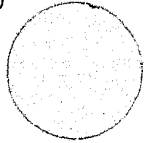


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STATE OF NEW JERSEY
EMERGENCY OPERATIONS PLAN GUIDELINES
INSTRUCTIONS FOR STANDARDIZED TEXT



Your task of writing the EOP is further simplified by the availability of standardized text for many of the items on the checklist. Standardized text consists of parts of the EOP that are pre-written for you and are ready to use or require only slight additions or modifications. This text is attached as part of these instructions and the sections are numbered to coincide with the checklist as discussed above. The pages may be used as they are, photocopied or retyped to suite your particular needs.

In many cases you may use the standardized text as it is or by merely filling in some blanks. In other cases you will find that the standardized text does not fit your situation and you will have to modify it. If it doesn't fit your particular jurisdiction, modify it or develop your own.

Samples are provided for several required appendices including emergency proclamations and incident command system guidance. Note that these attachments are provided to give an understanding of what is required or assist you in developing your own appendices. They are not intended to be used as is.

The purpose of the standardized text is to make your job easier, but you are not required to use it if you don't want to and should not use it if it doesn't accurately describe your particular circumstances.

Standardized text was not provided for some parts of the checklist, primarily in the Situation and the Operations and Control sections, because the information called for differs too much from one jurisdiction to another. You must answer each of these items in narrative form and provide the required information. You will have fulfilled the EOP requirements by answering checklist items in this manner and utilizing the standardized text where applicable..

Standardized text was provided for all items in some sections and only some items in other sections. If you use the text as received, without retyping, make sure you don't miss an item on the checklist. This is particularly applicable to the Responsibilities section.

Follow the checklist and use it to ensure that each item is addressed. Consider the standardized text as an aid and not a total solution. The checklist is the primary planning document and every item on it must be addressed.

NCJRS

FEB 25 1992

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STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

(fill in name of jurisdiction)

EMERGENCY OPERATIONS PLAN

I. INTRODUCTION

A. TABLE OF CONTENTS

BASIC PLAN

Page Number

I. Introduction	_____
A. Table of Contents	_____
B. Statement and Date of Approval	_____
C. Distribution List	_____
D. Record of Changes	_____
E. Promulgation Statement	_____
II. Authority and References	_____
III. Purpose	_____
IV. Situation	_____
V. Operations and Control	_____
VI. Responsibilities	_____
VII. Continuity of Government	_____
VIII. Administration and Logistics	_____
IX. Plan Development and Maintenance	_____
X. Definitions	_____
XI. Required Attachments	_____

ANNEXES

A. Alert, Warning and Communications	_____
B. Damage Assessment	_____
C. Emergency Medical	_____
D. Emergency Operations Center	_____
E. Emergency Public Information	_____
F. Evacuation	_____
G. Fire and Rescue	_____
H. Hazardous Materials	_____
I. Law Enforcement	_____
J. Public Health	_____
K. Public Works	_____
L. Radiological Protection	_____
M. Resource management	_____
N. Shelter	_____
O. Social Services, Reception and Care	_____

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

B. STATEMENT OF APPROVAL

We the undersigned Chief Executive and Emergency Management
Coordinator understand, agree and do approve the Emergency
Operations Plan for _____ on this date.
(enter jurisdiction name)

APPROVAL DATE _____
(fill in date)

Mayor
(type in name & sign)

Emergency Management
Coordinator
(type in name & sign)

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

C. DISTRIBUTION LIST

1. Mayor or Senior Elected Official
2. Emergency Management Coordinator
3. Emergency Management Council Members
4. Emergency Operations Center
5. Each individual responsible for a functional annex
6. County Office of Emergency Management
7. State of New Jersey Office Of Emergency Management
8. Municipal Clerk's Office/Business Administrator

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

E. PROMULGATION STATEMENT

_____ has prepared this Emergency
(enter jurisdiction)
Operations Plan which sets forth the general policies and
procedures to be carried out by municipal and volunteer
entities in order to provide the citizens of the
jurisdiction with an effective integrated emergency response
plan designed to minimize the loss of life and property
during an emergency. All municipal departments assisted in
the development of this plan along with the Emergency
Management Council and the Office of Emergency Management.

I have approved this Emergency Operations Plan and hereby
promulgate it as the authoritative document for emergency
operations in this municipality.

DATE: _____
(fill in date)

Mayor
(type in name & sign)

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

II. AUTHORITY

A. Laws, ordinance, regulations, resolutions and directives.

1. Federal

a. Federal Civil Defense Act of 1950, as amended (P.L. 81-920)

b. The Natural Disaster Recovery Act, as amended (P.L. 91-606), 1969

c. The Robert T. Stafford Disaster Relief Act of 1974, (P.L. 93-288), as amended by (P.L. 100-707), 1988

2. State

a. Emergency Management Act, N.J.S.A., Appendix A:9-30 et seq. (Chapter 251, P.L. 1942, as amended by Chapter 438, P.L. 1953, Chapter 504, P.L. 1985, and Chapter 222, P.L. 1989)

b. N.J.S.A. 40A:14-26 Emergency Assistance For Fire & Police Protection From Other Municipalities; Payment; Rights In Event Of Death

c. Office of Emergency Management Directives No. 61, 73, 74, 77, 84, 96, 100, 101, 102, 103 and 104

3. County

a. (fill in county authority)

4. Municipal

a. (fill in municipal authority)

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. FEMA Guide For Development of State and Local Emergency Operations Plans CPG 1-8 ✓

b. FEMA Guide For Review of State and Local Emergency Operations Plans, CPG 1-8A ✓

c. FEMA Disaster Operations, A Handbook for Local Government, CPG 1-6

d. FEMA Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG-1-7

2. State

a. Office of Emergency Management Checklist for County or Municipal Emergency Operations Plan.

3. County

a. (list any guidance documents including other EOP's)

4. Municipal

a. (list any guidance documents including other EOP'S)

III. PURPOSE

A. The purpose of this Emergency Operations Plan is to protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use. It provides for actions to be taken to mitigate, prepare for, respond to, and recover from the effects of an emergency.

B. This plan is an all hazards approach to emergency management and covers natural disasters, technological disasters, and national security crises.

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

IV. Situation

C. Relevant planning assumptions used to refine the planning process include the following:

1. There will most likely be some warning of an attack or nuclear detonation.
2. There may not be any warning prior to a tornado or earthquake but there should be some warning prior to most other natural disasters.
3. Major transportation disasters _____
(are/are not)
likely to happen in this jurisdiction.
4. Local industry _____ present the
(does/does not)
possibility of a major industrial disaster.
5. The jurisdiction _____ vulnerable to
(is/is not)
damage by a hurricane.
6. Mutual aid will be available from the contiguous municipalities.

V. Operations And Control

B. Phases of Emergency Management

1. Mitigation.

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include the establishment of building codes, flood plain management, insurance, elevating buildings, and public education programs.

2. Preparedness.

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, exercising, training and developing public information programs and warning systems are among the activities conducted under this phase.

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

3. Response.

Response activities include direction and control, warning, evacuation and emergency services and are designed to address immediate and short-term effects of the onset of an emergency or disaster. They help to reduce casualties and damage and to speed recovery.

4. Recovery.

Recovery includes both short term and long term activities. Short term operations seek to restore critical services to the community and provide for the basic needs of the public. Long term recovery focuses on restoring the community to its normal, or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

VI. RESPONSIBILITIES

A. The Emergency Management Coordinator is responsible for implementing this plan and directing the emergency response.

B. A functional area responsibility matrix has been developed and is attached as Appendix BPA-3. This matrix shows the primary and support agencies responsible for each annex.

C. The major tasks assigned to each functional annex are listed in Appendix BPA-4.

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

D. For each of the annexes listed on the Responsibilities Matrix, (BPA -3) it shall be incumbent upon the responsible individual to prepare and distribute Standard Operating Procedures (SOP'S) and an Operational Checklist pertaining to their emergency management function.

VII Continuity of Government

A. There is a need for a line of succession to the office of the Mayor/Chief Executive Officer and the Emergency Management Coordinator to assure continuous leadership in an emergency and this line is as follows:

1. Mayor/Chief Executive Officer

a. _____
(fill in title)

b. _____
(fill in title)

c. _____
(fill in title)

2. Emergency Management Coordinator

a. _____
(fill in title)

b. _____
(fill in title)

c. _____
(fill in title)

B. The person responsible for each annex (emergency function) must establish a line of succession and ensure personnel in that function and the Emergency Management Coordinator are kept informed of that line of succession.

C. Reporting procedures to other levels of government during an emergency are as follows:

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

1. During times of emergency all department heads shall direct and coordinate all resource requests through the Municipal Office of Emergency Management. The Office of Emergency Management shall prioritize all municipal resource requests and direct them to the affected area. All resource requests that exceed municipal capability shall be directed to, and be coordinated by, the County Office of Emergency Management. The County Office of Emergency Management shall periodically advise the State Office of Emergency Management of all such requests. The State will request resources from the Federal Government or private agencies if required. ↘

2. When the local Emergency Operating Center is activated the following agencies, depending on scope and severity, shall be notified:

- a. All municipal department heads
- b. Other agencies with emergency function responsibilities.
- c. County Office of Emergency Management
- ↘ d. State Office of Emergency Management
(by the county)

D. Individual department heads are responsible for the protection and preservation of all vital records received or generated by or through their departments. These vital records will be stored in locked, fireproof files as specified by SOP _____ . Vital records are those non-replaceable records of the municipality for which there may be a future need and shall include but not be limited to:

1. Tax Records
2. Real Estate Maps and Records
3. Birth Certificates
4. Marriage Licenses
5. Death Certificates

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

VIII. Administration and Logistics

A. Accurate detailed records of all actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function will keep accurate detailed records of actions taken during an emergency and forward reports of these actions to the Emergency Management Coordinator. The Emergency Management Coordinator is responsible for records and reports received from or passed to the county or higher levels of government and for starting and maintaining a significant events log of the emergency.

B. Each Department head is responsible for maintaining records of their department's expenditures and for ensuring that these expenditure records are forwarded to the Municipal _____ for
(fill in title)
processing. The Emergency Management Coordinator is responsible for the record of expenditures associated with the general operation of the Office of Emergency Management.

C. There are written and/or verbal mutual aid agreements with the following

1. _____ municipality
(fill in name)
2. _____ municipality
(fill in name)
3. _____ municipality
(fill in name)
4. _____ municipality
(fill in name)
5. _____ municipality
(fill in name)
6. _____ municipality
(fill in name)
5. _____ County
(fill in name)
6. Volunteer Organizations Active in Disasters
(VOAD)

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

7. _____ American Red Cross Chapter
(fill in name)

IX. Plan Development and Maintenance

A. The Emergency Management Coordinator in conjunction with the Emergency Management Council is responsible for the maintenance of this Plan and for ensuring that necessary changes and revisions to the Plan are prepared, coordinated, approved and distributed.

B. The Emergency Management Coordinator will ensure that the Basic Plan and all annexes are reviewed and updated annually based on deficiencies identified through drills and exercises.

