



NATIONAL TRANSPORTATION SAFETY BOARD - **Public Hearing**

Conrail Derailment in Paulsboro, NJ with Vinyl Chloride Release

<b>GROUP</b>	<b>3</b>
<b>EXHIBIT</b>	
<b>T</b>	

Agency / Organization

Paulsboro

Title

**Paulsboro Emergency  
Operations Plan**

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX A

ALERTING, WARNING, AND

COMMUNICATIONS

I. INTRODUCTION

A. Statement of Approval

The Alerting, Warning and Communications Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Alerting, Warning and Communications Coordinator, and is hereby approved. This annex supersedes any previously written Alerting, Warning and Communications Annexes.

APPROVAL DATE: \_\_\_\_\_

KENNETH RIDINGER, POLICE CHIEF  
PAULSBORO POLICE DEPARTMENT  
ALERTING, WARNING, AND  
COMMUNICATIONS COORDINATOR

APPROVAL DATE: \_\_\_\_\_

GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## 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. Gloucester County Emergency Operations Plan

#### 4. Municipal

- a. None

### B. References, Guidance Materials 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. Gloucester County Emergency Operations Plan
4. Municipal
  - a. None

### III. PURPOSE

- A. This Annex is developed to provide information and guidance concerning the available or potentially available emergency operations, communications, and warning system, and capabilities of the County of Gloucester to provide for reliable radio communications within the Borough and to the County and State EOC during an emergency. It is also to provide warning to the Borough population and emergency information guidance to neighboring municipalities, local industry and the general public.

### IV. SITUATION

In order to provide the most efficient alerting, warning, and communications response to an emergency, all alerting, warning, and communications response will be coordinated through one central facility. The Borough of Paulsboro EOC has been designated as the base of operations for all emergency management activities for Paulsboro and has the capability to deal with most identified hazards.

- A. The primary communications center for Paulsboro is the Gloucester County Response Center, 1200 N. Delsea Drive Clayton. The secondary communications center is the Police Department in the Paulsboro Administration Building, 1211 N. Delaware Street. Sufficient communications equipment and capabilities are available to provide for emergency needs. The alerting and warning group consists primarily of the Gloucester County Emergency Response dispatchers.
- B. Paulsboro does not have any public warning specific sirens. Existing sirens are for alerting fire fighters and for curfew. (Also refer to AWCA-4)

- C. The 24-hour and NAWAS warning point for Paulsboro is located at the Gloucester County Emergency Response Center, 1200 N. Delsea Drive in Clayton.
- D. Paulsboro has the capability to perform route alerting through use of mobile P.A. equipment on police, fire and EMS vehicles.
- E. Paulsboro has the following warning methods:
  - 1. Media: WKDN (EBS Station) and Comcast Cable TV (Channel 43).
  - 2. Electronic pager systems (police, firemen and EMS)
  - 3. Computerized telephone alerting (None)
  - 4. Statewide teletype system (police)
  - 5. Hazard specific warning systems (None)
  - 6. Nextel Cellular Phone and Direct Connect systems
- F. Paulsboro's communications capabilities are listed in a matrix listing communication frequencies and identifying agencies with emergency responsibilities that have access to those frequencies and also RACES.

V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the EMC will make the decision to activate the EOC, thereby notifying the Emergency Management Alerting, Warning, and Communications Coordinator to report to the EOC. The EM Alerting, Warning, and Communications Coordinator will take action to notify and mobilize needed personnel.
  - 1. Alerting, Warning, and Communications direction and control will emanate from the EOC or Field Command Post.
  - 2. Recall rosters for the Alerting, Warning, and Communications group will be verified and maintained by the EM Alerting, Warning, and Communications Coordinator at the EOC and updated when necessary, but not less than quarterly.

3. The Alerting, Warning, and Communications group is capable of being operated continuously for the duration of a disaster. A line of succession has been established. The hours of operation will depend upon the disaster situation, response needed and necessity of 24-hour operation. Supervisory and personnel staffing will be scheduled by the EM Alerting, Warning, and Communications Coordinator and scheduled for eight-hour shifts. Supervisory staffing will include the police sergeant, and two patrolmen.

B. Interaction between the EM Alerting, Warning, and Communications Group and other EOC groups is accomplished by way of coordination through established work stations, telephone consoles, radios, and the EM Operations Official.

1. The Emergency Management Alerting, Warning, and Communications Coordinator, a Paulsboro Police Patrolman, is designated as the EM Alerting, Warning, and Communications representative to report to the EOC during an emergency.

2. A procedure for reporting appropriate information to the EOC during an emergency is via telephone and radio. The operators at these systems will use standard EOC message forms and coordinate the information through the EM Operations Official.

C. Paulsboro does not have a public warning system such as sirens or alarms to provide public warning for identified hazards. Public warning will be via law enforcement, fire or ambulance sirens and public address systems. In addition, the EM Public Information Officer will furnish the media with public warning press releases as authorized by the EMC and EM Executive Group.

D. Route alerting will be accomplished through the coordinated effort of the Fire, Police, and EMS Departments, directed by the Communications Officer. Emergency vehicles with PA equipment

shall be utilized and given specific alerting routes.

- E. Warning procedures for individuals in institutions of special concern, such as schools, nursing homes, etc., will be accomplished by telephone or messenger. The EM Alerting, Warning, and Communications Coordinator will make every effort to call institutions and to work with the EM PIO to make public service announcements available for the TV and broadcast media so as to reach the hearing impaired, non-English speaking individuals, and general population.
- F. The Gloucester County EMC, or Deputy EMC, is authorized to activate the Emergency Broadcast System (EBS). Procedures to activate the EBS are in place at the Gloucester County Office of Emergency Management. The Paulsboro Emergency Management Coordinator will contact the Gloucester County EOC for EBS activation. In any case, when EBS is to be activated, local officials (at least Mayor) will be notified.
- G. Key officials will be notified by way of pagers, radios or telephones when emergency conditions warrant.

## VI. RESPONSIBILITIES

- A. Paulsboro Emergency Management Coordinator is responsible for implementing this annex. The Paulsboro Alerting, Warning, and Communications Coordinator, a police patrolman, is responsible for directing the Alerting, Warning, and Communications emergency response.
- B. The following are the SOPs that address how the Alerting, Warning, and Communications functions will accomplish their emergency response:

1. The Alerting, Warning, and Communications Coordinator will report to the EOC during an emergency to advise decision-makers.
  2. The on-scene AW&C officer will report to the on-scene commander and he will report all appropriate information to the EOC. Information will be reported primarily by telephone with radio as back up.
  3. The Director of the Borough of Paulsboro Communications Center will maintain current internal notification/recall rosters.
- C. Mutual aid agreements for the Alerting, Warning, and Communications functions are as follows:
1. Greenwich Township (verbal)
  2. West Deptford Township (verbal)
  3. East Greenwich Township (verbal)
- D. Paulsboro does not have hazard specific warning sirens.
- E. A test of the New Jersey Attack Warning System (NAWAS) (without sirens) is authorized once each month by the State Director of Emergency Management. These are originated at the State Warning Point (N. J. State Police Division Headquarters, West Trenton) 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.
- F. Testing and exercising of emergency communications will be accomplished through normal usage and weekly testing through police and Gloucester County Communications Center.
- G. Procedures for obtaining telephone services, during emergencies, will be accomplished through the EM Resource Management Coordinator, stationed at the E.O.C. Paulsboro is on the Verizon Priority Listing for emergency telephone services.
- H. Communications procedures at the Paulsboro EOC are accomplished by use of a message log and message forms.
- I. All emergency equipment is tested weekly to include visual inspection of antennas and transmission lines. The Paulsboro Police Department does testing of the emergency power generator on a weekly basis.

## VII. CONTINUITY OF GOVERNMENT

- 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 EMC and the personnel working within these functions will be kept informed of the following line of succession:
  - 1. Paulsboro Police Chief
  - 2. Paulsboro Police Lieutenant
  - 3. Paulsboro Police Sergeant
- B. Essential Alerting, Warning, and Communications logs and records 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 Paulsboro Police Chief is responsible for maintenance of all records and reports required for the alerting, warning, and communications functions in an emergency.
- B. The EMC, and Deputy EMC, are responsible for records of expenditures for the alerting, warning, and communications functions in an emergency. The Paulsboro Police Chief is responsible for expenditure documentation.
- 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. (Also refer to RMA-8)  
The Paulsboro Police Chief will coordinate with the EMC 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 EMC, Deputy EMC, and the Paulsboro Police Chief are 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 EMC, Deputy EMC, and the Paulsboro Police Chief are responsible for review and updating of the Alerting, Warning, and Communications Annex, SOPs, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

#### X. DEFINITIONS

Definitions of terms and acronyms used in this Annex can be found in the Basic Plan, Page 17.

## XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are internal and are kept at the EOC and at the Communications Center. They are available for review by County and Regional personnel, unless requested as a required attachment:

- 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. (Included with Plan)
- AWCA-3 An area map which displays the existing and projected outdoor warning devices and area coverage for each unit. (Paulsboro has no hazard specific warning devices.)
- AWCA-4 Warning device deficiencies and proposed schedule of corrections. (Paulsboro has no hazard specific warning devices.)
- AWCA-5 Matrix that includes a list of frequencies that identifies which agencies have access to those frequencies. (Included with Plan)
- AWCA-6 Recall/Duty Roster. (On file)

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX B

DAMAGE ASSESSMENT

I. INTRODUCTION

A. Statement of Approval

The Damage Assessment Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Damage Assessment Coordinator and is hereby approved. This annex supersedes any previously written EM Damage Assessment Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
PHILIP ZIMM

BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
DAMAGE ASSESSMENT COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT

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. None

4. Municipal

a. None

B. References, Guidance Materials, and other Documents

1. Federal

a. As cited in the Basic Plan

2. State
  - a. New Jersey Disaster Operations Field Manual
3. County
  - a. None
4. Municipal
  - a. None

### III. PURPOSE

The purpose of this Emergency Management 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.

### IV. SITUATION

When emergencies occur and eventual recovery operations are initiated, the Emergency Operations Center (EOC) is activated by the Emergency Management Coordinator (EMC). The Emergency Management Damage Assessment Coordinator will coordinate between Federal, State, County, and Municipal authorities in damage assessment procedures which include observing, estimating, and reporting, in writing, to the proper authorities, damage caused to private and public properties and facilities for reimbursement of expenditures due to emergencies, and assistance in recovery operations, i.e., to returning all systems to normal or improved levels.

- A. The damage assessment functions will be carried out by the Paulsboro Construction Code Office. The Construction Code Official will coordinate Municipal, County, State, and Federal damage assessment activities, so that data on damage to private and public properties and facilities, to and from Municipal, County, State, and Federal will be accumulated and passed on to proper authorities. The Borough's assigned engineers would provide support for this function.

- B. Paulsboro's group responsible for public-sector Damage Assessment consists of the following: the Construction Code Office personnel and the mayor (3). Support would be provided by Paulsboro's assigned engineers. (refer to DAA-2)
- C. Paulsboro's group responsible for private-sector Damage Assessment is the Construction Code Official and the Housing Inspector. (refer to DAA-2) TWO PERSONNEL
- D. Communication for Paulsboro's EM Damage Assessment Coordinator will be accomplished using radios and telephones through the EOC. (refer to AWCA-5)
- E. The EM Damage Assessment Coordinator will have available for his use the following a Borough-owned vehicle for his transportation needs.
- F. The EM Damage Assessment Coordinator will have for his use a Borough-owned instamatic OR digital camera from the Construction Code Office for photographic purposes before, during, and after an emergency.
- G. The EM Damage Assessment Coordinator will coordinate the identifying of locations for potential Disaster Application Centers (DAC) for the jurisdiction in accordance with Section 4.01 of the Disaster Operations Field Manual. DACs will be established at the Borough Hall and/or Fire Station. (refer to DAA-4)

V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the EMC will make the decision to activate the EOC, thereby notifying the EM Damage Assessment Coordinator to report to the EOC. The EM Damage Assessment Coordinator will take action to notify and mobilize needed personnel.
  - 1. Damage Assessment direction and control will emanate from the EOC and/or a Field Command Post. All EM Damage Assessment operations will be coordinated from the EOC by the EM Damage Assessment Coordinator, or his deputy.

2. Paulsboro's Emergency Management Damage Assessment Coordinator will verify, maintain, and update EOC Damage Assessment recall rosters when necessary and review them a least quarterly. A copy of the changes will be forwarded to the EMC, who will coordinate with concerned agencies and ensure proper placement. (refer to DAA-2)
  3. The EM Damage Assessment station, at the EOC, is capable of being operated continuously for the duration of emergencies. A line of succession has been established. The hours of operations will be during daylight hours. Supervisory staffing will be provided on a 8-hour shift basis. (Refer to DAA-3)
  4. When the Emergency Operations Center is activated, all Team Leaders and Annex Coordinators will be briefed on proper recordkeeping procedures concerning Damage Assessment.
- B. Paulsboro's EM Damage Assessment Coordinator interacts with other EOC groups during emergencies via received radio and telephone data, and by direct interaction with the EOC staff, by transmitting information through channels to the Gloucester County EOC, and State EOC, in a timely fashion.
1. The EM Damage Assessment Coordinator, the Construction Code Official, or his designee, will report to the EOC, during emergencies, as the Damage Assessment Representative.
  2. Appropriate information concerning damage assessment will be reported to the EOC via radio or telephone, by damage assessment or response forces in the field.
- C. The EM Damage Assessment Coordinator will assemble the Damage Assessment Team in the EOC, brief them on procedures, and distribute damage reporting forms.
- D. The EM Damage Assessment Coordinator will coordinate photographic documentation of damage using a Borough-owned camera. Either the Construction Code Official or Housing Inspector will document the damage.

## VI. RESPONSIBILITIES



- A. Paulsboro's Emergency Management Coordinator is responsible for implementing this annex. The EM Damage Assessment Coordinator is responsible for directing the Damage Assessment emergency response.
- B. There are no SOPs that address how the Damage Assessment functions will accomplish their emergency response.
- C. There are no mutual aid agreements for the Damage Assessment function.
- D. Paulsboro's EM Damage Assessment Coordinator will be responsible for submission of accurate, detailed, and timely Preliminary Damage Assessment Reports.
- E. Paulsboro's EM Damage Assessment Coordinator is responsible for coordinating 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 EMC and the personnel working within this function will be kept informed of the following line of succession:
  - 1. EM Damage Assessment Coordinator, the Construction Code Official
  - 2. Deputy EM Damage Assessment Coordinator, the Housing Inspector
  - 3. 2nd Deputy EM Damage Assessment Coordinator, the Mayor
- 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 EMC 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. Paulsboro's Emergency Management Damage Assessment

Coordinator is responsible for the coordination and maintenance of all records and reports required for the damage assessment function in an emergency.

- B. Paulsboro's EM Damage Assessment Coordinator is responsible for the coordination of 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 EM Resource Management Annex. (refer to RMA-8)

The Borough Administrator will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. Paulsboro EMC, Deputy EMC, and EM Damage Assessment Coordinator are 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. Paulsboro EMC, Deputy EMC, and EM Damage Assessment Coordinator are responsible for review and updating of the Damage Assessment Annex, SOPs, and Attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

#### X. DEFINITIONS

The following terms and acronyms were used in addition to those defined in the Basic Plan, Page 17.

D.A.            Damage Assessment

D.A.T.         Damage Assessment Team

#### XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are in place at the Paulsboro's EOC and are

available for review by County and Regional personnel:

- DAA-1 Disaster Operations Field Manual. (construction office)
- DAA-2 Recall/Duty Roster. (included with plan)
- DAA-3 Damage Assessment SOPs. (None)
- DAA-4 List of Potential Disaster Application Centers for Jurisdiction in Accordance with Section 4.01 of the Disaster Operations Field Manual. (on file, construction office)

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX C

EMERGENCY MEDICAL

I. INTRODUCTION

A. Statement of Approval

The Emergency Medical Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Emergency Medical Coordinator and is hereby approved. This annex supersedes any previously written EM Emergency Medical Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_

KEITH HOGLE, CAPTAIN

EMERGENCY MANAGEMENT  
EMERGENCY MEDICAL COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_

GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

PA

## 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.
3. County
  - a. None
4. Municipal
  - a. None

### B. References, Guidance Materials and other Documents (Also refer to EMA-1)

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. N. J. State First Aid Council, District Mobilization Plan.
  - b. N. J. Emergency Operations Plan, Mass Casualty Incident Plan.

3. County

- a. Gloucester County Ambulance and Rescue Association Mobilization Plan.

4. Municipal

- a. None

III. PURPOSE

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.

IV. SITUATION

When a disaster threatens or strikes the Borough of Paulsboro, the Borough of Paulsboro Office of Emergency Management, Emergency Management Emergency Medical Coordinator, will serve as a centralized coordination point to coordinate an Ambulance/Rescue Network consisting of all of units from the Paulsboro Community Ambulance Association and/or those Ambulance/Rescue Squads, or medical agencies, responding from other municipalities or from out of County.

The EM Emergency Medical Coordinator will also facilitate needed coordination between medical site/scene commander's medical units and hospitals, and if activated, the Gloucester County EOC. This networking facilitates emergency medical capabilities to deal with most identified hazards.

- A. The Borough of Paulsboro has the Paulsboro Community Ambulance Association which consist of one district or operational area. The Captain, or his designee in his absence, controls the entire operation of the Paulsboro Community Ambulance Association. (refer to EMA-6)

- B. The Borough of Paulsboro Emergency Medical District has the following:
1. One ambulance station located at 32 East Broad Street, Paulsboro.
  2. There are 30 volunteer members, one paramedic, 16 EMTs, one EMT instructor, three CPR (ARC) instructors, one LPN, 1 INFECTIOUS CONTROL OFFICER, 2 C.I.S.D Debriefers and 3 Aux Members.
  3. The Paulsboro Community Ambulance Association has one ambulance vehicle and one first responder's vehicle. (refer to EMA-6)
  4. Significant emergency medical hazards in Paulsboro would include the following:
    - a. Ace Pallet
    - b. Paulsboro Packing
    - c. BP Oil -CLOSED NOT IN OPERATION
    - d. ST Tank Farm
    - f. Sun Oil
    - g. Paulsboro Lube Plant (Exxon/Mobil)
    - h. CSX Rail Line
    - i. Paulsboro school system
- C. Paulsboro's primary dispatch center for EMS is located at the Gloucester County Communications Center. Alternate dispatch center is located at the Fire Training Center, Clarksboro.
- D. Paulsboro's EMS has communications capabilities through the GC Communications Center using: radio communications are with 500mg Hz frequency. EMS can communicate with all other county

EMS response groups, police, fire and hospitals.

- E. Paulsboro's EMS has no special capabilities. (refer to EMA-7)
- F. the Borough of Paulsboro is located approximately seven miles from the closest hospital (Underwood Memorial Hospital in Woodbury). According to where the emergency occurs, the Borough of Paulsboro has several locations that could serve as emergency treatment areas for disaster victims:
  - 1. Paulsboro High School - N. Delaware Street
  - 2. Loudenslager Grammar School - Swedesboro Avenue
  - 3. Billingsport School - Greenwich Avenue
  - 4. St. John's - Beacon Avenue
  - 5. Paulsboro Fire Assoc., 17-1 - Swedesboro Avenue
  - 6. Billingsport Fire Assoc., 17-2 - Billingsport Road
  - 7. Paulsboro Community Ambulance Assoc. - E. Broad Street (Also refer to EMA-7)
- G. The Borough of Paulsboro ties into the Gloucester County Task Force Plan for mass casualty response. Verbal mutual aid with Gloucester County Emergency Medical would be utilized in mass casualty response. A copy of the Plan is on file at the GC Communications Center.
- H. The Borough of Paulsboro is not a member of the New Jersey First Aid Council. The Borough of Paulsboro belongs to the Gloucester County Ambulance and Rescue Association. (refer to EMA-5)

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC, thereby notifying the EM Emergency Medical Coordinator to report to the EOC. The EM Emergency Medical Coordinator will take action to notify and mobilize needed personnel.
  - 1. Emergency Medical direction and control will emanate from the EOC or an on-scene command post. The EM Emergency Medical Coordinator will provide liaison with



EMS, hospitals, and related organizations.

