



**MIAMI-DADE COUNTY, FLORIDA
HERBERT S. SAFFIR PERMITTING AND INSPECTION CENTER**

**Department of Regulatory and Economic Resources
Board and Code Administration Division**

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ADVISORY MEMO

TO: ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY

**FROM:  Jaime D. Gascon, P.E.
Board and Code Administration Division**

DATE: March 1, 2022

SUBJECT: Office of Emergency Management (OEM) Unsafe Structures Notice

The Miami-Dade County Board of Commissioners adopted Ordinance 22-19 (attached) on February 1st, 2022. Ordinance 22-19 requires Building Officials who declare a building unsafe to immediately notify the Miami-Dade County Office of Emergency Management. The purpose of this notification is so the Office of Emergency Management, coordinate resources that may be needed to assist residents of the vacated unsafe building or structure.

Building Officials are asked to notify the Miami-Dade County Office of Emergency Management by calling the Office of Emergency Management Duty Officer. The Duty Officer serves as the primary point-of-contact for the alert, notification, and initiation of a preliminary response to major emergencies and disasters occurring in Miami-Dade County.

Notify the Office of Emergency Management Duty Officer by dialing (305) 468-5800, 24 hours/day.

When notifying the Office of Emergency Management Duty Officer of an issuance of an order to vacate a building or structure, please provide as much of the following information as possible:

- Address and name of the property
- Building Owner/Property Manager contact information, i.e., mobile number and email address
- Jurisdiction of incident
- Threat identified resulting in issuance of order to vacate or declaring the building and Unsafe Structure.
- Total number of floors and units affected
- Location of displaced residents

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- Supporting agencies on scene and action taken
- Actions taken by responsible party (landlord/management company) of tenants
- Agencies notified and manner of alerting (i.e., phone, email)

The Unsafe Structure Issuance of Order to Vacate Notification Form has been developed and provided to facilitate the collection of this information.

Should you have any questions, contact me at (786) 315-2508.

Thank you.

Attachments:

Unsafe Structure Issuance of Order to Vacate Notification Form

[Ordinance \(2022-02\) 22-19 Notifications Related to Unsafe Structures.pdf](#)



Miami-Dade Office of Emergency Management Unsafe Structure/Issuance of Order to Vacate Notification Form

The jurisdiction's Building Official must notify the Miami-Dade County Office of Emergency Management (OEM) Duty Officer (DO) in the event an Unsafe Structure Declaration results in the displacement of residents due to issuance of an order to evacuate. The DO must be notified by dialing (305) 468-5800, 24 hours a day, regardless of the activation status of the Miami-Dade County Emergency Operations Center (EOC).

Property Name:

Address:

Municipality:

State:

Zip Code:

BUILDING OWNER/PROPERTY MANAGER CONTACT INFORMATION:

Name:

Cell Phone Number:

E-mail:

Alternate Phone Number:

Actions Taken by Building Owner/Property Manager:

Agencies Alerted and Notification Method(s) (e.g., via phone or e-mail):

Specify Identified Threat Resulting in the Unsafe Structure Declaration:

Number of Floors Affected:

Number of Units Affected:

Location(s) of Displaced Residents (include property name and address):

Supporting Agencies On-Scene and Actions Taken: