



FRANKLIN COUNTY REGIONAL SHELTER PLAN

**July
2016**

**Appendix B:
Shelter Facilities and Contacts**

Appendix B: Shelter Facilities and Contacts

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REGIONAL SHELTER PLANNING SHELTER DESCRIPTIONS

FILL IN THE TABLE BELOW AND REPEAT SECTION FOR EACH SHELTER

LOCATION NAME: Fisher Hill Elementary School	<input checked="" type="checkbox"/> Regional Primary <input type="checkbox"/> Alternate Primary <input type="checkbox"/> Sub-regional <input type="checkbox"/> Local Primary	<input type="checkbox"/> Local Alternate <input type="checkbox"/> Transitional (Warming/Cooling) <input type="checkbox"/> Pet <input type="checkbox"/> Other (specify)
Address	59 Dexter St., Orange, MA 01354	
Building Owner Contact Information	Dan Haynes, Finance Director, at 978-544-2920 or dhaynes@rcmahar.org	
Location Capacity (Number of people sheltered per 20 sq. ft. and 40 sq. ft.)	105 at 40 sq. ft./person	
Emergency Management Director Contact Information	Fire Chief/EMD James Young at 978-569-7816 or jyoung@townoforange.org	
Police Chief Contact Information	Chief Craig Lundgren at 978-544-2129 or police_chief@townoforange.org	
Fire Chief Contact Information	Fire Chief/EMD James Young at 978-569-7816 or jyoung@townoforange.org	
Board of Health Contact Information	Health Agent Andrea Crete at 978-544-1107 or acrete.orangeboh@gmail.com	
Location of Floor Plans	Attached and at http://wrhsac.org/projects-and-initiatives/shelter-evacuation/	
Date of most recent ARC shelter survey	See Appendix B	
ARC NSS Shelter Number	141958	
Location of MOU for facility use as a regional emergency disaster shelter		
Identify the strengths of this location	ADA Bathrooms available in all classrooms used for shelter services. Generator has sufficient capacity to run all systems. Town water and sewer; WIFI broadband access. Sufficient room for indoor pet shelter, with separate outdoor access.	
Identify the problems and areas of concern for this location	No showers available on site (except for one in Nurse's Office not accessible by general shelter population). Because the school is at the top of a steep hill, snow removal to keep access open would be critical in winter. Orange DPW Superintendent Joshua Knechtel is main contact: 413-824-8329 or jknechtel@townoforange.com .	
Other:	Orange CERT Team: For more information and/or to request assistance, contact Richard E. Walsh at 978-544-7441 or seaplane43@yahoo.com .	

REGIONAL SHELTER PLANNING SHELTER DESCRIPTIONS

FILL IN THE TABLE BELOW AND REPEAT SECTION FOR EACH SHELTER

LOCATION NAME: Greenfield Middle School	<input checked="" type="checkbox"/> Regional Primary <input type="checkbox"/> Alternate Primary <input type="checkbox"/> Sub-regional <input type="checkbox"/> Local Primary	<input type="checkbox"/> Local Alternate <input type="checkbox"/> Transitional (Warming/Cooling) <input type="checkbox"/> Pet <input type="checkbox"/> Other (specify)
Address	195 Federal St., Greenfield, MA 01301	
Building Owner Contact Information	Gary Tashjian, Principal, at 413-772-1360 x2242; cell: 413-834-2928; gartas1@gpsk12.org	
Location Capacity (Number of people sheltered per 20 sq. ft. and 40 sq. ft.)	271 at 40 sq. ft./person	
Emergency Management Director Contact Information	Fire Chief Robert Strahan at 413-774-4737 or RobertS80@greenfield-ma.gov	
Police Chief Contact Information	Joseph Burge, Jr. at 413-773-5411 or Burgej@greenfieldpd.org	
Fire Chief Contact Information	Fire Chief Robert Strahan at 413-774-4737 or RobertS80@greenfield-ma.gov	
Board of Health Contact Information	Director of Public Health Nicole Zabko at 413-772-1404	
Location of Floor Plans	Attached and at http://wrhsac.org/projects-and-initiatives/shelter-evacuation/	
Date of most recent ARC shelter survey	6/3/10	
ARC NSS Shelter Number		
Location of MOU for facility use as a regional emergency disaster shelter		
Identify the strengths of this location	Already has been used as a regional shelter. Building has 2 locker rooms with 3-4 stalls and 3 showers each, in addition to two other single-stall bathrooms, one of which is handicap accessible. Used small gym in the past for an indoor animal shelter.	
Identify the problems and areas of concern for this location	Shelter cannot be operated while school is in session.	
Other:		

REGIONAL SHELTER PLANNING SHELTER DESCRIPTIONS

FILL IN THE TABLE BELOW AND REPEAT SECTION FOR EACH SHELTER

LOCATION NAME: Mohawk Regional High School/ Middle School	<input checked="" type="checkbox"/> Regional Primary <input type="checkbox"/> Alternate Primary <input type="checkbox"/> Sub-regional <input type="checkbox"/> Local Primary	<input type="checkbox"/> Local Alternate <input type="checkbox"/> Transitional (Warming/Cooling) <input type="checkbox"/> Pet <input type="checkbox"/> Other (specify)
Address	26 Ashfield Rd., Shelburne Falls, MA 01370 (physical location on Route 112 in Buckland)	
Building Owner Contact Information	Lynn R. Dole, Principal, or Dan Turner, Head Custodian, at 413-625-9811	
Location Capacity (Number of people sheltered per 20 sq. ft. and 40 sq. ft.)	~150 at 40 sq. ft./person	
Emergency Management Director Contact Information	Fire Chief Herb Guyette at 413-625-2302 or bucklandfire@gmail.com	
Police Chief Contact Information	Chief James Hicks at 413-625-8200 or chief@town.buckland.ma.us	
Fire Chief Contact Information	Fire Chief Herb Guyette at 413-625-2302 or bucklandfire@gmail.com Rick Bardwell (Shelburne Falls) at 413-625-6392	
Board of Health Contact Information	Chair Richard Warner at 413-625-9300 or 413-625-0139 Regional Public Health District Agent Glen Ayers at 413-834-5729 or glenayers@frcog.org	
Location of Floor Plans	Attached and at http://wrhsac.org/projects-and-initiatives/shelter-evacuation/	
Date of most recent ARC shelter survey	2/2/16	
ARC NSS Shelter Number		
Location of MOU for facility use as a regional emergency disaster shelter	Buckland and Shelburne EMDs and Mohawk Superintendent's Office	
Identify the strengths of this location	400 space parking lot used as staging area during Tropical Storm Irene. Generator powers core areas. Animal shelter could be co-located.	
Identify the problems and areas of concern for this location	Near railroad. In the inundation zone for the Harriman Dam.	
Other:		

REGIONAL SHELTER PLANNING SHELTER DESCRIPTIONS

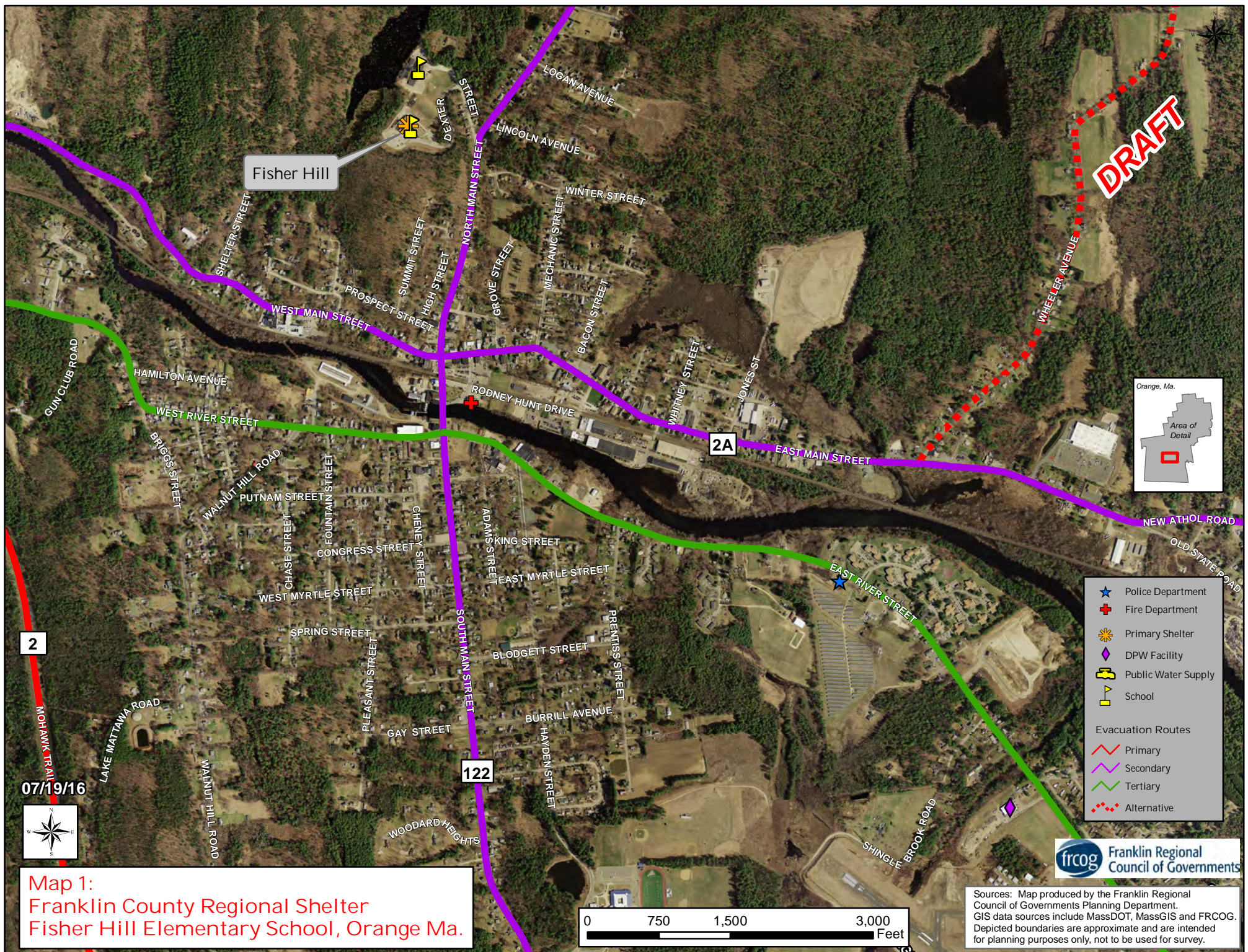
FILL IN THE TABLE BELOW AND REPEAT SECTION FOR EACH SHELTER

LOCATION NAME: Turners Falls High School	<input checked="" type="checkbox"/> Regional Primary <input type="checkbox"/> Alternate Primary <input type="checkbox"/> Sub-regional <input type="checkbox"/> Local Primary	<input type="checkbox"/> Local Alternate <input type="checkbox"/> Transitional (Warming/Cooling) <input type="checkbox"/> Pet <input type="checkbox"/> Other (specify)
Address	222 Turnpike Rd., Montague, MA 01351	
Building Owner Contact Information	James Huber, GMRSD Facilities/Energy Manager, at 413-863-3261 or james.huber@gmrtd.org or Principal Annie Leonard at 413-863-7200 or annie.leonard@gmrtd.org	
Location Capacity (Number of people sheltered per 20 sq. ft. and 40 sq. ft.)	~270 at 40 sq. ft./person	
Emergency Management Director Contact Information	Turners Falls Fire Chief Robert Escott at 413-863-9023, 413-834-4147 or tf23@comcast.net	
Police Chief Contact Information	Chief Charles Dodge III at 413-863-8911 or cdodge@montague.net	
Fire Chief Contact Information	Turners Falls Fire Chief John Zellman at 413-863-9023 or turnersfallsfire@yahoo.com Montague Center Fire Chief David Hansen at (413) 367-2757 or davehansen@verizon.net	
Board of Health Contact Information	Director of Public Health Gina McNeely at 413-863-3200 Ext. 205 or healthdir@montague-ma.gov	
Location of Floor Plans	Attached and at http://wrhsac.org/projects-and-initiatives/shelter-evacuation/	
Date of most recent ARC shelter survey	4/9/09 with walkthrough on 11/24/16	
ARC NSS Shelter Number	N/A	
Location of MOU for facility use as a regional emergency disaster shelter		
Identify the strengths of this location	Used as a regional shelter in the past. Shelter area can be scaled to accommodate different numbers of residents, up to ~270 Generator powers some functions and areas, but not all Shelter Facility entrance is on the second floor at the top of a stairway. Shelter residents requiring ADA access will need to be escorted to the elevator on the first floor.	
Identify the problems and areas of concern for this location		
Other:		

REGIONAL SHELTER PLANNING SHELTER SUITABILITY FOR ALL-HAZARDS

Event	Regional Shelter Best Suited	Shelter Name/Location
Flooding	Identify the shelters that are out of the floodplain	Fisher Hill Elementary School Greenfield Middle School Mohawk Regional High School/Middle School Turners Falls High School
Extended power outage	Identify the shelters that have generators	Fisher Hill Elementary School Greenfield Middle School (partial) Mohawk Regional High School/Middle School Turners Falls High School
Biochemical	Dependent on impact area	
Tornado/Hurricane	Dependent on impact area	
Heavy snow/ice	Dependent on impact area	
Mass receiving	Identify the shelters close to the state borders	UMass Amherst Greenfield Community College
Other (Specify)		

REGIONAL SHELTER PLANNING
SHELTER MAPS: REGIONAL MAPS AND FLOOR PLANS



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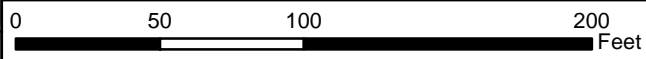
07/19/16



1,000 sqft



Map 2:
Franklin County Regional Shelter
Fisher Hill Elementary School, Orange Ma.

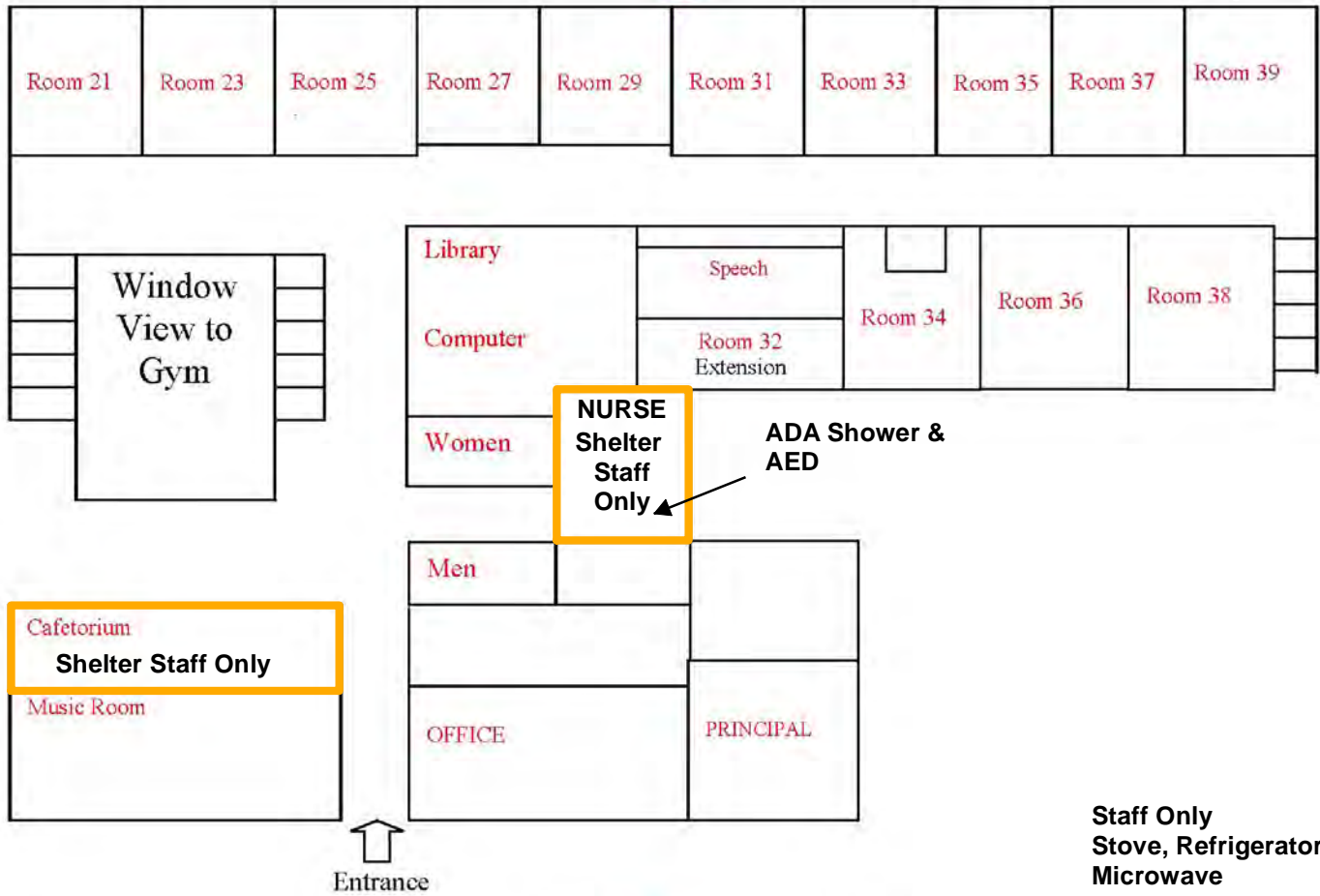


Sources: Map produced by the Franklin Regional Council of Governments Planning Department. GIS data sources include MassDOT, MassGIS and FRCOG. Depicted boundaries are approximate and are intended for planning purposes only, not to be used for survey.

