

ROAD AGENT (cont.)

TABLE 3.10-1

KENSINGTON ROAD AGENT EQUIPMENT AND PERSONNEL

Personnel

1 Road Agent

Equipment

1 Sand Truck  
(Just Body)

Contractors (hired on an "as needed" basis)

R.E. Welch Trucking (snow removal)  
Iafolla Industries (sanding)

TOWN OF KENSINGTON  
EMERGENCY RESPONSE PROCEDURES

3.11 TOWN CLERK

This document provides a checklist procedure for the Town Clerk of the Town of Kensington to be used in the event an emergency is declared at Seabrook Station. The Town Clerk is responsible for administrative support of the Emergency Operations Center (EOC). In addition, the Town Clerk is also responsible for ensuring transportation is provided for special facilities and people without automobiles. This step-by-step procedure is written to guide the Town Clerk. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at 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 Town Clerk is required to fulfill. Additional instructions, if any, will be provided by the Selectmen.

Supporting Documents:

- o Form 120G, Message Controller's Log, Volume 8, Forms Section
- 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 unless notified. (Not normally notified.)

ALERT

1. Not normally notified unless the Selectmen fully activate the EOC.

TOWN CLERK (cont.)

ALERT

NOTE TIME

2. If the EOC is fully activated, receive notification from the Police Officer On Duty or On Call via phone.

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3. If the EOC is fully activated:

| o Report to the EOC in the Fire Station and initiate Form  
| 120Q, Emergency Log Sheet. Review your procedures for a  
SITE AREA EMERGENCY and GENERAL EMERGENCY.

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| o Provide a telephone operator and clerical assistance,  
| and check supplies of EOC forms (see Form 120Q,  
| Emergency Log Sheet and Form 205G, Local Emergency  
| Response Message Form).

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o Maintain logs of incoming and outgoing messages.

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| o Transcribe information on the status boards to a  
| permanent log for future reference as required.

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o Assist the Selectmen and Fire Chief in administrative  
operation of the EOC.

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o 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.

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