



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

EAP Industry Notice # 22 **12/1/10** **EAP Certification**

All office buildings that require an Emergency Action Plan (EAP) must have sufficient EAP certified staff to cover the regular business hours as stated in the buildings plan. Part of the process leading to certification is taking and passing a building specific on-site exam. In order to be eligible to take an EAP on-site exam a candidate must first be a certified Fire Safety Director (FSD) at the premises and be listed in the buildings Emergency Action Plan as an EAP Director or Deputy.

The RCNY governing the EAP, established an interim step allowing an FSD to act as the EAPD until EAP certification was possible. That interim step was abolished in October, 2007 with the establishment of an accredited EAP certification course. However, as a courtesy we continued to allow candidates one year to get their EAP certification. Now, with over four years into the EAP program, there are still thousands of Fire Safety Directors listed in emergency action plans that haven't completed the EAP certification process (F59)

With our purpose being to have the best qualified person implementing your plan in the event of an emergency, we will no longer issue an Amended Plan Letter of Acceptance when a person is listed as an EAPD or deputy and they have been an FSD in that building for more than one year. Instead, an Amended Plan Letter of Deficiency will be issued. After personnel receive their EAP certification (F59) or have been removed as EAPD or Deputy from the plan, then the plan can be accepted.

FDNY

Emergency Planning and Preparedness Group