

**NEW JERSEY TRANSIT
CORPORATION**

LIGHT RAIL LINE

2014

EMERGENCY OPERATIONS ANNEX

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NEW JERSEY TRANSIT CORPORATION

LIGHT RAIL LINE

EMERGENCY OPERATIONS ANNEX

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INTRODUCTION

This Emergency Operations Annex (EOA) for the New Jersey Transit Corporation (NJT) Light 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 Light Rail business line. The EOA describes the basic organizational structure and lines of authority under which Light 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 Light 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 Light Rail EOA shall be communicated to the NJT Executive Director and the NJTPD Emergency Management (EM) Coordinator.

The Light Rail Line EOA represents the collective efforts of the NJT Light 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. Control strategies for various hazards are identified in the Hazard-Specific Guidance appendix to this EOA.

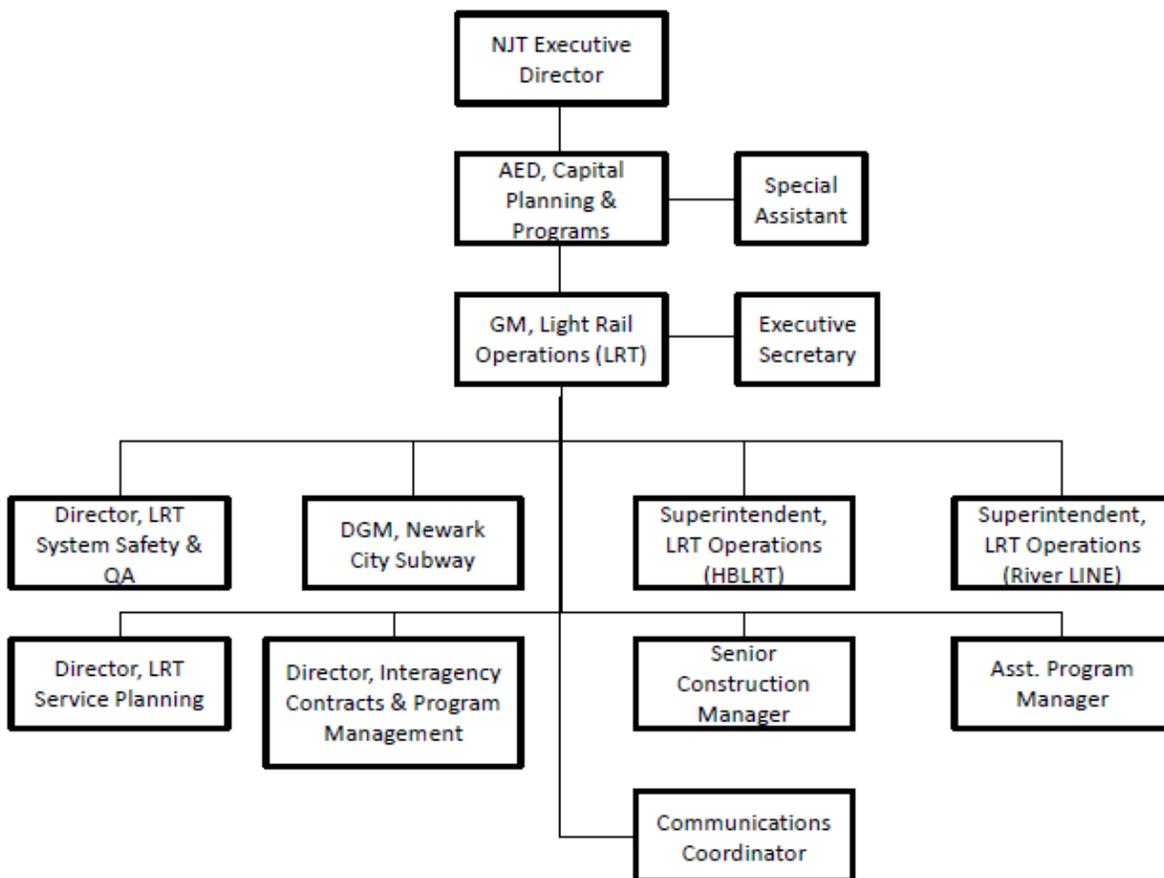
CONCEPT OF OPERATIONS

When an imminent or actual event threatens NJT and/or Light Rail operations, an evaluation of the level of emergency must occur. If the emergency is Level 1, Light 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 Light 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 Light Rail Line Continuity of Operations (COOP) Annex may be activated.

