

Q & A

(Version 9/15 6:24 p.m.)

BUILDING ACCESS

Q: What areas of downtown will be open for business on Monday?

A: The area east of Nassau/Broad will be open Monday morning. (The area east of Broadway may be added before Monday.) The remainder of downtown will be *closed* until further notice. Please check the media and nyc.gov for updates. Tenants should contact their property managers to determine if their facilities will be open for business.

Q: When can we get into our specific building?

A: We suggest that you contact your property manager for information. He/she should be able to answer your questions. If for some reason your property manager needs further assistance, he/she may call us, and we will do our best to refer them to the appropriate resource. (Notes: Because the Office of Emergency Management has been displaced, OEM is currently referring calls to this number. Please feel free to call us back during the week for updates. Again, we recommend staying in touch with your property manager.)

On Saturday, if callers ask about accessing their building via an escort, contact Melissa Smith (at the Metrotech call center). —

BUILDING STATUS

List of Severely Structurally Damaged Buildings – No Occupancy

130 Liberty St. – Banker's Trust
1 World Financial Center
3 World Financial Center
NY Telephone Company
30 West Broadway

List of Damaged Building – Potential Occupancy

1 Liberty Plaza
Millennium Hotel
Merrill Lynch – 4 World Trade Center
100 Park Place

Ask about whether they have a hot site (i.e. back-up systems) so they can access their systems without physically entering their buildings.

UTILITIES – PHONE OR ELECTRIC

Q: If I have a business in lower Manhattan, where can I go for info on phone or electric?

There is a walk-in center set up at 80 Pine/110 Maiden Lane (one building, two entrances) for businesses in lower Manhattan. Verizon and Con Edison will be on site to answer questions. The walk-in center will be open on Sunday.

OFFICE SPACE: NEEDS AND OFFERS

Q: I need office space – what can I do?

A: The Real Estate Board of New York (REBNY) has established a hotline to match the needs of affected businesses with available space. Please email spacebank@rebny.com with the square footage needed, and your full contact information – including weekend information. The hotline itself will be open by Tuesday – please call these numbers: (212) 621-9502, 621-9517, or 621-9527.

Q: I have office space to lease and/or offer – what do I do?

A: The Real Estate Board of New York (REBNY) has established a hotline to match the needs of affected businesses with available space. Please email spacebank@rebny.com with the square footage you wish to lease or offer, and your full contact information – including weekend information. There is a specific need for temporary meeting space, such as conference rooms and auditoriums. The hotline itself will be open by Tuesday – please call these numbers: (212) 621-9502, 621-9517, or 621-9527.

TRANSPORTATION

Q: What is accessible this weekend?

The Wall Street area opened to pedestrians Saturday. Vehicular traffic will still not be allowed below Canal Street. Subway information is below.

Special buses and limited subway service on the Broadway and Lexington Avenue lines will be available to the public to get to Wall Street. Specifically, subway service will be provided to the Wall St. area (east of Nassau St.) on Saturday and Sunday on the following subway lines/stations:

A – Fulton St-Broadway Nassau
4 and 5 – Fulton St; Bowling Green
J and Z – Broadway

You can also take the 4, 5, and 6 trains to the Brooklyn Bridge Station and walk south to the Wall St. area.

Check nyc.gov for details and updates. Also see www.mta.nyc.ny.us/emergency/emernyct.htm

Q: How can my employees get to work on Monday?

A: Please check the media and/or www.mta.nyc.ny.us for confirmation on the following. See above for weekend information.

Service on the following lines is normal: A (skips Chambers), B, D, F, G, L, W (local in Manhattan), 6, 7, Grand Central Shuttle. C service is suspended.

The following lines are operating with some changes:

1 (242nd St/Van Cortlandt to 14th St local.)

2 (241st St./Wakefield to 34th St express. No service Brooklyn to Manhattan.)

3 (148th St to 34th St.)

4 (Woodlawn-Jerome to New Lots Av. Skips Wall Street.)

5 (Dyre Av to Flatbush, skips Wall St.)

E (Extended. Parsons Archer to Euclid Av. Skips World Trade Center.)

J (Extended. Parsons Archer to Broad St.)

M (Metropolitan Av to Broadway/Myrtle. No service Brooklyn to Manhattan.)

N (Ditmars Blvd to Stillwell. Skips Canal St and Prince St.)

Q (Extended to 21st, skips Canal St and Prince St.)

R (95th St to Forest Hills, 71 Av, except diverted around Whitehall, Rector, Cortlandt, and City Hall stations.)

Regularly scheduled Brooklyn, Queens, and Staten Island weekend express bus service on all routes that normally serve Manhattan north of 23rd Street. No express bus routes that normally serve Manhattan below 23rd St are running.

Regular local service in Brooklyn, Queens, the Bronx, and Staten Island, and north of Canal Street in Manhattan. (i.e. no bus service to lower Manhattan.)

All MTA bridges and tunnels are open in both directions with the exception of the Brooklyn-Battery Tunnel which remains closed in both directions. Vehicles are not being permitted below Canal St.

Metro-North and LIRR are running regularly.

LOCATING EMPLOYEES

Q: How can I find employees whom I have not found yet?

A: The Greater New York Hospital Association has established a Patient Locator System Database with some information on people affected in the form of a searchable database. You may access this database via a link on www.nyc.gov

FINANCIAL ASSISTANCE & TAX INFO

Q: Is there financial assistance available for affected businesses?

A: Private and public emergency financing will be available to affected businesses. Information can be accessed at www.nycif.org by Wednesday. This site will be updated when additional information is available.

Q: Do I still need to file my taxes on September 15th?

A: Some tax filing deadlines have been changed for affected businesses. Information will be available by Wednesday at www.nycp.org.

INSURANCE AND LEGAL QUESTIONS

Q: What should I do with insurance questions?

A: Contact your insurance company. (for legal questions, see below.)

Q: Whom should I contact with legal questions?

A: We suggest that you contact the Association of the Bar (ABA) of the City of New York at 212/626-7373 or 212/626-7374 for referral services.

EMPLOYMENT ASSISTANCE

Q: My employees are out of work, whom can I contact to help them find temporary employment?

A: Contact Mike Frey at Consortium for Worker Education at 212/647-1912 for assistance.

Q: I need employees – whom can I call for assistance to find temporary staff?

A: Contact Mike Frey at Consortium for Worker Education at 212/647-1912 for assistance.

DONATIONS & CONTRIBUTIONS

Q: How can I help?

A: See: www.nyc.gov for suggestions, or call the following numbers for donations:

NYS Emergency Management Office Bulk Donations: 1-800-801-8092

Blood Donations: 1-800-933-BLOOD

Red Cross:

Checks - American Red Cross Disaster Relief
PO Box 3756
Church Street Station
New York, NY 10008

Donations - 1-800-514-5103

**PROCEDURES FOR CLEAN-UP CREWS
NEEDING ACCESS TO BUILDINGS NEAR THE WTC DISASTER SITE**

Crew chiefs and all staff requiring access to buildings for clean-up must report to 110 Maiden Lane/80 Pine Street for check-in with the Economic Development Corporation. They must show:

- 1) An official work order on company letterhead with name, address and telephone number
- 2) A list of all employees who will be working at the site.
- 3) Each employee must show identification (i.e., work ID, license, passport, business cards)

Following check-in, they will walk over to Broadway and Fulton Street where they must provide this information to the police command post for security clearance and an escort to the site.

Access will be denied if any of the above mentioned information is not available.