EMERGENCY ACTION AND COMMUNITY NOTIFICATION PLAN

Remediation and Deconstruction of
Fiterman Hall
30 West Broadway
New York, New York

CITY UNIVERSITY OF NEW YORK
DORMITORY AUTHORITY OF
THE STATE OF NEW YORK

APRIL 30, 2007
PREFACE

At the request of community leaders, the City University of New York (CUNY) and the Dormitory Authority of the State of New York (DASNY) prepared a Draft Emergency Action and Community Notification Plan for the Fiterman Hall project. The draft plan was submitted to the New York City Office of Emergency Management (OEM) for review on October 11, 2006. The draft plan was simultaneously distributed to the public (via website postings and at the public information session held on October 30, 2006) for review and comment. Comments were received from members of the public and community leaders at public information sessions and Community Advisory Committee meetings. A meeting was held in February 2007 with OEM, the New York City Fire Department (FDNY), the New York City Police Department (NYPD), the Lower Manhattan Construction Command Center (LMCCC), CUNY, DASNY, the Borough of Manhattan Community College (BMCC), and other responsible parties to discuss the emergency procedures utilized in the City of New York in order to make the plan comply with these procedures. Based on this meeting and comments received from the public, the Emergency Action and Community Notification Plan has been revised. This plan is considered final for purposes of near-term commencement of activities at the site; however, updates may be necessary as the project evolves and as coordination with the community continues.

PROJECT INTRODUCTION

On behalf of the City University of New York (CUNY), the Dormitory Authority of the State of New York (DASNY) proposes to remediate and deconstruct Fiterman Hall in Lower Manhattan. The project site is located at 30 West Broadway and includes the city block bound by Park Place, West Broadway, Barclay Street, and Greenwich Street. The 15-story, steel-frame and concrete-slab building was irreparably damaged and infiltrated with contaminants on September 11, 2001, when 7 World Trade Center collapsed and struck the south façade and part of the west façade. The impact led to the partial collapse of the southwest corner of the Fiterman Hall structure. Prior to September 11, 2001, the building was part of CUNY’s Borough of Manhattan Community College (BMCC) campus and was used for institutional and educational purposes. The building is currently vacant.

The work proposed by CUNY and DASNY includes: remediation of the interior and exterior of the building; removal and disposal of building contents; deconstruction of the existing 376,000-gross-square-foot structure; and construction of a new 14-story replacement building. All remediation and deconstruction activities will be conducted in accordance with the provisions of the project’s Remediation and Deconstruction Work Plan for Fiterman Hall, which has been submitted to the following regulatory agencies (referred to herein collectively as “the Regulators”) for review and approval prior to the commencement of work: United States Environmental Protection Agency (USEPA); United States Occupational Safety and Health Administration (OSHA); New York State Department of Environmental Conser-
(Project Introduction continued)

The Remediation and Deconstruction Work Plan currently under review includes the Environmental Community Air Monitoring Program and the Health & Safety Plan. The proposed remediation and deconstruction is also undergoing environmental review under the New York State Environmental Quality Review Act (SEQRA).

ONGOING COMMUNITY OUTREACH EFFORTS

The project team is committed to the safe and efficient remediation, deconstruction, and rebuilding of Fiterman Hall. CUNY, DASNY, BMCC, and the project team have been coordinating extensively with the community and BMCC students and staff to ensure timely public notice and outreach for all site activities. Since June 2005, there have been regular updates to Manhattan Community Board No. 1 (World Trade Center Redevelopment Committee) and at bi-weekly community outreach meetings held by the Lower Manhattan Construction Command Center (LMCCC). Several meetings were hosted by New York State Assembly Speaker Sheldon Silver, at which CUNY and DASNY provided project updates to a wide spectrum of legislators, representatives of elected officials, community leaders, and business and labor representatives. Subsequently, at the request of public officials, a Community Advisory Committee was formed and has met in Speaker Silver’s office. The Community Advisory Committee comprises representatives from CUNY and BMCC staff and students, LMCCC, members of Manhattan Community Board No. 1, and other interested parties and concerned citizens. In addition, regular public information sessions are being held at BMCC’s Main Campus.

BMCC and CUNY launched an email newsletter, “Fiterman News: Keeping Our Community Informed,” in November 2006. BMCC also created a project-specific website, www.bmcc.cuny.edu/fitermanews. The site hosts the e-newsletter, updates about the project, a special subscription link to regular e-mail delivery of Fiterman Hall project updates, and a link to an email address for viewers’ questions and comments. The website also features an architectural slideshow of the new Fiterman Hall. A “Frequently Asked Questions” section addresses comments received from the public and at various meetings.

