a passing score, if he/she
  - receives **a score less than 70%**, or
  - **fails any Mandatory question**, or
  - **fails two Important questions**



# Consequence of Failing the On Site exam

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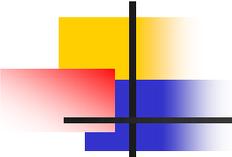
- Applicants will be permitted to take TWO On Site Exams within the 1 year valid period from the date the candidate passed the computer based exam.
- **If the candidate does not pass after the second attempt, the candidate will be required to start the application process from the beginning** by retaking the Fire Safety/Emergency Action Plan Director course and retaking the Z-59 Certificate of Fitness computer based examination.



# Tips for the On Site Exam-Scenario

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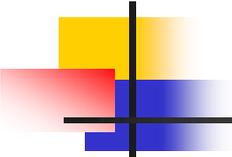
- **No study materials or personal/outside notes (including the tables in the study material) are allowed** at any time during the Exam.
- Inspectors will provide paper for the candidate to take notes. Notes must be returned to the inspector when the scenario is completed.
- Answering the scenarios:
  - Only verbal responses are scored.
  - Be as specific as possible
  - do not assume that actions were taken by others.



# Discussion of the Pilot program

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- Thirty two (32) candidates have taken the EAP On-Site Pilot test.
- Results:
  - 25 candidates passed (**78.1%** pass rate).
    - 10 out of these 11 candidates were trained by the building staff (building engineers or the FSD or EAPD).
  - 7 candidates scored less than 70
    - One of them missed a mandatory AND 2 important Qs
    - Three of them missed 2 important Qs
    - **ALL of them did not do well** in the part 4-**“training section”** (missed more than 50% Qs of the training section) .

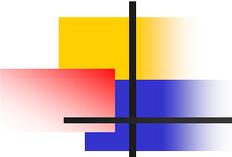


# Feedbacks from the candidates

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- Candidates' evaluation of the test and study material

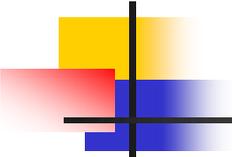
<b>Description</b>	<b>Average level of agreement (perfect score:5)</b>
The On Site test is job-related	4.8
The study material is useful for the test	4.8
The scenarios are easy to understand	4.1



# Feedbacks from the candidates

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- Feedbacks in open-ended questions:
  - The test makes candidates think.
  - The scenarios are straight forward, clearly stated and more realistic.
  - The study material is good, clear and related to the test.
  - The study material gives more information for particular emergency situations.

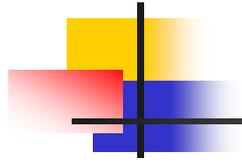


- How did the candidates apply the actions to different areas?
  - Applicants who passed (25 applicants)

Areas	Recommended actions	Acceptable actions	Unacceptable actions
Affected areas	90%	NA	10%
The rest of the building	87%	4.3%	8.7%

- Applicants who failed (7 applicants)

Areas	Recommended actions	Acceptable actions	Unacceptable actions
Affected areas	71.4%	NA	28.6%
The rest of the building	71.4%	28.6%	0.0%

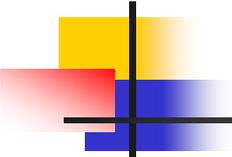


- The different performance between the Pilot and Current EAP On Site test

Parts	the Pilot vs current EAP
Part 1 (Building and Plan Knowledge)	92.3% vs 87.8% (went down 4.5%)
Part 2 (Demonstration)	92.9 % vs 91.3% (went down 1.7%)
Part 3 (Scenario)	79.2% vs 83% (went UP 3.8 %)
Part 4 (Training)	72% vs 62.4% (went down 9.6%)

**Major changes** →

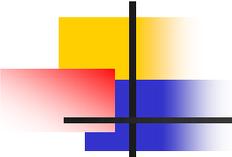
← **Major failure**



# Lessons learned

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- Suggestions from the candidate who scored 93%
  - **Don't only concentrate on the new changes!**  
You should prepare all 4 parts by reading the entire study material.
  - Spend more time on preparing and practicing the training portion.
  - Walk through your building with your plan and a building staff. You must know your building. Building engineer is an excellent source of the building information.
  - Devote your time to study the study material, work continually on the material. Don't wait until the last minute.



# Survey and Q & A

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- Please return the survey.
- Questions?