



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

BUREAU OF FIRE PREVENTION

EAP Industry Notice # 5

7/25/07

EAP Brigade work location

It has come to the attention of the Emergency Action Plan review unit that there is some question as to the work location requirements of the “EAP Brigade”. Below is the section of RCNY 6-02 that deals with the brigade. The positions of Building Manager, Director of Security and Chief Engineer, sometimes require the management of multiple properties. The Rule addresses this by allowing for a designated representative in their absence.

Section 6 (iii) (B) below clearly requires the brigade to be on hand at the building.

RCNY 6-02

(6) Fire Safety/EAP Brigade

- (i)** The Emergency Action Plan shall designate the members of a Fire Safety/EAP Brigade. The Fire Safety/EAP Brigade shall consist of the building manager, chief engineer and director of security (or, in their absence, their qualified designees), and other building personnel, office employees or other building occupants designated to assist in the implementation of the Emergency Action Plan, including persons assigned to assist building occupants that require assistance to participate in the plan. The Fire Safety/EAP Director and Deputy Fire Safety/EAP Directors shall not be designated as Fire Safety/EAP Brigade members.

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- (ii) Qualifications. All Fire Safety/EAP Brigade members shall receive training in the Emergency Action Plan from the Fire Safety/EAP Director. Such training shall consist of not less than an initial two-hour training session and an annual one-hour refresher session thereafter.
- (iii) Duties and responsibilities. Members of the Fire Safety/EAP Brigade shall:
 - (A) perform their designated assignments, as set forth in the Emergency Action Plan or as directed by the Fire Safety/EAP Director; and
 - (B) in the event of an emergency, immediately report to the designated locations, as set forth in the Emergency Action Plan or directed by the Fire Safety/EAP Director, to be ready to undertake their designated assignments.