

APPENDIX A

Emergency Action Plan Format

Instructions:

Utilize the following format in preparing the Emergency Action Plan required by New York City Administrative Code Section 27-4267.4 and the Fire Department rule implementing that provision, Section 6-02 of Title 3 of the Rules of the City of New York.

The “General Procedures” sections of the plan are intended to afford the preparer of the plan the opportunity to present the procedures to be implemented in the event of each type of emergency, and any explanation or analysis, in whatever manner and in as much detail as the preparer deems necessary or appropriate to clearly and completely communicate such information.

The “Specific Requirements” and “Building Components” sections of the plan are intended to ensure that the plan is complete and addresses each of the requirements of the rule. Should the specific information requested in these sections be detailed in the General Procedures section or an attachment, it is sufficient to reference where the information is set forth. It is not necessary to repeat the information.

Similarly, if the procedures for one type of emergency are identical (in whole or in part) to those for another emergency, a statement to that effect and a reference to the prior section are sufficient and the information need not be repeated.

The Plan shall annex (in electronic format only), for each floor of the building (including any floors below grade), a current floor plan bearing the signature and seal of a registered architect or professional engineer, containing the information required for the fire protection plan pursuant to New York City Administrative Code §27-228.2, marked to reflect exit routes, in-building relocation areas, and other information contained in the Emergency Action Plan amenable to graphic representation.

Reference may be made at any point to accompanying attachments. In addition to the aforementioned floor plans, attachments may include, for example, tables or other graphic representations of the number of building occupants and capacity of in-building relocation areas; evacuation modeling analyses; maps indicating the location of assembly areas; or other supporting information or documentation.

Questions regarding the plan may be directed to Plan Review Unit of the Bureau of Fire Prevention, at Fire Department Headquarters.

1. Certification

I hereby certify that this Emergency Action Plan is in compliance with the requirements of the New York City Administrative Code §27-4267.4 and of Fire Department Rule 3 RCNY §6-02. This Emergency Action Plan sets forth the

circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or proximate to the building, or the threat thereof.

Owner's signature

Date

2. Building Information

- 2.1 Complete building address.
- 2.2 Building owner's name and complete contact information.
 - 2.2.1 Mailing address.
 - 2.2.2 Telephone number.
 - 2.2.3 Cellular telephone number.
 - 2.2.4 Fax number.
 - 2.2.5 E-mail address.
- 2.3 Height of building and number of stories in building.
- 2.4 Occupancy type and occupancy load for each floor. (Attach a copy of current Certificate of Occupancy for the building).

3. EAP Staff Designations, Duties and Responsibilities

- 3.1 Fire Safety/Fire Safety/EAP Director
 - 3.1.1 Identify on "EAP Staff Designation Form" (Attachment 1) the individual designated as Fire Safety/Fire Safety/EAP Director.
 - 3.1.2 Detail any additional duties or responsibilities not specified in FDNY Rule. If none, indicate not applicable ("N/A").
- 3.2 Deputy Fire Safety/Fire Safety/EAP Director
 - 3.2.1 Identify on "EAP Staff Designation Form" (Attachment 1) the individuals designated as Deputy Fire Safety/EAP Director.
 - 3.2.2 Detail any additional duties or responsibilities not specified in FDNY Rule. If none, indicate not applicable ("N/A").
- 3.3 EAP Building Evacuation Supervisor
 - 3.3.1 Identify on "EAP Staff Designation Form" (Attachment 1) the individuals designated as EAP Building Evacuation Supervisor.

3.3.2 Detail any additional duties or responsibilities not specified in FDNY Rule. If none, indicate not applicable (“N/A”).

3.4 EAP Warden

3.4.1 Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as EAP Warden.

3.4.2 Indicate on “EAP Staff Designation Form” (Attachment 1) the floor and assignment location for each EAP Warden.

3.4.3 Detail any additional duties or responsibilities for each EAP Warden identified on the “EAP Staff Designation Form” not specified in FDNY Rule. If none, indicate not applicable (“N/A”).

3.5 Deputy EAP Warden.

3.5.1 Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as Deputy EAP Warden.

3.5.2 Indicate on “EAP Staff Designation Form” (Attachment 1) the floor and assignment location for each Deputy EAP Warden.

