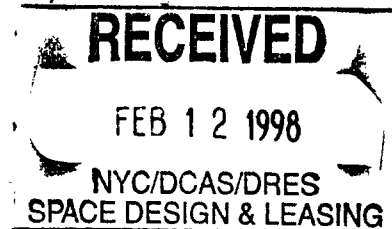


Jefferson

Program Summary

Date: October 20, 1997
 Analyst: S. Lee Wright
 Project: 96-1346
 Agency: **Mayor's Office of Emergency Management (OEM)**

Current locations:
 Administrative Offices: 100 Church Street, 20th Floor
 New York, NY
 Public Information Unit: Washington Street
 New York, NY



SUMMARY APPROVED BY:

Print or Type Name

Signature

Date

Title

I. GENERAL INFORMATION

A. Space Allocation Analysis:		
Carpetable Square Footage for Office Staff/Support:		8,819 CSF
Carpetable Square Footage for Technology Auxillary Space:		22,541 CSF
SUB TOTAL REQUIRED FOR 23RD FLOOR		31,360 CSF
Carpetable Square Footage for Back Up and Roof Top Requirements:		1,533 CSF
TOTAL CARPETABLE REQUIREMENT		32,893 CSF
B. Estimated Rentable(18.5%) (RSF):		
		38,978 RSF
C. Total Staff Headcount:		
Current Head Count		37
Future Growth		8
TOTAL		45

II. REASON FOR PROJECT

The Mayor's Office of Emergency Management is to be consolidated into one location and expanded. The objective is to create a secure, safe haven from which the Mayor and the executive staff of City government can manage the Resources and personnel of the City during an emergency.

III. AGENCY DESCRIPTION AND ORGANIZATION

The Mayor's Office of Emergency Management (OEM) provides the on-scene coordination at all emergency incidents that requires a multi-agency response. Coordinates all planning efforts for

threats to New York City, natural, technological or man made. The facility includes Executive staff, planning and response personnel, 24 hour Watch Command, GIS Project Coordination, Emergency Operations Center, press Briefing Room, Public Information Unit, Training Room, and Conference Rooms.

IV. FUNCTIONAL REQUIREMENTS

A. Hours of operation:

(OEM)Emergency Operations and Watch Command Center : 24 hrs/day, 7 days/week.

B. Preferred Location:

Due to the nature of OEM operations, this office is required to be in close proximity to City Hall, with easy access for the Mayor, Commissioners and agency personnel.

C. Number of Visitors:

The number of visitors will range from a few a day to as many as fifty people. The space will be designed to have a secure reception area with limited waiting for visitors. The access into the Press Room for the reporters will be a direct, secure hallway which will not interrupt the flow of work or impose any restrictions on the operation of the OEM unit.

D. Special Space Requirements:

Overall the space will be divided into two separately functioning areas with the requirement of additional space on the roof and on another floor for back-up systems. The following is a break down of the areas and the special requirements of each;

- The Office suite/support area,
- The OEM Technology area.
- Back-up of basic utilities and communications.(self contained unit for a two week period)
- Satellite Dishes/Antennas

The specific areas will include the following items and a series of specialized consultants are being brought on board to fully develop and design the exact requirements of the project scope.

OFFICE SUITE

The office suite will house the staff and all support items such as the following;

Reception

Workstations and offices for staff

Library/Conference Rooms

Central File Room

Pantry

Copy/Fax area

Storage Room for office supplies

TECHNOLOGY AREA

The Technology area will house the staff and all support items such as the following;

EOC Area (Emergency Operations Center)

This area is to be a large room with line of sight for all staff inside it. It will have a series of custom "desks" with specialized equipment. This is the arena in which the agencies will perform during emergencies. The line of sight will be directional for televisions, projection screens and additional communications equipment yet to be specified. A window between the Press Room and the Mayor's large conference room is required for visitors to see into the room, however, no public will have access into the premises. Special security requirements will be required as well.

PIU (Public Information Unit).

This room is to provide public information "hot lines". This room will be set up during emergencies to provide the general public with directions, updates and other necessary information. While not in use for this purpose, it will be used as a training room and a large conference room. The telephone equipment will be stored in the raised floor when required.

Watch Command Radio Room.

This room is currently being designed by Motorola. The purpose of the room is to house all of the radio equipment and infrastructure necessary to meet the units requirements. This room also must be connected to a back up generator since it is required to be operational at all times (24 hours a day/ 7 days a week), and under any circumstances.

Rear Projection Room.

This room will house all of the specialized equipment necessary to provide information and communication to the agencies during an emergency. This room will be on a back up generator and be operational at all times, under all circumstances.

Computer LAN Room

This room is to house all of the file servers, gateways and equipment required for the entire unit; it is to be attached to the back-up generators and UPS system. It will have all isolated grounds and a separate electrical panel for the room.

Storage Rooms

Rooms to store Communications Equipment, Computer Equipment/staff and Field Equipment are required to be in close proximity to the technology area if space permits.

Agency Conference rooms

Rooms for visiting Commissioners to conference and strategies with staff on site during emergencies. A ModernFold partition to allow flexibility to the space.

Press Room

Room adjacent to the EOC for live press conferences. Window into EOC room required.

Kitchen/Lounge Room

The space will require a pantry and lounge for thirty to be used by the staff. It is to have industrial style coffee makers, and microwaves. It is to be located on the window wall if possible.

Smoking Room

A lounge room to house ten personnel with a special ventilation system.ⁱ

Bunk Room, Changing/Locker Rooms, Showers.

Sleeping facilities for (10) men and (10) women, a changing room for (10) men and (10) women and a shower room for (2) men, and (2) women. The bathroom facilities must meet maximum requirements of up to (200) people in the unit.

Bathroom Suites

Special bathroom, shower and changing rooms suites to be provided for the Mayor and a smaller version for the Commissioner to utilize during emergencies.

BACK-UP SYSTEMS

** All of these requirements need to be further investigated, clarified and designed by the Agency and with the assistance of specialized consultants. All information as depicted below requires confirmation.*

UPS (Uninterrupted Power Supply)

System to be located on main floor; Requirements are to be developed and confirmed by the project engineers and consultants.

Generator

Requirements are to be developed and confirmed by the project engineers and consultants.

Fuel Storage

Requirements are to be developed and confirmed by the project engineers and consultants.

Water Storage

Bottled water with a shelf life of five years to be stored in main kitchen.

Elevator back up generator

A freight elevator is to be on a separate generator from the base buildings back up elevator system. This duplication of services is to ensure continued service.

ROOF SPACE

** All of these requirements need to be further investigated, clarified and designed by the agency and with the assistance of specialized consultants.*

Satellite Dishes

Requirements are to be developed and confirmed by the project engineers and consultants. Two satellite dishes are required; Weather Service Down Link and FEMA.

Antennas

Requirements are to be developed and confirmed by the project engineers and consultants. Approximately (25) antennas are to be required; Motorola is developing requirements along with agency.

E. Security Issues:

Entire facility is to be secured area. Access to the EOC will be limited to a needs basis only. Access to the Mayors office suite and conference rooms and Press Room will be equally limited.

The security system is to be developed and provided by the Agency and their consultant. It is to include but not limited to a controlled access systems, cameras inside and outside of the unit on site security guards.

Special documents require secure location in the Security suite in a specialized, lockable closet. Agency to provide exact specifications.

F. Parking Requirements:

The parking requirements will be accommodated by the City's Department of Transportation.