

Local Emergency Operations Center Requirements (Updated: January 28, 2015)

Facility	Note
Public Building with office space. (Should include open area for 6-10 people to sit together at a large table)	
Bathroom	
Kitchenette	
EOC Staff	
Select persons, Counselors, or Manager	
Emergency Manager	
Fire, Police and EMS Representatives	
Road Commissioner or Public Works Director	
Communications (Phone and Radio Operator(s))	
Town Clerk	
Treasurer	
Volunteer Coordinator	
Animal Control Officer	
Health Officer	
Code Enforcement Officer	
Communications	
Base Radio Station (with the EMA repeater frequency)	
Computer with Internet Access	
Landline Telephone and Fax	
Television with local channels	
AM/FM Radio	
Power	
Generator	
Fuel for Generator	
Transfer Switch (Automatic or Manual)	
Information Tracking	
Wall mounted Map of the Town (topo, floodzone, etc)	
White Board	
Contact Information (phone rosters/books, e-mail distro lists, etc)	