



“How to declare and start work with an official capital construction emergency.

- An emergency declaration can be issued only if the conditions pose a hazard to people or property. Consult with the local authority having Jurisdiction on their requirements for complying with their protocols for issuing permits and conducting inspections under an emergency need.
- The college will need to move swiftly and call the Director of the State Construction Office (Latif Kaid, PE (919) 807-4070) for consensus in declaring an emergency.
- An official emergency letter needs to be written outlining the emergency and emailed to the Director of the State Construction Office (Latif Kaid (919) 807-4070) for presenting it to the State Building Commission. Email a copy to Farouk Zaman, Assistant Director of SCO.
- The college needs to start work immediately by retaining a contractor and a designer, if necessary. Declaring an emergency does not negate the responsibility of the owner to verify the contractor is insured and bonded and to obtain a cost estimate the college can accept.
- Begin the work, this is an emergency. The contractor can fill in a contract and send in to SCO when time allows.
- If plan are required to complete the work and a designer has been retained, they can prepare the plan for reviews and approvals immediately. Once the plans have been approved, any corrections to the work already taken placed can be administered via change orders.
- If this is a new project and the college will be using any state funds or the project is over \$500,000.00 a NCCCS 3-1 needs to be filled out an emailed in to ciprojects@nccommunitycolleges.edu when time permits (Contact System Office for project number.)

SCO Contact Information:

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(e) **Special Procedures for Emergency Projects:** On occasion, emergency design or consultation services may be required for restoration or correction of a facility condition which by its nature poses a hazard to persons or property, or when an emergency exists. Should this situation occur, in all likelihood there will not be sufficient time to follow the normal procedures described in this Rule. The Capital Projects Coordinator on these occasions may declare an emergency, notify the State Construction Office and then obtain the services of a designer or consultant for consultation or design of the corrective action. In all cases, such uses of these emergency powers shall involve a written description of the condition and rationale for employing this special authority signed by the head of the agency and presented to the SBC at its next normal meeting. Timeliness for obligation of funds or other non-hazardous or non-emergency situations do not constitute sufficient grounds for invoking this special authority.

NOTE: An emergency is not a planned event, it requires immediate action.”