

PASS IT ON

Pass It On - Bulletin #1

Date: 3/27/2009

Training for EAP Staff

Local Law 26 requires specific training and drills be completed in each property that has an FDNY Accepted Emergency Action Plan. These training sessions and drills should be completed in a timely manner according to the Buildings date of Plan Acceptance.

We at Diversified track and schedule all training and drill sessions to be in accordance with the Law.

Diversified Security has scheduled two one hour **Staff training** sessions for your Property in 2009. Please note that the Property EAP Director, Deputy EAP Director and Building Evacuation Supervisors as identified in your current Emergency Action Plan are required at this meeting. Members of the EAP Brigade should also be in attendance. (The law mandates that members of the Brigade be trained for one hour annually), however their participation for both meetings is always welcome. DSSI recommends any available members of the Critical Operations staff also attend.

Diversified Security has scheduled a one hour **Warden Training** session for your Property in 2009. We ask that you invite all FS/EAP Wardens and FS/EAP Deputy Wardens to attend this meeting. You will receive a call or email; 7-10 days prior to this meeting, in order determine the approximate number of attendees who will receive our **Warden Training** handout.

Please note that all training and drills must be documented in the EAP logbook.

If you have any questions concerning the Training Sessions or any other Emergency Action Plan requirements, please contact us at 212-240-9500 ext. 104.