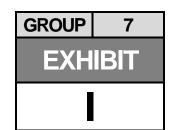


#### NATIONAL TRANSPORTATION SAFETY BOARD - Public Hearing



Conrail Derailment in Paulsboro, NJ with Vinyl Chloride Release

Agency / Organization

Borough of Paulsboro

Title

Updated Signed Paulsboro Emergency Operations Plan

Docket ID: DCA13MR002

## **BOROUGH OF PAULSBORO**

## **EMERGENCY OPERATIONS PLAN**

## I. INTRODUCTION

## A. TABLE OF CONTENTS

## **BASIC PLAN**

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## B. STATEMENT OF APPROVAL

We the undersigned Chief Executive and Emergency Management Coordinator understand, agree and do approve the Emergency Operations Plan for Borough of Paulsboro on this date.

APPROVAL DATE: 7/3/13

W.JEFFERY.HAMILTON
MAYOR

APPROVAL DATE: 7/4/13

GLENN Ø. ROEMMICH

EMERGENCY MANAGEMENT COORDINATOR

## C. DISTRIBUTION LIST

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

## D. RECORD OF CHANGES

The changes listed below have been made to the Emergency OperationsPlan and will be incorporated in the next update:

CHANGE NUMBER	DATE OF CHANGE	SECTION CHANGED	CHANGE MADE BY (NAME)
1	8/10/12	Annex A V;C	Roemmich
2	10/1/12	Annex A V;H	Roemmich
3	8/1/12	Annex A IV;B	Roemmich
4	1/1/07 – 1/1/13	Annex F EA-3	Roemmich
5.	8/1/07	Annex F IV;E	Roemmich
6	4/10/09	Annex F IV;C	Roemmich
7	7/20/10	Annex F IV:D	Roemmich
8	7/10/07	Annex G IV;B4	Roemmich
9	10/5/09	Annex G IV;B4	Roemmich
10	7/15/12	Annex G IV;B1	Roemmich
11	3/15/08	Annex G VII;A2	Roemmich
12	1/14/07 – 1/20/13	Annex G FRA-2	Roemmich
13	7/15/12	Annex G FRA-4	Roemmich
14	6/26/13	Annex G FRA-4	Roemmich
15	6/15/10	Annex G FRA-5	Roemmich
16	6/5/09	Annex H IV;C-1	Roemmich
17	6/15/10	Annex H IV;C-1	Roemmich
18	9/15/11	Annex H IV;C-1	Roemmich
19	7/20/09	Annex H VI;I	Roemmich
CHANGE NUMBER	DATE OF CHANGE	SECTION CHANGED	CHANGE MADE BY (NAME)

6/20/10	Annex H VIII;A	Roemmich
7/10/09	Annex I IV;A-1	Roemmich
9/10/12	Annex I IV;A-1	Roemmich
6/20/10	Annex I IV;A-3	Roemmich
7/8/12	Annex I IV;A-3	Roemmich
6/10/09	Annex K IV:3	Roemmich
7/20/11	Annex K IV:3	Roemmich
9/10/12	Annex K IV:3	Roemmich
10/15/10	Annex K PW1	Roemmich
4/20/12	Annex K PW1	Roemmich
3/10/10	Annex M RMA-1	Roemmich
7/6/12	Annex M RMA-1	Roemmich
12/12/12	Annex M RMA-1	Roemmich
3/10/10	Annex M RMA-2	Roemmich
7/6/12	Annex M RMA-2	Roemmich
	7/10/09 9/10/12 6/20/10 7/8/12 6/10/09 7/20/11 9/10/12 10/15/10 4/20/12 3/10/10 7/6/12 12/12/12 3/10/10	7/10/09 Annex I IV;A-1 9/10/12 Annex I IV;A-1 6/20/10 Annex I IV;A-3 7/8/12 Annex I IV;A-3 6/10/09 Annex K IV:3 7/20/11 Annex K IV:3 9/10/12 Annex K IV:3 10/15/10 Annex K PW1 4/20/12 Annex K PW1 3/10/10 Annex M RMA-1 7/6/12 Annex M RMA-1 12/12/12 Annex M RMA-1 3/10/10 Annex M RMA-1

#### II. AUTHORITY

A. Laws, Ordinance, Regulations, Resolutions and Directives

#### 1. Federal

- a. Federal Civil Defense Act of 1950, as amended (P.L. 81-920)
- b. The Natural Disaster Recovery Act, as amended (P.L. 91-606), 1969
- c. The Robert T. Stafford Disaster Relief Act of 1974, (P.L. 93-288), as amended by (P.L. 100-707), 1988

#### 2. State

- a. Emergency Management Act, N.J.S.A., Appendix A:9-30 et seq. (Chapter 251, P.L. 1942, as amended by Chapter 438, P.L. 1953, Chapter 504, P.L. 1985, and Chapter 222, P.L. 1989)
- N.J.S.A. 40A:14-26 Emergency Assistance For Fire & Police Protection From Other Municipalities; Payment; Rights In Event Of Death
- c. Office of Emergency Management Directives No. 61, 73, 74, 77, 84, 96, 100, 101, 102, 103 and 104
- 3. County
  - a. None
- 4. Municipal
  - a. None
- B. References, Guidance Material and other Documents
  - 1. Federal
    - a. FEMA Guide For Development of State and Local Emergency Operations Plans CPG 1-8
    - b. FEMA Guide For Review of State and Local Emergency Operations Plans, CPG 1-8A

- c. FEMA Disaster Operations, A Handbook for Local Government, CPG 1-6
- d. FEMA Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, State and Local Guide 100 (SLG 100) May 1990
- e. FEMA Principal Threats Facing Communities and Local Emergency Management Coordinators, CPG-191

#### 2. State

- a. Office of Emergency Management Checklist for County or Municipal Emergency Operations Plan
- b. New Jersey State Police Office of Emergency Management Responsibilities and Programs, April, 1986
- c. New Jersey National Disaster Operations Plan, New Jersey State Police, February, 1985
- d. New Jersey Disaster Operations Field Manual, New Jersey State Police, April 1985
- e. New Jersey Department of Environmental Protection County Environmental Health Act

#### 3. County

a. Gloucester County EOP

#### 4. Municipal

a. State of New Jersey, OEM, EOP Guidelines, Checklist, and Standardized Text

#### III. PURPOSE

- A. The purpose of this Emergency Operations Plan is to protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use. It provides for actions to be taken to mitigate, prepare for, respond to, and recover from the effects of an emergency.
- B. This plan is an all hazards approach to emergency management and covers natural disasters, technological disasters, and national security crises.

#### IV. SITUATION

### A. Jurisdiction Description

- 1. Paulsboro covers 2.09 square miles, and its composition is suburban.
- 2. Paulsboro is located in Gloucester County. It is bordered on the North by the Delaware River, on the East by Mantua Creek and West Deptford Township, on the South by East Greenwich Township, and on the West by Greenwich Township.
- Topographical characteristics are largely residential development.
   Homes are located in close proximity to each other in most areas of
   the Borough. The Borough has seen a decrease in population in
   the last five years with sporadic development.
- 4. The permanent population is approximately 7,000 and the workday population is 9,000. There would be no change in population season to season.
- 5. Primary transportation Routes:
  - a. Major Traffic Arteries
    - 1) Interstate 295
    - 2) State Highway Alternate Route 44 and Broad Street
    - 3) Delaware Street
    - 4) Berkley Road
    - 5) Billingsport Road
  - b. Railroad
    - 1) CSX
  - c. Waterways
    - 1) Delaware River
    - 2) Mantua Creek
- 6. Paulsboro's form of government is a Borough Council/ Mayor form. The Mayor is responsible for the administration of municipal government and the Borough Council is responsible for legislation.
- B. Hazards identified through the Hazard and Vulnerability Analyses, which may impact Paulsboro, are:
  - 1. Possible natural disasters, which include flood, fire, thunderstorms,

winter storms, hurricanes, tornadoes, and earthquakes.

- Potential technological hazards such as transportation accidents, rail line accidents, hazardous materials incidents, bomb threats, fixed nuclear facility incidents, and conventional nuclear, biological and chemical attack.
  - a. Reference detailed in Hazard and Vulnerability Analysis in BPA-6 and BPA-7.
- C. Relevant planning assumptions used to refine the planning process include the following:
  - 1. There will most likely be some warning of an attack or nuclear detonation.
  - 2. There may not be any warning prior to a tornado or earthquake but there should be some warning prior to most other natural disasters.
  - 3. Major transportation disasters are likely to happen in this jurisdiction.
  - 4. Local industry does present the possibility of a major industrial disaster.
  - 5. The jurisdiction is vulnerable to damage by a hurricane.
  - 6. Mutual aid will be available from the contiguous municipalities.

#### V. OPERATIONS AND CONTROL

Α. The normal functions and organization of Paulsboro government is the Emergency Management Coordinator working with Administration in vital decision making processes. This is the primary resource around which the Emergency Management organization has been developed. prime role of the Emergency Management organization is coordination and information compilation for up and down-link dissemination; the secondary role is maximum usage of all government, private and volunteer agencies to mitigate emergencies/disasters. Existing mutual aid agreements may be invoked or additional workers may be recruited and assigned to the various government departments in line with normal day-to-day responsibilities. In addition, special units having only disasterradiological protection and damage related functions, such as assessment, will be formed and personnel will be temporarily assigned to these units.

- 1. The Emergency Management Chain of Command is:
  - a. Emergency Management Coordinator
  - b. 1<sup>st</sup> Deputy Emergency Management Coordinator
  - c. 2<sup>nd</sup> Deputy Emergency Management Coordinator
  - d. 3rd Deputy Emergency Management Coordinator
  - e. Emergency Management Operations Official
- 2. During periods of increased risk, the Emergency Management Coordinator will make the decision to activate the Emergency Operations Center and ensure notification of all necessary departments and their personnel and volunteer personnel to report to the Emergency Operations Center.
  - Emergency Operations Direction and Control will emanate a. from the Emergency Operations Center, 1211 N. Delaware Street in the Municipal Building. Upon the authorization of the Emergency Management Coordinator, an on-scene Command Post may be established. Direction and Control may emanate from the on-scene command post or from the Emergency Operations Center. In the event of a technical or natural hazard condition, which would render the Emergency Operations Center ineffective, the Emergency Operations Center will be relocated to a safe area. Because of the undetermined nature of a technological or natural hazard condition that could affect the operating capabilities of the Emergency Operations Center, exact relocation will depend upon the operational requirements and relocation resources. The relocation decision will be determined at that time.
  - b. The Emergency Operations Center is capable of being staffed on a 24-hour basis. The hours of operation will depend on the disaster/emergency situation, response needed and necessity of 24-hour operation. The Emergency Management Coordinator, Administration, and each Annex Director will provide the staffing needed to maintain operational capability and coordinate the activation and release of emergency response personnel.
- 3. Sites/Scene Commanders, Fire, and responding Ambulance/ Rescue utilize the Incident Command System to handle emergency situations, according to their individual protocol. Training in ICS is completed .ICS is utilized as protocol situation dictates.
- 4. The Emergency Management Coordinator will work with Administration in all necessary decisions and actions that would reduce and/or temporarily curtail public services. Those services would include the following: Public Works: water, sewer, highways and solid waste disposal.

5. As an emergency or disaster situation develops, the Emergency Management Coordinator may declare a State of Emergency to exist and begin implementing emergency procedures. The Emergency Management Coordinator will work with the Mayor in all declarations of a "State of Emergency". Cessation of a State of Emergency shall be declared by the authority by whom it was proclaimed, either the Emergency Management Coordinator or the Governor of the State of New Jersey. (Reference BPA-5)

#### B. Phases of Emergency Management

#### 1. Mitigation

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

## 2. Preparedness

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

#### 3. Response

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

#### 4. Recovery

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

#### VI. RESPONSIBILITIES

- A. The Emergency Management Coordinator is responsible for implementing this plan and directing the emergency response. (Also refer to BPA-1)
- B. A functional area responsibility matrix has been developed and is attached as Appendix BPA-3. This matrix includes:
  - 1. The primary and support agencies responsible for each annex.
- C. The major tasks assigned to each functional annex are listed in Appendix BPA-4.
- D. For each of the annexes listed on the Responsibilities Matrix, BPA-3, it shall be incumbent upon the responsible individual to prepare and distribute Standard Operating Procedures (SOPs) and an Operational Checklist pertaining to their emergency management function.

#### VII. CONTINUITY OF GOVERNMENT

- A. There is a need for a line of succession to the office of the Mayor/Chief Executive Officer and the Emergency Management Coordinator to assure continuous leadership in an emergency and this line is as follows:
  - 1. Mayor
    - a. President of Council
  - 2. Emergency Management Coordinator
    - a. 1<sup>st</sup> Deputy Emergency Management Coordinator
    - b. 2<sup>nd</sup> Deputy Emergency Management Coordinator
    - c. 3<sup>rd</sup> Deputy Emergency Management Coordinator
    - d. Emergency Management Operations Official
- B. The person responsible for each annex (emergency function) must establish a line of succession and ensure personnel in that function and the Emergency Management Coordinator are kept informed of that line of succession.

- C. Reporting procedures to other levels of government during an emergency are as follows:
  - During times of emergency all Department Heads shall direct and coordinate all resource requests through the municipal Office of Emergency Management. The Office of Emergency Management shall prioritize all resource requests and direct them to the affected area. All resource requests that exceed municipal capability shall be directed to, and coordinated by, the County Office of Emergency Management. The County Office of Emergency Management shall periodically advise the State Office of Emergency Management of all such requests. The State will request resources from the Federal Government or private agencies if required.
  - 2. When the local Emergency Operations Center is activated the following agencies, depending on scope and severity, shall be notified:
    - a. All municipal department heads.
    - b. Other agencies with emergency function responsibilities.
    - c. County Office of Emergency Management.
      - 1. The County Office of Emergency Management will notify the State Office of Emergency Management.
- D. Individual department heads are responsible for the protection and preservation of all vital records received or generated by or through their departments. These vital records will be stored in locked, fireproof files as specified by internal SOPs. Vital records are those non-replaceable records of the municipality for which there may be a future need and shall include but not be limited to:
  - 1. Tax Records
  - 2. Real Estate Maps and Records
  - 3. Birth Certificates
  - 4. Marriage Licenses
  - 5. Death Certificates

#### VIII. ADMINISTRATION AND LOGISTICS

- A. Accurate detailed records of all actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function will keep accurate detailed records of actions taken during an emergency and forward reports of these actions to the Emergency Management Coordinator. The Emergency Management Coordinator is responsible for records and reports received from or passed to the County or higher levels of government and for starting and maintaining a significant events log of the emergency.
- B. Each Department head is responsible for maintaining records of their department's expenditures and for ensuring that these expenditure records are forwarded to the Borough Administrator for processing. The Emergency Management Coordinator is responsible for the record of expenditures associated with the general operation of the Office of Emergency Management.
- C. There are written and/or verbal mutual aid agreements with the following municipalities:
  - 1. Greenwich Township
  - 2. West Deptford Township
  - 3. East Greenwich Township
  - 4. Gloucester County
  - 5. Volunteer Organizations Active in Disasters (VOAD)
  - 6. Gloucester County Chapter, American Red Cross Chapter

#### IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Coordinator in conjunction with the Emergency Management Council is responsible for the maintenance of this Plan and for ensuring that necessary changes and revisions to the Plan are prepared, coordinated, approved and distributed.
- B. The Emergency Management Coordinator will ensure that the Basic Plan and all annexes are reviewed and updated annually based on deficiencies identified through drills and exercises.

#### X. DEFINITIONS

ARC American Red Cross
EAS Emergency Alert System

EMC Emergency Management Coordinator

EMRAD Emergency Management Radio
EMS Emergency Medical Services
EPA Environmental Protection Agency
EPI Emergency Public Information
EOC Emergency Operations Center
EOP Emergency Operations Plan

FCC Federal Communications Commission FEMA Federal Emergency Management Agency

HazMat Hazardous Materials

NAWAS National Attack Warning System

NJDEP New Jersey Department of Environmental Protection

NWS National Weather Service

NJOEM New Jersey Office of Emergency Management

OEM Office of Emergency Management

PIO Public Information Officer RADEF Radiological Defense

RACES Radio Amateur Civil Emergency Service

SBA Small Business Administration SOP Standard Operating Procedure

SPEN State-wide Police Emergency Network
VOAD Volunteer Organizations Active in Disasters

WAVES Wide-Area Mass Notification System

#### XI. REQUIRED APPENDICES/ATTACHMENTS

BPA-1 Resolutions, letters or other documents appointing the Emergency Management Coordinator and the Emergency Management Council. (Included with Plan)

BPA-2 Lists of maps for the jurisdiction that show the following: (On file at the EOC)

Industries, which impact emergency preparedness, bulk oil and gas storage locations, and petroleum pipelines.

Highways, railways, power transmission lines and generating stations.

Schools, rest homes, special populations.

BPA-3 Responsibility Matrix. (Included with Plan)

BPA-4	Functional Annex Tasks and Responsibility Assignment. (Included with Plan)
BPA-5	Sample Emergency Proclamation for the jurisdiction. (Included with Plan)
BPA-6	Hazard Analysis. (Included with Plan)
BPA-7	Vulnerability Assessment. (Included with Plan)

## BPA-3

## **RESPONSIBILITY MATRIX**

## **BOROUGH OF PAULSBORO**

EOP ANNEXES	В <u>Р</u>	Α	В	С	D	Е	F	G	Н	I	J	K	L	M	N	0
EXEC. GROUP	<u>s</u>	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
EMER. MGMT.	<u>P</u>	S	S	S	Р	S	S	S	S	S	S	S	S	S	S	<u>S</u>
POLICE DEPT.	<u>S</u>	Р	S	S	S	S	Р	S	S	Р	S	S	S	S	S	
FIRE DEPT.	<u>s</u>	S		S	S	S	S	Р	Р	S		S	S	S	<u>S</u>	
EMER. MEDICAL	<u>s</u>	S		Р	S	S	S	S	S	S	S		S	S	S	S
GC HEALTH DEPT.	<u>S</u>			S		S			S		Р		S	S		
PUBLIC WORKS	<u>S</u>		S		S	S	S	S	S	S		Р	S	S	S	
ENGINEER DEPT.	<u>S</u>		F	•		P						,	<u>S</u>	5	<u> </u>	
HUMAN SERVICES	<u>s</u>						S				S				Р	<u>P</u>
VOLUNTEER ORGAN.	<u>S</u>				S										S	<u>S</u>
PUBLIC INFO.	<u>s</u>	S	S	S	S	Р	S	S	S	S	S	S	S	S	S	S
BUSINESS ADMIN.	<u>s</u>		S		S	S	S				S	S		Р	S	<u>S</u>
GC OEM	<u>s</u>												Р	•		

NOTE: P = PRIMARY RESPONSIBILITY

## S = SUPPORT RESPONSIBILITY

BP =	BASIC PLAN	H =	HAZARDOUS MATERIALS
A =	ALERT, WARNING, & COMM.	l =	LAW ENFORCEMENT
B =	DAMAGE ASSESSMENT	J =	PUBLIC HEALTH
C =	EMERGENCY MEDICAL	K =	PUBLIC WORKS
D =	EMERGENCY OPERATIONS	L =	RADIOLOGICAL PROTECTION
	CENTER	M =	RESOURCE MANAGEMENT
E =	EMERGENCY PUBLIC INFO.	N =	SHELTER, RECEPTION AND
F =	EVACUATION		CARE
G =	FIRE AND RESCUE	O =	SOCIAL SERVICES

BPA-4
FUNCTIONAL ANNEX TASK AND RESPONSIBILITY ASSIGNMENT

ANNEX	RESPONSIBLE AGENT	MAJOR TASKS ASSIGNED
Alert, Warning, Communications	Police Department	Warn Community, coordinate & supervise proced
Damage Assessment	Construction official	Determine damage assessment
Emergency Operations Center	E.M. Coordinator	Coordinate emergency operations
Emergency Medical Services	G. C. E.M.S.	Provide first aid services to the responders and p
Evacuation	Police Department	Coordinate and conduct evacuation
Fire	Fire Chief	Fire Suppression and rescue operations
Hazardous Materials	Fire Chief	Coordinate control and cleanup of hazardous mat
Law Enforcement	Police Chief	Enforce the laws and public safety
Public Health	G.C. Health Department	Provide public health and sanitation services
Public Works	Public Works Supervisor	Debris removal utilities and street repair
Radiological	G.C. OEM	Provide information on radiological hazards
Resource Management	Borough CFO/Administrator	Locate and procure needed resources for emergency of
Social Services	Council President	Coordinate with Red Cross social services
Shelter and Care	Council President	Coordinate with Red Cross shelters for mass ca

## BPA-5 SAMPLE PROCLAMATION

TO ALL RESIDENTS AND PERSONS WITHIN THE BOROUGH OF PAULSBORO, NEW JERSEY AND TO ALL DEPARTMENTS OF THE MUNICIPAL GOVERNMENT OF THE BOROUGH OF PAULSBORO.

WHEREAS, pursuant to the powers vested by Chapter 251 of the laws of 1942, as amended and supplemented, N.J.S.A. App. A:9-30 et seq.; N.J.S.A. 40:48-1 (6); N.J.S.A. 2C:33-1 et seq.; whichever law or laws apply, a local disaster emergency is declared to exist within the boundaries of the Borough of Paulsboro, and

WHEREAS, the aforesaid laws authorize the promulgation of such orders, rules and regulations as are necessary to meet the various problems which have or may occur due to such emergency, and

WHEREAS, by reason of the conditions which currently exist in certain areas of the Borough of Paulsboro, which may affect the health, safety and welfare of the people of the Borough of Paulsboro, and

WHEREAS, it has been determined that these areas of the Borough of Paulsboro should then be declared disaster areas and further that certain measures must be taken in order to ensure that the authorities as well as maintaining an orderly flow of traffic and further in order to protect the persons and property of the residents affected by the conditions, and

WHEREAS, the following areas are designated disaster areas:

THEREFORE, IN ACCORDANCE WITH the aforesaid laws, it is promulgated and declared that the following regulations shall be in addition to all other laws of the State of New Jersey and the Borough of Paulsboro,

1.	There shall be no through traffic traversing the aforesaid area(s) except for
	the movement of police, fire, first aid or any other such vehicles as may be
	permitted by use or by authorized officials of this Borough.

	_	
EMERGENCY MANAGEMENT COORDINATOR	DATE	
MAYOR	DATE	

# BPA-5a. SAMPLE PROCLAMATION

	AND PERSONS WITHIN THE COLOR OF THE PAULSBORO.		,
	disaster emergency proclamation of the powers vesto cessary.		
	ORDANCE WITH the aforesaid acy no longer exists and rescind		
EMERGENC	Y MANAGEMENT COORDINA	TOR	DATE
EMERGENO	T WINTER CONTROL	ii oik	D/((L
_	MAYOR		DATE
		TIME	
		1 11VI 🗀	

#### BPA-6

#### **HAZARD ANALYSIS**

#### FLOOD

- 1. Predictability of flooding along our streams and the Delaware River is possible with modern weather forecasting.
- 2. Duration of actual flooding is from several hours to several days.
- 3. Scope of damage ranges with severity of flooding. It can be anticipated to be high.
- 4. Intensity of impact ranges from some houses with water damage to possible structural damage, including bridge damage.
- 5. Flooding of low areas, not near the river and streams, will experience the same problems during heavy rains.

#### **EARTHQUAKE**

- 1. Predictability of an earthquake is limited to historical data and knowledge of teutonic studies. New Jersey has been hit with earthquakes from the 1700s.
- 2. Frequency of earthquake activity is limited to a few minor earthquakes detectable by instrumentation and settling cracks in plaster.
- 3. Duration of damage can range from a few minutes to a longer period of time.
- 4. Intensity of impact would range with the scope of damage in relation to location.

#### **TORNADO**

- 1. Predictability of tornadoes is uncertain.
- 2. Frequency of a major tornado is by historical data, but only occasionally has the Borough experienced even a minor one with damage.
- 3. Duration of actual onslaught is relatively short. Scope of damage ranges with the severity of a tornado, varying from little damage to total destruction.

#### **EXTREME COLD**

- 1. Predictability has been the Borough experiences extreme cold once a year.
- 2. Duration could range from several days to weeks.

3. Scope of damage would range from minor injuries to death, particularly in senior citizen population.

#### **WINTER STORMS**

- 1. Predictability of a winter storm is very high with known weather factors.
- 2. Frequency of a winter storm is at least one a year, being snow, ice, or freezing weather.
- 3. Duration of an incident usually will range from a few days to a week or more.

#### **DROUGHT**

- 1. Predictability of a drought is based on water consumption and rainfall.
- 2. Frequency of a drought is from historical data.
- 3. Duration of a drought can be from months to years.
- 4. Scope of damage ranges with the severity of the drought and would cover the whole Borough.

#### **SEVERE FOG**

- 1. Predictability of fog is based historically on weather conditions.
- 2. Frequency is normally high for fog and is usually late at night or early morning.
- 3. Duration of fog is usually for several hours.
- 4. Scope of damage is normally light for fog but may contribute to serious motor vehicle accidents.
- 5. Intensity of impact ranges with the time of the incident and duration.