2. The Emergency Management Emergency Medical Coordinator will verify, maintain, and update recall rosters when necessary and review them at least quarterly. A copy of the updated rosters will be forwarded to the Paulsboro Office of Emergency Management to ensure proper placement. (Also refer to EMA-2)
3. The EM Emergency Medical Coordinator's station at the Paulsboro EOC is capable of being operated continuously for the duration of a disaster. The hours of operation will depend upon the disaster situation. The EM Emergency Medical Coordinator based on 12-hour shifts will schedule supervisory staffing. (Also refer to EMA-2)

- B. Emergency Medical coordination is essential because Ambulance/Rescue operations may involve a large number of personnel and resources. Coordinators or overhead teams experienced in Ambulance/Rescue operations may be needed in certain circumstances.

Interaction between the Emergency Medical group and other emergency groups during an emergency is accomplished through use of established work stations, telephones, radios, and messengers with information forwarded to the Gloucester County EOC.

1. The EM Emergency Medical Coordinator, Captain of the Paulsboro Community Ambulance Association or, in the absence of the Captain the next person in the chain of command, will report to the EOC as Emergency Medical representative.
2. Procedures for reporting appropriate information to the EOC during an emergency is via radio, telephone, or runners, to the EM Operations Official and in turn to the EM Emergency Medical Coordinator. All information and support requests of

a local nature and within the coordination control of the EM Emergency Medical Coordinator will be acted upon directly by the EM Emergency Medical Coordinator and coordinated with the EM Operations Official. Information and support requested beyond local capabilities will be acted upon by the EMC and coordinated and EM Emergency Medical Coordinator. In all instances standard EOC message forms will be utilized.

3. The Borough of Paulsboro Emergency Management Emergency Medical Coordinator will coordinate with the ICS Commander should a mass casualty situation occur and upon request of EMS personnel, the Gloucester County Emergency Medical Services Mobilization Plan would be put into effect. The Mobilization Team will ascertain the extent of the mass casualty situation, bring in additional help to augment local EMS squads, determine needs for additional equipment, supplies, and personnel, and set into motion special plans regarding movement of EMS equipment and supplies, and transportation of the injured. All personnel in EMS have been trained in ICS at this time, with EMS ICS to be utilized as primary in Mass Casualty Incidents.

C. Emergency medical personnel are dispatched by pager via the Gloucester County Communications Center. Additional personnel and/or equipment are dispatched in the same manner.

D. When more than one jurisdiction's units are involved, the Paulsboro EMS ranking officer will be in charge. The EM Emergency Medical Coordinator will also facilitate needed coordination between medical site/scene commanders, medical units and hospitals, and if activated, the Gloucester County EOC.

E. The rescuing of victims during emergency operations will be conducted by the Paulsboro Fire Department. In addition, in place at the EOC, EM Emergency Medical Coordinator's console, is a listing of all of Gloucester County's EMS agencies and a copy of the Gloucester County Mobilization Plan.

The EM Emergency Medical Coordinator will coordinate the activation of the Gloucester County Mobilization Plan, if a mass casualty situation occurs, by contacting the GC Communications Center.

- G. The Emergency Management Emergency Medical Coordinator will coordinate emergency medical care at shelter facilities and reception centers with the Shelter Managers and the EM Shelter Coordinator. The Shelter Managers will inform the EM Shelter Coordinator of emergency medical needs. The EM Shelter Coordinator will brief the EM Emergency Medical Coordinator. The EM Emergency Medical Coordinator will work with the Ambulance/Rescue Squads and hospitals to coordinate needed emergency medical care.
- H. Paulsboro has only one health care facility which has an agreement in place for evacuation of their patients. The EM Emergency Medical Coordinator will contact this facility should an evacuation be necessary.

## VI. RESPONSIBILITIES

- A. The Borough of Paulsboro Emergency Management Coordinator is responsible for implementing this annex. The EM Emergency Medical Coordinator is responsible for directing the Emergency Medical emergency response.
- B. The following are the SOPs that address how the Emergency Medical function will accomplish their emergency response:
  - 1. Article 32, Multiple Patient Situations, Operations Procedure Manual
- C. Mutual aid agreements for the Emergency Medical function are as follows:
  - 1. Greenwich Township (verbal)
  - 2. East Greenwich Township (verbal)
  - 3. West Deptford Township (verbal)
- D. The Borough of Paulsboro EM Emergency Medical Coordinator is responsible for arranging for emergency medical support and hospital care during and after an emergency including decontamination.
- E. The Borough of Paulsboro EM Emergency Medical Coordinator is

responsible for emergency medical protection in emergency shelters.

- F. During emergencies the Emergency Management Emergency Medical Coordinator will coordinate support assignments for the Emergency Medical Service as specified in other annexes, such as Evacuation (transportation); Alerting, Warning, and Communications (use of PA system); Hazardous Materials (assist with decontamination and medical assistance); Fire and Rescue (assist with medical treatment of personnel); Law Enforcement (assist with medical treatment of personnel); and Shelter, Reception and Care (assist with medical care).

## 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 EMC and the personnel working within these functions will be kept informed of the following line of succession:
  - 1. Emergency Management Emergency Medical Coordinator, Captain of PCAA
  - 2. Deputy EM Emergency Medical Coordinator, 1st Lieutenant
  - 3. 2nd Deputy EM Emergency Medical Coordinator, 2nd Lieutenant
  - 4. Designee of Captain of PCAA
- 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 EMC 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 Borough of Paulsboro EM Emergency Medical Coordinator is responsible for maintenance of all records and reports required for the emergency medical functions in an emergency.
- B. The Borough of Paulsboro EM Emergency Medical Coordinator is responsible for 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 EM Resource Management Annex.
- D. The EM Emergency Medical Coordinator will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM. (Also refer to EMA-3 and RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Borough of Paulsboro Emergency Management Coordinator, Deputy EMC, and Emergency Management Emergency Medical Coordinator are 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.
- B. The Borough of Paulsboro EMC, Deputy EMC, and EM Emergency Medical Coordinator are responsible for review and updating of the Emergency Medical Annex, SOPs, and Attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

The following definitions or acronyms were used in this annex in addition to those found in the Basic Plan:

PCAA            Paulsboro Community Ambulance Association

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are in place at the Borough of Paulsboro EOC and are available for review by County and Regional personnel:

- EMA-1            DISTRICT MOBILIZATION PLANS(PCAA SOP'S)
- EMA-2            Recall/Duty Roster. (included with plan)
- EMA-3            Mutual Aid Agreements. (verbal,included with plan)
- EMA-4            Hospital Emergency Plan. (NONE)
- EMA-5            N. J. State First Aid Council Mass Casualty Plan. (PAULSBORO BELONGS TO G.C. AMB AND RESCUE ASSN.)
- EMA-6            EMS Organizations and Resource Lists. (included with plan)
- EMA-7            Identify Sites within Jurisdiction that would be used as MEDEVAC Landing Sites. (included with plan)

EMA-8  
EMA-9

EXPOSURE CONTROL PLAN FOR PCAA(INCLUDED)  
ICS FOR PCAA(INCLUDED WITH PLAN)

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX D

EMERGENCY OPERATIONS CENTER

I. INTRODUCTION

A. Statement of Approval

The Emergency Operations Center Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Emergency

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

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## 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. Gloucester County Freeholder Resolution
  - 4. Municipal

- a. None

B. References, Guidance Materials, and other Documents

1. Federal

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

2. State

- a. As cited in Basic Plan

3. County

- a. Emergency Transport Policy for Health Care Workers

4. Municipal

- a. None

III. PURPOSE

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.

IV. SITUATION

In order to provide the most efficient response to an emergency, all response and recovery activities will be coordinated through one central facility. The Borough of Paulsboro Emergency Operations Center has been designated as the base of operations for all Emergency Management activities for Borough of Paulsboro and has the capability to deal with most identified hazards.

- A. Paulsboro's EOC is located at **\*\* P I I \*\***. The alternate EOC is located at the Billingsport Fire Station.

- B. The physical make-up of the primary EOC consists of the



Conference Room at the Paulsboro Police Station/Borough Hall. The secondary EOC consists of a room at the Billingsport Fire Station.

1. Also available in the primary EOC are two telephones, radios, FAX, and photocopier. Available at the secondary EOC are two telephones and radios. Cable television is also installed in primary EOC.
  2. The primary EOC has 400 square feet of space. The secondary EOC has 480 square feet of space. (refer to EOCA-1)
  3. The primary EOC has a 24K kW back-up gas generator. The secondary EOC has two generators: a 7500 KW, and a 500 KW. Primary also has a 1500 watt portable gas generator.
  4. The protection factors for the primary EOC and the secondary EOC have not been determined. The NJOEM Shelter Analyst has made no analysis.
  5. The primary and secondary EOCs are susceptible to natural hazards.
  6. The primary EOC has three restrooms. The secondary EOC has two restrooms.
  7. The primary EOC does not have eating or sleeping facilities. The secondary has eating, but no sleeping facilities.
- C. Paulsboro does not have a mobile command post.

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC and will notify the Emergency Operations Staff to report to the EOC. The EOC staff will notify and mobilize appropriate organizations as described in their respective annexes.
  1. The Emergency Management Coordinator is responsible for verifying and maintaining current EOC staff notification and recall roster. The staff notification and recall roster are in place at the EOC EMC's

station with a copy also kept at the Deputy EMC's station.  
(Also refer to EOCA-2)

2. Twenty-four-hour operation and staffing of the EOC will be dependent upon the nature of the emergency and response needed. The EOC staff will schedule their positions based on a 12-hour shift. (Also refer to EOCA-3)
- B. The EMC, Executive Group, Operations Group, and Communications Group are the key personnel assigned to the EOC. The EMC is responsible for maintaining current EOC staff notification and recall roster. (attachment)
  - C. Message forms received or initiated by the EOC staff will be compiled by the EMC. A permanent log of activities to track messages will be established. Reference "Emergency Operations Center Message Form" in place at the Paulsboro EOC. (attachment - log form)
  - D. Paulsboro EOC's message handling procedures will be accomplished by the Communications Group utilizing telephones, radios, and FAX, to the EMC and in turn to the appropriate staff coordinators. Staff coordinators have the capability to handle message traffic concerning their point of concern. However, they will coordinate all completed forms with the EMC. Procedures and message forms are in placed at the EOC. (refer to AWCA-5)
  - E. Paulsboro's EMC will activate the EOC, if necessary. He will initiate response activities, and will coordinate all operations through the EOC. Depending upon the scope and severity of the incident, either a forward command post (small scale incident) or the EOC (large scale incident) would be utilized.
  - F. Following an emergency, EMC will begin recovery as needed. He will begin recovery activities, release unnecessary personnel and begin to deactivate the EOC, and return the EOC to operational readiness.

## VI. RESPONSIBILITIES

- A. Paulsboro's EMC is responsible for implementing this annex and directing the Emergency Operations Center emergency response.
- B. There are no SOPs that address how the Emergency Operations Center function will accomplish their emergency response. (refer to EOCA-4)

- C. There are no mutual aid agreements for the EOC function.
- D. The EMC is responsible for displays, maps, and status boards at the EOC.
- E. The EMC is responsible for maintaining EOC equipment in a current state of readiness.
- F. The EMC is responsible for maintaining adequate EOC supplies such as forms, office supplies, batteries, blankets, etc.

## VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY OPERATIONS

- 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. Emergency Management Coordinator (EM Operations Official)
  - 2. Deputy Emergency Management Coordinator
- 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 EMC 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. Paulsboro's EMC or his designee will be responsible for maintenance of all records and reports required for the emergency operations center functions in an emergency.
- B. Paulsboro's EMC is responsible for 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 EM Resource Management Annex.

The EMC (Operations Official) will coordinate with the all requests

for supplies and equipment through mutual aid or from the County OEM. (Also refer to EOCA-5 and RMA-5)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. Paulsboro's Emergency Management Coordinator is 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. Paulsboro's EMC is responsible for review and updating of the Emergency Operations Center Annex, SOPs, and Attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

Definitions of terms and acronyms used in this annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments, and their appendices, and related SOPs can be found at the Paulsboro's EOC and are available for review by County and Regional personnel:

- |        |   |
|--------|---|
| EOCA-1 | EOC Floor Plan.   |
| EOCA-2 | Recall/Duty Roster.   |
| EOCA-3 | EOC Staffing Roster.  |
| EOCA-4 | EOC SOPs (i.e., for Message Wording and Logging, E.O.C. Activation/ Deactivation, Event Log and Security Log). (Included with Plan) |
| EOCA-5 | Resource List. (NONE)   |

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX E

EMERGENCY PUBLIC INFORMATION

I. INTRODUCTION

A. Statement of Approval

The Emergency Management Public Information Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Public Information Officer and is hereby approved. This annex supersedes any previously written Emergency Public Information Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
JOHN J. BURZICHELLI  
BOROUGH OF PAULSBORO  
EMERGENCY PUBLIC INFORMATION  
OFFICER

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## 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. None
4. Municipal
  - a. None

### B. References, Guidance Materials and other Documents

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. As cited in the Basic Plan
3. County

- a. Emergency Press Kit, Management Information Publications, ICMA
- 4. Municipal
  - a. None

### 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.

### IV. SITUATION

The Borough of Paulsboro is vulnerable to various emergencies: man-made; natural; technological; and war-related. The need to streamline the development, evaluation, and communication of information and instructions to the general public is necessary.

The Borough of Paulsboro has the capabilities to provide the general public with information and instructions about hazards and their appropriate response during times of emergency by utilizing appropriate media in the immediate area and, when necessary, in major metropolitan centers (i.e., Philadelphia, New York City, Wilmington, etc.).

- A. The Borough of Paulsboro has two people assigned to the Emergency Public Information function, the Mayor and Council President. (Refer to EPIA-4)
- B. The Borough of Paulsboro Emergency Public Information Officer has a work station in the EOC. Available for his use are telephones, radios, and FAX.
- C. An office is available in the EOC for the Emergency Public

Information Officer for assembly of the media and briefing area, for radio, TV and the print media.

- D. The Borough of Paulsboro Emergency Public Information Officer will coordinate the release of emergency information through local newspapers, radio stations, and TV stations. During emergency/disaster situations, The Borough of Paulsboro EM PIO would contact COMCAST Cable and the Gloucester County Times. (Refer to EPIA-6)
- E. The Borough of Paulsboro Emergency Public Information Officer will coordinate identification of guidance materials (pamphlets, sample press releases, etc.) on hand to be distributed in an emergency. At present, there are no guidance materials available. (List sources in EPIA-3)

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC, thereby notifying the EM PIO to report to the EOC. The EM PIO will take the action necessary to notify and mobilize needed personnel.
  - 1. Emergency Public Information direction and control will emanate from the EOC.
  - 2. The EM PIO will update and verify recall rosters when necessary and review them at least quarterly. A copy of changes will be forwarded to the EMC who will coordinate with concerned agencies and ensure proper placement. (Also refer to EPIA-4)
  - 3. The EM PIO's station at the EOC is capable of 24-hour operation when the EOC is activated. A line of succession has been established. The hours of operation will depend upon the emergency, response needed, and necessity of 24-hour operations. The EM PIO will schedule 24-hour coverage, if necessary, utilizing 12-hour shifts. (Also refer to EPIA-4)
- B. Interaction between the EM PIO and other EOC groups, command posts, etc., is accomplished through established work stations, telephone consoles, and the EMC.
  - 1. The Emergency Management Public Information Officer, the Mayor, will report to the EOC during emergencies as the



Emergency Public Information representative.

2. The EM PIO will coordinate emergency information efforts to focus on specific, event-related information through use of radios, telephones, and messengers.
- 
- C. The EM PIO will coordinate distribution of press releases and emergency information during emergencies, schedule news conferences with broadcasting and television media, control unfounded rumors to maintain public calm and to keep channels of communications clear for official instructions and information, and along with the EMC and EM Executive Group, assure that accurate emergency information is passed on to the public.
  - D. All information released will be approved by the Mayor (EM PIO) and the EMC. The next person in line to approve release of information would be Council President. This will be accomplished after all sources of information being received have been authenticated and verified for accuracy by means of field information collected from emergency personnel and consulting with affected operating emergency departments.
  - E. The Borough of Paulsboro EM PIO will coordinate the distribution of emergency public information materials using all sources available, such as the Gloucester County Times and COMCAST Cable TV, (List sources in EPIA-1)
  - F. The EM PIO will utilize telephones lines to enable the Borough of Paulsboro residents to call and verify information concerning the emergency. The EM PIO will also provide a system for relaying information to the public about places of contact for missing relatives, continued emergency services, etc. via radio, television, and print media. The telephone is located in the Police Department. (Refer to EPIA-3)
  - G. The Borough of Paulsboro EM PIO will contact to activate the Emergency Broadcasting System (EBS) through the Gloucester County EOC.

## VI. RESPONSIBILITIES

- A. The Borough of Paulsboro Emergency Management Coordinator is responsible for implementing this annex and the EM PIO is responsible for directing the EM Public Information emergency

response.

- B. The Borough of Paulsboro Mayor serves as the Emergency Public Information Officer and is the official point of contact during an emergency.
- C. There are no SOPs that address how the Emergency Public Information function will accomplish their emergency response. (Also refer to EPIA-2)
- D. There are no mutual aid agreements for the Emergency Public Information function.
- E. The Borough of Paulsboro EM PIO is responsible for Emergency Public Information guidance materials that are prepared based on hazards affecting the jurisdiction, and arranging for the dissemination of these materials to the media.
- F. The Borough of Paulsboro EM PIO is responsible for ensuring that Emergency Public Information material for visually-impaired and non-English speaking groups are available for dissemination. (Also refer to EPIA-5) ALSO, THE HEARING IMPAIRED. AS YET, THOUGH, NOT IN PLACE AS TO AVAILABILITY.

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. EM Emergency Public Information Officer, the Mayor.
  - 2. Deputy EM Emergency Public Information Officer, The Council President.
- 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.

## VIII. ADMINISTRATION AND LOGISTICS

- A. The Borough of Paulsboro EM PIO is responsible for maintenance of all records and reports required for the Emergency Public Information functions in an emergency.
- B. The Borough of Paulsboro EM PIO is responsible for 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 EM Resource Management Annex.

The Borough of Paulsboro EM PIO will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM. (Also refer to RMA-8)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Coordinator, Deputy EMC and Emergency Management Emergency Public Information Officer are 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 EMC, Deputy EMC, and EM PIO are responsible for review and updating of the Emergency Public Information Annex, SOPs and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

## X. DEFINITIONS

Definitions of terms and acronyms used in this Annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are in place at the Borough of Paulsboro EOC and are available for review by County and Regional personnel:

- EPIA-1 Media List. (i.e., TV, Radio, Cable TV, etc.)
- EPIA-2 PIO General Procedures/SOPs (None)
- EPIA-3 Emergency Information Packets (None)
- EPIA-4 Recall/Duty Roster
- EPIA-5 Special Population Information Procedures (i.e., Hearing-Impaired, Non-English Speaking, etc.) (None)
- EPIA-6 Mutual Aid Agreements with local media, etc. (None in place)

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX F

EVACUATION

I. INTRODUCTION

A. Statement of Approval

The Evacuation Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Evacuation Coordinator and is hereby approved. This annex supersedes any previously written Emergency Evacuation Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
Kenneth Ridinger, Police Chief  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
EVACUATION COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## II. AUTHORITY AND REFERENCES

### A. Laws, Ordinances, Regulations, Resolutions, and Directives

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. O.E.M. Directive No. 79, Citizens Duty to Evacuate.

#### 3. County

- a. None

#### 4. Municipal

- a. None

### B. References, Guidance Materials, 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.
- c. FEMA CPG 1-8, Guide for Development of State and Local Emergency Operations Plans.
- d. Army Corps of Engineers, Hurricane Evacuation Study.

#### 2. State

- a. As stated in Basic Plan

#### 3. County

- a. None

#### 4. Municipal

- a. None

### III. PURPOSE

The purpose of this Emergency 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.

### IV. SITUATION

In order to provide for the most efficient evacuation coordination operations, all Emergency Evacuation operations will be coordinated through one central facility. Paulsboro's Office of Emergency Management's EOC has been designated as the base of operations for all Emergency Management activities for Paulsboro and has the capability to deal with most identified hazards.

