

# Code Enforcement Disaster Assistance Response Program

New York State Department of State  
Division of Code Enforcement and Administration

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Emergency Management Unit

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# History

- 1998 – Arcade (Wyoming County)
  - Code Enforcement Officials unofficially assist following a flood event
- 2003 – Department of State launches official program
- 2006 – Program is suspended
- 2011 – Code Enforcement Officials are organized and deployed following Hurricane Irene/Tropical Storm Lee
  - Division of Code Enforcement and Administration (DCEA) begins to formalize a disaster response program
- 2012 – Code Enforcement Officials are organized and deployed following Hurricane Sandy
- 2013 – Program to be launched officially

# NYS DCEA Emergency Management Unit

- The Department of State has established an Emergency Management Unit within the DCEA
  - Coordinates the Code Enforcement Disaster Assistance Response program
    - Code Enforcement Officials
    - Code Compliance Technicians
    - Architects
    - Engineers
      - Trained to respond and conduct rapid evaluations
  - Provides equipment and forms
  - Is part of the NYS Incident Management System

# DCEA Emergency Management Unit

- Created in March 2012
- Mission Statement
  - Provide communities with timely, appropriate post-disaster assistance
  - Part of a Statewide coordinated effort
    - Division of Homeland Security
    - Office of Emergency Management
  - In accordance with Executive Law Article 2 - B

# Emergency Management Unit Functions

- Create Emergency Management Guidelines
- Identify Department of State staff to assist in
  - NYS State Emergency Operations Center
  - CEDAR Command Center
  - CEDAR Field Operations
- Develop Training Programs
  - Introduction to Emergency Management for the Code Official
  - CEDAR Certification
  - Emergency Managers
  - Local Municipal Leaders
  - Recertification inservices
  - Drills and training

# Emergency Management Unit Functions

- Institute CEDAR Team Member application process
  - Create web page
  - Application process
    - Requirements
      - NYS Certification
        - Code Enforcement Official
        - Code Compliance Technician
      - Registered Design Professional
      - ICS 700
      - ICS 100
      - Employer commitment statement

# Emergency Management Unit Functions

- Identify equipment needs
  - Personal protective equipment
    - Hard hats, hand sanitizer, dust masks, etc
  - Protective outwear
    - Vest with CEDAR identification
  - Identification
    - Personal
    - Vehicle
  - Communications
  - Additional equipment

# Emergency Management Unit Functions

- Assist Counties establish a Code Enforcement “Mutual Aid” system
- Develop working relationships with State Agencies
- Establish a Disaster Response Network
  - New York City Building Department
  - Private sector organizations
  - Outside New York State
    - EMAC
- Represent DCEA in all emergency management activities



# Emergency Management Unit Functions

- CEDAR's Initial Disaster Response (IDR)
  - Provide staffing for the NYS Emergency Operations Center
  - Activate CEDAR Command Center
  - Deploy CEDAR Teams to affected areas
    - Perform rapid post-disaster building damage evaluations
      - Document areas of damage
      - Provide documentation for State and Federal aid

# Emergency Management Unit Functions

- Develop Long Term Disaster Response (LTDR)
  - Provide a unified method of access to resources
    - Within Department of State
    - Other State Agencies
    - Private partners
  - Support efforts to rebuild disaster-affected communities

# CEDAR Team certification training

- Prerequisites:
  - State Certified:
    - Code Enforcement Official
    - Code Compliance Technician
  - Registered Design Professionals
  - Individuals meeting DOS criteria
  - Completed ICS 700 and ICS 100
  - Provide employer release form
  - Complete certification course
    - Pass exam

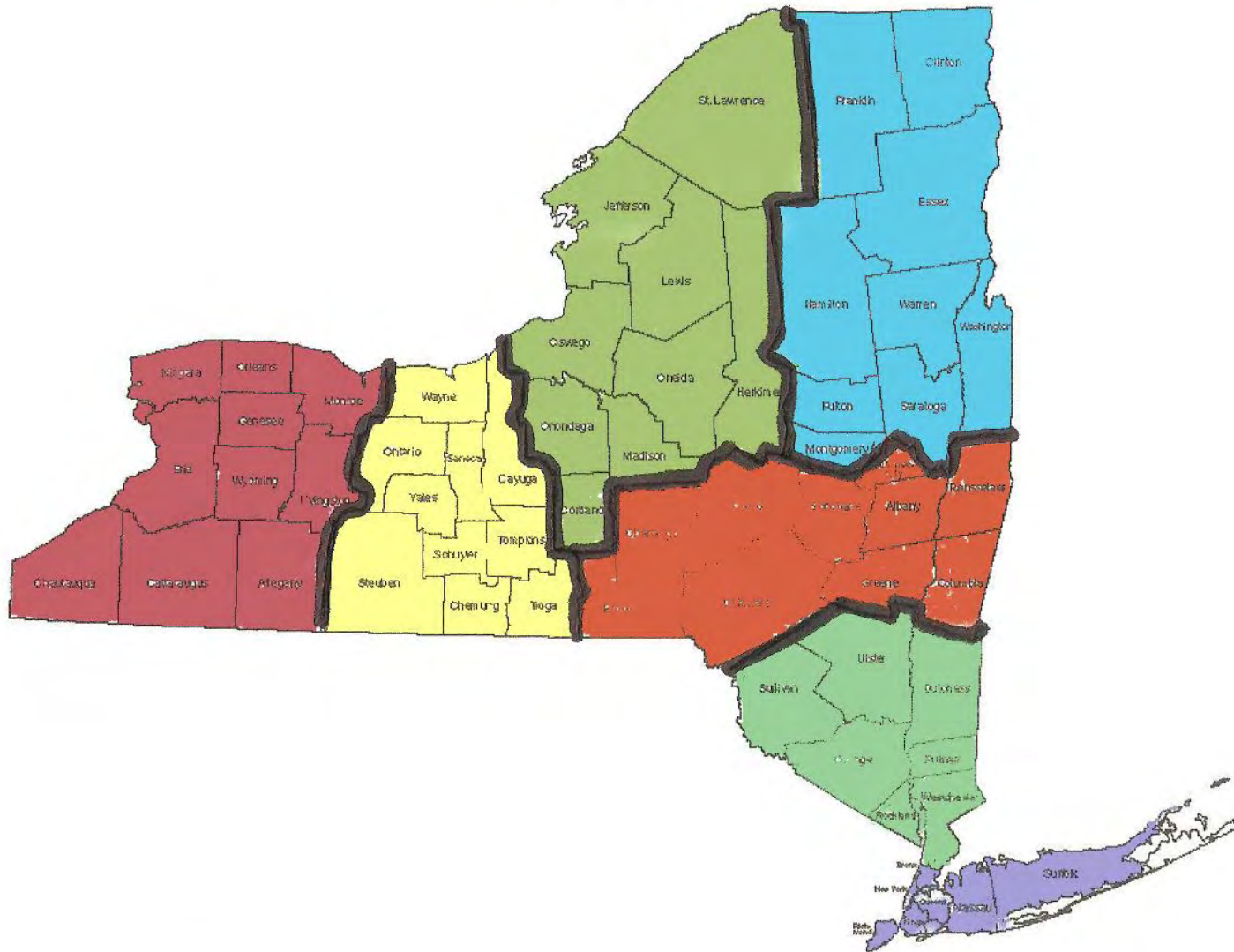
# Team Expectations

- Respond to requests for assistance
- Be assigned to assist in different tasks
- Participate in drills and trainings
- Participate in debriefings
- Assist with equipment PM
- Assist the County Emergency Managers
  - Local “mutual aid” programs





# NEW YORK



# Deployment Procedure

- "I AM RESPONDING"
- System is web based
- Accessible from anywhere
  - PC, laptop, smart phone
- Uses both email and cell phone
  - Simultaneous messages
  - Groups
    - Team
    - Function
    - Deployed
- Two way communication



