

**NEW JERSEY TRANSIT  
CORPORATION**

**RAIL LINE**

**2014**

**EMERGENCY OPERATIONS ANNEX**

## **RECORD OF CHANGES**

Changes listed below have been made to the New Jersey Transit Corporation Rail Line Emergency Operations Annex since its creation.

<b>CHANGE #</b>	<b>DATE</b>	<b>PART AFFECTED</b>	<b>EFFECTIVE DATE</b>	<b>POSTED BY</b>
1	3/19/14	All – Date updated from “2013” to “2014”	3/19/14	SMN
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**RAIL LINE**

**EMERGENCY OPERATIONS ANNEX**

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## INTRODUCTION

This Emergency Operations Annex (EOA) for the New Jersey Transit Corporation (NJT) Rail business line supplements the NJT Comprehensive Emergency Management Plan (CEMP) and is complemented by a Continuity of Operations (COOP) Annex and emergency Standard Operating Procedures (SOPs) specific to the Rail business line. The EOA describes the basic organizational structure and lines of authority under which Rail 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 Rail 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 NJT 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 New Jersey Transit Police Department (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 Rail EOA shall be communicated to the NJT Executive Director and the NJTPD Emergency Management (EM) Coordinator.

The Rail Line EOA represents the collective efforts of the NJT Rail business line and the NJTPD OEM. 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. Additionally, *New Jersey Transit System Timetable No. 7 Special Instructions* identifies the following emergencies that Rail Operations may also face:

- Suspicious substances
- Suspicious packages
- Confirmed detonation of an explosive device
- Flammables, explosives, acids compressed gases, and other dangerous substances
- On-board medical emergencies
- Hazardous materials incidents
- Emergency evacuation and passenger transfer procedures

Control strategies for various hazards are identified in the Hazard-Specific Guidance appendix to this EOA.



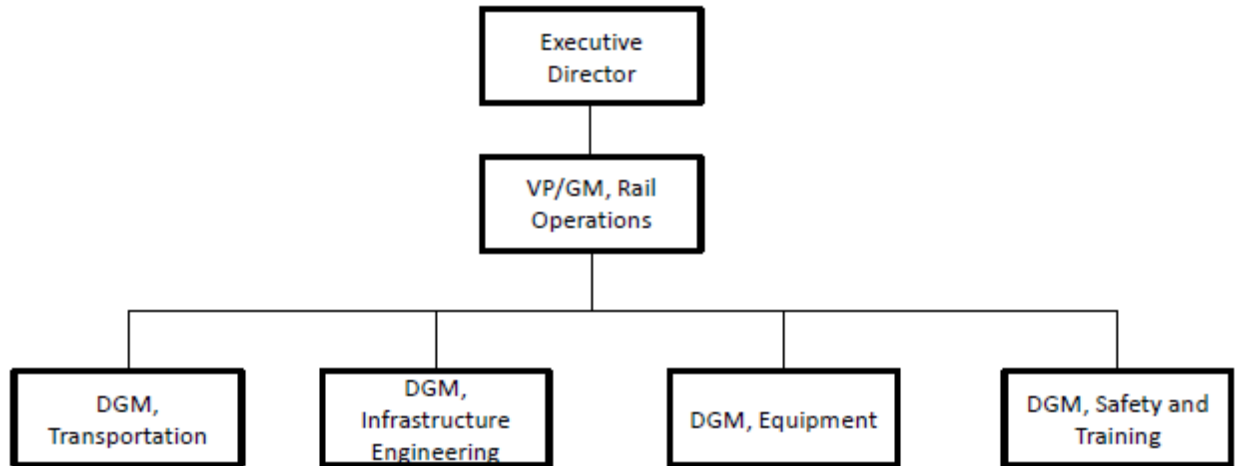
## CONCEPT OF OPERATIONS

When an imminent or actual event threatens NJT and/or Rail operations, an evaluation of the level of emergency must occur. If the emergency is Level 1, Rail 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 Rail operations, it is expected that the NJT Comprehensive Emergency Management Plan will be implemented and this EOA will be activated. Additionally, emergency SOPs may be initiated, and the Rail Line Continuity of Operations (COOP) Annex may be activated.

### Organizational Structure

The Rail Line will operate under the management structure shown in **Figure 1** in the event of an emergency or disaster.