Organizational Structure

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

Figure 1. Light Rail Management Organizational Structure



Lines of Authority

The Light Rail business line will operate under the day-to-day organizational structure in the event of an emergency. If an individual within the management hierarchy is unavailable during an emergency, his or her 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 NJT's Light Rail Operations unit is responsible for the management of all three of New Jersey's Light Rail services. This includes the Newark Light Rail Line which is directly operated by NJT and two contract operations: the Hudson-Bergen Light Rail Line (HBLR) in Hudson County and the River LINE in southern New Jersey. This EOA is supported by each individual light rail operating system's plan, as follows:

- Hudson Bergen Light Rail – *O&M Response to Adverse Weather, TFC SO – 1, 2013-2014*
- River LINE Light Rail – *O&M Response to Adverse Weather, SAF-SNJ-18, 2013-2014*
- Newark Light Rail – *O&M Response to Adverse Weather, 2013-2014*

Alert and Notifications

In the event of a local emergency, Light Rail operations personnel will alert management in accordance with standard operating procedures. Supervisory personnel are required to notify the General Manager (GM) of Light Rail whenever there is an emergency, and the GM will ensure that the NJTPD OEM and NJT Executive Director are notified, as appropriate. Should a more widespread emergency threaten or occur, Light Rail management will be notified in accordance with the "Emergency Management Approach - Notification" section of the NJT CEMP. Upon receiving notification, Light Rail management will initiate the Communications Plan provided as an appendix to this EOA.

Key Roles

Light Rail management has the overall responsibility for executing contingency plans and protocols consistent with this annex inclusive of communications, coordination, and maintaining/re-establishing operations, as necessary. The roles and responsibilities of specific Light Rail personnel are provided below:

General Manager (GM), Light Rail

The General Manager (GM) of Light Rail will coordinate directly with the lead NJT Light Rail Operations staff at each of the light rail systems. This includes the Deputy General Manager at Newark Light Rail, the Superintendent of Light Rail Operations at HBLR, and the Superintendent of Light Rail Operations at River LINE. The GM is in direct communication with the General Manager for each of the two Operations and Maintenance (O&M) contractors (HBLR and River LINE) and coordinates actions with the NJTPD OEM and the NJT Executive Policy Group.

In addition, the GM will interface regularly with the Senior Construction Manager who will be coordinating any third-party recovery activities in the field. This includes vendors brought in specifically to address damage to elements of the light rail system(s).

Deputy General Manager (DGM), Newark Light Rail

The DGM will follow the direction of the General Manager. He will maintain constant communication with his staff and will relay all status information and developments to the GM.

The responsibilities of the DGM, Newark Light Rail (NLR) during an emergency include:

- Managing Newark Light Rail operations;
- Providing briefings on system status to the GM every two (2) hours;
- Serving as the point of contact (POC) for assessing the situation in the field;
- Serving as the POC for actions that are underway by operating personnel;
- Managing all efforts that are taken to respond to the incident, depending on the specific impacts and extent of the damage;
- Participating in the post-incident system assessment to identify elements that have been compromised; and
- Evaluating the Newark Light Rail's "readiness for service".

Superintendent(s), Light Rail Operations (HBLR and River LINE)

The Superintendent(s) of Light Rail Operations will follow the direction of the GM. The Superintendent(s) are directly responsible for light rail operation at their respective system, and they will relay all status information and developments to the GM. The Superintendent(s) responsibilities are the same as those outlined above for the DGM. Additionally, the Superintendent of HBLR is responsible for coordination of all Third Party Construction recovery with NJT Senior Construction Manager. All on-going Third Party Construction Project representatives must be contacted prior to an anticipated emergency or during extreme service disruptions to allow for pre-incident preparation and/or work stoppage, if required.

Director, Light Rail Service Planning

The Director, Light Rail Service Planning has the following responsibilities in an emergency:

- Participate in internal coordination meetings;
- Assist in determining any alternative service plans that are needed;
- Work with the operating units to determine when it will be possible to bring temporary or full service back on line in the event that service is suspended;
- Serve as a primary Light Rail representative to the NJT Emergency Operations Center (EOC);
- Participate in EOC briefings; and
- Maintain the status reports and all other Light Rail documentation required under the CEMP or requested by the NJTPD OEM.

