

**NEW JERSEY TRANSIT POLICE
DEPARTMENT**

2014

EMERGENCY OPERATIONS ANNEX

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INTRODUCTION

This Emergency Operations Annex (EOA) for the New Jersey Transit Police Department (NJTPD) supplements the New Jersey Transit Corporation (NJT) Comprehensive Emergency Management Plan (CEMP) and is complemented by a Continuity of Operations (COOP) Annex and General Orders specific to the Police Department. The EOA describes the basic organizational structure and lines of authority under which the NJTPD will operate in the event of an emergency or disaster of any level, as defined in the NJT CEMP. It also outlines the command and coordination, alert and notification, communications and resource management mechanisms that will be used in supporting and implementing NJTPD emergency operations.

This EOA is designed to be flexible, adaptable and scalable. It articulates the roles and responsibilities of various personnel and specific actions that should be taken during all of the five phases of emergency management as detailed in the NJT CEMP. It is not required that NJTPD personnel perform all the activities indicated within this EOA or in its appendices, which contain job aids, checklists, and hazard-specific response guidance. Activities that are not performed should be noted as well as coordinated with and communicated to the NJTPD Office of Emergency Management (OEM).

This EOA will be activated when the nature of the emergency or disaster dictates and when the CEMP is implemented, if necessary. Activation of the Police Department EOA shall be communicated to the NJT Executive Director and the NJTPD Emergency Management (EM) Coordinator.

The Police Department EOA represents the collective efforts of the NJTPD. Further, it is compliant with the National Incident Management System (NIMS) and incorporates the principles set forth in the Incident Command System (ICS).

Hazard Assessment

The NJT CEMP contains a hazard assessment based upon information from the State Hazard Mitigation Plans from New Jersey, New York and Pennsylvania that identifies the hazards that may impact NJT, the relative probability of occurrence of each hazard, and a relative estimate of financial consequences that could result from each hazard. Control strategies for various hazards are identified in the Hazard-Specific Guidance appendix to this EOA.