**Figure 1. Rail Operations Management Organizational Structure**



### Lines of Authority

The Rail business line will operate under the day-to-day organizational structure in the event of an emergency. If the Vice President and General Manager (VP/GM) of Rail Operations is unavailable during an emergency, the Deputy General Manager (DGM), Transportation will act in his stead. Should both the VP/GM of Rail Operations and the DGM, Transportation be unavailable during an emergency, the next available individual, in the following order, will assume the authorities, duties, and responsibilities of the supervisory line up to and including the VP/GM of Rail Operations:

- DGM, Equipment
- DGM, Infrastructure Engineering
- DGM, Safety & Training

## Command and Coordination

NJT Rail Operations is responsible for the management of all of New Jersey's Rail services. In the event of an emergency in the field, rail personnel will contact the Rail Operations Center (ROC) as soon as possible. Depending upon the emergency, a conference call of the Rail Operations Management Team may be initiated to discuss appropriate response actions. This EOA is supported by the following documents:

### General

- *New Jersey Transit System Timetable Special Instructions, latest edition*
- *New Jersey Transit Rail, Passenger Train (Joint) Emergency Preparedness Plan*
- *NORAC Operating Rules, latest edition*
- *ROP – 020: Emergency Preparedness and Operation of Ventilation Fan System in Bergen Tunnels (WAS ET-0032)*
- *ROP – 021: Remote Operation of the Bergen Tunnels Ventilation Fan System from the ROC (WAS ET-0033)*
- *Electrical Operating Instructions, TRO-3, General Instructions 7, 9, 24, 25, 42, 46-49, 50-54, 55-57, 58-60, 107, 112-112a, 131-134, 138-148, 553-554, 555*
- *Safety Rules & On-Track Safety Procedures, TRO-5, Responsibilities of Employees 5 and 6*
- *Safety Rules & On-Track Safety Procedures, TRO-5, General Rules 55-57 and 59-60*
- *Safety Rules & On-Track Safety Procedures, TRO-5, Attire of Employees 154*
- *Regulations Governing Transportation Employees, TRO-12, Section 1.1.29, Protecting and Directing Passengers*
- *Regulations Governing Transportation Employees, TRO-12, Section 1.1.37, Bullhorn Use and Protocol*
- *Regulations Governing Transportation Employees, TRO-12, Section 3.1.7, Delays*
- *Regulations Governing Transportation Employees, TRO-12, Section 4.5.7, Cross-Honoring Under Emergency Conditions*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.1.16 Debris Strike – Procedures*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.1.17 Train Delays – UOR's*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.1.39 Post Trauma Stress Counseling – EAP*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.1.40 Absence of System Operations Management and ACD Responsibilities*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.3.21 Disabled Trains*
- *Regulations Governing Transportation Employees, TRO-12, Section 8, Chapter 6 – Emergencies (pg. 91-119)*
- *Trackage Rights Agreement between New Jersey Transit Corporation and Consolidated Rail Corporation, October 1, 1984.*

- *Eighth Supplemental Agreement to NJ Transit/Conrail Trackage Rights Agreement, May 9, 2013.*

### **Fire Safety/Emergency Action**

- *Atlantic City Rail Terminal Fire Safety/Emergency Action Plan*
- *Bay Head Fire Safety/Emergency Action Plan*
- *Dover Fire Safety/Emergency Action Plan*
- *Great Notch Fire Safety/Emergency Action Plan*
- *Hammonton Track-Signal Office Fire Safety/Emergency Action Plan*
- *Hoboken Engineering Building Fire Safety/Emergency Action Plan*
- *Hoboken Terminal Fire Safety/Emergency Action Plan*
- *Long Branch Transportation/Mechanical Fire Safety/Emergency Action Plan*
- *Meadowlands Fire Safety/Emergency Action Plan*
- *MMC Mechanical-TE Headquarters Fire Safety/Emergency Action Plan*
- *Morrisville Mechanical-TE Headquarters Fire Safety/Emergency Action Plan*
- *Morrisville SI Building Fire Safety/Emergency Action Plan*
- *Newark Penn Station Fire Safety/Emergency Action Plan*
- *Penn Plaza Emergency Action Plan*
- *Port Morris Fire Safety/Emergency Action Plan*
- *Rail Operations Center Headquarters Fire Safety/Emergency Action Plan*
- *Rail Safety Department Emergency Action Plan*
- *Raritan Engineering Headquarters Fire Safety/Emergency Action Plan*
- *Raritan Mechanical Headquarters Fire Safety/Emergency Action Plan*
- *Raritan Superintendents Office Fire Safety/Emergency Action Plan*
- *Raritan T/E Headquarters Fire Safety/Emergency Action Plan*
- *Red Bank Engineering Headquarters Building #3 Fire Safety/Emergency Action Plan*
- *Red Bank Engineering Headquarters Building #2 Fire Safety/Emergency Action Plan*
- *Red Bank Engineering Office Building #1 Fire Safety/Emergency Action Plan*
- *Secaucus Junction Emergency Action Plan*
- *Summit Station Fire Safety/Emergency Action Plan*
- *Trenton Transit Center Fire Safety/Emergency Action Plan*
- *Wood-Ridge Maintenance Facility Fire Safety/Emergency Action Plan*

### **Standby Power**

- *Electrical Traction (ET) Standard Operating Procedure – 0023: Periodical Testing of Hoboken Substation Generator (Kohler Power Systems)*
- *ET – 0029: Periodic Maintenance and Tests of Emergency Generator at Newark Penn Station*
- *ET – 0037: Periodic Inspection and Maintenance for Broad Street Station Standby Generator*

## **Bridges**

- *Structures (ST) Standard Operating Procedure – 0004: Emergency Engine Operation for River Drawbridge*
- *ST – 0005: Emergency Electric Hydraulic Operation for Morgan Drawbridge*
- *ST – 0012: Movable Bridge Operating Restrictions During High Winds*
- *ST – 0017: Emergency Electrical Hydraulic Operations for Brielle Draw Bridge*
- *ST – 0018: Emergency Diesel Hydraulic Operations for Brielle Draw Bridge*
- *ST – 0019: Emergency Manual Operations for Brielle Draw Bridge*
- *ST – 0020: Emergency Diesel Hydraulic Operations for Morgan Draw Bridge*
- *ST – 0021: Emergency Manual Operations for Morgan Draw Bridge*
- *ST – 0022: Emergency Diesel Generator Operations for Oceanport Drawbridge*
- *ST – 0023: Emergency Portable Generator and Diesel Direct Drive Operation for Oceanport Drawbridge*
- *ST – 0024: Emergency Diesel Hydraulic Operations for Shark River Draw Bridge*
- *ST – 0025: Emergency Manual Operations for Shark River Draw Bridge*
- *ST – 0028: Emergency Engine Generator Operation for Upper Hack Draw Bridge*
- *ST – 0032: Emergency Air Operation on Site for Beach Thorofare M.P. 57.63*
- *ST – 0048: Remote Operation of Beach Thorofare From ROC*
- *ST – 0049: Emergency Shore Panel Operation of Beach Thorofare (MP-57.63*
- *ST – 0051: Remote Operation of Morgan Drawbridge From ROC*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.5.2 Drawbridge Failure Procedures*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.5.4 Bridge Strikes – Waterway and Roadway*

## **Hazard Specific**

### Weather

- *Infrastructure Engineering (IE) Standard Operating Procedure – 0002: Guidelines for Winter Preparedness*
- *IE – 0028: Stations Waiting Room Extended Hours During Extreme Weather Conditions*
- *New Jersey Transit Rolling Stock Safe Haven Plan*
- *Air Brake & Train Handling Rules and Instructions, TRO-4, Section 18.9, Train Operation During Severe Winter/Storm Conditions*
- *Regulations Governing Transportation Employees, TRO-12, Section 7.3.2, Ice Scraping Instructions – ALP44/ALP46*

### Earthquake

- *ROP – 019: Post Earthquake Response Operation and Inspection Guidelines*

## Flood

- *ROP – 022: Raritan Valley Line Green Brook Flood Gate Maintenance and Operation Procedure*
- *ROP – 108: Post-Flood Water Intrusion Electro-Mechanical Inspection / Comets & Multi-Levels*
- *ROP – 109: Post-Flood Water Intrusion Electro-Mechanical Inspection / Arrow III*
- *ROP – 110: Post-Flood Water Intrusion Electro-Mechanical Inspection / Locomotives*

## Medical Emergency

- *Safety Rules & On-Track Safety Procedures, TRO-5, First Aid Information (pages 123-129)*

## Fire

- *Safety Rules & On-Track Safety Procedures, TRO-5, Operation of a Fire Extinguisher (pages 130-132)*