#### **ATMOSPHERIC**

- 1. Atmospheric odors are common with the industry in the Borough.
- 2. Frequency of the occurrence may be as often as several times in a week.
- 3. Scope of damage ranges from air pollution to severe discomfort by some persons suffering with respiratory illnesses.
- 4. Intensity of impact ranges with weather conditions.

#### HIGH PRESSURE GAS LINE BLOWOUT

- 1. Predictability of an incident is uncertain; however, high pressure lines traverse much of the Borough.
- 2. Duration of an incident is generally short in nature; however, incidents have lasted for several hours and, in some cases, several days.
- 3. Scope of damage is generally limited except for possible evacuation.
- 4. Intensity of impact will range with the scope of damage in relation to the location.

#### **FUEL SHORTAGE**

- 1. Predictability of a fuel shortage is based on the conditions or world events and international tensions.
- 2. Frequency of a fuel shortage is limited to historical events.
- 3. Duration of a fuel shortage could be from a few days to several years.
- 4. Scope of damage would be widespread affecting life, property, and economy.
- 5. Intensity of impact of a fuel shortage is that life, property, and the economy would be seriously impaired.

#### **POWER FAILURE**

- 1. Predictability is limited to weather-related situations and motor vehicle accidents.
- 2. Frequency has normally been high when connected with weather.
- 3. Duration has been from minutes to hours to days.
- 4. Scope of damage is usually localized and limited.
- 5. Intensity of impact will range with weather conditions and time of year.

#### INDUSTRIAL FIRE

- 1. The Borough has no industrial fires that have lasted for days and required the use of mutual aid in which over 100 pieces of fire equipment had to be used. Private industry has been known to use many of their resources in the assistance of this type fire.
- 2. Frequency is normally low in this type fire.

- 3. The Borough volunteer Fire Departments are not in themselves large enough to cope with this type situation and so have mutual aid agreements with other fire companies in the County.
- 4. The scope of damage is usually very high in industrial fires due to the close proximity of their buildings. Sections of the Borough may have to be evacuated.

#### **BRUSH AND FOREST FIRES**

- 1. Predictability of brush and forest fires is based on historical data from the fire service.
- 2. Frequency is normally high for brush and forest fires.
- 3. Duration of brush and forest fires can be from minutes to weeks before the fire is extinguished.
- Scope of damages range from a slight burning to widespread damage of brush and woodland areas. Brush and forest fires can start secondary fires of dwellings.

#### CIVIL DISORDER

- 1. Predictability is limited to historical data.
- 2. Scope of damage would be low and limited to the duration.
- 3. Intensity of impact ranges with the severity of the scope of damage.

#### AIRCRAFT ACCIDENT

- 1. Predictability of an aircraft accident or incident is based upon increased air traffic, unpredictable wind conditions, and other unknown contingencies.
- 2. The Philadelphia International Airport is across the Delaware River from Paulsboro. This results in a large number of aircraft flying overhead in the process of taking off and landing.
- 3. Scope of damage ranges with the severity of the incident.
- 4. Intensity of impact ranges with the scope of damage in relation to the location.

#### MULTI-VEHICLE OR OTHER SERIOUS TRAFFIC ACCIDENTS

1. Paulsboro has several major highways within its boundaries. Heavy volumes of traffic on these highways make a major traffic accident a very extreme possibility. All these highways are heavily used to transport gas, fuel oil, corrosive and

- hazardous liquids.
- 2. Frequency of this type accident within the Borough has been low.
- 3. Duration is usually hours but could be days, depending upon types of vehicles and cargo.
- 4. Scope of damage would normally be localized, but loss of life and property may be high.
- 5. Intensity of impact would range with the severity of the scope of damage.

#### TRAIN ACCIDENTS

- 1. Predictability is based on the amount of traffic using the rails.
- 2. Scope of damage would be dependent on the area and the cargo the train was carrying.
- 3. Duration of the incident could be days or weeks.

#### HAZARDOUS MATERIAL ACCIDENT

- 1. Predictability of a hazardous material accident is uncertain. However, hazardous materials are commonly used and transported in Paulsboro in quantities which, if released into the environment during an accident, could be harmful or injurious to humans, animals, property and the economy.
- 2. Frequency of hazardous materials accidents is limited to historical events.
- 3. Duration of an incident can range from a few minutes to several days or weeks.
- 4. Scope of damage ranges with the severity of the incident, but is generally localized.
- 5. Intensity of impact ranges with the scope of damage.

#### HAZARDOUS MATERIAL SPILL

- 1. Predictability is uncertain and limited to historical data. As the Borough contains both major highways and rail service which chemicals are transported on, this is a possibility.
- 2. Frequency is uncertain, but has normally been related to traffic accidents. However, an industrial spill is possible.
- 3. Duration could range from hours to days to months.

- 4. Scope of damage would usually be localized and limited to specific area.
- 5. Intensity of impact ranges with the area of the spill.

#### **IMPROPER DISPOSAL OF HAZARDOUS MATERIALS**

- 1. Predictability is based on historical data.
- 2. The Borough has experienced this type of incident. Chemicals which are normally disposed of in specific dumps have been found in wooded areas of the Borough.
- 3. Scope of damage would be dependent on the area surrounding the site.
- 4. Intensity of damage would be dependent on the types of hazardous material dumped.

Other disasters, both man-created and natural, could occur which would have devastating effects on the population of Paulsboro. The Borough encompasses a wide range of people, area, and businesses that could be a catalyst for an emergency or disaster.

## BPA-7

#### **VULNERABILITY ANALYSIS**

## **BOROUGH OF PAULSBORO**

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

a.	Normal	6,097 based on 2010 census		

b. Seasonal <u>Same</u>

c. Workday <u>9,000</u>

d. Weekend <u>7,000</u>

## 2. Transportation Systems.

a. Highways Rt. 295 and Rt. 44, Mantua Ave.

Delaware St., Berkley Rd., Billingsport Rd.

b. Airports <u>None</u>

c. Railroads <u>CSX (Paulsboro is a major switching station</u>

d. Waterways <u>Delaware River and the Mantua Creek</u>

e. Pipelines <u>Jet fuels</u>

3. Major Recreation Areas.

<u>Name</u>	Type of Facility	Population During <u>Max Use</u>
Paulsboro Little League	Baseball fields	400
Fort Billings Park	Park	200

4.	Employment Statistics	(Concue Data	١
4.	Employment Statistics	(Census Daia	)

900

5.	Major	Employers					
	a.	<u>Employer</u>	# Employees		<u>Products</u>		
		Sun Oil	12		Storage		
		Plains Terminal_	75		Storage		
		Exxon/Mobil Lube	100		Lube oils		
		Railroad Contracto	rs 25		Paper stora	<u>ge</u>	
	b.	Private-sector (Ret	ail busi	nesses only)			
				-			
				-			
6.	Educa	ational Facilities					
		<u>Name</u>		<u>Type</u>		Enrollment	
		Paulsboro High	_	Public High School	<u>L</u>	<u>700</u>	
		Billingsport and Loudenslager		Public Grade Scho	ols_	800	
7.	Day C	Care Centers					
	<u>Name</u>		Location	<u>on</u>	Num of Ch	ber <u>nildren</u>	
	Tra-C	Cee Nursery	337	Mantua Ave.	25	<u>5</u>	
	<u>Gate</u>	Way	<u>Delav</u>	ware St.	30	<u>)</u>	
8.	Hospi	tals/Nursing Homes					
	Name	<u> </u>		<u>Location</u>		Approx. # <u>Patients</u>	
	None	<u>:</u>					

9.	Speci	al Facilitie	S		
	a.	N Prison	lame	Location	Approx. # <u>People</u>
		_	None		
	b.	Mental H	ealth		
		_	None		
c. Disadvantaged (deaf, blind, leper, etc.)					
		1_	None		
	d.	Senior C	itizens' Homes		
		_	None		
10.	Mobil	e Home Pa	arks		Annual H
		<u>Na</u>	<u>ame</u>	<u>Location</u>	Approx. # <u>People</u>
			None		
11.	Preva	ailing weatl	her conditions inc	cluding wind.	
	a.	Winter:			ons. Winds North to Northwest. rainfall and snow.
	b. Spring: Generally cool with moderate to heavy precipitation. W Northwest to Southwest.				te to heavy precipitation. Winds
c. Summer: Very warm to hot temperatures. Hig slight to heavy. Winds Southwest to Sc			•		
	d.	Autumn:			y warm but usually very little outhwest to North/Northwest.
12.	Other	relevant o	data. (None)		

#### BOROUGH OF PAULSBORO

## **EMERGENCY OPERATIONS PLAN**

#### ANNEX A

## ALERTING, WARNING, AND COMMUNICATIONS

#### INTRODUCTION

1.

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: 7/5/13

\*\*PII\*\*

CHRIS T. WACHTER
POLICE CHIEF
PAULSBORO POLICE DEPARTMENT
ALERTING, WARNING, AND
COMMUNICATIONS COORDINATOR

APPROVAL DATE: 7/5/13

GLENN D. RÓEMMICH BOROUGH OF PAULSBORO EMERGENCY MANAGEMENT COORDINATOR

- II. AUTHORITY AND REFERENCES
  - A. Laws, Ordinances, Regulations, Resolutions and Directives
    - 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 Alert 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 Paulsboro 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 have a public warning specific siren. The warning siren is located on the roof of the municipal building at 1211 N. Delaware Street. (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 (EAS Station) and Comcast Cable TV (Channel 43).

- 2. Electronic pager systems (police, firemen and EMS)
- 3. Computerized telephone alerting Global Connect
- 4. Statewide teletype system (police)
- 5. Cooper Notification WAVES warning systems
- 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 Duty Sergeant or Shift Commander, 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 have a public warning system to provide public warning for identified hazards. Public warning will be via the Cooper Notification WAVES emergency warning system first. Then by 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 Alert System (EAS). Procedures to activate the EAS are in place at the Gloucester County Office of Emergency Management. The Paulsboro Emergency Management Coordinator will contact the Gloucester County EOC for EAS activation. In any case, when EAS 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.

H. The public can also be notified by use of reverse 9-1-1 or by use of Global Connect.

#### VI. RESPONSIBILITIES

- A. Paulsboro Emergency Management Coordinator is responsible for implementing this annex. The Paulsboro Alerting, Warning, and Communications Coordinator, a police Sergeant or Shift Commander, 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:
  - The Alerting, Warning, and Communications Coordinator will report to the EOC during an emergency to advise decisionmakers.
  - 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 have a hazard specific warning system.
- 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. <u>ATTACK OR ACCIDENTAL LAUNCH WARNING.</u>
    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. <u>ALERT</u>. The public should listen for essential emergency information via radio, television, and EAS 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 WAVES warning system, also self tests itself daily and it is used as a curfew siren, which is activated daily. 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 Captain
  - Paulsboro Police Sergeant or Duty Shift Commander

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. (On file )
- AWCA-3 An area map which displays the existing and projected outdoor warning devices and area coverage for each unit. (On file)
- AWCA-4 Warning device deficiencies and proposed schedule of corrections.
- AWCA-5 Matrix that includes a list of frequencies that identifies which agencies have access to those frequencies. (On file)
- AWCA-6 Recall/Duty Roster. (On file)

#### BOROUGH OF PAULSBORO

## EMERGENCY OPERATIONS PLAN

## ANNEX B

## DAMAGE ASSESSMENT

## 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: 7-2-13

PII

PHILIP ZIMM
BUILDING CONSTRUCTION OFFICIAL
BOROUGH OF PAULSBORO
EMERGENCY MANAGEMENT

DAMAGE ASSESSMENT COORDINATOR

APPROVAL DATE: 7/5/13

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)

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- 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.
  - 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. (On file)

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)

## **COUNTY OF GLOUCESTER**

## **EMERGENCY OPERATIONS PLAN**

## ANNEX C

## **EMERGENCY MEDICAL**

## I. INTRODUCTION

## A. Statement of Approval

The Emergency Medical Annex of the Gloucester County Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Emergency Medical Annex Director, and is hereby approved. This annex supersedes any previously written Emergency Medical Annexes.

