



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

EAP Industry Notice # 6

8/10/07

Time For Implementation

reference: 3 RCNY 6-02; section j (4)(i)

“All elements necessary for the implementation of the Emergency Action Plan, including all EAP Staff, shall be in place no later than 30 days from the date of Department acceptance of the Emergency Action Plan, except, if no training course for Fire Safety/EAP Directors has been approved by the Department, the duties of the Fire Safety/EAP Director and Deputy Fire Safety/EAP Director may be performed by the building’s fire safety director, or deputy fire safety director, respectively, until 90 days after one or more such training courses have been approved and commenced instruction”.

There are several training courses approved by the Department. So, at this time all buildings with “Accepted” plans need to be ready for implementation of their EAP within 30 days of the acceptance date. The department understands the scope of this undertaking. We also realize, dependent on the size of the building, that 30 days may not provide enough time to train all the personnel outlined in the plan. Therefore, in the spirit of cooperation with an eye towards emergency preparedness, any building that has an EAP on file with this unit can begin the training of the EAP staff prior to plan acceptance provided the following conditions are met.

- A -The buildings Fire Safety Director, who is conducting the training, has taken and passed the CBT for Emergency Action Plan Director.
- B - No EAP drills, involving building occupants, prior to “acceptance”.
- C - An EAP log book is kept and all entries are made as prescribed in RCNY 6-02.
- D - All documentation, as proof that the above conditions were met, can be presented upon request by a representative of the Department.

FDNY
Emergency Action Plan Unit