## **Security/Law Enforcement**

- *ET – 0027: Periodic Inspection of Substation General Security and Perimeter Fences*
- *Regulations Governing Transportation Employees, Department TRO-12, Section 1.1.8, Police Requests/Disputes*
- *Regulations Governing Transportation Employees, TRO-12, Section 1.1.9, Helping the Police*
- *Regulations Governing Transportation Employees, TRO-12, Section 1.1.34, Procedures for Handling a Trespasser Fatality*
- *Regulations Governing Transportation Employees, TRO-12, Section 7.1.5, Helping the Police*

## **Communications**

- *Signals and Communications (SC) Standard Operating Procedure – 0012: Testing of Railroad Station Public Address Systems*
- *SC – 0016: Rail Operations Center – Critical Communications Circuit Procedures*
- *Trouble Desk (TD) Standard Operating Procedure – 0002: Trouble Desk Procedures for Signals Incidents*
- *TD – 0003: Trouble Desk Procedures for Track Related Incidents*
- *TD – 0004: Trouble Desk Procedures for Structural Incidents*
- *TD – 0005: Trouble Desk Procedures for Electrical Incidents*
- *TD – 0006: Trouble Desk Procedures for Reported Derailments or other Service Disruptions*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.1.21 Public Address Announcements*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.1.27 Service Disruption Radio Broadcast*
- *Regulations Governing Transportation Employees, TRO-12, Section 8.4.8 MNRR/CR Trouble Desks*

## Alert and Notifications

In the event of a local emergency, Rail personnel will contact the Rail Operations Center (ROC) as soon as possible. Should the emergency meet the criteria for a Level 2, 3 or 4 emergency, the ROC will send a notification/page to the Rail Operations Management Team. If the Management Team determines that a coordinated response to the emergency is required, they will request that the ROC initiate a conference call. Based upon the type and magnitude of the emergency, the ROC has the discretion to initiate a conference call for the Rail Operations Management Team without further direction. The VP/GM will ensure that the NJTPD OEM and NJT Executive Director are notified, as appropriate. Should a more widespread emergency threaten or occur, the VP/GM of Rail Operations will be notified in accordance with the "Emergency Management Approach - Notification" section of the NJT CEMP. Upon receiving notification, the VP/GM will initiate the Communications Plan provided as an appendix to this EOA.

## Key Roles

The Rail Operations Management Team has the overall responsibility for executing contingency plans and protocols consistent with this annex inclusive of communications; coordination; maintaining/re-establishing operations, as necessary; and performing emergency evacuations. The roles and responsibilities of specific members of the Rail Operations Management Team are provided below:

### **Vice President and General Manager of Rail Operations**

The Vice President and General Manager (VP/GM) of Rail Operations will coordinate directly with the Deputy General Managers (DGMs) for NJT Rail Operations staff to ensure that incident priorities and situational updates are communicated and to receive regular updates on system status. He also coordinates actions with the NJTPD OEM and the NJT Executive Policy Group. The VP/GM retains the overall responsibility for the management of rail operations for NJT.

### **Deputy General Manager, Transportation**

The Deputy General Manager (DGM), Transportation is responsible for overall transportation issues, including crew assignments, train dispatching and operating rules procedures. The DGM, Transportation will be responsible for relocating equipment to safe haven locations and ensuring an orderly shutdown of services as required.

### **DGM, Infrastructure Engineering**

The DGM, Infrastructure Engineering is responsible for engineering standards and infrastructure capital projects and maintenance. DGM, Infrastructure Engineering will review and assess infrastructure vulnerabilities in advance of an event and take actions necessary to secure right of way and facilities. The position will also assess damage following an emergency and develop and implement a comprehensive infrastructure recovery plan.

### **DGM, Equipment**

The DGM, Equipment is responsible for overall mechanical standards, including rolling stock projects and maintenance of equipment and rolling stock rehabilitation along with Quality Assurance/Quality Control. DGM, Equipment will review and assess vulnerabilities to equipment and shop facilities in advance of an event and take actions necessary to secure these assets. The position will also assess damage and develop a recovery plan for equipment, materials and shop facilities following an emergency.

### **DGM, Safety and Training**

The DGM, Safety and Training is responsible for safety related activities and technical training. The position's primary responsibility will be to identify potential safety hazards and ensure immediate actions are taken to minimize the dangers during emergency occurrences. Depending on the nature of the emergencies, Rail Safety and Training staff will be mobilized. The DGM, Safety and Training will also participate in the post-incident investigation, as needed, to determine the root cause of the incident and will make recommendations to minimize the potential of reoccurrences.

