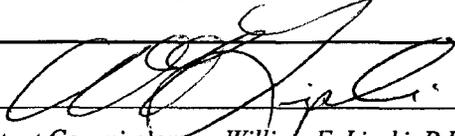


**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: CONSTRUCTION SITE SAFETY  
EMERGENCY PROTOCOL**

**APPROVED:**   
*Assistant Commissioner - William F. Lipski, P.E.*

SCOP..... : 02 - 014 G

**CATEGORY... : ADMINISTRATIVE  
Subcategory : NOTIFICATIONS**

Keywords ..... : ACCIDENT, INJURIES,  
EMERGENCY,  
SAFETY

Supersedes... : N/A

Supplements..... : 00-008G

Sheet..... : 1 of 1

Issue Date..... : May 6, 2002

The DDC Site Safety Emergency Protocol previously distributed as part of SCOP 00-008G has been updated. Attached is the latest version of the protocol as well as a memorandum from the Commissioner stressing the importance of safety at our construction sites and noting that everyone in DDC Construction needs to be fully aware of and comply with the Site Safety Emergency Protocol.

ATTACHMENTS: DDC POLICY AND PROCEDURES MEMORANDUM - #02-1  
SITE SAFETY EMERGENCY PROTOCOL



City of New York Department of Design and Construction

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**DDC Policy and Procedures Memorandum -- #02-1 (Operational)**

TO: Rich Ocken  
Anne Papageorge

FROM: Kenneth Holden 

RE: Safety Protocol

DATE: April 22, 2002

Ensuring the safety of DDC employees, contractors, and neighborhood residents in the vicinity of DDC construction sites is a major agency mandate. Towards that end the Technical Support Unit has developed an Emergency Response Protocol that must be followed by all DDC personnel. That protocol is attached.

It is the responsibility of all your construction staff to be fully aware of and to comply with the requirements detailed in the protocol.

c: Mark Canu  
Robert Adams



City of New York Department of Design and Construction

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## Emergency Response Protocol

**In the event of an environmental health or safety emergency (see page 2 for definitions) on a DDC project site, the following protocol must be implemented:**

### *Internal Notification Process*

At every job site the Site Safety Emergency Protocol must be posted (see Attachment 1). The Resident Engineer or Construction Project Manager is responsible for ensuring that the name and contact numbers for the appropriate Program Director/Borough Director and Assistant Commissioner are included.

In the event of an environmental, health, or safety emergency, the following actions should be taken. Telephone calls must result in personal contact; voice mails or messages left with office staff are not sufficient and do not comply with the intent of this protocol.

### The RE/CM will call:

- 911, if police, fire, or EMS assistance is required.
- Program Director / Borough Director
- DDC – EHSS Emergency Number 718 – 391 – 1911 or Office of Site Safety at 718 – 391 – 1198
- Director of Site Safety at 646 – 772 – 3984 (cellular) or 917 – 458 – 6285 (pager)

### The Program Director or Borough Director will call:

- The Assistant Commissioner responsible for that Unit
- The Deputy Commissioner responsible for the Division

### *Public Notification Process*

Emergency situations are reported to the DDC from the public by the emergency contact number that is posted on job sites (718 – 391 – 1000).

### During Business Hours (Monday through Friday 8am – 5pm)

Calls are received by the DDC reception desk where they are forwarded to the appropriate unit for response. Calls are usually routed to either Structures or Infrastructures Division. If the staff that handles these calls determines there is an

environmental, health, or site safety emergency, they will initiate contact with the Office of Site Safety.

After Business Hours (Saturday, Sunday, Holidays, and Weekdays 5pm – 8 am)

The original call is received by an answering service. The service will take down specific information from the caller including name, telephone number, location, nature of the problem, job location, and job name. With this information, the service will notify the appropriate staff in each division (depending on the nature of the call). The service uses home telephone numbers and pagers to contact people (Attachment – 2 list used by answering service). The Director of Site Safety will be notified by the agency answering service directly of any off-hour emergency calls.

***Technical Support – EHSS Process***

Upon receipt of an emergency report, the Director of Site Safety will determine the following:

- The nature and current status of the emergency;
- The extent of personal injury and / or property damage;
- Existing/ potential threat to other facilities, staff and the general public;
- The need to notify Enforcement or Regulatory Agencies;
- The need to dispatch DDC – EHSS staff to the location;
- The need to use the Mobile Command Vehicle;
- The need to contact the Commissioner, Assistant Commissioner for Public Affairs and the Assistant Commissioner of Technical Support;
- The need to contact the Mayor’s Office of Emergency Management.

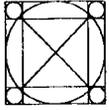
The Director of Site Safety will:

- Document all response activities and notifications
- Initiate an investigation process.

***Emergency Events Covered By This Protocol***

Emergency events are typically severe and present risks to the safety and health of site personnel and/or the general public. The following emergencies are covered by this protocol.

- Accident or event resulting in a fatality.
- Accident or event resulting in a serious injury requiring immediate hospitalization.
- Accident or event resulting in the injury of three or more people.
- Accident or event resulting in an injury to the general public.
- Accident or event resulting in substantial damage to private property (e.g., structural damage to a building or total loss of a motor vehicle).
- Release of a hazardous substance to the environment (e.g., fuel oil spill).
- Release of a hazardous substance that may cause a public health threat (e.g., asbestos).
- Release of a substance of any kind that results in immediate adverse health effects requiring hospitalization.
- Release of a substance into a work environment that results in an evacuation of the job site.



City of New York Department of Design and Construction

**KENNETH HOLDEN**  
Commissioner

## Site Safety Emergency Protocol Infrastructure Division

The Resident Engineer, Engineer in Charge, Consultant RE on an Infrastructure Division project shall make the following calls (be sure you make personal contact, no voice mail) in a site safety emergency:

- 1) 911 (if police, fire or medical assistance is required)
- 2) **Borough Director**  
(Name) \_\_\_\_\_  
Office ( )  
Beeper ( )

**Borough Director shall call:**

- a) **His or Her Assistant Commissioner**  
Office (718) 391-  
Beeper ( )
  - b) **Deputy Commissioner Richard Ocken**  
Office (718) 391-2254  
Beeper (917) 469-7106
- 3) **Director of Site Safety, Bruce Rottner**  
Office (718) 391-1911 (or 718-391-1198)  
Pager (917) 458-6285  
Cell Phone (646) 772-3984

The Director will consult with the RE, EIC or Consultant RE and will make recommendations on the appropriate response actions required to mitigate the safety concern.

The Director shall call:

- a) Commissioner Holden
- b) Assistant Commissioner Monahan
- c) NYC Office of Emergency Management

**Division of Technical Support  
Environmental Health & Safety Services  
Office of Site Safety**

**Mark A. Canu**  
**Assistant Commissioner**