X. Definitions

ARC	American Red Cross
DEP	New Jersey Department of Environmental Protection
EBS	Emergency Broadcast System
EMC	Emergency Management Coordinator
EMRAD	Emergency Management Radio
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EOC	Emergency Operating Center
EOP	Emergency Operation Plan
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
NAWAS	National Warning System
NWS	National Weather Service
NJOEM	New Jersey Office of Emergency Management
OEM	Office of Emergency Management
PIO	Public Information Officer
RADEF	Radiological Defense
RACES	Radio Amateur Civil Emergency Service
SBA	Small Business Administration
SOP	Standard Operating Procedure
SPEN	State-wide Police Emergency Network
TSA	The Salvation Army
VOAD	Volunteer Organizations Active in Disasters

STATE OF NEW JERSEY
BASIC PLAN
STANDARDIZED TEXT

XI. Appendices/Attachments

- BPA 1 Resolutions, letters or other documents appointing the Emergency Management Coordinator and the Emergency Management Council. (On file)
- BPA 2 List of map(s) on file for the jurisdiction. (List Attached)
- BPA 3 Responsibility Matrix. (Attached)
- BPA 4 Functional Annex Tasks And Responsibility Assignments. (Attached)
- BPA 5 Sample emergency proclamation for the jurisdiction. (Attached)
- BPA 6 Hazard Analysis. (Attached)
- BPA 7 Vulnerability Assessment. (Attached)

RESPONSIBILITY MATRIX

(fill in name of jurisdiction)

FUNCTION	EXECUTIVE GROUP	EMERGENCY MGMT.	POLICE DEPT.	FIRE DEPT.	EMERGENCY MEDICAL	HEALTH DEPT.	PUBLIC WORKS	ENGINEER. DEPT.	HUMAN SVCS.	VOLUNTEER ORGAN.	PUBLIC INFO.	BUSS. ADMIN.		
ALERT WARN & COMMS														
DAMAGE ASSMNT														
EMERGENCY MEDICAL														
EMERGENCY OP CENTER														
EMERGENCY PIO														
EVACUATION														
FIRE & RESCUE														
HAZARDOUS MATERIALS														
LAW ENFORCE														
PUBLIC HEALTH														
PUBLIC WORKS														
RADIOLOG PROTECT														
RESOURCE MGMT														
SHELTER REC & CARE														
SOCIAL SERVICES														

P-PRIMARY RESPONSIBILITY S-SUPPORT RESPONSIBILITY

FUNCTIONAL ANNEX TASK AND RESPONSIBILITY ASSIGNMENT

ANNEX	RESPONSIBLE AGENT BY TITLE	MAJOR TASKS ASSIGNED
ALERT, WARNING COMMUNICATIONS		ALERT EMERGENCY PERSONNEL WARN COMMUNITY COORDINATE & SUPERVISE PROCEDURES
DAMAGE ASSESSMENT		DETERMINE DAMAGE INCURRED ANTICIPATE RECURRING COSTS
EMERGENCY OPERATING CENTER		COORDINATE EMERGENCY OPERATIONS PROVIDE ADMINISTRATIVE AND LOGISTICAL SUPPORT
EMERGENCY MEDICAL SERVICES		PROVIDE FIRST AID SERVICES ALERT & WARNING
PUBLIC INFORMATION		GATHER & DISSEMINATE INFORMATION RUMOR CONTROL
EVACUATION		COORDINATE & CONDUCT EVACUATION
FIRE		FIRE SUPPRESSION ALERT & WARNING RESCUE
HAZARDOUS MATERIALS		COORDINATE CONTROL/CLEAN UP OF HAZMAT INCIDENTS
LAW ENFORCEMENT		ENFORCE THE LAWS ALERT & WARNING EVACUATION
PUBLIC HEALTH		PROVIDE PUBLIC HEALTH AND SANITATION SERVICES
PUBLIC WORKS		DEBRIS REMOVAL, RESTORATION OF UTILITIES, STREET REPAIR
RADIOLOGICAL		PROVIDE INFO ON RADIOLOGICAL HAZARDS. MAINTAIN EQUIPMENT TRAIN PERSONNEL
RESOURCE MANAGEMENT		LOCATE AND PROCURE NEEDED RESOURCES FOR EMERGENCY OPERATIONS
SOCIAL SVCS. RECEPTION AND CARE		PROVIDE SOCIAL SERVICES SUPPORT IN MASS CARE SHELTERS CASUALTY NOTIFICATION
SHELTER		OBTAIN, OPEN AND OPERATE SHELTERS FOR MASS CARE

SAMPLE PROCLAMATION

TO ALL RESIDENTS AND PERSONS WITHIN THE COUNTY OF _____ NEW JERSEY AND TO ALL DEPARTMENTS OF THE GOVERNMENT OF THE COUNTY OF _____

WHEREAS, PURSUANT TO THE POWERS VESTED BY (CHAPTER 251 OF THE LAWS OF 1942, AS AMENDED AND SUPPLEMENTED, N.J.S.A. APP. A:9-30 ET SEQ.; N.J.S.A. 40:48-1(6)); N.J.S.A. 2C:33-1 ET SEQ.; NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT DIRECTIVE NO. 61; WHICHEVER LAW OR LAWS APPLY, A LOCAL DISASTER EMERGENCY IS DECLARED TO EXIST WITHIN THE BOUNDARIES OF THE COUNTY OF _____, AND

WHEREAS, THE AFORESAID LAWS AUTHORIZE THE PROMULGATION OF SUCH ORDERS, RULES AND REGULATIONS AS ARE NECESSARY TO MEET THE VARIOUS PROBLEMS WHICH HAVE OR MAY OCCUR DUE TO SUCH EMERGENCY, AND

WHEREAS, BY REASON OF THE CONDITIONS WHICH CURRENTLY EXIST IN CERTAIN AREAS OF THE COUNTY OF _____, WHICH MAY AFFECT THE HEALTH, SAFETY AND WELFARE OF THE PEOPLE OF THE COUNTY OF _____, AND

WHEREAS, IT HAS BEEN DETERMINED THAT THESE AREAS OF THE COUNTY OF _____ SHOULD THEN BE DECLARED DISASTER AREAS AND FURTHER THAT CERTAIN MEASURES MUST BE TAKEN IN ORDER TO INSURE THAT THE AUTHORITIES WILL BE UNHAMPERED IN THEIR EFFORTS TO MAINTAIN LAW AN ORDER AS WELL AS MAINTAINING AN ORDERLY FLOW OF TRAFFIC, AND FURTHER IN ORDER TO PROTECT THE PERSONS AND PROPERTY OF THE RESIDENTS AFFECTED BY THE CONDITIONS, AND

WHEREAS, THE FOLLOWING AREAS ARE DESIGNATED DISASTER AREAS:

THEREFORE, IN ACCORDANCE WITH THE AFORESAID LAWS, IT IS PROMULGATED AND DECLARED THAT THE FOLLOWING REGULATIONS SHALL BE IN ADDITION TO ALL OTHER LAWS OF THE STATE OF NEW JERSEY AND OT THE COUNTY OF _____

- 1. THERE SHALL BE NO THROUGH TRAFFIC TRAVERSING THE AFORESAID AREA(S) EXCEPT FOR THE MOVEMENT OF POLICE, FIRE, FIRST AID OR ANY OTHER SUCH VEHICLES AS MAY BE PERMITTED BY USE OR BY AUTHORIZED OFFICIALS OF THIS COUNTY.

EMERGENCY MANAGEMENT COORDINATOR

DATE

MAYOR

TIME

THIS SAMPLE PROCLAMATION IS PROVIDED AS AN EXAMPLE OF AN EMERGENCY DECLARATION THAT WOULD BE MODIFIED TO REFLECT THE CONDITIONS AND SITUATION WITHIN YOUR COUNTY. IT IS STRONGLY RECOMMENDED THAT YOU CONSULT WITH YOUR COUNTY ATTORNEY BEFORE PROCLAIMING AN EMERGENCY.

SAMPLE RESCINDER

TO ALL RESIDENTS AND PERSONS WITHIN THE COUNTY OF _____ NEW
JERSEY AND TO ALL DEPARTMENTS OF THE GOVERNMENT OF THE COUNTY OF _____

WHEREAS, THE LOCAL DISASTER EMERGENCY PROCLAMATION ISSUED ON THE
_____ DAY OF _____ 19____ AT _____ PURSUANT TO THE POWERS
VESTED BY THE LAWS OF THE STATE OF NEW JERSEY IS NO LONGER NECESSARY.

THEREFORE IN ACCORDANCE WITH THE AFORESAID LAWS, I DO HEREBY DECLARE
THAT THE LOCAL DISASTER EMERGENCY NO LONGER EXISTS AND RESCIND THE
AFORESAID PROCLAMATION.

EMERGENCY MANAGEMENT COORDINATOR

DATE

MAYOR

TIME

**THIS SAMPLE RESCINDER IS PROVIDED AS AN EXAMPLE OF AN EMERGENCY
DECLARATION THAT WOULD BE MODIFIED TO REFLECT THE CONDITIONS AND
SITUATION WITHIN YOUR COUNTY. IT IS STRONGLY RECOMMENDED THAT YOU
CONSULT WITH YOUR COUNTY ATTORNEY BEFORE PROCLAIMING AN EMERGENCY.**

HAZARD ANALYSIS

(Fill in jurisdiction)

HAZARD	FREQUENCY	PREDICTABILITY	APPROXIMATE WARNING TIME
Earthquake	_____	_____	_____
Landslide	_____	_____	_____
Tsunami	_____	_____	_____

Flood	_____	_____	_____
Hurricane	_____	_____	_____
Storm	_____	_____	_____

Human Epidemic	_____	_____	_____
Animal Epidemic	_____	_____	_____
Plant Epidemic	_____	_____	_____
Rural Fire	_____	_____	_____
Urban Fire	_____	_____	_____

Levee/Dam Failure	_____	_____	_____
Aircraft Wreck	_____	_____	_____
Train Wreck	_____	_____	_____
Shipwreck	_____	_____	_____
Multi-Vehicle Wreck	_____	_____	_____
Building Collapse	_____	_____	_____

Power Failure	_____	_____	_____
Gas Failure	_____	_____	_____
Water Supply Failure	_____	_____	_____

Chemical Spill	_____	_____	_____
Nuclear Spill	_____	_____	_____
Oil Spill	_____	_____	_____
Air Pollution	_____	_____	_____
Water Pollution	_____	_____	_____

Civil Disturbance	_____	_____	_____
Nuclear War	_____	_____	_____

Frequency: Number of events per year based on historical data.
 4/1 = 4 events per year -- 1/10 = one event in 10 years

Predictability: Use low, moderate or high.

Warning Time: Time between threat recognition and disaster impact.