### **DGM, Labor Relations and Administration**

The DGM, Labor Relations and Administration is responsible for contract maintenance with 15 labor unions and interfaces with senior management on personnel issues, administrative projects, and for the hearing officers. DGM, Labor Relations and Administration will assist with notifications and coordination with labor representatives as necessary to support department-wide emergency activities.

### **Senior Director, Rail Finance**

The Senior Director, Rail Finance reviews, controls and manages all financial activities and work activities for Rail operating and capital budgets. This position will be responsible to ensure that all emergency-related labor and costs are documented and tracked in accordance with established NJT protocols.

### **Senior Director, System Operations**

The Senior Director, System Operations is responsible for Train Dispatching, Train Management and Control (TMAC) system control and maintenance, and maintenance of the ROC facility. In the event of an emergency evacuation of a train, the Senior Director, System Operations or designee is responsible for coordinating those personnel, department and agencies involved in handling the evacuation. The Senior Director, System Operations will coordinate with NJTPD OEM to ensure employees are able to access the operations center throughout an emergency. The rotation of personnel is necessary to comply with Federal Hours of Service regulations.

### **Chief of Staff, Rail Operations**

The Chief of Staff, Rail Operations is responsible for leading longer-term projects and programs that involve multiple departments and crafts including special initiatives around fare technology, customer communications, capital investment strategy, and major events. The Chief of Staff will support the VP/GM of Rail Operations, as directed, throughout the emergency.

The following positions' duties during an emergency may vary depending on the location, nature and severity of the emergency.

### **General Superintendent, Equipment**

The General Superintendent, Equipment is responsible for all periodic inspections and heavy repair of rail cars and locomotives at the Meadows Maintenance Complex.

### **General Superintendent, Mechanical Field Operations**

The General Superintendent, Mechanical Field Operations is responsible for daily inspections, maintenance and repairs to rail cars and locomotives at outlying locations.

### **Senior Director, Technical Services and QA/QC (Mechanical)**

The Senior Director, Technical Services and QA/QC (Mechanical) is responsible for the development and implementation of an effective quality control/quality assurance (QA/QC) program for the mechanical department.

### **General Superintendent, Hoboken Division (Transportation)**

The General Superintendent, Hoboken Division (Transportation) is responsible for Hoboken Terminal, the Morris and Essex Lines (the Morristown, Montclair and Gladstone Lines) the Main, Bergen County, Port Jervis and Pascack Valley Lines.

### **General Superintendent, Newark Division (Transportation)**

The General Superintendent, Newark Division (Transportation) is responsible for the Northeast Corridor, the Princeton Line, the North Jersey Coast Line, the Raritan Valley Line and the Atlantic City Rail Line.

### **Senior Director, Infrastructure Engineering**

The Senior Director, Infrastructure Engineering coordinates daily and routine maintenance activities for track, structures, signal and catenary systems.



## **Director, Rail Contract Administration**

The Director, Rail Contract Administration is responsible for managing the business relationship between NJ TRANSIT rail operations and its freight and passenger partner railroads. The position supports interactions with other railroads including contacting Amtrak and Conrail about use of Linden/Metuchen Yards when equipment must be relocated to safe haven locations.

## **Representatives to the NJT Emergency Operations Center (EOC)**

Representatives to the NJT EOC will be designated by the VP/GM of Rail Operations based on the nature and location of the event. At a minimum, the NJT EOC will be staff by an Assistant Superintendent-level (or equivalent) or higher level position.

## **Emergency Management Responsibilities**

### **Prevention/Protection Activities**

Rail personnel shall communicate any and all information that they receive regarding a threat or hazard to rail operations to the NJTPD OEM for further evaluation and action, if needed. Protection actions that may be instituted include but are not limited to increased surveillance, heightened inspections, and improved security operations.

