



# Non-Fire/EAP Emergencies Course

**Prerequisites:** There are no prerequisite for the training course and this course is also open to individuals who are not seeking a certificate of fitness from the FDNY. Students must be able to verbally communicate with instructor in primary language of the training.

**License Requirements:** To obtain Certificate of Fitness F-89 Fire and Life Safety Director from the Fire Department of New York, specific qualifications must be met. Refer to Pages 4 – 6 of the syllabus for full qualification criteria.

**Course Description:** Non-Fire and emergency Action Plan Training is designed to fulfill the training requirements for FLS Director under the new regulation, section RCNY 3 of the NYC Fire Department as well as to provide the class attendees an overview of the requirements and responsibilities of a Fire and Life Safety Director during all non-fire emergencies. The students will be able to identify critical actions pertaining all site-specific non-fire emergencies.

**COURSE COMPLETION:** 100% attendance for the course and active participation in learning activities including hands-on exercises and the end exam is required. Students must receive a minimum passing score of 70% on the 25-question multiple-choice exam to pass the class and receive the course completion certificate and verification letter.

**LEARNING OUTCOMES** include:

1. Demonstrate practical skills necessary to properly operate and manage the Fire Command Center during a non-fire emergency
2. Identify their responsibilities as a member of the fire safety team
3. Describe the correct response to a non-fire emergency as per FDNY guidelines
4. Discuss common non-fire hazards based on statistical and historical data provided by the Fire Department
5. Recognize Fire Department protocol for elevator operation during a non-fire emergency
6. Outline in building relocation, evacuation or sheltering in place of occupants during non-fire emergencies
7. Learn Evacuation, in building relocation and sheltering in place procedures to mitigate non-emergency scenarios
8. Learn their roles during a building non-fire

- emergency drill
- 9. Obtain skills to identify fire hazards and how and the resolve them

**HOW TO REGISTER**

**ONLINE:** Please visit [www.tscta.com](http://www.tscta.com)

**EMAIL:** Send completed form to [info@tscta.com](mailto:info@tscta.com)

**FAX:** Send completed form to 718-389-6155

**COURSE FEES** are due in full in order to be eligible to receive course completion materials. Fees include cost of all training materials.

- Individual Course Fee: **\$175.00 per participant**
- For 4 to 5 attendees: **\$157.50 per participant**

**ACCEPTED FORMS OF PAYMENT:**

- Cash/ Money order/certified check
- Credit card (see form below)
- Check (7 day hold for release of materials)

<b>SELECT DISTRIBUTION OPTION</b>	
<input type="checkbox"/>	Release Materials to the student after class; OR
<input type="checkbox"/>	Mail materials to company address

**REGISTRATION, CANCELLATION & ATTENDANCE POLICY**

Seating will not be reserved without completed registration form and payment. After registration, confirmation will be provided by fax, email or printed copy. **Registration forms sent in to office after 5 PM will be processed the following business day.**

**ATTENDANCE:** TSCTA requires 100% attendance to satisfy course requirements. Students must arrive no later than 30 minutes after start of training to be admitted.

**CANCELLATION** or rescheduling requests will be accepted with no penalty at least 3 business days prior to training start date. Failure to provide adequate notice may result in forfeiture of deposit. Registrations made less than 3 days before event start date will not be eligible for a refund. No cash refunds will be issued. TSCTA reserves the right to reschedule or cancel any course date(s) for any reason, including insufficient enrollment. To view TSCTA's registration, refund, classroom, privacy and non-discrimination policies, please visit [www.tscta.com](http://www.tscta.com).

## Registration Form (Please Print)

**SECTION 1**

CLASS DATE: \_\_\_\_\_

LANGUAGE: \_\_\_\_\_

**SECTION 2**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME # \_\_\_\_\_ CELL# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

EMAIL \_\_\_\_\_

**SECTION 3**

COMPANY/SPONSOR NAME \_\_\_\_\_

COMPANY CONTACT \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

WORK# \_\_\_\_\_ FAX# \_\_\_\_\_



# Credit Card Authorization Form

NOTE: One form can be used for multiple registrations

Phone: 718.389.2103

Fax: 718.389.6155

Email: info@tscta.com

Website: www.tscta.com

		<b>CREDIT CARD ON FILE</b>	
<i>Card holder name</i>		<input type="checkbox"/>	CHECK THIS BOX TO AUTHORIZE TSCTA TO SAVE YOUR CREDIT CARD INFO ON FILE FOR ALL FUTURE TRAINING BALANCES ON YOUR ACCOUNT. A CREDIT CARD RECEIPT WILL BE EMAILED TO YOU EACH TIME A CHARGE IS MADE.
<i>Company Name (if applicable)</i>			
<i>Street Address</i>		<b>RELEASE OF MATERIALS</b>	
<i>City</i>	<i>State</i>	<i>Zip</i>	<input type="checkbox"/>
<i>Phone</i>			
<i>Name of person preparing form (if different than card holder)</i>		<input type="checkbox"/>	MAIL COMPLETION MATERIALS TO ADDRESS

BREAKDOWN OF CHARGES				
Date of Training	Course Name	# of Students	Fee Per Student	Total
Total Amount to be charged				

I, \_\_\_\_\_ hereby authorize TSC Training Academy, LLC to charge the below credit card for the authorized amount. I have read and reviewed TSC's cancellation and deposit policy and agree to the terms as written. I understand that failure to provide three (3) days advance notification of registration cancellation may result in forfeiture of deposit payment (s). Further, no course completion material (s) will be released until ALL account balances have been paid in full.

## CREDIT CARD DETAILS

VISA       MASTERCARD       AMEX       DISCOVER

Card No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Verification Code: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_