

To: Virginia Smyth

From: Bruce Macdonald

cc. Mike Gilsean, Rose Marabetti ✓

Re: Business Information Center -- 110 Maiden Lane, Manhattan

Date: 9-19-01

Following are the personnel shifts and activities for EEDAU's staff at the Business Information Center at 110 Maiden Lane (aka 80 Pine Street). Operations started on Saturday September 15th.

Shifts/Personnel:

<u>DATE</u>	<u>EEDAU PERSONNEL</u>
Sat. 9-15-01	Savern Rollins 3pm to 6pm
Sunday 9-16-01	Rose Marabetti 9am to 2 pm Savern Rollins 10am to 8pm
Monday 9-17-01	Rose Marabetti 1pm to 4pm Bruce Macdonald 1pm to 8pm Karen Ellis 1pm to 4pm
Tuesday 9-18-01	Bruce Macdonald 8am to 4:30pm
Wednesday 9-19-01	Karen Ellis 8am to 6pm Savern Rollins 10am to 6pm
Thursday 9-20-01	Karen Ellis 8am to 6pm
Friday 9-21-01	Bruce Macdonald 8am to 6pm Savern Rollins 12pm to 8pm
Saturday 9-22-01	Karen Ellis 3pm to 8pm
Sunday 9-23-01	Savern Rollins 12pm to 8pm

Activities:

EEDAU personnel at the Information Center are basically assisting businesses that have been affected by the World Trade Center tragedy and disaster and are attempting to reopen their businesses. All the above personnel perform this function, and specific activities include:

- (1) Assisting businesses with DEP related issues such as getting/advising when their water will be turned on. We also have several handouts for distribution to help in DEP-related areas, such as the memo from Krish on Asbestos clean up, and the DEP "Building Maintenance Issues Involved in Reopening Buildings" memo. We also refer many inquiries to the DEP HELP number.
- (2) Referring businesses to other appropriate organizations where applicable, e.g. getting electricity and telephones turned on again. Con Ed, Verizon, the SBA (on-site counselors for disaster loans) and NYCEDC (gaining building access etc.) also have desks at the Info Center. We are also distributing a handout that lists other contact numbers at DOB, FEMA etc.

We also provide businesses with our regular handouts, where appropriate, such as our list of financing sources and the "Smart Business" (DEP regulations) brochure.

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