- A. The primary agency for evacuation in Paulsboro is the Police Department. Support services will be provided by the Fire Department.
- B. Individual crises situations require different responses, thus different evacuation criteria. The magnitude, intensity, spread of onset and duration of the evacuation hazard will determine the location of the evacuation area, number of people to be evacuated and the time and distance of travel necessary to ensure safety. Identified hazards include: (refer to BPA-6, 7)
  - 1. Hazardous Material Incident (Facilities)
    - a. Mobil Lube Plant - 0-50%
    - b. Sunmark Industries (SUNOCO) - 0-50%
    - c. ST Corporation - 0-50%
    - d. British Petroleum - CLOSED / EMPTY
    - e. CITGO Petroleum - 0-60%
    - f. Paulsboro Packaging, Inc. - 0-20%
  - 2. Hazardous Materials (Transportation)
    - a. Paulsboro has many routes used in the transportation of

hazardous materials daily. These routes have been identified in the HazMat Annex of the Paulsboro EOP. The percentage of evacuation would depend on the route location and time of day. Evacuation percentage would range from 0-99.9% of the population.

3. Fire
  - a. Scope of the evacuation would be dependent upon the type of fire (residential or industrial) - 0-25%
- C. The number of people in Paulsboro, including special needs persons who will require transportation will largely depend on the incident at hand, the time of day, and season of the year. It can be estimated that anywhere from .5% up to 99% of the population may require this service. (refer to BPA-7)
- D. The Paulsboro Emergency Evacuation Coordinator will coordinate available municipal transportation such as school buses, church buses, and private and public transportation modes to ensure transportation is available, also jurisdictional transportation. Additional resource needs will be coordinated with Gloucester County EOC: (refer to EA-5)
  1. (1) Paulsboro municipal bus - 25 people
  2. (2) Paulsboro High School buses - 40 people each
- E. The Emergency Evacuation Coordinator will coordinate with the EM Operations Official to identify located staging areas and pick-up points for persons without private transportation or other means of transportation. Schools and Fire Houses will be utilized as pre-determined staging areas. (refer to EA-7)
- F. The Emergency Evacuation Coordinator will coordinate with the EM Law Enforcement Coordinator and the EM Public Information Officer to provide traffic control and routing information for evacuees and returning evacuees. (refer to EA-1)
  1. North and South Delaware Street
  2. North Commerce Street
  3. Billingsport Road
  4. Broad Street
  5. Berkley Road



6. Mantua Avenue
7. Interstate Route 295, North and South

Capacities for the above are not known.

- G. The Emergency Evacuation Coordinator will coordinate source and quantity of tow trucks available for use in evacuations. (refer to EA-5)
  1. RHIELS TOWING - 5 TRUCKS / 2 HEAVY VEHICLE TOWS
  2. DiStefano's Coastal - 2 trucks
  3. Heilmans towing - 2 Trucks / 1 Heavy Vehicle Tow Truck
- H. The entire Borough is in an area of potential blast overpressure of 2.0 PSI in accordance with NAPB-90. (refer to EA-11)

V. OPERATION AND CONTROL

- A. During periods of heightened risk, the EMC will make the decision to activate the EOC, thereby notifying the Emergency Evacuation Coordinator to report to the EOC. The Emergency Evacuation Coordinator will take action to notify and mobilize needed Emergency Evacuation personnel, and primary and secondary agencies and staffs.
  1. Direction and control of the Emergency Evacuation group will emanate from the EOC or a forward command post. All Emergency Evacuation operations will be coordinated from the EOC by the Emergency Evacuation Coordinator.
  2. The Emergency Evacuation Coordinator will verify and update recall rosters at least quarterly. Copies of changes will be forwarded to the EMC, who will coordinate with concerned agencies and ensure proper placement, keeping a copy at the EOC.
  3. The Emergency Evacuation Coordinator's station at the EOC is capable of being operated 24 hours a day, continuously for the duration of an emergency. A line of succession has been established. The hours of operation will depend upon the emergency situation, response needed, and necessity of 24-hour operations. Supervisory staffing will be scheduled by the Emergency Evacuation Coordinator at the EOC utilizing 12- to 16-hour shifts with staffing being provided by the Paulsboro Police Department patrolmen, corporals, sergeants, lieutenant, and Chief.

- B. The Paulsboro Emergency Evacuation Coordinator interacts between other EOC groups, command posts, etc., through established work stations, telephone consoles. Information will be up-channeled to the Gloucester County EOC by the EMC.
1. The Emergency Evacuation Coordinator, Sergeant in the Police Department, will report to the EOC during emergencies.
  2. Procedures for reporting appropriate information to the EOC, during emergencies, are via telephone, radio, and in turn directed to the Emergency Evacuation Coordinator. All information and support requests of a local nature and within the coordination control of the Emergency Evacuation Coordinator will be acted upon directly by the Emergency Evacuation Coordinator and coordinated with the EMC.
- C. The Paulsboro Mayor, Business Administrator, or EMC has the authority to order a full-scale and/or partial evacuation of this jurisdiction. The Emergency Evacuation Coordinator will coordinate procedures used to evacuate, including On-Scene Commander's recommendations on incidents.
- D. Transportation resources will be brought into service to evacuate those without automobiles by orders of the EMC. At this point, the EM Evacuation Coordinator will initiate call-up procedures to notify the transportational resources to report immediately to the EOC or Command Post to receive their orders for assigned evacuation zones. The Paulsboro Community Ambulance Association will handle evacuation of special needs residents. (refer to EA-5)
- E. The Emergency Evacuation Coordinator will coordinate with EOC staff Coordinators, the EM Public Information Officer, and EMC in addressing how evacuees will receive instructional materials showing evacuation zones, routes, transportation availability, reception areas, lodging, food, service and medical clinics. Once this is accomplished, the EMC will ensure that instructional materials are disseminated to response areas via telephone, radio, fax, or runners. The EM Public Information Officer will brief the media, radio, television, and newspapers. The EMC will contact the Gloucester County EMC and request information dissemination via EBS, Cable TV and NAWAS for public sector information dissemination.

Police, fire and EMS vehicles equipped with PA systems will be utilized for route alerting.

- F. The Emergency Evacuation Coordinator will determine the handling of disabled vehicles. Borough-owned vehicles will be repaired by either the Borough mechanic or an outside contractor. If a civilian vehicle(s) is pulled to the side of the road and is not obstructing the flow of traffic or blocking public and/or private driveways, said vehicle will not be moved. If the vehicle(s) is creating some type of obstruction to traffic or is in danger of being damaged or destroyed, said vehicle(s) will be towed away by a towing service to an impoundment lot as soon as practical. Enforcement officials will be notified of the downed vehicle and will periodically have the security of the vehicle checked if there is available manpower.

## VI. RESPONSIBILITIES

- A. The EMC is responsible for implementing this annex. The EM Emergency Evacuation Coordinator is responsible for directing the Emergency Evacuation response.
- B. There are no SOPs that address how the Emergency Evacuation function will accomplish their emergency response. (refer to EA-2)
- C. There are no mutual aid agreements for the Emergency Evacuation function. (refer to EA-4)
- D. The Emergency Evacuation Coordinator is responsible for the relocation of essential resources, personnel, supplies, and equipment to the reception area.
- E. The Emergency Evacuation Coordinator is responsible for coordination of all public transportation resources planned for use in an evacuation.
- F. The Emergency Evacuation Coordinator is responsible for 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 Emergency Evacuation Coordinator is responsible for 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 emergency evacuation functions in order to ensure continuous leadership, authority, and responsibility. The EMC and the personnel working within this function will be kept informed of the following line of succession:
  - 1. Emergency Evacuation Coordinator, Chief, Paulsboro Police Department
  - 2. Fire Chief
  - 3. 2nd Deputy Emergency Evacuation Coordinator, Police Sergeant
- B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency evacuation will be forwarded to the EMC 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 Emergency Evacuation Coordinator is responsible for maintenance of all records and reports required for the emergency evacuation functions in an emergency.
- B. The Emergency Evacuation Coordinator is responsible for records of expenditures for the emergency 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 EM Resource Management Annex.

The Emergency Evacuation Coordinator will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM.

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The EMC, Deputy EMC, and EM Emergency Evacuation Coordinator are responsible for the maintenance of the Emergency Evacuation Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.
- B. The EMC, Deputy EMC, and EM Emergency Evacuation Coordinator are responsible for review and updating of the Emergency Evacuation Annex,

SOP's, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

Definitions of terms and acronyms used in this Annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments and related SOPs are in place at the Paulsboro EOC and are available for review by County and Regional personnel:

EA-1	Evacuation Routes
EA-2	Evacuation Procedures (SOPs) (None)
EA-3	Recall/Duty Roster
EA-4	Mutual Aid Agreements (None)
EA-5	Transportation Resources
EA-6	Reception Areas Maps
EA-7	Staging Areas Maps
EA-8	Special Interest Group Evacuation
EA-9	Supplies and Equipment List (None)
EA-10	Information Packets (None)
EA-11	Population at Risk/Identified hazard areas(NAPB 90) (on file in eoc)

**EVACUATION PROCEDURES (SOPs)**

None at this time.

## RECALL/DUTY ROSTER

BADGE #

FULL TIME OFFICERS

201	Chief	** P I I **
202	Lieutenant	** P I I **
205	Sergeant	** P I I **
206	Sergeant Inv.	** P I I **
207	Corporal	** P I I **
208	Sergeant	** P I I **
214	Sergeant	** P I I **
215	Patrolman	** P I I **
216	Patrolman	** P I I **
217	Patrolman	** P I I **
218	Patrolman	** P I I **
222	Patrolman	** P I I **
223	Patrolman	** P I I **
224	Patrolman	** P I I **
225	Patrolman	** P I I **
226	Patrolman	** P I I **
228	Patrolman	** P I I **

229

Patrolman \*\* P I I \*\*

SELO I

241

S/O I \*\* P I I \*\*

243

S/O I \*\* P I I \*\*

CIVILIAN EMPLOYEES

244

Records Clerk \*\* P I I \*\*

245

Chief's Admin Asst. \*\* P I I \*\* e

\*\* P I I \*\*

MUTUAL AID AGREEMENTS : None at this time

## **TRANSPORTATION RESOURCES**

1. One (1) Paulsboro municipal bus: 25 people
2. Two (2) Paulsboro High School buses: 40 people each



-

**SPECIAL INTEREST GROUP**

**EVACUATION**

For the Borough of Paulsboro, there are two areas with people who qualify as a "Special Interest Group", this being the residents at the Green Pines Rest Home, located at the intersection of Swedesboro Avenue and Pine Street, Paulsboro, and the Association of Retarded Consumers Located in the Paulsboro Plaza Shopping Center at the intersections of W. Broad Street and Cedar Avenue.

These groups of people consist of elderly, ambulatory, non-ambulatory, senile and mildly retarded individuals. If in the event an incident should occur where an evacuation of these people is expected, priority should be given to them so they may be transported as soon as possible to the "Reception Areas".

Means of conveyance to said Reception Areas will be by the following:

1. Patrol vehicle
2. Bus
3. Private vehicle
4. Ambulance

BOROUGH OF PAULSBORO  
EMERGENCY OPERATIONS PLAN  
ANNEX G  
FIRE AND RESCUE

I. INTRODUCTION

A. Statement of Approval

The Fire and Rescue Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Fire and Rescue Coordinator, and is hereby approved. This annex supersedes any previously written Emergency Management Fire and Rescue Annexes.

APPROVAL DATE: \_\_\_\_\_

GARY STEVENSON, FIRE CHIEF  
PAULSBORO FIRE DEPARTMENT  
EMERGENCY MANAGEMENT

## FIRE AND RESCUE COORDINATOR

APPROVAL DATE: \_\_\_\_\_

GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

### 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:147, Creation and Establishment of fire Departments and Forces.
- c. N.J.S.A. 52:27D192, Uniform Fire Safety Act.
- d. P.L. 40A, 1977, Sections 1426 and 14156.

##### 3. County

- a. None

##### 4. Municipal

- a. None

#### B. References, Guidance Materials and other Documents

##### 1. Federal

- a. FEMA Disaster Operations, CPG 16, 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. None

4. Municipal

- a. None

### III. PURPOSE

The purpose of this Fire and 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.

### IV. SITUATION

In order to provide for the most efficient fire and rescue operations, all fire suppression, control and rescue operations will be coordinated through one central facility. The Paulsboro Office of Emergency Management, Emergency Operations Center (EOC), has been designated as the base of operations for all emergency management activities for Paulsboro and has the capability to deal with most identified hazards. Several hazards present difficulties with regard to fire protection, including conflagrations, forest fires, nuclear attack, hazardous materials incidents, and major storms.

The Paulsboro Office of Emergency Management has an Emergency Management Fire and Rescue Coordinator to act as liaison between the EOC and responding fire departments.

- A. The Paulsboro Volunteer Fire Department responds to fire calls in

Paulsboro. There are two unified fire stations (17-1 and 17-2) in this jurisdiction under the command of a Fire Chief and two battalion Chiefs, one at each station.

B. Each Fire District has the following:

1. One fire station.
2. Number of active members that are volunteers. (refer to FRA-2)
3. Number and type of motorized apparatus. (refer to FRA-4)
4. Significant fire hazards (chemical companies, propane storage yards, etc.). (refer to HMA-1, 2)
  - a. Exxon/Mobil Lube Plant
  - b. BP -CLOSED; VACANT; being dis-mantled
  - c. ST Petroleum Terminal
  - d. Paulsboro Packaging
  - e. Ace Pallet
  - f. Citgo Petroleum Terminal

C. Paulsboro Fire Dispatch Center is located at the Gloucester County Communications Center, Delsea Drive, in Clayton. The alternate dispatch center is located at the Fire Academy, County House Road, Clarksboro. (Refer to AWCA-5)

D. Existing municipal fire personnel and equipment will be able to handle most emergency situations through use of existing mutual aid agreements. Communication is accomplished through use of radios, telephones, the Gloucester County Communications Center, and other Gloucester County fire and rescue response agencies.

E. Paulsboro's responding Fire Departments have special firefighting capabilities (1983 Mack 1250 gallon GPM pumper with a 40 gallon in-line foam system ). (Refer to FRA-4)

## V. OPERATIONS AND CONTROL

A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC, thereby notifying the Emergency Management Fire and Rescue Coordinator to report to the EOC. The EM Fire and Rescue Coordinator will take action to notify and mobilize needed personnel, via telephone or pager.

1. Emergency Management Fire and Rescue direction and control will emanate from the EOC and/or forward command post. All

emergency fire and rescue operations will be coordinated from the EOC or on scene command post by the EM Fire and Rescue Coordinator or his representative.

2. The EM Fire and Rescue Coordinator will verify and update recall rosters when necessary and review them at least quarterly. A copy of changes will be forwarded to the Paulsboro Office of Emergency Management, who will coordinate with concerned agencies and ensure proper placement. They will remain on file at the EOC.
  3. The Emergency Management Fire and Rescue Coordinator's station at the Paulsboro EOC is capable of being operated continuously for the duration of an emergency or disaster. A line of succession has been established. The hours of operation will depend upon the emergency or disaster situation, response needed and necessity of 24-hour operation. Supervisory staffing will be scheduled by the EM Fire and Rescue Coordinator utilizing 12-hour shifts. The line of succession will be: Borough Fire Chief, Battalion Chief (17-2), Battalion Chief (17-1), Captain (17-2), and Captain (17-1).
- B. Interaction between the EM Fire and Rescue Coordinator and other EOC groups is accomplished through the established work stations utilizing telephone consoles, radios, messengers, and the EM Operations Official, with information forwarded to the Gloucester County EOC.
1. The EM Fire and Rescue Coordinator, the Fire Chief of Paulsboro Fire department is designated as the fire and rescue representative
  2. to report to the EOC during emergencies
  2. The procedures for reporting appropriate information to the EOC during an emergency is via telephone or radio and in turn directed to the EM Fire and Rescue Coordinator. In addition, the EM Fire and Rescue Coordinator may have the availability of coordination with the Gloucester County Communications Van. This van is utilized as a forward command and communications post for site/scene command. Direct information and support requests will emanate from this command post to the EM Fire and Rescue Coordinator stationed at the EOC. All information and support requests of a local nature and within the coordination control of the EM Fire and Rescue Coordinator will be acted upon directly by the EM Fire and Rescue Coordinator and coordinated with the EM Operations Official. Information and support requests beyond local capabilities will be acted upon by the EMC via coordination and interaction with the Gloucester County EOC. All actions taken by

the EMC will be coordinated with the EM Fire and Rescue Coordinator. In all instances the standard Gloucester County EOC message forms will be used.

3. The EM Fire and Rescue Coordinator will coordinate fire and rescue operations, by use of the Incident Command System (ICS) from the EOC Fire and Rescue Station. Functional responsibilities of fire service personnel in fire and rescue disaster situations are basically the same as in daily operations. Primary responsibility is the protection of life and property from fire. They are also involved on a regular basis with fire hazards and hazardous materials. Supplemental EM Fire and Rescue Coordinator's duties include supportive operations of the public warning systems and support of radiological defense activities. ICS is used as per protocol as dictated by situation.

- C. The Paulsboro Emergency Management Fire and Rescue Coordinator coordinates dispatching and the calling in of additional personnel and equipment through Sops in place at the Gloucester County Communications Center. Mutual Aid is initiated, when needed, on Gloucester County Fire and Rescue communications. (refer to AWCA5)
- D. If more than one district's or jurisdiction's forces are involved in a major fire, the Fire and Rescue officer in whose district the fire is located will be the Officer in Command. His assistants and/or incoming officers from support stations will serve as sector officers utilizing the Incident Command System.
- E. The Paulsboro EM Fire and Rescue Coordinator coordinates procedures for the rescue of injured people during emergency operations, accidents, and other situations with the Paulsboro Community Ambulance Captain or chief officer.

## VI. RESPONSIBILITIES

- A. The Emergency Management Coordinator is responsible for implementing this annex and the EM Fire and Rescue Coordinator is responsible for directing the EM Fire and Rescue emergency response.
- B. There are SOPs that address how the Paulsboro EM Fire and Rescue functions will accomplish their emergency response. (Also refer to FRA-3)
- C. Mutual aid agreements for the EM Fire and Rescue functions are as follows: (Also refer to FRA-1)
  1. Gloucester Mutual Aid System (verbal)

- D. The Borough Fire Chief or his Assistant Chief from either station will be responsible for fire protection in emergency shelters.
- E. The EM Fire and Rescue Coordinator will coordinate support assignments, as specified in other annexes, for fire and rescue services: Law Enforcement (search, crowd control); Emergency Medical (rescue, lifting); Public Works (pumps, traffic control); Alerting, Warning, and Communications (use of P.A. systems, radios). (Also refer to BPA-3) (refer to matrix)

## 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. Emergency Management Fire and Rescue Coordinator, Paulsboro Fire Department Borough Fire Chief.
  - 2. Deputy EM Fire and Rescue Coordinator, Billingsport Fire Association (Station 17-2) Battalion Fire Chief.
  - 3. 2nd Deputy EM Fire and Rescue Coordinator, Paulsboro Fire Association (Station 17-1) Battalion Fire Chief.
- 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.

## VIII. ADMINISTRATION AND LOGISTICS

- A. The EM Fire and Rescue Coordinator is responsible for maintenance of all records and reports required for the fire and rescue functions in an emergency.
- B. The EM Fire and Rescue Coordinator is responsible for records of expenditures for the fire and rescue functions in a emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the EM Resource Management Annex.



The EM Fire and Rescue Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM. (Also refer to RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The EMC, Deputy EMC, and EM Fire and Rescue Coordinator are responsible for the maintenance of the Fire and Rescue Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.
- B. The EMC, Deputy EMC, and EM Fire and Rescue Coordinator are responsible for review and updating of the Fire and Rescue Annex, SOPs, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

Definitions of terms and acronyms used in this Annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments, their appendixes, and related SOPs are in place at the Paulsboro EOC and are available for review by County and Regional personnel.