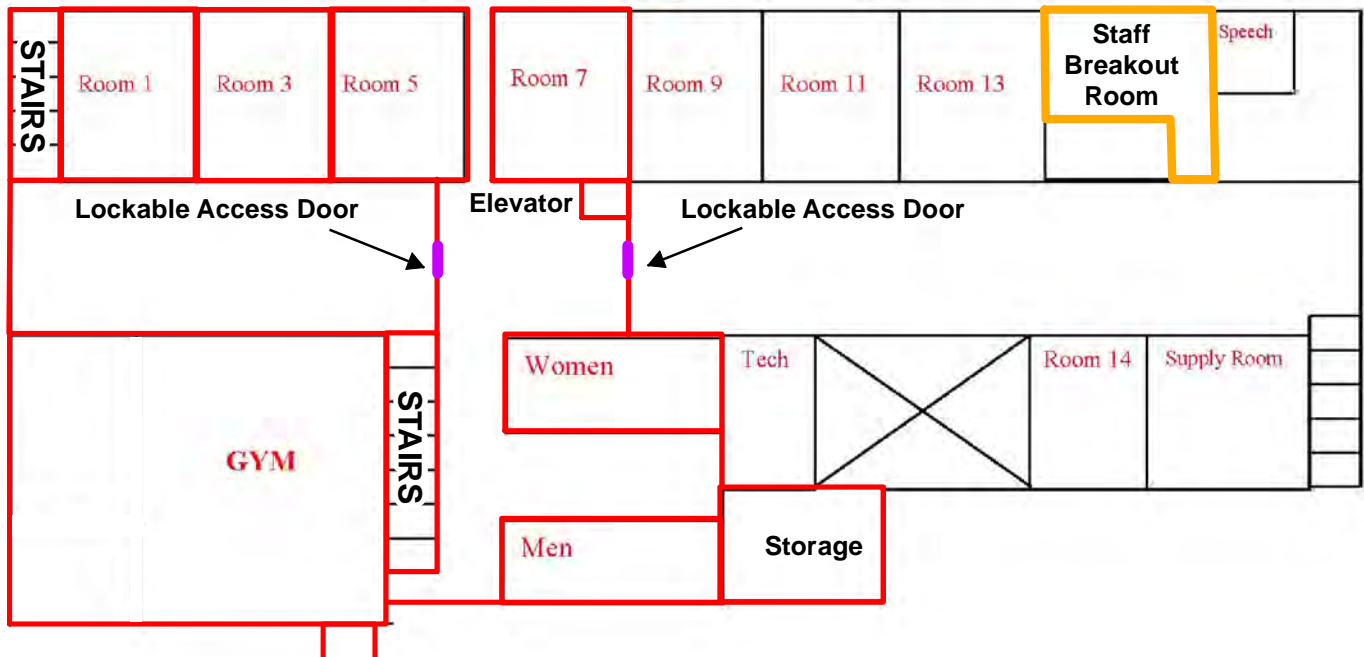
Fisher Hill Elementary School Emergency Regional Shelter Floor Plan 1

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Upper Level



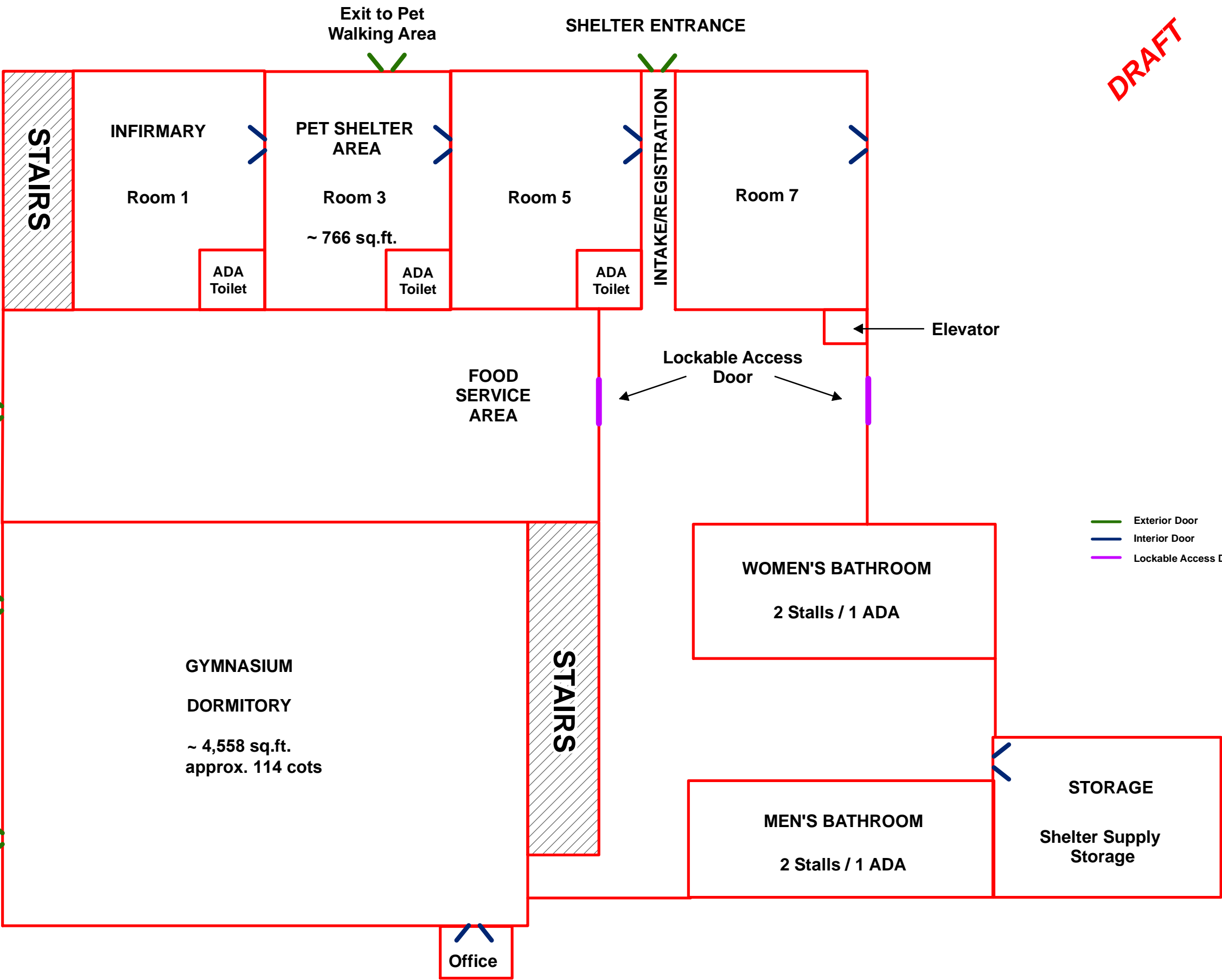
Lower Level



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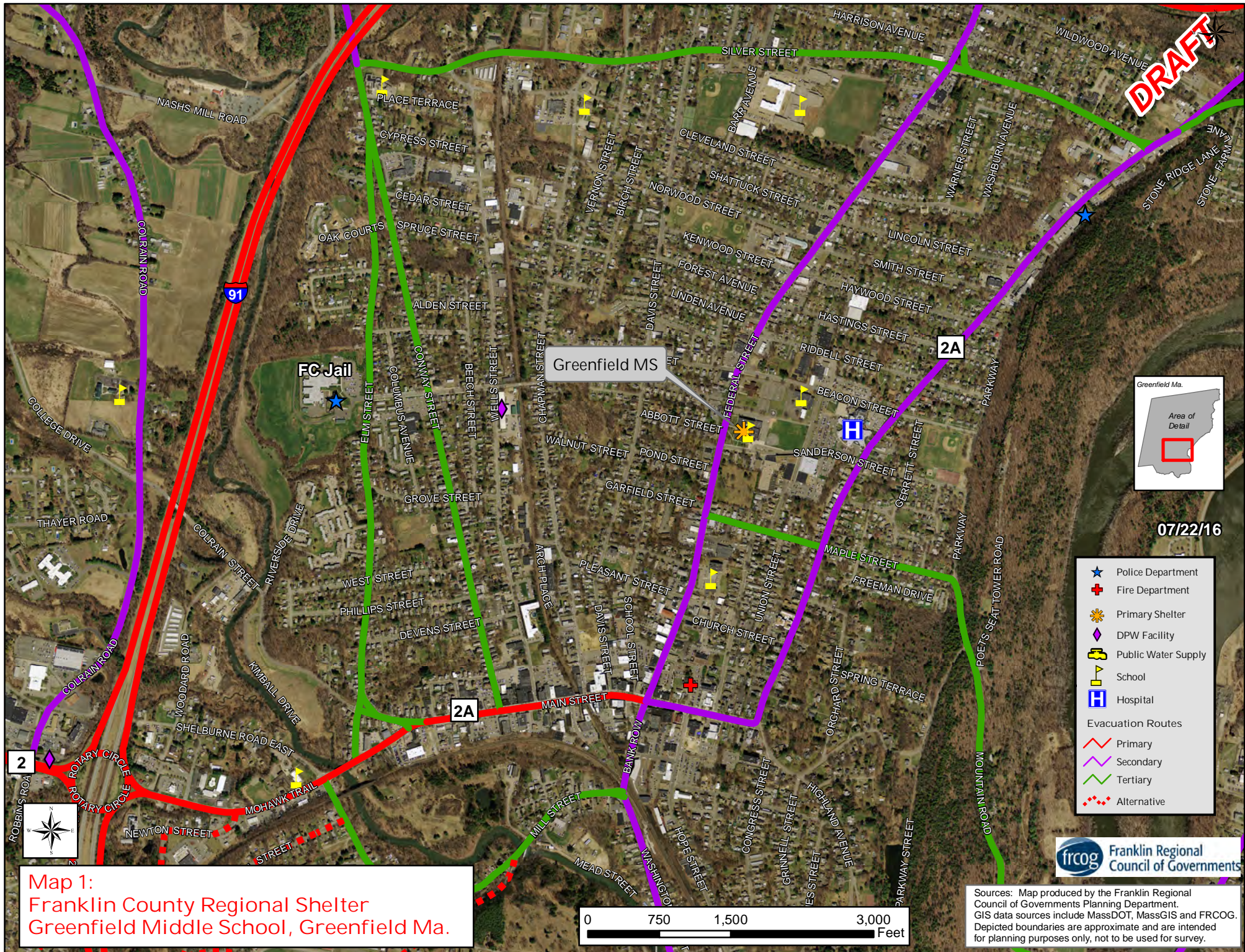
**Fisher Hill Elementary School
Emergency Regional Shelter
Floor Plan 2 - Detailed Lower Level**

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* Note: building footprint not to scale

7/19/16



Map 1:
Franklin County Regional Shelter
Greenfield Middle School, Greenfield Ma.

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Hospital
Heliport

Food Delivery
Area

Shelter
P

07/22/16

Shelter
Entrance

Entrance
to Site

Drop-off/
Loading Area

Shelter Supply
Trailer

P
Shelter
Pet Walking Area

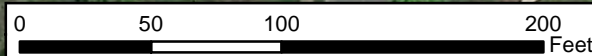
SANDERSON STREET

FEDERAL STREET

1,000
sqft

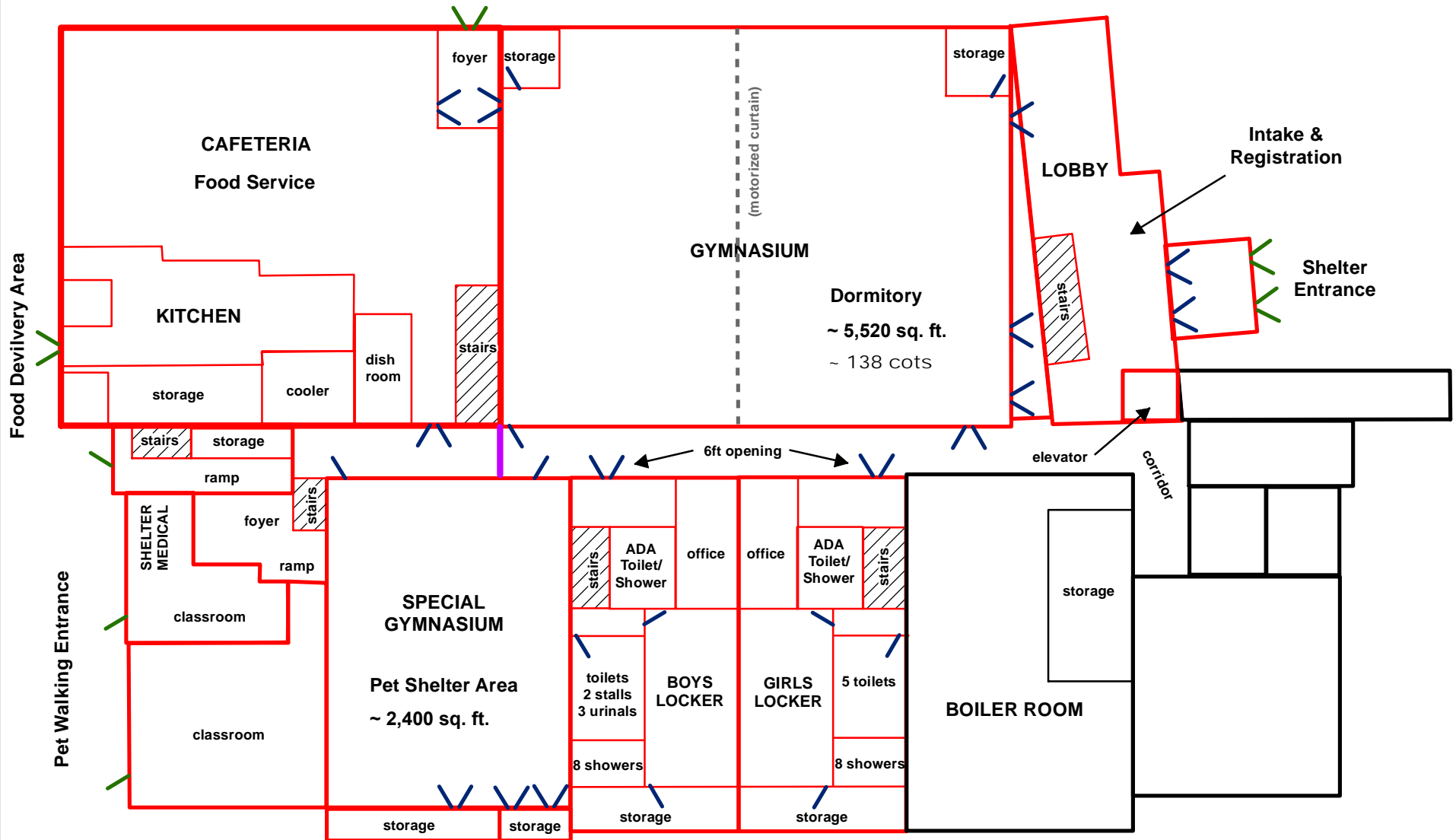


Map 2:
Franklin County Regional Shelter
Greenfield Middle School, Greenfield Ma.



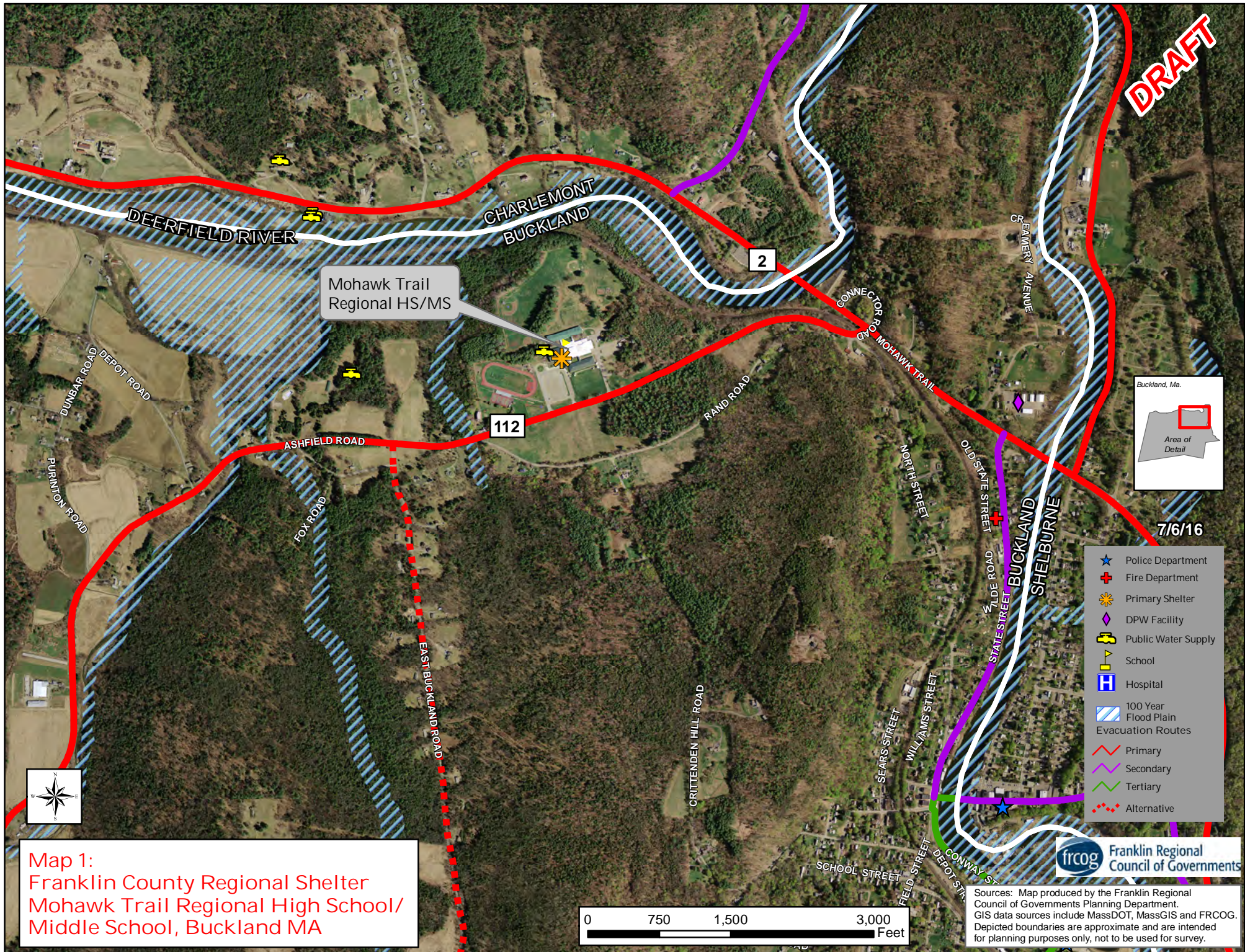
Sources: Map produced by the Franklin Regional Council of Governments Planning Department. GIS data sources include MassDOT, MassGIS and FRCOG. Depicted boundaries are approximate and are intended for planning purposes only, not to be used for survey.

Greenfield Middle School Floor Plan First Floor



7/22/16

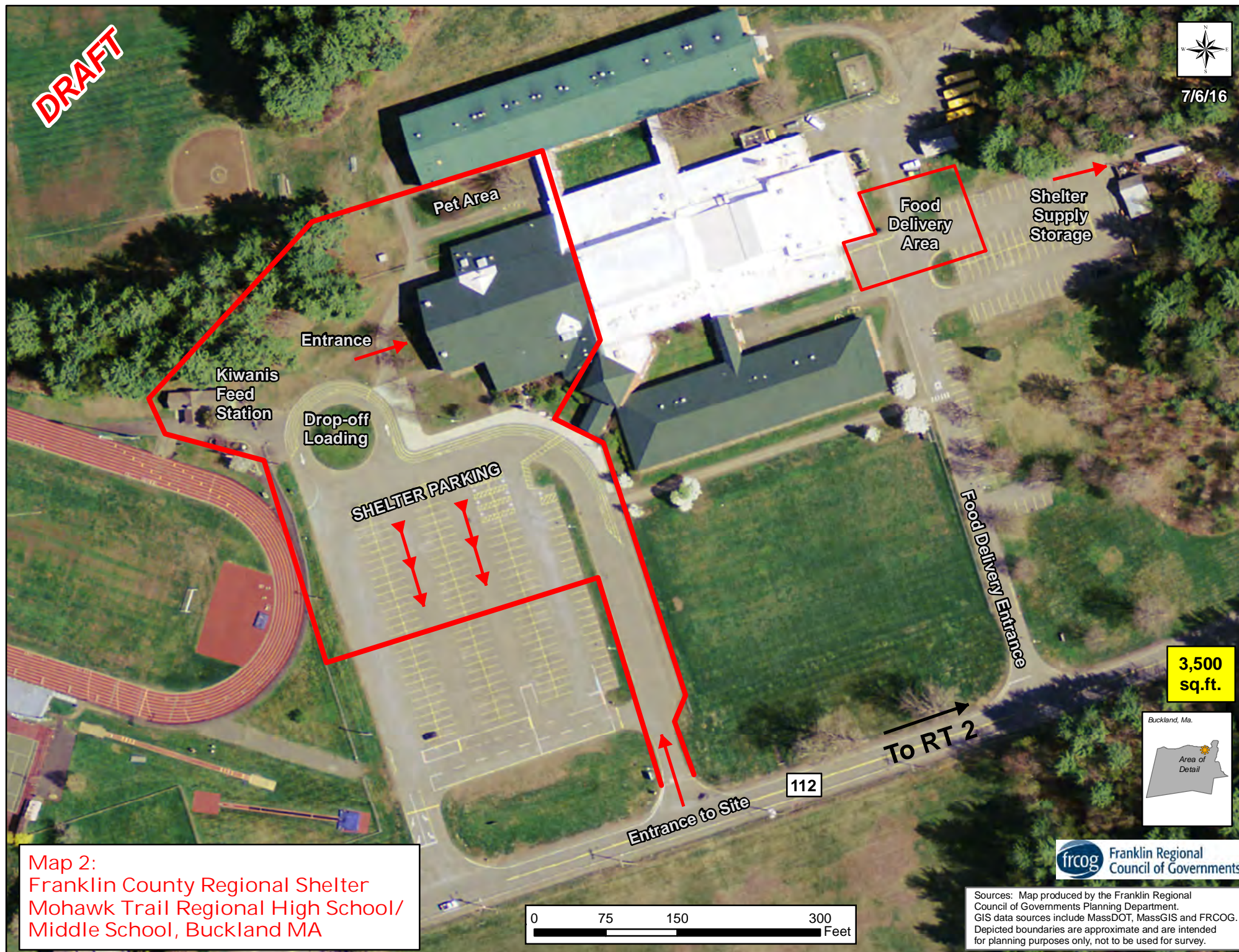
*Note: not to scale



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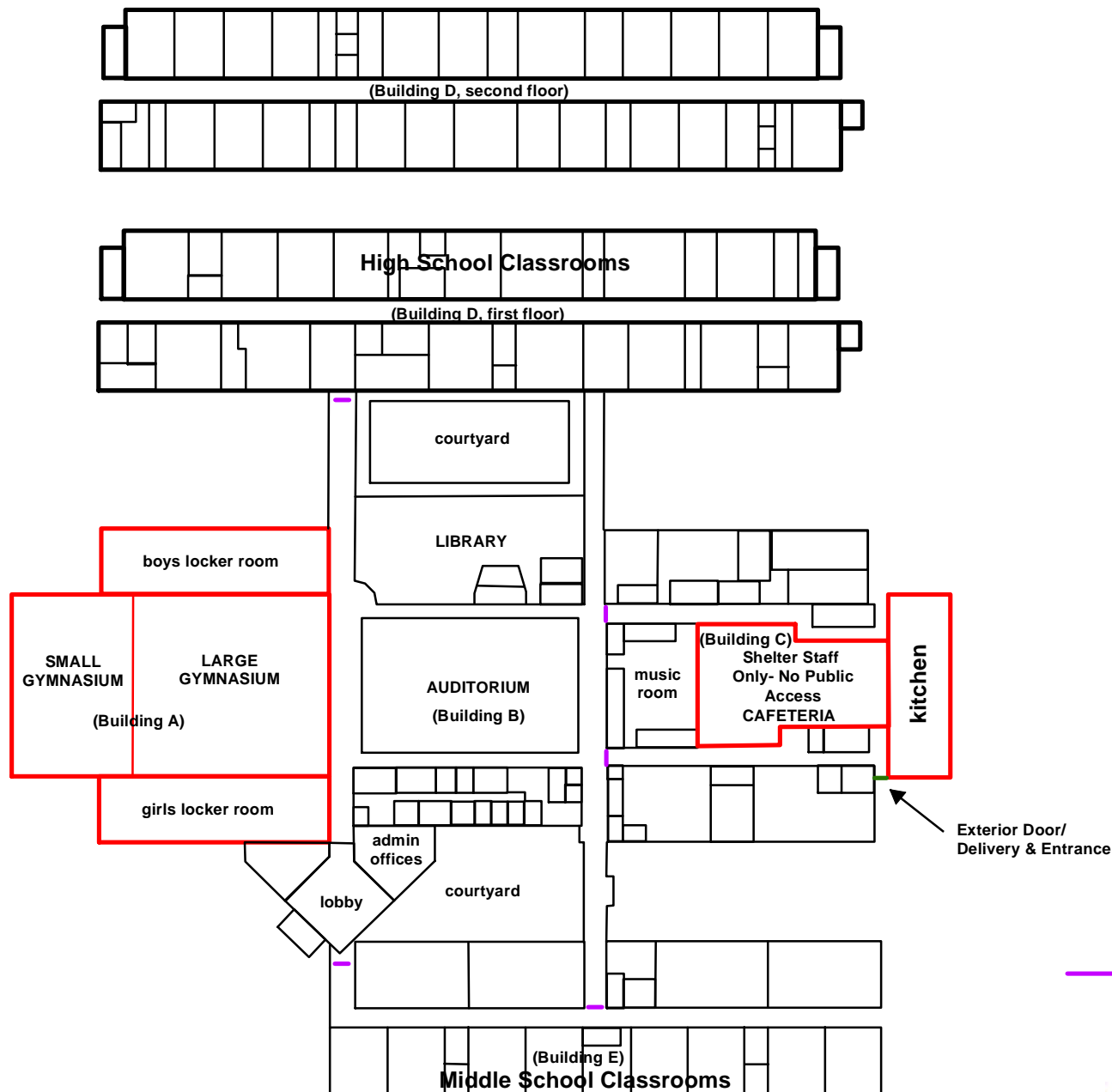
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Map 2:
Franklin County Regional Shelter
Mohawk Trail Regional High School/
Middle School, Buckland MA

**Mohawk Trail Regional High School/Middle School
Emergency Regional Shelter
Floor Plan 1**

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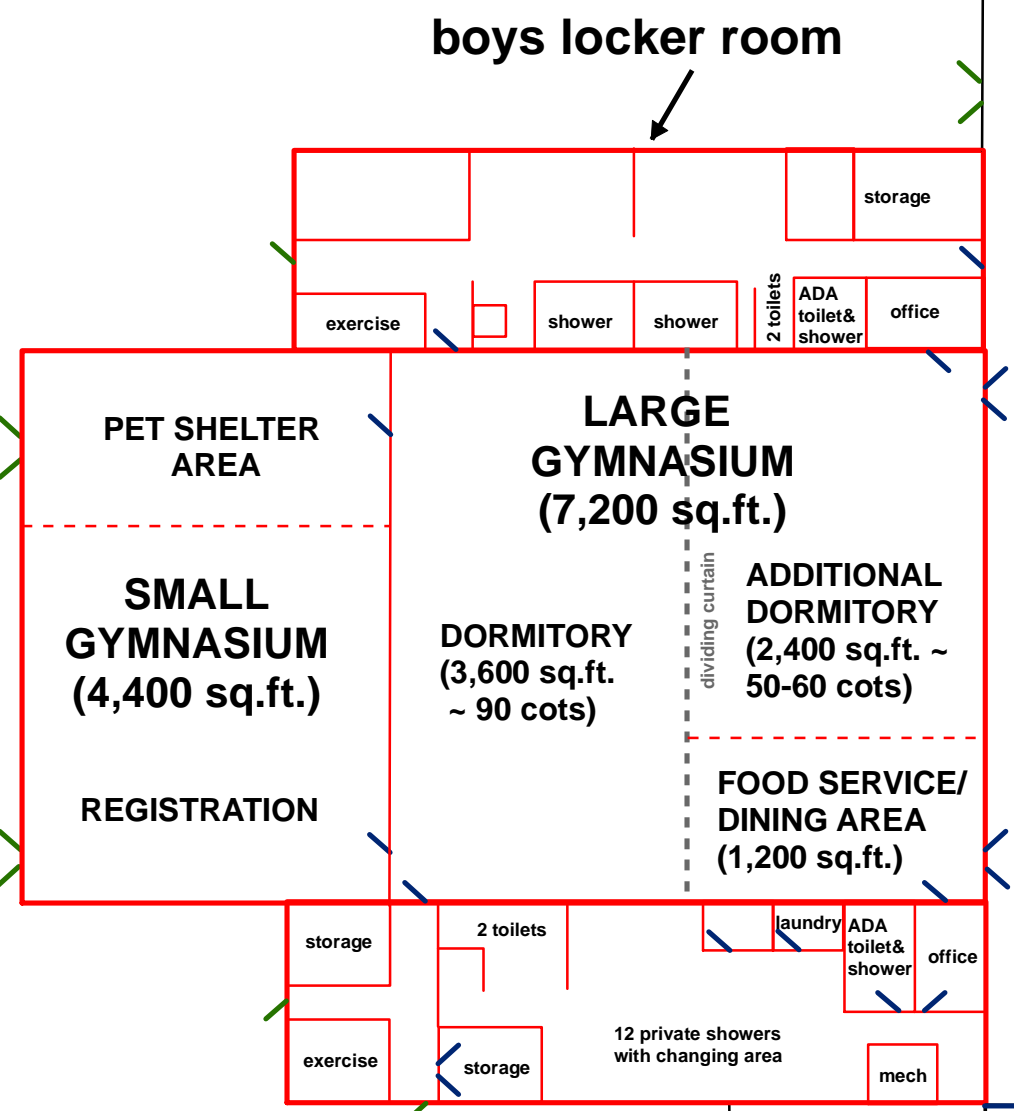
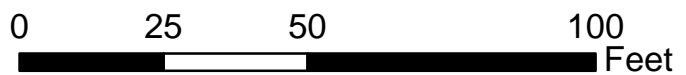
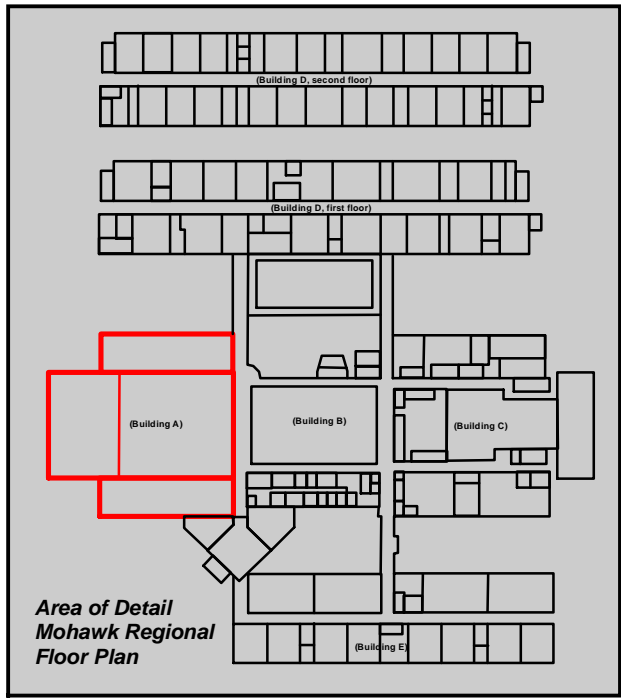
Mohawk Trail Regional High School/Middle School
Emergency Regional Shelter
Floor Plan 2 Detailed

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EXIT TO PET
WALKING AREA

(Building A)

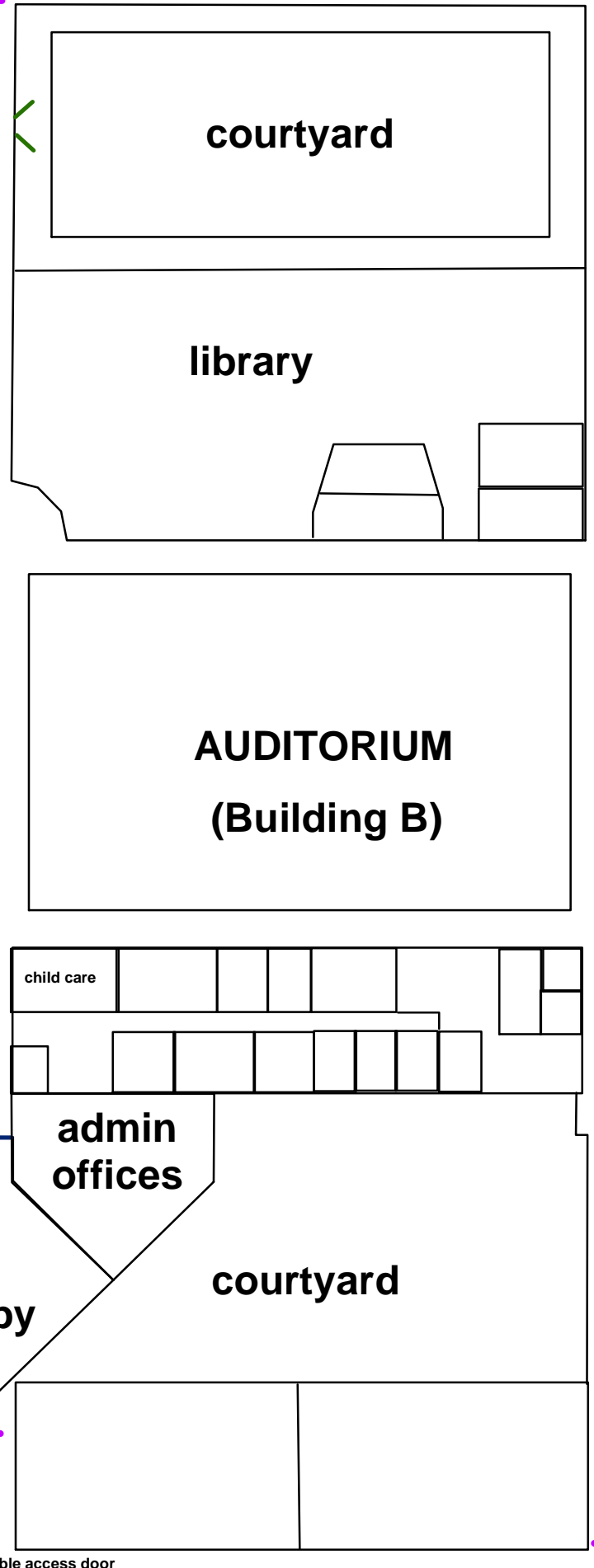
INTAKE/
REGISTRATION



girls locker room

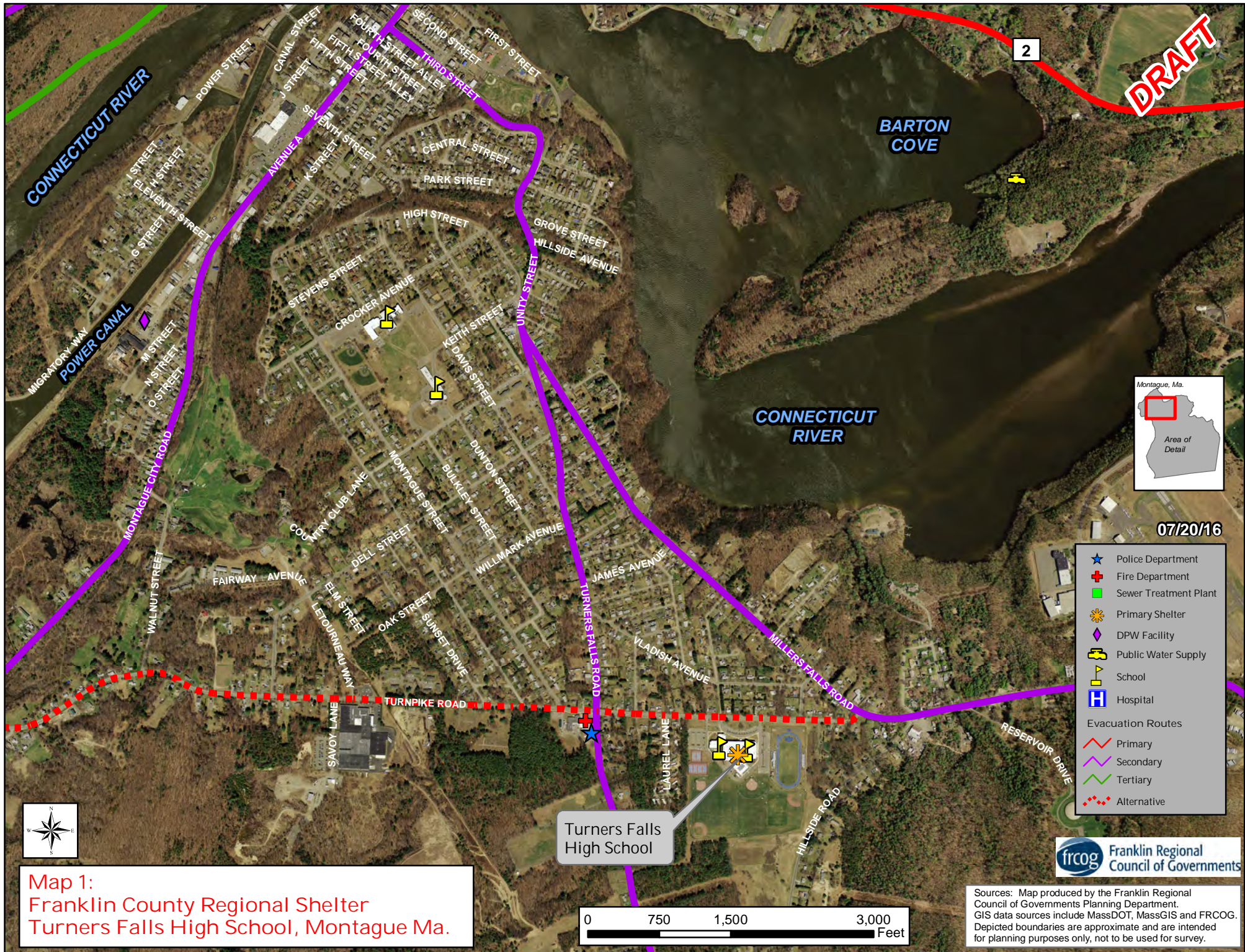
TO PARKING

lobby

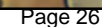


- Exterior Door
- Interior Door
- Lockable Access Door

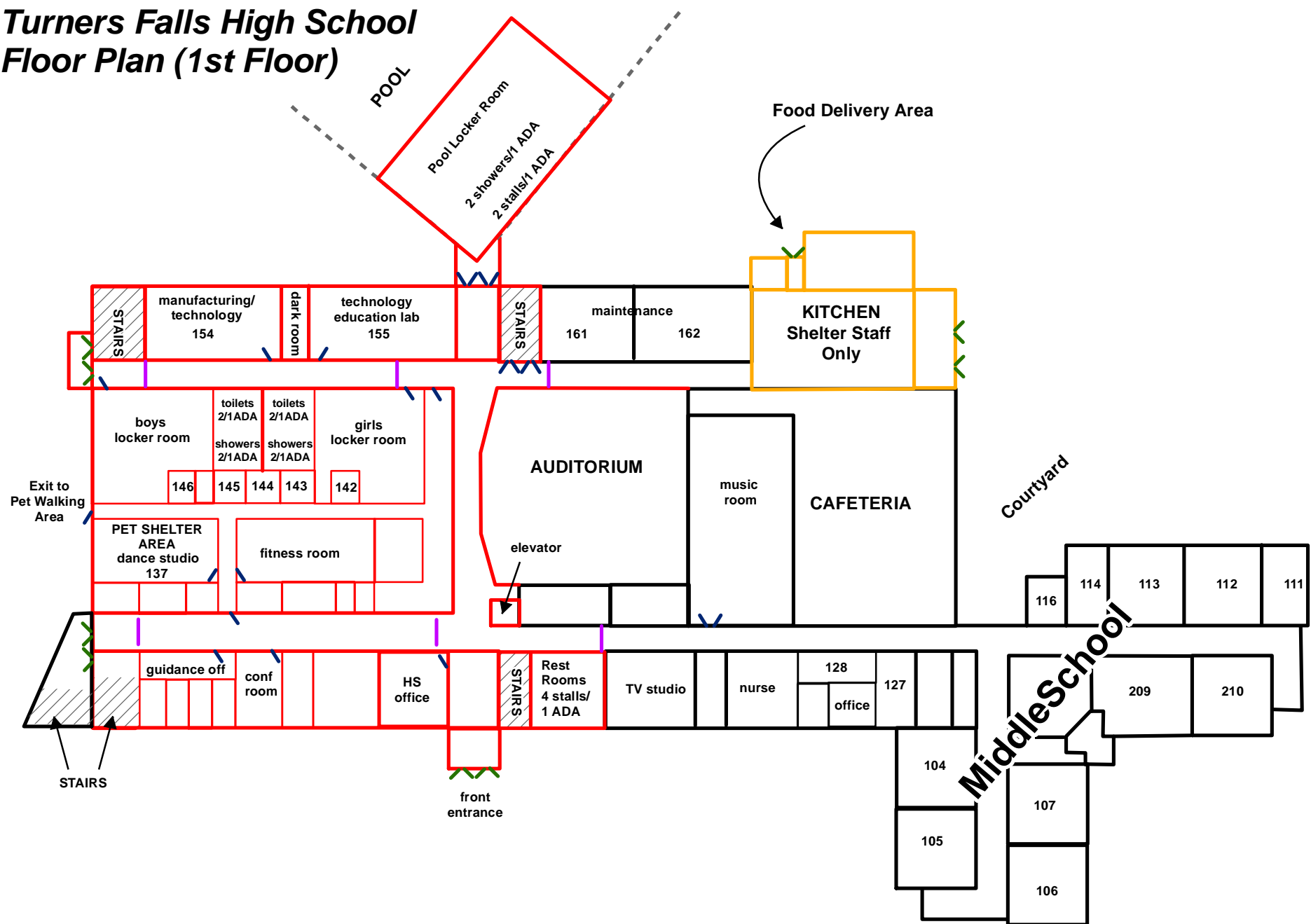
7/6/16



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Turners Falls High School Floor Plan (1st Floor)



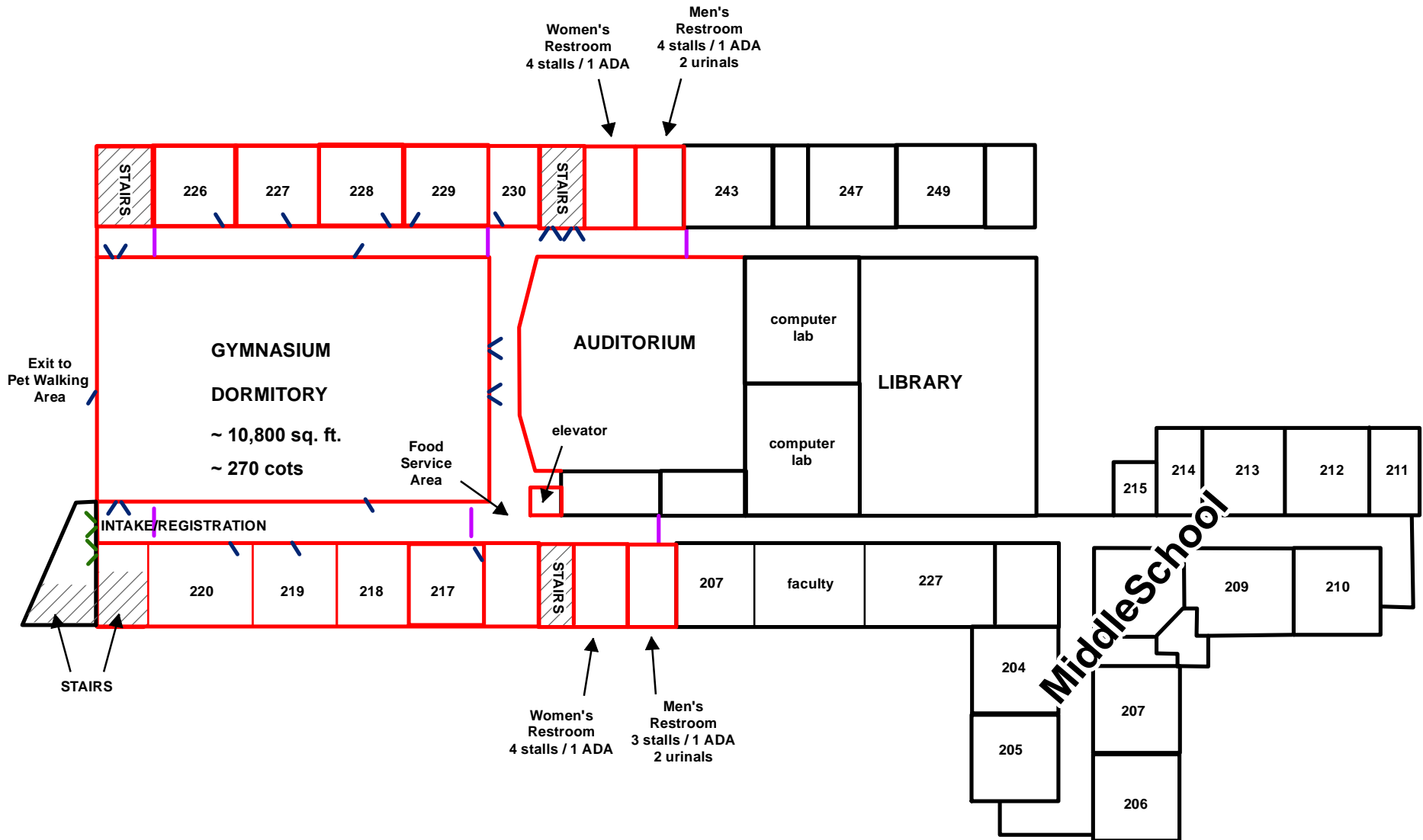
7/20/16



- Exterior Door
- Interior Door
- Lockable Access Door

*Note: not to scale

Turners Falls High School Floor Plan (2nd Floor)



7/19/16

REGIONAL SHELTER PLANNING
ARC ASSESSMENTS AND SHELTER SURVEYS

BASIC SHELTER INFORMATION

Site Name/ School District Orange Elementary School District **NSS ID#** _____ **Date** 2/11/16 & 5/24/16

Name of building Fisher Hill Elementary School **Building #** 1 **of** 1

Phone # (978) 544-0018 **Fax #** 978-544-5703 **Website** http://www.orange-elem.org/about-us/fisher-hill-school 

Shelter address 59 Dexter St

Town/ City Orange **County/ Parish** Franklin **State** MA **Zip Code** 01364


Mailing Address same
(if different)

Town/ City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____

Agency operating shelter (check one) ☐ Red Cross ☐ FEMA ☐ DHS ☐ TSA ☐ SBC ☒ Other Town of Orange EMD

Shelter agency type (check one) ☐ Red Cross managed ☒ Red Cross partner ☐ Red Cross supported ☒ Independent with Red Cross help, as available

Shelter type (check all that apply) ☒ Evacuation ☒ General ☐ Medical ☐ Other

General facility notes Because the school is at the top of a steep hill, snow removal to keep access open would be critical in winter. Orange DPW Superintendent Joshua Knechtel is main contact: 413-824-8329 or jknechtel@townoforange.com 

Secondary snow removal contact: Private contractor

Pet Shelter area in Room 3 can accommodate approximately 32 dog crates (@12 sq. ft./dog) and 63 cat crates (@6 sq. ft./cat).

Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.


Total sq feet	<input checked="" type="checkbox"/> Evacuation	<u>4,558</u>	usable sq ft ÷ 20 sq ft/person =	<u>228</u>	person capacity
	<input checked="" type="checkbox"/> Post Impact	<u>4,558</u>	usable sq ft ÷ 40 sq ft/person =	<u>114</u>	person capacity
Sq feet usable for sleeping space	<input type="checkbox"/> Other	<u>4,558</u>	usable sq ft ÷	_____ sq ft/person =	_____ person capacity

Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

Latitude 42.355 **Longitude** -72.184 **Elevation** 669 ft

In storm surge/ evacuation ☐ Yes **Hurricane category or evacuation area** ☒ No **In flood plain** ☐ Yes **year flood impact** ☒ No

Directions to facility From MA 2A (East and West Main St. in downtown Orange): turn onto North Main St. at light in Center and head north up the hill. 

Take a slight left onto Dexter St. and then a hard left to continue on Dexter St. all the way up to the top of the hill.

Just before the school building, take your first right into the shelter parking area.



Shelter Facility Survey

Point of Contact to *Authorize Use* of Facility

Name Tari Thomas **Title** Superintendent **Phone #** (978) 544-6763
24 hour # **Fax #** **Email** tthomas@rcmahar.org
Contact notes

Point of Contact to *Open* Facility

Name Maureen Donelan **Title** Principal **Phone #** 978-544-0018 x103
24 hour # **Fax #** 978-544-5703 **Email** maureendonelan@orange-elem.org
Contact notes

Alternate Point of Contact

Name Dan Haynes **Title** Finance Director **Phone #** 978-544-2920
24 hour # **Fax #** **Email** dhaynes@rcmahar.org
Contact notes


Pet Shelter

Pet shelter space available on site ☒ Yes *answer questions below* ☐ No **nearest location**
Separate ventilation system ☐ Yes ☐ No **Cement or tile floors with drains** ☐ Yes ☒ No **Outdoor space to relieve pets** ☒ Yes ☐ No
Agency that will operate the pet shelter W. MA DART Team--Sgt. Chris Pelletier, Franklin County Sheriff's **Phone #** 413-774-4014 Ext. 2178 **24 hour #**

ADDITIONAL INFORMATION

Shelter agreement signed ☐ Yes ☒ No **Date signed** **Notes**
Pre-designated shelter team assigned ☐ Yes **Team name** ☐ No
Current facility floor plans available ☒ Yes **Location of copies** Franklin County Regional Shelter Plan at <http://wrhsac.org/projects-and-initiatives/shelter-evacuation/> ☒ **No**
International Association of Venue Managers (IAVM) facility ☐ Yes ☒ No
Use the [Standards for Selection of Hurricane Evacuation Shelters](#) to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.
Shelter can be a hurricane evacuation shelter ☐ Yes ☐ No **Notes**

Survey Conductors *(List all who participated in the survey)*

Name	Title	Organization	Phone #
Patricia A Smith	Senior Land Use Planner	FRCOG	413-774-3167 x134
Chief James Young	Fire Chief/EMD	Town of Orange	978-569-7816 (cell/24-hour)
See attached Facility Survey Site Visit sign-in sheets for additional participants 			

LIMITATIONS OF FACILITY USE

Check one ☒ This facility will be available for use at any time during the year ☐ This facility is only available for use during the time periods listed below ☐ This facility is not available for use during the time periods listed below

Dates (mm/dd/yyyy) Times (hh:mm)


Dates (mm/dd/yyyy) Times (hh:mm)

From _____ ☐ AM ☐ PM From _____ ☐ AM ☐ PM

To _____ ☐ AM ☐ PM To _____ ☐ AM ☐ PM

List any recurring dates that the facility is not available (e.g. every sunday) _____

Areas of the facility that are restricted during use The areas to be used for sheltering are all located on the lower level, including: the Gymnasium; Rooms 1,3,5 & 7; Men's and Women's bathrooms; and surrounding hallways.

The Staff Breakout Room on the lower level, and the Nurse's Office and Cafeteria on the upper level are restricted to shelter staff use only. All other areas restricted. 

FACILITY CONSTRUCTION & SAFETY

Facility Construction

Construction material ☐ Wood ☒ Masonry/Brick ☐ Pre-fab ☐ Bungalow ☐ Concrete ☐ Metal ☐ Trailer ☐ Pod ☐ Other _____

stories/floors 2 Notes _____

Elevator ☒ Yes Location Hallway by Room 7 ☐ No Notes _____

Open roof-spans (see [Standards for Selection of Hurricane Evacuation Shelters](#) for current standards) ☐ Yes Length _____ ☐ No

Windows in sleep area ☐ Yes ☐ No If yes, shatter protected ☐ Yes ☐ No If yes, protected with shutter ☐ Yes ☐ No

Fire & AED Safety

Some facilities may not meet fire codes based on building capacity. The questions below are a general reference. Contact your local fire department with questions or for more information.

Fire alarms & systems (check all that apply) ☒ Working smoke detectors ☒ Inspected fire alarm system ☒ Functional sprinkler system ☒ Functional direct fire department alert

Comments from fire department _____

AED(s) on site ☒ Yes Location _____ ☐ No

Facility Inspection Point of Contact

If requested, who would inspect this facility post-impact to determine it is safe to occupy?

Name Robert Legare

Title Orange Building Inspector

Phone # 978-544-1105

24 hour #

Fax #

Email rlegare@townoforange.org

Contact notes

SANITATION, FEEDING & UTILITIES

Sanitation, Utilities & Power

The recommended ratio for toilet facilities is a minimum of 1 toilet for 20 people. The optimum scenario for showers is 1 shower for every 25 residents. Count all facilities that will be available to shelter residents and staff.

Showers available ☒ Yes # of showers 1 ☐ No Toilets available ☒ Yes # of toilets 8 ☐ No

Check all that apply Heating ☐ Electric ☐ Natural Gas ☐ Propane ☒ Fuel Oil Cooling ☐ Electric ☐ Natural Gas ☐ Propane

Check all that apply Cooking ☐ Electric ☐ Natural Gas ☐ Propane Water ☒ Municipal ☐ Well(s) ☐ Trapped

Self-sufficient power ☐ Yes Type ☐ No

Note fuel requirements, generator capacity, facility areas supported by generator(s), and other relevant information.

Emergency generator on site ☒ Yes ☐ No Notes Generator has recently been tested and a regular schedule of maintenance established

Single shower is located in Nurse's Office on upper level and is not available for the general shelter public.

Feeding

Food Prep (check all that apply) ☒ Warming oven kitchen ☐ Full service ☒ Central kitchen (delivery)

Food stock stored on site ☐ Yes # meal can be served ☒ No Refrigeration units on site ☒ Yes # units ☐ No

Seating capacity ☐ Cafeteria ☐ Snack Bar ☐ Other indoor seating Total estimated seating capacity for eating

Notes on feeding Only shelter staff would be allowed in the cafeteria/kitchen area. Food service will be provided on the lower level in the hallway or in the Gymnasium if it is not all being used as Dormitory space.

ACCESSIBILITY

See accompanying Shelter Facility Survey-Accessibility Instructions.

Facility Construction

Facility built in 1993 or later, or extensively altered in 1992 or later. ☐ Yes ☒ No

Parking Areas

Parking available. ☒ Yes ☐ No

Answer below if parking is available

Accessible parking space(s) ☒ Yes ☐ No Notes overall parking is limited

Van accessible parking space(s) ☐ Yes ☐ No Notes

Drop-off/Loading Area

Permanent drop-off area/loading zone with marked access aisle or space available to designate as temporary drop-off area/loading zone. ☒ Yes ☐ No

Facility Entrance

- Sidewalk connects parking area and any drop-off area to at least one facility entrance. ☒ Yes ☐ No
- Route from accessible parking spaces and any drop-off area/loading zone to at least one facility entrance has no steps or curbs without curb cuts. ☒ Yes ☐ No
- Where route crosses curb, curb cuts are at least 36" wide. ☐ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Level landings on interior and exterior sides of entry door. ☒ Yes ☐ No
- No objects protrude from the side more than four inches into the route to the facility entrance. ☐ Yes ☐ No
- If the main facility entrance does not appear to be accessible, another entry is accessible. ☒ Yes ☐ No
- A sign identifies the location of the accessible entrance. ☐ Yes ☐ No

Routes to Service Delivery Areas

- A route without steps is available to access each service delivery area, as well as restrooms and showers or service can be provided in area that can be accessed by route with no steps. ☒ Yes ☐ No
- Using a yard stick held horizontally at your waist level, walk from the facility entrance to each service delivery area, as well as restrooms and showers. Except at doorways (which must be only 32" wide), no part of the route is less than 36" wide. ☐ Yes ☐ No
- Route has vertical clearance of at least 80". ☐ Yes ☐ No
- No objects protrude from the side more than 4" into the routes to the various service delivery areas. ☐ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open along routes to each service. ☐ Yes ☐ No
- If a service delivery area is accessible only by elevator, there is back-up power for the elevator(s). ☐ Yes ☐ No

Ramps

- Ramps are at least 36" wide, have handrails on both sides 34"-38" above the ramp surface, and have level landings at least 60" long. ☐ Yes ☐ No
- If yes, type of ramp ☐ Fixed ☐ Portable ☐ Not provided
- If ramps are longer than 30 feet, a level landing at least 60" long is provided every 30 feet. ☐ Yes ☐ No

Restrooms

- Area where person in a wheelchair can turn around (60-inch diameter circle or T-shape turn area). ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Doors without knob hardware. ☒ Yes ☐ No
- Toilet seat is 17"-19" high. Flush control is automatic or manual control on the open side of the toilet and no higher than 48". ☐ Yes ☐ No
- Toilet's centerline is 16"-18" from the nearest side wall. ☐ Yes ☐ No
- Stall at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep for (floor mounted toilet). ☐ Yes ☐ No
- Space at least 9" high is provided beneath the front and one side of the stall. ☐ Yes ☐ No
- Appropriate grab bars. ☐ Yes ☐ No
- Toilet paper dispenser is within 36" of the rear wall. ☐ Yes ☐ No
- At least one accessible sink. ☒ Yes ☐ No

Showers

Showers available. ☐ Yes ☒ No

Answer below if showers are available

At least one accessible shower stall with appropriate grab bars. ☐ Yes ☐ No

Stall type ☐ Transfer stall ☐ Roll-in shower ☐ Not provided

Shower seat 17"-19" high. If in transfer stall, seat is on the wall opposite the shower controls. If in roll-in shower, seat is on wall adjacent to the shower controls. ☐ Yes ☐ No

Hand-held shower spray with ability to mount at 48" (typically via a mount that can be adjusted along a fixed vertical bar), or alternatively a fixed shower head at 48". ☐ Yes ☐ No

Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high and no more than 18" from the front of the shower. ☐ Yes ☐ No

Eating areas

At least some tables have tops 28"-34" high and space underneath at least 27" high, 30" wide and 19" deep. ☐ Yes ☐ No

Serving line or counter no higher than 34". ☐ Yes ☐ No

Assessment

Relevant areas of the facility are accessible to people with disabilities without adjustments. ☒ Yes ☐ No

Facility has at least one accessible entrance and one accessible restroom, and otherwise is capable of being made accessible during a disaster with minor adjustments. ☒ Yes ☐ No

Facility would require extensive adjustments to be accessible during a disaster. ☐ Yes ☒ No

Adjustments for Accessibility (*Identify any adjustments or enhancements that should be made to make the relevant areas of the facility accessible during a disaster*)

OTHER CONSIDERATIONS

Additional Facilities & Space


Isolated care areas ☒ Yes ☐ No Type of area ☒ Rooms ☐ Shelter area ☐ Separate facility/area Shelter registration area ☒ Yes ☐ No


Laundry facilities ☐ Yes ☒ No # of washers _____ # of dryers _____ Who can access the laundry facilities ☐ Shelter workers ☐ Shelter residents

Special conditions or restrictions for laundry

Available Materials

One cot and two blankets per shelter resident is recommended. Note all available materials for shelter use in the notes section.

Cots available ☒ Yes # of cots _____ ☐ No Location Shelter Resource Trailer at Franklin County Jail; EMD has addl. cache to be stored on site 

Blankets available ☒ Yes # of blankets _____ ☐ No Location Shelter Resource Trailer at Franklin County Jail; EMD has addl. cache to be stored on site 

Children's supplies (e.g. cribs & changing table) ☒ Yes ☐ No Chairs & tables available ☐ Yes # of chairs _____ # of tables _____ ☐ No

Notes

Facility Ownership & Proximity Considerations

Does the entity that plans to manage the shelter own the building? ☐ Yes ☒ No

If no, is there a current written plan? ☒ Yes ☐ No

Is this facility within five miles of an evacuation route? ☒ Yes ☐ No

Is this facility within ten miles of a nuclear power plant? ☐ Yes ☒ No

Groups Associated with the Facility & Training

Facility staff required when using facility? ☒ Yes ☐ No

Paid feeding staff required when using facility? ☒ Yes ☐ No

Church auxiliary required when using facility? ☐ Yes ☐ No

Fire auxiliary required when using facility? ☐ Yes ☐ No

Other required? ☒ Yes ☐ No Other Custodian

Will any of the above groups be trained or experienced in Red Cross shelter operations or support? ☒ Yes ☐ No

If yes, describe capabilities Orange CERT Team

Has the facility been trained in Red Cross sheltering (if not Red Cross managed)? ☐ Yes ☒ No

If yes, describe capabilities _____

Training requested by facility or group ☐ Yes # of staff to be trained _____ ☐ No

ADDITIONAL NOTES & INFORMATION

Gymnasium has multiple outlets and water fountains located along each wall.

WiFi available throughout the shelter area by prior arrangement with Gary Bunker, Director of Technology, 978-544-2542, option 7, x 222 or qbunker@rcmahar.org. +

Orange CERT Team has run a shelter at this location in the past. For more information and/or to request assistance, contact Richard E. Walsh at 978-544-7441 or seaplane43@yahoo.com. +

Some inside storage space is available for shelter supplies currently stored in the Orange Armory. The pole(s) in the middle of the double entrance doors will need to be removed for the large racks of cots to be brought into the building. +



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Chapter Category / Priority of Use: Designated by chapter leadership after the survey is completed.

☐ General population ☐ Evacuation Center

Shelter Facility Survey



February 11, 2016

Sign-in Sheet

Please Print Clearly

Name	Affiliation	Mailing Address/ Email	Phone Number
Ken Reynolds	CERT	Ken.reynolds55@yahoo.com	978-544-3042
Diana Schipfeler	Town admin	admin@townoforange.org	(978) 544-1100 x107
Maureen Donelan	FH Principal	maureendonelan@orange-edem.org	978-544-0018
Andrea Crete	Board of Health	acrete@orangebohe gmail.com	978-544-1107
Dan Haynes	Director of Finance	dhaynes@cmshar.org	978-544-2920
Dianne Salcedo	Orange School Comm.	dianne.salcedo@cms4rs.org	978-575-0131
CHRIS MYERS	CERT	cmyers-1@verizon.net	413-625-0344
DICK WALSH	ORANGE CERT.	SEAPLANE43@YAHOO.COM	978-544-9444
BOB DESROSIERS	ORANGE CERT.	bob@pioneer.org	978-544-3611 413-824-8329
Sasha Knechtel	Public Works	sknechtel@townoforange.org	



Please Print Clearly



Shelter Facility Survey

BASIC SHELTER INFORMATION

Site Name/ School District Greenfield Public Schools **NSS ID#** _____ **Date** March 2, 2016

Name of building Greenfield Middle School **Building # 1** of 1

Phone # 413.772.1360 **Fax #** 413.772.1367 **Website** http://www.gpsk12.org/greenfield-middle-school 

Shelter address 195 Federal Street

Town/ City Greenfield **County/ Parish** Franklin County **State** MA **Zip Code** 01301

Mailing Address (if different) same

Town/ City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____


Agency operating shelter (check one) ☒ Red Cross ☐ FEMA ☐ DHS ☐ TSA ☐ SBC ☒ Other Town of Greenfield EMD

Shelter agency type (check one) ☐ Red Cross managed ☐ Red Cross partner ☐ Red Cross supported ☒ Independent with Red Cross help, as available

Shelter type (check all that apply) ☒ Evacuation ☒ General ☐ Medical ☒ Other

General facility notes Facility may only be used as a shelter when school is not in session.

Brand new generator allows for full operation of the shelter area on the ground floor and freezers.

Pet Shelter to be set up in small gym (2,400 sq. ft.), providing space for up to approx. 100 dog crates (@12 sq. ft./dog) and 200 cat crates (@ 6 sq. ft/cat). 

Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.

Total sq feet 10,860 ☒ **Evacuation** 5,520 usable sq ft ÷ 20 sq ft/person = 276 person capacity

☒ **Post Impact** 5,520 usable sq ft ÷ 40 sq ft/person = 138 person capacity


Sq feet usable for sleeping space 5,520 ☐ **Other** _____ usable sq ft ÷ _____ sq ft/person = _____ person capacity

Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

Latitude 42.595 **Longitude** -72.597 **Elevation** _____

In storm surge/evacuation ☐ Yes **Hurricane category or evacuation area** ☒ No **In flood plain** ☐ Yes **year flood impact** ☒ No

Directions to facility From I-91, take Exit 26 for MA-2W/MA 2A-E towards Greenfield Center/N. Adams, then slight right at MA 2AE, then turn left at Federal St. and destination will be on right. 

Point of Contact to *Authorize Use* of Facility

Name Jordana B. Harper **Title** Superintendent **Phone #** 413.772.1311
24 hour # **Fax #** 413.774.7940 **Email** supergps@gpsk12.org
Contact notes

Point of Contact to *Open* Facility

Name Alan Schmidt **Title** Facilities Manager **Phone #** 413.772.1333
24 hour # 413.658.8271 **Fax #** 413.658.8271 **Email** alasch1@gpsk12.org
Contact notes

Alternate Point of Contact

Name Robert Strahan **Title** Greenfield Fire Chief/EMD **Phone #** 413.774.4737 x1104
24 hour # **Fax #** (413) 772-1308 **Email** RobertS80@greenfield-ma.gov
Contact notes

Pet Shelter

Pet shelter space available on site ☒ Yes *answer questions below* ☐ No **nearest location**
Separate ventilation system ☐ Yes ☐ No **Cement or tile floors with drains** ☐ Yes ☒ No **Outdoor space to relieve pets** ☒ Yes ☐ No
Agency that will operate the pet shelter W. MA DART Team--Sgt. Chris Pelletier, Franklin County Sheriff's **Phone #** 413-774-4014 Ext. 2178 **24 hour #**

ADDITIONAL INFORMATION

Shelter agreement signed ☐ Yes ☒ No **Date signed** **Notes**
Pre-designated shelter team assigned ☐ Yes **Team name** ☐ No
Current facility floor plans available ☒ Yes **Location of copies** Franklin County Regional Shelter Plan at <http://wrhsac.org/projects-and-initiatives/shelter-evacuation/> ☒ ☐ No
International Association of Venue Managers (IAVM) facility ☐ Yes ☒ No
Use the [Standards for Selection of Hurricane Evacuation Shelters](#) to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.
Shelter can be a hurricane evacuation shelter ☐ Yes ☐ No **Notes**

Survey Conductors *(List all who participated in the survey)*

Name	Title	Organization	Phone #
Patricia A Smith	Senior Land Use Planner	FRCOG	413-774-3167 x134
Chief Robert Strahan	Fire Chief/EMD	Town of Greenfield	413.774.4737 x1104
Chris Myers See attached Facility Survey Site Visit sign-in ⁺	Volunteer	Franklin County Citizen Corps ⁺	413-625-0344

LIMITATIONS OF FACILITY USE

Check one ☒ This facility will be available for use at any time during the year ☐ This facility is only available for use during the time periods listed below ☐ This facility is not available for use during the time periods listed below

Dates (mm/dd/yyyy) Times (hh:mm)

Dates (mm/dd/yyyy) Times (hh:mm)

From _____ ☐ AM ☐ PM To _____ ☐ AM ☐ PM
To _____ ☐ AM ☐ PM To _____ ☐ AM ☐ PM

List any recurring dates that the facility is not available (e.g. every sunday) _____

Areas of the facility that are restricted during use The areas to be used for sheltering are all located on the ground floor, including the cafeteria, gym, small gym, and small rooms nearby. All other areas restricted.

FACILITY CONSTRUCTION & SAFETY

Facility Construction

Construction material ☐ Wood ☒ Masonry/Brick ☐ Pre-fab ☐ Bungalow ☐ Concrete ☐ Metal ☐ Trailer ☐ Pod ☐ Other _____

stories/floors 3.5 Notes _____

Elevator ☐ Yes Location _____ ☐ No Notes Not applicable; shelter on ground floor.

Open roof-spans (see [Standards for Selection of Hurricane Evacuation Shelters](#) for current standards) ☐ Yes Length _____ ☐ No

Windows in sleep area ☐ Yes ☐ No If yes, shatter protected ☐ Yes ☐ No If yes, protected with shutter ☐ Yes ☐ No

Fire & AED Safety

Some facilities may not meet fire codes based on building capacity. The questions below are a general reference. Contact your local fire department with questions or for more information.

Fire alarms & systems (check all that apply) ☒ Working smoke detectors ☒ Inspected fire alarm system ☒ Functional sprinkler system ☒ Functional direct fire department alert

Comments from fire department _____

AED(s) on site ☐ Yes Location _____ ☐ No

Facility Inspection Point of Contact

If requested, who would inspect this facility post-impact to determine it is safe to occupy?

Name Mark Snow Title Building Inspector Phone # 413-772-1404 x 2105

24 hour # _____ Fax # 413-772-1566 Email MarkS1@greenfield-ma.gov

Contact notes _____

SANITATION, FEEDING & UTILITIES

Sanitation, Utilities & Power

The recommended ratio for toilet facilities is a minimum of 1 toilet for 20 people. The optimum scenario for showers is 1 shower for every 25 residents. Count all facilities that will be available to shelter residents and staff.


Showers available ☒ Yes # of showers 18 ☐ No Toilets available ☒ Yes # of toilets 12 ☐ No

Check all that apply Heating ☐ Electric ☒ Natural Gas ☐ Propane ☐ Fuel Oil Cooling ☐ Electric ☐ Natural Gas ☐ Propane

Check all that apply Cooking ☐ Electric ☒ Natural Gas ☐ Propane Water ☒ Municipal ☐ Well(s) ☐ Trapped

Self-sufficient power ☐ Yes Type _____ ☒ No

Note fuel requirements, generator capacity, facility areas supported by generator(s), and other relevant information.

Emergency generator on site ☒ Yes ☐ No Notes 50-75kW natural gas fired generator supports entire shelter area. The generator starts automatically and can operate for an indefinite period. 

Feeding

Food Prep (check all that apply) ☒ Warming oven kitchen ☒ Full service ☒ Central kitchen (delivery)

Food stock stored on site ☐ Yes # meal can be served _____ ☒ No Refrigeration units on site ☐ Yes # units _____ ☒ No

Seating capacity ☒ Cafeteria 130 ☐ Snack Bar _____ ☐ Other indoor seating _____ Total estimated seating capacity for eating 130

Notes on feeding No room in refrigerators or freezers for shelter food storage.

ACCESSIBILITY

See accompanying Shelter Facility Survey-Accessibility Instructions.

Facility Construction Facility built in 1993 or later, or extensively altered in 1992 or later. ☒ Yes ☐ No

Parking Areas Parking available. ☒ Yes ☐ No

Answer below if parking is available

Accessible parking space(s) ☒ Yes ☐ No Notes _____

Van accessible parking space(s) ☒ Yes ☐ No Notes _____

Drop-off/Loading Area Permanent drop-off area/loading zone with marked access aisle or space available to designate as temporary drop-off area/loading zone. ☒ Yes ☐ No

Facility Entrance

- Sidewalk connects parking area and any drop-off area to at least one facility entrance. ☒ Yes ☐ No
- Route from accessible parking spaces and any drop-off area/loading zone to at least one facility entrance has no steps or curbs without curb cuts. ☒ Yes ☐ No
- Where route crosses curb, curb cuts are at least 36" wide. ☒ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Level landings on interior and exterior sides of entry door. ☒ Yes ☐ No
- No objects protrude from the side more than four inches into the route to the facility entrance. ☒ Yes ☐ No
- If the main facility entrance does not appear to be accessible, another entry is accessible. ☒ Yes ☐ No
- A sign identifies the location of the accessible entrance. ☒ Yes ☐ No

Routes to Service Delivery Areas

- A route without steps is available to access each service delivery area, as well as restrooms and showers or service can be provided in area that can be accessed by route with no steps. ☒ Yes ☐ No
- Using a yard stick held horizontally at your waist level, walk from the facility entrance to each service delivery area, as well as restrooms and showers. Except at doorways (which must be only 32" wide), no part of the route is less than 36" wide. ☐ Yes ☐ No
- Route has vertical clearance of at least 80". ☐ Yes ☐ No
- No objects protrude from the side more than 4" into the routes to the various service delivery areas. ☐ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open along routes to each service. ☒ Yes ☐ No
- If a service delivery area is accessible only by elevator, there is back-up power for the elevator(s). ☐ Yes ☐ No

Ramps

- Ramps are at least 36" wide, have handrails on both sides 34"-38" above the ramp surface, and have level landings at least 60" long. ☐ Yes ☐ No
- If yes, type of ramp ☐ Fixed ☐ Portable ☐ Not provided
- If ramps are longer than 30 feet, a level landing at least 60" long is provided every 30 feet. ☐ Yes ☐ No

Restrooms

- Area where person in a wheelchair can turn around (60-inch diameter circle or T-shape turn area). ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Doors without knob hardware. ☒ Yes ☐ No
- Toilet seat is 17"-19" high. Flush control is automatic or manual control on the open side of the toilet and no higher than 48". ☒ Yes ☐ No
- Toilet's centerline is 16"-18" from the nearest side wall. ☐ Yes ☐ No
- Stall at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep for (floor mounted toilet). ☐ Yes ☐ No
- Space at least 9" high is provided beneath the front and one side of the stall. ☐ Yes ☐ No
- Appropriate grab bars. ☒ Yes ☐ No
- Toilet paper dispenser is within 36" of the rear wall. ☐ Yes ☐ No
- At least one accessible sink. ☒ Yes ☐ No

Showers

Showers available. ☒ Yes ☐ No

Answer below if showers are available

At least one accessible shower stall with appropriate grab bars. ☒ Yes ☐ No

Stall type ☐ Transfer stall ☒ Roll-in shower ☐ Not provided

Shower seat 17"-19" high. If in transfer stall, seat is on the wall opposite the shower controls. If in roll-in shower, seat is on wall adjacent to the shower controls. ☒ Yes ☐ No

Hand-held shower spray with ability to mount at 48" (typically via a mount that can be adjusted along a fixed vertical bar), or alternatively a fixed shower head at 48". ☒ Yes ☐ No

Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high and no more than 18" from the front of the shower. ☐ Yes ☐ No

Eating areas

At least some tables have tops 28"-34" high and space underneath at least 27" high, 30" wide and 19" deep. ☒ Yes ☐ No

Serving line or counter no higher than 34". ☒ Yes ☐ No

Assessment

Relevant areas of the facility are accessible to people with disabilities without adjustments. ☒ Yes ☐ No

Facility has at least one accessible entrance and one accessible restroom, and otherwise is capable of being made accessible during a disaster with minor adjustments. ☒ Yes ☐ No

Facility would require extensive adjustments to be accessible during a disaster. ☐ Yes ☒ No

Adjustments for Accessibility (*Identify any adjustments or enhancements that should be made to make the relevant areas of the facility accessible during a disaster*)

OTHER CONSIDERATIONS

Additional Facilities & Space

Isolated care areas ☒ Yes ☐ No **Type of area** ☒ Rooms ☒ Shelter area ☐ Separate facility/area **Shelter registration area** ☒ Yes ☐ No

Laundry facilities ☐ Yes ☒ No **# of washers** _____ **# of dryers** _____ **Who can access the laundry facilities** ☐ Shelter workers ☐ Shelter residents

Special conditions or restrictions for laundry _____

Available Materials

One cot and two blankets per shelter resident is recommended. Note all available materials for shelter use in the notes section.

Cots available ☒ Yes ☐ No **# of cots** _____ **Location** Shelter Resource Trailer at Franklin County Jail; EMD has addl. cache

Blankets available ☒ Yes ☐ No **# of blankets** _____ **Location** Shelter Resource Trailer at Franklin County Jail; EMD has addl. cache

Children's supplies (e.g. cribs & changing table) ☒ Yes ☐ No **Chairs & tables available** ☒ Yes ☐ No **# of chairs** _____ **# of tables** _____

Notes See WRHSAC's RESOURCE GUIDE FOR AVAILABLE EMERGENCY EQUIPMENT AND SUPPLIES IN WESTERN MASSACHUSETTS at <http://wrhsac.org/wp-content/uploads/2016/01/Resource-Guide-Final-Revised-January-2016.pdf>

Facility Ownership & Proximity Considerations

Does the entity that plans to manage the shelter own the building? ☐ Yes ☒ No

If no, is there a current written plan? ☐ Yes ☐ No

Is this facility within five miles of an evacuation route? ☒ Yes ☐ No

Is this facility within ten miles of a nuclear power plant? ☐ Yes ☒ No

Groups Associated with the Facility & Training

Facility staff required when using facility? ☒ Yes ☐ No

Paid feeding staff required when using facility? ☒ Yes ☐ No

Church auxiliary required when using facility? ☐ Yes ☐ No

Fire auxiliary required when using facility? ☐ Yes ☐ No

Other required? ☒ Yes ☐ No Other Custodian

Will any of the above groups be trained or experienced in Red Cross shelter operations or support? ☐ Yes ☐ No

If yes, describe capabilities

Has the facility been trained in Red Cross sheltering (if not Red Cross managed)? ☐ Yes ☐ No

If yes, describe capabilities

Training requested by facility or group ☐ Yes # of staff to be trained ☐ No

ADDITIONAL NOTES & INFORMATION



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Chapter Category / Priority of Use: Designated by chapter leadership after the survey is completed.

☐ General population ☐ Evacuation Center

Shelter Facility Survey



Please Print Clearly

Name	Affiliation	Mailing Address/ Email	Phone Number
Madison Walker	Food Service Director	141 Davis St. Greenfield madwal1@gpsk12.org 52 MAPLE ST, SHELBOURNE FALLS	413 772-1334
CHRIS MIEES	CERT/MRC/	CAMPERS-1@VERIZON.NET 141 Davis St. Greenfield	413-625-0344
Alo Schmidt	Facilities	aloschi@gpsk12.org	413-772-1333
Cheryl Valpe	Greenfield Health Dept.	20 Sanderson St. Greenfield 412 Main Street Greenfield MA 01301	(413) 772-1404 x2102
Robert Strick	EMD	roberts80@greenfield-ma.gov	(413)-774-4737
Gary Tashira	Greenfield School District - Principal	gertas1@gpsk12.org 20 Sanderson St	772-1362 x2242
Nicole Zabko	Greenfield Health Dept	nicolez@greenfield-ma.gov 20 Sanderson St.	772-1514
Mark Snow	Greenfield Building Dept	marks1@greenfield-ma.gov	772-1386



Shelter Facility Survey

BASIC SHELTER INFORMATION

Site Name/ School District Mohawk Trail/Hawlemont Regional School Districts **NSS ID#** **Date** 07/12/2016

Name of building Mohawk Trail Regional High School/ Middle School **Building #** **of**

Phone # 413-625-0192 **Fax #** 413-625-0196 **Website** http://www.mohawkschools.org/

Shelter address 26 Ashfield Road

Town/ City Buckland **County/ Parish** Franklin **State** MA **Zip Code** 01338

Mailing Address (if different)

Town/ City **County/ Parish** **State** **Zip Code**

Agency operating shelter (check one) ☐ Red Cross ☐ FEMA ☐ DHS ☐ TSA ☐ SBC ☒ Other Regional Shelter Group

Shelter agency type (check one) ☐ Red Cross managed ☒ Red Cross partner ☐ Red Cross supported ☐ Independent

Shelter type (check all that apply) ☒ Evacuation ☒ General ☐ Medical ☐ Other

General facility notes One section of the facility has been reviewed for use as a shelter and impact to student population if school remained open would be minimal +

Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.

Total sq feet 3600+ 2625 ☒ **Evacuation** 6225 usable sq ft ÷ 20 sq ft/person = 311 person capacity

☒ **Post Impact** 6225 usable sq ft ÷ 40 sq ft/person = 155 person capacity

Sq feet usable for sleeping space ☐ **Other** usable sq ft ÷ sq ft/person = person capacity

Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

Latitude 42.592307 **Longitude** -72.791760 **Elevation** 690 ft

In storm surge/ evacuation ☒ Yes **Hurricane category or evacuation area** ☐ No **In flood plain** ☐ Yes **year flood impact** ☐ No

Directions to facility

Point of Contact to *Authorize Use* of Facility

Name Michael A. Buoniconti **Title** Superintendent of Schools **Phone #** _____

24 hour # _____ **Fax #** _____ **Email** rpease@mohawkschools.org

Contact notes _____

Point of Contact to *Open* Facility

Name Robin Pease **Title** Facilities/ Transportation Coordinator **Phone #** 413-625-0192 ext.1021

24 hour # 413-628-3375 **Fax #** _____ **Email** rpease@mohawkschools.org

Contact notes _____

Alternate Point of Contact

Name Lynn Dole **Title** _____ **Phone #** 413-625-9811ext1302

24 hour # _____ **Fax #** _____ **Email** ldole@mohawkschools.org

Contact notes _____

Pet Shelter

Pet shelter space available on site ☒ Yes *answer questions below* ☐ No **nearest location** _____

Separate ventilation system ☒ Yes ☐ No **Cement or tile floors with drains** ☐ Yes ☒ No **Outdoor space to relieve pets** ☒ Yes ☐ No

Agency that will operate the pet shelter DART - Larry Holmberg **Phone #** _____ **24 hour #** _____

ADDITIONAL INFORMATION

Shelter agreement signed ☐ Yes ☒ No **Date signed** _____ **Notes** _____

Pre-designated shelter team assigned ☐ Yes **Team name** _____ ☒ No

Current facility floor plans available ☐ Yes **Location of copies** _____ ☒ No

International Association of Venue Managers (IAVM) facility ☐ Yes ☐ No

Use the [Standards for Selection of Hurricane Evacuation Shelters](#) to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.

Shelter can be a hurricane evacuation shelter ☐ Yes ☐ No **Notes** _____

Survey Conductors *(List all who participated in the survey)*

Name	Title	Organization	Phone #
Brenda Brouillette	Regional Mass Care Mgr	ARC	
Dave Basler	Logistics Volunteer	ARC	

LIMITATIONS OF FACILITY USE

Check one ☒ This facility will be available for use at any time during the year ☐ This facility is only available for use during the time periods listed below ☐ This facility is not available for use during the time periods listed below

Dates (mm/dd/yyyy) Times (hh:mm)

Dates (mm/dd/yyyy) Times (hh:mm)

From _____ ☐ AM ☐ PM From _____ ☐ AM ☐ PM

To _____ ☐ AM ☐ PM To _____ ☐ AM ☐ PM

List any recurring dates that the facility is not available (e.g. every sunday) _____

Areas of the facility that are restricted during use _____

FACILITY CONSTRUCTION & SAFETY

Facility Construction

Construction material ☐ Wood ☒ Masonry/Brick ☐ Pre-fab ☐ Bungalow ☒ Concrete ☐ Metal ☐ Trailer ☐ Pod ☐ Other _____

stories/floors _____ Notes _____

Elevator ☐ Yes ☐ No Location _____ Notes _____

Open roof-spans (see [Standards for Selection of Hurricane Evacuation Shelters](#) for current standards) ☐ Yes ☐ No Length _____ ☐ No

Windows in sleep area ☐ Yes ☐ No If yes, shatter protected ☐ Yes ☐ No If yes, protected with shutter ☐ Yes ☐ No

Fire & AED Safety

Some facilities may not meet fire codes based on building capacity. The questions below are a general reference. Contact your local fire department with questions or for more information.

Fire alarms & systems (check all that apply) ☐ Working smoke detectors ☒ Inspected fire alarm system ☐ Functional sprinkler system ☒ Functional direct fire department alert

Comments from fire department _____

AED(s) on site ☒ Yes ☐ No Location _____

Facility Inspection Point of Contact

If requested, who would inspect this facility post-impact to determine it is safe to occupy?

Name _____ Title _____ Phone # _____

24 hour # _____ Fax # _____ Email _____

Contact notes _____

SANITATION, FEEDING & UTILITIES

Sanitation, Utilities & Power

The recommended ratio for toilet facilities is a minimum of 1 toilet for 20 people. The optimum scenario for showers is 1 shower for every 25 residents. Count all facilities that will be available to shelter residents and staff.

Showers available ☒ Yes # of showers 29 ☐ No Toilets available ☒ Yes # of toilets 8 ☐ No

Check all that apply Heating ☐ Electric ☐ Natural Gas ☐ Propane ☐ Fuel Oil Cooling ☐ Electric ☐ Natural Gas ☐ Propane

Check all that apply Cooking ☐ Electric ☐ Natural Gas ☐ Propane Water ☐ Municipal ☐ Well(s) ☐ Trapped

Self-sufficient power ☐ Yes Type _____ ☐ No

Note fuel requirements, generator capacity, facility areas supported by generator(s), and other relevant information.

Emergency generator on site ☒ Yes ☐ No Notes Limited to lighting throughout building, heat and water

Feeding

Food Prep (check all that apply) ☐ Warming oven kitchen ☐ Full service ☐ Central kitchen (delivery)

Food stock stored on site ☐ Yes # meal can be served _____ ☐ No Refrigeration units on site ☐ Yes # units _____ ☐ No

Seating capacity ☐ Cafeteria ☐ Snack Bar ☐ Other indoor seating _____ Total estimated seating capacity for eating _____

Notes on feeding Food Service facility and workers may be available but has not been determined

ACCESSIBILITY

See accompanying Shelter Facility Survey-Accessibility Instructions.

Facility Construction

Facility built in 1993 or later, or extensively altered in 1992 or later. ☐ Yes ☒ No

Parking Areas

Parking available. ☒ Yes ☐ No

Answer below if parking is available

Accessible parking space(s) ☒ Yes ☐ No Notes _____

Van accessible parking space(s) ☒ Yes ☐ No Notes _____

Drop-off/Loading Area

Permanent drop-off area/loading zone with marked access aisle or space available to designate as temporary drop-off area/loading zone. ☒ Yes ☐ No

Facility Entrance

- Sidewalk connects parking area and any drop-off area to at least one facility entrance. ☒ Yes ☐ No
- Route from accessible parking spaces and any drop-off area/loading zone to at least one facility entrance has no steps or curbs without curb cuts. ☒ Yes ☐ No
- Where route crosses curb, curb cuts are at least 36" wide. ☒ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Level landings on interior and exterior sides of entry door. ☒ Yes ☐ No
- No objects protrude from the side more than four inches into the route to the facility entrance. ☒ Yes ☐ No
- If the main facility entrance does not appear to be accessible, another entry is accessible. ☐ Yes ☐ No
- A sign identifies the location of the accessible entrance. ☒ Yes ☐ No

Routes to Service Delivery Areas

- A route without steps is available to access each service delivery area, as well as restrooms and showers or service can be provided in area that can be accessed by route with no steps. ☒ Yes ☐ No
- Using a yard stick held horizontally at your waist level, walk from the facility entrance to each service delivery area, as well as restrooms and showers. Except at doorways (which must be only 32" wide), no part of the route is less than 36" wide. ☒ Yes ☐ No
- Route has vertical clearance of at least 80". ☒ Yes ☐ No
- No objects protrude from the side more than 4" into the routes to the various service delivery areas. ☐ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open along routes to each service. ☒ Yes ☐ No
- If a service delivery area is accessible only by elevator, there is back-up power for the elevator(s). ☒ Yes ☐ No

Ramps

- Ramps are at least 36" wide, have handrails on both sides 34"-38" above the ramp surface, and have level landings at least 60" long. ☐ Yes ☐ No
- If yes, type of ramp ☐ Fixed ☐ Portable ☐ Not provided
- If ramps are longer than 30 feet, a level landing at least 60" long is provided every 30 feet. ☐ Yes ☐ No

Restrooms

- Area where person in a wheelchair can turn around (60-inch diameter circle or T-shape turn area). ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Doors without knob hardware. ☒ Yes ☐ No
- Toilet seat is 17"-19" high. Flush control is automatic or manual control on the open side of the toilet and no higher than 48". ☒ Yes ☐ No
- Toilet's centerline is 16"-18" from the nearest side wall. ☒ Yes ☐ No
- Stall at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep for (floor mounted toilet). ☒ Yes ☐ No
- Space at least 9" high is provided beneath the front and one side of the stall. ☒ Yes ☐ No
- Appropriate grab bars. ☒ Yes ☐ No
- Toilet paper dispenser is within 36" of the rear wall. ☒ Yes ☐ No
- At least one accessible sink. ☒ Yes ☐ No

Showers

Showers available. ☒ Yes ☐ No

Answer below if showers are available

At least one accessible shower stall with appropriate grab bars. ☒ Yes ☐ No

Stall type ☐ Transfer stall ☒ Roll-in shower ☐ Not provided

Shower seat 17"-19" high. If in transfer stall, seat is on the wall opposite the shower controls. If in roll-in shower, seat is on wall adjacent to the shower controls. ☒ Yes ☐ No

Hand-held shower spray with ability to mount at 48" (typically via a mount that can be adjusted along a fixed vertical bar), or alternatively a fixed shower head at 48". ☐ Yes ☒ No

Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high and no more than 18" from the front of the shower. ☒ Yes ☐ No

Eating areas

At least some tables have tops 28"-34" high and space underneath at least 27" high, 30" wide and 19" deep. ☐ Yes ☐ No

Serving line or counter no higher than 34". ☐ Yes ☐ No

Assessment

Relevant areas of the facility are accessible to people with disabilities without adjustments. ☒ Yes ☐ No

Facility has at least one accessible entrance and one accessible restroom, and otherwise is capable of being made accessible during a disaster with minor adjustments. ☒ Yes ☐ No

Facility would require extensive adjustments to be accessible during a disaster. ☐ Yes ☒ No

Adjustments for Accessibility (*Identify any adjustments or enhancements that should be made to make the relevant areas of the facility accessible during a disaster*)

OTHER CONSIDERATIONS

Additional Facilities & Space

Isolated care areas ☒ Yes ☐ No Type of area ☐ Rooms ☐ Shelter area ☐ Separate facility/area Shelter registration area ☒ Yes ☐ No

Laundry facilities ☒ Yes ☐ No # of washers 1 # of dryers 1 Who can access the laundry facilities ☒ Shelter workers ☐ Shelter residents

Special conditions or restrictions for laundry

Available Materials

One cot and two blankets per shelter resident is recommended. Note all available materials for shelter use in the notes section.

Cots available ☒ Yes # of cots ☐ No Location American Red Cross/ Western MA HSAC Funded Trailers

Blankets available ☒ Yes # of blankets ☐ No Location ARC

Children's supplies (e.g. cribs & changing table) ☐ Yes ☐ No Chairs & tables available ☐ Yes # of chairs # of tables ☐ No

Notes

Facility Ownership & Proximity Considerations

Does the entity that plans to manage the shelter own the building? ☐ Yes ☒ No

If no, is there a current written plan? ☒ Yes ☐ No

Is this facility within five miles of an evacuation route? ☒ Yes ☐ No

Is this facility within ten miles of a nuclear power plant? ☐ Yes ☒ No

Groups Associated with the Facility & Training

Facility staff required when using facility? ☒ Yes ☐ No

Paid feeding staff required when using facility? ☐ Yes ☒ No

Church auxiliary required when using facility? ☐ Yes ☒ No

Fire auxiliary required when using facility? ☐ Yes ☒ No

Other required? ☒ Yes ☐ No Other Local Police

Will any of the above groups be trained or experienced in Red Cross shelter operations or support? ☒ Yes ☐ No

If yes, describe capabilities

Or certificate of training from WRHSAC Training provided by MRC

Has the facility been trained in Red Cross sheltering (if not Red Cross managed)? ☒ Yes ☐ No

If yes, describe capabilities

Collaborative Trainings with MRC and CERT as well as OEM

Training requested by facility or group ☐ Yes ☐ No # of staff to be trained ☐ No

ADDITIONAL NOTES & INFORMATION



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Chapter Category / Priority of Use: Designated by chapter leadership after the survey is completed.

☐ General population ☐ Evacuation Center

Designated Multi
Community Site



February 2, 2016

Sign-in Sheet

Please Print Clearly

Name	Affiliation	Mailing Address/ Email	Phone Number
Brenda Brouillette	ARC	brenda.brouillette@redcross.org	413-265-0683
DAVE BASLER	ARC	dave.basler@redcross.org	413-374-4495
CHRIS MYERS	TOWN OF SHELBURNE	camyers-1@verizon.net	413-625-0344
Penelope Spearance	Town of Shelburne	spearancep@the-spa.com	413-625-9639
LEBOURAH COUTINHA	Town of SHELBURNE	ALANDDESOLTE@GMAIL.COM	413-625-8480
JOHN TAYLOR	SHELBURNE F.D.	shelburnefire@yahoo.com	413-834-3111
Mike Kociela	MTRSD	mkociela@mohawkschools.org	413-625-0192
NINA Martin-Anzuoni	School Comm. MTRSD	nmartinanzuoni@gmail.com	413-624-0131
James T Hicks	Buckland PD	chief@TOWN.BUCKLAND.MA.US	413 625 8200
Herb Guyette	Buckland Fire	bucklandfire@gmail.com	413-625-2302
DENA WILLMORE	SELECT BOARD BUCKLAND	DGWSELECTBOARD@gmail.com	413 625 2076
Timothy Lively	Heath Emergency Manager	tmlij8337@yahoo.com	413-337-4742
Rob Guyard O'Connor	FRCOG	c.o.zancorps@frcog.org	413-774-3167 x137
Rob Riggan	Buckland Select Board	selectmanrob@gmail.com	413-522-1381
Glen Ayers	Buckland BOT	glenayers@frcog.org	413 834-5729
Jenna Day	MTRSD	jday@mohawkschools.org	413-625-9811 x1325
Lynn R. Dole	MTRSD	ldole@mohawkschools.org	413-625-9811 x1302
SIM CERONE	FRCOG	JCERONE@FRCOG.07	413-774-3167 x110
Robin Pease	MTRSD	rpease@mohawkschools.org	413-625-0192 x1021



February 2, 2016

Sign-in Sheet

Please Print Clearly

Name	Affiliation	Mailing Address/ Email	Phone Number
RICHARD BARDWELL	SHELBURNE FALLS FIRE	rbardwell@shelburnefallsfiredistrict.org	625 6734 413-834-0006
Jesse Porter-Henry	Mohawk Trail Reg. High School Asst. Principal	jporterhenry@mohawkschools.org	413 625 9811 ext. 1303
Larry Bernier	Shelburne Falls Fire	Larry-damian@comcast.net	413-625-6734
Lisa White	FRCOG-CPHS	lwhite@frcog.org	665-1400x114



SHELTER FACILITY SURVEY

Please print all information. This form is generic to many types of shelters; some of the questions on this form might not apply to every site. In such cases, answer N/A (not applicable).

Site Name: Turners Falls High School
Street Address: 222 TURNPIKE RD
Town/City: MONTAGUE **County/Parish:** FRANKLIN
State: MA **Zip Code:** 01351
Mailing Address (if different): 222 TURNPIKE RD MONTAGUE, MA 01351
Phone: 413-863-9324 **Fax:**
Email Address (if applicable): _____

EMERGENCY CONTACT INFORMATION:

To authorize facility use, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

Primary Contact: 413-625-8200

Alternate Contact: Carl Ladd 413-863-9324

To open the facility 24/7, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

Primary Contact: Jeff Kenney 413-863-7200

Alternate Contact:

Directions to the facility from the nearest major highway evacuation route. Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster. Include latitude and longitude if available (they can be obtained via GPS).

Latitude: 42.588152677 Longitude: -72.545397640

CAPACITY

Capacity for all shelters should be calculated using any space that could feasibly be used as sleeping space for an event. In an evacuation shelter, capacity should be calculated using 15 to 20 square feet per person. In a general shelter, use 40 to 60 square feet per person to determine capacity.

Capacity **Evacuation = 580 at 20 square feet**
 General = 290 at 50 square feet

LIMITATIONS ON FACILITY USE

Some facilities are only available during certain times due to other activities. Please indicate the dates that the facility is available.

☒ This facility will be available for use at any time during the year.

☐ This facility is ONLY available for use during the following time periods.

From: _____ To: _____

From: _____ To: _____

☐ This facility IS NOT available for use during the following time periods.

From: _____ To: _____

From: _____ To: _____

Some facilities have specific areas that can be used as an emergency shelter. Please indicate restrictions on use of certain areas of the building or if the entire facility is available for use.

GENERAL FACILITY INFORMATION

FIRE SAFETY

Some facilities that appear to be suitable for sheltering might not meet fire codes based on building capacity. This list of questions is not meant to be exhaustive. It is recommended that local codes be examined to determine if the facility meets them. In addition, contact can be made with the fire department to ensure compliance.

Does the facility have inspected fire extinguishers? ☒ Yes ☐ No

Does the facility have functional fire sprinklers? ☒ Yes ☐ No

Does the facility have a fire alarm? ☒ Yes ☐ No

If yes, choose one: ☐ Manual (pull-down) ☐ Automatic

Does the fire alarm directly alert the fire department? ☐ Yes ☐ No

Comments from fire department, if available: _____



UTILITIES

A major concern in running an emergency shelter is whether or not utilities can continue to run after a storm. This section is designed to evaluate the capabilities of the facility and to list the appropriate contacts in case the utilities fail.

Emergency generator on site? ☒ Yes ☐ No

IF YES

Capacity in kilowatts _____

Power for entire shelter? ☐ Yes ☐ No
If no, what will it operate? _____

Operating time, in
hours, without
refueling, at rated
capacity: _____

☐ Auto start

☐ Manual start

Fuel type _____

Utility company name: _____

Emergency phone number: (____)____-_____

Contact name: _____

Emergency phone number: (____)____-_____

Generator fuel vendor: _____

Emergency phone number: (____)____-_____

Generator repair contact: _____

Emergency phone number: (____)____-_____

IF NO

Emergency generators do not have to be present in order to use the facility as a shelter. However, care must be taken to evaluate the appropriateness of the facility in emergency situations. For example, if there are no appropriate facilities in the area available for sheltering that have emergency generators, consideration should be made to use those facilities. Most pre-identified emergency shelters do not have generators. In addition, if a shelter does not have a generator on site, it is appropriate to pre-identify vendors so that a generator could be brought in if necessary.

Heating

☐ Electric ☒ Natural Gas ☐ Propane ☐ Fuel ☐ Oil

Utility/vendor name: _____

Contact name: _____

Emergency phone number: (____)____-_____

Repair contact: _____

Emergency phone number: (____)____-_____

Cooling

☒ Electric ☐ Natural gas ☐ Propane

Utility/vendor name: _____

Contact name: _____

Emergency phone number: (____)____-_____

Repair contact: _____

Emergency phone number: (____)____-_____

Cooking

☐ Electric ☒ Natural gas ☐ Propane

Utility/vendor name: _____

Contact name: _____

Emergency phone number: (____)____-_____

Repair contact: _____

Emergency phone number: (____)____-_____

Telephones

Business phones available to shelter staff? ☐ Yes ☐ No

Phones available to shelter residents? ☐ Yes ☐ No

Number of phones: _____ Locations: _____

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____)____-____

Repair contact: _____ Emergency phone number: (____)____-____

Water ☒ Municipal ☐ Well(s) ☐ Trapped water

If trapped: Potable (drinkable) storage capacity in gallons: _____

Non-potable (undrinkable) storage capacity in gallons: _____

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____)____-____

Repair contact: _____ Emergency phone number: (____)____-____

Planning for Drinking Water

The recommended amount of potable water to have on hand per evacuee is one gallon per day. Presuming that existing water supplies remain available, and that the goal for resources on hand is for three days after the shelter opens, you should strive to have three gallons on hand for each projected shelter resident. Projected population x 3 = projected number of gallons of water needed.

Projected population x 3 _____

- Total available _____

Gallons of Water Needed _____

MATERIAL SUPPORT
COTS & BLANKETS

During evacuation sheltering, it is often impractical to have cots and bedding for all evacuees. However, it is desirable to have some cots and bedding on hand to be provided on a case by case basis to shelter residents who could, for a variety of reasons, experience hardship by sleeping on the floor. A good planning target for the quantity of cots to have on hand for evacuation sheltering is enough for 10% of the projected population. Generally, it is recommended to have two blankets per person in the shelter. Projected population / 10 = projected number of cots needed.

Projected population / 10 _____ Projected population / 5 _____

- Total available _____ - Total available _____

Cots needed _____ Blankets needed _____



ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Many people with disabilities can be accommodated in general shelters. It is important to evaluate a building to determine if it is accessible to people with disabilities. No single deficiency in the following list makes a facility "out of compliance" or unfit for consideration. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area, contact your local building or safety department, an assisted living center or a disability advocacy organization.

Access to building

- ☒ Curb cuts (minimum 35 inches wide)
- ☒ Accessible doorways (minimum 35 inches wide)
- ☒ Automatic doors or appropriate door handles
- ☒ Ramps (minimum 35 inches wide) Are ramps: ☐ Fixed ☐ Portable
- ☒ Level Landings

Accessible and accommodating restrooms

- ☒ Grab bars (33-36 inches wide) ☒ Sinks @ 34 inches in height
- ☒ Stall (38 inches wide) ☒ Towel dispenser @ 39 inches in height

Showers

- ☐ Shower stall (minimum 36 inches by 36 inches) ☐ Grab bars (33-36 inches in height)
- ☐ Transfer Stall ☐ Roll-In Shower
- ☐ Shower seat (17-19 inches high) ☐ Hand-held spray unit with hose
- ☐ Hand-held shower spray with ability to mount at 48" ☐ Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high
- ☒ Fixed shower head (48 inches high) ☐ Not provided

Accessible and accommodating cafeterias

- ☒ Tables (28-34 inches high)
- ☒ Serving line [counter] (28-34 inches high)
- ☒ Aisles (minimum 38 inches wide)

Accessible telephones

- ☒ Maximum 48 inches high ☐ TDD available ☐ Earpiece (volume adjustable)

SANITATION

TOILETS

The American Red Cross recommended ratio for toilet facilities is a minimum of 1 restroom for 40 people. Count only those facilities that will be accessible to shelter residents and shelter staff. Projected population / 40 = projected needed number of toilet facilities.

Number of toilets available: Men 15 Women 15 Unisex _____ People with Disabilities 4

Projected need: Men _____ Women _____ Unisex _____ People with Disabilities _____

- Total available: Men _____ Women _____ Unisex _____ People with Disabilities _____

Portable toilets needed: Men _____ Women _____ Unisex _____ People with Disabilities _____

SINKS

The recommended ratio of sinks is one sink for every two toilets.

Number of sinks available: Men 8 Women 8 Unisex _____ People with Disabilities _____

Projected need: Men _____ Women _____ Unisex _____ People with Disabilities _____

- Total available: Men _____ Women _____ Unisex _____ People with Disabilities _____

Portable toilets needed: Men _____ Women _____ Unisex _____ People with Disabilities _____

SHOWERS

The best case scenario for showers is 1 shower for every 40 residents. In the case of evacuation shelters, the ratio can be higher. However, if it is determined that an evacuation shelter will be open longer term, alternative arrangements will have to be made. There might be a nearby facility that, while it couldn't be used a shelter, might have showers available. Consider requesting transportation through partner agencies; when a Disaster Relief Operation (DRO) has been set up, requests can go through Partner Services at the DRO. Portable showers might need to be acquired.

Number of showers available: Men 18 Women 18 Unisex _____ People with Disabilities _____

Number of showers needed: Men _____ Women _____ Unisex _____ People with Disabilities _____

Are there any limitations on the availability of showers (time of day, etc.)? ☐ Yes ☐ No

Alternatives for showers on-site:

Alternatives for showers off-site:

FOOD PREPARATION
☐ None on site ☐ Warming oven kitchen

☒ Full-service kitchen (If full-service meals, "per meal" number that can be produced): _____

☐ Facility uses central kitchen -- meals are delivered

Central kitchen contact: _____ Phone Number: (____)____-____

Planning for shelter feeding

While people coming to evacuation shelters are encouraged to bring food with them, for a variety of reasons this doesn't always occur. Therefore, it pays to be prepared to feed shelter residents. For planning purposes, it is helpful to think in terms of three to five days of meals with no outside assistance. This covers the possibility of widespread damage to commercial food sources and infrastructure. Meals can range from freshly prepared food at shelter facilities that have adequate kitchen facilities to prepackaged shelf-stable meals (military-style Meals Ready to Eat [MREs], Heater Meals, etc.). The planning target should be 5 meals worth of food in inventory for each projected shelter resident. Projected population x 5 = projected number of meals needed.

Projected need _____

- Total available _____

Meals Needed _____

*unknown as to
level of access to
kitchen equip. / storage / access*

Equipment

(Indicate quantity and size [sq. ft.] as appropriate).

Refrigerators 2

Walk-in refrigerators _____

Ice machines _____

Freezers _____

Walk-in freezers _____

Braising pans _____

Burners _____

Griddles _____

Warmers _____

Ovens _____

Convection ovens _____

Microwave ovens _____

Steamers _____

Steam kettles _____

Sinks _____

Dishwashers _____

FEEDING AREAS
☐ None on site ☐ Snack Bar (seating capacity: 0) ☒ Cafeteria (seating capacity: 320)

Other indoor seating (describe, including size and capacity estimate): 0

Total estimated seating capacity for eating: _____

Comments related to feeding: _____

OTHER CONSIDERATIONS**ARC 4496**

"Standards for Selection of Hurricane Evacuation Shelters," or ARC4496, is a document published by the American Red Cross. Planning considerations for hurricane evacuation shelters involve a number of factors and require close coordination with local officials responsible for public safety. Technical information contained in hurricane evacuation studies, storm surge mapping, flood mapping and other data can now be used to make informed decisions about the suitability of shelters. Anyone considering using a facility as a hurricane evacuation shelters should carefully review ARC 4496 and consult with local officials to ensure safety of the facility is considered.