# DCEA CEDAR Functions

Evaluation Team Leader

Building Evaluation Team

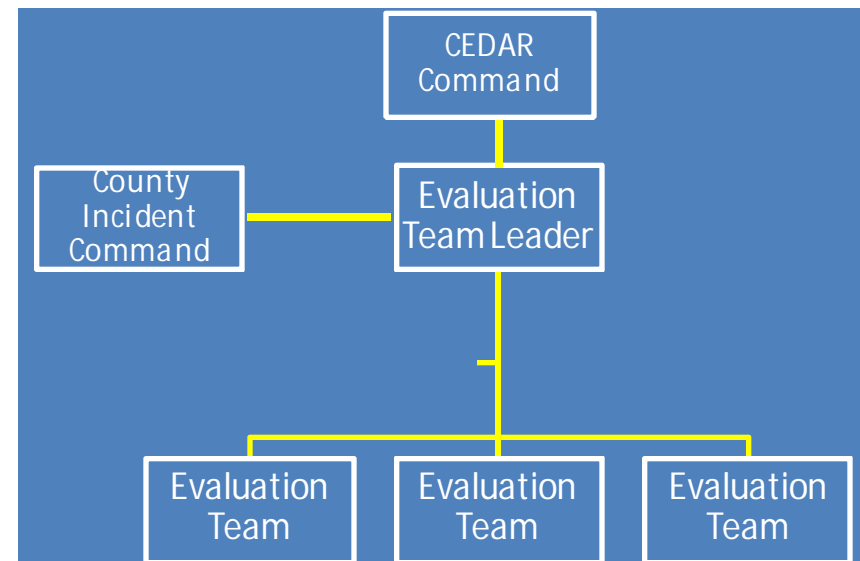
Operations Support

DCEA Agency Liaison



## Evaluation Team Leader

- Reports to CEDAR Command Center
- Assigned to Operations Center in affected area
- Supervises Building Evaluation Teams
- Works with County Emergency Management



## Building Evaluation Team

- Reports to Evaluation Team Leader
- Assigned to Operations Center in affected area
- Conducts building evaluations



## Operations Support

- Assigned to Operations Center
- Reports to Evaluation Team Leader
- Assists with day to day activities in the Ops Center
  - Data collection
  - Communication



## DCEA Agency Liaison

- Assigned to the State Emergency Operations Center
- Reports to the CEDAR Command Center
- Handles communications between NYS EOC and CEDAR
  - Requests for assistance from Counties
  - Updates on missions underway
  - Close out missions
  - Request support for CEDAR Teams

# CEDAR Team Request

1. A disaster occurs
2. Local Code Enforcement Official requests assistance through County Emergency Manager
3. County Emergency Manager sends request to the State EOC (Watch Center)
  - Extent of damage
  - Contact person
  - Location of local EOC
4. State EOC passes request to DCEA DRC

# CEDAR Team Request cont.

## 5. DCEA DRC contacts requesting representative

- Discuss extent of damage
- Requests copy of local disaster declaration
- Contacts DCEA Regional Representative
- DCEA Regional Representative
  - Travels to location
  - Meets with local Officials
  - Assists with determining the level of CEDAR response needed

# CEDAR Response Levels

- Level 1 – Code Enforcement Officials from the immediate area will be utilized
- Level 2 - CEDAR responders from other Counties
- Level 3 - CEDAR responders and State assets
- Level 4 - State assets only
- Level 5 - EMAC request

The response can be expanded/reduced as the event changes

# CEDAR Response Levels

- Level 1 - Code Enforcement Officials from the immediate area will be utilized
  - Each County is encouraged to establish a mutual aid program for Code Enforcement
  - May or may not requires Local Disaster Declaration
  - CEDAR provides equipment and forms
  - Technical assistance only
  - Local response – CEDAR not activated



# CEDAR Response Levels

- Level 2 - CEDAR responders from other Counties
  - Requires a State Disaster Declaration
    - CEDAR program implemented
  - Evaluation Team Leaders are deployed
    - Staging Area
    - Operations Area
    - Housing
  - CEDAR Team members are polled for availability
    - List compiled
  - CEDAR Team members deployed

# CEDAR Response Levels

- Level 3 - CEDAR responders and State assets
  - Requires a State Disaster Declaration
  - Evaluation Team Leaders are deployed
  - CEDAR Team members are polled for availability
    - List compiled
  - CEDAR Team members deployed
  - State assets are requested through the NYS EOC
    - Polled for availability
    - Deployed based on location