- FRA-1 Fire Mutual Aid Agreements. (Included with Plan)
- FRA-2 Recall/Duty Roster. (Included with Plan)
- FRA-3 Fire SOPs. (None)
- FRA-4 Resource/Equipment Lists. (Included with Plan)

## MUTUAL AID PLAN

1st Alarm	Paulsboro Fire Dept.	17-1 & 17-2
2nd Alarm	Gibbstown Fire Co.	21-1
	Repaupo Fire Co. (Cascade)	18-2
3rd Alarm	Thorofare Fire Co.	6-1
4th Alarm	National Park Fire Co.	8-1
5th Alarm	Bridgeport	18-1

### Ladder Aid

1st Ladder	Gibbstown	2116	21-1
2nd Ladder	Bridgeport	1816	18-1
3rd Ladder	Woodbury	516	5-1
4th Ladder	Verga	626	6-2
5th Ladder	Greenfields	666	6-6

### Rescue

1st Alarm	Paulsboro Fire Dept.	17-1 & 17-2
2nd Alarm	Gibbstown Fire Co.	21-1
3rd Alarm	Mt. Royal Rescue	19-2
4th Alarm	Thorofare Fire Co.	6-1

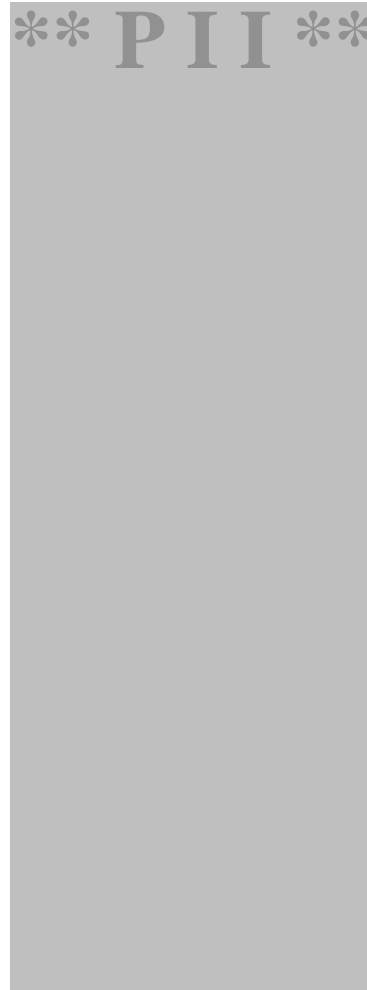
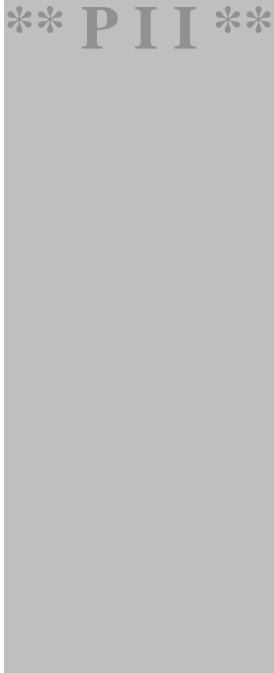
### Marine

1st Alarm	Paulsboro Fire Dept.	17-1 & 17-2
2nd Alarm	Gibbstown Fire Co. (lg. boat)	21-1
	Thorofare Fire Co.	6-1
	Mt. Royal Fire Co.	19-2
3rd Alarm	Woodbury	5-2
	Bridgeport	18-1
	National Park	8-1
	Woolwich	25-1
4th Alarm	Verga	6-2
	Barnsboro	22-1
	Westville	7-3
	Wenonah	13-1

## RECALL/DUTY ROSTER

Station 17-1

Station 17-2



All are volunteers, 17 at Station 17-1 and 24 at Station 17-2.

BOROUGH FIRE CHIEF (department) Gary Stevenson

Station 17-1  
Battalion Chief  
Captain  
1<sup>st</sup> Lieutenant  
2<sup>nd</sup> Lieutenant  
Chief Engineer



Station 17-2  
Battalion Chief  
Captain

1<sup>st</sup> Lieutenant  
2<sup>nd</sup> Lieutenant  
Chief Engineer



## EQUIPMENT LIST

Station 17-1      1983 Mack 1250 Pumper w/in-line foam 40 gallon foam onboard,  
500 gallon water

1990 E-One 1,500 Pumper 750 gallon water

1984 Ford Utility Van

1975 Starcraft Jon Boat w/25 HP, 14 ft.

Station 17-2

1994 Saulsbury 1,500 Pumper, 750 Gallon water

1976 Mack 1000 Pumper 500 gallon water

1955 Mack 750 Pumper 500 gallon water

1979 Dodge Brush Truck/Foam Unit

1974 Starcraft 14ft. Jon Boat w/20HP motor

## **PAULSBORO FIRE DEPARTMENT**

### **STANDARD OPERATING PROCEDURE'S**

THESE SOP'S ARE GUIDELINES AND CAN BE OVERRIDDEN OR MODIFIED BY THE OFFICE IN CHARGE (OIC) AT ANY TIME AND ARE SUBJECT TO CHANGE.

1. The Borough Fire Chief and the Battalion Chief's and/or his designated officer(s) shall go to the incident scene directly. The remaining personnel are to report to their respective stations.

A. The only exception is if any member has to pass the emergency scene while responding, provided the scene is in their direct route to the their station.

2. The first person entering the firehouse during an alarm will pick up the red phone and dial "0", the dispatch center will give you the location and nature of the alarm, which will then be written on the response board. This member shall have the option of driving the first due apparatus, which is due to respond, as long as he/she is qualified to drive the same. Unless directed differently by an Officer.

3. If unsure where the call is, all members are to check the board. If you are unsure of directions check the map in the station, but DO NOT DELAY your response, if an another member knows directions to the scene.

4. Protective clothing on the fireground shall consist of the following unless otherwise directed by the OIC:

- A. Turnout Coat
- B. Bunker Pants
- C. Boots
- D. Helmet
- E. Nomex Hood
- F. Gloves

4A. When operating hydraulic tools, fire gear is optional. Though a helmet with shield, gloves, jumpsuits, boots or safety shoes must be worn.

- **WITH THE EXCEPTION OF ENCLOSED CABS PROTECTIVE CLOTHING WILL BE DONNED PRIOR TO BOARDING THE EQUIPMENT.**

**\*\* TURNOUT GEAR IS SUPPLIED BY THE PAULSBORO FIRE DEPARTMENT AND ANY GEAR BOUGHT PRIVATELY MUST BE APPROVED BY THE BOROUGH FIRE CHIEF.**

5. **SELF CONTAINED BREATHING APPARATUS** (SCBA): All members of the

firefighting team will wear SCBA whenever they are participating in structural firefighting. Including overhaul. SCBA's will be worn all alarms, trash fires, vehicle fires, gas leaks, fumes and whenever smoke is present while working at an emergency scene or when the OIC deems necessary. The OIC will determine when the masks and/or SCBA can be removed.

6. **FIRST DUE PUMPER:** The first due pumper from each station at a dwelling fire or building fire will have the option of either laying in or to run free into the scene. The option of laying hose will be decided by the OIC. If upon entering the area smoke or other conditions appear or report from County indicate a fire, laying in is the preferred method. Size and number of hose lines to confine and extinguish the fire are determined by the size of the fire and number of firefighters on location.

7. **SECOND DUE PUMPER:** The second due pumper from each station is responsible to establish a water supply by either stretching a line to the fire from the water supply (forward lay) or from the water supply to the fire (reverse lay), or pumping to the line that the first due pumper laid in.

8. **APPARATUS RESPONSE:** All apparatus that responds to emergency calls will be driven by a qualified operator, in accordance to all traffic laws. Apparatus response order will be dictated by station protocol and the type of alarm. Unless otherwise ordered by the OIC.

9. All equipment shall return to the station immediately after receiving a recall order over the radio, the vehicle can acknowledge the recall order by radio, but upon returning to the station the radio is not to be used unless an emergency. Once the District or Station is made available by the OIC, the radio is not to be used unless for an emergency.

10. A quick aggressive interior attack shall take place whenever the situation permits.

11. **APPARATUS MANNING:**

1. PUMPERS:

A. DAYTIME: Minimum manning should be the driver and three firefighters.

B. NIGHT-TIME: Minimum manning should be the driver and four firefighters. The maximum shall be the driver and six firefighters.

2. UTILITY - POWER WAGON - CHIEF'S VEHICLES

A. DAYTIME: Minimum manning should be a driver

B. NIGHT-TIME: Minimum manning will be a driver and one firefighter. Maximum will be the maximum number of available seats for firefighters to occupy.

**\*\* NOTE:** There are to be no firefighters riding on the rear and/or side of any Borough owned apparatus, unless given permission by an Officer.

**\*\* NOTE:** An Officer shall have the priority of riding in the right hand front seat of any vehicle.

12. **LOADING OF VEHICLE:** Except for the driver, all personnel boarding the apparatus must be wearing all required turnout gear. The driver is required to have his/her gear with them on the apparatus.

13. **ARRIVING LATE:** All personnel arriving late to a fire will report to an Officer. Personnel arriving late for a cover assignment should remain at the station unless additional help is called for. When arriving late in a personal vehicle remember to park well away from the scene. On all other emergency calls only when the station is vacant of equipment, then and only then the late arriver is allowed to go to the scene.

14. **LEAVING THE SCENE:** Personnel are not permitted to leave the scene of an alarm while the District is in service or either station after the alarm without permission of an Officer.

15. **EQUIPMENT RETURNING:** Upon return of the equipment to the station all personnel are to assist in the cleaning and restoring of all equipment back to it's ready condition, unless given permission by an Officer.

16. **SMOKING:** Smoking while on board any apparatus is not permitted. There are NO exceptions to this SOP. Smoking on the emergency scene or drill grounds should take place near the apparatus unless a smoking area has been designated by the OIC.

17. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are not to be consumed and or permitted, in possession of before or during drills, during standbys or cover assignments, on fire grounds and emergency scenes. There will also be no consumption of alcohol on any of the apparatus. There are no exceptions to this SOP.

18. **ASSIGNMENTS:** If available an officer will direct the assignment of all personnel manning equipment and the order of response. Within reason an officer will have the right to remove any driver/operator or persons from a piece of equipment. If a confrontation takes place before the return of the equipment it could mean the immediate dismissal from the call without credit for the call, unless the Battalion Chief over rules the officer in conflict. If any discrepancy on the change, the discussion about



the change will take place when all of the equipment has been returned to the station, and is ready for the next assignment.

**WARNING DEVICES:** When responding to all alarms, lights must be used. Sirens and air horns are to be used as needed. Drivers must use caution, and obey all traffic laws. When approaching an intersection you will proceed after traffic has yielded the right of way. When responding at a reduced speed lights are to be used, but NO audible warning devices are to be used. All traffic signals followed, and headlights used, at all times. When returning from all calls, only rear warning and headlights are to be used.

**SEAT BELTS:** Seat belts and safety harnesses must be used when all vehicles are in motion. There is no exception to this SOP

**DISSEMBARKING:** Except for the officer, no one will disembark from a vehicle without orders.

**MEDICAL EXCUSE:** Except those who have physical and/or medical reasons with written doctors excuse, all personnel will help prepare the equipment and apparatus for the next call, and shall participate in drills and participate in working at the emergency scene. Those members not following this shall not receive credit unless excused by the OIC. Any member having an injury, requiring any medical treatment, must have a doctors clearance before resuming active fire duties.

23. **INCIDENT MANAGMENT SYSTEM:** IMS will be activated by the OIC. The Paulsboro Fire Department will follow the National Fire Academy Incident Command Criteria.

**EMS AT FIRE SCENES:** At working fires, EMS duties will be handled by the Paulsboro Community Ambulance or their designee.

**RADIO USEAGE:** After being dispatched to an emergency, it seems that radio traffic is excessive, so by limiting messages to important ones and by using face to face communications when possible we will cut down radio chatter.

**FIRE RESPONSE:** The normal fire response channel will be channel three (3) unless assigned to an alternate channel by the Center. All apparatus will respond on the assigned channel, once arriving on location all radios with the exception of the Incident Commander will switch to the talk around channel.

**OFFICER'S RADIO USEAGE:** The Borough Chief and the two Battalion Chief's will sign responding as they go directly to location. The remaining officers are only to sign on the air while responding with a piece of equipment.

**SEARCHES:** At all dwelling fires a primary and secondary search is to be conducted. Unless otherwise directed by the OIC.

**HAZARDS:** Any member noticing any hazards at an emergency scene is to notify the OIC or the Safety Officer.

**EVACUATION WARNING:** When for any reason the OIC determines that a dangerous condition exists a general evacuation of the building shall be ordered. The OIC will notify the Center who will broadcast on all working channels the evacuation order. All apparatus on location will sound their sirens for 30 seconds. At the sounding of the sirens all personnel will report to the command post or the attack engine, where accountability of personnel will take place.

31. **DEALING WITH THE MEDIA:** No one will give statements, or discuss any aspect of any call any member of the press without the permission of the OIC. Members who are approached for should direct all questions to the OIC.

**ASSIST PD / BOMB THREATS:** NO LIGHTS OR SIRENS are to used when responding, unless advised of an actual fire. Headlights are to be used and all traffic signals followed.

### **33. ACCOUNTABILITY PROCEDURES:**

The following will be the procedure to be followed at all times for personal accountability. It is very important for your SAFETY and for the purpose of having the ability to do a head count in the event of a Building Collapse, Flashover, Explosion, etc., so that we can account for all personnel on the fireground.

1. Your accountability tags will remain on your gear at all times while in the stalls in the station.
2. When riding on the apparatus, you will be in full gear. Upon arriving on location, if you leave the apparatus for any reason, you will remove a tag from your gear and give it to the driver or operator. If you respond in your personal vehicle, give the tag to the attack engine and give that operator a tag.
3. Prior to entering the "Hot Zone", you will either a tag at at the entrance to hot zone or give your tag to the Safety Officer or Accountability Officer.
4. Upon leaving the "Hot Zone", return to the Safety Officer to retrieve

your tag. Then proceed to rehab or to get your air bottle refilled.

5. When you are cleared from rehab or from getting your bottle filled, return to the manpower pool or the attack engine for possible reassignment.

### **34. FIRE APPARATUS DRIVER/OPERATOR TRAINING**

1. **Scope and Purpose:** The purpose of this policy is to provide and require consistent training effort and procedures for all eligible members of the fire company who desire to become certified Fire Apparatus Driver/Operators. All trainees shall be certified in accordance with the procedures and methods as established in this policy.

2. **Eligibility/Candidate Selection:** Driver/Operator training candidates shall meet the following minimum criteria:

- a. Minimum 20 years of age
- b. Posses a valid NJ Driver's License that shall be subject to review through the police department and/or NJ DMV records for current status
- c. Satisfactory completion of all probation and membership requirements of the Fire Company
- d. Receive approval of the Captain to begin Driver/Operator training based on the candidates attitude, progress in training on other phases of Fire Department operations and ability

3. **Eligibility/Instructor Selection:** Instructors will be designated by the Captain on the basis of their experience with fire apparatus, their driving history and their ability to instruct. In addition, instructors shall possess a minimum of (3) three years driving experience on the apparatus that they will be training members.

#### 4. **Training Methodology:**

Approved candidates for Driver/Operator training will be assigned to an Instructor by the Captain

- a. Instruction shall be given to the trainee by the Instructor in accordance with the format further described
- b. The Instructor shall be present or supervise all training. The trainee will be required to complete (3) three levels of Driver/Operator training and demonstrate satisfactory performance in a road and operation test
- c. All Driver/Operator training will begin with the smallest vehicle then progress to the larger vehicles.

Level 1: Vehicle Operation (minimum training time 1 hour)

1. Cab control functions and emergency warning devices
2. Fire Department equipment

3. Fire Department procedures
4. NJ State law governing the operation of emergency vehicles
5. Vehicle handling characteristics

Level 2: General Driving Performance (minimum training time 5 hours)

Driver/Operator training at this level is divided into (2) two phases to allow the trainee to practice and receive specific instruction under controlled conditions.

Level 2- Phase 1: (minimum training time 5 hours. During training at this phase, the Instructor will drive the apparatus to and from the area selected for instruction

1. Review of level 1 (vehicle operations)
2. Placing apparatus in operation
3. Familiarization with handling characteristics
4. Braking, slowing and stopping
5. Backing (straight, turning)
6. Serpentine

Level 2 - Phase 2: (minimum training time 3 hours)

The Instructor shall decide to begin phase 2 training only after the trainee has demonstrate proficiency within the skills in phase 1 instruction.

Training at this level will occur on the public roadways under all types of traffic conditions.

1. Placing the apparatus in operation
2. Apparatus handling on public streets and highways
3. Turning the apparatus in traffic
4. Typical placements for given incidents
5. Hydrant connection placement

Level 3: Pump Operations (minimum training time 4 hours)

Training at this level is at the discretion of the instructor, when in the opinion of the instructor the trainee has completed training at level 1 and demonstrates proficiency within those skills outlined in level 2.

1. Placing the apparatus in operation
2. Pump panel controls and functions
3. Booster tank operations
4. Hose handling and coupling use
5. Hydrant operations
6. Large diameter hose and appliances
7. Handline pump pressures
8. Operation of master stream devices

9. Drafting
10. Miscellaneous:
  - a. location of all equipment
  - b. operation of all power equipment
  - c. apparatus response order
  - d. radio procedures
  - e. apparatus equipment checks prior to leaving incident locations and placing apparatus back in service
  - f. procedures for reporting malfunctions of the apparatus and/or equipment

5. Testing:

The trainee will be eligible for a road and operation test only after:

1. Completed Driver/Operator training at all levels
2. Completed minimum training hour requirements
3. Has demonstrated satisfactory performance to the instructor the skills necessary to safely drive and operate all Fire Department apparatus as outlined above.

6. Records and Reports:

It is the responsibility of the Instructor to maintain an ACTIVITY LOG on all Driver/Operator training and to complete a FIRE APPARATUS OPERATOR CERTIFICATION REPORT upon the completion of testing. Upon completion of the report it shall be forwarded to the Captain for review and approval, then the report will be reviewed and approved by the Battalion Chief before the trainee will be qualified to drive/operate the apparatus he/she has been trained on.

### **35. CARBON MONOXIDE INVESTIGATIONS**

#### **Characteristics of Carbon Monoxide (CO)**

Carbon Monoxide is a harmful by product of incomplete combustion. Specific characteristics are:

- \* Colorless - undetectable by sight
- \* Odorless - no detectable odor
- \* Tasteless - leaves no taste in the mouth
- \* Flammable - combustible between 12.5% to 74% volume in air
- \* Toxic - with sufficient exposure, CO is deadly
- \* Lighter than air - 0.9672 specific gravity

Many times CO is associated with a sharp pungent odor. This odor, however is a result

of Aldehydes and Alcohol's that are also produced as a result of incomplete combustion. These Aldehydes and Alcohol's are also responsible for the irritating effects to the eyes and nasal passages. When these odors are detected, Carbon Monoxide is almost always present. The absence of these odors however, does not insure that CO is not present.

### **Sources of CO in homes:**

As stated earlier, CO is a byproduct of incomplete combustion. This incomplete combustion may be from any fuel that utilizes a carbon base. Types of carbon base fuels include wood, tobacco, coal, kerosene, gasoline, and natural gas. Potential sources of CO are any appliance, machinery, or process that burns these fuels. Besides gas appliances, other sources of CO may be kerosene heaters, internal combustion engines, fireplaces, and even smoking.

### **Carbon Monoxide Poisoning :**

CO can only enter the body through the respiratory system. It acts to asphyxiate the body combining with the hemoglobin in the blood stream. The affinity of CO to combine with the hemoglobin is 200 times greater than that of oxygen. For this reason CO replaces oxygen in the blood-stream causing asphyxiation to occur.

The amount of CO absorbed by the body depends on the following factors:

- \* CO concentration in air
- \* length of exposure
- \* breathing rate
- \* exposure to fresh air between CO exposures
- \* degree of physical activity
  - physical fitness

### **Symptoms of CO poisoning:**

The early symptoms of CO poisoning appear to be "flu-like". The most common of these symptoms are:

- \* headache
- \* dizziness
- \* nausea
- \* weakness
- \* increased perspiration
- \* vomiting

Later stages of CO poisoning are much more severe. They include:

- \* shortness of breath
- \* extreme muscular weakness
- \* mental confusion
- \* unconsciousness
- \* intermittent convulsions

If these symptoms are not immediately treated or the person is exposed to dangerous levels for any length of time, death will occur.

The following is a list of exposure times and symptoms for various concentrations of CO in air:

- \* 100 ppm - allowable exposure for several hours
- \* 200 ppm - headache, nausea after 2-3 hours
- \* 400 ppm - headache, nausea after 1-2 hours
- \* 800 ppm - headache, dizziness, and nausea within 45 minutes  
unconsciousness within 2 hours  
death within 2-3 hours
- \* 1500 ppm - headache, dizziness, nausea in 20 minutes  
death in 1 hour
- \* 3200 ppm - headache, dizziness, nausea within 5-10 minutes  
death within 30 minutes

### **CO levels in ambient air:**

Ambient air refers to air inside a building or enclosure. The following CO levels refer to those taken in ambient air during a CO investigation.

