



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

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Issuance # 240

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 15/90

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To: Distribution  
From: Stewart D. O'Brien  
Date: May 29, 1990  
Subject: Notification Process for Unusual Incidents

*5/29/90 SDO*

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**Effective:** Immediately

**Purpose:** To formalize the notification process when unusual incidents occur.

**Specifics:**

**Press Relations:**

The Commissioner, the Director of Public Affairs, and others who may from time to time be expressly designated by the Commissioner are the only persons authorized to make statements to the media. Refer all inquiries from the media to the Director of Public Affairs.

**Inspections of Unusual Incidents**

When an unusual incident is brought to the attention of the Department of Buildings, (e.g. building collapse, gas explosion, water main break affecting structural stability, etc.) an immediate field inspection must be completed. As conditions warrant, the persons to be furnished with the details of the situation are described below. Separate procedures are outlined for daytime and nighttime emergencies.

## Daytime Emergency

If an incident occurs during normal working hours, the following notification and inspection procedures must be followed.

1. Field Inspector: Upon notification of an unusual incident, the field inspector notifies his supervisor and proceeds immediately to the site. The supervisor will notify his or her Borough Division Chief as well as the Executive Chief Inspector that an inspector is proceeding to the site. The Deputy Borough Superintendent will also be apprised. After completing an inspection, the field inspector will notify his or her Borough or Division Chief or Director regarding the situation at the site.
2. Borough or Division Chief or Director: When the field inspector calls, the Chief or Director obtains all information regarding the incident from the field inspector. The Chief or Director must ascertain the scope of the incident and the full nature of the problem. In addition, the Chief or Director will review all office records to determine if there are any outstanding violations, complaints, plans or other documents on file consistent with PPN 12/90. The Deputy Borough Superintendent is responsible for finalizing the (ES-1) Profile Information Form and forwarding it to the Executive Chief Inspector. If the Executive Chief Inspector is unavailable, the information will be reported to the Assistant Commissioner of Operations. If the Assistant Commissioner is unavailable, the Deputy Commissioner shall be briefed on the situation.
3. Operations Office: The Operations executive contacted will take the following actions:
  - A. Dispatch a Borough Superintendent, Deputy Borough Superintendent, Division Chief or Director, or other Department of Buildings executive to the scene. If no appropriate executive can be reached, the person initially contacted by the Borough Division Chief or Director is designated as the departmental representative.
  - B. Brief the Director of Public Affairs about the situation.
  - C. Assure that the Commissioner is fully briefed on the situation.

## Nighttime Emergency

If an incident occurs after normal working hours, the following notification and inspection procedures must be followed:

1. Night Emergency Squad Inspector: Upon notification of an unusual incident, the inspector will report directly to the scene and notify the Executive Chief Inspector if the situation warrants. If the Executive Chief Inspector is unavailable, the Assistant Commissioner of Operations should be contacted. If the Assistant Commissioner is unavailable, the Deputy Commissioner should be called. After the inspection, the Night Emergency Squad Inspector calls the operations executive he initially contacted to report his findings. If there is media on the scene, the Night Emergency Squad Inspector will also notify the Director of Public Affairs.

In cases where the night emergency inspector knows the incident involves personal injury or death, the inspector should notify the Executive Chief Inspector prior to reporting to the scene.

2. Operations Office: The Operations executive contacted will take the following actions:
  - A. Dispatch a Borough Superintendent, Deputy Borough Superintendent, Division Chief or Director, or other Department of Buildings executive to the scene. If no appropriate executive can be reached, the person initially contacted by the Borough Division Chief or Director is designated as the departmental representative.
  - B. Contact the Director of Public Affairs to brief him about the situation and give him the name and phone number of the Night Emergency Squad Inspector on the scene.
3. Director of Public Affairs: The Director of Public Affairs assures the Commissioner is fully briefed on the situation.
4. Deputy Borough Superintendent: Consistent with PPN # 12/90, a completed Profile Information Form (ES-1) will be forwarded to the Executive Chief Inspector by 11 a.m. the following business day.

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