# CEDAR Response Levels

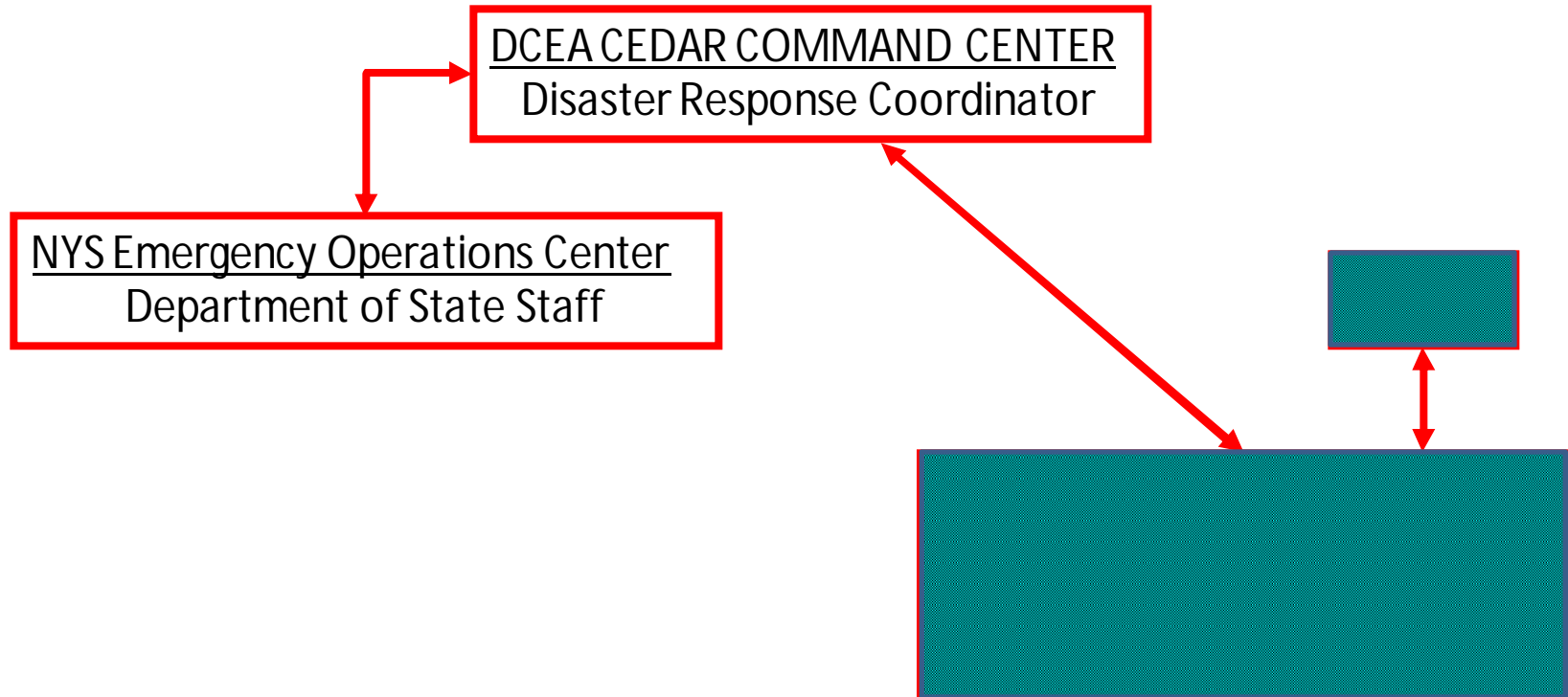
- Level 4 - State assets only
  - Requires a State Disaster Declaration
  - Request is made through NYS EOC
  - State Agencies are polled for availability
  - Staff are deployed to affected area