APPROVAL DATE:	
	ANDREW LOVELL, NREMT-P EMERGENCY MEDICAL ANNEX DIRECTOR
APPROVAL DATE:	
	J. THOMAS BUTTS
	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. Chapter 33, N.J.S.A. 13:1D-1
    - b. Chapter 232, N.J.S.A. 13:1D-29
    - c. Title 8 Chapter 40, N.J.A.C. 8:40
    - d. Title 8 Chapter 41, N.J.A.C. 8:41
    - e. Title 8 Chapter 51, N.J.A.C. 8:51
    - f. New Jersey Public Law 1947, N.J.S.A. 26A-1 et. seq.
    - g. New Jersey Public Law, N.J.S.A. 26:2K
  - 3. County
    - a. Resolution establishing Gloucester County Emergency Medical Services Task Force
- B. References, guidance material and other documents
  - Federal
- ☐ As cited in the Basic Plan
- □ National Incident Management System (NIMS)
  - c. National Response Plan (NRP)
  - 2. State
    - a. New Jersey Emergency Operations Plan, ESF #8
    - b. New Jersey Health Care Emergency Powers Act
  - 3. County
    - a. Gloucester County EMS Task Force Response Plan
    - b. Gloucester County Incident Command System
    - c. Hospital Incident Command System

#### III. PURPOSE

A. The purpose of this Emergency Medical Annex is to define and to provide guidance for the development and operation of a viable emergency medical

program during any emergency or disaster situation and to ensure completion of required emergency actions.

#### IV. SITUATION

- There are eighteen (18) emergency medical service providers located Α. throughout the County, which provide pre-hospital care at the level of Basic Life Support (BLS). Seventeen (17) BLS units are independently operated Gloucester County provides a regionalized within their municipalities. service which covers the balance of the County. In the event of an emergency in which this Annex was initiated, BLS units would be dispatched to meet the needs of the emergency situation. The Gloucester County EMS Task Forces could also be utilized. All incoming ambulances would be staged at an appropriate staging area and under the direction of a Staging Officer(s) implemented through the Incident Command System. Rescue is typically provided by the fire service within the municipalities. This Annex is to provide assistance to local units when taxed beyond their abilities, and to provide EMS during a crisis or disaster situation. The basic life support system is reinforced by an Advanced Life Support (ALS) system. ALS is provided to the county through the Mobile Intensive Care Unit operated by Underwood-Memorial Hospital in Woodbury. This service is provided by two full time, and two part-time, advanced life support units (with additional units readily available) strategically placed throughout the county. Both the BLS and ALS systems work together to provide prehospital care and transportation primarily to two area hospitals. Those hospitals are: 1) Underwood-Memorial Hospital, Broad Street, Woodbury, and 2) Kennedy Memorial Hospital, Washington Township Division, Hurffville-Cross Keys Road, Washington Township. (Also refer to EMA-6) County-based resources may augmented through the NJ EMS Task Force managed by the NJDHSS.
- B. The Emergency Medical Services Annex currently consists of the following assets:
  - 1. There are 20 total EMS agencies in the County; 17 are municipal, one (1) is industrial (Valero Emergency Response Team), and one (1) is university-based (Rowan University) and one (1) operated as a regional service by Gloucester County. Six (6) of the EMS agencies provide career staffing at some level. There is one (1) additional ambulance transportation provider based in the County (AccuCare Transport).
  - 2. There are approximately 850 EMT's associated with emergency EMS providers within the county. There are currently ninety (90) MICU paramedics employed by UMH. Thirty-nine (39) paramedics are full time employees of the MICU.
  - 3. There are four (4) licensed MICU Paramedic Response vehicles with two in the north section and two in the south section of the county.

The MICU maintains an ALS Special Operations response trailer for use during extended operations; Gloucester County EMS maintains BLS Special Operations response trailers for use in similar situations.(Also refer to EMA-6)

- 4. There are significant hazards within the county that may produce an impact to EMS operations:
  - a. Major roadways: Rts. 42, 55, 295, 322, and the NJ Turnpike
  - b. Major railroads that pass through densely populated areas
  - c. Major industry that supports the use or production of hazardous materials (primarily chemical).
  - d. Storm and flood plains.
  - e. Gloucester County is in the landing pattern of the Philadelphia International Airport.
  - f. Delaware River with commercial and recreational traffic, the ports of Philadelphia and Camden, and the river crossings at the Commodore Barry Bridge (in Gloucester County), Walt Whitman Bridge and Benjamin Franklin Bridge (in Camden County)
  - g. Proximity to the City of Philadelphia; including the historic Center City area and the Sports Complex.
- C. All agencies rely on the Gloucester County Emergency Response Center for dispatching service. These organizations depend on the Center for all communications via radio, landline, and for mutual aid. In the event of a Center failure, the GCC "FieldComm" could be placed into service. Also, the Clarksboro tower has a backup satellite center capable of resuming communications. In addition, some communities would be able to provide communications by means of a base station available at local police departments, fire departments, and local EOC.
- D. Basic communications between EMS agencies are provided by and through the Gloucester County Emergency Response Center (GCERC) to include dispatch of police, fire, and EMS (ALS and BLS). Most BLS units and all ALS units have direct contact with area hospitals via UHF channel 18, (500 Mhz.), JEMS (VHF) radios, or cellular phones.

The MICU uses cellular communications to obtain medical command. Gloucester County Channel 18 serves as a backup system for obtaining medical command. Mutual aid for both ALS and BLS is dispatched according to a pre-plan or by request of EMS unit. Field response units and the EOC have equipment to communicate on all common frequencies.

- E. Aeromedical helicopter capabilities are also available for pre-hospital scene operations in the county. The helicopter can be dispatched at the discretion of an EMT or a Paramedic. If the helicopter is utilized, it will be under the command of the MICU/Medical Command Physician and will land at a suitable landing zone or at a pre-plan site per EMA-7.
  - South Star is operated in a joint effort between the State of New Jersey, Virtua Health Systems, and the Southern New Jersey Regional Trauma Center at Cooper University Medical Center, and is based in Voorhees.
  - 2. MED-EVAC 5 is a joint operation between Hahnemann University Hospital in Philadelphia and the Level II Trauma Center at Atlantic Care Regional Medical Center in Atlantic City. The ship is based in Hammonton.
  - 3. PennStar Flight operates two aircraft. Pennstar I is based at the University of Pennsylvania Hospital in Philadelphia. Pennstar II is located at Wings Field; Whitpain Township, Montgomery County, PA.
  - 4. Sky Flite Care is operated by Brandywine Hospital in Chester County, PA.
  - 5. North Star is operated by the State of New Jersey and UMDNJ and is based in Newark, NJ.
  - 6. Life Net is operated by the Christiana Care Health System in Delaware.

JeffStat is operated by the Jefferson Health System in Philadelphia and is based at Pier 36 along the Delaware River.

Atlantic Health Systems operates Air 2 out of Millville

F. There are two hospitals located in Gloucester County that could be expanded into emergency treatment centers: Kennedy Memorial Hospital in Washington Township and Underwood-Memorial Hospital in Woodbury. Under the direction of the Emergency Medical Annex Director, other area hospitals and nursing homes could be surveyed for bed availability. Other hospitals in the region include:

### Atlantic County

- i. AtlanticCare Regional Medical Center Mainland Division (Pomona)
- ii. AtlanticCare Regional Medical Center City Division (Atlantic City)

## **Burlington County**

Our Lady of Lourdes, Rancocas Division

Virtua Health, Mount Holly

Our Lady of Lourdes, Deborah Heart and Lung

## Camden County

Cooper University Hospital, Camden

Kennedy Health System, Stratford

Kennedy Health System, Cherry Hill

Our Lady of Lourdes Medical Center, Camden

Virtua Heath, Berlin

Virtua Health, Camden (SLED)

Virtua Health, Voorhees

## Cape May County

Burdette Tomlin Memorial Hospital, Cape May Courthouse

Shore Memorial Hospital, Ocean City

## **Cumberland County**

South Jersey Regional Medical Center, Vineland

South Jersey Hospital, Bridgeton Division (SLED)

## Salem County

Memorial Hospital of Salem County

South Jersey Hospital – Elmer Division

## New Castle County – Delaware

Christiana Care

## Delaware County - Pennsylvania

Crozer Chester Medical Center

## The following facilities provide trauma services in the region:

- i. Cooper University Hospital, Camden New Jersey (Level I)
- ii. Atlantic Care Regional Medical Center, Atlantic City, New Jersey (Level II)
- iii. Crozer Chester Medical Center, Chester, Delaware County, Pennsylvania

- iv. Christiana Care, New Castle County, Delaware
- v. Hahnemann University Hospital, Philadelphia
- vi. University of Pennsylvania Medical Center, Philadelphia
- vii. Temple University Hospital, Philadelphia

## The following facilities provide burn trauma services in the region:

- i. Crozer Chester Medical Center, Chester
- ii. Temple University Hospital, Philadelphia
- iii. St. Barnabas Medical Center, Livingston (NJ)

# The following facilities provide acute care medical/trauma services for pediatrics in the region:

- iv. Cooper University Hospital, Camden
- v. Children's Hospital of Philadelphia
- vi. St. Christopher's Hospital for Children, Philadelphia
- vii. Temple University Hospital, Philadelphia
- G. Gloucester County EMS operates under the Gloucester County Mass Casualty Plan, EMS Task Force.
- H. Gloucester County does not belong to the New Jersey First Aid Council.

#### V. OPERATIONS AND CONTROL

- A. During time of heightened risk the Emergency Medical Annex Director (or designee) will notify all emergency medical personnel of the risk and any new developments. It will be the responsibility of the Emergency Medical Annex Director (or designee) to make sure all groups interact appropriately.
  - 1. Normally direction and control will emanate from the EOC.
  - 2. The emergency medical services authorities are responsible for maintaining recall rosters for their group. Verification of rosters will be done by EMS officers and MICU management. (Also refer to EMA-2)
  - 3. Emergency Medical Annex supervision will be provided by means of a duty roster. The typical duty roster will consist of the following individuals or designees:

☐ Medical Director, GCEMS

Normally, each will serve a twelve-hour shift until such time as 24-hour supervision is no longer needed. (Also refer to EMA-2)

- B. The Emergency Medical Annex agencies interact with each other during emergency operations by means of a representative in the EOC and a representative of their annex on-site.
  - 1. The Emergency Medical Annex Director or his designee will report to the EOC.
  - 2. The on-site EMS Branch Directors, and/or hospital EOC Liaison Officers, have the responsibility to relay situation-status reports to the EOC in appropriate and timely fashion and at regular intervals. This information shall be passed via radio, telephone, or by other electronic means (i.e., e-mail, fax).
  - 3. The Gloucester County Incident Command System and the Hospital Incident Command System will be utilized to coordinate operations.
- C. All EMS personnel and equipment are dispatched through the Gloucester County Emergency Response Center. Additional resources are dispatched according to established mutual aid plans or at the discretion of the Incident Commander.
- D. At an incident scene, it is the responsibility of the initial responder to implement the Incident Command System. The ranking initial responder assumes the role of the Incident Commander until a more qualified EMS supervisor (BLS or ALS), or in the case of a hospital, a senior administrator, arrives to assume command. The EMS Branch will consist of the BLS and ALS group leaders. Any mutual aid or responding units will report to a staging area and be assigned by a staging officer.
- E. Current accepted standards are to be utilized by fire/rescue when rescuing injured people from an emergency/hazardous situation.
- F. In the event of a mass casualty incident (MCI), the host communities' EMS will evaluate the situation and determine if local response resources will be taxed. If so, they shall notify the Gloucester County Emergency Response Center to activate the appropriate EMS Strike Teams/Task Forces (intracounty, inter-county or NJEMS TF), MICU Supervisor, MICU Special Operations Unit(s).
- G. The EOC and the American Red Cross will control the coordination of emergency medical care at shelter sites and reception care centers.

- H. The coordination of the reduction of patient population in hospitals, long term care facilities, and other health care facilities if evacuation is necessary, and provision for continuing medical care for those evacuated, would be handled collaboratively by the County EOC and facility administrators.
  - a. Acute care hospitals have state-wide or regional communication capability via the 800 MHz Hospital Emergency Radio Network (HERN).
  - b. JEMSTAT is the state-wide, web-based, hospital status reporting system that is accessible to all acute care hospitals, communication centers, and EMS providers. JEMSTAT provides a mechanism to communicate bed status capabilities and advise EMS providers of hospital resources available to them in real-time.
  - c. EMS agencies and local emergency departments utilize the New Jersey State EMS Triage Tag during mass casualty incident operations.
  - d. EMS agencies utilize the START (Simple Triage and Rapid Transport) and JumpSTART (for pediatrics) triage processes during large scale incident operations.
  - e. Decontamination Capabilities:
- ☐ The Gloucester County Department of Emergency Response maintains two (2) mobile decontamination trailers, each based in proximity to the local hospitals.
- □ Underwood-Memorial Hospital and Kennedy Health System Washington Township Division each maintains external decontamination systems and have agreements in place with their local fire departments for support with mass decontamination operations.
  - f. Each acute care hospital maintains communication with the Gloucester County Department of Health and Senior Services & the Gloucester County OEM Bioterrorism Program for planning, response and investigation of bioterrorism-related incidents.
  - g. Hospitals and EMS agencies receive regular communication of pertinent information from the Gloucester County Prosecutor's Office Counterterrorism Coordinator, the New Jersey Office of Counterterrorism, the NJ LINCS Coordinator and the New Jersey Hospital Association's Department of Emergency Preparedness. Communication occurs through various media, including fax, email and internet-based messaging.
  - h. Hospitals participate in the Healthcare Emergency Resource Management Information System (HERMIS) operated by the New Jersey Department of Health and Senior Services. HERMIS

contains current hospital capabilities and emergency contact information. Hospitals provide weekly sit-stat surveys on current capabilities, and additional/specialty sit-stat surveys are conducted as needed.

i. Each hospital maintains a Hazard Vulnerability Analysis (HVA). The HVA is completed in concert with the municipal and county HVA and identifies the criticality of threats likely to impact hospital operations or require a response by the hospital to a community emergency.

