

FIRE CHIEF (cont.)

SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

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NOTE

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

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1. Receive notification from the Police Officer On Duty or On Call via phone, pager or runner. \_\_\_\_\_
2. Report to the EOC in the Fire Station and initiate Form 120Q, Emergency Log Sheet. \_\_\_\_\_
3. Receive notification from the New Hampshire Office of Emergency Management (either through the EOC or, if activated, through the Incident Field Office) of scheduled time for activation of the Public Alert and Notification System. \_\_\_\_\_

At the scheduled time, step outside to verify that sirens have been activated and are audible. Request confirmation of siren activation from available field personnel.

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4. Turn on all two-way base station radios. Turn on New Hampshire Emergency Management Radio and sign on with the State EOC or Incident Field Office (IFO). \_\_\_\_\_
  
5. Turn on AM/FM radio to WOKQ (97.5 MHz FM). If reception is poor, tune to one of the additional stations listed in Section 1.6. \_\_\_\_\_
  
6. Assign personnel to positions that are not filled. The Kensington Emergency Call List lists positions and personnel available. Assign the following tasks to available personnel: \_\_\_\_\_
  - o Radio: Assign an individual to monitor to AM/FM radio or tone-alert radio for Emergency Broadcast System (EBS) announcements. \_\_\_\_\_
  
  - o NH Emergency Management Radio: Assign an individual as EOC Dispatcher to monitor and operate NH Emergency Management Radio. Keep a record of all transmissions. \_\_\_\_\_
  
  - o Telephone: Assign an individual to answer phone in the event the Emergency Management Director is occupied. Information requests from townspeople should be referred to the selectmen. All other communications including calls from the state, should be directed to the Emergency Management Director. This worker should keep log of phone calls and times. \_\_\_\_\_