USEPA maintains a separate website, www.epa.gov/wtc/demolish_deconstruct/30wbroadway.htm, wherein the regulatory submittals and comments are provided. Project updates, meeting notices, and remediation plans and other regulatory submittals are also posted on the LowerManhattan.info website. LowerManhattan.info provides the residents, workers, and visitors of Lower Manhattan with information about the area and the various construction and rebuilding projects. It is hosted by LMCCC, in partnership with the Lower Manhattan Development Corporation (LMDC), New York City, New York State, and federal agencies. Air monitoring data obtained for the Fiterman Hall project will routinely be posted on the LowerManhattan.info website, as discussed in more detail below. As the project moves forward, CUNY, DASNY, and BMCC will continue to ensure that stakeholders receive project-related information in a timely manner, and that an interactive forum for community concerns is maintained.
This Emergency Action and Community Notification Plan has been prepared at the request of community leaders. Its purpose is to provide an overview of the procedures to be followed and the parties to be involved in responding to emergencies that could occur during the remediation and deconstruction of Fiterman Hall. This revised plan was prepared in consultation with New York City’s Office of Emergency Management (OEM), the New York City Police Department (NYPD), and the New York City Fire Department (FDNY). The regulatory submittals, including the Environmental Community Air Monitoring Program and Health & Safety Plan, stipulate additional site-specific procedures to be followed in the event of certain types of incidents. The Environmental Community Air Monitoring Program (approved by the Regulators on March 23, 2007 and available on USEPA’s Website) addresses the air monitoring to be performed for the project and reflects notification protocols required by the regulatory agencies. As stated above, air monitoring data will routinely be posted on the LowerManhattan.info website. The notification process in the event of trigger level exceedence of an air contaminant is detailed in the regulatory submittals. A graphic of this process is provided in Figure 1. The Health & Safety Plan addresses on-site worker safety and site evacuation procedures. The Health & Safety Plan has not yet received final Regulator approval; however, as explained above, the draft version is available on USEPA’s website and approval is expected shortly.

This Emergency Action and Community Notification Plan references those documents where appropriate for detailed emergency action procedures, and may require modification upon finalization of the regulatory submittals.

INVOLVED PARTIES AND STAKEHOLDERS

AGENCIES AND REGULATORS

- FDNY, NYPD, and OEM: First response agencies include FDNY and NYPD. The first responders are the primary decision-makers regarding emergency actions to be taken, immediate public notification and/or evacuation, and other incident command actions. Response actions may involve other agencies, such as the New York City Department of Buildings (NYCDOB), New York State Department of Labor (NYSDOL), and New York City Department of Environmental Protection (NYCDEP). OEM is a coordinating agency under the Citywide Incident Management System (CIMS), the system through which all emergencies are managed in New York City. OEM supports the first responders during an emergency.

- Regulators: As stated above, the Fiterman Hall regulator list includes USEPA, OSHA, NYSDEC, NYSDOL, NYCDEP, and NYCDOB.

- LMCCC: Lower Manhattan Construction Command Center (LMCCC) is the entity responsible for coordinating construction-related activities in Lower Manhattan. CUNY and DASNY will coordinate regularly with LMCCC.
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(Involved Parties and Stakeholders continued)

PROJECT TEAM

- CUNY/DASNY: As project sponsors, CUNY and DASNY representatives will be notified in the event of an emergency. They will also continually update the community about the progress of work at Fiterman Hall and notification of recent events.

- Tishman/LiRo: Tishman/LiRo is the construction manager for the Fiterman Hall project, and will be involved in the execution of this plan.

- BMCC: BMCC is a CUNY college with facilities located at 199 Chambers Street and rented facilities at 70 Murray Street, in addition to the planned Fiterman Hall, and as a result is a member of the Lower Manhattan community. Representatives from BMCC responsible for campus safety, planning, administration, and communications will be involved in the event of an emergency. BMCC has its own emergency preparedness program and internal emergency response plans.

- Contractor (PAL Environmental Safety Corp.): The Contractor has overall responsibility for the execution of this plan. The Contractor will provide specific, qualified personnel to fulfill the roles required by this plan.