NOTE: An atmospheric CO reading should be taken outdoors before beginning indoor tests to establish a base level. This may significantly effect the indoor CO levels found.

**ALL FIRE DEPARTMENT PERSONNEL ARE TO HAVE FULL PPE INCLUDING S.C.B.A. WHEN TAKING ANY READINGS INSIDE ANY STRUCTURE !**

### **0 - 35 ppm:**

1. Make a through investigation of the entire building to locate any sources of CO.
2. Have dispatcher notify Gas Company if necessary of ppm reading.

3. Inform resident of findings and advise them to leave the structure.
4. Note on checklist what the source of CO was and your ppm reading and leave for a serviceman.

**36 - 200 ppm:**

1. When CO levels in this range are found clear the area of all occupants and the area should be immediately ventilated.
2. Have dispatcher notify Gas company if necessary of your ppm reading.
3. You may try to locate the source if it can be done quickly. In no instance should Fire Department personnel spend more than 15 minutes within the contaminated area.
4. After ventilating, when the levels have dropped below 35 ppm, further investigation of the area may continue.

**201 - 400 ppm:**

1. Fire Department personnel shall immediately leave the area, spending only enough time to evacuate all persons within the area.
2. The gas shall be shut off outside if at all possible.
3. The structure shall be ventilated to levels below 35 ppm before beginning an inspection of the area to identify the CO source.

**400 ppm or greater:**

1. **DO NOT ENTER THIS ATMOSPHERE or LEAVE THE AREA IMMEDIATELY.**
2. Have dispatcher notify Gas company of ppm reading.
3. Shut off the gas outside if possible.
4. Only enter this atmosphere with SCBA.
5. Ventilate and search for victims of CO poisoning.
6. Remain on scene to assist the Gas Company.

Notify the Resident



In all cases, the resident should be informed of the level of CO found during the investigation. If the resident(s) are exhibiting any signs of CO poisoning have EMS personnel evaluate them.

**Where to test:**

1. In the atmosphere, head high.
2. Near the gas appliances.
3. Close to the heat ducts.
4. Near the draft diverters and combustion doors on gas appliances.

NOTE: CO readings should be taken after the appliance has been running for at least 5-10 minutes. This will allow for proper vent draft to become established. Vented appliances should release no CO emissions into the home. You may have to turn the hot water on to allow the water heater to run.

5. Check all rooms of the house and all appliances. Record your CO ppm readings in the appropriate space.

**36. CONFINED SPACE & TRENCH RESCUE OPERATIONS**

Objective:

This has been developed to ensure the efficient and rapid deployment of a qualified Rescue Team for the extrication of a victim from confined space or trench situations.

Officer Responsibility:

1. It will be the responsibility of the first arriving officer to confirm, that there is an individual or individuals who are in danger. Upon confirmation, the following Rescue Team is to be dispatched:

Station 21-1

Also to confirm that a squad has been dispatched.

2. The officer will conduct initial scene assessment establishing:

A. Hazards

- B.** Entry Location
- C.** Needed additional resources

General:

1. All Department personnel are instructed to not enter either the confined space or trench collapse zones. Personnel will be used by the Rescue Team to assist them with the various duties.
2. The scene is to be secured, with only emergency personnel allowed to enter the area.

### **37. ICE RESCUE OPERATIONS**

Objective:

This has been developed to ensure the efficient and rapid deployment of a qualified Ice Rescue Team for the extrication of a victim from icy waters. Additionally, this general procedure will be implemented in cold weather, anytime that temperatures would be conducive for hypothermia.

Officer Responsibility:

1. It will be the responsibility of the first arriving officer to confirm, that there is an individual who is in danger. Upon confirmation, the following Ice Rescue Teams are to be dispatched:

Station 21-1  
Station 25-1

Also to confirm that a squad has been dispatched.

2. The officer will conduct initial scene assessment establishing:
  - A. Hazards
  - B.** Entry Location
  - C.** Needed additional resources

General:

1. Both Marine units will be sent to the location to assist the Ice Rescue Teams.

2. All members who will be operating within 10 feet of the waters edge will be required to be in a personal floatation device.

### **38. WATER RESCUE OPERATIONS**

Objective:

This has been developed to ensure the efficient and rapid deployment of the Department's Marine Units for the quick and efficient rescue of a victim or victims from any creek, lake or river.

Officer Responsibility:

1. It will be the responsibility of the first arriving officer to confirm, that there is an individual who is in danger. Upon confirmation, the Marine Units shall be deployed. Also confirm that a squad has been dispatched.
2. The officer will conduct initial scene assessment establishing:
  - A. Hazards
  - B.** Entry Location
  - C. Needed additional resources

General:

1. Both Marine units are to prepare for a water rescue.
2. All members who will be operating within 10 feet of the waters edge will be required to be in a personal floatation device.

### **39. RESPIRATORY PROTECTION PROGRAM**

## TABLE OF CONTENTS

Section 1 - Introduction
Section 2 - Standard Operating Procedures
Section 3 - Training
Section 4 - Respirator Fitting and Seal Check
Section 5 - Inspection, Storage, Maintenance and Air Supply
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Section 8 - Program Evaluation
Appendix A - SCBA Checkout Procedure
Appendix B - Respirator Test Record
Appendix C - SCBA Training Outline
Appendix D - SCBA Inspection Checklist
Appendix E - Spare Bottle Inspection Checklist

### SECTION 1 - INTRODUCTION

#### Policy

It is the policy of the Paulsboro Fire Department to maintain comprehensive occupational safety and health programs based upon sound engineering, education and enforcement. This document establishes Departmental policy, responsibilities and the requirements for the protection of firefighters whose job requires the use and care of respiratory protection.

The Department Fire Chief is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of this program. This authority includes purchasing necessary equipment to implement and operate the program. The Fire Chief will develop written detailed instructions covering each of the

basic elements in this program, and is the sole person authorized to amend these instructions.

## SECTION 2 - STANDARD OPERATING PROCEDURE

### General

Firefighters shall wear a self contained breathing apparatus (SCBA) under the following conditions:

- A. While engaged in interior structural firefighting;
- B. While working in confined spaces where toxic products or an oxygen deficient atmosphere may be present;
- C. During emergency situations involving toxic substances;
- D. During all phases of firefighting and overhaul.

Firefighters wearing an SCBA must activate the personal alert safety system (PASS) device before entering an area where respiratory protection is required.

Firefighters wearing SCBA shall conduct a seal check prior to each use.

Firefighters shall not remove the SCBA at any time in the dangerous atmosphere. SCBA shall be used in accordance with the manufacturer's instructions.

All firefighters shall continue to wear SCBA until the officer in charge determines that respiratory protection is no longer required.

### Protective Clothing

Firefighters wearing and SCBA shall be fully protected with the use of approved structural firefighting clothing that meet the requirements of the PEOSH Standards for Firefighters. Protective clothing shall include turnout coat, bunker pants, gloves, boots, helmet, fire resistant hood, and (PASS) device.

### Facial Hair

No member of the Fire Department will be permitted to wear an SCBA with any facial hair with the exception of a mustache provided that the mustache does not exceed the vermilion of the mouth. There will be no exception to this provision.

### Procedures for Interior Structural Firefighting

In interior structural fires, the fire department shall ensure that:

At least two firefighters enter the immediately dangerous to life and health (IDLH) atmosphere and remain in visual or voice contact with one another at all times; Firefighters wearing and SCBA must activate the PASS device before entering an area where respiratory protection is required.

B. At least two firefighters will be located outside the IDLH atmosphere;

C. All firefighters engaged in interior structural firefighting will use SCBAs.

## SECTION 3 - TRAINING

### Training Required

Firefighters wearing respiratory protection shall be trained in its proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document.

Training in the use of respiratory protection shall be done in two phases. Each new firefighter will be given initial training before using respiratory protection equipment and annual training thereafter.

### New Recruit Training

Initial training is to be provided during the Fire Fighter I course at a state approved training academy. No firefighter is to use respiratory protection unless training has been successfully completed. Firefighters trained at other than a state approved fire academy must be certified as trained by the Borough Fire Chief, Battalion Chief or Captain before wearing an SCBA.

### Annual Training

On-going training shall be provided to all firefighters of the Department. Respiratory protection will be part of the ongoing training conducted on a monthly basis. Topics to be covered for the particular month shall be disseminated by the Captain.

Each firefighter must pass such annual testing that is required.

### Course Content

Initial and annual training in respiratory protection shall be conducted as specified in Appendix C.

### Fill Station Training

SCBA cylinders will be filled only by firefighters who have completed fill station training. Retraining will be provided annually.

## SECTION 4 - RESPIRATOR FITTING AND SEAL

Each firefighter must pass a facepiece fit-test during initial and annual training.

### Inspection Before Use

When using SCBA, each firefighter shall select and wear the correct size facepiece as determined by fit testing. A firefighter shall not wear respiratory protection unless the proper facepiece is available and the equipment is in proper working condition according to the manufacturer's specifications.

### Effective Seal Required

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment.

Nothing can be between the sealing surface of the mask and the face of the wearer including but not limited to: eyeglasses, protective hoods and beards or other facial hair.

### Contact Lenses

The use of soft contact lenses shall be permitted with SCBA use, provided that the firefighter wearing soft contact lenses has worn contact lenses for at least six months without any problems.

## SECTION 5 - INSPECTION, STORAGE, MAINTENANCE AND AIR SUPPLY

### Inspection

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use.

### Inspection Schedule

SCBA and cylinders shall be inspected after each use and weekly. Guidelines for inspection are in the manufacturer's instructions found in Appendix B of this program.

After each inspection the appropriate forms (see Appendix F) shall be completed. SCBA units determined to be unfit for use shall be taken out of service, and tagged with a description of the particular defect.

In the event replacement or repair of SCBA components is necessary, it shall be performed according to manufacturer's instruction and only by persons trained and certified by the manufacturer or returned to the manufacturer's service facility.

Firefighters will not subject SCBA units to unnecessary abuse to neglect and/or carelessness. Caution must especially be exercised to protect the facepiece section of the mask from being scratched or damaged.

Each SCBA shall be cleaned and disinfected after each use. Only cleaning/sanitizing solutions for respiratory equipment should be used for cleaning and disinfection. Alcohol and phenol based cleaners should be avoided due to the destructive effects on the facepiece material.

SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable governmental agencies. Steel bottles must be tested every (5) years and composite cylinders every three (3) years.

### Storage

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage rubber or elastomeric components.

### Air Supply

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D. Private vendors supplying the Department with compressed breathing air shall provide a copy of the most recent inspection and certification.

The purity of the air from the Department's air refilling equipment shall be checked by a competent laboratory annually.

The Department shall assure that sufficient quantities of compressed air are available to refill SCBA for all emergencies. This shall be accomplished through mutual aid.

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

## SECTION 6 - MEDICAL EVALUATION

A medical evaluation to determine the firefighter's ability to wear an SCBA will be



provided. Only firefighters that are medically able to wear SCBA will be allowed to do so.

## SECTION 7 - RECORD KEEPING

Completed SCBA inspection forms will be maintained by each station.

Record/results of air quality tests will be maintained by each station.

Completed fit test records will be maintained by each station. Each firefighter will receive a copy of his/her fit test record.

Records for both recruit training as well as on-going SCBA training shall be retained in accordance with Departmental and Borough policies. The training records will be maintained by each station.

Certificates of completion for Fire Fighter I courses will be maintained by each station with copies forwarded to the Borough Chief, for Borough files.

Training records for refresher topics will be maintained by each station's Captain.

Medical Evaluation Results Forms will be maintained by each station with a copy forwarded to the Chief.

## SUMMARY OF RESPIRATORY PROTECTION PROGRAM RECORDS

TYPE OF RECORD	SOURCE	KEEP RECORDS FOR
SCBA Inspection Records		
Incoming Inspection	6.2.1 ANSI	1 Year
Routine	6.2.2 ANSI	1 Year
After Use	6.2.3 ANSI	1 Year
Monthly	6.2.4 ANSI	1 Year
Maintenance & Repair	6.4.1 ANSI	Life of Equipment
Air Quality		1 Year
Fit Test	7 ANSI	1 Year

## SECTION 8 - PROGRAM EVALUATION

### Evaluation Requirements

The effectiveness of the SCBA program shall be evaluated and corrective actions taken to ensure the respiratory protection program is properly implemented. The fire department will regularly consult with firefighters to assess their views on the effectiveness of the program and to identify any problems.

The evaluation will be conducted by the Borough Fire Chief and the Battalion Chief's.

The evaluation will ensure:

- a. Ensure that procedures for purchasing of approved equipment are in place,
- b. Ensure that all firefighters are being properly fitted with respiratory protection. This includes fit testing,
- c. Ensure that all firefighters using SCBA are properly trained,
- d. Ensure the proper equipment, cleaning, inspection and maintenance procedures are in place and being followed,
- e. Ensure proper documentation is being kept at all levels, and
- f. Develop plans to correct faults and the target dates for their implementation.

## PROGRAM MONITORING

Periodic monitoring of the respiratory protection program is necessary to ensure that all firefighters are adequately protected. Random inspection shall be made by the Borough Fire Chief or the Battalion Chief's to ensure that the provisions of the program are being properly implemented.

## APPENDIX A - RECOMMENDED CHECKOUT PROCEDURE

### SCOTT PRESSURE-PAK 2.2 AND 4.5

Checklist:

#### A. Backpack and harness Assembly

1. Straps
  - a. Visually inspect for complete set
  - b. Visually inspect for frayed or damaged straps
2. Buckles
  - a. Visually inspect for mating ends
  - b. Check locking operation

### 3. Back Plate and Cylinder Lock

- a. Visually inspect back plate for cracks, missing rivet, screws, etc.
- b. Visually inspect cylinder hold-down mechanism and strap
- c. Check strap tightener and lock to insure it is fully engaged.

## B. Cylinder and Valve Assembly

1. Physically check to insure that the cylinder is tightly fastened to the backplate.
2. Visually inspect for large dents or gouges in the metal
3. Check hydrostatic test date to insure it is current
4. Determine that cylinder valve lock is working properly
5. Inspect condition of gauge needle, face and lens
6. Turn on the cylinder, listen and feel around the packing for leakage. Take out of service if leakage is observed.

## C. Regulator and High Pressure Hose

1. Listen or feel for leakage in hose or at hose - to - cylinder connector. Insure that the reduces hose coupling is hand tightened to the cylinder valve outlet.
2. Slowly press the center of the donning switch on the regulator and release.
3. Check that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise and pointer on knob upward).
4. Slowly open the cylinder valve by rotating the knob counter clockwise. The vibralert alarm should actuate then stop. There should be no airflow from the facepiece.
5. Don the facepiece or hold the mask to the face to effect a good seal.
6. Inhale sharply to start the automatic flow of air.
7. Breathe normally from the facepiece to insure normal operation.

8. Remove the facepiece from the face. Air should flow freely from the facepiece.
9. Fully depress the donning switch on the regulator. The airflow should stop.
10. Rotate the red purge valve one-half (1/2) turn counterclockwise (pointer on knob downward). Air should flow freely from the regulator. Unit must be taken out of service if the bypass does not operate properly.
11. Rotate the purge valve one-half (1/2) turn clockwise to full closed position (pointer on knob upward). Air flow from the regulator should stop.
12. Compare the remote gauge to the cylinder gauge. The variation may be only plus or minus 100psi. Watch remote gauge for drop in pressure after tank valve is closed. A drop in pressure indicates leakage.
13. Close cylinder valve. Rotate the purge valve counter clockwise until air begins to flow. Observe the remote pressure gauge on the harness and not the pressure when the vibralert sounds. The pressure should be 20% to 25% or about on fourth (1/4) of the total tank pressure when the alarm begins to sound. When the air stops flowing return the purge valve to the fully closed position. If the alarm does not operate as specified the unit must be taken out of service for repair.
14. Check cylinder gauge to insure cylinder is full. Recharge if the pressure is less than 80% of the rated pressure.

#### D. Facepiece

1. Ensure that the seal between the lens and the rubber or silicon facepiece is intact. Defective masks must be taken out of service.
2. Check the straps and harness for wear.

**Defective units must be taken out of service, tagged and must not be used until the unit is repaired**

APPENDIX B - RESPIRATOR TEST RECORD

Date: \_\_\_\_\_

Firefighter: \_\_\_\_\_

SCBA Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

NIOSH Approval Number: \_\_\_\_\_

Facepiece Size

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_

Conditions which could affect respirator fit:

Clean Shaven	Facial Scar	Dentures Absent
1 - 2 Day Beard Growth		2+ Day Growth
Mustache		Glasses

Comments: \_\_\_\_\_

Fit Checks

Negative Pressure      Pass      Fail      Not Done

Positive Pressure      Pass      Fail      Not Done

Fit Testing      Pass      Fail      Not Done

Comments: \_\_\_\_\_

Employee Acknowledgment of Test Results:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Test Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX C - SCBA TRAINING OUTLINE

The following topics are to be covered in the SCBA training.

1. Why the SCBA is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
2. What the limitations and capabilities of the SCBA are.
3. How to use the SCBA effectively in emergency situations, including situations where the SCBA malfunctions.
4. Instruction on recognizing medical signs and symptoms that may limit or prevent the effective use of the SCBA.
5. How to inspect, put on and remove, use, and check the seals of the SCBA.
6. What the procedures are for maintenance, and storage of the SCBA.
7. The general requirements of the PEOSH Respiratory Protection Standard.

APPENDIX D - SAMPLE S.C.B.A. INSPECTION CHECKLIST

Type of Check:            Weekly            Monthly            After Use

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_

Regulator Number: \_\_\_\_\_

Bottle Number: \_\_\_\_\_

Mask Number: \_\_\_\_\_

Harness Check:

Conditions of Straps, Buckles, Backplate	Pass	Fail
O-Ring in place	Pass	Fail
High Pressure Hose	Pass	Fail
Low Pressure Hose	Pass	Fail

Operational Check

Bottle Condition	Pass	Fail
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**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX H

HAZARDOUS MATERIALS

I. INTRODUCTION

Statement of Approval

The Hazardous Materials Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Deputy Emergency Management Coordinator, Hazardous Materials Annex Director, and is hereby approved. This Annex supersedes any previously written Hazardous Materials Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GARY STEVENSON, FIRE CHIEF  
BOROUGH OF PAULSBORO

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
KENNETH RIDINGER, POLICE CHIEF  
BOROUGH OF PAULSBORO

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
KEITH HOGLE, CAPTAIN

ASSOCIATION

PAULS



APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
JAMES LUTZ III  
BOROUGH OF PAULSBORO  
HAZMAT COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## 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)

#### 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. None

#### 4. Municipal

- a. Ordinance 5.93

### B. References, Guidance Material and other Documents

#### 1. Federal

- a. Hazardous Material Emergency Planning Guide,

NRT-1,NRC.

- b. Emergency Response Guidebook, USDOT.
- c. Chemical Hazards Response Information Systems (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. Gloucester County Hazardous Materials Response Plan, dated 1988.

4. Municipal

- a. None

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.

IV. SITUATION

- A. The primary agency for hazardous materials response is the municipal fire department. The support agencies are municipal police department, public works, fire/rescue, EMS. In addition the Gloucester County Health Department, Environmental Health will respond.

- B. The only specially trained hazardous materials team in the county is in industry (Valero). As per agreement under the NJ County Environmental Health Act, the Gloucester County Department of Health, Environmental health will provide response efforts in accordance to the agreement. Reference HMA-6 (enclosed).

- C. Based on available information, the following are hazardous materials threats specific to the Borough of Paulsboro:

- 1. Chemical handling facilities. Reference HMA-1.

- a) CSX Railroad
- b) Paulsboro Packing, Inc.
- c) Exxon/Mobil
- d) ST Terminal
- e) Sun Oil
- f) Citgo

- 2. The main systems used for transporting hazardous materials are: (Reference HMA-4)

- a) Rt. 295
- b) Rt. 44
- c) Billingsport Road
- d) Berkley Road
- e) Commerce Street
- f) Mantua Avenue

- g) CSX
  - h) Delaware River
3. For central ports, transfer stations or storage yards used for shipping or receiving bulk chemicals, refer to Attachment HMA-8 to this Annex.