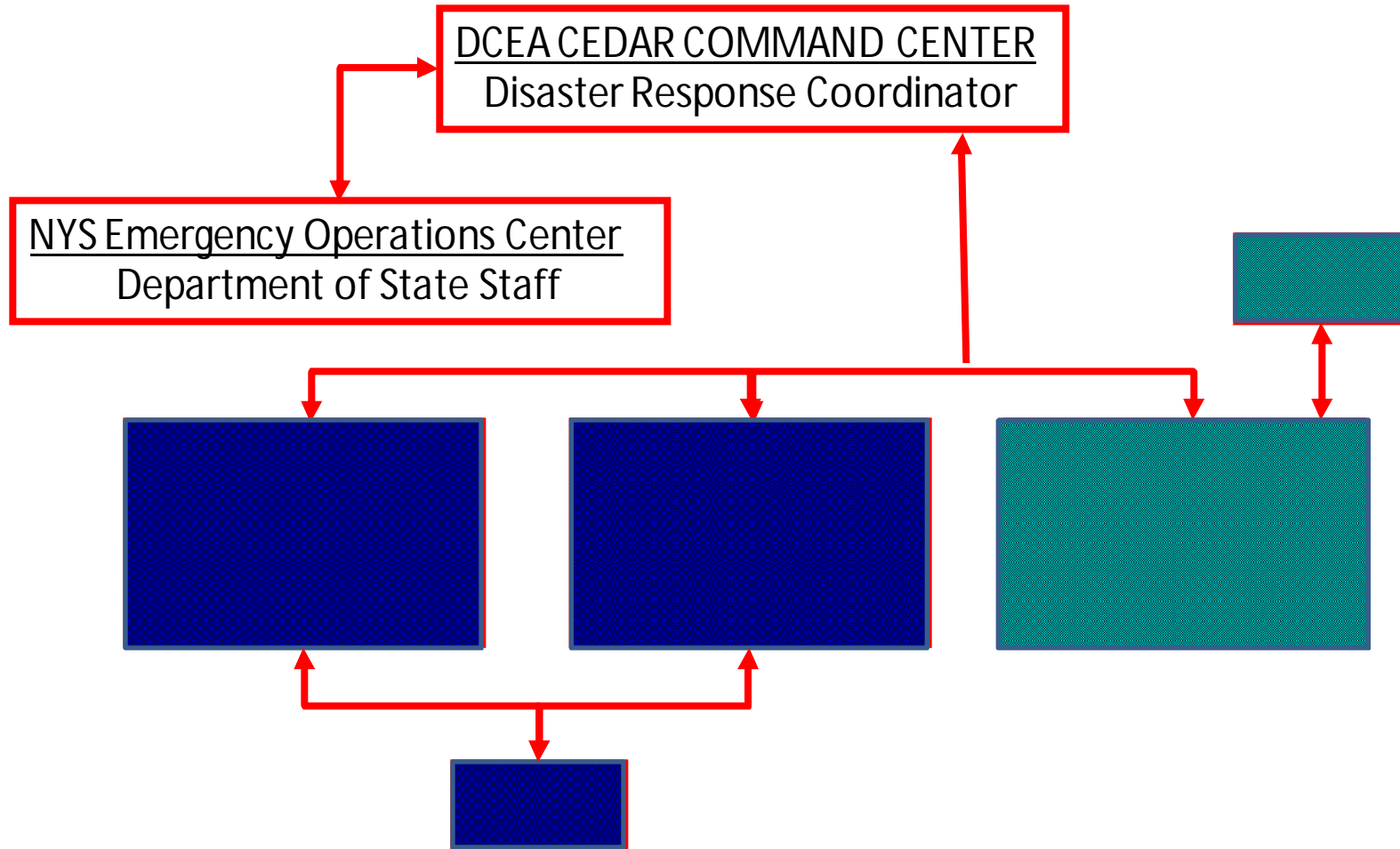
# CEDAR Response Levels

- Level 5 - EMAC request
  - Request for out of State assistance
    - Request made through NYS EOC
- Emergency Management Assistance Compact
  - congressionally ratified interstate mutual aid agreement that makes resource sharing among member states efficient and effective