The Director, Light Rail Service Planning may also be assigned other responsibilities based on the greatest need during the emergency.

Director, Interagency Contracts and Program Management

The Director, Interagency Contracts and Program Management has the following responsibilities in an emergency:

- Serve as a primary Light Rail representative to the NJT EOC;
- Participate in EOC briefings; and
- Maintain the status reports and all other Light Rail documentation required under the CEMP or requested by the NJTPD OEM.

The Director, Interagency Contracts and Program Management may also be assigned other responsibilities based on the greatest need during the emergency.

Director of Light Rail System Safety and Quality Assurance

The Director, Light Rail System Safety and Quality Assurance has the following responsibilities in an emergency:

- Participate in internal coordination meetings;
- Ensures that recommended actions and mitigation efforts in the field are safe for NJT Light Rail employees and the public;
- Review work plans and ensure they comply with the existing emergency plans and safety protocols;
- Communicate with the operating systems' safety managers;
- Coordinate with the New Jersey Safety Oversight Office (NJSOO), as required;
- Assist with the development of corrective action plans to address identified unsafe practices, hazards or conditions; and
- Perform inspections and assess the readiness of the system prior to the restoration of revenue service.

The Director, Light Rail System Safety and Quality Assurance may also be assigned other responsibilities based on the greatest need during the emergency.

Senior Construction Manager

The Senior Construction Manager has the following responsibilities in an emergency:

- Set up initial administrative controls and reporting requirements;
- Secure emergency contracts for anticipated areas of potential need with the assistance and authorization of the NJT Chief, Procurement and Support Services;
- Provide briefings on system status to the GM every two (2) hours;
- Participate in the detailed damage assessment in the field on all light rail lines ;

- Provide ongoing engineering and technical support through the restoration of service phase;
- Coordinate all third party recovery activities in the field;
- Coordinate cost estimates; and
- Serve as a technical advisor on all repair/restoration/resiliency protocols to ensure they meet NJT, Federal Emergency Management Agency (FEMA), Federal Transit Administration (FTA), Federal Railroad Administration (FRA), New Jersey Department of Transportation (NJDOT) and NJSOO rules and regulations.

Assistant Project Manager

The Assistant Project Manager will be assigned responsibilities based on the greatest need during the emergency. Typically, this position supports the activities of the Senior Construction Manager through working with the operations staff and coordinating with special contractors or vendors who are brought in to provide services. The Assistant Project Manager will also be involved in repair work that is underway on each of the three light rail lines.

Communications Coordinator

The Communications Coordinator has the following responsibilities in an emergency:

- Communicate regularly with the NJT Public Information Division;
- Maintain all public notifications about service changes or disruptions on the light rail lines based on notifications from the DGM or Superintendent(s);
- Coordinate with Incident Command and the NJT Public Information Division to keep the GM, the DGM and the Superintendent(s) of Light Rail Operations updated with official briefings and developing information;
- Serve as a secondary Light Rail representative to the NJT EOC;
- Participate in EOC briefings; and
- Maintain the status reports and all other Light Rail documentation required under the CEMP or requested by NJTPD OEM.

Emergency Management Responsibilities

Prevention/Protection Activities

Light Rail personnel shall communicate any and all information that they receive regarding a threat or hazard to light 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

One critical preparedness activity is assuring that appropriate types and numbers of spare parts are available at all times. NJT Light Rail management is required to ensure that contractors are maintaining adequate spare parts in preparation to address system damage from an emergency. Additionally, Light Rail Line management is responsible to maintain its SOPs, this EOA and its COOP Annex to reflect current

personnel and resources. Maintenance requirements are outline in the “Plan Development and Maintenance” section of this EOA. Finally, Light Rail personnel shall participate in emergency management training, as recommended by the NJTPD OEM and mandated by the NJTPD Chief of Police. Finally, Light 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

Light Rail management will remain vigilant for current or anticipated threats to the sustained operation of one or more of the light rail systems. Should a threat be identified that could impact the Light Rail continuity of service, the pre-incident activities identified in the following four tables may be implemented.

