

## AFTER HOUR EMERGENCY RESPONSE INSPECTION REFERRAL PROCEDURE

Often, there is a need to have inspection personnel dispatched to assist in situations that may pose a potential hazard to the public. When these calls come in after regular working hours (Monday – Friday 8 am – 5 pm), it becomes necessary to establish a method by which on-call staff can be contacted. This procedure was developed to guide those seeking assistance and clarity on who will respond under each scenario.

These calls are divided into three categories; Fire Calls, other Emergencies, and RPD Search Warrants.

### Fire Calls

There are only two scenarios under which someone from NBD will be dispatched to a fire after regular business hours;

1. The onsite Chief has ordered the building down to fight the fire properly;

In this situation, the responsible party is the demolition unit, according to the Municipal Code for the City of Rochester 47A-16 C-2. The contacts are as follows;

- Chuck Fox            Cell # 738-7290
- Oscar Lewis        Cell # 319-6300  
                                 Home #654-8706
- Jim Patrick         Cell # 317-2468

2. If the onsite Chief believes that the building is structurally unsound and requires an emergency demolition, the on-call professional will be contacted. This on-call list will be provided to both 311 and 911. Once contacted by the dispatcher and supplied with the onsite Chief's contact information, the on-call professional will get the Chief to assess the need for their immediate presence. The following staff will rotate weekly unless otherwise notified, according to the Municipal Code for the City of Rochester 47A-16 C-1.

- Juan Linares            Cell: 355-7071
- Casmic Reid            Cell: 309-3612
- Chuck Fox              Cell: 738-7290
- Dan Arena              Cell: 747-6222
- Matt Vanderwall       Cell: 802-8003
- Maurice Carter        Cell: 698-6513
- Albert Algarin         Cell: 507-7114
- Ron Penders            Cell: 615-2138
- Ricardo Nieves        Cell: 370-9209

3. For situations other than the two described above, the procedures below shall be followed if there is a need to secure a vacant structure as a result of fire:

➤ Privately Owned:

If the vacant property is privately owned, RFD will attempt to notify the property owner. If the owner does not immediately respond, a referral will be made to the Division of Code Enforcement to follow up on the next scheduled workday.

➤ City-Owned:

If the vacant structure is City-owned and the following day is a scheduled workday for NBD, a referral will be made to the Division of Code Enforcement to follow up on the next day.

- Suppose the vacant structure is City-owned and the following day is not a scheduled workday for the employees in the Division of Code Enforcement of NBD. In that case, onsite Chiefs with RFD may request DES secure the structure by contacting the DES Dispatcher at 428-6687. They will contact the proper DES personnel, and they will be dispatched to the location. Once the responding personnel in DES has received the request, they will contact the City Security Dispatcher at 428-6625 to request a security officer meetings them at the location and remains there until the job is completed.
- Again, these requests can only be made for City-owned vacant structures where a fire has occurred and only when NBD staff can't follow up on the next day. Some examples of the applicable days would be; Friday after 5 pm, Saturdays, and Sundays when Monday is a non-working holiday.

4. For any other fire call that requires immediate follow up on the next workday morning, an e-mail will be sent by RFD to the following five Code Enforcement employees:

- Manager of Code Enforcement  
Leonard Merritt [leonard.merritt@cityofrochester.gov](mailto:leonard.merritt@cityofrochester.gov)
- Code Compliance Coordinator  
Dan Arena [daniel.arena@cityofrochester.gov](mailto:daniel.arena@cityofrochester.gov)
- Senior Code Enforcement Officer  
Albert Algarin [albert.algarin@cityofrochester.gov](mailto:albert.algarin@cityofrochester.gov)
- Senior Code Enforcement Officer  
Maurice Carter [maurice.carter@cityofrochester.gov](mailto:maurice.carter@cityofrochester.gov)
- Senior Code Enforcement Officer  
Ron Penders [ronald.penders@cityofrochester.gov](mailto:ronald.penders@cityofrochester.gov)
- Senior Code Enforcement Officer  
Anne Wallace [anne.wallace@cityofrochester.gov](mailto:anne.wallace@cityofrochester.gov)

### **Other Emergencies**

Emergencies such as a car running into a building, exterior elements falling off of the building and causing an immediate threat to the public or neighboring property, or some other scenario by which the structural integrity of a building needs to be immediately assessed, the on-call architect/engineer shall be contacted.

This will be the same on-call list as described above in category two under Fire Calls. In these scenarios, the on-call person will be provided with the onsite Chief's contact information from the dispatcher to obtain the necessary description of the situation.

### **RPD Search Warrants**

When the Police Department needs to have a building assessed for its habitability due to the execution of an after hour Search Warrant, the on-call Code Enforcement Officer shall be contacted. This on-call list will be provided to both 311 and 911. Any additional requests to have an unsecured building secured should be referred to 311, and that referral should be forwarded to the Division of Code Enforcement phone # 428-6520 or fax #428-6287. **(Procedure guide attached)**