# Remember, When Requesting Assistance Done through the County Emergency Manager



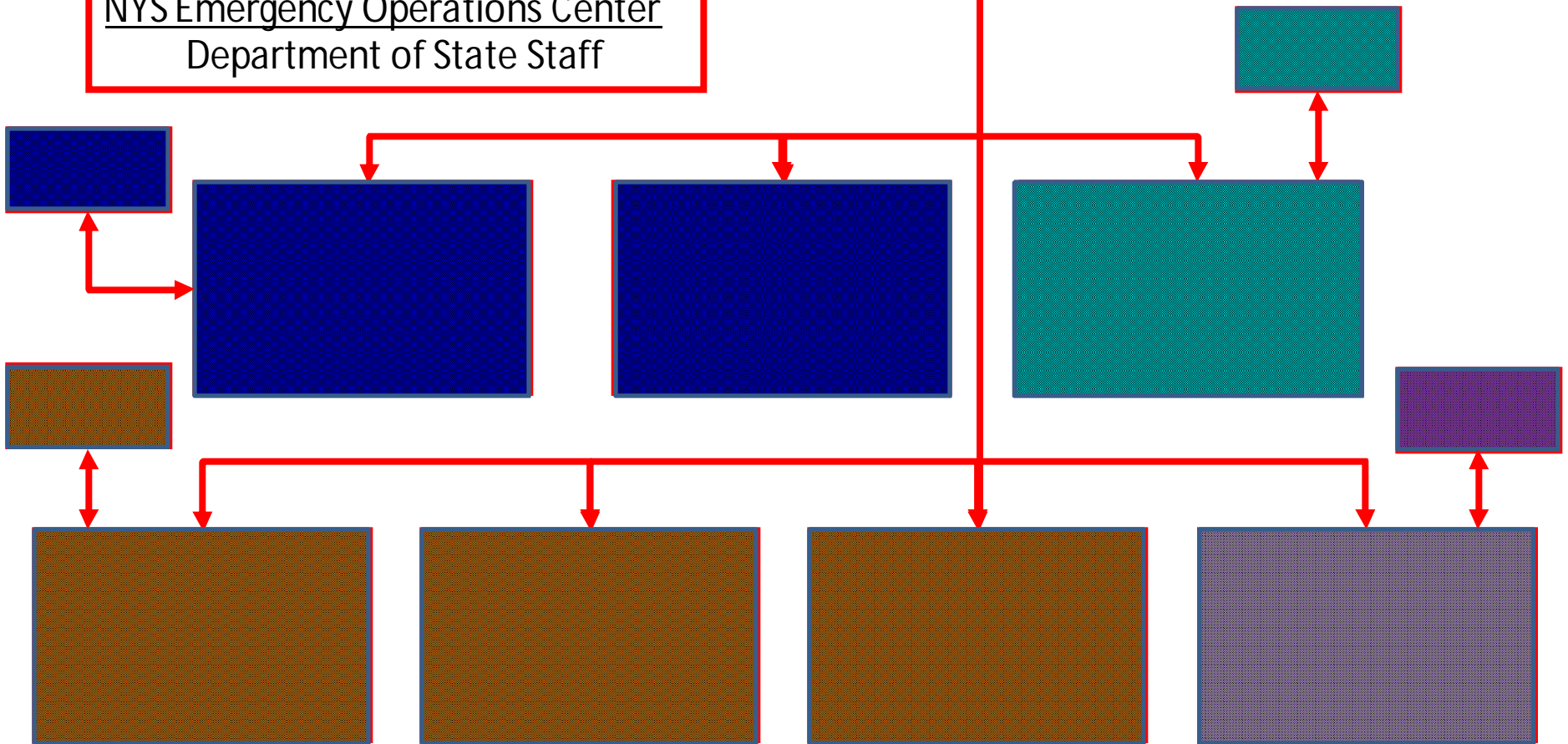






DCEA CEDAR COMMAND CENTER  
Disaster Response Coordinator

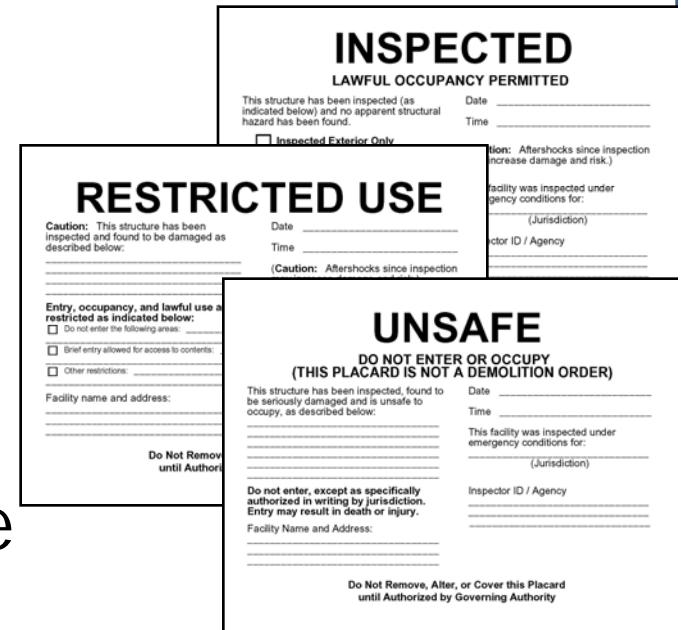
NYS Emergency Operations Center  
Department of State Staff





