ISSUANCE # 472

OPERATIONS
POLICY & PROCEDURE NOTICE # 3/95

TO: Distribution
FROM: Barry G. Cox, Assistant Commissioner
DATE: February 17, 1995
RE: EMERGENCY DESK WORKING HOURS AND TOURS OF DUTY (Revised)

Supersedes: Policy and Procedure Notice #6/94 from Barry G. Cox.

A.

The Emergency Desk 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>4:00 p.m. to 9:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30 a.m. - 12:30 a.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 Midnight - 5:00 p.m.</td>
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<td>&quot;</td>
<td>4:00 p.m. to 9:00 a.m.</td>
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<tr>
<td>Holidays</td>
<td>Previous Day -</td>
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<tr>
<td></td>
<td>4:00 p.m. - 1:00 p.m.</td>
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<tr>
<td></td>
<td>12:30 p.m. - 9:00 a.m.</td>
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</table>
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 Emergency Desk 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.

   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 3/5 working tours totaling an average of 1,365 4/5 working hours per year plus 50 non-compensated overtime hours totaling 1,415 4/5 hours per man for teams A to E.

2. **Substitution of Work Tours (Mutuals)**

Inspectors permanently assigned to Night Emergency Squad may interchange dates where mutually agreed to by parties concerned. Before mutuals are arranged they must have prior consent and acceptance of the Executive Chief. Squad members shall not work two consecutive tours.

BGC:RMC:yaj