

E. RESPONSIBILITIES AND TASKS:

BAILEYS HARBOR TOWN CHAIRMAN/EMERGENCY MANAGEMENT COORDINATOR

The Town of Baileys Harbor Town Chairman is responsible for the overall management of the Town of Baileys Harbor. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

Baileys Harbor Town Chairman/Emergency Management Coordinator should:

1. Ensure that the Emergency Operations Center (EOC) or Command Post (CP) is activated/being activated.
2. Report to the EOC/CP.
3. Ensure that the Town of Baileys Harbor Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Town of Baileys Harbor Emergency Management Coordinator and town officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Determine whether or not county, state or federal assistance should be requested. (Town/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)