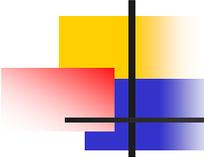




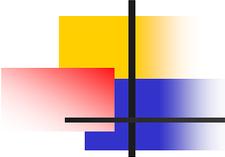
Fire Safety Director Hotel/Office On Site Examination Update

March 2014



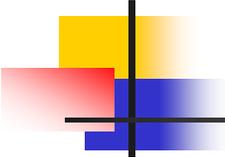
FSD Hotel/Office On Site Exam

- This Power Point is intended to introduce the new modifications of the current Fire Safety Director On Site Exam and to help the new candidates to prepare for the Exam.
- This Power Point will help you prepare for the new test but NOT cover actual questions. We will NOT discuss actual test questions at this seminar but discuss concepts, tips and other beneficial information.
- This is NOT intended to introduce the new changes of the new 2014 Code: Fire Life Safety Director (FLSD)



Why now?

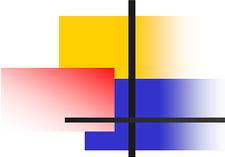
- FSD Hotel was last updated and administered starting 5/2/2011. 978 on site exams were administered during the year of 2013.
- FSD Office was last updated and administered starting 8/1/2011. 1109 on site exams were administered during the year of 2013.



FSD Pass rate in 2013

In 2013,

- FSD Hotel On Site Exam: pass rate was 66%
 - 970 On Site Exam were given, 636 passed
- FSD Office On Site Exam: pass rate was 67%
 - 1110 On Site Exam were given, 748 passed



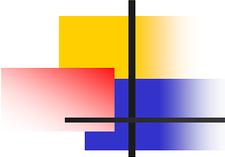
Statistics for the FSD on site exam

OFFICE buildings

Description	Pass rate
Fire emergencies	64%
Training	63%
Building knowl	96%
Practical demo	79%
Fire scenario	60%
Building scenario	75%

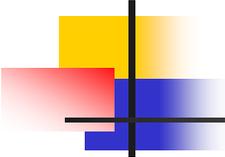
HOTEL buildings

Description	Pass rate
Fire emergencies	63%
Training	56%
Building knowl	95%
Practical demo	68%
Fire scenario	60%
Building scenario	62%



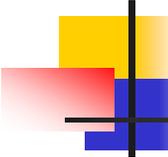
Resources and Implementation

- The new study material can be found in the following link:
- http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_hotel_study_guide.pdf
 - The changes are highlighted for the schools only.
- The updated test reflecting the changes in this study material will be in effect starting **April 14, 2014**.



What are the updates?

- 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 main topics covered by the On Site exam are not changed.**
- Study material:
 - Provides more information/examples about the On site exam
 - updates the recent changes in the building related Certificate of Fitness tests or Company Certification requirements
- Test:
 - Develops more scenarios in the test bank



Example of the changes: F-01 C of F requirements

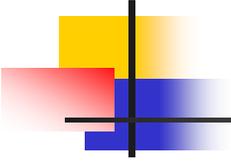
- Previous study material

- For the first 4 hours of an out of service condition when the effected area does not exceed 50,000 square feet, the impairment coordinator or a trained and knowledgeable person who is capable of performing fire watch duties and is designated by the building owner shall immediately perform the duties of the fire watch. After 4 hours of an out of service condition, such patrols shall only be conducted by fire guards holding the C of F.

- Current study material (clear and more detail)

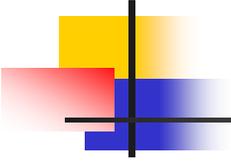
Area	The initial 4 hours	> 4 hours
$\leq 50,000 \text{ ft}^2$	A F-01*C of F holder or an Impairment coordinator or a trained and knowledgeable person	A F-01*C of F holder
$> 50,000 \text{ ft}^2$	One F-01*C of F holder per 50,000 ft ²	

•Note: F-32 (Fire Guard for Shopping Center) or F-36 (Fire Guard Generic) or F-91 (Hotels/Motels/Office Buildings) C of Fs are also allowed to perform fire watch as F-01. However, F-32, F-36 and F-91 are premises related C of F, the holders are only allowed to perform their duties on the addressed shown on their C of F cards



Study Material Updates: Certificate of Fitness

- The candidates are required to be familiar with the different types of Certificate of Fitness (C of F)
- New building related C of F tests have been developed since 2011:
 - Hot work related C of Fs: G-60 and F-60
 - Fire Guard for Impairment: F-01
 - Sprinkler C of F: S-12
 - Standpipe C of F: S-13/S-14
 - Fire alarm C of F: S-97/S-98



Study Material Updates: Company Certification

- Updated the list of Company Certification
- Introduced how to verify if the servicing company is certified by the FDNY
 - Company list is updated **at the beginning of every month** on the following FDNY website:
http://www.nyc.gov/html/fdny/html/units/fire_prevention/certified_companies.shtml