Table 1. NJT Transit Light Rail Management - Response Operations Executive Synch Matrix

| 8/28/2013 | | | | |
|---|------------|---|---|---|
| Monitoring | T-96 Hours | T-72 Hours | T-48 Hours | T-12 / 18 Hours |
| General Manager | | | | |
| Coordinate with NJT OEM and monitor storm | | Coordinate with NJT OEM and monitor storm | Coordinate with NJT OEM and monitor storm | Coordinate with NJT OEM and monitor storm |
| Assess staffing needs | | Assess staffing needs | Assess staffing needs | Prepare post-incident priorities and coordination protocols |
| Assess vehicle and fuel availability | | Assess vehicle and fuel availability | Assess vehicle and fuel availability | Assess vehicle and fuel availability |
| Maintain communications with Transportation Leads | | Relieve non-essential personnel from duties | Work assignments for T12/T18 shutdown | Standing orders and work assignments for restart |
| Brief NJT Executive Team / Public Information | | Maintain communications with Transportation Leads | Maintain communications with Transportation Leads | Maintain communications with Transportation Leads |
| | | Brief NJT Executive Team / Public Information | Brief NJT Executive Team / Public Information | Brief NJT Executive Team / Public Information |
| Transportation & Service Planning | | | | |
| Regular operations | | Regular operations | Monitor status of NJTRail, PATH, Patco & other feeder systems | Make all notifications |
| Assess equipment condition and availability for immediate use | | Participate in regular team briefings to assess status | Participate in regular team briefings to assess status | Curtail, secure and/or shut down operations |
| Monitor crew availability | | | | Set orders and assignments for restart; modify as necessary |
| Capital Projects and Programs | | | | |
| Review with each system any anticipated materials or equipment needs | | Provide any materials or equipment requested by key personnel | Verify if waiver of Executive Order 37 signed and authorization made for procuring goods and services. | Review expected needs post-event, to reserve/obtain resources |
| Ensure master list of vendors/suppliers is complete, w/ emergency contact | | | Contact authorized emergency contractors for equipment lists | |
| | | | Review all emergency protocols (services and materials) with key staff | |
| | | | Provide key personnel with electronic copies of tracking forms | |
| Safety | | | | |
| Ensure awareness of safety procedures and potential hazards | | Investigate temporary lodging/food service | Coordinate crowd control with police | Coordinate crowd control with police |
| Confirm adequate safety supplies are on hand | | Check safety and storm equipment supplies | Coordinate temporary lodging/food service | Coordinate temporary lodging/food service |
| Verify contact phone numbers for all personnel are current | | Provide safety oversight to emergency responders | | |
| Provide oversight to operations and related safety emergency responders | | | | |
| Communications | | | | |
| Participate in regular team briefings to assess status | | Participate in regular team briefings to assess status | Participate in regular team briefings to assess status | Participate in regular team briefings to assess status |
| | | Assist as required with notifications of status & communications with Executive Team and Public Information | Assist as required with notifications of status & communications with Executive team and Public Information | Assist as required with notifications of status & communications with Executive team and Public Information |
| | | | | |
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SYSTEM CLOSED

