



Since 1911

Croker Fire Drill Corporation

The Fire and Life Safety Professionals

Corporate Headquarters • P.O. Box 368 • Islip Terrace, New York 11752-0368
Telephone: 631-277-7602 • Fax: 631-277-5802 • www.crokerfiredrill.com

Dear Employer:

Enclosed you will find a copy of your building's FDNY accepted Emergency Action Plan (for non-fire related emergencies) along with educational material. In addition to existing fire drills and training, your building will also be performing regular drills for these non-fire related emergencies. Please note that there are certain responsibilities, as noted in the code that are incurred by employers of building occupants.

All employers of building occupants shall:

- promptly distribute to building occupants who are their employees the educational materials regarding the Emergency Action Plan provided to the employer by the owner;
- comply with the provisions of the Emergency Action Plan and shall comply with the directions of the Fire Safety/EAP Director and EAP Staff upon an announcement that the Emergency Action Plan has been implemented, including any shelter in place, in-building relocation, partial evacuation, or evacuation directed by the Fire Safety/EAP Director, and instruct their employees who are building occupants to do so;
- assign or allow responsible employees to serve as Fire Safety/EAP Wardens, Deputy Fire Safety/EAP Wardens and members of the Fire Safety/EAP Brigade, and require such employees to conscientiously perform their duties under the Emergency Action Plan;
- establish and maintain a system of assigning responsibility for accounting for employees present in the building so that an accounting can be made in the event of an in-building relocation, partial evacuation or evacuation; and
- identify any office employees performing essential services and request that they be designated as Critical Operations Staff for purposes of the Emergency Action Plan.

As it is not required by NYC code, the U.S. Department of Homeland Security recommends that each company provides the following emergency supplies be made readily available in the workplace. These items include:

- Bottled Water
- Non-perishable food (such as granola bars)
- Battery-powered AM/FM radio and extra batteries
- Flashlight and extra batteries
- First Aid Kit
- Whistle to signal for help
- Dust or filter masks
- Moist towelettes
- Wrench or pliers to turn off utilities
- Plastic sheeting and duct tape to "seal the room"
- Garbage bags and plastic ties for personal sanitation

For further information please reference www.ready.gov



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Dear Building Occupants:

Enclosed you will find a copy of your building's FDNY accepted Emergency Action Plan (for non-fire related emergencies). In addition to existing fire drills and training, your building will also be performing regular drills for these non-fire related emergencies. Please note that there are certain responsibilities, as noted in the code that are incurred by building occupants.

All building occupants:

- shall comply with the directions of the Fire Safety/EAP Director and EAP Staff upon an announcement that the Emergency Action Plan has been implemented, including any shelter-in-place, in-building relocation, partial evacuation or evacuation directed by the Fire Safety/EAP Director;
- shall familiarize themselves with the requirements of the Emergency Action Plan, and cooperate with and participate in EAP Drills;
- shall request an exemption from the Fire Safety/EAP Director if participation in a EAP Drill involving stairwell familiarization, in-building relocation, partial evacuation or evacuation would cause injury or serious hardship; and
- are encouraged to identify themselves in accordance with the procedures of the Emergency Action Plan if they would require assistance in the event of an in-building relocation, partial evacuation or evacuation.

As it is not required by NYC code, the U.S. Department of Homeland Security recommends that the following emergency supplies be made readily available in the workplace. These items include:

- Non-perishable food (such as granola bars)
- Battery-powered AM/FM radio and extra batteries
- Flashlight and extra batteries
- Personal First Aid Kit
- Whistle to signal for help
- Dust or filter masks
- Moist towelettes

For further information please reference www.ready.gov