## V. OPERATION AND CONTROL

### A. Heightened risk actions:

1. Initial notification of an incident would be via responding Police, Fire or EMS organizations, or concerned citizen, to the dispatch center, located at Gloucester County Communications Center, Clayton. Callouts will be made to the appropriate organization, i.e., Emergency Management Coordinator, Police, Fire, EMS, County Health, DEP and the Gloucester County Office of Emergency Management, by telephone or pager.
2. Incident assessment will be made by the first responder and in turn by the ICS Commander, by use of DOT manuals and additional assistance from CHEMTREC.
3. The Fire Department is designated as the lead agency to assume control and designate the Fire Chief as incident commander.
4. According to N.F.P.A. 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 and is enclosed in Attachment HMA-4.

5. The process of activation of a multi-agency response is via the ICS Commander, the Emergency Management Coordinator, the Gloucester County Department of Health, Environmental Health, the Gloucester County Office of Emergency Management, the NJSP, OEM, South Region and the NJDEPE. One, several, or all of the above may be involved in a multi-agency response mitigation effort, dependent upon the nature of the incident, and response needed, via telephone, pager, and NJDEPE hotline.
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 multi-agency coordination, the EOC will 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.
7. As required by O.S.H.A. 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 Fire Chief will be 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.
8. If offensive actions are required at a HazMat incident and it is beyond the scope of the local fire department, either the Gloucester County Health Department or the NJDEP will be called in and designated as the agency in charge.

- 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.

RESPONDING AGENCY	NORMAL CONDITIONS	SEVERE CONDITIONS
Police Department	5-15 min.	15-30 min.
Fire Department	5-15 min.	15-30 min.
EMS	5-15 min.	15-30 min.
County OEM	15-30 min.	30 min.- 1 hr.
Public Works	15-30 min.	30 min.- 1 hr.
Health Department	15-30 min.	30 min.- 1 hr.
NJ OEM	1- 3 hrs.	3- 6 hrs.
NJDEP	1- 3 hrs.	3- 6 hrs.
US Coast Guard	1- 3 hrs.	3- 6 hrs.
USEPA	4- 6 hrs.	8-16 hrs.

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

- C. There are no special communications frequencies or procedures, unique to hazardous materials response.
- D. Clean-up operations will be coordinated with the Gloucester County Health Department, Environmental Health and/or the NJDEP. There is a local ordinance, 5.93, which governs clean-up and cost recovery from responsible parties.

## VI. RESPONSIBILITIES

- A. The Paulsboro Emergency Management Hazardous Material Coordinator is responsible for implementing this Annex. The Incident Commander will be designated from the Borough of Paulsboro Fire Department and will be responsible for directing the hazardous materials emergency response.
- B. The following are the SOPs that address how the hazardous materials functions will be accomplished:
1. Incident Contact Message Procedures.

2. Incident Classification Scheme.
3. Incident Command System.

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

C. Agreements for the hazardous materials function are as follows:

1. Gloucester County response services as provided in the County Environmental Health Act Interagency Agreement for the Hazardous Substance Response and Investigation Program Between Gloucester County and the New Jersey Department of Environmental Protection .

Further details on this agreement is provided in HMA-6.

- D. The Chiefs of concerned departments, i.e., Police, Fire and EMS are responsible for coordinating hazardous materials training. Reference HMA-7 for training details.
- 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.
- I. The Paulsboro Community Ambulance will provide basic life support services as required. The Underwood-Memorial Hospital MICU will provide advanced life support services as required.
- J. The Incident Commander and the Gloucester County Department of Health, Environmental Health, will be responsible for

coordinating safety monitoring and decontamination by local Fire Department.

- K. Gloucester County hospitals have the capability to receive and treat citizens and/or emergency responders injured and/or contaminated as a result of a hazardous materials incident.
- L. The Paulsboro Police Department will be responsible for maintaining safety zones, providing site security and traffic control. The Incident Commander and the Emergency Management Coordinator will be responsible for providing/coordinating places of refuge for both emergency workers and the public.
- M. The Incident Commander, working with the Gloucester County Health Department, Environmental Health, will be responsible for providing and maintaining exposure records for responders. At this time Paulsboro 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.
- 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 EM Public Information Officer 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 EOC.

## 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. Paulsboro Fire Chief
  2. Billingsport Battalion Fire Chief
  3. Paulsboro Battalion Fire Chief
- 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 Captains of the two local fire companies are responsible for the 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 Borough Hall and each fire company for use during emergencies.
- B. The Paulsboro Emergency Management Coordinator or his designee is responsible for records of 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.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the Resource Management Annex and the following SOPs:
1. The Fire Chief will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through agreement with neighboring jurisdictions, industry or from the Gloucester County Office of Emergency Management. (See HMA-5, HMA-6)

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Hazardous Materials Annex Official and the Emergency Management Coordinator are responsible for the 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 Hazardous Materials Annex Official and the Emergency Management Coordinator, working with municipal police, fire and EMS agencies, are responsible for review and 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 notes that exercising of the EOP is also required by SARA Title-III, Section 303.

X. DEFINITIONS

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

- 1. CEHA - 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 - NJ Department of Environmental Protection
- 6. NJDOH - NJ 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 - NJ 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. REQUIRED APPENDICES/ATTACHMENTS

- HMA-1 Chemical Handling Facilities. (Included with Plan)
- HMA-2 Facilities Location, Transportation and Vulnerability Map. (Included with Plan)
- HMA-3 Hazardous Materials Evacuation and Traffic Rerouting.

(Included with Plan)

- HMA-4 Hazardous Materials SOPs. (Included with Plan)
- HMA-5 Hazardous Materials Resources. (None)
- HMA-6 Hazardous Materials Agreements. (Included with Plan)
- HMA-7 Hazardous Materials Training. (Included with Plan)
- HMA-8 Central ports, transfer stations or storage yards used for shipping or receiving bulk chemicals. (Included with Plan)

## CHEMICAL HANDLING FACILITIES

BP Oil (SARA)  
P.O. Box 310  
Paulsboro, NJ 08066  
609-381-0114  
Contact Person: **\*\* P I I \*\***  
ERP: Yes

NOTE: PLANT IS CLOSED AND VACANT  
TANKS ARE EMPTY AND SCHEDULED  
FOR DISMANTLING

ST (SARA)

Third and Billingsport Road  
Paulsboro, NJ 08066  
423-3432  
Contact Person:  
ERP: Yes

Sun Refining (SARA)  
825 Clonmell Road  
Paulsboro, NJ 08066  
(215) 499-5700  
Contact Person: **\*\* PII \*\***  
ERP: Yes

Exxon/Mobil Lube Plant (SARA)  
1001 Billingsport Road  
Paulsboro, NJ 08066  
224-5000  
Contact Person:  
ERP: Yes

**FACILITIES** **LOCATION,**  
**TRANSPORTATION AND VULNERABILITY MAP**

ENCLOSED AS H -15a.- IS A LOCAL MAP OF THE FACILITIES DESCRIBED IN HMA-1 ALONG WITH THE MAJOR ROUTES USED TO TRANSPORT HAZARDOUS MATERIALS TO AND FROM THESE FACILITIES AND THROUGH PAULSBORO. A CIRCLE OF VULNERABILITY IS DRAWN IN RED AROUND EACH OF THE FACILITIES. SPECIAL FACILITIES ALSO IDENTIFIED AS TO THEIR PROXIMITY TO THESE CHEMICAL HANDLING FACILITIES.

AN INTERPRETATION IS INDICATED ON THE BOTTOM OF THE MAP.

**HAZARDOUS MATERIALS EVACUATION**

## **AND TRAFFIC REROUTING**

EVACUATION AND TRAFFIC PROCEDURES HAVE BEEN ADDRESSED IN THE EVACUATION ANNEX AND ARE DEEMED SUFFICIENT TO HANDLE ITEMS ADDRESSED IN HMA-1 AND HMA-2. THE ONLY REROUTING OF TRAFFIC NOT ADDRESSED IN THE EVACUATION ANNEX WOULD BE IF A CONRAIL TRAIN CUT OFF ACCESS OF ALL HIGHWAYS LEADING OUT OF TOWN. IN THAT CASE, TRAFFIC WOULD BE REROUTED THROUGH VALERO OIL'S ACCESS ROAD TO GIBBSTOWN.

## **HAZARDOUS MATERIALS SOPS**

APPENDIX NUMBER 1 - PLANNING GUIDE FOR DETERMINING HAZARDOUS MATERIALS INCIDENT LEVELS, RESPONSE AND TRAINING. (PAGE H -17a.-)

APPENDIX NUMBER 2 - INCIDENT COMMAND SYSTEM (ICS). (PAGE - 17b.-)

THE PAULSBORO FIRE DEPARTMENT, POLICE DEPARTMENT, AND COMMUNITY AMBULANCE ASSOCIATION DO NOT HAVE ANY WRITTEN SOPs IN PLACE AT THIS TIME.

## **HAZARDOUS MATERIALS RESOURCES**

THE BOROUGH OF PAULSBORO HAS NO RESOURCES AVAILABLE SPECIFIC FOR HAZARDOUS MATERIALS RESPONSE. THE GLOUCESTER COUNTY DEPARTMENT OF HEALTH, ENVIRONMENTAL HEALTH, HAS LIMITED RESOURCES SPECIFIC TO HAZARDOUS MATERIALS RESPONSE. THESE RESOURCES ARE LISTED IN THE GLOUCESTER COUNTY EMERGENCY OPERATIONS PLAN, ANNEX H, HAZARDOUS MATERIALS ANNEX; AVAILABILITY COORDINATION IS THROUGH THE GLOUCESTER COUNTY EOC OR THE ON SITE GLOUCESTER COUNTY HEALTH OFFICER, ENVIRONMENTAL HEALTH.

**AGREEMENTS**

**HAZARDOUS**

**MATERIALS**

THE FOLLOWING ARE VERBAL OR FORMAL AGREEMENTS SPECIFIC TO HAZARDOUS MATERIALS RESPONSE, DETAILED SERVICES ARE INCLUDED.

GLOUCESTER COUNTY ENVIRONMENTAL HEALTH ACT AGREEMENT WITH THE NJDEPE.

SERVICES: INCIDENT REPORTING  
INCIDENT RESPONSE  
INCIDENT INVESTIGATION  
INCIDENT REMEDIATION AND DISPOSAL OVERSIGHT

STATE ALL OTHER VERBAL OR FORMAL AGREEMENTS SPECIFIC TO HAZARDOUS MATERIALS RESPONSE THAT YOUR MUNICIPALITY HAS WITH INDUSTRY OR OTHER AGENCIES - SPECIFICALLY FOR YOUR MUNICIPALITY - AND DETAIL THE SERVICES.

AGREEMENT:  
VALERO OIL

---

SERVICE:  
INCIDENT RESPONSE

### **HAZARDOUS MATERIALS TRAINING**

ACCORDING TO OSHA LAW 29-CFR-1910.120, AS OF MARCH 6, 1990 ALL PERSONNEL WHO MAY COME IN CONTACT WITH A HAZARDOUS MATERIAL DURING THE NORMAL COURSE OF THEIR DUTIES MUST HAVE TRAINING SPECIFIC TO THEIR LEVEL OF INVOLVEMENT. ALL RESPONDING AGENCIES, POLICE, FIRE AND EMS, AND OTHERS WHO MAY COME IN CONTACT WITH HAZARDOUS MATERIALS DURING THE NORMAL COURSE OF THEIR DUTIES, ARE RESPONSIBLE FOR ESTABLISHING A TRAINING PROGRAM WHICH ASSURES THAT:

TRAINING WILL BE PROVIDED ACCORDING TO RESPONDER FUNCTION.

ALL NEW EMPLOYEES WILL BE PROPERLY TRAINED WITHIN 30 DAYS OF EMPLOYMENT.

TRAINING LEVELS PROVIDED FOR EACH RESPECTIVE AGENCY ARE AS FOLLOWS ACCORDING TO FUNCTION:

POLICE: AWARENESS  
FIRE: AWARENESS AND OPERATIONAL  
EMS: EMT HAZ-MAT

TRAINING WILL INVOLVE INSTRUCTION IN USE AND ADOPTION OF THE INCIDENT COMMAND SYSTEM.

ANNUAL REFRESHER TRAINING AND EXERCISING WILL BE PROVIDED.

THE GLOUCESTER COUNTY FIRE MARSHAL ACTS AS THE GLOUCESTER COUNTY HAZARDOUS MATERIALS TRAINING COORDINATOR. HE MAINTAINS A HAZARDOUS MATERIALS INSTRUCTOR LIST AND FURNISHES INSTRUCTOR LISTINGS TO REQUESTING AGENCIES. HE ALSO VERIFIES HAZARDOUS MATERIAL INSTRUCTOR CERTIFICATION, DISTRIBUTES THE NJOEM PROVIDED HAZARDOUS MATERIALS TRAINING MATERIAL TO VERIFIED INSTRUCTORS, COORDINATES TRAINING CLASS DATES WITH TRAINING MATERIAL DISTRIBUTION, AND FORWARDS CLASS ATTENDANCE SHEETS TO THE NJOEM, HAZMAT UNIT.

**CENTRAL PORTS, TRANSFER STATIONS OR STORAGE YARDS USED FOR SHIPPING OR RECEIVING BULK CHEMICALS**

THE FOLLOWING LISTING IS CENTRAL PORTS, TRANSFER STATIONS OR STORAGE YARDS IN PAULSBORO USED FOR SHIPPING OR RECEIVING BULK CHEMICALS.

CENTRAL PORT TRANSFER STATION OR STORAGE YARD	LOCATION	CHEMICAL
BP OIL	UNIVERSAL ROAD	HYDROCARBONS
SUN OIL	825 CLONMELL ROAD	HYDROCARBONS

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX I

LAW ENFORCEMENT

I. INTRODUCTION

A. Statement of Approval

The Law Enforcement Annex of the Borough of Paulsboro Emergency Operations Plan meets approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Law Enforcement Coordinator and is hereby approved. This annex supercedes any



previously written Law Enforcement Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
KENNETH RIDINGER, POLICE CHIEF  
BOROUGH OF PAULSBORO  
POLICE DEPARTMENT  
LAW ENFORCEMENT COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## II. AUTHORITY AND REFERENCE

### A. Laws, Ordinances, Regulations, Resolutions, and Directives

I -1-

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.
3. County
  - a. None
4. Municipal

- a. None

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. Firearms Policy
- b. High Speed Pursuit Policy

4. Municipal

- a. Paulsboro Police Department SOP 18

III. PURPOSE

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.

IV. SITUATION

- A. When an emergency or disaster threatens or strikes Borough of Paulsboro, the Borough of Paulsboro Office of Emergency Management, Emergency Operations Center has been designated as the base of operations for all Emergency Management activities for Borough of Paulsboro and has the capability to deal with most identified hazards. Several hazards present difficulties with regards to Law Enforcement, including evacuation, riots, traffic and crowd control, looting, fire, nuclear attack, hazardous materials incidents, and major storms.

1. Number of sworn full or part-time personnel:
  - a. 19 Full-time officers
  - b. 2 Civilian/Clerical
2. Number of Special Police and Auxiliary Police
  - a. 2 S.L.E.O. Class I
  - b. 0 S.L.E.O. Class II
3. Number of Vehicles:
  - a. 6 Patrol
  - b. 4 Unmarked
4. Special capabilities or equipment:
  - a. criminal investigation unit
  - b. motor vehicle accident unit
  - c. bicycle unit
  - d. 6 car video cameras
  - e. 22 hand held 500 mhz radios
  - f. 10 mobile 500 mhz radios

B. The Borough of Paulsboro Police Department has, within its jurisdiction, the following components/ divisions: Patrol, Records, Investigations and Administration.

C. Communications capabilities for the Borough of Paulsboro Police Department are outlined in attachment LEA-5. (Also refer to AWCA-5)

D. The Borough of Paulsboro Police Department has the capability to handle major crimes and civil disturbances.

E. The Borough of Paulsboro Police Department has key traffic control points that would have to be staffed in a large scale emergency:

1. State Highway 44 and Delaware Street
2. State Highway 44 and Commerce Street
3. State Highway 44 and Berkley Road

4. State Highway 44 and Billingsport Road
5. S. Delaware Street and I-295 N/S
6. Berkley Road and I-295 SB
7. Billingsport Road and Delaware Street

V. OPERATIONS AND CONTROL

- A. Activation of the Borough of Paulsboro Law Enforcement Annex is the responsibility of the Borough of Paulsboro Emergency Management Coordinator. The Emergency Management Law Enforcement Coordinator is responsible for implementation of this annex. Law Enforcement operations will be an expansion of normal Law Enforcement functions and responsibilities. Coordination of emergency law enforcement functions will be accomplished by the EM Law Enforcement Coordinator. Law Enforcement functions and responsibilities include, but are not limited to, enforcement of law and order, traffic and crowd control, mutual aid, and providing security at shelters. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC, thereby notifying the EM Law Enforcement Coordinator to report to the EOC. The Law Enforcement Coordinator will take action to notify and mobilize needed personnel.
1. Law Enforcement direction and control will emanate from the EOC or field command post. All emergency Law Enforcement operations will be coordinated from the EOC.
  2. The EM Law Enforcement Coordinator will update and verify recall rosters when necessary and review them at least quarterly. A copy of changes will be forwarded to Borough of Paulsboro Office of Emergency Management and will remain on file at the EOC.
  3. The EM Law Enforcement Coordinator's Station at the Borough of Paulsboro EOC is capable of being operated continuously for the duration of an emergency or disaster. A line of succession has been established. The hours of operation will depend upon the emergency or disaster situation response needed and necessity of 24-hour operations. Supervisory staffing will be scheduled by the EM

Law Enforcement Coordinator utilizing 12 to 16-hour shifts.

- B. Interaction between the EM Law Enforcement Coordinator and other EOC groups, command posts, etc., will be accomplished through established work stations, telephone consoles, radio console, and the EM Operations Official. Law Enforcement actions will be coordinated between agencies. All information will be transmitted to the Gloucester County EOC through channels.
  - 1. The Emergency Management Law Enforcement Coordinator, Paulsboro Police Chief, or his designee, is designated as the EM Law Enforcement representative to report to the EOC during an emergency.
  - 2. Procedures for reporting appropriate information to the EOC during an emergency is via telephone or radio system to the EM Operations Official. (Also refer to LEA-5)
  - 3. ICS training for Police Department personnel is completed at the present time.
- C. Law enforcement personnel are dispatched through police communications by the police dispatcher utilizing computerized dispatch capabilities. Additional personnel are called by the Supervisor of the shift with the approval of the Chief of Police. Additional equipment can be requested through mutual aid agreements or the Borough OEM Resource Management officer.
- D. The senior ranking police officer for the Borough of Paulsboro will be in charge of the police force when mutual aid situations arise.
- E. Access to evacuated areas and disaster areas is controlled by the Borough of Paulsboro Police Department. Internal SOPs are in place at that agency. However, should the Borough of Paulsboro Police Department exhaust its personnel and resources and request assistance, the EM Law Enforcement Coordinator will coordinate assistance requests within adjacent resources. If these resources are exhausted, the EM Law Enforcement Coordinator will brief the EMC. The EMC will contact the Gloucester County EOC, EM Operations Official, and brief him on the specific type of resources needed, the location, and the contact person.
- F. Prisoners will be relocated to the Gloucester County prison facilities by means of Borough police patrol vehicle or Gloucester County Sheriff's Department prisoner transportation unit.

- G. The EM Law Enforcement Coordinator will forward all inquiries of missing and/or injured individuals to the EM Shelter Coordinator in the EOC. The EM Shelter Coordinator will work with the American Red Cross and shelter managers to provide answers to those inquiries, and also work with municipal law enforcement agencies.

## VI. RESPONSIBILITIES

- A. The Borough of Paulsboro Emergency Management Coordinator is responsible for implementing this annex. The Borough of Paulsboro Emergency Management Law Enforcement Coordinator will direct the Law Enforcement emergency response.
- B. The following SOP addresses how the Law Enforcement function will accomplish their emergency response:
  - 1. SOP 18 (refer to LEA-3)
- C. Mutual aid agreements for the Law Enforcement function are as follows:
  - 1. Verbal agreement between the Gloucester County Chiefs of Police.
  - 2. Title 40A:14-18 through 40A:14-175.
- D. The Borough of Paulsboro EM Law Enforcement Coordinator is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters.