Example of a Certified Company List

Mar 3, 2014

Approved Central Station Companies List



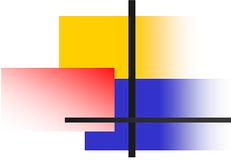
App.....166.....Approval Exp: 12/31/2014
Company: District Central Station Llc
Address: 140 S. Columbus Ave
Mt. Vernon, NY 10550
Telephone #: 800-464-4828
Insurance Exp: 2/24/2015

App.....183.....Approval Exp: 12/31/2014
Company: Electronix Systems Central Station Alarms, Inc.
Address: 1555 New York Ave
Huntington Station, NY 11746
Telephone #: 631-271-4000
Insurance Exp: 4/1/2014

App.....174.....Approval Exp: 12/31/2014
Company: Rapid Response Monitoring
Address: 400 W Division St
Syracuse, NY 13204
Telephone #: 800-932-3822
Insurance Exp: 7/1/2014

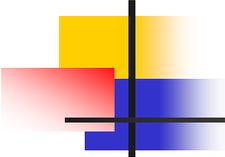
App.....172.....Approval Exp: 12/31/2014
Company: Scarsdale Security Systems, Inc.
Address: 132 Montgomery Ave
Scarsdale, NY 10583-5503
Telephone #: 914-722-2200
Insurance Exp: 3/2/2014

* 30 days within today's date



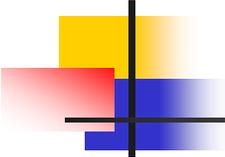
Study Material Updates:

- Includes all information regarding the On Site Exam in one document
 - Scheduling the On Site Exam appointment
 - On Site Exam environment
 - What can be expected during the On Site Exam
 - Grading policy of the On Site Exam
 - The consequences of failing the On Site Exam



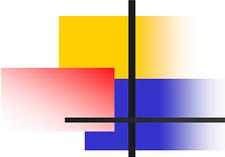
Schedule the On Site Exam

- 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/1708/fire-safety-director-on-site-test>
- No telephone, email or fax appointment requests will be accepted.



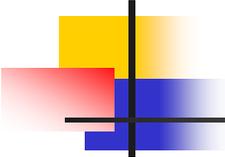
Required documents for On Site Exam

- The most recent plan that was **submitted** to the FDNY, including
 - Building Information Card (BIC)
 - Fire Safety and Evacuation Plan
 - 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.



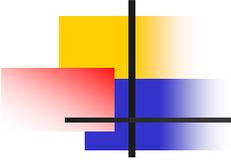
Suitable Testing Environment

- Arrange a suitable environment for the FDNY inspector to administer the Exam.
- The On Site Exam is to be conducted between the inspector and the candidate **ONLY**.
- 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 test is expected to take from 3 to 3.5 hours.



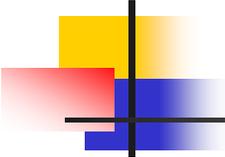
Information of the Scenario Session

- No study materials or personal/outside notes 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.



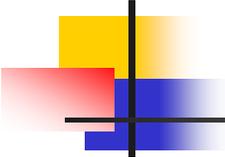
On Site Exam Updates: Building and Fire Scenarios

- Made operational revision for critical information from FDNY field chiefs.
- Added more questions regarding the new building-related Certificate of Fitness.
- Added more building and fire scenarios.
- Streamline the scenarios to be inline with the action steps required.



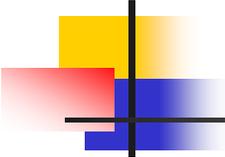
Tips for Answering the Scenario Questions

- Answering the scenarios:
 - Only verbal responses are scored.
 - Be as specific as possible for each portion of the test.
 - Do not assume that actions were taken by others.
 - Explain your actions from the beginning to the very end.



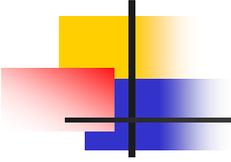
The On Site Exam-Practical

- Practical Session includes:
 - Operate the Fire Command Center
 - Operate an elevator in Firefighter service mode
 - Activate the building's fire alarm system (visual signals, audible tones and announcements)
- If the building's management prohibits the candidate from performing any part of the On Site Exam, the exam will be terminated and the premises will be billed.



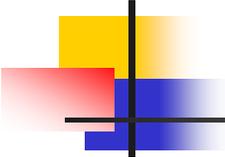
Training session

- Assume that the inspector is a new employee who does not have any knowledge of
 - the building,
 - the required actions upon discovering fire or smoke condition,
 - the required actions upon the fire alarm activation.
- The candidate should show his/her ability to train by verbally describing all steps in detail.
- Examples



Future Changes: Fire and life safety director (FLSD)

- A standardized and coherence curriculum, including the study material and the graduation test, will be developed by the FDNY and be provided to every certified school.
- When this new C of F test will be available?
 - Curriculum will be coordinated in the future only after the new Fire Rule is finalized.



Customer service improvement

- As a recent enhancement to improve customer service, applicants for the FSD computer based test (Z-50) can now schedule appointment DIRECTLY via an online service. The Certificate of Fitness Unit will offer exams at 2:45 PM by appointment ONLY, 5 days a week (M-F) except Legal Holidays.
- http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml