

<b>FACILITY NEEDS ASSESSMENT WORKSHEET ICS-235</b>		<b>4. R E Q U I R E M E N T S</b>	<b># Expected Personnel</b>	<b>Internal/Building Workspace Sq Ft (80 sq ft/pers)</b>	<b>Wall Space Linear / Sq Ft</b>	<b>Multi-Purpose Mtg Rm Sq Ft (20 sq ft/pers + display space)</b>	<b>External/Outside Laydown Sq Ft</b>	<b>Parking Space Sq Ft (120 sq ft/vehicle x 1.4 circulation factor)</b>	<b>Climate Control (HVAC) needed - yes/no</b>	<b>Toilet Rooms</b>	<b>Work Tables</b>	<b>Conf Table</b>	<b>Chairs</b>	<b>Telephones</b>	<b>Speaker Phone</b>	<b>Fax Machines</b>	<b>Power Outlets</b>	<b>Comp Workstations</b>	<b>Printers</b>	<b>Chart Printer/ChartPro</b>	<b>Video Projectors</b>	<b>Copy Machines</b>	<b>Paper Shredders</b>				
<b>2. LOCATION</b>	<b>3. FACILITIES</b>																										
ICP	Unified Command		REQ																								
/	Liaison Officer & Agency Reps		REQ																								
/	Safety Officer		REQ																								
/	Public Information Officer		REQ																								
/	Planning Section		REQ																								
/	Operations Section		REQ																								
/	Logistics Section		REQ																								
/	Finance/Admin Section		REQ																								
/	Common Areas		REQ																								
Base	Base		REQ																								
			REQ																								
JIC	JIC		REQ																								
			REQ																								
Staging			REQ																								
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7. Date/Time Prepared:			8. Comments:																								