

EMERGENCY MANAGEMENT DIRECTOR (cont.)

UNUSUAL EVENT

NOTE TIME

1. Receive notification from Rockingham County Dispatch Center (RCDC) via pocket voice pager. _____
2. Receive notification from the Police Officer On Duty or On Call via phone, pager or runner. _____
3. If notification from the Police Officer is not received within 10 minutes, attempt to contact him. If unable to do so, implement the notification sequence outlined for the Police Officer On Duty or On Call. _____
4. Stand by for notice of escalation or termination of event. _____

EMERGENCY MANAGEMENT DIRECTOR (cont.)

ALERT

NOTE TIME

1. Receive notification from RCDC via pocket voice pager. _____
2. Receive notification from Police Officer On Duty or On Call via phone, pager or runner. _____
3. When directed by the Selectmen, verify with the Fire Chief that the EOC will be opened to provide access for key staff with emergency responsibilities. _____
4. If notification from Police Officer On Duty or On Call is not received within 10 minutes, attempt to contact him. If unable to do so, implement the notification procedures outlined for the Police Officer On Duty or On Call. _____
5. Report to the EOC in the Fire Station, and initiate Form 120Q, Emergency Log Sheet. _____
6. Contact the NHOEM at the State EOC or use the NHOEM radio system for a status report and inform the selectmen. Use Form 300E, Local Liaison/Communications Status Form, for status reports from NHOEM. _____
7. Review the Special Needs List with the Transportation Coordinator. _____
8. Review procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY. _____
9. Stand by for notice of escalation or termination of event. _____

EMERGENCY MANAGEMENT DIRECTOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

NOTE

Upon verification of a SITE AREA EMERGENCY or GENERAL EMERGENCY the State will activate or order the activation of the Public Alert and Notification System (PANS).

1. Receive notification from RCDC via pocket voice pager. _____
2. Receive notification from Police Officer On Duty or On Call via phone, pager or runner. _____
3. If notification from the Police Officer is not received within 10 minutes, attempt to contact him. If unable to do so, implement the notification sequence outlined for the Police Officer On Duty or On Call. _____
4. Report to the EOC in the Fire Station and initiate Form 120Q, Emergency Log Sheet. Assume the emergency duties of the Selectmen if they are not present. _____
5. Contact the NHOEM at State EOC in Concord or Incident Field Office (IFO) in Newington using Emergency Management Radio Network (back-up: telephone). _____

EMERGENCY MANAGEMENT DIRECTOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

- o Inform NHOEM that Kensington EOC has been activated _____
 - o Identify yourself by position _____
 - o Verify ECL (SITE AREA EMERGENCY or GENERAL EMERGENCY) _____
 - o Ask if protective actions have been recommended _____
 - o If known, inform IFO which means of public notification were successfully activated in Kensington (siren, tone-alert radio, EBS broadcasts). _____
6. Review staffing of the emergency response organization with Fire Chief and key staff. Ensure staffing levels are met. _____
7. Establish a schedule for continual 24-hour emergency readiness. _____
8. Review overall transportation plans with the Transportation Coordinator, School Superintendent and Selectmen. Assess current transportation needs. _____
9. Inform NHOEM of the progress of all protective responses in Kensington. _____
10. If required to leave the EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen of this change. _____

EMERGENCY MANAGEMENT DIRECTOR (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

11. Upon termination of the event submit this checklist and all messages to the Town Clerk. _____
12. The Town Clerk will provide a copy of all emergency documentation following the termination of the emergency. Submit logs and records to NHOEM. _____

TOWN OF KENSINGTON
EMERGENCY RESPONSE PROCEDURES

3.4 FIRE CHIEF

This document provides a checklist procedure for the Fire Chief of the Town of Kensington to be used in the event an emergency is declared at Seabrook Station. The Fire Chief is responsible for setup of the Emergency Operations Center (EOC) and ensuring the proper operation of communication equipment in the EOC. He completes any notifications that have not yet been performed and ensures people requiring special notification have been contacted. This step-by-step procedure is written to guide the Fire Chief. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at the Seabrook Station will contain one of the Emergency Classification Levels (ECL): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Fire Chief is required to fulfill. Additional instructions, if any, will be provided by the Selectmen.

Supporting Documents:

- o Siren Activation Procedures, Volume 8, Section 11.0
- o Kensington Emergency Call List, NHRERP Emergency Phone List
- o Form 120Q, Emergency Log Sheet, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

NOTE TIME

1. No action required. (Not normally notified.)

FIRE CHIEF (cont.)

ALERT

NOTE TIME

1. Not notified unless the Selectmen activate the EOC. _____
2. Receive notification from the Police Officer On Duty or On Call via phone, pager or runner. _____
3. Proceed to the EOC in the Fire Station and open the facility to provide access for key staff with emergency responsibilities. Initiate Form 120Q, Emergency Log Sheet. _____
4. Review Fire Department roster to establish support personnel availability. _____
5. Support the Selectmen as requested. _____
6. Review procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY. _____
7. Stand by for notice of escalation or termination of event. _____