HEALTH SERVICES

Number of rooms available: _____

Number of beds or cots available: _____

Number of rooms needed: _____

Number of beds or cots needed: _____

Total square footage of available health care space: _____

Unsure of
access to rooms
assigned for
H/S & mental Health

Infant and Child Support Supplies

of diaper changing tables: _____

of diapers available: _____

Cans of formula available: _____

Assigned by community
Detail needed

LAUNDRY FACILITIES

Generally, shelters do not have access to laundry facilities. Availability of such facilities would be considered an extra and not a necessity. These facilities would be especially useful for a shelter open longer than a week.

Number of clothes washers: _____

Number of clothes dryers: _____

Will the shelter worker or shelter residents have access to these machines? ☐ Yes ☐ NoAre laundry facilities coin operated? ☐ Yes ☐ No

Special conditions or restrictions: _____

ADDITIONAL INFORMATIONDoes the entity that plans to manage the shelter own the building? ☐ Yes ☐ NoIf NO- is there a current written agreement to use this site? ☐ Yes ☐ NoIs this facility within five miles of an evacuation route? ☐ Yes ☐ NoIs this facility within ten miles of a nuclear power plant? ☐ Yes ☐ No**Groups associated with this facility**Facility staff required when using facility? ☐ Yes ☐ NoPaid feeding staff required when using facility? ☐ Yes ☐ NoChurch auxiliary required when using facility? ☐ Yes ☐ NoFire auxiliary required when using facility? ☐ Yes ☐ NoOther: _____ Required ☐ Yes ☐ NoOther: _____ Required ☐ Yes ☐ NoWill any of the above groups be trained or experienced in shelter management? ☐ Yes ☐ No

IF YES, please list:

RECOMMENDATIONS/OTHER INFORMATION (Be specific):

***** Attach a sketch or copy of the facility floor plan *****

Survey completed/updated by

Printed Name_____
Signature_____
Date Completed_____
Printed Name_____
Signature_____
Date Completed

TUNNERS FALLS High School Survey 11-24-15

Bob Escott Montague EMD +923@comcast.net

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Jim Huber - Mill-Montague Regional School District james.huber@gmrsd.org

Annie Leonard GMRSD (Principal) annie.leonard@gmrsd.org

CHRIS MYERS CERT/SHELBOURNE EMD, camyrus@verizon.net

Kathern Pierce - Montague Board of Health, Health Agent

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inspector@montague-ma

**PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS:
FACILITY DATA**

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
PUBLIC SCHOOLS											
Frontier Regional High School	113 North Main Street	South Deerfield	SW	Conway, Whately, Deerfield, Sunderland	Bob Lesko, Building Maint. Supervisor	413-665-2118; leskor@frsd.deerfield.ma.us	Back-up	Flood; near railroad	Gym + locker rooms = 16,000 square feet	400	Yes, for core areas. Does not include the kitchen or the gym/locker room areas.
Mohawk Regional High School/Middle School	26 Ashfield Rd.	Buckland	SW	Southwest County, Ashfield, Colrain, Heath, Hawley, Charlemont, Rowe, Buckland, Shelburne	Lynn R. Dole, Principal; Dan Turner, Head Custodian	413-625-9811	Primary	Near railroad. In the inundation zone for the Harriman Dam.	Cafe is 4,655 Big Gym 8,188 Small Gym 4,902	443	Yes, for core areas.
Conway Grammar School		Conway	SW				Back-up	Potentially some types of flooding if access roads are not passable	Yes		Yes, powers part of the building.
New Sanderson Academy	808 Cape St.	Ashfield	SW	Southwest County; Ashfield, Conway; Plainfield	Budge Litchfield, Principal	413-628-4404	Back-up	Potentially some types of flooding if access roads are not passable	Cafe 1,846 gym 4,050	147	Yes, entire building.
Rowe Elementary School	86 Pond Rd. Rowe, MA 01367	Rowe	NW		Bill Knittle, Principal	Phone: 413-339- 8381 Fax: 413- 339-8621	Back-up		Gym 2,784 sqft; Cafeteria 980 sq. ft.	94	Yes, powers part of the building.
Colrain Central Elementary School	22 Jacksonville Rd	Colrain	NW		Amy Looman, Principal	413-624-3451; alooman@mohawkschools.org	Primary	Located on the banks of the North River. Flooded in Tropical Storm Irene. In Evacuation Zone of VT Yankee	Cafeteria 1716 sq ft; gym 3,360 sq ft	126	No

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Pioneer Valley Regional School	97 F. Sumner Turner Road	Northfield	NC	Bernardston, Gill, Northfield, Leyden, Warwick	Bill Werhli, Principal; Steve Field, Facilities	413-498-2931 x1104; 413-498- 2911	Back-up	near railroad; proximity to VT Yankee; may be inaccessible to populations on east side of CT River in flood or dam failure event	Gym: capacity of ~275 (11,000 sq. ft.); Cafeteria: capacity of ~85 (3,456 sq. ft.)	360	Yes, powers gym, hallways, cafeteria, most of kitchen, locker rooms, two lights in nurse area
Northfield Elementary	104 Main Street	Northfield	NE		Tom King, Principal; Steve Field, Facilities	413-498-5842; 413- 498-2911	Back-up	near railroad, may be inaccessible to populations on the west side of the CT River in flood or dam failure event; proximity to VT Yankee	Gym: capacity of ~85 (3,500 sq. ft.); Cafeteria: capacity of ~55 (2,369 sq. ft.)	140	No
Bernardston Elementary	37 School Road	Bernardston	NC		Bob Clancy, Principal; Steve Fields, Facilities	413-648-9356; 413- 498-2911	Back-up	proximity to VT Yankee	Gym: capacity of ~95 (3,869 sq. ft.); Cafeteria: capacity of ~55 (2,360 sq. ft.)	150	No
Greenfield Middle School	195 Federal St.	Greenfield	NC		Gary Tashjian, Principal	413-772-1360 x2242; cell: 413- 834-2928; gartas1@gpsk12.or g	Primary	No problems in the past that would have limited sheltering role	Use the large gym, small gym and cafeteria for sheltering. Gym=5,520 sq. ft.; café=2,940 sq. ft.; small gym=2400 sq. ft.; Total=10,860 sq. ft.;	271	Yes. Not sure if generator powers kitchen, bathrooms, entire building.
Greenfield High School	1 Lenox Ave.	Greenfield	NC		Donna Woodcock, Principal	413-772-1350	Unique				

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Shutesbury Elementary School	23 West Pelham Road	Shutesbury	SE		Bob Mahler, Principal	413-259-1212 x2	Back-up		3,264 sq. ft. in gym; 14 bathroom stalls; single shower; kitchen	81	Town has purchased a 100 kW generator that will be installed the week of 8-20-12 and will power the entire building
Sunderland Elementary School	1 Swampfield Drive	Sunderland	SE		Tim Merritt, Principal; David Grace, Facilities Manager	413-665-1151	Back-up				
Turners Falls High School	222 Turnpike Road	Turners Falls	SE	Gill, Greenfield, Erving, Wendell, Leverett, north Sunderland, north Deerfield, south Northfield			Back-up	could be inaccessible to populations north/west of the CT and Millers River in flood or dam failure event; wildfire - proximity to Montague Plains	Café = 5888 sq. ft.; gym = 10,800 sq. ft.	417	Yes - partial
Franklin County Techical School	82 Industrial Blvd.	Turners Falls	SE	Gill, Greenfield, Erving, Wendell, Leverett, north Sunderland, north Deerfield, south Northfield	Joe Mazeski, Facility Manager	413-863-9561	Primary	Possibly earthquake (see column R); could be inaccessible to populations north/west of the CT and Millers River in flood or dam failure event; wildfire - proximity to Montague Plains	Cafeteria; gym = 9700 sq. ft.; , assembly hall (not auditorium) = 5200 sq. ft.	~400	Yes - does not currently power bathroom lights

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Mahar Regional School	507 South Main St.	Orange	SE	Orange, Wendell, New Salem, Petersham	Tom Bates, Director of Facilities	(978) 544-2542	Back-up		HS Gym: 8064 sq.ft. + MS Gym: 5856 sq.ft. + Weight /Training room: 2000 sq ft (total) = 15,920 sq.ft. for 398 persons; 4 Locker Rooms with 6 showers each (1 H/C each), 2 Lobby Restrooms (female: 4 fixtures, male: 4 fixtures)	398	Cummins 300 KW diesel generator providing 110v power to emergency lighting (2 fixtures in 3), refrigeration, boiler operation (not HVAC control), and VERY limited electrical outlets (only one reachable in designated area via extension cord). The school kitchen has limited capacity using propane appliances. Additional \$40,000 in wiring required to make school fully operational on generator power.
Fisher Hill School	59 Dexter St.	Orange	NE		Tom Bates, Director of Facilities	(978) 544-2542	Back-up		Cafetorium: 2465 sq ft, and/or Gymnasium: 4553 sq ft = 7018 sq ft for 175 persons	175	KV350 (350KW) Generator wired directly into the building's electrical system through an automatic transfer switch. All electrical components of the building (lighting, heat, service electric) are able to pull off the emergency system. It is unknown whether the generator capacity meets full building use.
PRIVATE SCHOOLS											

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Deerfield Academy	7 Boyden Lane	Deerfield	SW	Greenfield, South County - Deerfield, Conway, Whately, Sunderland	David Gendron, Security Department	413-774-1558	Unique	Flooding; Dam failure; near railroad	Two large gyms, dining hall seats 700, dormitories		Yes - campus wide
Academy at Charlemont	1359 Route 2	Charlemont	NW	West County - Charlemont, Heath, Rowe, Shelburne, Hawley, Buckland	John Baldwin	413-339-4912 Business Office	Unique	Flooding; Dam failure; near railroad	Two buildings: 18,000 sq. ft. including a kitchen, two large rooms, bathrooms, classrooms; 3,000 sq. ft. including bathrooms, locker rooms		No
Bement School	94 Old Main Street	Deerfield	SW	Greenfield, South County - Deerfield, Conway, Whately, Sunderland	Ken Cuddeback	413-774-7061	Unique	Flooding; Dam failure; near railroad	half court gym: ~67 (2,684 sq. ft)	67	No
Northfield Mt Hermon	1 Lamplighter Way	Gill	NC	Gill, Bernardston, Northfield, Greenfield, Erving (Erving side), Montague	Trina Learned	413-498-3444	Unique	Flooding - wastewater treatment plant adjacent to CT River; Earthquake; Nuclear	infirmary: ~200 (8,500 sq. ft., unsure of # of beds); athletic center: upwards of 2000 (100,000 sq. ft building)	2200	Yes - campus wide generator to be installed over summer 2012

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Stoneleigh Burnham School	574 Bernardston Road	Greenfield	NC	Greenfield, Montague, Bernardston, Gill, Leyden	Leslie Brown	413-774-2711 x220	Unique	Earthquake	gym: ~500 (20,000 sq. ft.); also have a smaller room off to side, serves as an art gallery	500	No; full kitchen facilities in nearby separate building have back-up power
COLLEGES											
Greenfield Community College		Greenfield	NC	Reception Center			Unique				
MUNICIPAL PROPERTIES											
Old Sanderson Academy Field		Ashfield	SW	Southwest County; Ashfield, Conway	Doug Field, EMD	emd@ashfield.org; ddfield1@verizon.net	Unique				
Field next to Fire Station		Ashfield	SW	Southwest County; Ashfield, Conway	Doug Field, EMD	emd@ashfield.org; ddfield1@verizon.net	Unique				
Cowell Gym (Old Arms Academy gym)	51 Maple Street	Shelburne	NC		Diana Hardina, Rec Committee	413-625-9921	Unique	Dam failure; earthquake	~ 9,000 square feet	~ 225	No
Channing Bete		South Deerfield	SW				Unique				
Pelican		South Deerfield	SW				Unique				
Berkshire East	66 Thunder Mountain Road	Charlemont	SW		John Shaffer, General Manager	413-339-6617 x304	Unique		100 people	100	
Rowe Camp and Conference Center	22 Kings Highway	Rowe	NW		Paulette, Facilities Manager	413-339-4954	Unique	Flooding; potentially earthquake	at least 4,000 sqaure feet between two buildings; also have bedrooms	at least 100	No

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Heath Fairgrounds	9 Hosmer Road	Heath	NW		Justin Lively, Heath Agricultural Society President	info@heathfair.org ; <a href="mailto:justin@thelivelyheat
han.com">justin@thelivelyheat han.com	Unique	Could be inaccessible due to blocked roads during winter storms or flooding	unsure. Exhibit hall is 1000 square feet. Have large exterior open space for tent set up		No
Montague Elks		Montague	SE				Unique				
YMCA		Greenfield	NC				Unique				
Indoor Action Sports	1385 Bernardston Road	Greenfield	NC		Jeff Coulson, President	(413) 772-8665 x109 coulson@indooraction.co m	Unique				
Orange Airport		Orange	SE		Brian Camden, Facilities	978-305-2452 (cell)	Unique		500 acres - tents; large town-owned hangars could be used for equipment or to house people		Only for basic essentials, not for full operations.
Peace Pagoda		Leverett	SE				Unique				
Yankee Candle Fitness Center		Deerfield	SW				Unique				
Yankee Candle Distribution Center		Deerfield	SW				Unique				
Pine Brook Camp		Shutesbury	SE				Unique				
Life Skills Workshop		Greenfield	NC				Unique				
Franklin County Fairgrounds		Greenfield	NC				Unique				
Athol-Orange Elks	92 New Athol Rd.	Orange	NE		Chad Songer, Manager	978-575-0653	Back-up				
Armory	141 E Main St.	Orange	NE		Bill Ruby	978-544-6732	Primary		1 bathroom upstairs; 2 downstairs with 3 stalls each. 11,380 sq. ft. on second floor; 2,000 sq. ft. downstairs.	334	Yes. Sufficient capacity to run all systems including the ADA lift to get upstairs.
Vipassana Meditation Center	386 Colrain-Shelburne Road	Shelburne	NC		Laura	413-625-2160	Unique		108 acres, meditation hall, dining halls, bathhouse, dormitories		

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	Address	Town	Sector	Sub-Region/s	Contact Person	Contact Information	Primary/ Back-up / Unique	Hazard Vulnerabilities	Available Space	Long-Term Shelter Capacity (40 sq. ft. per person)	Generator?
Colrain Community Church	306 Main Road	Colrain	NC		Pastor Bob Szafran	413-624-3808; bszafran@verizon.net	Back-up				

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
PUBLIC SCHOOLS									
Frontier Regional High School	no	yes	no	.8 mi to Routes 5/10/116	none	yes	Access to school could be compromised during a flood event (Rtes. 5/10).	Cannot operate a shelter while school is in session. Electrical improvements needed to operate gym, bathroom facilities, and kitchen.	Town water & sewer; 2 locker rooms with approx. 10 showers each and adequate numbers of stalls for sheltering purposes.
Mohawk Regional High School/Middle School	no	yes	yes (could be)		no	no	Public would need to be CORI/SORI checked if interacting with students. Would need appropriate staff to control public flow. If Rte. 116 is flooded, wouldn't work for Sunderland, Whately, Deerfield; septic system capacity?		400 space parking lot
Conway Grammar School									
New Sanderson Academy					25-person shelter cart kit including 25 regular cots, 25 blankets, 50 pillows and various emergency supplies. Purchased with emergency mgmt. grant.		If Rte. 116 is flooded, wouldn't work for Sunderland, Whately, Deerfield; septic system capacity?	Police officer would be required if school is in session. Could segregate shelter residents in separate room near cafeteria and bathrooms or take over gym. Only problem would be when kids are eating in the cafeteria.	50 space parking lot
Rowe Elementary School	Not sure	Yes	Possible		No	No	Septic system capacity? SCHOOL BURNED DOWN AUGUST 4, 2012	Need agreements, would need to work out separation of any students on campus and shelter residents. Likely need to acquire shelter supplies - cots and blankets	30+ parking spaces
Colrain Central Elementary School	ARC Managed Shelter (see form); used for 2 weeks by ARC after TS Irene	Yes	No	located on Route 112	There are paper products on hand to feed 100 people for 3 meals. Commodities can be used and the school has reimbursement forms.	Renovated and expanded in 1997	Septic system capacity?	No shower or bathing facilities	10,700 square feet of parking and 2.5 acres of staging

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Pioneer Valley Regional School	Yes. Facility survey available.	Yes	Potentially, in the auxiliary gym located off of the regular gym. Good size area, has rubber floor.	.5 miles from Rt. 10; 1 mile from Main Rd.; 2 miles from Rt. 63; 3 miles from I-91; 4 miles from Rt. 5	None	Yes, renovated 2000-2002	Need more power receptacles/outlets; nurse area not entirely powered by generator; kitchen not entirely powered by generator; no stored food supplies; staffing was an issue during Oct. snowstorm - ARC supposed to come but couldn't	Electrical improvements to fully power nurse office and kitchen with generator; agreements with food suppliers - not just local, since they may be out of power; acquire shelter supplies; shelter staff training for volunteers [reach out to PTO, students, parents, people who know the school and community?]	Good central location; large parking area; drinking water (well) with back-up generator; showers; would be able to have school in session at same time as shelter
Northfield Elementary	No	Yes	No	On Routes 63/10	None	Yes, last renovated in 1993, including gym and cafeteria	No storage for supplies; cannot host shelter with school in session	Acquire back-up generator; acquire storage unit with shelter supplies	Proximity to community (Northfield); location on major route and across from CT River; good facility to accommodate a local event when school is not in session
Bernardston Elementary	No	Yes		Off of Routes 5/10; 1 mile from I-91	None	Yes, renovated in early 1990s, including cafeteria and gym	on dead end road currently in disrepair but scheduled for repair summer 2012; more suited to a local event rather than largescale sheltering	Acquire back-up generator; acquire shelter supplies	Proximity to community (Bernardston); Town owned building; could potentially operate while school in session, would need to coordinate meal schedules
Greenfield Middle School	ARC has operated in the shelter in the past. Facility survey available.	Yes	Yes; used small gym in the past for an indoor animal shelter. Had some problems with allergic reactions afterward.		None. Fire Chief and Sheriff have brought in supplies from the shelter trailer stored at the jail.	Yes.	None	Acquire shelter supplies. Shelter cannot be operated while school is in session.	Already has been used as a regional shelter. Building has 2 locker rooms with 3-4 stalls and 3 showers each, in addition to two other single-stall bathrooms, one of which is handicap accessible.
Greenfield High School							Will be undergoing extensive renovations - timeframe?		

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Shutesbury Elementary School	No	yes	no		none	yes	Gym used for feeding kids, but can be carved out for sheltering in an emergency. Currently no back-up power source and is used as a school. If school were in session there would be some limitations to the operation of the shelter (e.g. classroom space could not b e used, there would be limitations around bathroom use, etc.	School is served by a well for water and a septic system for wastewater.	New generator should give capacity to run heat, lights, water, and kitchen (will check with Walter Tibbets for further info). The school has kitchen facilities, limited shower facilities, numerous bathrooms, a large space (the gym) for use as a shelter, conference room for use as an operations center, and classroom spaces for multiple uses.
Sunderland Elementary School	Yes								
Turners Falls High School	Yes	Yes - the gym is on the 2nd floor, there is an elevator to access it.	Yes		40 cots, 50 linen/blanket sets, 50 pillows	Renovated 2004	Disruption during school year	Determine if shelter could be set up while school is in session.	Largest facility in town. On town water and sewer. Has served as a regional shelter already.
Franklin County Techical School	No	Yes	Yes	.7 miles from Millers Falls Rd; 1.8 miles from Turners Falls Rd at Turnpike Rd; 3 miles to Montague City Rd; 3 miles to Rt.s 63 and 2	None.	built in 1977, no significant renovations since	Bathrooms do not currently have emergency lighting. Being worked on. No single large parking lot, parking is in a circular pattern around the facility.	Acquire shelter supplies; install emergency lighting in bathrooms; verify if building meets 1975 siesmic standards	Easy access, good location; Backup generator powers whole kitchen etc; Have separate nurse area with cots for people needing medical care or privacy; no problems with flooding; on town water and sewer.