- Contractor Safety Officer: As per the Health & Safety Plan, the Contractor will designate a Contractor Safety Officer who has sufficient experience to properly execute the duties detailed herein. This individual will be responsible for the implementation, coordination, and execution of this plan. The CSO will liaise with first responders prior to the start of the work for pre-planning coordination, and will remain the primary point of communication of emergency information off the site. The CSO or a fully qualified designee will be on site at all times work is proceeding. The CSO will be responsible for orienting CSO designees and Subcontractor Safety Officers (described below).

- CSO Designee: Any individual designated to fill the role of the CSO must meet all of the experience and licensing requirements for that role. In addition, any designee must have participated in the pre-planning activities, or have undergone sufficient project-specific site orientation to allow them to fully understand site requirements and communication pathways.

- Subcontractor Safety Officer(s): Each subcontractor conducting work at the site will designate a safety officer to communicate directly with the CSO and assist in the coordination of emergency response actions by subcontractor personnel.

- Environmental Consultant (Airtek Environmental Corp.): The environmental consultant is responsible for environmental air monitoring in accordance with the Environmental Community Air Monitoring Program. The environmental consultant will designate an on-site project manager to act as a liaison to the CSO and assist in the pre-planning and coordination of environmental control aspects of the project. The environmental consultant will be responsible for notifying the regulators in the event of an emergency situation or exceedence of an air contaminant trigger level and, thereafter, providing a written assessment.

- On-Site Personnel: All contractor and subcontractor personnel assigned to the site will undergo orientation in this Plan and the Health
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Safety Plan, so that each individual is able to understand and participate in the execution of the response actions.

• Community Emergency Response Team (CERT): The New York City Community Emergency Response Team (CERT) program trains community volunteers to assist agencies and emergency personnel in dealing with local disasters. CERTs can also assist in educating their communities about preparing for emergencies. BMCC has its own CERT. The BMCC CERT will be the designated CERT for the Fiterman Hall project. Depending upon the nature of the emergency, the BMCC CERT leader may be contacted to help manage the situation.

STAKEHOLDERS

• The Community and BMCC Students and Staff: Certain residents and businesses neighboring Fiterman Hall, as well as students and staff at BMCC, have expressed their concern regarding the project and the potential for an emergency. The section below explains how and when the public will be notified of emergency and certain non-emergency events.

COMMUNICATION SEQUENCE FOR EMERGENCY EVENTS

In conjunction with OEM, FDNY, NYPD, and LMCCC, a communications sequence chart has been developed for the Fiterman Hall remediation and deconstruction project (see Figure 2) The emergency communications sequence is consistent with the Citywide Incident Management System (CIMS), the protocol by which all types of emergencies in New York City are managed. Through CIMS, a command structure is established and one or more agencies (e.g., FDNY, NYPD) are assigned based on the nature of the emergency. Information about existing contamination and other project details for Fiterman Hall have been provided to FDNY, NYPD, and OEM. If an emergency call is placed through 911, this site-specific information will be available to the first responders. While this site-specific information will be taken into account during an emergency, the standard New York City procedures and protocols for emergency response and community notification are applicable to the Fiterman Hall project. This section describes the emergency communications sequence, and the roles and responsibilities of each of the parties who would be involved in responding to and managing an emergency.

FIRST RESPONDER AND COMMUNITY NOTIFICATION

For all emergency events that originate on the site, the CSO (or other on-site person) will call 911. As explained above, this call to 911 will result in the establishment of a command structure for the emergency. The primary agency(ies) assigned to the emergency will be the primary decision-makers.
They will determine and implement the necessary response actions. Unless otherwise directed by the primary agency(ies), the CSO will then direct on-site personnel to implement the procedures specified in the Health & Safety Plan for that type of emergency.

Community notification may be required in an emergency—either to a localized area or to the wider neighborhood. If the emergency requires that a neighboring building evacuate or take other immediate precautions, the first responders will contact that building directly. An emergency posing a real or perceived threat beyond the site limits may warrant notification to the larger surrounding community. Consistent with New York City protocol, such public notification would be issued through a Public Information Message from OEM and/or the Mayor’s office. Public notification may also be required in non-emergency situations. A false fire alarm or unusual odor at Fiterman Hall may be cause for concern, even if it poses no threat to public health and safety. In this type of situation, a Public Information Message may be issued to alleviate concern and clarify the situation.

After 911 has been contacted, the CSO may contact OEM Watch Command and NYPD Operations. These calls are optional and secondary to the call to 911; they will be made if clarification or follow-up information should be provided. As the agency responsible for coordination with the CERTs in New York City, OEM would contact the appropriate CERT(s) if their assistance were needed in managing an emergency that affects a larger neighborhood.

