

TOWN CLERK (cont.)

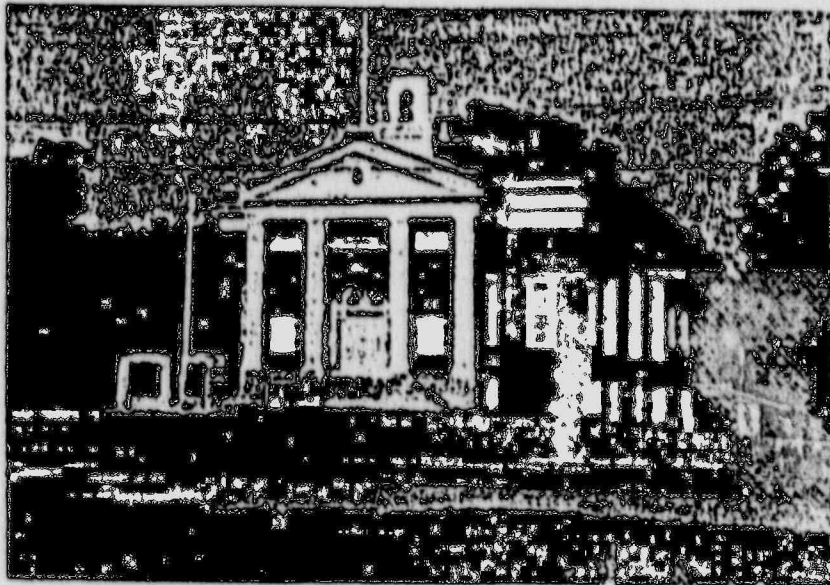
SITE AREA EMERGENCY and GENERAL EMERGENCY

NOTE TIME

1. Receive notification from the Police Officer On Duty or On Call via phone. _____
- | 2. Report to the EOC in the Fire Station and initiate Form 120Q, Emergency Log Sheet. _____
- | 3. 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.) _____
- | 4. Maintain logs of incoming and outgoing messages and significant events using Form 120G, Message Controller's Log. _____
- | 5. Transcribe information on the status boards to a permanent log for future reference as required. _____
6. Assist the Selectmen and Fire Chief in the administrative operation of the EOC. _____
7. 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. _____
- | 8. Following the emergency, collect all checklists and messages. Deliver a copy them to the Emergency Management Director. _____

Radiological Emergency Response Plan

Town of Kingston, N.H.



Records Management Dept.
Control Number *1004*



New Hampshire Office of Emergency Management
Technological Hazards Division

Revision 3

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