

Fire Safety/Emergency Action Plan Director On-Site Exam

Only authorized personnel (designated by the building owner) can make the request to schedule an On Site Fire Safety/Emergency Action Plan Director Exam. Candidates cannot schedule their own appointments.

To qualify for the Fire Safety/Emergency Action Plan Director On Site Exam, the candidate must:

- Hold a valid F-25; F-58; or F-85 Certificate of Fitness as a Fire Safety Director for the premises in question;
- Successfully complete a 7-hour approved Emergency Action Plan Director course;
- Pass the Emergency Action Plan Director computer exam.

Once all information is verified and qualified by the Certificate of Fitness Unit, the candidates have 1 year to take the On-Site Exam.

Before requesting an On Site Exam, the authorized personnel must:

- Ensure the building has an accepted Comprehensive (Combined) Fire Safety/ Emergency Action Plan (EAP) on file with the Department;
- Ensure the candidate is qualified by the Certification Unit.

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”

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-25; F-58; or 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.

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.

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**.