VULNERABILITY ANALYSIS

(Fill in jurisdiction)

1. Population based on the most recent available census data.

- a. Normal _____
- b. Seasonal _____
- c. Workday _____
- d. Weekend _____

2. Transportation Systems.

- a. Highways _____
- b. Railroads _____
- c. Airports _____
- d. Waterways _____
- e. Pipelines _____

3. Major Recreation Areas.

<u>Name</u>	<u>Type of facility</u>	<u>Population during max use</u>
_____	_____	_____
_____	_____	_____

4. Employment Statistics (Census Data)

5. Major Employers

<u>Employer</u>	<u>#Employees</u>	<u>Products</u>
_____	_____	_____
_____	_____	_____
b. Private-sector	Retail businesses only	
_____	_____	_____
_____	_____	_____

6. Educational Facilities

<u>Name</u>	<u>Type</u>	<u>Enrollment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Day Care Centers

<u>Name</u>	<u>Location</u>	<u>Number of Children</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Hospitals/Nursing Homes

<u>Name</u>	<u>Location</u>	<u>Approx. # Patients</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Special Facilities

<u>Name</u>	<u>Location</u>	<u>Approx. # People</u>
a. Prison	_____	_____
b. Mental Health	_____	_____
c. Disadvantaged (deaf, blind, leper, etc.)	_____	_____
d. Senior citizens' homes	_____	_____

10. Mobile Home Parks

<u>Name</u>	<u>Location</u>	<u>Approx. # People</u>
_____	_____	_____
_____	_____	_____

11. Prevailing weather conditions including wind.

a. Winter:

b. Spring:

c. Summer:

d. Autumn:

12. Other relevant data. None

STATE OF NEW JERSEY
ALERTING, WARNING AND COMMUNICATIONS ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

ALERTING, WARNING AND COMMUNICATIONS ANNEX

I. INTRODUCTION

A. Statement of approval:

The Alerting, Warning and Communications Annex of the
Emergency Operations Plan
(enter jurisdiction name)
meets the approval of the Emergency Management
Coordinator and the

(enter title of person responsible for annex) and is
hereby approved. This annex supersedes any previously
written Alerting, Warning and Communications Annexes.

Approval date: (fill in date) Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

- 1. Federal
 - a. As cited in the Basic Plan
- 2. State
 - a. OEM Directive NO. 89, Frequency Allocation
- 3. County
 - a. (fill in county authority if any)
- 4. Municipal
 - a. (fill in municipal authority if any)

STATE OF NEW JERSEY
ALERTING, WARNING AND COMMUNICATIONS ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. FEMA Outdoor Warning Systems Guide, CPG 1-17, 1980

b. FEMA Principles of Warning & Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals, CGP 1-14, 1981

c. FEMA State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, 1984

d. FEMA EMP Protection Guidance, CPG 2-18, 1985

2. State

a. New Jersey Radio Amateur Civil Emergency Service (RACES) Manual

b. New Jersey Emergency Broadcast System Guidebook

c. New Jersey Attack Warning Plan, 1988

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Alerting, Warning and Communications Annex is to define and to provide guidance for the development and operation of a viable alert, warning and communications program during any emergency or disaster situation and to ensure completion of required emergency actions.

STATE OF NEW JERSEY
ALERTING, WARNING AND COMMUNICATIONS ANNEX
STANDARDIZED TEXT

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Alerting,
Warning and Communications emergency response.

B. The following are the SOP'S that address how the
Alerting, Warning and Communications functions will
accomplish their emergency response: (If none, so
state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Alerting, Warning and
Communications functions are as follows: (If none, so
state)

- 1.
- 2.
- 3.

E. A test of the New Jersey Attack Warning System
(without sirens) is authorized once each month by the
State Director. These are originated at the State
Warning Point via NAWAS and SPEN radio. Sirens will
only be tested at noon on Saturday and will not exceed
one minute duration. Under no circumstances will the
"TAKE COVER" (a 3 to 5 minute wavering tone) or "ALERT"
(a 3 to 5 minute steady tone) signal be sounded in
these tests.

1. The following are the actions to be taken by
the public upon hearing an actual warning signal.

a. ATTACK OR ACCIDENTAL LAUNCH WARNING. The
public should be advised to remain in
whatever structure they may be in. People
out of doors are to immediately proceed to
the basement or center core of the nearest
structure.

b. ALERT. The public should listen for
essential emergency information via radio,
television and EBS if normal broadcasting is
off of the air.

STATE OF NEW JERSEY
ALERTING, WARNING AND COMMUNICATIONS ANNEX
STANDARDIZED TEXT

VII. CONTINUITY OF GOVERNMENT FOR ALERTING, WARNING AND COMMUNICATIONS

A. There is a need for a line of succession for the person responsible for the alerting, warning and communications functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:

- 1. _____
(title of person responsible for the annex)
- 2. _____
(title of person next in line)
- 3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the alerting, warning and communications functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the alerting, warning and communications functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the following SOP(S):

- 1. _____
- 2. _____.

STATE OF NEW JERSEY
ALERTING, WARNING AND COMMUNICATIONS ANNEX
STANDARDIZED TEXT

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Alerting,
Warning and Communications Annex and for ensuring that
necessary changes and revisions to the annex are
prepared, coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Alerting,
Warning and Communications Annex, SOP'S, and
attachments based on deficiencies identified through
drills, exercises and actual emergencies on an annual
basis.

X. DEFINITIONS

A. The following terms and acronyms were used in
addition to those defined in the Basic Plan.

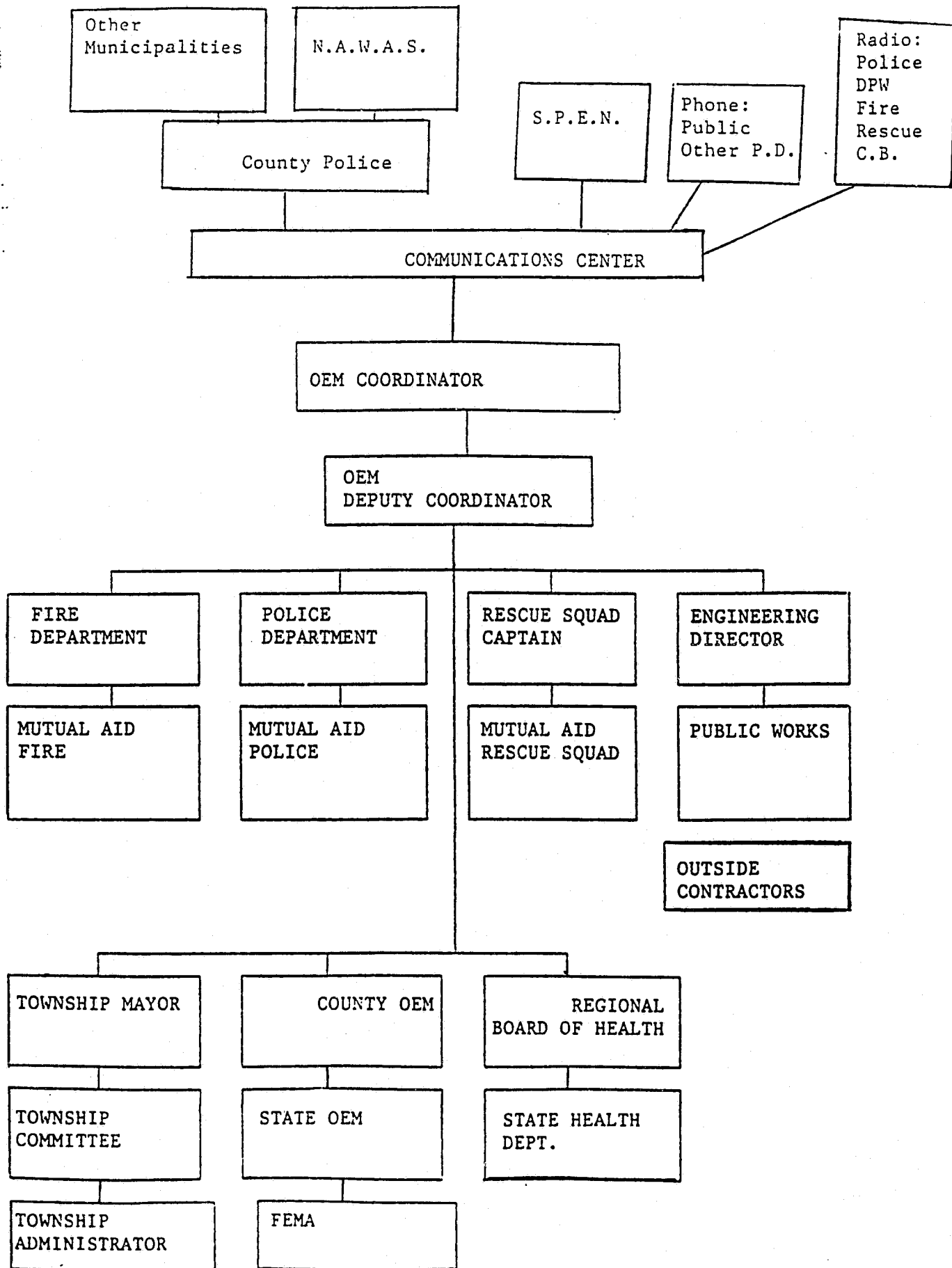
1. (list any terms or acronyms used in this
annex that were not defined in the Basic
Plan)

STATE OF NEW JERSEY
ALERTING, WARNING AND COMMUNICATIONS ANNEX
STANDARDIZED TEXT

XI. Appendices/Attachments

- AWCA 1. List of key government and Emergency Management personnel with telephone numbers who require early notification. (On file)
- AWCA 2. A Warning Flow Chart. (Attached)
- AWCA 3. Area map of existing and projected outdoor warning devices and area coverage for each unit and a listing of all warning devices (sirens) by size, decibel rating, and address where located. (Attached)
- AWCA 4. Warning device deficiencies and proposed schedule of correction. (Attached)
- AWCA 5. Matrix that includes a list of frequencies that identifies which agencies have access to those frequencies. (Attached)
- AWCA-6. Recall/Duty Roster. (On file)

ALERT AND WARNING FLOW CHART



STATE OF NEW JERSEY
DAMAGE ASSESSMENT ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

DAMAGE ASSESSMENT ANNEX

I. INTRODUCTION

A. Statement of approval:

The DAMAGE Assessment Annex of the
(enter jurisdiction name) Emergency Operations Plan
meets the approval of the Emergency Management
Coordinator and the

(enter title of person responsible for annex) and is
hereby approved. This annex supersedes any previously
written Damage Assessment Annexes.

Approval date: (fill in date) Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

- 1. Federal
 - a. As cited in the Basic Plan
- 2. State
 - a. As cited in the Basic Plan
- 3. County
 - a. (fill in county authority if any)
- 4. Municipal
 - a. (fill in municipal authority if any)

STATE OF NEW JERSEY
DAMAGE ASSESSMENT ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. New Jersey Disaster Operations Field Manual

b. NJOEM Directive NO. 84

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Damage Assessment Annex is to define and to provide guidance for the development and operation of a viable damage assessment program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Damage Assessment emergency response.

B. The following are the SOP'S that address how the Damage Assessment functions will accomplish their emergency response: (If none, so state)

1.

2.

3.

STATE OF NEW JERSEY
DAMAGE ASSESSMENT ANNEX
STANDARDIZED TEXT

C. Mutual aid agreements for the Damage Assessment function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
submission of accurate, detailed, and timely
Preliminary Damage Assessment Reports.

E. The _____ is responsible for
(list person by title)
the maintenance of accurate records of resources,
expenditures, and supporting documentation to
substantiate future damage assessment claims.