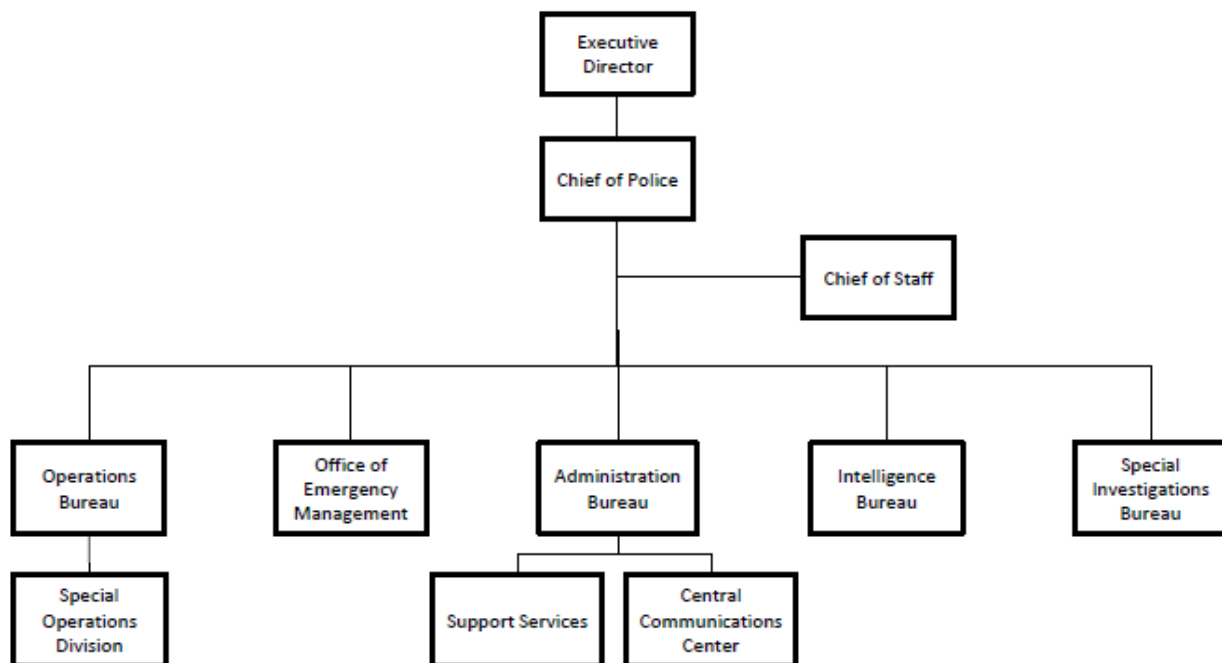
CONCEPT OF OPERATIONS

When an imminent or actual event threatens NJT and/or its Police Department, an evaluation of the level of emergency must occur. If the emergency is Level 1, the Police Department will respond to the emergency utilizing its normal procedures and may activate this EOA as necessary. In the event of a Level 2, 3 or 4 emergency affecting Police operations or requiring Police assistance, it is expected that the NJT Comprehensive Emergency Management Plan will be implemented and this EOA will be activated. Additionally, applicable NJTPD General Orders may be initiated, and the Police Department Continuity of Operations (COOP) Annex may be activated.

Organizational Structure

The New Jersey Transit Police Department will operate under the management structure shown in **Figure 1** in the event of an emergency or disaster.

Figure 1. New Jersey Transit Police Department Management Organizational Structure



Lines of Authority

The Police Department will operate under its day-to-day organizational structure in the event of an emergency. If an individual within the management hierarchy is unavailable during an emergency, his authority and responsibilities are delegated as follows (in the order presented):

1. A pre-designated individual already acting in the individual's stead.
2. The individual's direct supervisor.
3. A designee delegated by the individual's direct supervisor.

Command and Coordination

The NJTPD is a general-powers police agency with statewide jurisdiction and a primary focus on policing the New Jersey Transit Corporation bus, rail and light-rail infrastructure (i.e., facilities and vehicular assets). This EOA is designed to detail the actions and activities taken by NJT's Police Department personnel in the event of an emergency situation that impacts either NJTPD directly or one of NJT's emergency functional areas (i.e., Access Link, Bus, Corporate Administration, Information Technology, Light Rail, and Rail). This plan is supported by the following documents:

- *Attorney General Guidelines for Law Enforcement* (for the State of New Jersey)
- *New Jersey Transit Police Policy & Procedure Manual*
- *New Jersey Transit Emergency Operations Center Operations Plan*
- *New Jersey Transit Police "CODE BLACK" Actions* and CODE BLACK protocols and procedures of the various NJT business lines
- As needed NJTPD Special Orders and Command Bulletins
- Established NJTPD Standard Operating Procedures (SOPs)

Alert and Notifications

In the event of a local emergency, a NJT emergency functional area may contact the Central Communications Center to request Police Department assistance in responding to the emergency. Police Department personnel will follow standard protocols for alert and notification as they render emergency assistance. The Central Communication Center Officer will ensure that the appropriate parties, per NJTPD General Order 2.2, and the NJTPD OEM are notified, as appropriate.

Should a widespread emergency threaten or occur, NJTPD senior personnel will be notified in accordance with the "Emergency Management Approach - Notification" section of the NJT CEMP. Upon receiving this notification, NJTPD Commanding Officers will initiate communications to Police Department personnel in accordance with standard protocols.

Key Roles

The NJTPD senior personnel, with the assistance of the NJTPD OEM, have the overall responsibility for executing contingency plans and protocols consistent with this annex inclusive of communications, coordination, and maintaining/re-establishing operations, as necessary as well as integrating and coordinating overall emergency response and recovery efforts. The roles and responsibilities of specific NJTPD Commanding Officers and specialized units are provided below:

Chief of Police

The Chief of the New Jersey Transit Police Department has the responsibility to exercise overall direction and control of emergency operations for the New Jersey Transit Corporation and to maintain and activate the New Jersey Transit Emergency Operations Center (EOC).

Operations Bureau

Operations Bureau personnel will render aid in response to all levels of emergencies in accordance with the requirements and provisions of the *New Jersey Transit Police Policy & Procedure Manual* .

Special Operations Division

Special Operations Division personnel will respond to high-risk emergencies and/or those requiring the use of special resources and tactics. They will also render aid in response to all levels of emergencies in accordance with the requirement and provisions of the *New Jersey Transit Police Policy & Procedure Manual*.

Office of Emergency Management

The NJTPD Office of Emergency Management coordinates emergency management activities with all departments and business lines of the New Jersey Transit Corporation.

Administration Bureau

The Administration Bureau is primarily responsible for providing communications and logistical support to NJTPD personnel who have been deployed in the field to assist with emergency operations.

Central Communications Center

The Central Communications Center (CCC) is responsible for maintaining 24-hour operations to satisfy the information needs of the NJTPD during both normal day-to-day and emergency conditions. The CCC is responsible for the proper monitoring of NJTPD radio, telephone, alarm and teletype communications. When a major incident occurs, the CCC is responsible to:

- Coordinate emergency responders to the scene;
- Ensure that the appropriate assets are deployed, both internally and externally, to effectively manage the incident;
- Ensure an incident command location is established and an Incident Commander has been designated;
- Ensure that necessary Command personnel, sections or units, agencies as well as appropriate NJT departments are notified;
- Ensure a CAD Event is initiated with a chronological listing of activities in the comments; and
- Provide supervisory support to field personnel, as necessary.

Intelligence Bureau

The NJTPD Intelligence Bureau is responsible for the collection, processing, analysis, and dissemination of both terrorism and criminal intelligence for the NJT Police Department. The Intelligence Bureau is a field level enterprise focused on exploiting criminal and threat information to support the deployment of NJT Police resources to effectively prevent or reduce criminal and terrorism threats. The Intelligence Bureau evaluates the credibility of identified potential threats as well as the level of associated threat. Should a potential intentional (man-made) threat found to be credible, information will be provided back to either the original investigating units for action or to the Police Department command staff for resource deployment across the department.

Special Investigations Bureau

Special Investigations Bureau personnel will render aid in response to all levels of emergencies in accordance with the requirement and provisions of the *New Jersey Transit Police Policy & Procedure Manual*.

Emergency Management Responsibilities

Prevention/Protection Activities

NJTPD personnel shall communicate any and all information that they receive regarding a threat or hazard to NJT operations (law enforcement, transportation and administrating) in accordance with the requirements and provisions of the *New Jersey Transit Police Policy & Procedure Manual*. A Commanding Officer who receives information regarding a threat or hazard to NJT operations shall report it to the NJTPD OEM for further evaluation and action, if needed. Additionally, the Commanding Officer shall notify the Director of Intelligence of any reported criminal or terrorism threat. Protection actions that may be instituted include but are not limited to increased surveillance, heightened inspections, and improved security operations.

Preparedness Activities

The NJTPD shall maintain its General Orders, this EOA and its COOP Annex to reflect current protocols, personnel and resources. Maintenance requirements are outline in the "Plan Development and Maintenance" section of this EOA. Additionally, NJTPD personnel shall participate in emergency management training, as recommended by the NJTPD OEM and mandated by the NJTPD Chief of Police. Finally, NJTPD OEM and designated NJTPD personnel shall participate in a simulated emergency, at least once per year and regardless of actual events, in order to obtain practical, controlled operational experience.

Pre-Incident Activities

General

Police Department personnel will assist other NJT emergency functional areas with pre-incident activities, as required, and will prepare for emergencies in accordance with NJTPD policies and procedures as well as Special Orders and Command Bulletins.

Office of Emergency Management

In the event of an anticipated Level 2, 3, or 4 emergency, the OEM will enter an assessment phase. This phase involves a partial (Level 2) activation of the EOC to monitor the anticipated emergency, and the following activities will be completed, as appropriate.

Assessment Phase

- Review the CEMP, emergency functional area EOAs and other applicable emergency plans, protocols and procedures
- Prepare and deliver, either as an alert or in person, Situation Reports to the NJT Executive Policy Group on a regular basis
- Solicit and review reports from the NJT emergency functional areas on potential emergency impacts, service concerns and pre-incident activities and mitigation measures that are being implemented
- Participate in emergency status briefings (i.e., weather, intelligence, etc.)
- Activate as the State of New Jersey co-lead agency for Emergency Support Function (ESF) 1 – Transportation to provide public transportation services, as requested
- In consultation with the State of New Jersey Office of Emergency Management (NJOEM), develop preliminary evacuation objectives and strategy
- In consultation with NJOEM and County OEMs, identify likely evacuation zones
 - Develop preliminary estimates of potential demand for public transportation assistance
 - Finalize overall evacuation strategy, and recommend evacuation support tactics as appropriate
- In consultation with the State of New Jersey and designate ESFs, identify which evacuation pick-up points and drop-off locations will be activated
- Ensure Private Carriers, Bus Operations and Access Link have:
 - Commenced coordination with public/private bus and paratransit operators to be on standby to support emergency public transportation operations
 - Inventoried public/private bus and paratransit resources (vehicles and drivers) available to support emergency public transportation operations
- Work with County Bus Resource Coordinators to ensure they are adequately prepared to provide intra-county public transportation assistance
- Coordinate with the NJT Communications and Customer Service Department to release information related to evacuation public transportation assistance