Table 2. Newark Light Rail - Response Operations Executive Synch Matrix

| 8/26/2013 | | | | | |
|---|------------|---|------------|---|--|
| Monitoring | T-96 Hours | T-72 Hours | T-48 Hours | T-12 / 18 Hours | |
| Deputy General Manager | | Deputy General Manager | | Deputy General Manager | |
| Coordinate with NJT LRO General Manager | | Coordinate with NJT LRO General Manager and OEM | | Coordinate with NJT LRO General Manager and OEM | |
| Coordinate with NJT OEM | | Monitor storm status | | Monitor storm status | |
| Monitor storm status | | Assess staffing needs | | Prepare post-incident priorities and coordination protocols | |
| Assess staffing needs | | Coordinate fuel and generator requests and procurement | | Prepare alternate operations locations | |
| Assess fuel and generator needs | | Begin planning for alternate operations locations | | Standing orders and work assignments for restart | |
| | | Relieve non-essential personnel from duties | | Document daily action items in Incident Action Plan | |
| | | | | Document daily action items in Incident Action Plan | |
| Transportation | | Transportation | | Transportation | |
| Regular operations | | Regular operations | | Monitor status of Commuter Rail, PATH, and other feeder systems | |
| Assess equipment condition and availability for immediate use | | | | Modify and consult with in house support | |
| Monitor crew availability | | | | Prepare assignments for a T12/T18 shutdown | |
| | | | | Make all notifications | |
| | | | | Curtail, secure and/or shut down operations | |
| | | | | Return all vehicles to VBF for storage | |
| | | | | Coordinate alternate service with Bus Operations if feasible | |
| | | | | Set orders and assignments for restart; modify as necessary | |
| Maintenance of Way | | Maintenance of Way | | Maintenance of Way | |
| Assess equipment condition and availability for immediate use | | Monitor storm status | | Monitor storm status | |
| Inform personnel of supplies and tools location(s) | | Gather and group equipment to specific tasks (i.e. tree cutting and flood protection) | | Mobilization task that will take longer to complete (i.e. flood wall) | |
| Confer with transportation to arrange for patrol trains | | | | Plan for potential power system shutdown | |
| Check supplies of sand, shovels, brooms and related equipment | | | | Work assignments for T12/T18 shutdown | |
| Identify and inform key personnel of initial assignments | | | | Standing orders and work assignments for restart | |
| Safety | | Safety | | Safety | |
| Ensure awareness of safety procedures and potential hazards | | Investigate temporary lodging/food service | | Coordinate crowd control with police | |
| Assure adequate safety supplies are on hand | | Check safety and storm equipment supplies | | Coordinate temporary lodging/food service | |
| Verify contact phone numbers for all personnel are current | | Provide safety oversight to emergency responders | | | |
| Provide oversight to operations and related safety emergency responders | | | | | |
| Inspect locations along the ROW for construction activity | | | | | |
| Car Equipment | | Car Equipment | | Car Equipment | |
| Ensure technicians are available | | Assess LRT viability and shop status | | Work assignments for T12/T18 shutdown | |
| Provide support and technical direction | | | | | |
| Initiate maintenance shop preparations | | | | | |
| Ensure that maintenance shop is fully staffed | | | | | |
| Notify and consult with key vendors | | | | | |
| Administration | | Administration | | Administration | |
| Assess seasonal resource needs | | Notify TVM Vendor of potential unit removal | | Obtain training on emergency communication kits | |
| Place subcontractors on standby | | Obtain emergency communication kits from NJT IT | | Review disaster reimbursement procedures with staff | |
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SYSTEM CLOSED

Table 3. Hudson-Bergen Light Rail - Response Operations Executive Synch Matrix

7/23/13

| Monitoring | T-96 Hours | T-72 Hours | T-48 Hours | T-12/18 Hours |
|---|--|------------|---|---|
| President / Director of Rail Operations | | | | |
| Coordinate with NJT OEM Monitor storm status Assess staffing needs Assess fuel and generator needs Notify NJOEM-North Region of list of "cleared" HBLRT personnel | Coordinate with NJT OEM Monitor storm status Assess staffing needs Coordinate fuel and generator requests and procurement Begin planning for alternate operations locations Relieve non-essential personnel of duties | | Coordinate with NJT OEM Monitor storm status Assess staffing needs Coordinate fuel and generator requests and procurement Planning for alternate operations locations Work assignments for T-12/18 shutdown Document daily action items in Incident Action Plan | Coordinate with NJT OEM Monitor storm status Prepare post-incident priorities and coordination protocols Prepare alternate operations location Standing orders and work assignments for restart Coordinate with NJT OEM on local transport issues to 20 Notify URS regarding reserve personnel Document daily action items in Incident Action Plan |
| Transportation | | | | |
| Regular operations Assess if equipment is in proper condition and available for immediate use | Regular operations | | Monitor status Path, NY Waterway Ferries, local bus networks Assess need for shuttle service bus bridge Notify and consult with key vendors Work assignments for T-12/18 shutdown | Make all notifications Curtail, secure, and/or shut down operations Mobilize vehicles to safe designated locations for storage Coordinate shuttle service Standing orders and work assignments for restart |
| Maintenance of Way | | | | |
| Assess if equipment is in proper condition and available for immediate use Inform personnel of supplies and tools location Confer with transportation to arrange for patrol trains Check supplies of sand, shovels, brooms, and related equipment as required Identify and inform key personnel of initial assignments | Notify Kinki Sharyo of potential for 20 shuttering Check sandbagged locations | | Commence planning for potential removal of switch motors Kinki Sharyo to commence 20 shuttering Work assignments for T-12/18 shutdown | Curtail, secure, and/or shut down operations Kinki Sharyo to shutter 20 operations Remove switch motors move to 2nd Fl at 20 Stage equipment for restart Standing orders and work assignments for restart |
| Safety | | | | |
| Ensure awareness of safety procedures and potential hazards Assure adequate safety supplies are on hand Verify contact phone numbers for all personnel are accurate and current Provide oversight to operations and related safety to emergency responders Inspect locations along the right-of-way for construction activity | Investigate temporary lodging/food service Check safety and storm equipment supplies Provide safety oversight to emergency responders | | Coordinate crowd control with police Coordinate temporary lodging/food service | Coordinate crowd control with police Coordinate temporary lodging/food service |
| Car Equipment | | | | |
| Ensure technicians are available Managerial staff provide support and technical direction Initiate maintenance shop preparations Ensure that maintenance shop is fully staffed Notify and consult with key vendors | | | Work assignments for T-12/18 shutdown | Standing orders and work assignments for restart Assist with pantographs and power supplies if necessary Secure shop and bay doors Standing orders and work assignments for restart |
| Administration | | | | |
| Assess seasonal resource needs Put subcontractors on standby | Notify TVM vendor of potential to remove units Obtain emergency communications kits from NJT IT | | Obtain training on emergency communications kits Review disaster reimbursement procedures with staff | Notify public on service issues. |

