

SELECTMEN (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

5. Upon arrival at the EOC, initiate Form 120Q, Emergency Log Sheet, and consult with the Emergency Management Director to obtain a current status report from NHOEM. If the Emergency Management Director is not available, information may be obtained by telephone from NHOEM Local Liaison at the State EOC or over the Emergency Management Radio (use Form 300E, Local Liaison/Communications Status Form for status reports from NHOEM). _____

6. Upon direction from NHOEM, authorize the activation of the Public Alerting and Notification System. _____

7. Assess current EOC staffing requirements and supplement these as required. Ensure that all departments can maintain continuous EOC staffing. The Kensington Emergency Call List lists what positions need to be staffed. _____

8. Conduct a staff meeting with other town officials. Request input from each department relative to their readiness to respond to all possible protective actions. Based on this input and recommendations from NHOEM, direct the emergency response team's actions accordingly. _____

9. Establish priorities for supplemental resource requests. Instruct the Emergency Management Director to forward these requests to NHOEM, or other local agencies may be of assistance. _____

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NOTE TIME

10. Keep up-to-date with public information releases on radio station WOKQ (97.5 MHz FM). Additional stations also in the Emergency Broadcast System (EBS) are listed in Volume 20, Section 1.6 and the Public Information Calendar. Keep the School Principal and School Superintendent (SAU 16) informed of Kensington's status.

11. Refer all media requests to the Joint Telephone Information Center (JTIC) at located at the IFO except for requests directly concerning the town. Answer questions concerning Kensington's status in a manner consistent with official releases from the Emergency Broadcast System (EBS) and the Media Center and Protective Action Recommendations from the New Hampshire EOC or IFO. Inform the people of Kensington who call the EOC to listen to WOKQ (97.5 MHz FM) or one of the additional radio stations for further information as it develops. Consult with NHOEM before and after releasing news items.

12. Ensure that the public is adequately informed of events relative to Kensington. If necessary, establish a media briefing room in the Town Hall and coordinate these briefings with NHOEM.

13. With the Emergency Management Director, periodically organize emergency staff meetings to review the activities and effectiveness of each service organization. Staff meetings should be made up of the following people if available: Selectmen, Emergency Management Director, Fire Chief, Police Chief, and Road Agent.