3.5.3 Detail any additional duties or responsibilities for each Deputy EAP Warden identified on the “EAP Staff Designation Form” not specified in FDNY Rule. If none, indicate not applicable (“N/A”).

3.6 EAP Brigade.

3.6.1 Identify on “EAP Staff Designation Form” (Attachment 1) the individuals designated as EAP Brigade members.

3.6.2 Detail the specific duties and responsibilities for each EAP Brigade member identified on the “EAP Staff Designation Form”.

4. Critical Operations Staff

4.1 Building Personnel.

4.1.1 Set forth the number of building personnel designated as Critical Operations Staff, and describe the specific duties and responsibilities to be performed by each such building personnel.

4.1.2 Identify on the “Critical Operations Staff Form” (Attachment 2) the building personnel designated as Critical Operations Staff and include the following information:

4.1.1.1 Each individual’s work location.

4.1.1.2 Each individual’s telephone number(s).

4.2 Office Employees

4.2.1 Set forth the number of office employees designated as Critical Operations Staff, and describe the specific duties and responsibilities to be performed by each such building personnel.

4.2.2 Identify on the “Critical Operations Staff Form” (Attachment 2) the office employees designated as Critical Operations Staff and include the following information:

4.2.2.1 Each individual’s employer.

4.2.2.2 Each individual’s work location.

4.2.2.3 Each individual’s telephone number(s).

5. Emergency Action Plan for Explosions

5.1 Set forth below are the procedures that will be implemented during regular business hours in the event of an explosion in or proximate to the building, or the threat thereof. (Include the specific information requested. Where not applicable enter “N/A”).

5.1.1 Shelter in Place

5.1.1.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

5.1.1.2 Building Components or Systems.

5.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

5.1.1.2.2 Elevator operation.

5.1.1.2.3 Ventilation system operation.

5.1.1.2.4 Openable windows.

5.1.1.2.5 Interior doors, including fire doors.

5.1.1.2.6 Electrical, natural gas, steam and other utility operations.

5.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

5.1.2 In-Building Relocation

5.1.2.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

5.1.2.2 Specific In-Building relocation Requirements.

5.1.2.2.1 Designated in-building relocation areas.

5.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

5.1.2.2.3 Procedures of accounting for building occupants after completing in-building relocation.

5.1.2.3 Building Components.

5.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

5.1.2.3.2 Elevator operation.

5.1.2.3.3 Ventilation system operation.

5.1.2.3.4 Openable windows.

5.1.2.3.5 Interior doors, including fire doors.

5.1.2.3.6 Electrical, natural gas, steam and other utility operations.

5.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

5.1.3 Partial Evacuation

5.1.3.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

5.1.3.2 Specific Partial Evacuation Requirements.

5.1.3.2.1 Location of exits, stairwells and elevators.

5.1.3.2.2 Primary and alternate exit routes.

5.1.3.2.3 Assembly areas.

5.1.3.2.4 Procedures for accounting for building occupants after completing a partial evacuation.

5.1.3.3 Building Components.

5.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

5.1.3.3.2 Elevator operation.

5.1.3.3.3 Ventilation system operation.

5.1.3.3.4 Openable windows.

5.1.3.3.5 Interior doors, including fire doors.

5.1.3.3.6 Electrical, natural gas, steam and other utility operations.

5.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

5.1.4 Evacuation.

5.1.4.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

5.1.4.2 Specific Evacuation Requirements.

- 5.1.4.2.1 Location of exits, stairwells and elevators.
- 5.1.4.2.2 Primary and alternate exit routes.
- 5.1.4.2.3 Assembly areas.
- 5.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

5.1.4.3 Building Components.

- 5.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 5.1.4.3.2 Elevator operations.
- 5.1.4.3.3 Ventilation system operation.
- 5.1.4.3.4 Openable windows.
- 5.1.4.3.5 Interior doors, including fire doors.
- 5.1.4.3.6 Electrical, natural gas, steam and other utility operations.
- 5.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

5.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

6. Emergency Action Plan for a Biological Incident or Release

6.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a biological incident or release in or proximate to the building, or the threat thereof. (Include the specific information requested. Where not applicable enter "N/A").