As confidence increases that the anticipated Level 2, 3, or 4 emergency will affect NJT, the OEM will enter a mobilization phase. The EOC remains partially activated during this phase, and the following activities will be completed, as appropriate.

Mobilization Phase

- Continue participation in emergency status briefings (i.e., weather, intelligence, etc.)
- Conduct situation briefings with the NJT Executive Policy Group twice daily
- Prepare and deliver Situation Reports to all NJT emergency functional areas on a regular basis
- Continue to receive and review reports from the NJT emergency functional areas on potential emergency impacts, service concerns and pre-incident activities and mitigation measures that are being implemented
- In association with NJT emergency functional areas, develop a schedule for suspension of normal transit service operations and commence emergency transit operations, as necessary
- Track resources and expenses according to established protocols and procedures
- As a co-lead agency for ESF 1 responsible for public transportation and in consultation with other applicable agencies and ESFs:
 - Update projections, by county, of evacuation assistance required
 - Review and revise evacuation strategy and recommended evacuation support tactics, as needed
 - Coordinate with designated ESFs to identify the potential need for public transportation resources
 - Develop evacuation routing plans and driver mission briefings and support materials, as needed
 - Facilitate deployment of bus and paratransit resources (i.e., fully fueled vehicles, support personnel and other equipment and supplies), as needed
 - Ensure evacuee pick-up locations are appropriately staffed to provide crowd control and manage vehicle operations at each site
 - In association with the NJT Communications and Customer Service Department, recommend public messaging strategies and information related to evacuation public transportation assistance

Once it is probable that the effects of the emergency will impact NJT, the OEM will enter a monitoring phase. The EOC will be fully activated at this point, and the following activities will be completed, as appropriate.

Monitoring Phase

- Continue participation in emergency status briefings (i.e., weather, intelligence, etc.)
- Conduct situation briefings with the NJT Executive Policy Group twice daily
- Prepare and deliver Situation Reports to all NJT emergency functional areas on a regular basis

- Continue to receive and review reports from the NJT emergency functional areas on status of pre-incident activities and mitigation measures that are being implemented
- Coordinate with NJT business lines to ensure all regular transit operations are ceased with sufficient time to allow for the completion of identified resource protection actions
- Develop a replenishment and deployment plan for bus and paratransit resources
- Track resources and expenses according to established protocols and procedures
- As a co-lead agency for ESF 1 responsible for public transportation and in consultation with other applicable agencies and ESFs:
 - Update projections, by county, of evacuation assistance required
 - Review and revise evacuation strategy and recommended evacuation support tactics, as needed
 - Continually monitor the status of public transportation-assisted evacuation operations at the local level to determine the need for State-supported Transportation Assistance
 - Determine “trigger” time for initiating State-supported Transportation Assistance
 - Coordinate with designated ESFs to identify the potential need for public transportation resources
 - In association with the NJT Communications and Customer Service Department, recommend public messaging strategies and information related to evacuation public transportation assistance
 - Initiate State-supported Transportation Assistance operations in accordance with the established evacuation plan
 - Monitor roadway conditions on a continual basis
 - Monitor State-supported Transportation Assistance operations on a continual basis, including bus loading times, time in transit and bus unloading times
 - Cease State-supported Transportation Assistance operation when either the mission is complete or when cessation of operations is required to ensure the health and safety of evacuees, drivers and support personnel

Mitigation Activities

General

Police Department personnel will implement mitigation measures for emergencies in accordance with NJTPD policies and procedures as well as Special Orders and Command Bulletins.

Office of Emergency Management

The Office of Emergency Management will assist NJT departments and business lines with mitigation activities if requested and as required.