# Conduct Rapid Evaluations

- Identify the level of damage
  - ATC 45 standard
    - Inspected
    - Restricted
    - Unsafe
- Based on the amount of damage
- 15 – 20 minutes per building
- Provides valuable information on extent of damage
  - Used in subsequent phases of the “disaster cycle”



**INSPECTED**  
LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

Date \_\_\_\_\_  
Time \_\_\_\_\_

Inspected Exterior Only

Caution: Aftershocks since inspection increase damage and risk.

Facility was inspected under emergency conditions for: \_\_\_\_\_  
(Jurisdiction) \_\_\_\_\_  
Inspector ID / Agency \_\_\_\_\_

**RESTRICTED USE**

Caution: This structure has been inspected and found to be damaged as described below.

Date \_\_\_\_\_  
Time \_\_\_\_\_

(Caution: Aftershocks since inspection increase damage and risk.)

Entry, occupancy, and lawful use are restricted as indicated below:

Do not enter the following areas: \_\_\_\_\_

Brief entry allowed for access to contents: \_\_\_\_\_

Other restrictions: \_\_\_\_\_

Facility name and address: \_\_\_\_\_

Do Not Remove until Authorized

**UNSAFE**  
DO NOT ENTER OR OCCUPY  
(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below.

Date \_\_\_\_\_  
Time \_\_\_\_\_

This facility was inspected under emergency conditions for: \_\_\_\_\_  
(Jurisdiction) \_\_\_\_\_

Inspector ID / Agency \_\_\_\_\_

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address: \_\_\_\_\_

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority



### ATC-45 Rapid Evaluation Safety Assessment Form

#### Inspection

Inspector ID: \_\_\_\_\_ Inspection date: \_\_\_\_\_  
 Affiliation: \_\_\_\_\_ Inspection time: \_\_\_\_\_  AM  PM  
 Areas inspected:  Exterior only  Exterior and interior

#### Building Description

Building name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Building contact/phone: \_\_\_\_\_  
 Number of stories: \_\_\_\_\_  
 "Footprint area" (square feet): \_\_\_\_\_  
 Number of residential units: \_\_\_\_\_

**Type of Building**  
 Mid-rise or high-rise  Pre-fabricated  
 Low-rise multi-family  One- or two-family dwelling  
 Low-rise commercial

**Primary Occupancy**  
 Dwelling  Commercial  Government  
 Other residential  Offices  Historic  
 Public assembly  Industrial  School  
 Emergency services  Other: \_\_\_\_\_

#### Evaluation

Investigate the building for the conditions below and check the appropriate column. **Estimated Building Damage (excluding contents)**

Observed Conditions:	Minor/None	Moderate	Severe	Estimated Building Damage (excluding contents)
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> None
Building significantly out of plumb or in danger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> > 0 to < 1%
Damage to primary structural members, racking of walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1 to < 10%
Falling hazard due to nonstructural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 10 to < 30%
Geotechnical hazard, scour, erosion, slope failure, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 30 to < 70%
Electrical lines / fixtures submerged / leaning trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 70 to < 100%
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100%

See back of form for further comments.

#### Posting

Choose a posting based on the evaluation and team judgment. Severe conditions endangering the overall building are grounds for an Unsafe posting. Localized Severe and overall Moderate conditions may allow a Restricted Use posting.

**INSPECTED** (Green placard)  **RESTRICTED USE** (Yellow placard)  **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: \_\_\_\_\_

Number of residential units vacated: \_\_\_\_\_

#### Further Actions Check the boxes below only if further actions are needed.

Barricades needed in the following areas: \_\_\_\_\_

Detailed Evaluation recommended:  Structural  Geotechnical  Other: \_\_\_\_\_

Substantial Damage determination recommended

Other recommendations: \_\_\_\_\_

See back of form for further comments.