6.1.1 Shelter in Place.

6.1.1.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

6.1.1.2 Building Components or Systems.

- 6.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 6.1.1.2.2 Elevator operation.
- 6.1.1.2.3 Ventilation system operation.
- 6.1.1.2.4 Openable windows.
- 6.1.1.2.5 Interior doors, including fire doors.
- 6.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 6.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

6.1.2 In-Building Relocation

6.1.2.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

6.1.2.2 Specific In-Building Relocation Requirements.

6.1.2.2.1 Designated in-building relocation areas.

6.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

6.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

6.1.2.3 Building Components.

6.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.2.3.2 Elevator operation.

6.1.2.3.3 Ventilation system operation.

6.1.2.3.4 Openable windows.

6.1.2.3.5 Interior doors, including fire doors.

6.1.2.3.6 Electrical, natural gas, steam and other utility operations.

6.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.3 Partial Evacuation

6.1.3.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

6.1.3.2 Specific Partial Evacuation Requirements.

6.1.3.2.1 Location of exits, stairwells and elevators.

6.1.3.2.2 Primary and alternate exit routes.

6.1.3.2.3 Assembly areas.

6.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

6.1.3.3 Building Components.

6.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.3.3.2 Elevator operation.

6.1.3.3.3 Ventilation system operation.

6.1.3.3.4 Openable windows.

6.1.3.3.5 Interior doors, including fire doors.

6.1.3.3.6 Electrical, natural gas, steam and other utility operations.

6.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

6.1.4 Evacuation.

6.1.4.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

6.1.4.2 Specific Evacuation Requirements.

6.1.4.2.1 Location of exits, stairwells and elevators.

6.1.4.2.2 Primary and alternate exit routes.

6.1.4.2.3 Assembly areas.

6.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

6.1.4.3 Building Components.

6.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

6.1.4.3.2 Elevator operations.

6.1.4.3.3 Ventilation system operation.

6.1.4.3.4 Openable windows.

6.1.4.3.5 Interior doors, including fire doors.

6.1.4.3.6 Electrical, natural gas, steam and other utility operations.

6.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

6.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

7. Emergency Action Plan for a Chemical Incident or Release

7.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a chemical incident or release in or proximate to the building, or the threat thereof. (Include the specific information requested. Where not applicable enter "N/A").

7.1.1 Shelter in Place.

7.1.1.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

7.1.1.2 Building Components or Systems.

- 7.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.
- 7.1.1.2.2 Elevator operation.
- 7.1.1.2.3 Ventilation system operation.
- 7.1.1.2.4 Openable windows.
- 7.1.1.2.5 Interior doors, including fire doors.
- 7.1.1.2.6 Electrical, natural gas, steam and other utility operations.
- 7.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

7.1.2 In-Building Relocation

7.1.2.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

7.1.2.2 Specific In-Building Relocation Requirements.

- 7.1.2.2.1 Designated in-building relocation areas.
- 7.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.
- 7.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

7.1.2.3 Building Components.

- 7.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 7.1.2.3.2 Elevator operation.
- 7.1.2.3.3 Ventilation system operation.
- 7.1.2.3.4 Openable windows.
- 7.1.2.3.5 Interior doors, including fire doors.
- 7.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 7.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.3 Partial Evacuation

7.1.3.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

7.1.3.2 Specific Partial Evacuation Requirements.

- 7.1.3.2.1 Location of exits, stairwells and elevators.
- 7.1.3.2.2 Primary and alternate exit routes.
- 7.1.3.2.3 Assembly areas.

7.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

7.1.3.3 Building Components.

7.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.3.3.2 Elevator operation.

7.1.3.3.3 Ventilation system operation.

7.1.3.3.4 Openable windows.

7.1.3.3.5 Interior doors, including fire doors.

7.1.3.3.6 Electrical, natural gas, steam and other utility operations.

7.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

7.1.4 Evacuation.

7.1.4.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

7.1.4.2 Specific Evacuation Requirements.

7.1.4.2.1 Location of exits, stairwells and elevators.

7.1.4.2.2 Primary and alternate exit routes.

7.1.4.2.3 Assembly areas.

7.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

7.1.4.3 Building Components.

7.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

7.1.4.3.2 Elevator operation.

7.1.4.3.3 Ventilation system operation.

7.1.4.3.4 Openable windows.

7.1.4.3.5 Interior doors, including fire doors.

7.1.4.3.6 Electrical, natural gas, steam and other utility operations.

7.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

7.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

8. Emergency Action Plan Procedures for a Nuclear Incident or Release

8.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a nuclear incident or release in or proximate

to the building, or the threat thereof. (Include the specific information requested. Where not applicable enter "N/A").

