NYC 9/11 Public Portal Document

LOWER MANHATTAN COMMUNITY RESPONSE 12/7/01

ISSUE	MATERIALS	WHO	STATUS	NEXT STEPS/TIMELINE
Finalize Report	- Final Draft - Commissioner letter - 2 page summary - Memos (Mayor, etc.) - Press release	Com HWorks External Affairs	- revisions completed - draft memo to Mayor - draft Commissioner letter - summary completed	Target dates Dec 14 - 21 for completion and release
Fact Sheets/ Information	- Air Quality - Asbestos - Cleaning - Other Substances - Children - HEPAvacs, Air filters	Com HWorks ATSDR Env/Occ Epi	- Air Quality being finalized - Asbestos finalized - Format developed for other substances - completing list of stores to get equipment	Target date Dec 14 for Fact Sheets completed
Notify owners + Residents	Joint letter from DOH, DEP HPD re: responsibilities for cleaning/enforcement	Env/Occ Epi OEI ATSDR HPD DEP	- Draft completed - Inquiring about owners directory (HPD)	Target date Dec 14 - Finalize letter - Approval from 3 agencies to send out
Project Liberty	- Information on PL capacity - PL brochure - Providers in Lower Manhattan	Com HWorks External Affairs DMH	Need to find out status from DMH	Target Date Dec 14
Disseminate Report	- list of organizations/leaders - mailing labels CB 1 - organize delivery of report	ComHWorks Com Rel	- compiling list - recruiting staff + volunteers to deliver	Delivery + mailing when report is completed (Dec 14 - 21)
Outreach Plan/ Speakers Bureau	- Coordinate w ongoing ATSDR speaking - Other outreach/speaking identified - recruit/train volunteers - schedule meetings	Env/Occ Epi ATSDR Com HWorks MPET Com Rel	- draft presentation on report completed - training/recruitment for volunteers in process	- Target date for recruitment + plan for training Dec 14 - Training week of Dec 16-21 - Schedule sessions for Jan/Feb

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