

FIRE CHIEF (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

14. If sheltering is recommended, secure all windows, doors, and ventilation systems in the EOC. \_\_\_\_\_
15. Oversee the updating of the status board entries and ensure that permanent logs are being maintained by the Town Clerk. \_\_\_\_\_
16. If required to leave the EOC, appoint the next available person in the line of succession to staff the EOC. Inform the Selectman of this change. \_\_\_\_\_
17. Submit this checklist and all messages to the Town Clerk. \_\_\_\_\_