## VII. CONTINUITY OF GOVERNMENT FOR LAW ENFORCEMENT

- A. There is a need for a line of succession for the person responsible for the EM law enforcement functions in order to ensure continuous leadership, authority, and responsibility. The Borough of Paulsboro Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:
  - 1. EM Law Enforcement Coordinator, Paulsboro Police Chief
  - 2. Deputy EM Law Enforcement Coordinator, Paulsboro Police Department Lieutenant
  - 3. Shift Sergeant

- 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 EMC 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 Borough of Paulsboro Emergency Management Law Enforcement Coordinator is responsible for maintenance of all records and reports required for the law enforcement functions in an emergency.
- B. The EM Law Enforcement Coordinator is responsible for records of all expenditures for the law enforcement functions in a emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the EM Resource Management Annex and in the following SOPs:

- 1. SOP 18

- The EM Law Enforcement Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the Gloucester County Office of Emergency Management.

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Borough of Paulsboro EMC, assisted by the Deputy EMC, and the EM Law Enforcement Coordinator are responsible for the maintenance of the Law Enforcement Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.
- B. The EMC, assisted by the Deputy EMC, and the EM Law Enforcement Coordinator are responsible for review and updating of the Law Enforcement Annex, SOPs, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

## X. DEFINITIONS

Definitions of terms and acronyms used in this Annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are in place at the Borough of Paulsboro EOC and are available for review by County and Regional Personnel.

- LEA-1 Critical Facilities List (jails, armory, etc. (Included with Plan)
- LEA-2 Law Enforcement Resource List (Included with Plan)
- LEA-3 Law Enforcement SOPs related to Emergency Management, if any (Included with Plan)
- LEA-4 Recall/Duty Roster (Included with Plan)
- LEA-5 Communication Addendum (Included with Plan)
- LEA-6 Mutual Aid Agreements (Verbal)



## **CRITICAL FACILITIES LIST**

### **BOROUGH OF PAULSBORO**

The following facilities are located within the Borough of Paulsboro. In the event of an emergency situation or natural disaster, these facilities will be considered for possible evacuation if necessary:

#### 1. Public and Parochial Schools

- a. Paulsboro High School  
N. Delaware Street  
423-2222
- b. Billingsport Elementary School  
5th and Greenwich Avenue  
423-2226
- c. Loudenslager Elementary School  
Swedesboro and Baird Avenue  
423-2228
- d. St. John's Parochial School (currently not in use)  
Beacon Avenue  
423-0099

#### 2. Nursery School/Day Care Center

- a. TRA-CEE Nursery School  
337 Mantua Avenue  
423-5890
- b. Head Start Day Care  
901 N. Delaware Street  
423-7096

#### 3. Elderly/Geriatric Care Facility

- a. Green Pines Rest Home, Inc.  
1602 Swedesboro Avenue  
423-0045

This facility cares for ambulatory elderly persons, older senile, or retarded

adults.

Depending upon the type of emergency, its location, and the time of day, evacuation may or may not be necessary for some of these aforementioned facilities.

If all public/parochial schools are in session, the school's principal or his designee will be contacted and will be advised of the situation, that evacuation will commence, and that students and all personnel will go the emergency shelter as specified.

If all nursery schools and day care centers are in session, they too will be contacted and follow the same procedure as for the public and parochial schools.

The rest home operates 24 hours a day. This facility will be contacted, advised of the situation, and evacuation will begin. Evacuees will be transported to the closest emergency shelter.

BOROUGH OF PAULSBORO  
EMERGENCY OPERATING PLAN  
ANNEX J  
PUBLIC HEALTH

1. There are no municipal codes/resolutions concerning this function.
2. The Emergency Management Coordinator will interact between the contracting agency and the municipality during an emergency. The Deputy EMC is the alternate. The contracting agency is the Gloucester County Department of Health.
3. The municipality has one part-time official who is available on weekends. There is no equipment available in the municipality.
4. There are no additional contracts or agreements.
5. The Emergency Management Coordinator or his designee will relay information to the municipal EOC by telephone.
6. Assistance is obtained by a telephone call to the Gloucester County Health Department.
7. The Emergency Management Coordinator is responsible for maintenance of this Addendum.
8. This Addendum is hereby approved.

APPROVAL DATE:

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

**BOROUGH OF PAULSBORO**  
**EMERGENCY OPERATIONS PLAN**

ANNEX K

PUBLIC WORKS

I. INTRODUCTION

A. A Statement of Approval

The Emergency Management Public Works Annex of the Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Emergency Public Works Coordinator and is hereby approved. This annex supersedes any previously written Emergency Public Works Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
JOHN D. DALY, SUPERVISOR  
BOROUGH OF PAULSBORO  
WATER DEPARTMENT

APPROVAL DATE: \_\_\_\_\_

BOROUGH OF PAULSBORO

\_\_\_\_\_  
CHARLES TINDER, SUPERVISOR  
STREET AND HIGHWAY DEPARTMENT

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

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. As cited in the Basic Plan
  - 4. Municipal
    - a. None
- B. References, Guidance Materials, and other Documents
- 1. Federal
    - a. As cited in the Basic Plan
  - 2. State
    - a. As cited in the Basic Plan
  - 3. County
    - a. As cited in the Basic Plan
  - 4. Municipal
    - a. None

### III. PURPOSE

The purpose of this Emergency 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.

#### IV. SITUATION

When a disaster threatens or strikes Paulsboro, the Paulsboro Office of Emergency Management, EOC will serve as a centralized coordination point to coordinate the public works activities consisting of public works facilities and engineering services within Paulsboro. This network facilitates public works capabilities to deal with most identified hazards.

- A. Identify the following for each Public Works facility in your jurisdiction.
  1. There is only one Public Works district.
  2. Number of employees broken down into full-time and part-time: (refer to PWA-1)
    - a. There are 09 full-time employees which consists of SEVEN laborers and two supervisors.
  3. Number and type of major pieces of motorized equipment: (refer to PWA-4)
    - a. 4 Pickup trucks
    - b. 1 Utility truck
    - c. 4 Dump trucks
    - d. 2 Tractors
    - e. 1 Backhoe
    - f. 2 Field-use tractors
    - g. 1 Street sweeper
  4. There are no significant hazards to Public Works (chemical companies, propane storage yards, etc). (refer to HMA-1, 2)
- B. The Paulsboro Department of Public Works consists of two divisions: Water Department and the Streets and Highway Department.
- C. The Paulsboro Department of Public Works has its own communications capabilities utilizing radios and telephones. The primary site for Public Works is located at Baird Avenue (Streets and Highway Department). A secondary site is located at No. 7 Well, Lodge Avenue (Water Department).
- D. The Paulsboro Department of Public Works communications capabilities are limited to other municipal departments (Municipal Building and Police Department). (refer to AWCA-5)

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC, thereby notifying the Emergency Management Public Works Coordinator to report to the EOC. The EM Public Works Coordinator will take action to notify and mobilize needed personnel.
  - 1. Emergency Public Works direction and control will emanate from the EOC. All emergency public works operations will be coordinated from the EOC by the appropriate EM Public Works Supervisor or his representative. Public Works officials will report to on-scene command post, when applicable, and assist during operations.
  - 2. Both EM Public Works Supervisors will verify and update EOC Public Works recall rosters when necessary and review them at least quarterly. A copy of the changes will be forwarded to the Paulsboro EOC.
  - 3. The Emergency Public Works Supervisor's station at the EOC is capable of being operated continuously for the duration of a disaster. A line of succession has been established. The hours of operation will depend upon the disaster situation, response needed, and necessity of 24-hour operation. The EOC Emergency Public Works Supervisor staffing will be scheduled by the appropriate EM Public Works Supervisors utilizing 12-hour shifts.
  
- B. Interaction between the EM Public Works Supervisor, forces in the field, and other EOC groups is accomplished through the established work stations, telephone consoles, and the EM Operations Official.
  - 1. When the EOC is activated and, according to the subject of the incident, the applicable Public Works Supervisor, or his designee, will report to the EOC Emergency Public Works Coordinator's work station as Public Works representative.
  - 2. Any information received at the EOC during an emergency, concerning public works activities throughout the jurisdiction will be directed to the EM Public Works Coordinator, via telephone or radio.

- C. The EM Streets and Highway Department Supervisor will coordinate clearance of debris, through the Public Works office, with Public Works equipment, and use of outside contractors, if necessary.
- D. During emergencies, the EM Water Department Supervisor will coordinate the availability and delivery of potable water through the Paulsboro Water Department.
- E. Both EM Public Works Supervisors will coordinate with the Municipal Engineer and construction official for criteria and procedures to be used in determining the safety of public facilities and when demolishing damaged structures and draining of flooded areas during and after emergencies.

## VI. RESPONSIBILITIES

- A. The Paulsboro Emergency Management Coordinator is responsible for implementing this annex. The Paulsboro EM Public Works Supervisors are responsible for directing the Public Works emergency response.
- B. There are no SOPs that address how the Emergency Public Works function will accomplish their emergency response. (refer to PWA-2)
- C. Mutual aid agreements for the Emergency Public Works function are as follows: (refer to PWA-3)
  - 1. Greenwich Township (water)
  - 2. East Greenwich Township (water)
- D. The EM Streets and Highway Department Supervisor is responsible for 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. (refer to PWA-4 and 5)
- E. The EM Water Department Supervisor is responsible for coordinating the repair and restoration of essential services and vital facilities.
- F. The EM Water Department Supervisor is responsible for the arrangement of the restoration of utilities to essential facilities.



- G. Both Public Works Supervisors are responsible for maintaining sanitation services during an emergency.
- H. Both Public Works Supervisors will coordinate support assignment for Emergency Public Works as specified in other annexes, such as provide transportation, place barricades, transport haz mat as licensed.

## 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 function in order to ensure continuous leadership, authority, and responsibility. The EMC and the personnel working within this function will be kept informed of the following line of succession:
  - 1. Public Works
    - a. Water Department
      - 1) Supervisor
      - 2) 1st Class
      - 3) 2nd Class
    - b. Streets and Highway Department
      - 1) Supervisor
      - 2) Borough Mechanic
      - 3) Employee
  - 2. Engineering
    - a. Engineer, Municipal Engineer
- 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 EMC 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 Paulsboro EM Public Works Supervisors are responsible for maintenance of all records and reports required for the public works functions in an emergency.
- B. The Paulsboro Administrator is responsible for 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 EM Resource Management Annex.

The EM Public Works Supervisors will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM. (refer to RMA-4)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Coordinator, assisted by the Deputy EMC, and the Emergency Management Public Works Supervisors are responsible for the maintenance of the Emergency Public Works Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.
- B. The EMC, assisted by the Deputy EMC, and the EM Public Works Supervisors are responsible for review and updating of the Emergency Public Works Annex, SOPs, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

## X. DEFINITIONS

Definitions of terms and acronyms in this Annex can be found in the Basic Plan, Page 17.

## XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are in place at the Paulsboro EOC, or the Public Work Department and are available for review by County and Regional personnel:

- PWA-1 Recall/Duty Roster
- PWA-2 Public Works SOPs (None)
- PWA-3 Mutual Aid Agreements (VERBAL)
- PWA-4 Equipment/Resource List
- PWA-5 Private Contractors List

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX L

RADIOLOGICAL PROTECTION

1. There are no municipal codes/resolutions concerning this function.
2. The Emergency Management Coordinator will interact between the contracting agency and the municipality during an emergency. The Deputy EMC is the alternate.
3. The municipality has no one trained in radiological monitoring. There is no

equipment available in the municipality.

4. There are no additional contracts or agreements.
5. The Emergency Management Coordinator or his designee will relay information to the municipal EOC by telephone.
6. Assistance is obtained by a telephone call to the Gloucester County Radiological Officer via the Gloucester County OEM.
7. The Emergency Management Coordinator is responsible for maintenance of this Addendum.
8. This Addendum is hereby approved.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

**ACTIONS FOR  
(RADEF)**

**MUNICIPAL INCREASED READINESS  
RADIOLOGICAL DEFENSE ANNEX**

**I. MISSION**

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. 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 Attachment 3, Staffing Functions SOP).
- b. Fallout shelters must be identified and provisions for Radiological Monitoring within the shelters must be provided for. (See Attachment 5, Fallout Shelter SOP).
- 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. All Radiological Monitoring teams, Shelter Monitors, Self-Protection teams and RADEF E.O.C. 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 County RADEF SOP's.
- c. A daily communications drill will be held between the Municipal and E.O.C. and its RADEF elements as well as the Municipal E.O.C. 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 have decreased to allow short-term operations or until the emergency phase is cancelled. In the event of attack, the RDO and has 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 Attachment 8, Decontamination SOP).

#### 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 accidents. These units MUST be trained by the NJSP OEM and the NJ Department of Environmental Protection (DEP). All peacetime incidents are to be reported at once to the New Jersey State Police Emergency Operations Center. Telephone

**\*\* P I I \*\*** This is a 24-hour number.

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX M

RESOURCE MANAGEMENT

I. INTRODUCTION

A. Statement of Approval

The Emergency Resource Management Annex of Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Resource Management Coordinator and is hereby approved. This annex supersedes any previously written EM Resource Management Annexes.



APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
JOHN S. SALVATORE, ADMINISTRATOR  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT

RESOURCE

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## II. AUTHORITIES 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. None

#### 4. Municipal

- a. Borough Ordinance 1A; Borough Ordinance 1B

### B. References, Guidance Materials, and other Documents

#### 1. Federal

- a. As cited in the Basic Plan
2. State
  - a. As cited in the Basic Plan
3. County
  - a. County Purchasing Policy
4. Municipal
  - a. Borough Purchasing Policy

### III. PURPOSE

The purpose of this Emergency Management 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.

### IV. SITUATION

Paulsboro's Emergency Management Resource Management Coordinator, working in consensus with the EM Executive Group and the Emergency Management Coordinator, has the capabilities to deal with most identified hazards and resource needs. Priority revisions of emergency situation resource analysis must be accomplished so that resources can be shifted and concentrated effectively when problems of major dimension surface or are projected.

- A. The EM Resource Management Coordinator will coordinate emergency purchasing procedures according to policy and guidelines set up by the Paulsboro Business Administrator.
- B. The resource management organization within Paulsboro consists of the Business Administrator/Treasurer, Borough Clerk, and Mayor. (refer to RMA-1)
- C. Paulsboro does not routinely stockpile any jurisdiction-owned resources such as construction supplies, emergency generators,

water storage equipment, etc. (refer to RMA-7)

- D. There are no private sector-controlled resources available to this jurisdiction in an emergency that are identifiable at this time.
- E. Paulsboro has no unique resources that may be required due to hazards within this jurisdiction. (refer to HMA-1,2)
- F. Paulsboro's EM Resource Management Coordinator will communicate with other municipal departments and agencies during emergency situations via telephone and radio. (refer to AWCA-5)

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC. He will notify the EM Resource Management Coordinator to report to the EOC. The EM Resource Management Coordinator will take action to notify and mobilize needed personnel.
  - 1. Resource Management direction and control will emanate from the EOC.
  - 2. The EM Resource Management Coordinator will verify and update current recall rosters for the RM group, when necessary, and review them at least quarterly. A copy of changes will be forwarded to the EMC who will coordinate with concerned agencies and ensure proper placement. A copy will be kept on file at the EOC. (refer to RMA-1)
  - 3. Resource Management is capable of being operated on a 24-hour basis for the duration of an emergency. The EMC will advise the EM Resource Management Coordinator of operational needs. The EM Resource Management Coordinator will provide for staffing utilizing 8-12 hour shifts. The hours of operation will depend on the emergency situation, response needed, and necessity of 24-hour operations. (refer to RMA-1)
- B. Interaction between the EM Resource Management Coordinator, forces in the field, mobile command posts, and other EOC groups is

accomplished through EMC.

1. Paulsboro's EM Resource Management representative, the Borough Administrator/Treasurer, will report to the EOC during an emergency, and perform the duties and responsibilities of EM RM Coordinator.
  2. Information reporting procedures are outlined in the Alerting, Warning, and Communications Annex. Information received at the EOC concerning resource management will be directed to the EMC, and then directed to the Emergency Management Resource Management Coordinator for appropriate action.
- C. Paulsboro's EM Resource Management Coordinator will coordinate purchasing procedures according to policies and guidelines set up and authorized by the Borough Administrator/Treasurer.
- D. Requests for resources will be channeled through the EMC who will relay the requests to the administration in a priority listing for final decision, control of resources will consist of department heads retaining control of their personnel and inventories until such time as the EMC determines the specific personnel or resources are needed.
- E. Procurement: Emergency purchasing is accomplished by procedures set forth in municipal ordinance
- F. Recall: accomplished by individual department heads who have control of these resources.
- G. Monitoring: dept heads keep track of personnel and resources

## VI. RESPONSIBILITIES

- A. The Paulsboro Emergency Management Coordinator is responsible for implementing this annex, and the EM Resource Management Coordinator is responsible for directing the Resource Management emergency response.
- B. There are no SOPs that address how the Resource Management function will accomplish their emergency response.

- C. There are no mutual aid agreements for the Resource Management function. (refer to RMA-4 and 5)
- D. The EM Resource Management Coordinator is responsible for providing the identification of potential resource needs relative to known hazards.
- E. The EM Resource Management Coordinator is responsible for collecting and maintaining resource inventories of personnel, equipment, and supplies from the governmental, private, and voluntary sectors and for identifying sources, location, and availability. (refer to RMA-1)
- F. The Emergency Management Resource Management Coordinator is responsible for recordkeeping of expenditures for resource/manpower to support disaster response/recovery operations.
- G. The EM Resource Management Coordinator is responsible for the maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims. (refer to RMA-3)

## 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 EMC and the personnel working within this function will be kept informed of the following line of succession:
  - 1. EM Resource Management Coordinator, Borough Administrator/Treasurer
  - 2. Deputy EM Resource Management Coordinator, Borough Clerk
  - 3. Mayor
- 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 EMC 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 Paulsboro EM Resource Management Coordinator is responsible for maintenance of all records and reports required for the resource management function in an emergency.
- B. The Paulsboro EM Resource Management Coordinator is responsible for 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 this annex and in the following SOP:

- 1. Chapter 1B, Purchasing

The EM Resource Management Coordinator will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM.

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Paulsboro Emergency Management Coordinator, assisted by the Deputy EMC, and EM Resource Management Coordinator are 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.
- B. The Paulsboro EMC, assisted by the Deputy EMC, and EM Resource Management Coordinator are responsible for review and updating of the Resource Management Annex, SOPs, and Attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

#### X. DEFINITIONS

Definitions of terms and acronyms in this Annex can be found in the Basic Plan, Page 17.

#### XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are available either at the Paulsboro EOC or Borough Administrator/Treasurer's Office and are available for review by County and Regional personnel:

RMA-1	Recall/Duty Roster
RMA-2	Drivers List for Trucks and Heavy Equipment (Included with Plan)
RMA-3	Private Sector Reimbursement Procedures
RMA-4	Mutual Aid Agreements - Municipalities (None)
RMA-5	Mutual Aid Agreements - Private Sector (None)
RMA-6	Resource Management SOPs (See RMA-8, Included with Plan)
RMA-7	Resource Distribution Centers List (None)
RMA-8	Purchasing Manual (Included with Plan)
RMA-9	Borough Code, Chapter 1A (Included with Plan)

**RECALL/DUTY ROSTER**

**\*\* P I I \*\***





**DRIVERS LIST FOR TRUCKS AND**

**HEAVY EQUIPMENT**

1. **\*\* P I I \*\***
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

## **PRIVATE SECTOR REIMBURSEMENT**

### **PROCEDURES**

Reimbursement procedures for private sector would be the same as standard Borough purchasing procedures:

1. Vendor would submit itemized bill.
2. Municipality would forward purchase order voucher for signatures.
3. Upon receipt of signed voucher, said bill would be scheduled for payment at the next Council meeting.

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX N

SHELTER, RECEPTION AND CARE

I. INTRODUCTION

A. Statement of Approval

The Shelter, Reception and Care Annex of Borough of Paulsboro Emergency Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Shelter Coordinator and is hereby approved. This annex supersedes any previously written Shelter Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
LARRY HAYNES  
COUNCIL PRESIDENT  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
SHELTER COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

## 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. As per proclamation adopted by Gloucester County Board of Chosen Freeholders

#### 4. Municipal

- a. None

### B. References, Guidance Materials and other Documents

#### 1. Federal

- a. FEMA Publication SM-11, "How to Manage Congregate Lodging Facilities and Fallout Shelters."
- b. FEMA Guidance for Development of an Emergency Fallout Shelter Stocking Plan, CPG 1-19, 1983.
- c. FEMA Radiation Safety in Shelters, CPG 2-6.4, 1983.
- d. FEMA Sheltering & Care Operations, CPG 2-8, 1987.

