



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013-3394

GASTON SILVA, R.A., Commissioner

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ISSUANCE # 510

OPERATIONS
POLICY & PROCEDURE NOTICE # 9/96

TO: Distribution
FROM: Barry G. Cox, Acting Deputy Commissioner
DATE: November 8, 1996
RE: **EMERGENCY DESK WORKING HOURS AND TOURS OF DUTY**
New and Improved (Revised)

Supersedes: Directive #3/70, Memorandum of 8/9/73 and 9/26/75. Directive #3/80 dated 7/15/80 from Commissioner Irwin Fruchtmann, P.E. and Memorandum dated 11/30/90 from James McLoughlin. Policy and Procedure Notice #6/94 from Barry G. Cox.

A.

The Night Emergency Shift of the Department of Buildings shall be manned by one (1) two-man team after normal working hours, weekends and holidays throughout the year under the supervision of the Executive Chief Inspector.

Scheduled Tours

Monday to Friday	4:00 p.m. to 9:00 a.m.
Saturday	8:30 a.m. - 12:30 a.m.
Sunday	12:00 Midnight - 5:00 p.m.
" "	4:00 p.m. to 9:00 a.m.
Holidays	Previous Day - 4:00 p.m. - 1:00 p.m. 12:30 p.m. - 9:00 a.m.

B.

The base of Operations shall be located in the Emergency Squad (quarters) Room #1402, on the 14th Floor at 60 Hudson Street.

C.

Five (5) Emergency Teams operating on a volunteer basis to be designated as teams A, B, C, D, E, shall consist of two (2) inspectors.

Each team is supplemented by a mobilephone Radio and a Record-a-call telephone answering system to be operated as per memo dated August 10, 1979; one (1) emergency vehicle equipped with a (2) way Radio with a fixed frequency tied into the Fire Department frequency; A Citywide 800 mhz Radio for communications to Police Department, Office of Emergency Management and other City agencies. Each Team has a beeper. Teams A - E, Beeper #(917) 252-5244.

D.

The Emergency Squad shall be comprised of inspectors holding the title of Construction Inspector or Associate I Supervisor Construction Inspectors.

STANDARD PROCEDURE:

1. Inspectors working on the Night Emergency Shift shall report to Operations' Office, 60 Hudson Street during the normal work week, and to the emergency base of Operations at the beginning and end of each tour at all other starting times; sign the regular log book, and work the following scheduled tours.
 - a) One (two - man) team works Monday through Friday from 4:00 p.m. through 9:00 a.m. the following morning.
 - b) One (two-man) team works Saturday through Sunday from 8:30 a.m. through 12:30 a.m.
 - c) One (two-man) team works Sunday from 12:00 Midnight to 5:00 p.m.
 - d) One (two-man) team works Sunday through Monday from 4:00 p.m. to 9:00 a.m. the following morning.

2. Unless an emergency field inspection is requested, a list of locations to be inspected and records related to them will be provided. Those inspections shall be made by the Emergency Inspectors at the start of each evening shift and shall continue through the tour. Such inspections are to be made only when emergency calls do not interfere with such duty. While in the field on inspection, contact shall be made every hour on the hour with the emergency record - a - call telephone answering system number 312-8298 to determine if any calls have been made for inspection requests.
3. Mandatory emergency field inspections shall include but are not limited to:
 - a) Four or more alarm fires or a Fire Department request for a structural stability check.
 - b) Building collapses.
 - c) Boiler explosions.
4. Police Department assistance may be requested in critical situations where barricades or placing a Police post at premises is required; dangerous locations; implementing vacate orders; and securing assistance from Red Cross Relocation on occupied structures.

E.

Reports:

- a) A Record of activities of each team shall be written into the regular log book. When inspections are made in the field, such inspections shall be detailed on special report Form #26.
- b) Referrals shall be made to the respective borough office at the start of the next regular work day where a follow-up may be necessary.

F.

REFERENCE MATERIAL:

All inspectors on the Emergency Squad shall familiarize themselves with Directive No. 5. of 1970 (latest revision) Manual of Emergency Procedures, Department Memorandum on notable fires etc. dated May 25, 1973 and the memo dated August 10, 1979 on the operations of Recording Device and Mobilphone Radio. He shall also be familiar with the Duty Chart for all squads and PPN #15/90 governing procedures to be followed for unusual occurrences.

G.

WORKING HOURS:

1. Inspectors permanently assigned to the Night Emergency desk will not be credited with annual leave. All emergency inspectors will be credited with sick leave. Shift differential shall be paid, however, no holiday premium or overtime shall be credited or paid for working scheduled tours.

Each emergency inspector will receive (3) three excused tours during the calendar year. Every effort should be made to use these excused tours during the calendar year. The carryover of these tours from one year to another will require the written approval of the Executive Chief Inspector and shall not exceed four years of accruals (12 Tours).

Meals will be taken at the emergency base or in the field following emergency inspections. Full work credit will be given for meal time.

The work schedule anticipates 85 $\frac{3}{5}$ working tours totaling an average of 1,365 $\frac{4}{5}$ working hours per year plus 50 non-compensated overtime hours totaling 1,415 $\frac{4}{5}$ hours per man for teams A to E.

2. Substitution of Work Tours (Mutuals)

Inspectors permanently assigned to the Night Emergency Squad may exchange dates where mutually agreed to by all parties concerned. However, the following rules must be strictly adhered to:

- All mutuals must have the written approval of the Executive Chief Inspector;
- All mutuals must be requested within 30 days of the affected dates;
- All mutuals must be repaid within 30 days of each other;
- No more than three (3) mutuals will be permitted per month.

Squad members shall not work two (2) consecutive tours, except in emergencies and with the written approval of the Executive Chief Inspector.

There shall be periodic auditing of tours of duty for all Inspectors assigned to the Night Emergency Shift.

BGC:RMC:CF:mf