

TOWN OF KENSINGTON  
EMERGENCY RESPONSE PROCEDURES

3.5 TRANSPORTATION COORDINATOR

This document provides a checklist procedure for the Transportation Coordinator of the Town of Kensington to be used in the event an emergency is declared at Seabrook Station. The Transportation Coordinator is responsible for ensuring transportation is provided for special facilities, persons without automobiles and persons with special needs. This step-by-step procedure is written to guide the Transportation Coordinator. 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 Transportation Coordinator is required to fulfill. Additional instructions, if any, will be provided by the Selectmen.

Supporting Documents:

- o Kensington Special Needs List
- o Kensington Transportation Requirements Worksheet, NHRERP Emergency Phone List
- o Form 110D, Requests for Transportation Assistance, Volume 8, Forms Section
- o Form 120Q, Emergency Log Sheet, Volume 8, Forms Section
- o Form 131D, New Hampshire Special Needs Listing Form, 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.)

TRANSPORTATION COORDINATOR (cont.)

ALERT

NOTE TIME

1. Receive notification from the Police Officer On Duty or On Call via phone. \_\_\_\_\_
2. If activated, report to the Emergency Operations Center (EOC) in the Fire Station and initiate Form 1200, Emergency Log Sheet. \_\_\_\_\_
3. Review Table 3.5-1 and the Special Needs List. \_\_\_\_\_
4. If required, determine with the Emergency Management Director and the Special Needs List the most appropriate means of contacting persons requiring notification (e.g., phone call, Telecommunications Device for the DEAF (TDD) or runner). \_\_\_\_\_
5. If notification by TDD is required, request support from the IFO Local Liaison. Request call back on status of TDD notification. \_\_\_\_\_
6. Contact each school facility listed on the Kensington Transportation Requirements Worksheet (see NHRERP Emergency Phone List) and  
  - o Notify them of the ALERT classification. \_\_\_\_\_
  - o Determine today's attendance and any special requirements. Enter into "Current Number" column on the worksheet. \_\_\_\_\_
7. Support the Selectmen as requested. \_\_\_\_\_