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**FIRE DEPARTMENT**  
9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857  
**BUREAU OF FIRE PREVENTION**

## **Emergency Planning and Preparedness Group**

### **FS/EAP Industry Notice # 04/11**

#### **Brigade & Office Employee Critical Operation Staff** RCNY 404-02

The Rule requires procedures to be in place for the assistance of individuals who require help in order to re-locate or evacuate. This traditionally falls within the duties of the brigade. However, the practice of using peers (buddies) or office employees to comply has been an acceptable method.

The new Comprehensive FS/EAP requires the names of the office staff assigned as “buddies” to be listed on either the brigade, Table 3 or the Office Employee Critical Operation Staff, Table 5.

FDNY  
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