8.1.1 Shelter in Place.

8.1.1.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

8.1.1.2 Building Components or Systems.

8.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.1.2.2 Elevator operation.

8.1.1.2.3 Ventilation system operation.

8.1.1.2.4 Openable windows.

8.1.1.2.5 Interior doors, including fire doors.

8.1.1.2.6 Electrical, natural gas, steam and other utility operations.

8.1.1.2.7 Fuel oil storage systems and associated pumps and piping.

8.1.2 In-Building Relocation

8.1.2.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

8.1.2.2 Specific In-Building Relocation Requirements.

8.1.2.2.1 Designated in-building relocation areas.

8.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

8.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

8.1.2.3 Building Components.

8.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.2.3.2 Elevator operation.

8.1.2.3.3 Ventilation system operation.

8.1.2.3.4 Openable windows.

8.1.2.3.5 Interior doors, including fire doors.

8.1.2.3.6 Electrical, natural gas, steam and other utility operations.

8.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.3 Partial Evacuation

8.1.3.1 General Procedures. *(Provide a statement and explanation of the procedures that will be implemented.)*

8.1.3.2 Specific Partial Evacuation Requirements.

8.1.3.2.1 Location of exits, stairwells and elevators.

8.1.3.2.2 Primary and alternate exit routes.

8.1.3.2.3 Assembly areas.

8.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

8.1.3.3 Building Components.

8.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.3.3.2 Elevator operation.

8.1.3.3.3 Ventilation system operation.

8.1.3.3.4 Openable windows.

8.1.3.3.5 Interior doors, including fire doors.

8.1.3.3.6 Electrical, natural gas, steam and other utility operations.

8.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

8.1.4 Evacuation.

8.1.4.1 General Procedures. *(Provide a statement and explanation of the procedures that will be implemented.)*

8.1.4.2 Specific Evacuation Requirements.

8.1.4.2.1 Location of exits, stairwells and elevators.

8.1.4.2.2 Primary and alternate exit routes.

8.1.4.2.3 Assembly areas.

8.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

8.1.4.3 Building Components.

8.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

8.1.4.3.2 Elevator operation.

8.1.4.3.3 Ventilation system operation.

8.1.4.3.4 Openable windows.

8.1.4.3.5 Interior doors, including fire doors.

8.1.4.3.6 Electrical, natural gas, steam and other utility operations.

8.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

8.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

9. Emergency Action Plan for a Natural Disaster

9.1 Set forth below are the procedures that will be implemented during regular business hours in the event of a natural disaster. (Include the specific information requested. Where not applicable enter "N/A").

9.1.1 Shelter in Place.

9.1.1.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

9.1.1.2 Building Components or Systems.

9.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.1.2.2 Elevator operation.

9.1.1.2.3 Ventilation system operation.

9.1.1.2.4 Openable windows.

9.1.1.2.5 Interior doors, including fire doors.

9.1.1.2.6 Electrical, natural gas, steam and other utility operations.

9.1.1.2.7 Fuel oil storage systems and associated pumps.

9.1.2 In-Building Relocation

9.1.2.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

9.1.2.2 Specific In-Building Relocation Requirements.

9.1.2.2.1 Designated in-building relocation areas.

9.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

9.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

9.1.2.3 Building Components.

9.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.2.3.2 Elevator operation.

- 9.1.2.3.3 Ventilation system operation.
- 9.1.2.3.4 Openable windows.
- 9.1.2.3.5 Interior doors, including fire doors.
- 9.1.2.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.3 Partial Evacuation

9.1.3.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

9.1.3.2 Specific Partial Evacuation Requirements.

- 9.1.3.2.1 Location of exits, stairwells and elevators.
- 9.1.3.2.2 Primary and alternate exit routes.
- 9.1.3.2.3 Assembly areas.
- 9.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

9.1.3.3 Building Components.

- 9.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.
- 9.1.3.3.2 Elevator operation.
- 9.1.3.3.3 Ventilation system operation.
- 9.1.3.3.4 Openable windows.
- 9.1.3.3.5 Interior doors, including fire doors.
- 9.1.3.3.6 Electrical, natural gas, steam and other utility operations.
- 9.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