## VI. RESPONSIBILITIES

- A. The Emergency Medical Annex Director or designee is responsible for implementing this annex and directing the EMS response.
- B. The Standard Operating Procedures (SOP's) that address the function of the emergency medical response include:
  - 1. Gloucester County Incident Command System
  - a) Local Hospital Emergency Management Plans
    - 3. Gloucester County EMS Strike Team/Task Force SOP's
    - 4. Concept of Operations Plan(s) drafted for a specific event
- C. The Gloucester County EMS Strike Teams/Task Forces are the only written agreements for mutual aid in the emergency medical function.
- D. The Emergency Medical Annex Director, or designee, is responsible for insuring emergency medical support and hospital care during and after an emergency.
  - a) The EOC and the American Red Cross will control the coordination of emergency medical care at shelter sites and reception care centers.
- F. The Emergency Medical Annex may be activated to augment any other annex (fire, police, public works) to provide medical support. The local EMS would be primary response as per local pre-plan, with additional resources dispatched by the Gloucester County Emergency Response Center.

### VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY MEDICAL

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

Chief, Gloucester County EMS Deputy Chief, GCEMS Medical Director, GCEMS

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

#### VIII. ADMINISTRATION AND LOGISTICS

- A. The Emergency Medical Annex Director is responsible for maintenance of all records and reports required for the emergency medical functions in an emergency.
- B. The Emergency Medical Annex Director 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 Resource Management Annex. The Emergency Medical Annex Director and the Emergency Management Coordinator will coordinate for all requests for supplies and equipment through mutual aid or from the State Office of Emergency Management. (Also refer to EMA-3 and RMA-8)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Emergency Medical Annex Director is 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 Emergency Medical Annex Director is 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

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

ALS Advanced Life Support
BLS Basic Life Support

CBRNE Chemical, Biological, Radiological, Nuclear, Explosive

EMS Emergency Medical Services
EMT-B Emergency Medical Technician – Basic
EMT-P Emergency Medical Technician - Paramedic
GCC Gloucester County Communications
HICS Hospital Incident Command System

HERMIS Healthcare Emergency Resource

Management Information System

HVA Hazard Vulnerability Analysis

ICS Incident Command System MCI Mass Casualty Incident

MICP Mobile Intensive Care Paramedic

MICU Mobile Intensive Care Unit

NIMS National Incident Management System
NJSFAC New Jersey State First Aid Council
SCTU Specialty Care Transport Unit

SIT STAT Situation-Status Report

START Simple Triage and Rapid Transport

TRIAGE The method of sorting injuries from mild to severe

## XI. APPENDICES/ATTACHMENTS

EMA-1 EMS Mobilization Plans

EMA-2 Recall/Duty Roster

EMA-3 Mutual Aid Agreements EMA-4 Hospital Emergency Plan

EMA-5 Hospital Decontamination Capabilities

EMA-6 EMS Organizations and Resource Lists

EMA-7 Aeromedical Landing Sites

EMA-8 Reverse Lane Routing Plan for Route 47

EMA-9 Gloucester County Incident Command System

Hospital Emergency Incident Command System

EMA-10 Gloucester County EMS Strike Team/Task Force SOP

## **EMS MOBILIZATION PLANS**

Mobilization plans for all emergency medical assets, specifically emergency medical services (EMS) units, are maintained by the Gloucester County Emergency Response Center as part of the county's computed-aided dispatch (CAD) system. Local EMS agencies are responsible to provide, and update, their local mutual aid response plans.

When the EMS resources of a municipality are taxed, the need for further EMS resources is met using the Gloucester County EMS Strike Team/Task Force response plan, out-of-county strike teams/task forces, and the New Jersey EMS Task Force, as required.

## EMA-2

## RECALL/DUTY ROSTER

Recall/Duty Roster for Emergency Medical is on file at the Gloucester County EOC.

## EMA - 3

## **MUTUAL AID AGREEMENTS**

Mutual aid agreements for the emergency medical assets are defined as part of the local EMS agency defined response plan, as entered into the 9-1-1 CAD system. The mutual aid listing is approved by the local EMS agency, by municipality, and maintained in the database by the Gloucester County Emergency Response Center.

EMS agencies who participate with the EMS Strike Team/Task Force are required to define the appropriate mutual aid coverage for their area or region, specifically during extended periods of strike team/task force deployment.

#### EMA-4

### **HOSPITAL EMERGENCY PLAN**

The following local hospitals in Gloucester County maintain current copies of their emergency management plans on file in the Gloucester County EOC:

Kennedy Health System – Washington Township Division
Underwood-Memorial Hospital

Each hospital maintains a Crisis Contact Survey that is distributed and collated by the New Jersey Hospital Association. A copy of each facility's survey follows as part of EMA-4.

Each hospital also participates in HERMIS, the Healthcare Emergency Resource Management Information System, to maintain current capability assessment of healthcare resources state-wide.

Each hospital conducts a Hazard Vulnerability Analysis as part of its Emergency Management Program. The hospital HVA is conducted for campus-specific hazards, as well as incorporating community hazards identified in the County's EOP HVA to which the hospital may need to respond. HVA's are maintained by each hospital.

Each hospital utilizes an Incident Command System as the core of their emergency management program.

## EMA-5

# NJ State First Aid Council Mass Casualty Plan

## NOT APPLICABLE TO GLOUCESTER COUNTY

## **EMS ORGANIZATIONS AND RESOURCE LISTS**

The Gloucester County Emergency Response Center maintains a current contact listing of all emergency medical agencies in the County. The table below lists current EMS assets available in the County.

EMS Agency	Station #	Ambulances	MICU	Command Vehicles	MCRU	EMS Rescue
Westville Fire/EMS	7-3	1		1		1
Deptford ESU	9-9	4		2		-
Washington Township EMS	10-9	4		1		
Woodbury Heights EMS	15-9	1				1
Valero Refinery EMS	21-4	2				
Mullica Hill Fire/EMS	23-1	1				1
Rowan University EMS	26-8	1				
Monroe Township EMS	29-4	4		2		1
Cecil Fire/EMS	29-5	2		1		1
Ferrell Ambulance	39-9	1				
Franklin Township EMS	43-9	4				
Newfield Ambulance	48-9	1				
Gloucester County EMS	82-xx/ 83-xx	23		3	2	
AccuCare Transport UMH-MICU	n/a n/a	8	21		1	
TOTAL VEHICLES/CATEGORY		57	21	10	3	5

## **AEROMEDICAL LANDING SITES**

The Gloucester (	County Emergenc	y Response C	lenter mainta	ins a listing	of all i	dentified	and
approved landing	g sites for aerome	dical resource	es.				

#### EMA-8

#### **REVERSE LANE ROUTING PLAN FOR ROUTE 347**

## **STATE POLICY**

The State will implement its Reverse Lane Routing Plan for Route 347 when it is determined that a hurricane will have an impact on the State of New Jersey. The decision will be made by the State OEM and the National Weather Service.

The State has divided the Plan into four phases:

- 1. <u>Increased Readiness Phase:</u> When the State and National Weather Service have determined the Reverse Lane Routing Plan for Route 347 should be implemented, an alert will be sent out as to the location of the hurricane and its expected effect. Gloucester County will be notified.
- 2. <u>Mobilization Phase:</u> Mobilization order will be given by the Superintendent or his designee. Personnel, all Section and detail, will be notified, through chain of command, to report to their respective staging areas.
- 3. <u>Activation Phase:</u> Following activation order, NJSP Troop Head- quarters will continually monitor detail operations and provide State EOC Field Operations representative updates every half-hour on road and weather conditions.
- 4. <u>Detail Termination Phase:</u> Termination order will be given from State EOC Field Operations representative to Troop Headquarters.

#### GLOUCESTER COUNTY'S PARTICIPATION

Gloucester County has designated Forest Grove and Malaga Fire Departments (alternate Newfield Fire Department), and Glassboro and Washington Township Ambulance Squads (alternate Franklin Township Ambulance Squad) to be positioned at Bayside Prison in Leesburg until evacuation is complete. These resources would be utilized for medical and fire emergencies that may obstruct evacuation traffic flow.

The State has estimated as many as 20,000 people may seek shelter in the County. Shelters in close proximity to State Highway Route 55 have been identified:

<u>Exit 43 (Little Mill Road, Franklinville, Clayton):</u> Franklinville Fire Hall, Delsea Regional High School

Exit 45 (Jct. 553, Centerton, Clayton, Glassboro): Aura School

<u>Exit 50A (Rt. 322 East, Glassboro):</u> Rowan University of New Jersey, Glassboro High School, Thomas E. Bowe School, J. Harvey Rodgers School

<u>Exit 58 (Rt. 621, Deptford, Almonesson):</u> Almonesson Lake Fire Department, New Sharon Fire Company

New Jersey D.O.T. will post fixed folding signs with standard D.O.T. message. When evacuation plan is implemented and shelters required, signs will be opened to indicate "PUBLIC SHELTER THIS EXIT".

## EMA-9

# GLOUCESTER COUNTY INCIDENT COMMAND SYSTEM HOSPITAL INCIDENT COMMAND SYSTEM

The Gloucester County Incident Command System, plan document, is on file in the Gloucester County Emergency Response Center (Alarm Room) and in the County EOC.

The Hospital Incident Command System job action sheets and related forms are maintained locally by each hospital. A copy of each hospital's emergency response plan is maintained in the County EOC.

# GLOUCESTER COUNTY EMS TASK FORCE STANDARD OPERATING PROCEDURES

**POLICY NUMBER: EMSTF-001** 

**TOPIC**: Notification Process

**POLICY:** The EMS Strike Teams and Task Forces may be utilized in response to a variety of emergent and non-emergent activities to protect the public. Appropriate notification shall be made to activate the EMS Strike Team/Task Force in a clear and consistent fashion that minimizes risk to responding personnel and the general public.

**PROCEDURE**: The EMS Strike Team/Task Force shall be notified consistent with the magnitude of the situation and the urgency associated with the response of EMS personnel. There are three (3) levels of notification available for the EMS Strike Team/Task Force:

1. <u>Emergent Response</u>: An "emergent response" of the EMS Strike Team/Task Force is used when the requested units will be responding immediately into an emergency scene. An example of such an event would be a motor vehicle crash involving multiple patients (i.e., Tour Bus Crash) that require immediate prehospital care and/or emergency transportation to health care facilities. An emergent response shall be announced by the dispatcher as follows:

Strike Team Response: Tone assigned ambulances for the requested Strike Team and announce the assigned ambulances as a Strike Team, for the specific incident, and to report to (designated) Staging". (Example: Strike Team Alpha, State Highway 42 at State Highway 55, a Motor Vehicle Crash.)

EMS Task Force Response: Tone assigned units for the requested Task Force and announce the assigned units as "EMS Task Force Alpha or Bravo" for the specific incident, and to report to (designated) Staging.

2. <u>Urgent Response</u>: An "urgent response" of the EMS Strike Team/Task Force is used when the requested units will be responding into a prearranged staging area, and will not be immediately assigned to the emergency scene for prehospital care and/or transportation. An example of such an event would be a request for assistance at a large scale disaster, outside of the immediate County, where additional EMS resources are needed. An urgent response shall be announced by the dispatcher as follows:

Announce Assigned Squads as a Strike Team or Task Force and advise "All Personnel Report to your station for an EMS Strike Team or Task Force Assignment".

3. <u>Strike Team or Task Force Alert</u>: A "Strike Team Alert" or "Task Force Alert" is used when there is a pre-arranged need for EMS resources at an incident scene or in a geographic region. There is no need for an emergent or urgent response at this time. An example of such an event would be the need for EMS resources to evacuate shore hospitals in advance of an approaching hurricane.