(Communication Sequence continued)

NOTIFICATION TO REGULATORS

After making the above phone calls, the CSO will then call the environmental consultant, Airek. Airek will contact the Regulators (including USEPA, NYSDOL and NYCDEP). Airek, in cooperation with the Regulators, will determine whether any environmental control response actions are required and establish whatever additional monitoring and testing measures are required to assess the environmental impact of an emergency. For emergency situations that do not require any environmental control response actions, Airek will nevertheless contact the Regulators to apprise them of the situation. After the emergency situation is under control, Airek will provide a written assessment of the incident to the Regulators. This will include a summary of the events that occurred and the corrective actions taken.

NOTIFICATION TO OWNER

The CSO will then contact the construction manager for the Fiterman Hall project, Tishman/LiRo. Tishman/LiRo will initiate the internal phone chain provided in the regulatory submittals that will ensure all appropriate personnel at CUNY and DASNY are notified. CUNY, DASNY, and its contractors will defer to and support the primary agency(ies) regarding the appropriate measures to be taken and public notification during these emergencies, so as not to interfere with the communication protocols established by CIMS.

CUNY and DASNY will subsequently contact LMCCC and BMCC. If the nature of the emergency affects BMCC operations, students, or staff, then BMCC’s own emergency procedures would go into
(Communication Sequence continued)

Effect. For example, if an emergency at Fiterman Hall results in an FDNY order to evacuate the students and staff at the neighboring 70 Murray Street building, then the evacuation plan for that building will be executed. Consistent with BMCC’s own plans, the BMCC CERT may be contacted to assist in the evacuation of the students and staff or with follow-up actions and communications. BMCC’s internal emergency response plans (separate from the Fiterman Hall Emergency Action and Community Notification Plan) are evaluated regularly and are currently undergoing review to determine if any updates and redistribution are warranted due to the Fiterman Hall project and other construction activities in Lower Manhattan.

AFTER AN INCIDENT

Regardless of whether public notification is required during the emergency, information about the incident will be provided to the public as soon as possible. As discussed above, CUNY, DASNY, and BMCC are hosting regular public information sessions, maintaining project websites, and conducting other public outreach efforts to update BMCC students and staff and the surrounding community. The numerous communication mechanisms currently being utilized for project updates will be used to provide the public with a summary of any emergency events. These communication mechanisms may also be used to clarify a non-emergency situation, such as a false fire alarm or an odor generated from another site.

IF YOU NOTICE AN EMERGENCY OR HAVE QUESTIONS

Figure 2 is representative of a situation where an emergency situation is first noticed by the Contractor or other on-site personnel. A passer-by, neighbor, or BMCC staff person or student may, however, be the first person to witness an emergency. If any member of the public observes an emergency situation at Fiterman Hall, they should initiate an emergency response by calling 911. Non-emergency questions or concerns can be addressed by calling 311, or by contacting the Fiterman Hall team at fitermanhallinfo@bmcc.cuny.edu.

OEM and the City of New York are committed to emergency preparedness and education. For guidance on emergency preparedness for your household or business, visit OEM’s website http://nyc.gov/html/oem/html/home/home.shtml. For questions regarding the Fiterman Hall project, visit the websites listed above, or email us at fitermanhallinfo@bmcc.cuny.edu.
FIGURE 1 – COMMUNICATION SEQUENCE FOR A TRIGGER LEVEL AIR CONTAMINANT EXCEEDENCE DUE TO ONSITE/OFFSITE SOURCE

Onsite Air Monitors ↔ Offsite Laboratory
*Readings in exceedence of trigger level*

Airtek Environmental Corp.
*Issues immediate mandatory Stop Work Order. Immediate call and email to Regulators.*

Contractor Safety Officer
*Works with Airtek to determine onsite/offsite source and take corrective actions*

Regulators (USEPA, NYSDOL (asbestos only), NYCDEP)
*Airtek conducts exceedence assessment. Provides Regulators with written report including remedial response actions, if any.*

Tishman/LiRo DASNY/CUNY/BMCC

Subcontractors (if needed for corrective actions)

LMCCC
*Regulators provide sampling data and exceedence assessment report to LMCCC for posting to lowermanhattan.info.*

Updates to Public (eg, website update, info sessions)
FIGURE 2 – COMMUNICATION SEQUENCE FOR EMERGENCY SITUATION (E.G., FIRE, POWER FAILURE)