### **Preparedness Activities**

The Rail Line shall maintain its SOPs, this EOA and its COOP Annex to reflect current personnel and resources. Maintenance requirements are outlined in the “Plan Development and Maintenance” section of this EOA. Additionally, Rail personnel shall participate in emergency management training, as recommended by the NJTPD OEM and mandated by the NJTPD Chief of Police. Finally, Rail representatives to the NJT EOC 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**

When a major emergency is anticipated or projected, NJT will take steps to protect the customers and employees, as well as the citizens of New Jersey. To accomplish this task, an orderly shutdown of the rail system will be implemented to ensure that customers and employees are not placed at risk. Additionally, rolling stock and infrastructure will be protected, in accordance with this EOA and established Standard Operating Procedures (SOPs), following service cessation. In order to provide this protection to customers, employees and assets, the actual suspension of service must be triggered at least eight (8) hours prior to the anticipated or projected effects of the emergency to ensure that train service already in progress can be completed, equipment can be stored in safe haven locations, and employees can safely make it home from their work locations prior to the emergency.

Additionally, the DGMs of Mechanical, Infrastructure Engineering and Transportation will assess the following in the period between 96 hours out from anticipated/projected emergency and the suspension of service:

- What equipment is at risk based upon the anticipated/projected emergency conditions as communicated by the NJTPD Office of Emergency Management;
- Vehicle movements and staging details as developed from the anticipated/projected emergency conditions;
- Rolling stock mobilization readiness for determined mobilization plan;
- Readiness of Linden and Metuchen Yards to accept equipment (via Conrail);
- Need for locomotives for mobilization and post-incident restart (with electrification and without);
- Notifications to Amtrak, Metro North and Conrail of potential for additional unscheduled equipment moves over their territory;
- Train crew staffing needs to implement mobilizations, including line certifications;
- Transportation logistics for train crews to mobilize equipment;
- Supply and fueling needs for mobilization and damage assessment/restart;
- Timing of track deactivations;
- Fuel truck staging locations and fuel supply needs for mobilization and restart, including back-up generator(s);
- Security needs at Safe Haven locations for post-incident staged equipment; and
- Mechanical trouble truck preparations and staging to perform damage assessments and assist in operations restart.

When a major emergency is anticipated, the following actions shall be taken.

#### **72 Hours Prior to the Emergency**

- NJT Rail Operations, Bus Operations, Light Rail, Access Link, Media Relations and NJTPD OEM will meet to coordinate pre-incident activities and suspension of service.
- NJT's Executive Policy Group will meet with the Executive Director to recommend a coordinated schedule for suspension of service.
- NJTPD OEM will communicate the safe haven mobilization plan and the schedule for suspension of service with other agencies.
- NJT Rail Operations will notify other railroads and transportation providers (e.g., Metro North, Amtrak, PATH, SEPTA, PATCO, Conrail, Norfolk Southern, New York Waterway) of the safe haven mobilization plan and the schedule for suspension of service.

#### **Within 24 Hours of the Emergency**

- Service on all Rail lines will be suspended on the same timeline.
- Train crews will drop all pantographs on ALP hauled sets and close the angle cock between the locomotive and the cars.
- After revenue operations cease, dispatch equipment in the hazard zone to a safe haven according to the Safe Haven Mobilization Plan.

- Transportation Department will make arrangements to shuttle train crews from safe haven locations to their sign-up points so employees can return home.
- The Engineering Department will:
  - Remove all highway grade crossings from service ;
  - Ensure all generators are serviced and functional and fuel has been topped off;
  - Complete an inventory of all equipment required for post-emergency response; and
  - Notify contract service providers (e.g., tree removal services) for assistance following the emergency.
- Key personnel scheduled to work at the ROC throughout the anticipated emergency period will be asked to report to the ROC beforehand.
- NJT Rail Operations will assign representatives to the NJT EOC.

Additional pre-incident activities that may be taken to protect rolling stock under anticipated coastal storm and Nor'easter conditions are outlined in **Figure 2**.

