



POLICY MANUAL

Daily Operations - Miscellaneous

Unsafe to Occupy

Revised: 04-08-04

Code: 1 – 14 – 11

Book Chapter Subject

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11.0 Purpose: Provide standard operating guidelines for the protection of unsafe or damaged structures.

11.01 Scope: All Fire Department personnel.

11.02 GOAL

The Fire Department shall make reasonable effort to secure every structure that is unsafe or damaged prior to leaving the scene; i.e., windows, doors and ventilation holes.

11.03 POLICY

When the Incident Command (I.C.) has determined that the structure is unsafe to occupy, the structure shall be posted with an approved Clovis Fire Department “WARNING, Do Not Enter, Unsafe to Occupy” sign.

11.04 COMMUNICATIONS

The I.C. shall:

1. Notify the owner/occupant, if possible, and advise of the posting conditions.
2. Advise owner/occupant or insurance company that the structure shall be repaired and inspected by the Clovis Building Division, or secured within 72 hours. (If present danger exists, structure shall be secured immediately.)
3. Obtain insurance information.
4. Notify Dispatch of posting notice, and
5. E-mail all information to the Bureau Group.

11.05 BUREAU OF FIRE & LIFE SAFETY

Follow up on all structures identified as “Unsafe to Occupy.”

A. Forward written notification to the following City departments/divisions:

1. Building Division
2. Water Division
3. Solid Waste Division
4. Police Department
5. Other City departments/divisions or outside agencies as required.



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11.05 BUREAU OF FIRE & LIFE SAFETY - (Cont.)

- B. Contact the owner/occupant to facilitate securing of structure.
 - 1. Issue written notification of required time limits.

11.06 CODE ENFORCEMENT

In order to maintain neighborhood and business community appearance and maintenance of property, the Clovis Municipal Code, Chapter 5.18, Property Maintenance: Nuisances, shall be administered as needed for compliance.

Every effort will be made to achieve conformity at the lowest possible level of code enforcement. If required, any or all of the following measures may be used to obtain compliance:

- A. Written notice
- B. Citation
- C. City performance
 - 1. Board windows and doors
 - 2. Fence area
 - 3. Vent holes
 - 4. Etc.
- D. Cost recovery
 - 1. Letter requesting payment
 - 2. Court action
 - 3. Lien property

11.07 CLOVIS FIRE DEPARTMENT “WARNING, DO NOT ENTER, UNSAFE TO OCCUPY” SIGN