VII. CONTINUITY OF GOVERNMENT FOR DAMAGE ASSESSMENT

A. There is a need for a line of succession for the person responsible for the damage assessment functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

STATE OF NEW JERSEY
DAMAGE ASSESSMENT ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
damage assessment functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the damage assessment
functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Damage
Assessment Annex and for ensuring that necessary
changes and revisions to the annex are prepared,
coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Damage
Assessment Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

STATE OF NEW JERSEY
DAMAGE ASSESSMENT ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. Appendices/Attachments

- DAA 1 Disaster Operations Field Manual. (On file)
- DAA 2 Recall/Duty Roster. (On file)
- DAA 3 Damage Assessment SOP's. (On file)
- DAA 4 List of Potential Disaster Application Centers. (On file)

STATE OF NEW JERSEY
EMERGENCY MEDICAL ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

EMERGENCY MEDICAL ANNEX

I. INTRODUCTION

A. Statement of approval:

The Emergency Medical Annex of the _____
(enter jurisdiction name)
Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the _____ and is
(enter title of person responsible for annex)
hereby approved. This annex supersedes any previously
written Emergency Medical Annexes.

Approval date: _____
(fill in date) _____
Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal
 - a. As cited in the Basic Plan
2. State
 - a. Chapter 33, N.J.S.A. 13:1D-1
 - b. Chapter 232, N.J.S.A. 13:1D-29
 - c. Title 8--Chapter 51, N.J.A.C. 8:51
 - d. New Jersey Public Law 1947, N.J.S.A. 26A-1 et seq.

STATE OF NEW JERSEY
EMERGENCY MEDICAL ANNEX
STANDARDIZED TEXT

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. New Jersey State First Aid Council,
District Mobilization Plan

b. New Jersey Emergency Operations Plan, Mass
Casualty Incident Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Emergency Medical Annex is to define and to provide guidance for the development and operation of a viable emergency medical program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Emergency
Medical emergency response.

STATE OF NEW JERSEY
EMERGENCY MEDICAL ANNEX
STANDARDIZED TEXT

B. The following are the SOP'S that address how the Emergency Medical function will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Emergency Medical function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
arranging for emergency medical support and hospital care during and after an emergency including decontamination.

E. The _____ is responsible for
(list person by title)
emergency medical protection in emergency shelters.

VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY MEDICAL

A. There is a need for a line of succession for the person responsible for the emergency medical functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

STATE OF NEW JERSEY
EMERGENCY MEDICAL ANNEX
STANDARDIZED TEXT

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the emergency medical functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the emergency medical functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the following SOP(S):

- 1. _____
- 2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Emergency Medical Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

STATE OF NEW JERSEY
EMERGENCY MEDICAL ANNEX
STANDARDIZED TEXT

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Emergency
Medical Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in
addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this
annex that were not defined in the Basic
Plan)

XI. APPENDICES/ATTACHMENTS

EMA 1	District Mobilization Plans. (On file)
EMA 2	Recall/Duty Roster. (On file)
EMA 3	Mutual Aid Agreements. (On file)
EMA 4	Hospital Emergency Plan. (On file)
EMA 5	N.J. Emergency Medical Services Multiple Casualty Incident Plan. (On file)
EMA 6	EMS Organizations and Resource Lists. (On file)
EMA 7	Potential MEDEVAC Landing Sites. (On file)

STATE OF NEW JERSEY
EMERGENCY OPERATIONS CENTER ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

EMERGENCY OPERATIONS CENTER ANNEX

I. INTRODUCTION

A. Statement of approval:

The Emergency Operations Center Annex of the

(enter jurisdiction name)

Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the

(enter title of person responsible for annex) and is

hereby approved. This annex supersedes any previously
written Emergency Operations Center Annexes.

Approval date: _____

(fill in date)

Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

STATE OF NEW JERSEY
EMERGENCY OPERATIONS CENTER ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. FEMA Emergency Operations Center Handbook,
CPG 1-20, 1984

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Emergency Operations Center Annex is to define and to provide guidance for the development and operation of a viable emergency operations center program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Emergency Operations Center emergency response.

B. The following are the SOP'S that address how the Emergency Operations Center function will accomplish their emergency response: (If none, so state)

1.

2.

3.

STATE OF NEW JERSEY
EMERGENCY OPERATIONS CENTER ANNEX
STANDARDIZED TEXT

C. Mutual aid agreements for the Emergency Operations Center function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for displays, maps,, and status boards in the EOC.
(list person by title)

E. The _____ is responsible for maintaining EOC equipment in a current state of readiness.
(list person by title)

F. The _____ is responsible for maintaining adequate EOC supplies such as forms, office supplies, batteries, blankets, etc.
(list person by title)

VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY OPERATIONS CENTER

A. There is a need for a line of succession for the person responsible for the emergency operations center functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

STATE OF NEW JERSEY
EMERGENCY OPERATIONS CENTER ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
emergency operations center functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the emergency operations
center functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Emergency
Operations Center Annex and for ensuring that necessary
changes and revisions to the annex are prepared,
coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Emergency
Operations Center Annex, SOP'S, and attachments based
on deficiencies identified through drills, exercises
and actual emergencies on an annual basis.

STATE OF NEW JERSEY
EMERGENCY OPERATIONS CENTER ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- EOCA 1 EOC Floor Plan. (On file)
- EOCA 2 Recall Duty Roster. (On file)
- EOCA 3 EOC Staffing Roster. (On file)
- EOCA 4 EOC SOP's. (On file)
- EOCA 5 Resource List. (On file)

STATE OF NEW JERSEY
EMERGENCY PUBLIC INFORMATION ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

EMERGENCY PUBLIC INFORMATION ANNEX

I. INTRODUCTION

A. Statement of approval:

The Emergency Public Information Annex of the

(enter jurisdiction name)

Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the

and is

(enter title of person responsible for annex)

hereby approved. This annex supersedes any previously
written Emergency Public Information Annexes.

Approval date:

(fill in date)

Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

STATE OF NEW JERSEY
EMERGENCY PUBLIC INFORMATION ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Emergency Public Information Annex is to define and to provide guidance for the development and operation of a viable emergency public information program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Emergency Public Information emergency response.

B. The _____ serves as the
(list person by normal title)
Public Information officer and is the official point of contact during an emergency.

C. The following are the SOP'S that address how the Emergency Public Information function will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

STATE OF NEW JERSEY
EMERGENCY PUBLIC INFORMATION ANNEX
STANDARDIZED TEXT

D. Mutual aid agreements for the Emergency Public Information function are as follows: (If none, so state)

- 1.
- 2.
- 3.

E. The _____ is responsible for
(list person by title)
Emergency Public Information guidance materials (pamphlets, magazines,, etc.) that are prepared based on hazards affecting the jurisdiction, and arranging for the dissemination of these materials to the media.

F. The _____ is responsible for
(list person by title)
ensuring that Emergency Public Information material for visually-impaired and non-English speaking groups are available for dissemination.

VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY PUBLIC INFORMATION

A. There is a need for a line of succession for the person responsible for the emergency public information functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

- 1. _____
(title of person responsible for the annex)
- 2. _____
(title of person next in line)
- 3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency public information will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

STATE OF NEW JERSEY
EMERGENCY PUBLIC INFORMATION ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
emergency public information functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the emergency public
information functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Emergency Public
Information Annex and for ensuring that necessary
changes and revisions to the annex are prepared,
coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Emergency
Public Information Annex, SOP'S, and attachments based
on deficiencies identified through drills, exercises
and actual emergencies on an annual basis.

STATE OF NEW JERSEY
EMERGENCY PUBLIC INFORMATION ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- EPIA 1 Media List. (On file)
- EPIA 2 PIO General Procedures/SOP's. (On file)
- EPIA 3 Emergency Information Packets. (On file)
- EPIA 4 Recall/Duty Roster. (On file)
- EPIA 5 Special Population Information Procedures (On file)
- EPIA 6 Mutual Aid Agreements with local media, etc. (On file)

STATE OF NEW JERSEY
EVACUATION ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

EVACUATION ANNEX

I. INTRODUCTION

A. Statement of approval:

The Evacuation Annex of the _____
(enter jurisdiction name)
Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the _____ and is
(enter title of person responsible for annex)
hereby approved. This annex supersedes any previously
written Emergency Evacuation Annexes.

Approval date: _____
(fill in date)

Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. OEM Directive NO. 79, Citizens Duty to Evacuate

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

STATE OF NEW JERSEY
EVACUATION ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. FEMA Disaster Operations, CPG 1-6, 1980

b. FEMA Transportation Planning Guidelines
for the Evacuation of Large Populations, CPG
2-15

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Evacuation Annex is to define and to provide guidance for the development and operation of a viable evacuation program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Evacuation
emergency response.

B. The following are the SOP'S that address how the
Evacuation function will accomplish their emergency
response: (If none, so state)

1.

2.

3.

STATE OF NEW JERSEY
EVACUATION ANNEX
STANDARDIZED TEXT

C. Mutual aid agreements for the Evacuation function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
the relocation of essential resources, personnel, supplies and equipment to the reception area.

E. The _____ is responsible for
(list person by title)
coordination of all public transportation resources planned for use in an evacuation.

F. The _____ is responsible for
(list person by title)
movement control guidance, in time of increased threat of nuclear attack, that details the population at risk, evacuation routes, zones, alerting/warning of the public; identifies reception areas and routes for return to residences; outlines transportation for essential workers to commute to hazardous areas, and re-entry into the hazard area.

G. The _____ is responsible for
(list person by title)
evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food service and medical clinics.

VII. CONTINUITY OF GOVERNMENT FOR EVACUATION

A. There is a need for a line of succession for the person responsible for the evacuation functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

STATE OF NEW JERSEY
EVACUATION ANNEX
STANDARDIZED TEXT

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to evacuation will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the evacuation functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the evacuation functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Evacuation Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed:

STATE OF NEW JERSEY
EVACUATION ANNEX
STANDARDIZED TEXT

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Evacuation
Annex, SOP'S, and attachments based on deficiencies
identified through drills, exercises and actual
emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in
addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex
that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- EA 1 Evacuation Routes. (On file)
- EA 2 Evacuation Procedures (SOP's). (On file)
- EA 3 Recall/Duty Roster. (On file)
- EA 4 Mutual Aid Agreements. (On file)
- EA 5 Transportation Resources. (On file)
- EA 6 Reception Areas Maps. (On file)
- EA 7 Staging Areas Maps. (On file)
- EA 8 Special Interest Group Evacuation. (On file)
- EA 9 Supplies and Equipment List. (On file)
- EA 10 Information Packets. (On file)
- EA 11 Population at Risk/Identified Hazard Areas (NAPB
90). (On file)

STATE OF NEW JERSEY
FIRE AND RESCUE ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

FIRE & RESCUE ANNEX

I. INTRODUCTION

A. Statement of approval:

The Fire & Rescue Annex of the (enter jurisdiction name)
Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the (enter title of person responsible for annex) and is
hereby approved. This annex supersedes any previously
written Emergency Fire & Rescue Annexes.

Approval date: (fill in date) Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

- 1. Federal
 - a. As cited in the Basic Plan
- 2. State
 - a. OEM Directive No. 33, Procedures in Requesting Aid as a Result of Fires
 - b. N.J.S.A. 40A:14-7 Creation and Establishment of Fire Departments and Forces
 - c. N.J.S.A. 52:27D-192 Uniform Fire Safety Act

STATE OF NEW JERSEY
FIRE AND RESCUE ANNEX
STANDARDIZED TEXT

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

- a. FEMA Disaster Operations, CPG 1-6, 1980
- b. National Fire Protection Handbook
- c. National Fire Protection Association Standards

2. State

- a. N.J.A.C. 5:18 Uniform Fire Code
- b. N.J.A.C. 5:18A Fire Code Enforcement
- c. N.J.A.C. 5:18B High Level Alarms

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Fire & Rescue Annex is to define and to provide guidance for the development and operation of a viable fire and rescue program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Fire and Rescue emergency response.

