

NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES

December 15, 2005

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 - 2005/06

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS AND BUILDING MANAGERS

**THIS CIRCULAR SUPERSEDES CIRCULAR #5 - 2000/01**

**CHANGES TO EMERGENCY NOTIFICATION INFORMATION**

All Custodian Engineers and Building Managers are reminded to keep their building's *emergency notification information* updated at all times. The attached form must be used to report any changes to the information previously submitted to your Deputy Facilities Manager and the NYPD Division of School Safety. This form requires the Custodian Engineer/Building Manager to enter his/her name, home telephone number and cell phone or pager number.

Along with this data, the Custodian Engineer/Building Manager must provide names and contact information for at least three alternate persons, assigned to the building, who can be reached in the event of an emergency. Alternates are to be listed in the sequential order of which they should be contacted with Alternate #1 being called first.

All new and/or revised emergency notification information is to be submitted to your Deputy Facilities Manager and NYPD Division of School Safety. When notifying NYPD Division of School Safety, you are to fax your information to (718)730-8691 and must follow up with a telephone call to them at (718) 730-8580 to confirm receipt of your fax.

As a reminder, any changes to emergency notification information must be shared with the school principal and indicated in the appropriate section on page #4 of the School Safety Log.

For future reference, the NYPD Division of School Safety has been relocated. Their new contact information is as follows:

NYPD Division of School Safety  
28-11 Queens Plaza North  
Long Island City, New York, 11101  
Attention: Alarms Unit

Telephone # (718)730-8580  
Fax # (718)730-8691

*James F. Lonergan*  
*Executive Director*  
*Division of School Facilities*

JFL/SC:ns

Attachment: Changes To Emergency Notification Information Form

**NEW YORK CITY DEPARTMENT OF EDUCATION  
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**CHANGES TO EMERGENCY NOTIFICATION INFORMATION FORM**

**BUILDING ID NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>SCHOOL INFORMATION</b>		<b>CUSTODIAN ENGINEER/BUILDING MANAGER INFORMATION</b>	
<b>SCHOOL NAME</b>		<b>NAME</b>	
<b>SCHOOL ADDRESS</b>		<b>HOME TELEPHONE NUMBER</b>	
<b>ROC #</b>		<b>CELL PHONE OR PAGER NUMBER</b>	
<b>GEO DISTRICT</b>		<b>OFFICE TELEPHONE NUMBER</b>	

**EMERGENCY CONTACT LIST**

<b>NAME</b>	<b>TITLE</b>	<b>HOME TELEPHONE NUMBER</b>	<b>CELL PHONE OR PAGER NUMBER</b>
<b>ALT-1</b>			
<b>ALT-2</b>			
<b>ALT-3</b>			
<b>ALT-4</b>			
<b>ALT-5</b>			

Whenever a change to your emergency notification information occurs, you must submit this form to your Deputy Facilities Manager. In addition, a copy is to be faxed to the NYPD Division of School Safety using the data indicated below.

NYPD Division of School Safety  
28-11 Queens Plaza North  
Long Island City, New York, 11101  
Attention: Alarms Unit  
Telephone # (718)730-8580  
Fax # (718)730-8691