#### 2. State

- a. Hazard Management Group, Inc. Publication, "Hurricane Evacuation Behavioral Assumptions for New Jersey".
- b. New Jersey Department of Environmental Protection,

Division of Coastal Resources, Publication, "Coastal Storm Hazard Mitigation", and "Coastal Storm Vulnerability Analysis".

3. County
  - a. American Red Cross - 3000 Series, "Disaster Regulations and Procedures".
4. Municipal
  - a. None
5. Others
  - a. Department of Army, Philadelphia District, Corps of Engineers, New Jersey Hurricane Evacuation Study Transportation Analysis, "Maximum Shelter Needs Estimates", and "Permanent and Seasonal Population Estimates".
  - b. Gloucester County

### III. PURPOSE

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

### IV. SITUATION

When a disaster threatens or strikes Paulsboro the Paulsboro Office of Emergency Management, Emergency Operations Center, Shelter Coordinator will serve as the central coordination point for shelter management within Paulsboro.

- A. The primary agency/agencies for shelter operations within Paulsboro shall be the Local Board of Assistance. Support agency/agencies shall include the Paulsboro Fire Company and Senior Citizens Club. There is an oral agreement with the American Red Cross to provide shelter services. (refer to SRCA-3, 5)
- B. Paulsboro Emergency Management Shelter Coordinator will identify jurisdictional employees and the departments from which

they are drawn who are available to provide shelter services, depending upon the emergency or disaster. They are as follows: (refer to SRCA-4)

1. Paulsboro Fire Department: 30
2. Water Department: 3
3. Street and Highway Department: 6
4. Paulsboro Police Department: 17

C. Nationally, the American Red Cross has been designated as the agency to operate shelter facilities during natural disasters. The Gloucester County Chapter of the American Red Cross has agreed to supply welfare inquiries and information services, referral services to governmental and private agencies, stationary and mobile facilities for feeding victims and emergency service workers, clothing, blood, and blood products. (refer to SRCA-3, 5)

D. The total number of congregate care shelters, number of spaces in each congregate care shelter, and total number of congregate care spaces in Paulsboro are as follows:

1. Bell Telephone Bldg.: 95
2. St. John's Church: 100
3. Paulsboro High School: 1,000
4. Loudenslager School: 500
5. Billingsport School: 500
6. Paulsboro City Hall: 50
7. St. Paul's Methodist Church: 100
8. Paulsboro Fire Company: 200
9. Billingsport Fire Company: 100
10. Sons of Italy Lodge: 125

E. There are presently no fallout shelters with the Borough of Paulsboro.

F. Paulsboro EM Shelter Coordinator estimates that 2,770 shelter spaces will be required during an emergency based on a hazard analysis.

G. The following identified shelters may be rendered unusable due to specific hazards, i.e., flooding, etc.: (refer to HMA-1, 2)

1. Billingsport Fire House
2. Billingsport School
3. Paulsboro High School
4. St. John's Church

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the Emergency Management Coordinator will make the decision to activate the EOC, thereby notifying the EM Shelter Coordinator to report to the EOC. The EM Shelter Coordinator will take action to notify and mobilize needed personnel.
  1. Shelter direction and control will emanate from the EOC. The EM Shelter Coordinator will provide liaison with shelter managers and other related personnel.
  2. The EM Shelter Coordinator will verify and update recall rosters when necessary and review them at least quarterly. A copy of the verified and updated rosters will be forwarded to the Paulsboro Office of Emergency Management to ensure proper placement.
  3. The EM Shelter Coordinator's station at the EOC is capable of being operated continuously for the duration of a disaster. A line of succession has been established. The hours of operation will depend upon the disaster situation, response needed, and necessity of 24-hour operation. The EM Shelter Coordinator utilizing 12-hour shifts will schedule supervisory staffing.
- B. Interaction between the EM Shelter Coordinator and other EOC groups, command posts, etc., is accomplished through established work stations, telephone consoles, EM Operations Officials, and the EMC.
  1. The EM Shelter Coordinator, the Paulsboro Council President, will report to the EOC during emergencies as the EM Shelter representative.
  2. Procedures for reporting appropriate information to the EOC during an emergency is via telephone, radio, and messengers. This information will be given to the Communications Group, and in turn given to the EM Shelter

Coordinator and coordinated with concerned EOC coordinators. Shelter Managers will report information to the EOC via telephone and messenger.

- C. All shelter operations will be coordinated from the Paulsboro EOC by the EM Shelter Coordinator with assistance from shelter managers, the American Red Cross, Salvation Army, and other EOC staff coordinators, and, if activated, the Gloucester County EOC. Volunteer agencies will be accessed through the Police dispatcher. (refer to SRCA-5)
- D. Crisis upgrading of shelters shall be accomplished by using materials acquired Public Works, who will perform the task of shelter upgrading.
- E. Crisis marking of previously unmarked shelter facilities will be accomplished by personnel from Public Works. Materials used to identify these shelters shall be obtained from the EOC.
- F. Paulsboro Emergency Management Shelter Coordinator will coordinate directly with involved shelter managers, the American Red Cross, and if activated, the Gloucester County EOC, to ensure that reception and care activities (i.e., registration, staffing, lodging, feeding, pertinent evacuee information, etc.) will be accomplished.

## VI. RESPONSIBILITIES

- A. Paulsboro Emergency Management Shelter Coordinator is responsible for implementing of this annex and directing the Shelter emergency response.
- B. There are no SOPs that address how the Shelter functions will accomplish their emergency response. (refer to SRCA-1)
- C. Mutual aid agreements for the Shelter functions, are as follows: (refer to SRCA-3)
  - 1. Gloucester County Chapter, American Red Cross
- D. Paulsboro EM Shelter Coordinator is responsible for the provision of in-place fallout shelter protection for each person within the threatened area. As previously noted, there are no fallout shelters in Paulsboro.



- E. Paulsboro EM Shelter Coordinator is responsible for 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.(there are no fallout shelters)
- F. Paulsboro EM Shelter Coordinator is responsible for coordinating the use of expedient fallout shelters where fallout shelters and upgradeable shelters are inadequate.
- G. Paulsboro EM Shelter Coordinator is responsible for the shelter needs of the institutionalized or special needs groups.
- H. Paulsboro EM Shelter Coordinator is responsible for designating shelter facilities in the reception area with the shortest commuting distance to the hazardous area for essential workers and their families.
- I. Paulsboro EM Shelter Coordinator is responsible for providing acquisition of additional equipment and supplies when needed at shelter sites.
- J. Paulsboro EM Shelter Coordinator is responsible for assigning trained shelter managers and staff to all facilities during any period of lodging or fallout shelter occupancy.
- K. Paulsboro EM Shelter Coordinator is responsible for assigning responsibilities (individual and/or organizations) for emergency mass feeding operations.
- L. Paulsboro EM Shelter Coordinator is responsible for maintaining shelter areas free from contamination.

VII. CONTINUITY OF GOVERNMENT FOR SHELTER, RECEPTION AND CARE

- A. There is a need for a line of succession for the person responsible for the shelter functions in order to ensure continuous leadership, authority, and responsibility. The EMC and the personnel working within these functions will be kept informed of the following line of succession:
  - 1. EM Shelter Coordinator, Paulsboro Council President

2. Deputy EM Shelter Coordinator, Director of local Board of Assistance .

- B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to shelter will be forwarded to the EMC 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. Paulsboro EM Shelter Coordinator is responsible for maintenance of all records and reports required for the shelter functions in an emergency.
- B. Paulsboro Emergency Management Shelter Coordinator is responsible for records of expenditures for the shelter 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 EM Resource Management Annex.

The EM Shelter Coordinator will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM.

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. Paulsboro EMC, assisted by the Deputy EMC, and EM Shelter Coordinator are responsible for the maintenance of the Shelter Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved, and distributed.
- B. Paulsboro EMC, assisted by the Deputy EMC, and EM Shelter Coordinator are responsible for review and updating of the Shelter Annex, SOPs, and Attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

Definitions of terms and acronyms used in this Annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are available in the Paulsboro's EOC and are available for review by County and Regional personnel:

- SRCA-1 Shelter SOPs (reports, checklists, special needs groups). (None)
- SRCA-2 Shelter List (include location). (Listed in Page N -4-)
- SRCA-3 Mutual Aid Agreements. (Verbal)
- SRCA-4 Recall/Duty Roster. (On file) in E.O.C.
- SRCA-5 Nuclear Attack Appendix (Included with Plan)
- SRCA-6 Red Cross/Salvation Army Agreements. (Verbal)

**BOROUGH OF PAULSBORO**

EMERGENCY OPERATIONS PLAN

ANNEX O

SOCIAL SERVICES

I. INTRODUCTION

A. Statement of Approval

The Social Services Annex of the Borough of Paulsboro Emergency

Operations Plan meets the approval of the Borough of Paulsboro Emergency Management Coordinator and the Borough of Paulsboro Emergency Management Social Services Coordinator and is hereby approved. This annex supersedes any previously written EM Social Services Annexes.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
LARRY HAYNES, PRESIDENT  
BOROUGH OF PAULSBORO COUNCIL  
EMERGENCY MANAGEMENT  
SOCIAL SERVICES COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
BOROUGH OF PAULSBORO  
EMERGENCY MANAGEMENT  
COORDINATOR

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 Standard Handbook.
    - c. N.J.A.C. 10:87, Food Stamp Manual.
  - 3. County

- a. New Jersey and National American Red Cross Agreement, 1991
  - 4. Municipal
    - a. None
- B. References, Guidance Materials, and other Documents
- 1. Federal
    - a. As cited in the Basic Plan
  - 2. State
    - a. As cited in the Basic Plan
  - 3. County
    - a. Gloucester County Chapter A.R.C. "Disaster Plan"
  - 4. Municipal
    - a. None

### III. PURPOSE

The purpose of this Emergency Management 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.

### IV. SITUATION

When a disaster threatens or strikes Paulsboro, the Paulsboro Office of Emergency Management and Paulsboro's Emergency Management Social Services Coordinator will serve as a centralized coordination point to coordinate emergency activities of agencies dealing with needs of individual disaster victims. Paulsboro's Office of Emergency Management has the capability to deal with most identified hazards; however, when municipal resources are exhausted or exhaustion is imminent, the EM Social Services Coordinator will work with the Gloucester County OEM, EM Social Services Coordinator, to obtain disaster services.

- A. The primary agency for providing Social Services in Paulsboro will be the Paulsboro local Assistance Board. The secondary agency for Social Services will be the Gloucester County Board of Social Services. (refer to SSA-1)
- B. The Emergency Management Social Services Coordinator will identify the number of jurisdiction employees and the department from which they are drawn who are available to provide Social Services. There is only one employee: The local Board of Assistance Director. (refer to SSA-2)
- C. The following agencies have agreed to provide the specified services: (refer to SSA-5)
  - 1. American Red Cross (food, clothing, shelter)
  - 2. New Jersey Job Services (training)
  - 3. Social Security Office (reassignment of benefits)
  - 4. Veterans Affairs Office (reassignment of benefits/shelter for vets)
  - 5. Gloucester County Welfare Office (benefits/ sheltering)
  - 6. Gloucester County Food Stamp Office (food stamps)
- D. During Presidentially-declared disasters, the EM Social Services Coordinator will coordinate setting up the D.A.C. to provide, at a minimum:
  - 1. Emergency needs. (Red Cross, Salvation Army)
  - 2. Temporary housing. (Red Cross)
  - 3. Disaster unemployment assistance and job placement assistance. (NJ Unemployment Office and JTPA)
  - 4. Loan Programs. (Human Services and FEMA, would depend upon specific need)
  - 5. Tax assistance. (Local and County tax offices)
  - 6. Social Security assistance. (Social Security Administration)
  - 7. Veteran's Administration assistance. (Veterans Administration)

8. Legal services. (County Board of Legal Services)
9. Crisis counseling. (CIST, Community Mental Health Center for Gloucester County)
10. Distribution of food coupons to eligible disaster victims. (GC Board of Social Services)
11. Loans to individuals, businesses, and farmers for repair, rehabilitation, or replacement of damaged real and personal property and some production losses not fully covered by insurance. (SBA, Human Services, FEMA)
12. Agricultural assistance. (NJ Agriculture Department, Finance Office; GC Extension Service)
13. Waiver of penalties for early withdrawal of funds from certain time deposits. (Banks)
14. Consumer counseling and assistance. (GC Office of Consumer Affairs)
15. National Flood Insurance. (FEMA)
16. Individual and Family Grant Programs (I.F.G.P.). (SBA) (refer to SSA-1)

E. The Social Services group has access to the following:

1. Senior citizen bus (handicapped equipped)
2. Buildings to be used as shelters:
  - a. Paulsboro Fire House
  - b. Billingsport Fire House
  - c. Loudenslager School
  - d. Billingsport School
  - e. St. John's School
  - f. Paulsboro High School

F. The EM Social Services Coordinator will coordinate estimates of number of average client population served by this jurisdiction and estimate increase that is expected based upon identified hazards.

## V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the EMC will make the decision to activate the EOC, thereby notifying the EM Social Services Coordinator to report to the EOC. The EM Social Services Coordinator will take action to notify and mobilize needed personnel.
1. Paulsboro's EM Social Services direction and control will emanate from the EOC.
  2. The EM Social Services Coordinator will verify, maintain, and update EOC Social Services recall rosters when necessary and review them at least quarterly. A copy of the changes will be forwarded to the EOC, which will coordinate with concerned agencies and ensure proper placement, and forward them to Gloucester County OEM. (refer to SSA-2)
  3. The EM Social Services supervisory staffing at the EOC is capable of 24-hour coverage. The hours of operation will depend upon the emergency situation, response needed, and necessity of 24-hour operations. The EM Social Services staffing will be scheduled by the EM Social Services Coordinator utilizing 12-hour shifts. The Director of the local Board of Welfare will provide supervisory staffing. (refer to SSA-2)
- B. Interaction between the EM Social Services Coordinator, forces in the field, Command Posts, and other EOC groups is accomplished through established work station, telephone consoles, and the EM Operations Official.
1. Paulsboro's EM Social Services Coordinator, the Paulsboro Council President, will report to the EOC as the EM Social Services representative, during an emergency.
  2. Procedures for reporting appropriate information to the EOC during an emergency, is as outlined in Section V. B. In addition, information received at the EOC concerning social services activities will be directed to the EM Social Services Coordinator for appropriate actions.
- C. The EM Social Services Coordinator will provide coordination of volunteer agencies for the distribution of food and clothing to disaster victims. This will be accomplished through coordination among the Social Services Coordinator, the Shelter Coordinator, and the American Red Cross.



Command and control will emanate from the EOC. (refer to SSA-5)

- D. Paulsboro's Emergency Management Social Services Coordinator will utilize telephone consoles and radios for communication between social services agencies, shelters, and the EOC.
- E. The EM Social Services Coordinator will work with the EOC EM Shelter Coordinator in handling inquiries and informing families on the status of individuals injured or missing due to a disaster.
- F. Crisis augmentation will be accomplished by appropriation of pre-identified municipal employees from all departments. (refer to SSA-2)
  
- G. The EM Social Services Coordinator will access volunteer groups, i.e., the American Red Cross, Salvation Army, etc., via telephone, through the Paulsboro EOC with notification of the Gloucester County OEM.

#### VI. RESPONSIBILITIES

- A. Paulsboro's Emergency Management Coordinator is responsible for implementing this annex. The EM Social Services Coordinator is responsible for directing the Social Service emergency response.
- B. There are no SOPs that address how the Social Services functions will accomplish their emergency response.
- C. Mutual aid agreements for the Social Services function are as follows:
  - 1. American Red Cross
  - 2. Gloucester County Board of Social Services
- D. Paulsboro's EM Social Services Coordinator is responsible for ensuring that Social Service personnel are available to assist at shelter/congregate care facilities, along with the EM Shelter Coordinator.
- E. Paulsboro's EM Social Services Coordinator is responsible for ensuring that agency clients have access to evacuation transportation, along with the EM Evacuation Coordinator. (refer to SSA-4 and EA-5)

#### 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 EMC and the personnel working within this function will be kept informed of the following line of succession:
  - 1. Emergency Management Social Services Coordinator: the Paulsboro Council President.
  - 2. Deputy EM Social Services Coordinator: Director of the local Board of Assistance.
  
- 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 EMC 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. Paulsboro's EM Social Services Coordinator is responsible for coordinating the maintenance of all records and reports required for the social services functions in an emergency.
- B. Paulsboro's EM Social Services Coordinator is responsible to coordinate 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 EM Resource Management Annex.

The EM Social Services Coordinator will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the Gloucester County OEM. (refer to RMA-8)

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. Paulsboro's Emergency Management Coordinator, assisted by the Deputy Emergency Management Coordinator, and Emergency Management Social Services Coordinator are 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. Paulsboro's EMC, assisted by the Deputy EMC, and EM Social Services Coordinator are responsible for review and updating of the Social Services Annex, SOPs, and Attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.

X. DEFINITIONS

Definitions of terms and acronyms used in this annex can be found in the Basic Plan, Page 17.

XI. REQUIRED APPENDICES/ATTACHMENTS

The following attachments are in place at the Paulsboro EOC and are available for review by County and Regional personnel:

- SSA-1 Primary and Support Social Services Agencies List. (Included with Plan)
- SSA-2 Recall/Duty Roster. (On file) E.O.C.
- SSA-3 Social Services SOPs. (None)
- SSA-4 Special Needs Group List (senior citizens, handicapped, transportation-dependent, etc.). (on file)
- SSA-5 Red Cross/Salvation Army Agreements. (Verbal)
- SSA-6 Population Affected by Various Hazards (Included with Plan)

**SERVICES AGENCIES**

**PRIMARY AND SUPPORT SOCIAL**

1. Local Board of Assistance Coordination
2. American Red Cross Shelter/personnel assistance
3. New Jersey Job Service Training
4. Social Security Office Reassignment of benefits
5. Veterans Affairs Office Reassignment of benefits/shelter for vets
6. Gloucester County Welfare Office Benefits/sheltering
7. Gloucester County Food Stamp Office Food stamps

## **POPULATION AFFECTED BY VARIOUS HAZARDS**

1. Floods: 20%
2. Earthquakes: 0-100%
3. Tornadoes: 100%
4. Extreme cold: 100%
5. Wind storms: 100%
6. Drought: 100%
7. Severe fog: 100%
8. Atmosphere (based on wind direction): 100%
9. High pressure gas line blowout: 50-100%
10. Fuel shortage: 60%
11. Power failure: 100%
12. Industrial fire: 50%
13. Brush and forest fires: 5%
14. Civil disorder: 10%
15. Aircraft accident: 50-100%
16. Multi-vehicle or traffic accidents: 30-50%
17. Train accident: 50-100%

- 18. Hazardous Accident (spill): 50-100%
- 19. Hazardous materials spill: 10-50%
- 20. Improper disposal of hazardous materials: 10-20%

**BOROUGH OF PAULSBORO**

**EMERGENCY OPERATIONS PLAN**

**ANNEX P**

**TERRORISM INCIDENT**

- 1. There are no municipal codes/resolutions concerning this function.
- 2. The Emergency Management Coordinator will interact between the contracting/agreeing agency during an emergency. The Deputy EMC's will be the alternate.
- 3. The Paulsboro Police Department, and the Borough Administrator will be made available to support this function.
- 4. There are no additional contracts or agreements.
- 5. The Gloucester County Emergency Management Coordinator or his designee will provide initial notification of a known or suspected act of terrorism to the Municipal Emergency management Coordinator or the Chief of Police via telephone or pager.
- 6. The Gloucester County Emergency Management Coordinator or his designee at the County Emergency Operations Center (EOC) will pass information to the municipal EOC by telephone, radio, Teletype and/or messenger.
- 7. Assistance is obtained by a telephone or radio call to the Gloucester County Emergency Management Coordinator or his designee at the County EOC.
- 8. The Emergency Management Coordinator or his designee is responsible for addendum maintenance and updating.

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
GLENN D. ROEMMICH  
EMERGENCY MANAGEMENT  
COORDINATOR

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
JOHN J. BURZICHELLI  
MAYOR