When a Strike Team or Task Force Alert is requested by an Incident Commander, Emergency Management Coordinator, or other authorized official, the dispatcher will notify the Chief Officer and Emergency Management Coordinator of each municipality who's EMS/Rescue resources are assigned to the Task Force. The purpose of the notification is to provide the requested units with essential information regarding the potential response, and to provide the Chief with sufficient time to assemble the needed personnel and materials required for the response. The manner by which units would actually be dispatched to the potential or planned event would be discussed at this early stage of the request (i.e., tone units to respond at a specific time or have units assemble at a designated staging area). The dispatcher will also notify the County Emergency Management Coordinator and County Emergency Management EMS Annex Director to advise them of the requested deployment.

Developed By: Gloucester County EMS Council - EMS Task Force Advisory

Committee

Date Approved: December 11, 2001

Date of Revision: January 7, 2007

Date of Next Review: January 2008

**POLICY NUMBER:** EMSTF-002

**TOPIC:** Mobilization and Staging Process

## **POLICY**:

a. The EMS Strike Team/Task Force shall be dispatched in a fashion that will prevent the "stripping" of EMS and rescue resources from a geographic region.

- b. The Emergency Response Center and Incident Commander shall consider the activation of an EMS Strike Team/Task Force(s) for events that require significant use of standard mutual aid, thus preventing significant shifts in EMS protection.
- EMS Strike Team/Task Force units shall be dispatched to a pre-designated staging area, relative to the geographical location of the incident.
- d. The first-arriving Strike Team/Task Force unit, or command officer, shall assume the responsibility of "Staging Officer" for that staging site.
- e. During large scale/high profile events, the availability of an "Information Officer" at the staging area(s) should be considered to manage the presence of media representatives.
- f. The Field Communications Unit shall be dispatched to all EMS Task Force assignments. The dispatch of the Field Communications Unit on Strike Team assignments shall be on an as-needed basis.
- g. The Mobile Intensive Care Unit, and the MICU Special Operations Unit, shall be dispatched to all EMS Task Force assignments.
- h. EMS Strike Team/Task Force units shall not be re-toned in the event of a no-response. The next due/back-up unit will be dispatched as appropriate.
- i. The Emergency Response Center shall provide resource status reports to the Incident Commander every fifteen (15) minutes through the first hour of the incident.

## PROCEDURE:

- 1. EMS Strike Teams/Task Forces shall be dispatched in the most appropriate fashion that will prevent the "stripping" of resources from a geographic region.
  - Strike Teams may be dispatched individually, or in pairs, depending on the scope of the incident.
  - EMS Task Forces may be dispatched.

- EMS Strike Team(s)/Task Force(s) shall be dispatched to report to a predesignated staging area selected by the Emergency Response Center, in relation to the incident scene; or to a more suitable staging area as selected by the Incident Commander, as dictated by the specific needs of the incident.
- The pre-designated staging areas, identified by geographical location, are designated as follows:
- <u>NORTH STAGING</u>: Deptford Mall, Deptford Township
- SOUTH STAGING: Forrest Grove Fire Department, Franklin Township
- <u>EAST STAGING</u>: Jamesway Store, Monroe Township
- <u>WEST STAGING</u>: Commodore 295 Industrial Park, Logan Township
- CENTRAL STAGING: Adjacent to Glassboro Fire Department
- The announcement of the EMS Strike Team/Task Force Dispatch shall include the phrase "All Units Report to \_\_\_\_\_ (NORTH, SOUTH, EAST, WEST, or CENTRAL) Staging".
- Upon selection of the pre-designated staging area, the Emergency Response Center shall notify the police department having jurisdiction of the staging area, and advise of the activation of that site for the EMS Strike Team/Task Force.
- The Field Communications Unit shall be dispatched to all EMS Task Force assignments. The Field Communications Unit shall be dispatched upon request for EMS Strike Team assignments.
- □ *Emergent Response*: Field Comm shall respond directly to the scene.
- □ <u>Urgent Response</u>: Field Comm shall report to the designated staging area.
- MICU resources shall respond to the most appropriate area (scene or staging) as dictated by the needs of the incident.
- The first arriving Strike Team/Task Force unit or Command Officer shall assume the responsibility of "Staging Officer" for the staging site. The unit or officer shall identify themselves as "NORTH STAGING" (or South, East, West, Central), consistent with their location.
- The Incident Commander may employ the use of Level I and Level II staging methods as they deem appropriate for the management of resources at their incident. Such staging methods shall be communicated with, and by, the Emergency Response Center.
- In the event of large scale or high profile events, where the presence of media representatives is likely or actually encountered, the Staging Officer should request the assistance of the municipal/local OEM Information Officer at the staging area. The Emergency Response Center shall notify the local Emergency Management Coordinator of this request.
- The Emergency Response Center shall provide, to the Incident Commander, resource status reports. The reports shall be given at fifteen (15) minute intervals through the first hour of the incident and outline the units dispatched, enroute, or pending; and any additional pertinent information.

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Committee

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Date of Revision: January 7, 2007

Date of Next Review: January 2008

**POLICY NUMBER: EMSTF-003 TOPIC:** Personnel Accountability **POLICY:** An accountability process is used to coordinate the location and status of all personnel operating on, or assigned to, an EMS Strike Team/Task Force assignment. An accountability process shall be implemented during the following levels of EMS Strike Team/Task Force notification: □ Urgent Response □ Alert PROCEDURE: ☐ Each EMS Strike Team has a Team Leader (and alternate) assigned. ☐ The Strike Team Leader responds in a command vehicle (or is otherwise separated from an assigned ambulance). A Strike Team Leader will staff in the Field Communications Unit. ☐ The Strike Team Leader will receive all information involving the incident from the EMS Branch Director or Incident Commander. ☐ The Strike Team Leader will be responsible for retrieving all necessary credentials. All credentials will be photo copied and time stamped. ☐ The Strike Team Leader will create a contact list with all necessary phone numbers. ☐ The Strike Team Leaders will assign all duties to their specific team as needed. □ The Strike Team Leader is responsible for documentation of their team's activities. Each team is responsible to contact the Strike Team Leader every hour on the hour.

**Developed By:** Gloucester County EMS Council – EMS Task Force Advisory Committee

Incident Commander every 2 hours on the hour.

☐ The Strike Team Leader is responsible to contact the EMS Branch Director or

Date Approved: April 17, 2002

Date of Review: January 7, 2007

Date of Next Review: January 2008

## **EMA-11**

# **HOSPITAL DECONTAMINATION CAPABILITIES**

509 No Woodb (856) 8	wood-Memorial Hospital orth Broad Street oury, NJ 08096 845-0100 (Main) 853-2001 (Emergency Department)
	Internal Decontamination Room (Emergency Department): Capable of managing one stretcher patient at a time.
	External Decontamination Shelter: Capable of managing two ambulatory lines (which may be assigned gender-specific) and one non-ambulatory line.
	Mass Decontamination Capability: Agreement with Woodbury Fire Department to establish and operate mass decontamination operations.
	Technical Decontamination Capability: Agreement with Gloucester City Fire Department and Valero Emergency Response Team to provide technical decontamination services as needed. The Gloucester County CBRNE Team is also part of the mutual aid response, as available.
Hurffv Turner	edy Health System – Washington Township Division Fille-Cross Keys Road Serville, NJ 08012
	582-2500 (Main) 582-2816 (Emergency Department)
	Internal Decontamination Room (Emergency Department): Capable of managing one stretcher patient at a time.
	External Decontamination Trailer: Capable of managing two ambulatory lines (which may be assigned gender-specific) and an auxiliary tent that may be used for non-ambulatory patients (estimated @ 240 patients per 6 hours).
	Mass Decontamination Capability: Agreement with Washington Township Fire Department to establish and operate mass decontamination operations.
	The Gloucester County CBRNE Team and Washington Township Fire Department have

been oriented to the decontamination trailer and can support such operations.

## BOROUGH OF PAULSBORO

## EMERGENCY OPERATIONS PLAN

## ANNEX D

# **EMERGENCY OPERATIONS CENTER**

## INTRODUCTION

1.

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: 7/4/13

\*\* P I I \*\*

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 1211 Delaware Street. The alternate EOC is located at the Paulsboro 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 Paulsboro 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. A mobile command post is available through request to the County Communications Center.

### 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. The EMC 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 Emergency Operations Center 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's
- 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. (On file)
EOCA-2	Recall/Duty Roster. (On file)
EOCA-3	EOC Staffing Roster. (On file)
EOCA-4	EOC SOPs (i.e., for Message Wording and Logging, E.O.C. Activation/ Deactivation, Event Log and Security Log). (On file)
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: 7/3//3

\*\* PII \*\*

W.JEFFERY HAMILTON BOROUGH OF PAULSBORO EMERGENCY PUBLIC INFORMATION OFFICER

APPROVAL DATE: 7/4/13

GLENN®. 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: manmade; 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, Public Information Officer and the Mayor. (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 (EAS) 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 backup 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)

# 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.
- 2. Deputy EM Emergency Public Information Officer, The Mayor.
- 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

place)

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.) (INCLUDED)
EPIA-2	PIO General Procedures/SOPs (None)
EPIA-3	Emergency Information Packets (None)
EPIA-4	Recall/Duty Roster (INCLUDED)
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

Gloucester County;

# 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: 7/5/13

\*\*PII\*\*

CHRIS T. WACHTER
CHIEF OF POLICE
BOROUGH OF PAULSBORO
EMERGENCY MANAGEMENT
EVACUATION COORDINATOR

APPROVAL DATE: 7/5/13

GLENN D. ROEMMICH BOROUGH OF PAULSBORO EMERGENCY MANAGEMENT COORDINATOR

# II.

Municipal

a.

None

4.

	AUTHORITY AND REFERENCES			
A.	Laws, Ordinances, Regulations, Resolutions, and Directives			
	1.	Fede	ral	
		a.	As cited in the Basic Plan	
	2.	State		
		a.	O.E.M. Directive No. 79, Citizens Duty to Evacuate.	
	3.	Coun	ty	
		a.	None	
4. Municipal			cipal	
		a.	None	
B. References, Guidance Materials, and other Documents			Guidance Materials, and other Documents	
	1.	Fede	ral	
		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	

### 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)
  - Hazardous Material Incident (Facilities)
    - a. Mobil Lube Plant 0-50%
    - b. Sunmark Industries (SUNOCO) 0-50%
    - c. Plains Terminal 0-50%
    - d. Port of Paulsboro Under Construction
    - e. NuStar 0-60%
    - f. Paulsboro Packaging, Inc. CLOSED / EMPTY
  - 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 (State Highway Rt. 44) North and South
  - 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. Heilmans Towing 2 Trucks / 1 Heavy Vehicle Tow Truck

- 3. Mario's Towing 2 Trucks
- 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 and Special Officers, Sergeants, Captain, 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 Gloucester County Emergency Medical Services 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 (On file)
- EA-2 Evacuation Procedures (SOPs) (None)
- EA-3 Recall/Duty Roster (Included with Plan)
- EA-4 Mutual Aid Agreements (Included with Plan)

EA-5	Transportation Resources (Included with Plan)
EA-6	Reception Areas Maps (On file)
EA-7	Staging Areas Maps (On file)
EA-8	Special Interest Group Evacuation (Included with Plan)
EA-9	Supplies and Equipment List (None)
EA-10	Information Packets (None)
EA-11	Population at Risk/Indentified hazard areas(NAPB 90) (on file in eoc)

# EA-2

# **EVACUATION PROCEDURES (SOPs)**

None at this time.

# EA-3

# **RECALL/DUTY ROSTER**

BADGE #	FULL TIME OFFICERS
201 202 204 206 207 213 214 209 210 212 215 216 217 218 219 220 223	Chief Chris Wachter Captain Vernon Marino Sergeant Christopher Gilcrest Sergeant Donald Grey Sergeant Jason Bish Detective-Sergeant Gary Kille Sergeant Kenneth Ridinger Detective Michael Minniti Ptl. Jennifer Zubec Ptl. David Belbin Ptl. John Haase Ptl. Leonardo Vasta Ptl. Nicole Thigpen Ptl. Rodney Richards Ptl. Michael Bielski Ptl. Thomas Giorgianni Ptl. James Gentile
<ol> <li>SLEO II Colby Bryszewski</li> <li>SLEO II William Reichert</li> </ol>	
	SLEO I Officers
a) SLEO I Peter Rodan 273	SLEO I Michael Yoroshko  CIVILIAN EMPLOYEES
f) g)	Chief's Admin Asst. Sandra Wurtz Police Clerk Christine Dudlick

MUTUAL AID AGREEMENTS: None at this time

# EA-5

# TRANSPORTATION RESOURCES

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

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# EA-8

# **SPECIAL INTEREST GROUP EVACUATION**

There are no special interest groups that will require special attention at this time.