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Mahar Regional School	No, not designated as a Civil Defense Shelter. Seismic requirements exceeds building design.	Yes	An external area adjacent to the gym area could be used. No structures are available.	.2 miles from Route 122	Building is designated as an ISCU triage site for flu epidemic. Supplies are mostly medical in nature. 25 folding medical cots with blankets an pillows are part of this cache.	Entire building underwent renovation/addi tion project ending in 2004.	Possible conflict while school is in session. Designated area can be segregated from rest of school using smoke doors. Would probably require cancelling PE and Athletics during shelter use.	Difficult for shelter residents to get access to kitchen while students in school. Would need \$40,000 additional wiring for full operation on generator power. Would need shelter supplies.	Portion of building to be used for shelter can be closed off. Building systems are well maintained. Parking is available. A separate exterior entrance is available in the designated shelter area. Limited supplies “see above” are stored here by the Athol Hospital. Please note that there is no additional storage area available in the building. Shelter supplies would need to be delivered as needed.
Fisher Hill School	No. This building is used as the backup to the Armory for the Town of Orange.	The building is fully ADA compliant. Access between the two floors (cafetorium on top floor, gym on lower floor) is via elevator.	There is external space that could be designated for this purpose. No structures.	.7 mi to Route 2A	None.	Building was constructed in 1990. No renovations have taken place.	The layout of this building would make it impossible to conduct school at the same time that a shelter is in place. This would not be my first choice due to the layout of the building and its location on a hillside.		
PRIVATE SCHOOLS									

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Deerfield Academy	No	Mostly	Possibly - gyms have additional areas, such as squash courts	just off of Routes 5/10; 4.5 miles to Rt. 116; 5.7 miles to I-91 exit 24, 4.8 miles from exit 26	Have plans for sheltering students in place	Yes, renovated over the years.	Would need agreements to work out logistics. Only available when school not in session (summer months). Access to school could be compromised during a flood event (Rtes. 5/10).	Need agreements, would need to work out separation of any students on campus and shelter residents. Likely need to acquire shelter supplies - cots and blankets	
Academy at Charlemont	No	Yes	Possibly	On Route 2; 2.5 miles from Route 8A; 4.5 miles from Rt. 112	No	Yes, both buildings have been completely remodeled	Private water system does not have back-up power. Unsure whether shelter could operate while school is in session.	The school is working on obtaining a back-up generator for the water system and the buildings. Need to acquire shelter supplies.	Private sewer and water system. Route 2 sometimes only accessible route during a storm, could serve as shelter when other locations are inaccessible.
Bement School	No	Yes. Kitchen facilities in adjacent building not ADA compliant	No	same as Deerfield Academy	None	Fully renovated since 1975	Size limitations; no showers; would not be able to operate while school in session; Access to school could be compromised during a flood event (Rtes. 5/10).		Town water and sewer
Northfield Mt Hermon	No	Infirmery yes; athletic center does not have an elevator to second floor, so some spaces are inaccessible	Yes. The school has a farm on campus, would be amenable to an animal shelter	1 mile to Route 10; 2 miles to Route 63; 3 miles to I-91; 6 miles to Route 2 via Main Rd	Could potentially use beds in infirmery. School has food services, medical services, etc.	No	Would need to work out security to keep students and shelter residents separate. School has obligation to take care of its students first. Water system has no back-up power. Shelter could be inaccessible to residents on opposite side of Connecticut River	The school is planning on developing a new water system that would have back-up power - this is a few years into the future. Currently they have a large back-up supply in case of power outages. Need to develop agreements about what school supplies, equipment, and services can be utilized for the shelter	Accessible from major evacuation routes. Have own water and sewer system. Sewer has back-up power supply. The campus acts as a self-sufficient community - have food, medical, security/safety personnel on staff. Would be able to operate shelter while school in session/students on campus with proper agreements

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Stoneleigh Burnham School	No	Gym - yes; kitchen facilities - no	Could possibly use barn or arena. Pioneer Valley Vet Hospital located across the road.	.5 miles from Routes 5/10, Route 2, and I-91	No. Do try to have bottled water and other essentials available for power outages	No. Gym built in early 1970s, not significantly renovated	1 way in and out of campus; no showers; parking could be an issue in the winter; would need to ensure segregation of shelter population from student population; school would have to cancel sporting events in gym	Equip the gym with the ability to hook into a generator; would need to bring portable showers to site	Good during a flood; convenient to Rte. 2 and I-91 and major population centers; on Town water and sewer; school interested in helping community
COLLEGES									
Greenfield Community College									
MUNICIPAL PROPERTIES									
Old Sanderson Academy Field							Possible area for tent shelters. EMD does not think this is a suitable location.		
Field next to Fire Station							Possible area for tent shelters. EMD does not think this is a suitable location.		
Cowell Gym (Old Arms Academy gym)	No	Yes	Possibly. Probably no space inside, but have fenced-in tennis courts that could be used	.5 miles to Route 2; > 1 mile to Route 112	None	Renovated for ADA compliance, unsure if this included any seismic upgrades.	Currently undergoing mold remediation, due to be completed this year. No showers. No cooking facilities. No wifi. Limited parking 15-20 spaces.	Obtain shelter supplies; obtain generator; install showers; look for additional parking in adjacent lots and execute agreements	On town water and sewer; plumbed for showers, but budget did not allow for installation; on higher ground in village
Channing Bete							REPC removed from list.		
Pelican							REPC removed from list.		
Berkshire East									
Rowe Camp and Conference Center	No	Yes	Possibly	Just off of Zoar Rd.; ~ 5 miles to Route 8A; ~ 6 miles to Route 2	None	One building yes, one building unsure	During youth camp in summer would need to shelter campers; Road leading to camp crosses river, susceptible to washouts	Obtain shelter supplies; obtain generator or ability to hook up to a generator.	Adequate parking; considered a public water supply; have kitchen facilities in both buildings; showers

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Heath Fairgrounds	No	Bathrooms are not accessible.	Yes - could use cattle and poultry barns	~2 miles to Route 8A; ~4.5 miles to Adamsville Road, Colrain; ~ 5 miles to Route 2	No	Built in the 1970s	Limited septic system capacity; buildings are not insulated	Acquire generator; would need portable bathrooms; would likely need tents; use only in warm weather?	large open space with good access to well water; have kitchen facilities
Montague Elks									
YMCA									
Indoor Action Sports									
Orange Airport	No		Probably		No				Town water, septic
Peace Pagoda									
Yankee Candle Fitness Center							REPC removed from list.		
Yankee Candle Distribution Center							REPC removed from list.		
Pine Brook Camp									
Life Skills Workshop									
Franklin County Fairgrounds									
Athol-Orange Elks									
Armory		ARC Supported; see form	Enough space for animals to be sheltered indoors; though facility manager would prefer to have them outside.	Located on Route 2A.	In October storm, borrowed cots from Mahar. Project underway to acquire cots, etc.	Built in 1913.	There are no showers on site.		EMD prefers this as primary location because Town has care/custody/control. On Town water and sewer. May have broadband access in the near future. Kitchen facility on-site, though meal site has provided meals for shelter in the past.
Vipassana Meditation Center							Operate year-round residential retreats, so do not have the ability to offer space for a shelter to operate any time during the year. REMOVED FROM LIST.		

PROPOSED FRANKLIN COUNTY REGIONAL SHELTER LOCATIONS: FACILITY DATA

Facility Name	American Red Cross Shelter?	ADA Compliant? (Facilities built or altered since 1992 are more likely to comply with ADA architectural requirements)	Co-location of Animal Shelter?	Distance to Evacuation Route (miles)	Existing Shelter Supplies Available (list item and # available)	Built or Renovated Since 1975?	Other Specific Limitations	Potential Actions to Address Limitations/ Gaps	Strengths
Colrain Community Church				located on Route 112					

REGIONAL SHELTER PLANNING
FRANKLIN COUNTY EMDS

FRANKLIN COUNTY EMERGENCY MANAGEMENT DIRECTORS

Town	Name	Title	Phone	Alt. Phone	E-mail	Mailing Address
Ashfield	Douglas Field	Emergency Management Director	413-628-4441	413-628-3343	ddfield1@verizon.net	Ashfield Town Hall, Main St., PO Box 560, Ashfield, MA 01330
Bernardston	Peter Shedd	Fire Chief/EMD	413-648-9757		4c1pshedd@comcast.net	Bernardston Town Hall, 38 Church Street, Box 504, Bernardston, MA 01337
Buckland	Herb Guyette	EMD	413-625-2183	413-625-2302	bucklandfire@gmail.com	134 Clesson Brook Rd, Buckland, MA 01338
Charlemont	Michael J. Walsh	EMD/Response Coordinator	617-938-8560	413-625-6272	mfoboutremer@gmail.com	P.O. Box 325, Charlemont, MA 01339
Colrain	Jack Cavolick	EMD/Resp.Coord./Dog Officer	413-624-3238		colrainjack@yahoo.com	Colrain Town Hall, 55 Main Road, Colrain, MA 01340
Conway	Matt Boyden	EMD	413-369-4665		emd@townofconway.com	Conway Town Hall, 32 Main Street, PO Box 240, Conway, MA 01341
Conway	David Chichester	Asst. EMD	413-369-4425	413-772-9776	davechi@comcast.net	368 Newhall Rd., Conway, MA 01341
Deerfield	Mark Gilmore	BOS/EMD	413-665-1400	413-665-4957	markgilmore@comcast.net	95 South Mill River, South Deerfield, MA 01373
Deerfield	Zachary Smith	Asst. EMD	413-665-8814	413-522-5400	zsmith@town.deerfield.ma.us	8 Conway Street, South Deerfield, MA 01373
Erving	Phillip Wonkka	EMD	413-824-4078		emd.philip.wonkka@erving-ma.org	12 East Main St., Erving, MA 01344
Gill	Gene Beaubien	Fire Chief/EMD	413-863-2583	413-863-8955	gmbdab@comcast.net	196A Main Road, Gill, MA 01354
Greenfield	Robert Strahan	Deputy Fire Chief/EMD	413-774-4737		RobertS80@greenfield-ma.gov	Greenfield Fire Department, 421 Main Street, Greenfield, MA 01301
Hawley	Gregory Cox	EMD/Emerg. Response Coord.	413-339-5518	413-339-5526	gcox@crocker.com	Hawley Town Offices, 8 Pudding Hollow Road, Hawley, MA 01339
Heath	Timothy Lively	EMD/Response Coordinator	413-337-4742	413-337-5307	timlively2000@yahoo.com	Heath Town Offices, Sawyer Hall, 1 East Main Street, Heath, MA 01346
Leverett	James Field	EMD/Response Coordinator	413-548-9232		emergency@leverett.ma.us	17 Cider Mill Road, Leverett, MA 01054
Leyden	Daniel Galvis	EMD/Police Chief	413-772-2369	413-625-2800	chiefgalvis@hotmail.com	Leyden Town Hall, 16 West Leyden Road, Leyden, MA 01337
Monroe	David Nash	EMD/BOS	413-424-5272	413-424-8296	monroe01350@yahoo.com	Monroe Town Hall, Monroe Bridge, Monroe, MA 01350
Montague	John Zellman	EMD/Resp. Coord./TF Fire Chief	413-863-9023		turnersfallsfire@yahoo.com	Montague Public Safety Complex, 180 Turnpike Rd., Turners Falls, MA
New Salem	Thomas J. Reidy	EMD/Response Coordinator	978-544-2178		nsemmtgt@yahoo.com	New Salem Fire Department, 333 Wendell Road, New Salem, MA 01355
Northfield	Thomas Newton	Emergency Management Director	413-498-2252	413-498-5100	camper@valinet.com	Northfield Town Hall, 69 Main Street, Northfield, MA 01360
Northfield	Floyd (Skip) Dunnell, III	Fire Chief/Asst. EMD	413-498-5100	413-498-2256	sdunnell@sandri.com	93 Main Street, Northfield, MA 01360
Orange	Jim Young	EMD	978-575-0411		fire@townoforange.org	Tully Fire Station, 50 Millyard Road, Orange
Rowe	Edwin L. May	EMD/Response Coordinator	413-339-4021	413-339-5520	sampem@verizon.net	68 Cross Road, Rowe, MA 01367
Shelburne	Christopher Myers	Emergency Management Director	413-625-0344	413-548-4183	camyers_1@verizon.net	52 Maple St., Shelburne Falls, MA 01370
Shutesbury	Walter Tibbetts	EMD/Resp. Coord./Fire Chief	413-259-1211	413-259-1286	firedpt@shutesbury.org	Shutesbury Town Hall, PO Box 276, Shutesbury, MA 01072
Sunderland	Robert Ahearn	Fire Chief/EMD	413-665-2465		sunderlandc1@comcast.net	Sunderland Town Hall, 12 School Street, Sunderland, MA 01375
Warwick	James Erviti	EMD	978-790-4408		jlerviti@gmail.com	Warwick Town Hall, 12 Athol Road, Warwick, MA 01378
Wendell	Lonny Ricketts	EMD/Resp. Coord.	978-544-2066	413-297-2727	zchef@crocker.com	Wendell Town Hall, 7 Wendell Depot Road, PO Box 41, Wendell, MA 01379
Whately	Lynn Sibley	EMD/Town Clerk/Town Admin.	413-665-4400	413-665-7734	tclerk2@comcast.net	Whately Town Hall, 4 Sandy Ln, Whately, MA 01093

REGIONAL SHELTER PLANNING
MEDIA RESOURCES SERVING FRANKLIN COUNTY

Media Resources Serving Franklin County

NEWSPAPER	TELEPHONE NUMBERS	MAILING ADDRESS	WEBSITE / EMAIL / SOCIAL MEDIA
Athol Daily News	(P) 978-249-3535	PO Box 1000 Athol, MA 01331-1000	<ul style="list-style-type: none"> Website: http://atholdailynews.com Email: newsroom@atholdailynews.com
Ashfield News	(P) 413-628-4753	PO Box 181 Ashfield, MA 01330-0181	
Berkshire Eagle	(P) 413-447-7311	PO Box 1171 Pittsfield, MA 01202-1171	<ul style="list-style-type: none"> Website: www.berkshireeagle.com Email: news@berkshireeagle.com
Collegian The Mass Daily of UMass	(P) 413-545-3500 (F) 413-545-3699	113 Campus Center University of Massachusetts Amherst, MA 01003	<ul style="list-style-type: none"> Website: http://dailycollegian.com Email: news@dailycollegian.com Twitter handle: @CollegianStaff Facebook page: www.facebook.com/pages/DailyCollegiancom/124993981027
Daily Hampshire Gazette	(P) 413-584-5000	115 Conz St Ste 1 Northampton, MA 01060-4426	<ul style="list-style-type: none"> Website: www.gazettenet.com Twitter handle: @gazettenet Facebook page: www.facebook.com/DailyHampshireGazette
Pittsfield Gazette	(P) 413-443-2010	PO Box 2236 Pittsfield, MA 01202-2236	<ul style="list-style-type: none"> Website: http://pittsfieldgazette.com Email: pittsfieldgazette@verizon.net
Recorder, The	(P) 413-772-0261 (F) 413-772-2906	PO Box 1367 Greenfield, MA 01302-1367	<ul style="list-style-type: none"> Website: www.recorder.com Email: news@recorder.com Twitter handle: @gfldrecorder Facebook page: www.facebook.com/pages/The-Recorder/326310256952
Shelburne Falls & West County Independent	(P) 413-625-8297 (F) 866-858-0388	12 Main St Shelburne Falls, MA 01370-1160	<ul style="list-style-type: none"> Website: http://shelburnefallsindependent.net Email: news@shelburnefallsindependent.net Facebook page: www.facebook.com/pages/Shelburne-Falls-West-County-Independent/310015397096
Sunday Republican	(P) 413-788-1200 (F) 413-788-1301	1860 Main St Springfield, MA 01103-1000	<ul style="list-style-type: none"> Website: www.masslive.com Email: news@repub.com Twitter handle: @masslivenews Facebook page: www.facebook.com/masslive

RADIO	TELEPHONE NUMBERS	MAILING ADDRESS	WEBSITE / EMAIL / SOCIAL MEDIA
WEIB (106.3 FM)	(P) 413-585-5750 (F) 413-585-9318	8 N King St Northampton, MA 01060-1150	<ul style="list-style-type: none"> Website: www.weibfm.com Twitter handle: @weib1063 Facebook page: www.facebook.com/weibfm
WFCR (88.5 FM, 640 AM) Peter Chilton (after hours)	(P) 413-545-0103 (F) 413-545-2546 (M) 413-545-2546	Hampshire House, 131 County Cir Amherst, MA 01003-9257	<ul style="list-style-type: none"> Website: http://nepr.net Email: emergency@nepr.net Facebook page: www.facebook.com/newenglandpublicradio
WHAI (98.3 FM)/WPVQ (95.3) Nick Danjer (after hours)	(P) 413-774-6565 (F) 413-773-5637 (M) 413-522-6516	81 Woodard Rd Greenfield, MA 01301-2112	<ul style="list-style-type: none"> Website: www.whai.com Email: nick@whai.com Twitter handle: @whai983 Facebook page: www.facebook.com/983WHAI
WHMP (96.9 FM, 1240/1400/ 1600 AM)/ WRSI (93.9/101.5 FM) Monte Belmonte (after hours)	(P) 413-586-7400 (F) 413-585-0927 (M) 413-559-1975	15 Hampton Ave Northampton, MA 01060-3809	<ul style="list-style-type: none"> Website: www.whmp.com Email: monte@wrsi.com Facebook page: www.facebook.com/WHMPradio
WHYN (560 AM)	(P) 413-781-1011 (F) 413-734-4434	1331 Main St Ste 4 Springfield, MA 01103-1621	<ul style="list-style-type: none"> Website: www.whyn.com Twitter handle: @WHYNNewsTalk560 Facebook page: www.facebook.com/WHYNNewsTalk560
WIZZ (1520 AM)	(P) 413-774-5757 (F) 413-625-8274	PO Box 983 Greenfield, MA 01302-0983	<ul style="list-style-type: none"> Website: www.wizzradio.com Email: comments@wizzradio.com
WJDF (97.3 FM)	(P) 978-544-5335	11 S Main St Orange, MA 01364-1226	<ul style="list-style-type: none"> Website: www.wjdf.com Email: info@wjdf.com

TELEVISION	TELEPHONE NUMBERS	MAILING ADDRESS	WEBSITE / EMAIL / SOCIAL MEDIA
Amherst Community Television	(P) 413-259-3300 (F) 413-256-0038	246 College St Amherst, MA 01002-2330	<ul style="list-style-type: none"> Website: http://amherstmedia.org Twitter handle: @ACTVMedia Email: info@amherstmedia.org Facebook page: www.facebook.com/amherstmedia
Athol Orange Community Television, Inc.	(P) 978-249-4470 (F) 978-249-6500	163 S Main St Athol, MA 01331-2131	<ul style="list-style-type: none"> Website: www.aotv13.org Email: info@aotv13.org
Bernardston-Northfield Community Television	(P) 413-648-6300	97 F Sumner Turner Rd Northfield, MA 01360-9503	<ul style="list-style-type: none"> Website: www.bnctv.net Email: owheeler@bnctv.net
Falls Cable	(P) 413-625-8371	26 Ashfield Mountain Rd Buckland, MA 01338	<ul style="list-style-type: none"> Website: http://fallscable.com Email: fallscable@gmail.com
Frontier Community Access Television	(P) 413-665-0012	8B Elm St South Deerfield, MA 01373-1006	<ul style="list-style-type: none"> Website: www.fcat.tv Twitter handle: @fcat_tv Email: mail@fcat.tv Facebook page: www.facebook.com/FCAT.TV
Montague Community Television	(P) 413-863-9200	34 2nd St Turners Falls, MA 01376-1110	<ul style="list-style-type: none"> Website: www.montaguetelevision.org/ Email: infomontaguetelevision@gmail.com Facebook page: www.facebook.com/MontagueTV
Greenfield Community Television, Inc.	(P) 413-774-4288	PO Box 807 Greenfield, MA 01302-0807	<ul style="list-style-type: none"> Website: www.gctv.org Email: mail@gctv.org Twitter handle: @GCTV15 Facebook page: www.facebook.com/pages/GCTV/178661186555
WGGB (Ch. 40)	(P) 413-733-8840 (F) 413-788-7640	1300 Liberty St Springfield, MA 01104-1153	<ul style="list-style-type: none"> Website: www.wggb.com Email: newstips@wggb.com Twitter handle: @WGGBSpringfield Facebook page: www.facebook.com/pages/WGGBSpringfield/352689233091?fref=ts
WSHM (Ch. 3)	(P) 413-736-4333	1 Monarch Pl Ste 300 Springfield, MA 01144-4007	<ul style="list-style-type: none"> Website: www.cbs3springfield.com Email: news@cbs3springfield.com Twitter handle: @cbs3springfield Facebook page: www.facebook.com/cbs3springfield
WWLP (Ch. 22)	(P) 413-377-2200	1 Broadcast Ctr Chicopee, MA 01013-1829	<ul style="list-style-type: none"> To report a story, go to www.wwlp.com and click on “Report It”. Twitter handle: @WWLP@22News Facebook page: www.facebook.com/WWLP22News