STATE OF NEW JERSEY
FIRE AND RESCUE ANNEX
STANDARDIZED TEXT

B. The following are the SOP'S that address how the Fire and Rescue functions will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Fire and Rescue functions are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
fire protection in emergency shelters.

VII. CONTINUITY OF GOVERNMENT FOR FIRE AND RESCUE

A. There is a need for a line of succession for the person responsible for the fire and rescue functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to fire and rescue will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

STATE OF NEW JERSEY
FIRE AND RESCUE ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
fire and rescue functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the fire and rescue
functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Fire & Rescue
Annex and for ensuring that necessary changes and
revisions to the annex are prepared, coordinated,
approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Fire &
Rescue Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

STATE OF NEW JERSEY
FIRE AND RESCUE ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- FRA 1 Fire Mutual Aid Agreements. (On file)
- FRA 2 Recall/Duty Roster. (On file)
- FRA 3 Fire SOP's. (On file)
- FRA 4 Resource/Equipment List. (On file)

STANDARDIZED TEXT

HAZARDOUS MATERIALS ANNEX

Special Notes

As stated in the beginning of this standardized text, it is of critical importance that you understand the purpose and limits of this guidance. Many jurisdictions will find that this information reflects common operational procedures used across the state. Nevertheless, it is provided as recommended way of addressing the items of the checklist **ONLY IF IT ACCURATELY DESCRIBES YOUR OPERATION.**

This is especially true for the Hazardous Materials Annex in that there are many areas of planning and response covered by special state and Federal laws, such as the NJ County Environmental Health Act, Title-III of the Federal Superfund Amendments and Reauthorization Act, and OSHA 29-CFR-1910.120. Your EOP must describe activities as they really happen in your jurisdiction, so make sure the standard text says it right before using it!

Note also that you have been provided with information that should be used in Appendix 4 of this Annex. Be aware, however, that these two items address only part of what is required for the Appendix. As with all other areas throughout the EOP you must complete the remaining requirements in this and the other checklists.

Should you have any questions on the checklist or the standardized text for the Hazardous Materials Annex do not hesitate to contact your NJOEM regional office or the NJOEM Hazardous Materials Emergency Response Planning Unit at State Police Division Headquarters (609) 882-2000, ext. 2945.

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

(enter jurisdiction name)

HAZARDOUS MATERIALS ANNEX

I. INTRODUCTION

Statement of approval:

The Hazardous Materials Annex of the _____
(enter jurisdiction name)
Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the

(title of person/agency responsible for annex)
and is hereby approved. This Annex supersedes any previously written Hazardous Materials Annexes.

Approval date:

(fill in date)

Police Dept Representative
(fill in name and sign)

(fill in date)

Fire Dept Representative
(fill in name and sign)

(fill in date)

EMS Representative
(fill in name and sign)

(fill in date)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITIES AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal

a. Emergency Planning and Community Right-To-Know Act of 1986, PL 99-499. (SARA Title-III)

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

2. State

- a. N.J.S.A. 13:1K-16 & 17, Notification of the NJDEP Hotline.
- b. N.J.S.A. 26:3A2-21, County Environmental Health Act.
- c. Other state statutes and directives as listed in "New Jersey Laws Applicable to Hazardous Materials Response and Planning", NJOEM.

3. County

- a. (fill in county authority if any)

4. Municipal

- a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

- a. Hazardous Materials Emergency Planning Guide, NRT-1, NRC.
- b. Emergency Response Guidebook, USDOT.
- c. Chemical Hazards Response Information System (CHRIS) manuals, USDOT/USCG.
- d. NIOSH Pocket Guide to Chemical Hazards, US Dept of Health and Human Services.

2. State

- a. NJ Hazardous Materials Emergency Response Course, NJOEM.
- b. NJ Hazardous Substance Fact Sheets, NJDOH.
- c. Standardized Hazardous Materials Training Comes to New Jersey, NJOEM.
- d. Guidelines for Public Evacuation, NJOEM.
- e. Preparing a Traffic Diversion Capability, NJOEM.
- f. Emergency Response Reference Guide for Chemical Handling Facilities, NJOEM.

3. County

- a. (fill in county references if any)

4. Municipal

- a. (fill in municipal references if any)

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

5. Other

- a. Emergency Handling of Hazardous Materials in Surface Transportation, Association of American Railroads.
- b. Hawley's Condensed Chemical Dictionary, revised by Sax and Lewis.

III. PURPOSE

- A. The purpose of the Hazardous Materials Annex is to define and to provide guidance for the development and operation of a viable hazardous materials program during any emergency or disaster situation and to ensure completion of required emergency actions.

V. OPERATIONS AND CONTROL

A. Heightened risk actions.

4. According to NFPA Standard 471, emergency responders are to utilize a system for classifying incidents. As outlined in the New Jersey Hazardous Materials Emergency Response Course, this classification scheme is broken down into three categories which are based on the three levels of response function. Level-I incidents involve minor situations requiring only defensive actions. Level-II incidents often require only defensive actions, but may involve some offensive response. Level-III incidents require more involved defensive and offensive actions, and will most likely involve considerations such as public exposure and/or evacuation. A full layout of the classification scheme is provided in chart form is provided in HMA-4.
6. It is impossible to predict the proper response to all hazardous materials incidents in advance of an actual occurrence. In most cases, however, the response will be directed through a command post operation. For situations requiring large scale evacuation and multiagency coordination the EOC will also be activated. This decision will be made by the Incident Commander in consultation with the emergency management coordinator and any department heads present on-scene. In either case, the command post operation will remain as the primary point for direction and control.

STATE OF NEW JERSEY
 HAZARDOUS MATERIALS ANNEX
 STANDARDIZED TEXT

7. As required by OSHA Law 29-CFR-1910.120, the Incident Command System (ICS) is used for directing the response phase to hazardous materials emergencies. There are five functional areas under the ICS, including command, planning, operations, logistics, and finance. In virtually all situations, the _____ will be (person by title) designated as the Incident Commander. Depending on the severity of the situation, the Incident Commander may delegate the responsibility for the remaining four functions of the ICS to the appropriate department heads on-scene. These subcommanders will report directly to the Incident Commander and will be in command of each of their delegated functions. An expanded description of the five functional areas of the ICS is provided in HMA-4.

B. The following table has been prepared as a planning tool to provide emergency responders with a rough idea of how long it will take to muster the necessary support for hazardous materials response.

<u>RESPONDING AGENCY</u>	<u>NORMAL CONDITIONS</u>	<u>SEVERE CONDITIONS</u>
Police Dept		
Fire Dept		
EMS		
OEM		
Health Dept		
Public Works		
<u>(HazMat Response Team)</u>		
County OEM		
County Response		
NJDEP		
NJOEM		
USEPA		
US Coast Guard		

From the chart it is important for the first responders to be aware that there may be substantial time lag before assistance from the _____ may arrive to perform

(name of agency) advanced or offensive response actions. Procedures will be implemented to notify and activate these agencies as soon as it is determined that their assistance will be needed.

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

VI. RESPONSIBILITIES

A. The _____ is responsible for implementing
(person by title)
this Annex. The Incident Commander will be designated from the
_____ and will be responsible for directing
(name of agency)
the hazardous materials emergency response.

B. The following are the SOPs that address how the hazardous materials functions will be accomplished: (If none, so state)

1. Initial Contact Message Procedures.
2. Incident Classification Scheme.
3. Incident Command System.
- 4.
- 5.

Further details on these SOPs are provide in HMA-4.

C. Agreements for the hazardous materials function are as follows:
(If none, so state)

1. County response services (under a County Environmental Health Act agreement with the NJDEP).
2. _____ HazMat Response Team Services.
- 3.
- 4.

Further details on these agreements are provided in HMA-6.

E. If it is determined that due to incident conditions it is possible that emergency responders may be exposed to a hazardous substance, the Incident Commander will assure that self-contained breathing apparatuses are worn.

F. The Incident Commander will assure that personal protective equipment (PPE) will be worn only by trained qualified emergency responders and will be done in accordance with OSHA Law and established procedures.

G. For incidents requiring the establishment of site control measures, the Incident Commander will limit and control the number of responders entering the "hot zone".

H. If a hazardous materials response team is undertaking offensive actions in order to mitigate an incident, the Incident Commander will assure that responders follow the "buddy system" by working in groups of two or more.

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

- I. The _____ will provide basic life support services as required. The _____ will provide advanced life support services as required.
(name of agency) (name of agency)
- J. The _____ will be responsible for coordinating safety monitoring and decontamination as required.
(name of agency)
- K. Arrangements have been made with _____ receiving and treating citizens and/or emergency responders injured and/or contaminated as a result a hazardous materials incident.
(name of hospitals)
- L. The _____ will be responsible for maintaining safety zones, providing site security and traffic control. The _____ will be responsible for providing places of refuge for both emergency workers and the public.
(name of agency) (name of agency)
- M. The _____ will be responsible for providing and maintaining exposure records for responders. At this time _____ has no personnel trained as "team" members or specialists, however, any responder exhibiting symptoms of overexposure shall receive immediate medical attention and follow-up medical surveillance.
(name of agency) (enter jurisdiction name)
- N. Individual departments will be responsible for the maintenance and calibration of response equipment according to established procedures which follow manufacturers and NFPA recommended practices.
- O. The _____ will be responsible for establishing and coordinating a hazardous materials public information and education program. All information which must be made available to the public will be on file at the _____.
(name of person) (name of location)

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

VII. CONTINUITY OF GOVERNMENT FOR HAZARDOUS MATERIALS

- A. There is a need for a line of succession for the person responsible for hazardous materials response functions in order to ensure continuous leadership, authority and responsibility. This procedure will be consistent with the structure to be used under the Incident Command System.

Therefore, even though individual lines of succession exist for each department, a separate line of succession for hazardous materials response will also be established. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
(title of hazardous materials Incident Commander)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

- B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Copies of records and logs pertaining to hazardous materials emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the hazardous materials incident response is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

- A. The _____ is responsible for the
(person by title)
maintenance of all records and reports required for the hazardous materials functions in an emergency. In addition, current files will be maintained on all Right-To-Know, SARA, and TCPA facilities in this jurisdiction. Emergency Response Reference Guides will be kept at the _____ for
(name of location)
use during emergencies.

- B. The _____ is responsible for records of
(person by title)
expenditures for the hazardous materials functions in an emergency. Accurate recordkeeping is of paramount importance if any future claims are made against a responsible party. This activity will be coordinated with the NJDEP regional responder in accordance with established procedures.

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the Resource Management Annex and the following SOP(s).

- 1. _____
- 2. _____.

The _____ will coordinate with
(person by title)
the Emergency Management Coordinator for all requests for supplies and equipment through agreement with neighboring jurisdictions, industry or from the county Office of Emergency Management. (See HMA-5, HMA-6 and RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The _____ is responsible for the
(person by title)
maintenance of the Hazardous Materials Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed to all agencies participating in hazardous materials planning and response.
- B. The _____ is responsible for review and
(person by title)
updating of the Hazardous Materials Annex, SOPs and attachments based on changes or additions to existing hazardous materials laws or directives, and deficiencies identified through drills, exercises and actual emergencies on an annual basis. It is important to note that exercising of the EOP is also required by SARA Title-III, Section 303.

