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## **FIRE DEPARTMENT**

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

**BUREAU OF FIRE PREVENTION**

### **EAP Industry Notice # 10** **2/12/08** **Change in EAP Staff Amendment** Ref. RCNY 6-02 k (3)

- (k) Review and Amendment of Emergency Action Plans
- (3) Changes in the Fire Safety/EAP Director or other EAP Staff designated in the Emergency Action Plan shall be reported to the Department by filing a Change in EAP Staff amendment on not less than a semi annual basis, using the forms set forth as Attachments 1, 2 and 3 to Appendix A to this section.

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The commencement of the semi annual period is measured from the date of the original Letter of Acceptance received from the Fire Department. An entry highlighting this EAP related event must be made in the EAP Log Book. Every six months thereafter all changes in EAP Staff (EAPD, DEAPD, Brigade, Critical Operations Building Personnel, Critical Operations Office Employees) must be submitted to the FDNY EAP Unit for review and acceptance. Follow EAP Industry Notice # 4 "Amendments to an Accepted EAP".

Note: An EAP on-site exam cannot be scheduled until staffing changes/amendments that involve FSD or DFSD have been submitted and accepted.

FDNY  
Emergency Action Plan Unit