

PASS IT ON

Pass It On Bulletin # 3

Date: 5/27/2009

EAP On-Site Process

This Pass It On Bulletin serves as a reminder that in order to apply for an EAP On-Site Examination the following must occur:

Applicants must have a current F-58 or F-25 FSD Certificate of Fitness for the specific building that they wish to take the EAP On Site Examination.

Applicants must complete a 7 hour training course for Emergency Action Plan Directors given by a school or other organization approved by the FDNY. You must obtain at least a 70% on the Graduation Test given by the FDNY accredited school in order to apply for the Computer Based Test (CBT) given at Metro Tech Center.

Applicants must pass the 75 question Computer Based Test with a minimal score of 70%.

Prior to applying for the EAP On-Site the Candidate must be identified in the Emergency Action Plan as the EAP Director or the Deputy EAP Director. The FD Certification Unit will not process any On-Site request unless you are properly identified in their database. If not listed, simply notify Diversified Security and we will amend the Plan.

According to Local Law 26,

(h) (2) (i) "The Emergency Action plan shall designate a sufficient number of Deputy Fire Safety / EAP Directors to ensure that a Deputy Fire Safety / EAP Director is present to perform the duties of the Fire Safety / EAP Director at all times that a Fire Safety / EAP Director is required to be on duty, but is absent."

The EAP Director or the Deputy EAP Director is required to be on duty during regular business hours. The FD defines "regular business hours" as "times of the day and days of the week during which a building will normally be occupied and business conducted, and in all circumstances when the building is occupied by more than 100 persons above or below the street level or more than a total of 500 persons in the entire building". Regular business hours are in Section 2 of your Emergency Action Plan.

If you have any questions concerning these issues, please contact us at 212-240-9500 ext. 104.