### BOROUGH OF PAULSBORO

## **EMERGENCY OPERATIONS PLAN**

### ANNEX G

## FIRE AND RESCUE

INTRODUCTION

1

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: 7/5/13

ALFONSE GIAMPOLA FIRE CHIEF PAULSBORO FIRE DEPARTMENT EMERGENCY MANAGEMENT FIRE AND RESCUE COORDINATOR

APPROVAL DATE: 7/5/13

GLENN D. ROÉMMICH 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:14 7, Creation and Establishment of fire Departments and Forces.
- c. N.J.S.A. 52:27D 192, Uniform Fire Safety Act.
- d. P.L. 40A, 1977, Sections 14 26 and 14 156.
- 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. 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.
  - 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)
      - Exxon/Mobil Lube Plant
         Plains Petroleum Terminal

### NuStar Petroleum Terminal CSX Rail line

- 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 (2013 KME 1250 gallon GPM pumper with a 25 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.
  - 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, Deputy Chief, Assistant Chief, Captain and Lieutenant.

- 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.
  - The EM Fire and Rescue Coordinator, the Fire Chief of Paulsboro
    Fire department is designated as the fire and rescue representative
    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 AWCA-5)

- 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 senior EMT, Duty Supervisor or GCEMS Command level 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 designee 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, Paulsboro Fire Department Deputy Fire Chief.

- 3. 2nd Deputy EM Fire and Rescue Coordinator, Paulsboro Fire Department Captain.
- 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 Plan. (Included with Plan)
FRA-2	Recall/Duty Roster. (Included with Plan)
FRA-3	Fire SOPs. (None)
FRA-4	Resource/Equipment Lists. (Included with Plan)

#### FRA-1

#### MUTUAL AID PLAN

1st Alarm 2nd Alarm 3rd Alarm 4th Alarm 5th Alarm	Paulsboro Fire Dept. Gibbstown Fire Co. Repaupo Fire Co. (Cascade) Thorofare Fire Co. National Park Fire Co. Bridgeport	17-1 & 17-2 21-1 18-3 6-1 8-1 18-1
Ladder Aid		
1st Ladder 2nd Ladder 3rd Ladder 4th Ladder 5th Ladder	Gibbstown 2116 Bridgeport 1816 Woodbury 516 Verga 626 Greenfields 666	21-1 18-3 5-1 6-2 6-6
Rescue		
1st Alarm 2nd Alarm 3rd Alarm 4th Alarm	Paulsboro Fire Dept. Gibbstown Fire Co. East Greenwich Twp. Thorofare Fire Co.	17-1 & 17-2 21-1 19-1 6-1
Marine		
1st Alarm 2nd Alarm	Paulsboro Fire Dept. Gibbstown Fire Co. (lg. boat) Thorofare Fire Co. Mt. Royal Fire Co.	17-1 & 17-2 21-1 6-1 19-2
3rd Alarm	Woodbury Bridgeport National Park Woolwich	5-2 18-3 8-1 25-1
4th Alarm	Verga Mantua Westville Wenonah	6-2 22-1 7-3 13-1

#### FRA-2

#### **RECALL/DUTY ROSTER**

Al Giampola

Gary Stevenson

Glenn Roemmich

Joan Lutz

Kyle Adams

Dan Berth

Tyler Benson

Brandon DiFebbo

Al Giampola Jr.

Tom Gouse

**Chad James** 

Phil Johnson

Joe Kell

Tim Killmer

Michael Licciardello

Dominic Manzoni

Larry Moran Jr.

Larry Moran III

Mark Pawlowic

Tim Peck

Tim C. Peck

**Archie Roemmich** 

Mike Shepherd

Jack Suiter

Russell Trumbull

Charles VanLeuven

Tom Weisser

#### FRA-4

#### **EQUIPMENT LIST**

Station 17-1	2013 KME 1250 GPM Pumper	1000 gallon water
	1995 Ford Little Recue	

1990 E-One 1,500 Pumper 750 gallon water

1979 Chevy Suburban

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

1994 Saulsbury 1,500 Pumper, 750 Gallon water

1977 Mack 1000 Pumper 500 gallon water

1988 Starcraft 21ft Center Console 80hp

#### FRA 5

#### 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.

- A. 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.
- 2. 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.
- 3. 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.
- 4. 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.
  - A. Protective clothing on the fire ground shall consist of the following unless otherwise directed by the OIC:
- Turnout Coat
- Bunker Pants
- Boots
- Helmet
- Nomex Hood
- Gloves

- 4A. When operating hydraulic tools, fire gear is optional. Though a helmet with shield, gloves, jumpsuits, boots or safety shoes must be worn.
- 5. 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.
- 6. **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.
- 7. **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.
- 8. **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.
- 9. **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.
- 10. 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.

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

#### 1. APPARATUS MANNING:

- A. PUMPERS:
- B. DAYTIME: Minimum manning should be the driver and three firefighters.
- 2. NIGHT-TIME: Minimum manning should be the driver and four firefighters. The maximum shall be the driver and six firefighters.
- A. UTILITY POWER WAGON CHIEF'S VEHICLES
- B. DAYTIME: Minimum manning should be a driver
- 12. 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 givenpermission by an Officer.
- \*\* *NOTE:* An Officer shall have the priority of riding in the right hand front seat of any vehicle.
- 13. **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.
- 14. **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 only when the station is vacant of equipment.
- 15. **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.

- 16. **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.
- 17. **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.
- 18. <u>ALCOHOLIC BEVERAGES</u>: 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.
- 19. <u>ASSIGNMENTS:</u> 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 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.
- 20. <u>WARNING DEVICES</u>: When responding to all alarms, lights must be must be used. Sirens and air horns are to be used as needed. Drivers must use caution, and obey all traffic laws. When approaching a 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.
- 21. **SEAT BELTS**: Seat belts and safety harnesses must be used when all vehicles are in motion. There is no exception to this SOP
- 22. **<u>DISEMBARKING</u>**: Except for the officer, no one will disembark from a vehicle without orders.

- 23. **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.
- 24. **INCIDENT MANAGMENT SYSTEM:** IMS will not be activated until deemed necessary by the OIC. The Paulsboro Fire Department will follow the National Fire Academy Incident Command Criteria.
- 25. **EMS AT FIRE SCENES**: At working fires, EMS duties will be handled by Gloucester County EMS or their designee.
- 26. **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.
- 27. **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.
- 28. **OFFICER'S RADIO USEAGE:** The Borough Chief and the Assistant Chief will sign on responding as they go directly to location. The remaining officers are only to sign on the air while responding with a piece of equipment.
- 29. **SEARCHES:** At all dwelling fires a primary and secondary search is to be conducted. Unless otherwise directed by the OIC.
- 30. **HAZARDS:** Any member noticing any hazards at an emergency scene is to notify the OIC or the Safety Officer.
- 32. **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.

- 33. **<u>DEALING WITH THE MEDIA:</u>** No one will give statements, discuss any aspect of any call with any member of the press without the permission of the OIC. Members who are approached for information should direct all questions to the OIC.
- 33. <u>ASSIST PD / BOMB THREATS:</u> NO LIGHTS OR SIRENS are to be used when responding, unless advised of an actual fire. Headlights are to be used and all traffic signals followed.

#### 1. 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 fire ground.

1. Your accountability tags will remain on your gear at all times while in the stalls in the station.

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.

- 2. Prior to entering the "Hot Zone", you will either a tag at the entrance to hot zone or give your tag to the Safety Officer or Accountability Officer.
- 3. 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.
- 4. 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

- 4. <u>Scope and Purpose:</u> 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.
  - a. <u>Eligibility/Candidate</u> Selection: Driver/Operator training candidates shall meet the following minimum criteria:
    - 1. Minimum 20 years of age
    - 2. 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
    - 3. Satisfactory completion of all probation and membership requirements of the Fire Company
    - 4. 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
      - 1. <u>Eligibility/Instructor Selection:</u> 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.

#### 1. Training Methodology:

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

- 1. Instruction shall be given to the trainee by the Instructor in accordance with the format further described
- 2. 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
- 3. 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)

a. Cab control functions and emergency warning devices

- b. Fire Department equipment
- c. Fire Department procedures
- d. NJ State law governing the operation of emergency vehicles
- e. 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

- 5. Review of level 1 (vehicle operations)
- 6. Placing apparatus in operation
- 7. Familiarization with handling characteristics
- 8. Braking, slowing and stopping
- 9. Backing (straight, turning)
- 10. 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.

- 6. Placing the apparatus in operation
- 7. Pump panel controls and functions
- 8. Booster tank operations
- 9. Hose handling and coupling use

- 10. Hydrant operations
- 11. Large diameter hose and appliances
- 12. Hand line pump pressures
- 13. Operation of master stream devices
- 14. Drafting
- 15. Miscellaneous:
- 5. location of all equipment
- 6. operation of all power equipment
- 7. apparatus equipment checks prior to leaving incident locations and placing apparatus back in service
- 8. procedures for reporting malfunctions of the apparatus and/or equipment

#### A. 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.

#### 1. 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.

#### **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
- 6. 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 Minutesdeath 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.

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

#### 36. <u>CONFINED SPACE & TRENCH RESCUE OPERATIONS</u>

#### 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:

A. It will be the responsibility of the first arriving officer to confirm, the 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.

- 1. The officer will conduct initial scene assessment establishing:
- 1. Hazards
- 2. Entry Location
- 3. Needed additional resources

#### General:

- 2. 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.
- 3. 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 conductive for hypothermia.

#### Officer Responsibility:

A. It will be the responsibility of the first arriving officer to confirm, the 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.

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

#### General:

- A. Both Marine units will be sent to the location to assist the Ice Rescue Teams.
- B. 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:

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

#### General:

- c. Both Marine units are to prepare for a water rescue.
- d. 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

Section 6 - Medical Evaluation

Section 7 - Recordkeeping

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:

- d. While engaged in interior structural firefighting;
- e. While working in confined spaces where toxic products or an oxygen deficient atmosphere may be present;
- f. During emergency situations involving toxic substances;
- g. 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 meets 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:

- e. 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.
- f. At least two firefighters will be located outside the IDLH atmosphere;

A. 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 FIITING AND SEAL

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

#### Inspection Before Use

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

#### Effective Seal Required

An effective face-to-face piece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the face piece, 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 face piece 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 face piece 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.

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		
<b>Incoming Inspection</b>	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 if 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:

- 1. 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,

- a. Ensure that all firefighters using SCBA are properly trained,
- 2. Ensure the proper equipment, cleaning, inspection and maintenance procedures are in place and being followed,
  - a. Ensure proper documentation is being kept at all levels, and
- 3. 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
- B. Straps
  - 1. Visually inspect for complete set
  - 2. Visually inspect for frayed or damaged straps
  - 2. Buckles
  - 3. Visually inspect for mating ends
  - 4. Check locking operation
  - 4. Back Plate and Cylinder Lock
  - 5. Visually inspect back plate for cracks, missing rivet, screws, etc.
  - 6. Visually inspect cylinder hold-down mechanism and strap
  - 7. Check strap tightener and lock to insure it is fully engaged.
  - 6. Cylinder and Valve Assembly

- C. Physically check to insure that the cylinder is tightly fastened to the backplate.
  - 1. Visually inspect for large dents or gouges in the metal
  - 2. Check hydrostatic test date to insure it is current
  - 3. Determine that cylinder valve lock is working properly
  - 4. Inspect condition of gauge needle, face and lens
  - 5. Turn on the cylinder, listen and feel around the packing for leakage. Take out of service if leakage is observed.
  - 6. Regulator and High Pressure Hose
  - 7. 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.
  - 8. Slowly press the center of the donning switch on the regulator and release.
  - 9. Check that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise and pointer on knob upward).
  - 10. 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 face piece.
  - 11. Don the face piece or hold the mask to the face to affect a good seal.
  - 12. Inhale sharply to start the automatic flow of air.
  - 13. Breathe normally from the face piece to insure normal operation.
  - 14. Remove the face piece from the face. Air should flow freely from the face piece.
- D. Fully depress the donning switch on the regulator. The airflow should

stop.

- 1. 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.
- 2. 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.
- 1. 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.
- 2. 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.
- 3. Check cylinder gauge to insure cylinder is full. Recharge if the pressure is less than 80% of the rated pressure.
- 4. Face piece
- 5. Ensure that the seal between the lens and the rubber or silicon face piece is intact. Defective masks must be taken out of service.
- 6. Check the straps and harness for wear.

