



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 12/90

To: Distribution
From: Barry G. Cox
Date: May 10, 1990
Subject: Building Profile Information

This supersedes PPN # 5/87

Whenever an extraordinary event occurs such as a building collapse, a gas or water main explosion affecting the structural integrity of a building, or other similar occurrences, a Profile Information Form (ES-1) must be completed and forwarded to the Executive Chief Inspector as soon as possible- but not later than 2 hours after the event. The completed ES-1 may be hand delivered or faxed.

The purpose of this form is simply to facilitate accurate communication among the agency head, the media, City Hall, elected officials, and other agencies involved in the incident.

The Deputy Borough Superintendent is responsible for gathering the required information and finalizing the ES-1 form.

The Executive Chief Inspector is responsible for distributing the completed ES-1 form to the Commissioner, Deputy Commissioners, Assistant Commissioner for Borough Operations and Director of Public Affairs.

If the extraordinary event occurs after normal business hours, the completed ES-1 form will be forwarded to the Executive Chief Inspector by 11 a.m. the following business day.

This is effective immediately.

BGC:mh