

CRE Guide

EAPs & FPPs: How to Keep Your NYC Building Compliant

Introduction

If you're a commercial building owner in NYC, you'll likely need an Emergency Action Plan (EAP) or a Fire Protection Plan (FPP), both of which have detailed compliance regulations.

Failure to comply can have serious consequences — the suspension or loss of licenses, business closure, and, in worst-case scenarios, criminal charges. In addition, a record of non-compliance may impair your ability to sell or refinance your property.

But maintaining EAP and FPP compliance can be confusing and time-consuming. So, despite their importance, many property owners and operators regularly fall short of full compliance.

Wondering how to keep your NYC building compliant, without the stress? Read on to find out.



EAPs

An Emergency Action Plan, as required by cities such as New York, outlines procedures and requirements for the evacuation of occupants from office buildings in the event of an emergency.

Wondering if your building needs an EAP?

Following 9/11, all commercial buildings are legally required to have an EAP if the space falls into any of the following categories:

- ✓ Greater than six stories in height
- ✓ Greater than 75 feet in height
- ✓ Have more than 100 occupants above or below street level
- ✓ Have more than 500 occupants in the entire building
- ✓ As otherwise required by law or regulation
- ✓ As ordered by the Fire Commissioner

What should be included?

The creation of the Emergency Action Plan includes preparing and submitting floor plans that show:

- ✓ Primary evacuation routes
- ✓ Secondary evacuation route
- ✓ Accessible egress routes
- ✓ Exits & areas of refuge
- ✓ Manual fire alarm boxes
- ✓ Portable fire extinguishers
- ✓ Occupant-use hose stations
- ✓ Fire alarm annunciators and controls

When should EAPs be updated?

Updates are needed for any structural or construction change to the building, including floor plan updates.



When should FPPs be updated?

Updates are needed for buildings filing a change in use, egress or occupancy change.

FPPs

Commercial building owners need to file an FPP to obtain a certificate of occupancy (C of O) if their buildings fall into any of these categories:

- ✓ Greater than six stories in height
- ✓ Greater than 75 feet in height
- ✓ Two or more stories used for business, education, factory, high hazard, retail, or storage
- ✓ A public assembly space for 300 or more people
- ✓ Two or more stories with sleeping accommodations for 30 or more people
- ✓ Apartment buildings with 30 or more apartments and 10,000 square feet of space used for public assembly, education, retail, or institutional purposes

What should be included?

- ✓ All exits
- ✓ Doors
- ✓ Hallways
- ✓ Fire barriers

Leveraging both types of plans help property teams know what to do before, during and after emergencies. This is essential to reduce chaos during evacuation and lessen the likelihood of injuries or property damages.



Top Reasons to Update your Emergency Action Plans Now

1. Keep up with Building and Industry Changes (Like COVID-19!)

The CRE industry changes constantly. As a result, it's rare that a building will go more than a year without a new tenant or, at the very least, minor construction or structural changes. Oftentimes, it's all of the above.

This certainly proved true during COVID-19. The pandemic left commercial tenants scrambling to reconfigure their spaces. While some added space to promote social distancing, others decreased their spaces to accommodate reduced headcounts. Furthermore, many tenants decided to end their leases, due to financial constraints or a decision to shift to remote work.

When a new tenant moves in or a construction project begins, it affects the Emergency Action Plan. Any significant changes to a building, like those caused by COVID-19, must be verified and filed with the FDNY (the Fire Department of the City of New York) promptly.

2. Avoid FDNY Violations and Fines

The FDNY typically does an annual inspection, but they can show up at any time, unannounced.

If your EAPs aren't up to date and you receive an unannounced inspection, your building will be hit with a violation. Fines can be steep and will increase quickly if not resolved, throwing your budget out of whack and almost guaranteeing frustrated higherups.

Rather than hedging your bets and hoping the FDNY will stick to their scheduled inspections, property managers and owners should report any significant changes to the original architect or plan designer so plans can be refiled.



Local Law Spotlight:

195 of 2018

Eliminates NYC Department of Buildings (DOB) review of plans and other design and installation documents for fire alarm, emergency alarm, auxiliary radio communication, fire extinguishing systems and fire protection plans.

Filing Correctly

All FPPs and EAPs must be filed with the FDNY.

Without a filed FPP, your building can't be occupied. And once again, if your EAP isn't filed properly, you risk hefty fines during a building inspection.

But it can be complicated to correctly file your plans. And unfortunately, filing an EAP or FPP is only half the battle – after you've filed, you need to keep plans regularly updated to avoid penalties and fines.

Either by working with your safety consultant or directly filing with the FDNY, a modern [building compliance solution](#) will eliminate filing headaches and keep your building compliant.



Local Law Spotlight:

26/04 Fire Sprinkler Report

All New York City commercial/office buildings that are over 100 ft in height are required to have a full system of automatic fire sprinklers as of July 1, 2019.

Take the Stress out of EAP and FPP Compliance

[Building Compliance Services \(BCS\)](#), from Building Engines, makes it easy to keep your EAPs and FPPs up to date.

Our efficient, in-house process has helped hundreds of commercial property teams take the burdens of compliance off their shoulders and ensure that buildings are compliant under Fire and Life Safety code requirements of NYC.

We offer two core services: Emergency Action Plans and Fire Protection Plans.

EAP service includes:

- ✓ Annual subscriptions
- ✓ Creation of FDNY approved floor plans
- ✓ Yearly building walk-throughs
- ✓ Unlimited in-house floor plan updates

Our yearly walk-through catalogues your emergency evacuation routes, egresses, and fire alarm related items. Then, you can compare information from the walk-through with your current EAP. If there are discrepancies, you can update your EAP — remaining compliant at all times and preventing penalties.

FPP service* includes:

- ✓ Expert-led creation of an FPP floor plan
- ✓ Written narrative
- ✓ Filing with the FDNY
- ✓ Ability to obtain a Temporary Certificate of Occupancy (TCO) or final Certificate of Occupancy (C of O)

*This is a one-time service that must be repeated if a building undergoes a change of use.

Ready to keep your building compliant and avoid hefty fines? Schedule a demo with our team of experts today.

[Schedule a Demo](#)

About Building Engines

For over 20 years, Building Engines has delivered on its mission to help customers improve NOI, increase revenue, reduce operating expenses and deliver greater tenant satisfaction. Building Engines is trusted by hundreds of commercial real estate organizations who manage billions of square feet. With our latest release, Prism, Building Engines is reaching a new level of building operations innovation. Prism comes equipped to help you exceed today's goals while preparing you and your team to meet the challenges of tomorrow.

Exceptional Building Operations. Extraordinary Business Outcomes.



ADDRESS

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