STATE OF NEW JERSEY
HAZARDOUS MATERIALS ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. CEHA - N.J. County Environmental Health Act
2. ICS - Incident Command System
3. NFPA - National Fire Protection Association
4. NIOSH - National Institute for Occupational Safety and Health
5. NJDEP - N.J. Department of Environmental Protection
6. NJDOH - N.J. Department of Health
7. NRC - National Response Center
8. OSHA - U.S. Occupational Safety and Health Administration
9. PPE - Personal Protective Equipment
10. RTK - Right-To-Know
11. SARA - U.S. Superfund Amendments and Reauthorization Act
12. SCBA - Self Contained Breathing Apparatus
13. TCPA - N.J. Toxic Catastrophe Prevention Act
14. USCG - U.S. Coast Guard
15. USDOT - U.S. Department of Transportation
16. USEPA - U.S. Environmental Protection Agency

XI. APPENDICES/ATTACHMENTS

- | | |
|-------|--|
| HMA-1 | Chemical Handling Facilities (Attached) |
| HMA-2 | Facilities Location, Transportation and Vulnerability Map (Attached) |
| HMA-3 | Hazardous Materials Evacuation and Traffic Rerouting (Attached) |
| HMA-4 | Hazardous Materials SOP's (Attached) |
| HMA-5 | Hazardous Materials Resources (Attached) |
| HMA-6 | Hazardous Materials Agreements (Attached) |
| HMA-7 | Hazardous Materials Training (Attached) |

Planning Guide for Determining Hazardous Materials Incident Levels, Response, and Training

		FIRST RESPONDER	HAZMAT TECHNICIAN AND/OR SPECIALIST	
		DEFENSIVE OPERATIONS	OFFENSIVE OR DEFENSIVE OPERATIONS	
		LEVEL ONE	LEVEL TWO	LEVEL THREE
DECIDING	PRODUCT HAZARD (1)	CAN REQUIRE UP TO FULL STRUCTURAL FIREFIGHTING PPE	CAN REQUIRE UP TO LEVEL B CHEMICAL PPE AND/OR SPECIALIZED HIGH TEMPERATURE PPE	REQUIRES LEVEL A CHEMICAL PPE OR BOTH LEVEL A & SPECIALIZED HIGH TEMPERATURE PPE
CONDITIONS	LIFE SAFETY (2)	NO LIFE THREATENING SITUATION FROM MATERIALS INVOLVED	LOCALIZED AREA, LIMITED EVACUATION AREA	LARGE AREA, MASS EVACUATION AREA

	ENVIRONMENTAL IMPACT (POTENTIAL)	MINIMAL	MODERATE	SEVERE
CONTRIBUTING	LEAK SEVERITY	NO RELEASE OR SMALL RELEASE CONTAINED OR CONFINED WITH READILY AVAILABLE RESOURCES	RELEASE MAY NOT BE CONTROLLABLE WITHOUT SPECIAL RESOURCES	RELEASE MAY NOT BE CONTROLLABLE EVEN WITH SPECIAL RESOURCES
FACTORS	NON-PRESSURIZED CONTAINER INTEGRITY PRESSURIZED CONTAINER INTEGRITY	STRESSED OR MINOR DAMAGE STRESSED BUT NOT DAMAGED	DAMAGED BUT ABLE TO CONTAIN THE CONTENTS TO ALLOW HANDLING OR TRANSFER OF PRODUCT DAMAGED BUT ABLE TO CONTAIN THE CONTENTS TO ALLOW HANDLING OR TRANSFER OF PRODUCT	DAMAGED TO SUCH AN EXTENT THAT CATASTROPHIC RUPTURE IS POSSIBLE DAMAGED TO SUCH AN EXTENT THAT CATASTROPHIC RUPTURE IS POSSIBLE
	LIFE THREATENING EXPLOSION POTENTIAL	LOW	MEDIUM	HIGH

USING THE DECIDING CONDITIONS—First look at **Product Hazard** to determine the level. If you then determine an incident level of less than three then look at **Life Safety** to help decide if you should upgrade the level.

USING THE CONTRIBUTING FACTORS—If less than level three is defined by the Deciding Conditions then all of the Contributing Factors should be **considered** to define an incident level.

INCIDENT COMMAND SYSTEM (ICS)

Although many systems exist throughout the nation for the command and control of resources at emergency incidents, the National Fire Academy has adopted the Incident Command System (ICS) as its base for teaching the concepts of incident command. The ICS is recognized by the Academy as a system that is documented and has been successfully used in managing available resources at emergency operations.

The system consists of procedures for controlling personnel, facilities, equipment, and communications.

It is designed to begin developing from the time an incident occurs until the requirement for management and operations no longer exists. The "Incident Commander" is a title which can apply equally to an engine company captain, or the chief of a police department, depending

upon the situation. The structure of the ICS can be established and expanded depending upon the changing conditions of the incident. It is intended to be staffed and operated by qualified personnel from any emergency services agency and may involve personnel from a variety of agencies.

As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit, to major emergency involving several agencies. The ICS allows agencies to communicate using common terminology and operating procedures. It also allows for the timely combining of resources during an emergency.

The ICS is designed to be used in response to emergencies caused by fires, floods, earthquakes, hurricanes, riots, hazardous materials, or other natural or human-caused incidents.

PRIMARY FEATURES OF THE INCIDENT COMMAND SYSTEM

Adaptability—an all hazards incident management system that readily adapts itself to your incident

Flexibility—easily expands as the incident expands just by adding additional ICS elements

Span of Control—no more than 5 subordinates for one supervisor

Unity of Command—a chain of command that is established
—everyone knows who's in charge
—everyone knows who to report to

ORGANIZATION AND OPERATION

The ICS has five major functional areas:

Command

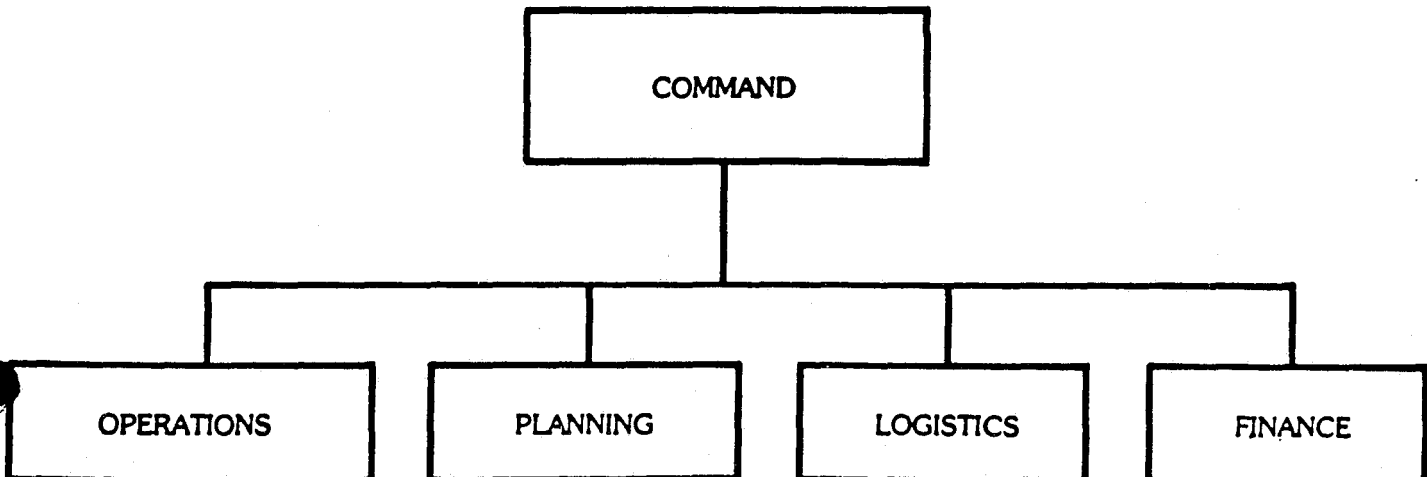
Operations

Planning

Logistics

Finance

FIVE MAJOR FUNCTIONS



INCIDENT COMMAND SYSTEM FUNCTIONS

A brief explanation of the five major functional areas of the ICS are as follows:

COMMAND

The command function manages the incident including establishing strategic goals, and ordering and releasing resources in the form of personnel and equipment. Command also has responsibility for the other four functions until and if they are delegated.

OPERATIONS

The operations function directs all incident tactical resources to accomplish the goals and objectives developed by command. Operations assures that the personnel and equipment at the scene are used to perform effective mitigation.

PLANNING

Planning is responsible for the collection and evaluation of information important to the incident. This then leads to the development of an action plan. Planning is ongoing.

LOGISTICS

The logistics function provides the services and supplies needed to support the tactical operations. It may be a simple function such as arranging for refueling of vehicles or as complicated as feeding hundreds of people.

FINANCE

Finance includes activities such as purchasing, renting equipment deemed necessary on-site, and keeping records on overtime for complex larger operations.

STATE OF NEW JERSEY
LAW ENFORCEMENT ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

LAW ENFORCEMENT ANNEX

I. INTRODUCTION

A. Statement of approval:

The Law Enforcement Annex of the _____
(enter jurisdiction name)
Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the _____
and is
(enter title of person responsible for annex)
hereby approved. This annex supercedes any previously
written Law Enforcement Annexes.

Approval date: _____
(fill in date) _____
Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal

a. Emergency Management and Assistance Act of
1980, 44 U.S. Code 2.1

2. State

a. OEM Directive No. 38, Governor's
Proclamation on Auxiliary Police Powers

b. N.J.S.A. Title 40A, Municipalities &
Counties

STATE OF NEW JERSEY
LAW ENFORCEMENT ANNEX
STANDARDIZED TEXT

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

a. FEMA Disaster Operations, CPG 1-6, 1980

b. FEMA Standards For Local Civil Preparedness, CPG 1-5, 1980

2. State

a. State of New Jersey, Civil Disorders, The Role of Local, County and State Governments, August 1984

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Law Enforcement Annex is to define and to provide guidance for the development and operation of a viable law enforcement program during any emergency or disaster situation and to ensure completion or required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Law Enforcement emergency response.

STATE OF NEW JERSEY
LAW ENFORCEMENT ANNEX
STANDARDIZED TEXT

B. The following are the SOP'S that address how the Law Enforcement function will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Law Enforcement function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters.
(list person by title)

VII. CONTINUITY OF GOVERNMENT FOR LAW ENFORCEMENT

A. There is a need for a line of succession for the person responsible for the law enforcement functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:

1. _____
(title of peron responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to law enforcement will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

STATE OF NEW JERSEY
LAW ENFORCEMENT ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
law enforcement functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the law enforcement
functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

- 1. _____
- 2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Law Enforcement
and for ensuring that necessary changes and revisions
to the annex are prepared, coordinated, approved and
distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Law
Enforcement Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

STATE OF NEW JERSEY
LAW ENFORCEMENT ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- LEA 1 Mutual Aid Agreement. (On file)
- LEA 2 Critical Facilities List. (Attached)
- LEA 3 Law Enforcement Resource List. (On file)
- LEA 4 Law Enforcement SOP's. (On file)
- LEA 5 Recall/Duty Roster. (On file)

STATE OF NEW JERSEY
PUBLIC HEALTH ANNEX
STANDARDIZED TEXT

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Public Health Annex is to define and to provide guidance for the development and operation of a viable public health program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Public Health emergency response.

