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## **FIRE DEPARTMENT**

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

### **BUREAU OF FIRE PREVENTION**

## **EAP Industry Notice # 14 6/30/08 Staffing Requirements for FS/EAP Director and Deputy**

**Reference: 3 RCNY 6-02; Director: section (h) (1) (i) (A) & (ii) (A)  
Deputy: section (h) (2) (i) (ii)**

(h) (i) (A) The Fire Safety / EAP Director shall be the person designated as the fire safety director in the fire safety plan filed for the building pursuant to New York City Administrative Code 27-4267 The Fire Safety / EAP Director shall hold a Department Certificate of Fitness.

(h) (ii) (A) Be present and on duty in the building during “regular business hours”.  
(Defined term see: RCNY 6-02 Definitions)

(h) (2) (i) The Emergency Action plan shall designate a sufficient number of Deputy Fire Safety / EAP Directors to ensure that a Deputy Fire Safety / EAP Director is present to perform the duties of the Fire Safety / EAP Director at all times that a Fire Safety / EAP Director is required to be on duty, but is absent.

(h) (2) (ii) The Deputy Fire Safety / EAP Director shall hold a Department Certificate of Fitness.

The EAP Unit has begun to cross reference the staffing of FS/EAP Directors and Deputy Directors with the building addresses and work hours that were furnished in the Emergency Action Plans submitted. The results indicate that twelve percent of the Accepted plans have a duplication of staff. In most of the cases it is identical days and hours in two and some times three different buildings. The EAP Unit will be **REVOKING** the Acceptance of plans for all such buildings until the plans are amended and the problem is corrected.

FDNY  
Emergency Action Plan Unit