

## Space Needs Analysis: Emergency Management

HKT Architects met with key staff from Emergency Management on November 15, 2017 and reviewed exterior conditions on November 30, 2017. Based on the meeting, and our on-site reviews of existing spaces, the following observations are noted.

### General Findings

Fairhaven Emergency Management (F-EMA), an all-volunteer association, provides various services to the Town in the course of emergencies and other Town functions. These include organizing and opening shelters in conjunction with the School Department, Health Agent, and Fire and EMS Departments, supporting the Police and Fire Departments during emergency events by manning light towers or directing traffic away from downed power lines or trees, and during Town functions such as parades or road races.

The Emergency Management site consists of one building that houses staff and equipment, with the remainder of the site providing storage for vehicles and equipment. The building includes 3,968 gross square feet. The building was constructed in 1950 (est).

The existing area consists of office space, a meeting room, and storage. Finishes include resilient, carpet and wood flooring, painted CMU and gypsum wallboard, and acoustic tile and painted plywood ceilings. This is a volunteer organization without regular hours of operation.

### Space Needs Analysis

Generally the physical space appears to support the needs of the association. The building currently used has a large meeting room which is used by the F-EMA to conduct pre-planning and training activities for the 15-16 volunteers. Other Town Departments occasionally use the space as a training room.

This building is at the end of its useful life and would require extensive work to remain in use. Should other space be recommended to house this function the following spaces are needed:

#### Existing and Future Identified Space Needs:

Department	Space	Area	Notes
F-EMA	Office	160 NSF	Shared office for 2 persons
F-EMA	Storage Room	100 NSF	
F-EMA	Radio/Communications Room	100 NSF	

### Accessibility

The accessible issues at this building include creating an accessible pathway to the kitchen area and fixing hardware on doors and cabinetry. Toilet rooms appear to be accessible.

#### Existing Underutilized or Under-Programmed Space Identified:

There are no underutilize or under programmed spaces in either part of the building.

### Recommendations:

This association should be folded into long range plans for the FD / PD Departments.

- The department currently has 5 vehicles. Provide covered storage for vehicles that are not taken home with staff.