B. The following are the SOP'S that address how the Public Health function will accomplish their emergency response: (If none, so state)

1.

2.

3.

STATE OF NEW JERSEY
PUBLIC HEALTH ANNEX
STANDARDIZED TEXT

C. Mutual aid agreements for the Public Health function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
the expansion of mortuary services in an emergency.

VII. CONTINUITY OF GOVERNMENT FOR PUBLIC HEALTH

A. There is a need for a line of succession for the person responsible for the public health functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

- 1. _____
(title of person responsible for the annex)
- 2. _____
(title of person next in line)
- 3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to public health will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the public health functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the public health functions in an emergency.

STATE OF NEW JERSEY
PUBLIC HEALTH ANNEX
STANDARDIZED TEXT

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Public Health Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Public Health Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- | | |
|-------|------------------------------------|
| PHA 1 | Public Health Contracts. (On file) |
| PHA 2 | Recall/Duty Roster. (On file) |
| PHA 3 | Equipment/Resource List. (On file) |
| PHA 4 | Public Health SOP's. (On file) |

STATE OF NEW JERSEY
PUBLIC WORKS ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

PUBLIC WORKS ANNEX

I. INTRODUCTION

A. Statement of approval:

The Public Works Annex of the _____
(enter jurisdiction name)
Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the _____
and is
(enter title of person responsible for annex)
hereby approved. This annex supersedes any previously
written Public Works Annexes.

Approval date: _____
(fill in date) _____
Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

- 1. Federal
 - a. As cited in the Basic Plan
- 2. State
 - a. As cited in the Basic Plan
- 3. County
 - a. (fill in county authority if any)
- 4. Municipal
 - a. (fill in municipal authority if any)

STATE OF NEW JERSEY
PUBLIC WORKS ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Public Works Annex is to define and to provide guidance for the development and operation of a viable public works program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Public Works emergency response.

B. The following are the SOP'S that address how the Public Works function will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Public Works function are as follows: (If none, so state)

- 1.
- 2.
- 3.

STATE OF NEW JERSEY
 PUBLIC WORKS ANNEX
 STANDARDIZED TEXT

D. The _____ is responsible for
 (list person by title)
 preparing and maintaining a resource list that
 identifies source, location and availability of earth-
 moving equipment, dump trucks, road graders, fuel,
 etc., for use in disaster response/recovery operations.

E. The _____ is responsible for
 (list person by title)
 coordinating the repair and restoration of essential
 services and vital facilities.

F. The _____ is responsible for
 (list person by title)
 the arrangement of the restoration of utilities to
 essential facilities.

G. The _____ is responsible for
 (list person by title)
 maintaining sanitation services during an emergency.

VII. CONTINUITY OF GOVERNMENT FOR PUBLIC WORKS

A. There is a need for a line of succession for the
 person responsible for the public works functions in
 order to ensure continuous leadership, authority and
 responsibility. The Emergency Management Coordinator
 and the personnel working within this function will be
 kept informed of the following line of succession:

1. _____
 (title of person responsible for the annex)
2. _____
 (title of person next in line)
3. _____
 (title of person next in line)

B. Essential records and logs will be protected and
 preserved in accordance with standing departmental
 orders. Records and logs pertaining to public works
 will be forwarded to the Emergency Management
 Coordinator to ensure that a complete record of the
 emergency is available for post operation analysis and
 possible use in litigation.

STATE OF NEW JERSEY
PUBLIC WORKS ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
public works functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the public works functions
in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Public Works
Annex and for ensuring that necessary changes and
revisions to the annex are prepared, coordinated,
approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Public Works
Annex, SOP'S, and attachments based on deficiencies
identified through drills, exercises and actual
emergencies on an annual basis.

STATE OF NEW JERSEY
PUBLIC WORKS ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- | | |
|-------|-------------------------------------|
| PWA 1 | Recall/Duty Roster. (On file) |
| PWA 2 | Public Works SOP's. (On file) |
| PWA 3 | Mutual Aid Agreements. (On file) |
| PWA 4 | Equipment/Resource List. (On file) |
| PWA 5 | Private Contractors List. (On file) |

STATE OF NEW JERSEY
RADIOLOGICAL PROTECTION ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

RADIOLOGICAL PROTECTION ANNEX

I. INTRODUCTION

A. Statement of approval:

The Radiological Protection Annex of the

(enter jurisdiction name)

Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the

(enter title of person responsible for annex) and is

hereby approved. This annex supersedes any previously
written Radiological Protection Annexes.

Approval date: (fill in date) Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

STATE OF NEW JERSEY
RADIOLOGICAL PROTECTION ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. FEMA Guide for the Design and Development of a Local Radiological Defense Support System, CPG 1-30, 1981

b. FEMA Radiological Defense Preparedness, CPG 2-6.1, 1985

c. FEMA Radiological Defense Manual, CPG 2-6.2, 1977

d. FEMA Radiological Instruments: An Essential Resource for National Preparedness, CPG 3-1, 1986

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Radiological Protection Annex is to define and to provide guidance for the development and operation of a viable radiological protection program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Radiological Protection response.

STATE OF NEW JERSEY
RADIOLOGICAL PROTECTION ANNEX
STANDARDIZED TEXT

B. The following are the SOP'S that address how the Radiological Protection function will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Radiological Protection function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
ensuring that all emergency support services, vital facilities, and essential industries have trained radiological protection personnel (radiological response team personnel and radiological monitors).

E. The _____ is responsible for
(list person by title)
providing appropriate protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous chemical or radiological environment and identifying medical facilities with decontamination and evaluation capabilities.

F. The _____ is responsible for
(list person by title)
ensuring that radiological monitors are available to provide data to the EOC.

G. The _____ is responsible for
(list person by title)
providing the crisis training of radiological monitors for all public fallout shelters planned for use.

H. The _____ is responsible for
(list person by title)
the radiological training of the jurisdiction's field forces, maintaining equipment for radiation hazard evaluation and exposure control and maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.

STATE OF NEW JERSEY
 RADIOLOGICAL PROTECTION ANNEX
 STANDARDIZED TEXT

VII. CONTINUITY OF GOVERNMENT FOR RADIOLOGICAL PROTECTION

A. There is a need for a line of succession for the person responsible for the radiological protection functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
 (title of person responsible for the annex)
2. _____
 (title of person next in line)
3. _____
 (title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to radiological protection will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
 (list person by title)
 maintenance of all records and reports required for the radiological protection functions in an emergency.

B. The _____ is responsible for
 (list person by title)
 records of expenditures for the radiological protection functions in an emergency.

STATE OF NEW JERSEY
RADIOLOGICAL PROTECTION ANNEX
STANDARDIZED TEXT

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Radiological Protection Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Radiological Protection Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- | | |
|-------|--|
| RPA 1 | Municipal Radiological Increased Readiness Actions (On file) |
| RPA 2 | Recall/Duty Roster (On file) |
| RPA 3 | Resource/Equipment List (On file) |

Municipal Increased Readiness Actions for Radiological Defense
Annex (RADEF)

I.

1. The primary mission of the Radiological Defense System is to provide the individual citizen and government officials the knowledge and skill to:
 - a. (1) Survive a nuclear attack; (2) Facilitate recovery efforts on behalf of the County's civilian population.
 - b. The secondary mission of Radef is to provide support as appropriate for emergency response to peacetime accidents.
2. The Federal Emergency Management Agency is responsible for formulating National Radiological Defense Policy.
3. The Division of State Police, -Office of Emergency Management is the Headquarters for Radiological Defense for the State of New Jersey and its political subdivision.
4. The County Office of Emergency Management under the County Coordinator and Radiological Defense Officer are responsible for implementing Radiological Defense policy within their County operations. They are also responsible for assisting the municipal level of government, within their County, with Radef training and equipment.
5. The municipal Office of Emergency Management under the coordinator and Radef Staff, is responsible for transforming Radef Guidance into plans and operations. The Municipal level of OEM is responsible for transforming Radef Guidance into plans and operations. It is the level of OEM that operates shelters and emergency services (police, fire, first aid) functions.

II. RADIOLOGICAL OPERATIONS (TIME PHASE)

1. Pre Emergency - Normal Operations Preparedness is the objective of Radef in this time phase. The Radef system must be operational and prepared to fulfill the objectives of Radef; therefore:
 - A. The Radiological Defense Officer (RDO) and the Radef must be trained and operating. (See Appendix 1)

- B. Fallout, shelters must be identified and provisions for Radiological Monitoring within the shelters must be provided for. (See Appendix 2)
- C. Self Protection of Emergency Services (Police, fire, first aid), vital facilities and essential industries must be identified for equipment needs as outlined in Radiological Defense Circular 6-3.

Radiological Instrument and Exchange Program, CPG 1-5 Standards for Local Civil Preparedness and CPG 1-30, Guide for the Design and development of a local Radiological Defense Support System.

Decontamination guidance is provided with the latter document.

- D. Provision for Population Protection Planning should be developed at this phase and placed in the appropriate annex. The type of radiological Operation will depend on whether or not the Population Protection Option is exercised.

2. INCREASED READINESS PHASE (PRE ATTACK)

The objective for Radef in this phase is improved capability. The Complete Radiological Defense Unit must be assigned, trained and deployed. Therefore:

- A. Accelerated training must begin for all Radiological Monitoring teams, Shelter Monitors, Self Protection teams and Radef EOC teams are to be trained and staffed in accordance with CPG 1-30.
- B. Instruments will be distributed for bulk repositories to pre designated units according to Municipal Radef SOP's.
- C. A daily communication's drill will be held between the Municipal and EOC and its Radef elements as well as the Municipal EOC and County Radef. All times for recording will be in local time format.
- D. If the Population Protection Option is exercised, Municipal Radiological Operations will be adjusted accordingly.

3. EMERGENCY PHASE (ATTACK PHASE)

The objective of RADEF in this time phase is survival. Casualties must be kept to a minimum. The primary hazard is gamma radiation. No unshielded operations are possible unless casualties are willing to be accepted. The primary countermeasure is sheltering.

The Emergency Phase begins when the warning is sounded that an attack is imminent and lasts until radiation levels after the attack has decreased to allow short term operations or until the emergency phase is cancelled. In the event of attack the RDO and his staff must provide guidance pertaining to radiation to all elements of municipal government. The RADEF staff must:

1. Direct Shelter Operations
2. Consider Remedial Movement of Shelters, if practical.
3. Implement Exposure Control
4. Provide Decontamination Guidance as needed.
(See Appendix 7)

4. RECOVERY PHASE (POST ATTACK PHASE)

This phase is a two level phase. The first level is for the operational recovery of essential services (telephone service, power stations, water works, police, fire, etc.).

The primary hazard is gamma radiation, limited recovery can begin under the guidance of the RDO staff. Decontamination is the primary objective of the first level of recovery.