<u>Defective units must be taken out of service, tagged and must not be used until the unit is repaired</u>

Date:			
Firefighter:			
SCBA Manufacturer:			
Model:			
NIOSH Approval N	Number:		
Face piece Size			
Small Medium			Large
Conditions which could a	ffect respira	tor fit:	
Clean Shaven	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 Acknowledgm	ent of Test I	Results:	
Employee Signature:			Date:
Test Conducted By:			Date:

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

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

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

Type of Check:	Weekly	Monthly	Afte	er Use
Checked By:				
Date:				
Regulator Numbe	r:			
Bottle Number: _				
Mask Number:				
Harness Check:				
Conditions of	Straps, Buckles, 1	Backplate	Pass	Fail
O-Ring in place	ce	•	Pass	Fail
High Pressure			Pass	Fail
Low Pressure	Hose		Pass	Fail
Operational Checl	K			
Bottle Conditi	on		Pass	Fail
Cylinder Press	sure (PSI)		Pass	Fail
Harness Gaug	e Pressure		Pass	Fail
Pressure Func	tion		Pass	Fail
Bypass Functi	on		Pass	Fail
Pack Alarm			Pass	Fail
<b>PASS</b> Device			Pass	Fail
Mask Check			Pass	Fail
Regulator			Pass	Fail
Exhalation Va	lve		Pass	Fail
General Cond	ition		Pass	Fail
Cleanliness			Pass	Fail

# APPENDIX E - SAMPLE S.C.B.A. SPARE BOTTLE INSPECTION CHECKLIST

# **SPARE BOTTLES**

NUMBER	PRESSURE	HYDRO DATE	CONDITION		
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
			Good	Fair	Poor
	·		Good	Fair	Poor

### 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: 7/5/13	** P I I **
	Alfonso Giampola, FIRE CHIEF BOROUGH OF PAULSBORO
APPROVAL DATE: 7/5-/13	** P I I **
	CHRIS WACTHER, POLICE CHIEF BOROUGH OF PAULSBORO
APPROVAL DATE: 7/5/13	**PII**
	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 (Paulsboro Refinery). 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. Also the Gloucester County CBRNE team is available. 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) Port of Paulsboro
    - c) Exxon/Mobil
    - d) Plains Terminal
    - e) Sun Oil
  - 2. NuStar
- 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 large-scale evacuation requiring 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
Dalias Danastus sut	L 5 45 min	L 45 00 min
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.

- 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:
  - 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.

- The GCEMSwill 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 Department Fire Chief
- 2. Paulsboro Fire Department Assistant Fire Chief
- 3. Paulsboro Fire Department Captain
- 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 Captain of the fire company 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
- 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. (On file)
- 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**

Plains Terminal (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: Paul Kuntz

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

On File 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.

### A-4

# **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, 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.

### **HAZARDOUS MATERIALS AGREEMENTS**

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:

Paulsboro Refining Company

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

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
SUN OIL	825 CLONMELL ROAD	<u>HYDROCARBONS</u>
Plains Terminal	3RD & BILLINGSPORT RD.	HYDROCARBONS

Gloucester County;

### BOROUGH OF PAULSBORO

# **EMERGENCY OPERATIONS PLAN**

# ANNEX !

# LAW ENFORCEMENT

# 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 supersedes any previously written Law Enforcement Annexes.

APPROVAL DATE: 7/5/43

\*\*PII\*\*

CHRIS T. WACHTER
POLICE CHIEF
BOROUGH OF PAULSBORO
POLICE DEPARTMENT
LAW ENFORCEMENT COORDINATOR

APPROVAL DATE: 7/5/13

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. 17 Full-time officers
    - b. 2 Civilian/Clerical
  - 2. Number of Special Police and Auxiliary Police
    - a. 2 S.L.E.O. Class I
    - b. 3 S.L.E.O. Class II
  - 3. Number of Vehicles:
    - a. 7 Marked Patrol Vehicles
    - b. 4 Unmarked Administrative Vehicles
    - c. 1 Special Services Utility Van (marked)

- 4. Special capabilities or equipment:
  - a. criminal investigation unit
  - b. motor vehicle accident unit
  - c. bicycle unit
  - d. 24 hand held 500 mhz radios
  - e. 10 mobile 500 mhz radios
  - f. 7 mobile data / computer terminals
  - g. 3 mobile laptop data / computer terminals
  - h. 1 mobile electronic sign board
  - i. 1 mobile generator and emergency lighting system
  - j. 2 ALPR's (automatic license plate readers)
  - k. 3 AED Units
- 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
- E. Berkley Road and I-295 SB
  - 7. Billingsport Road and Delaware Street

### V. OPERATIONS AND CONTROL

- Α. 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 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 or his designee. 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 Captain
  - 3. Duty Sergeant or Shift Commander
- 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 (Included with Plan)

### LEA-1

### **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 SchoolN. Delaware Street423-2222
  - b. Billingsport Elementary School5th and Greenwich Avenue423-2226
  - c. Loudenslager Elementary School Swedesboro and Baird Avenue 423-2228
  - d. Guardian Angels Regional School (formerly St. John's Elementary School)
     Beacon Avenue
     423-9401
- 2. Nursery School/Day Care Center
  - a. TRA-CEE Nursery School 337 Mantua Avenue 423-5890
  - b. Gate Way Day Care 901 N. Delaware Street 423-7096

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.

### BOROUGH OF PAULSBORO

# EMERGENCY OPERATING PLAN

### ANNEX J

### PUBLIC HEALTH

- 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.
- There are no additional contracts or agreements.
- 5. The Emergency Management Coordinator or his designee will relay information
- to the municipal EOC by telephone.
- Assistance is obtained by a telephone call to the Gloucester County Health Department.
- The Emergency Management Coordinator is responsible for maintenance of this Addendum.

This Addendum is hereby approved.

APPROVAL DATE:

7/4/13

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: 7/5//3	** P I I **
	CHARLES TINDER, SUPERVISOR
	BOROUGH OF PAULSBORO
	STREET AND HIGHWAY DEPARTMENT
APPROVAL DATE: 7/5/13	**PII**
7.11.11.0.77.12.07.11.1.	GLENN D. ROEMMICH
	BOROUGH OF PAULSBORO
	<b>EMERGENCY MANAGEMENT</b>
	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 11 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. 3 Pickup trucks
    - b. 6 Utility trucks
    - c. 3 Dump trucks
    - d. 2 Tractors
    - e. 1 Backhoe
    - f. 2 Field-use tractors
  - 4. There are no significant hazards to Public Works (chemical companies, propane storage yards, etc). (refer to HMA-1, 2)
- 1. 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. 5 Well, Summit 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 (INCLUDED WITH PLAN)
PWA-2	Public Works SOPs (None)
PWA-3	Mutual Aid Agreements (VERBAL)
PWA-4	Equipment/Resource List (Listed on Page K-3)

PWA-5 Private Contractors List (IOn file)

# Streets & Highway

Charles Tinder - Foreman Bill Virden James Grimes Mike Oswald Anthony Alvarado Herman Schoch Derek Hainey

Water

John Daly Mike Reed Daryl DeBerry Phil Brice

- PS-0 1989 Ford F-250 Utility Truck w/welder PS-1 1997 Dodge Pick-up Truck PS-2 1987 Ford F-600 Stake Body Truck PS-3 2012 Ford F-450 Dump Truck PS-4 2004 Ford Pick-up Truck PS-5 1997 Ford F-450 Dump Truck PS-6 1988 Ford F-600 Flat Bed Truck PS-8 2004 Sterling Dump Truck PS-9 1987 Ford Rescue Body utility Truck PS-10 1994 Ford Trash Truck PS-11 1997 Ford Utility Truck PS-13 1997 Chevy Utility Truck PW-10 2004 Ford Pick-up Truck PW-11 1997 Ford Utility Truck PW-12 1988 Chevy Utility Truck 1983 Case Backhoe 2001 Chevy Shuttle Bus 2001 ODB Leaf Vac
- 1988 John Deere 650 Tractor
- 1992 John Deere 955 Tractor
- 2002 Chipper machine Sewer Jetty

### BOROUGH OF PAULSBORO

## **EMERGENCY OPERATIONS PLAN**

# ANNEX L

# RADIOLOGICAL PROTECTION

- There are no municipal codes/resolutions concerning this function.
- The Emergency Management Coordinator will interact between the contracting agency and the municipality during an emergency. The Deputy EMC is the alternate.
- The municipality has no one trained in radiological monitoring. There is no equipment available in the municipality.
- There are no additional contracts or agreements.
- The Emergency Management Coordinator or his designee will relay information to the municipal EOC by telephone.
- Assistance is obtained by a telephone call to the Gloucester County Radiological Officer via the Gloucester County OEM.
- The Emergency Management Coordinator is responsible for maintenance of this Addendum.

8.	This	Addendum	is	hereby	approved.
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APPROVAL DATE: 7/4/13

GLENN D. ROEMMICH BOROUGH OF PAULSBORO EMERGENCY MANAGEMENT COORDINATOR

#### RPA-1

# MUNICIPAL INCREASED READINESS ACTIONS FOR RADIOLOGICAL DEFENSE ANNEX (RADEF)

### 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. <u>Pre-Emergency</u>

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. <u>Increased Readiness Phase (Pre-Attack)</u>

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

- 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 predesignated 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. <u>Emergency Phase (Attack Phase)</u>

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 (609) 882-4201. This is a 24-hour number.

# BOROUGH OF PAULSBORO

# EMERGENCY OPERATIONS PLAN

### ANNEX M

### RESOURCE MANAGEMENT

### 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: 7/5/13

\*\* P I I \*\*

BOROUGH OF PAULSBORO
EMERGENCY MANAGEMENT
RESOURCE MANAGEMENT COORDINATOR

APPROVAL DATE: 7/5/13

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/CFO, 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.
- 1. Procurement: Emergency purchasing is accomplished by procedures set forth in municipal ordinance
- 2. Recall: accomplished by individual department heads who have

#### control of these resources.

3. Monitoring: dept heads keep tack 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:
  - EM Resource Management Coordinator, Borough Administrator/CFO

- 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 (Included with Plan)			
RMA-2	Drivers List for Trucks and Heavy Equipment (Included with Plan)			
RMA-3	Private Sector Reimbursement Procedures (Included with Plan)			
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)			

# RMA-1

# **RECALL/DUTY ROSTER**

- 1. Leann Ruggeri
- 2. Kathy VanScoy
- 3. Janet Byrd
- 4. Barbara Sockwell
- 5. Rita Costenbader
- 6.. Georjean Widener
- 7. Mary Curtis

# RMA-2

# DRIVERS LIST FOR TRUCKS AND HEAVY EQUIPMENT

1. William Virden

- 2. James Grimes
- 3. John Daly
- 4. Charles Tinder
- 5. Michael Reed

### RMA-3

# 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

### 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: 7/5//3

JOHN GIOVANNITTI
COUNCIL PRESIDENT

COUNCIL PRESIDENT
BOROUGH OF PAULSBORO
EMERGENCY MANAGEMENT
SHELTER COORDINATOR

APPROVAL DATE: 7/5//3

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. Paulsboro High School: 1,000

2. Loudenslager School: 500

3. Billingsport School: 500

4. Paulsboro City Hall: 50

5. St. Paul's Methodist Church: 100

6. Paulsboro Fire Company: 200

7. 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 School
  - 2. Paulsboro High School

### 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.
- 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 (On file)
- SRCA-6 Red Cross/Salvation Army Agreements. (Verbal)

# BOROUGH OF PAULSBORO

# EMERGENCY OPERATIONS PLAN

# ANNEX O

# SOCIAL SERVICES

INTRODUCTION

1.

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: 7/5/13

JOHN GIOVANNITTI PRESIDENT BOROUGH OF PAULSBORO COUNCIL EMERGENCY MANAGEMENT SOCIAL SERVICES COORDINATOR

APPROVAL DATE: 7/5/13

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
- II. 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)
  - 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 loses 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. Loudenslager School
    - c. Billingsport School
    - d. Guardian Angels 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.
  - 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.
  - 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:
  - 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.
  - 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)

# SSA-1

# PRIMARY AND SUPPORT SOCIAL SERVICES AGENCIES

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		

### SSA-6

### 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

- There are no municipal codes/resolutions concerning this function.
- The Emergency Management Coordinator will interact between the contracting/agreeing agency during an emergency. The Deputy EMC's will be the alternate.
- The Paulsboro Police Department, and the Borough Administrator will be made available to support this function.
- There are no additional contracts or agreements.
- 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.
- Assistance is obtained by a telephone or radio call to the Gloucester County Emergency Management Coordinator or his designee at the County EOC.
- The Emergency Management Coordinator or his designee is responsible for addendum maintenance and updating.

APPROVAL DATE: 7/4/13

APPROVAL DATE: 7/3/13

GLENN D. ROÉMMICH EMERGENCY MANAGEMENT

COORDINATOR

WJEFFERY HAMILTON MAYOR