Initial Response Actions

The immediate priority in responding to any type of emergency is assuring the life safety of NJT employees and the public that are in an affected area. Life safety activities may include, but are not limited to, evacuation or shelter-in-place, provision of emergency medical treatment, initiation of notification protocols and request for additional assistance, if needed. After life safety has been addressed, initial response actions will be dictated by the type and magnitude of the emergency.

General

Police Department personnel will implement initial response actions, both internally and to assist other NJT emergency functional areas, in accordance with the *New Jersey Transit Police Policy & Procedure Manual*.

Office of Emergency Management

In the immediate aftermath of the emergency, the OEM will primarily be responsible to ensure that:

- The NJT EOC is functioning as required
- Information regarding the effects of the emergency is appropriately analyzed and communicated to the NJT Executive Policy Group and the NJOEM
- All NJT business lines and departments maintain situational awareness and a common operating picture during the completion of emergency operations
- Resource requests are processed in a coordinated and timely manner

Sustained Response Actions

Sustained response actions are those taken to ensure that the effects or consequences of the emergency are limited to the greatest extent possible. Police Department personnel will carry out sustained response actions in accordance with the NJT CEMP, this EOA and its appendices, and the *New Jersey Transit Police Policy & Procedure Manual*. It is expected that the initial response actions identified above will continue as sustained response actions.

Office of Emergency Management

The OEM will assist NJT business lines and departments with the following sustained response actions as requested and required:

- Conducting detailed infrastructure inspections at locations identified as potential safety concerns during the high level assessment
- Tracking resources and expenses according to established protocols and procedures

Additionally, as a co-lead agency for ESF 1 responsible for public transportation and in consultation with other applicable agencies and ESFs, NJTPD OEM will:

- Notify public/private bus and paratransit operators to be on standby to support shelter depopulation operations
- Inventory public/private bus and paratransit resources (vehicles and drivers) that may be available to support shelter depopulation operations

Short-Term Recovery Actions

General

Police Department personnel will carry out short-term recovery actions, both internally and to assist other NJT emergency functional areas, in accordance with the *New Jersey Transit Police Policy & Procedure Manual*.

Office of Emergency Management

The OEM will continue to provide emergency recovery coordination and support through the EOC. Additionally, as a co-lead agency for ESF 1 responsible for public transportation and in consultation with other applicable agencies and ESFs, NJTPD OEM will:

- Develop an overall re-entry strategy and associated support tactics for shelter depopulation.
- Identify which VSAs will be activated to support shelter depopulation and their associated resource and staffing needs
- Work with bus and paratransit vehicle operators to deploy fully fueled vehicles, support personnel and other equipment and supplies, as needed
- Coordinate with County OEM and State ESF 6 to ensure evacuee pick-up locations are appropriately staffed to provide crowd control and manage vehicle operations at each site
- Develop shelter depopulation routing plans and driver mission briefings and support materials as needed.
- Coordinate with County OEMs to manage traffic flow, as needed, along re-entry routes
- Coordinate with NJOEM and County OEMs to ensure municipalities are ready to receive returning evacuees
- When the all clear is given, initiate State-Supported Transportation Assistance and continue operations until mission is complete.
- Recommend public messaging needs related to evacuation public transportation assistance
- Track resources and expenses according to existing protocols and procedures

Communication

Day-to-day communications systems and protocols will be used during all emergencies.

Resource Ordering

Internal resources will be the first ones used to meet the needs of the emergency. Once internal resources have been exhausted, resources will be obtained through existing mutual aid agreements, memoranda of understanding and/or emergency contracting with the approval of the NJT Chief,

Procurement and Support Services or designee. If the NJT EOC has been activated, additional sources for the required resources will be identified by the EOC Logistics Section. The Police Department will be responsible to estimate the resources needed to support ongoing emergency operations.

Plan Development and Maintenance

It is the responsibility of the NJTPD Office of Emergency Management to keep this EOA current. The NJTPD OEM should review the EOA annually, at a minimum. New concepts in operations, changes in procedures, lessons learned through EOA implementation during training exercises and/or actual incidents, identification of improved capabilities, significant changes to available resources, and deficiencies for corrective action should guide the revisions to this EOA. A revised copy of this EOA should be forwarded to individuals on the distribution list.