The following countermeasures will be used to achieve the first level of recovery:

1. Decontamination Procedures
2. Shelter Operations
3. Remedial Movement Option
4. Exposure Control
5. Contamination Control

The first level of recovery may take many months.

The second level of recovery is the Final Recovery which has as its objective the normal operation of government and business.

The primary hazard present may be Beta radiation. All decontamination procedures are in effect but the primary emphasis of the RADEF staff is contamination

control. These practices would continue until the State Office of Emergency Management orders them stopped.

III. PEACETIME NUCLEAR INCIDENTS

Radiological Defense units are not to respond to peacetime nuclear incidents. Special training is available to RADEF units for response to peacetime accident. These units MUST be trained by the NJSP OEM and NJ Department of Environmental Protection (DEP). All peacetime incidents are to reported at once to the New Jersey State Police Emergency Operations Center. Telephone 609-882-4201. This is a 24 hour number.

STATE OF NEW JERSEY
RESOURCE MANAGEMENT ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

RESOURCE MANAGEMENT ANNEX

I. INTRODUCTION

A. Statement of approval:

The Resource Management Annex of the

(enter jurisdiction name)

Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the

and is

(enter title of person responsible for annex)

hereby approved. This annex supersedes any previously
written Resource Management Annexes.

Approval date:

(fill in date)

Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county authority if any)

STATE OF NEW JERSEY
RESOURCE MANAGEMENT ANNEX
STANDARDIZED TEXT

4. Municipal

a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Resource Management Annex is to define and to provide guidance for the development and operation of a viable resource management program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Resource Management emergency response.

B. The following are the SOP'S that address how the Resource Management function will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

STATE OF NEW JERSEY
RESOURCE MANAGEMENT ANNEX
STANDARDIZED TEXT

C. Mutual aid agreements for the Resource Management function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
providing the identification of potential resource needs relative to known hazards.

E. The _____ is responsible for
(list person by title)
collecting and maintaining resource inventories of personnel, equipment and supplies from the governmental, private and voluntary sectors and for identifying sources, location and availability.

F. The _____ is responsible for
(list person by title)
record keeping of expenditures for resources/manpower to support disaster response/recovery operations.

G. The _____ is responsible for
(list person by title)
the maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims.

VII. CONTINUITY OF GOVERNMENT FOR RESOURCE MANAGEMENT

A. There is a need for a line of succession for the person responsible for the resource management functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

STATE OF NEW JERSEY
RESOURCE MANAGEMENT ANNEX
STANDARDIZED TEXT

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to resource management will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the resource management functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the resource management functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the this Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Resource Management Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

STATE OF NEW JERSEY
RESOURCE MANAGEMENT ANNEX
STANDARDIZED TEXT

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Resource
Management Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in
addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex
that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- | | |
|-------|---|
| RMA 1 | Recall/Duty Roster. (On file) |
| RMA 2 | Drivers List for Trucks and Heavy Equipment.
(On file) |
| RMA 3 | Private Sector Reimbursement Procedures.
(Attached) |
| RMA 4 | Mutual Aid Agreements - Municipalities. (On
file) |
| RMA 5 | Mutual Aid Agreements - Private Sector. (On
file) |
| RMA 6 | Resource Management SOP's. (On file) |
| RMA 7 | Resource Distribution Centers List. (On file) |
| RMA 8 | Purchasing Manual. (On file) |

STATE OF NEW JERSEY
SHELTER/RECEPTION AND CARE ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

SHELTER, RECEPTION & CARE ANNEX

I. INTRODUCTION

A. Statement of approval:

The Shelter, Reception & Care Annex of the

(enter jurisdiction name)

Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the

(enter title of person responsible for annex) and is

hereby approved. This annex supersedes any previously
written Shelter, Reception & Care Annexes.

Approval date:

(fill in date)

Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. N.J.S.A. 10:82, Public Assistance Manual

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

STATE OF NEW JERSEY
SHELTER/RECEPTION AND CARE ANNEX
STANDARDIZED TEXT

B. References, guidance material and other documents.

1. Federal

a. FEMA Guidance for Development of an
Emergency Fallout Shelter Stocking Plan, CPG
1-19, 1983

b. FEMA Radiation Safety in Shelters, CPG 2-
6.4, 1983

c. FEMA Sheltering and Care Operations, CPG
2-8, 1987

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Shelter, Reception & Care Annex is to define and to provide guidance for the development and operation of a viable shelter reception and care program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Shelter,
Reception and Care emergency response.

STATE OF NEW JERSEY
SHELTER/RECEPTION AND CARE ANNEX
STANDARDIZED TEXT

B. The following are the SOP'S that address how the Shelter, Reception and Care functions will accomplish their emergency response: (If none, so state)

- 1.
- 2.
- 3.

C. Mutual aid agreements for the Shelter, Reception and Care functions, including Red Cross, Salvation Army, etc., are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
the provision of in-place fallout shelter protection for each person within the threatened area.

E. The _____ is responsible for
(list person by title)
identifying those facilities suitable as public fallout shelters which are contained in the National Facilities Listing and the allocation of fallout shelter space to the public.

F. The _____ is responsible for
(list person by title)
coordinating the use of expedient fallout shelter where fallout shelter and upgradeable shelter is inadequate.

G. The _____ is responsible for
(list person by title)
the shelter needs of the institutionalized or special needs groups.

H. The _____ is responsible for
(list person by title)
designating shelter facilities in the reception area with the shortest commuting distance to the hazardous area for essential workers and their families.

I. The _____ is responsible for
(list person by title)
providing acquisition of additional equipment and supplies when needed at shelter sites.

STATE OF NEW JERSEY
SHELTER/RECEPTION AND CARE ANNEX
STANDARDIZED TEXT

J. The _____ is responsible for
(list person by title)
assigning trained shelter managers and staff to all
facilities during any period of lodging or fallout
shelter occupancy.

K. The _____ is responsible for
(list person by title)
assigning responsibilities (individual and/or
organizations) for emergency mass feeding operations

L. The _____ is responsible for
(list person by title)
maintaining shelter areas free from contamination.

VII. CONTINUITY OF GOVERNMENT FOR SHELTER, RECEPTION & CARE

A. There is a need for a line of succession for the
person responsible for the shelter, reception and care
functions in order to ensure continuous leadership,
authority and responsibility. The Emergency Management
Coordinator and the personnel working within these
functions will be kept informed of the following line
of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

B. Essential records and logs will be protected and
preserved in accordance with standing departmental
orders. Records and logs pertaining to shelter,
reception and care will be forwarded to the Emergency
Management Coordinator to ensure that a complete record
of the emergency is available for post operation
analysis and possible use in litigation.

STATE OF NEW JERSEY
SHELTER/RECEPTION AND CARE ANNEX
STANDARDIZED TEXT

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the
shelter, reception and care functions in an emergency.

B. The _____ is responsible for
(list person by title)
records of expenditures for the shelter, reception and
care functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Shelter,
Reception & Care Annex and for ensuring that necessary
changes and revisions to the annex are prepared,
coordinated, approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Shelter,
Reception & Care Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

STATE OF NEW JERSEY
SHELTER/RECEPTION AND CARE ANNEX
STANDARDIZED TEXT

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex that were not defined in the Basic Plan)

XI. APPENDICES/ATTACHMENTS

- SRCA 1 Shelter SOP's. (On file)
- SRCA 2 Shelter List. (On file)
- SRCA 3 Mutual Aid Agreements. (On file)
- SRCA 4 Recall/Duty Roster. (On file)
- SRCA 5 Nuclear Attack Appendix. (On file)
- SRCA 6 Red Cross/Salvation Army Agreements. (On file)

STATE OF NEW JERSEY
SOCIAL SERVICES ANNEX
STANDARDIZED TEXT

(fill in name of jurisdiction)

SOCIAL SERVICES ANNEX

I. INTRODUCTION

A. Statement of approval:

The Social Services Annex of the

(enter jurisdiction name)

Emergency Operations Plan meets the approval of the
Emergency Management Coordinator and the

and is

(enter title of person responsible for annex)

hereby approved. This annex supersedes any previously
written Social Services Annexes.

Approval date:

(fill in date)

Person Responsible
(fill in name and sign)

Emergency Management Coordinator
(fill in name and sign)

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and
directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. N.J.A.C. 10:82, Public Assistance Manual

b. N.J.A.C. 10:81, Public Standards Handbook

c. N.J.A.C. 10:87, Food Stamp Manual

STATE OF NEW JERSEY
SOCIAL SERVICES ANNEX
STANDARDIZED TEXT

3. County

a. (fill in county authority if any)

4. Municipal

a. (fill in municipal authority if any)

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. (fill in county references if any)

4. Municipal

a. (fill in municipal references if any)

III. PURPOSE

A. The purpose of this Social Services Annex is to define and to provide guidance for the development and operation of a viable social services program during any emergency or disaster situation and to ensure completion of required emergency actions.

VI. RESPONSIBILITIES

A. The _____ is responsible for
(list person by title)
implementing this annex and directing the Social Services emergency response.

B. The following are the SOP'S that address how the Social Services function will accomplish their emergency response: (If none, so state)

1.

2.

3.

STATE OF NEW JERSEY
SOCIAL SERVICES ANNEX
STANDARDIZED TEXT

C. Mutual aid agreements for the Social Services function are as follows: (If none, so state)

- 1.
- 2.
- 3.

D. The _____ is responsible for
(list person by title)
ensuring that Social Services personnel are available to assist at shelter/congregate care facilities.

E. The _____ is responsible for
(list person by title)
ensuring that agency clients have access to evacuation transportation.

VII. CONTINUITY OF GOVERNMENT FOR SOCIAL SERVICES

A. There is a need for a line of succession for the person responsible for the social services functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. _____
(title of person responsible for the annex)
2. _____
(title of person next in line)
3. _____
(title of person next in line)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to social services will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The _____ is responsible for
(list person by title)
maintenance of all records and reports required for the social services functions in an emergency.

STATE OF NEW JERSEY
SOCIAL SERVICES ANNEX
STANDARDIZED TEXT

B. The _____ is responsible for
(list person by title)
records of expenditures for the social services
functions in an emergency.

C. The procedures for obtaining supplies and equipment
during an emergency will be in accordance with standing
departmental orders as outlined in the Resource
Management Annex and in the following SOP(S):

1. _____
2. _____.

The _____ will coordinate
(title of responsible person)
with the Emergency Management Coordinator for all
requests for supplies and equipment through mutual aid
or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The _____ is
(list responsible person by title)
responsible for the maintenance of the Social Services
Annex and for ensuring that necessary changes and
revisions to the annex are prepared, coordinated,
approved and distributed.

B. The _____ is
(list responsible person by title)
responsible for review and updating of the Social
Services Annex, SOP'S, and attachments based on
deficiencies identified through drills, exercises and
actual emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in
addition to those defined in the Basic Plan.

1. (list any terms or acronyms used in this annex
that were not defined in the Basic Plan)

STATE OF NEW JERSEY
SOCIAL SERVICES ANNEX
STANDARDIZED TEXT

XI. APPENDICES/ATTACHMENTS

- SSA 1 Primary and Support Social Services Agencies
List. (On file)
- SSA 2 Recall/Duty Roster. (On file)
- SSA 3 Social Services SOP's. (On file)
- SSA 4 Special Needs Groups List. (On file)
- SSA 5 Red Cross/Salvation Army Agreements (On file)