9.1.4 Evacuation.

9.1.4.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

9.1.4.2 Specific Evacuation Requirements.

- 9.1.4.2.1 Location of exits, stairwells and elevators.
- 9.1.4.2.2 Primary and alternate exit routes.
- 9.1.4.2.3 Assembly areas.
- 9.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

9.1.4.3 Building Components.

9.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

9.1.4.3.2 Elevator operation.

9.1.4.3.3 Ventilation system operation.

9.1.4.3.4 Openable windows.

9.1.4.3.5 Interior doors, including fire doors.

9.1.4.3.6 Electrical, natural gas, steam and other utility operations.

9.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

9.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

10. Emergency Action Plan for Other Emergency

10.1 Set forth below are the procedures that will be implemented during regular business hours in the event of [identify other emergency condition, if one is identified]. (Include the specific information requested. Where not applicable enter "N/A").

10.1.1 Shelter in Place.

10.1.1.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

10.1.1.2 Building Components or Systems.

10.1.1.2.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.1.2.2 Elevator operation.

10.1.1.2.3 Ventilation system operation.

10.1.1.2.4 Openable windows.

10.1.1.2.5 Interior doors, including fire doors.

10.1.1.2.6 Electrical, natural gas, steam and other utility operations.

10.1.1.2.7 Fuel oil storage systems and associated pumps.

10.1.2 In-Building Relocation

10.1.2.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

10.1.2.2 Specific In-building relocation Requirements.

10.1.2.2.1 Designated in-building relocation areas.

10.1.2.2.2 Designated routes by which building occupants would be directed to in-building relocation areas.

10.1.2.2.3 Procedures for accounting for building occupants after completing in-building relocation.

10.1.2.3 Building Components.

10.1.2.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.2.3.2 Elevator operation.

10.1.2.3.3 Ventilation system operation.

10.1.2.3.4 Openable windows.

10.1.2.3.5 Interior doors, including fire doors.

10.1.2.3.6 Electrical, natural gas, steam and other utility operations.

10.1.2.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.3 Partial Evacuation

10.1.3.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

10.1.3.2 Specific Partial Evacuation Requirements.

10.1.3.2.1 Location of exits, stairwells and elevators.

10.1.3.2.2 Primary and alternate exit routes.

10.1.3.2.3 Assembly areas.

10.1.3.2.4 Procedures of accounting for building occupants after completing a partial evacuation.

10.1.3.3 Building Components.

10.1.3.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.3.3.2 Elevator operation.

10.1.3.3.3 Ventilation system operation.

10.1.3.3.4 Openable windows.

10.1.3.3.5 Interior doors, including fire doors.

10.1.3.3.6 Electrical, natural gas, steam and other utility operations.

10.1.3.3.7 Fuel oil storage systems and associated pumps and piping.

10.1.4 Evacuation.

10.1.4.1 General Procedures. (Provide a statement and explanation of the procedures that will be implemented.)

10.1.4.2 Specific Evacuation Requirements.

10.1.4.2.1 Location of exits, stairwells and elevators.

10.1.4.2.2 Primary and alternate exit routes.

10.1.4.2.3 Assembly areas.

10.1.4.2.4 Procedures for accounting for building occupants after completing an evacuation.

10.1.4.3 Building Components.

10.1.4.3.1 Access to and egress from the building, including entrances, exits and stairwells.

10.1.4.3.2 Elevator operation.

10.1.4.3.3 Ventilation system operation.

10.1.4.3.4 Openable windows.

10.1.4.3.5 Interior doors, including fire doors.

10.1.4.3.6 Electrical, natural gas, steam and other utility operations.

10.1.4.3.7 Fuel oil storage systems and associated pumps and piping.

10.2 Set forth the procedures that will be implemented at times other than regular business hours, if different from those set forth above.

11. Building Information Card

12.1 Annexed to this Emergency Action Plan, as Attachment 3, is the building information card required by 3 RCNY §6-02 (d)(9).

12. Consultation with Neighboring Buildings

12.1 Identify all Neighboring Buildings consulted.

12.1.1 Complete address of Neighboring Building.

12.1.2 Owner of Neighboring Building.

12.2 Indicate agreements with neighboring buildings with regard to the Emergency Action Plan.