Figure 2. Rolling Stock Safe Haven Mobilization Plan Operations Synch Matrix

8/28/13

Pre-Storm Season (May)	T-96 Hours	T-72 Hours	T-48 Hours	T-12/18 Hours
RO Senior Management	RO Senior Management	RO Senior Management	RO Senior Management	RO Senior Management
	Coordinate situational awareness to and from OEM/EMT Assess staffing needs Develop Incident Action Plan (IAP)	Coordinate situational awareness to and from OEM/EMT Review IAP status/action items Assess staffing needs Develop IAP	Coordinate situational awareness to and from OEM/EMT Review IAP status/action items Work assignments for T-12-24 mobilization Develop IAP	Coordinate situational awareness to and from OEM/EMT Review IAP status/action items Ensure fuel, power, food and lodging needs addressed Distribute Emergency Comms Kits Notify personnel to move vehicles to safe locations Establish orders for damage assessment operations
Transportation	Transportation	Transportation	Transportation	Transportation
Assess potential pre-season storage movements	Assess mobilization of equipment with Mech and Eng	Commence mobilization in coordination with Mech and Eng from MMC	Assess train crew staffing needs for mobilization Coordinate mobilization with terminal track deactivations Assess train crew transportation needs Assess locomotive needs for mobilization Work assignments for T-12-24 mobilization	Coordinate cessation of ops in coordination with EOC Move Hoboken equipment to Bergen Tunnel Move Bayhead equipment to Wood Inter/west of Bath Move Atlantic City equipment to Winslow Junction Move Port Jervis equipment to Otisville Move Suffern equipment to Waldwick Move 5 Raritan sets to east of Bound Brook Move Morrisville equipment to Wood and Graw Interlocking Move Gladstone equipment to Bergen Tunnel/Summit Yard
Mechanical	Mechanical	Mechanical	Mechanical	Mechanical
Evaluate MMC shop equipment status Assess potential pre-season storage movements	Assess MMC mobilization sequencing with Transp	Coordinate with Transp & Mech on mobilization operations	Coordinate Safe Haven Mobilization with Transp & Eng Request police presence at Linden and Metuchen Coordinate fuel deliveries to Linden and Metuchen Work assignments for T-12-24 mobilization	Coordinate Safe Haven Mobilization with Transp & Eng Prepare Trouble Truck for recovery operations
Engineering	Engineering	Engineering	Engineering	Engineering
Verify conditions of Linden & Metuchen Yards with Conrail	Verify Linden and Metuchen Yard conditions with Conrail	Address issues at Linden and Metuchen as necessary	Work assignments for T-12-24 mobilization	

SYSTEM CLOSED

## Mitigation Activities

- Pre-place and protect resources in accordance with the safe haven mobilization plan and standard operating procedures.

## Initial Response Actions

- Engineering personnel will begin inspections of each line.
- Repairs will be made enroute while inspections are being made. If local roads are passable, it may be possible for inspection gangs to jump ahead of repair gangs to continue inspections. The ability to do this will vary by incident and location along the ROW.
- Mechanical personnel will ensure all daily inspections of equipment stored at outlying points are completed to allow for service resumption.
- Transportation personnel will begin calling train crews back to duty and make arrangements for transportation to outlying locations where equipment is stored.

## Sustained Response Actions

Rail Operations personnel will carry out sustained response actions in accordance with the NJT CEMP, this EOA and its appendices and Rail Operations SOPs. The initial response actions identified above will continue as part of the sustained response actions.

## Short-Term Recovery Actions

It is important to note that rail service cannot resume until after the emergency has abated, and rail infrastructure and equipment have been thoroughly inspected. After all lines have been inspected, a timeframe will be chosen to restore service on each rail line. This timeframe must allow for equipment to be shuttled from outlying storage locations to terminals and crew members to report to work locations. It is important to note that service may begin earlier on some lines than others due to damage and/or local infrastructure issues. Also, service on some lines may be truncated for these same reasons.

Upon determining the timeframe for resumption of service, Rail Operations will notify the NJTPD OEM and the Communications & Customer Service Department for communication to media and customers. Rail Operations will also notify other railroads and transportation agencies of service restoration.

## Communication

Rail personnel must report unusual conditions (such as derailment, vandalism, etc.) as required. In case of sudden weather changes or conditions that result in death or injury, damage to property or disruption of railroad operations, employees must report these to the Dispatcher or trouble desk for mechanical or infrastructure engineering by the quickest available means of communication. In general, day-to-day communications systems will be used for all communication. Except in answering or aiding a train or station in distress, employees shall refrain from sending any communication until certain that no interference will result to the train or station in distress.

When it is determined that additional assistance is required, the ROC Assistant Chief Dispatcher (ACD) will contact outside agencies (i.e., Police, Fire, EMS). Also, depending on the nature of the incident and as required by regulations, ACD will notify other regulatory agencies (i.e. FRA, PEOSH, OSHA, NTSB). Rail Safety will ensure and follow up on these notifications to the regulatory agencies.

### **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. Rail Operations will be responsible to estimate the resources needed to support ongoing emergency operations.

### **Plan Development and Maintenance**

While the NJTPD OEM is responsible for coordinating all emergency planning within NJT, it is Rail's responsibility to keep this EOA current. Rail 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 and the NJTPD OEM.