

RESOURCE REQUIRED **TOWN GARAGE** **TOWN OFFICE** **FIRE DEPARTMENT** **GRANGE** **COMMUNITY HALL**

COMMUNICATION

Radio	No	No	Yes		
VEM Radio	Yes	No	Yes		
SWNHDFMA	Yes	Yes	Yes		
Races	Yes	Yes	Yes		
Computers	Yes	Yes	Yes		
Phones	Yes	Yes - One line	Yes		
Satelite Phone	No	No	Yes - Two Lines		
Cell Phone Service (Reliable)	No	No	Yes *		
Fax	No	Yes	No		
Photo Copier	Yes	Yes	Yes - separate line		
Internet	No	Yes	Yes		

WORKSPACE

	Town Garage	Town Office	Fire Dept
Clean	No	Yes	Yes
Quiet	No	Yes	Yes
Bathrooms	Yes	Yes	Yes
Climate Control	Heat only	Heat only	Heat only
Ventilation	Yes	Yes	No
Multiple Rooms	Yes 2	Yes + K rm in emg	No
Secure Storage	Yes	Yes	Yes
Basic Office Supplies	Yes-Make portat	Yes-Make portable	Yes-Make Portable
Ability to Segregate Functions	No-Hwy	Yes	No-Fire/EMS
Adequate Space	Yes	Yes	Yes

FURNITURE (ALL MOVEABLE)

	Town Garage	Town Office	Fire Dept
Tables	No	Yes	Yes
Chairs	Not Adequate	Yes	Yes

Trash Cans

Yes

Yes

Yes

LOCATIONS

Accessibility

Yes

Yes

Yes

Parking

Yes

Yes

Yes

Back Up Power

Yes

Yes

Yes

* Not portable Will look into portable options

See map

FIRE DEPARTMENT:

Has potential to be quiet

Install drywall inside room to increase sound barrier

Could use cubicle dividers to make additional space in bays which can be stored when not in use

Full Kitchen

Running Water, Full Stove, Full Refrigerator/Cooler, Counter Space

Separate from workspace

Work space

Add cabinetry/desktop to corner under window

Use ½ width size tables or countertop able to have 2 workspaces there

Races and one more

Drywall interior walls

Gives the ability to hang maps and charts

Seating

Currently has comfortable chairs and adequate amount

Electrical

Install outlet above main worktable for computer/printer etc plug in

Avoids extension cords running on the floor

Storage

Address storage solutions to make entire space more functional

Use tubs/built in cabinets/file cabinets

This would make the space cleaner and clutter free

Labeling on the drawers of file cabinets and tubs helps in organization

Ventilation

Add Ceiling fan and exhaust fan

General Environment

Fresh coat of paint on the floor/walls/ceiling

TOWN GARAGE

Has potential to be quite

Cubicle Dividers to section space and make adequate room

Loft-Using as additional space, for conference room, able to sound proof

Kitchen

Break room has a full refrigerator with counter space

Could be used as a quite work space, no modifications are needed

Work space

Break room space available

Road Commissioners office

Build a conference room in the loft

Would require extensive sound proofing, air conditioning, heating with ductwork

Seating/tables

Would need a full set of chairs and tables/desks/workspaces

Electrical

Storage

Extensive cabinetry/closets would need to be installed

Extras:

Has showers

Upgrade fax-unknown issue

TOWN OFFICE/SCHOOL

Has potential to be quiet

Fire and Highway would not be using space, Researchers will be in and out throughout the day
Interference of Town Clerks phone and conversations within the office space can be distracting

Kitchen

No kitchen space available to EOC staff
School kitchen would only be used during sheltering operations

Work space

Only use of Conference Room, Listers Office is not available due to records kept in that office.
Office space is used by researchers and must continue to be made available to researchers throughout an emergency.

Seating

Has two tables and chairs (not comfortable for long periods of time)

Electrical

If too many electronics are plugged in at the same time fuses can be blown.
Current problem within Town Clerks Office. (no pun intended)
Conference Room has at least 4 useable outlets

Storage

Extensive cabinetry/closets would need to be installed, decreasing the size of the space

Extras:

In an emergency:

Kindergarten room may be available to include additional phone line

Shelter in school

Use of gym and 2 bathrooms near gym

Use of Kitchen