

OEM

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The City of New York
Office of the Mayor
OFFICE OF EMERGENCY MANAGEMENT
7 World Trade Center, 23rd Floor
New York, NY 10048

November 4, 1999

Mr. Glenn Pymonto
Assistant Director of Space and Design
Department of Citywide Administrative Services
1 Centre Street, 2002 South
New York, New York 10007

Dear Mr. Pymonto:

This letter is intended to serve as formal notification to you and the agency you represent concerning necessary improvements to the Press Room located in the Mayor's Office of Emergency Management. Following is a list of those items that need to be added or improved and the appropriate justifications:

- ✓ **Press Room Lighting:** The originally installed lighting was considered by the Mayor's Press Office to be inadequate and below the standards necessary for a facility designed to serve as an alternative location for Mayoral press conferences. Therefore, studio quality lighting was installed on a temporary basis. Because of aesthetic and fire code reasons, it is necessary to hardwire both rows of lights. Further, the bank of lights in front of the podium is temporarily suspended from the ceiling and must be installed on a permanent basis. To do this, "kendorf" must be in place from which the lights will be hung.

Additionally, in order to provide camera operators better lighting, OEM requests inexpensive lights to be installed over the second tier press riser. Further, three small spot lights are to be installed in the Emergency Operations Center, focused on the bank of windows separating the EOC and the Mayor's Conference Room. These lights are intended to provide an enhanced depth of field behind the Mayor during his press conferences.

Fiber Optic Lines: The original design of the Press Room allowed for multiple fiber optic lines to be run from the room down to the street. This permits television stations to run "live" video and audio feed to the microwave trucks, and then beam the signal to their stations. Only three lines were made "live" and there is a necessity for several more lines. 12 lines in total will be installed to permit 12 media outlets to take a live signal from the OEM press room. This is necessary in light of the vital interest New York City government has in keeping its citizens well informed in the face of any emergency. Hurricane Floyd highlighted this issue and the expected media interest in Y2K underlines the need for this enhanced system.

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International Distribution System: A common way in which many government agencies provide a live audio and video feed from their press center is to register with one of several companies that will take a fiber optic line carrying the image and sound and distribute internationally to any media outlet that pays for this service. For instance, the United Nations provides this type of "pool" coverage 24 hours a day so that at any time its members can speak to the international press corps. Because of OEM's emergency management responsibilities and as a result of its need to operate at any time in any conditions, it is absolutely necessary that this system be in place as a supplement to the fiber optic lines running down to the street. The approximate cost of this service is \$1500 a month and would allow the press to "go live" to a Mayoral press conference even if they were unable to attend in person.

Press Room Camera: A concomitant requirement for the above-referenced distribution system is a camera installed to provide the single video and audio to be broadcast on the commercial system described in the previous paragraph. This camera is to be connected by copper wire to the LAN room at OEM from where it will be taken by Bell Atlantic fiber to the commercial service and distributed internationally.

Respectfully yours,



Matthew M. Furman

Deputy Director for Public Affairs