SYSTEM CLOSED

Table 4. River LINE Light Rail - Response Operations Executive Synch Matrix

| 8/28/2013 | | | | |
|---|------------|---|---|---|
| Monitoring | T-96 Hours | T-72 Hours | T-48 Hours | T-12 / 18 Hours |
| Superintendent | | Superintendent | | Superintendent |
| Coordinate with NJT LRO General Manager | | Coordinate with NJT LRO General Manager and OEM | Coordinate with NJT LRO General Manager and OEM | Coordinate with NJT LRO General Manager and OEM |
| Coordinate with NJT OEM | | Monitor storm status | Monitor storm status | Monitor storm status |
| Monitor storm status | | Assess staffing needs | Assess staffing needs | Prepare post-incident priorities and coordination protocols |
| Assess staffing needs | | Coordinate fuel and generator requests and procurement | Coordinate fuel and generator requests and procurement | Prepare alternate operations locations |
| Assess fuel and generator needs | | Begin planning for alternate operations locations | Plan for alternate operations locations | Standing orders and work assignments for restart |
| Notify NJ OEM of list of 'cleared' personnel | | Relieve non-essential personnel from duties | Work assignments for T12/T18 shutdown | Document daily action items in Incident Action Plan |
| | | | Document daily action items in Incident Action Plan | |
| Transportation | | Transportation | | Transportation |
| Regular operations | | Regular operations | Monitor status of Commuter Rail, Patco, and other feeder systems | Make all notifications |
| Assess equipment condition and availability for immediate use | | | Modify and consult with vendors or in-house support | Curtail, secure and/or shut down operations |
| Monitor crew availability | | | Prepare assignments for a T12/T18 shutdown | Return all vehicles to maintenance facility for storage |
| | | | Assess need for shuttle service bus bridge | Coordinate alternate service with NJT Bus if feasible |
| | | | | Set orders and assignments for restart; modify as necessary |
| Maintenance of Way | | Maintenance of Way | | Maintenance of Way |
| Assess equipment condition and availability for immediate use | | Monitor storm status | Monitor storm status | Monitor storm status |
| Inform personnel of supplies and tools location(s) | | Gather and group equipment to specific tasks (i.e. tree cutting and flood protection) | Mobilization task that will take longer to complete (i.e. flood wall) | Systemwide (re)inspection for readiness |
| Confer with transportation to arrange for patrol trains | | Notify Bombardier of potential for 20 shuttering. | Plan for loss of power at key system locations | Curtail, secure and/or shut down operations |
| Check supplies of sand, shovels, brooms and related equipment | | Check sandbagged locations | Work assignments for T12/T18 shutdown | Stage equipment for restart |
| Identify and inform key personnel of initial assignments | | | | Standing orders and work assignments for restart |
| Safety | | Safety | | Safety |
| Ensure awareness of safety procedures and potential hazards | | Investigate temporary lodging/food service | Coordinate crowd control with police | Coordinate crowd control with police |
| Assure adequate safety supplies are on hand | | Check safety and storm equipment supplies | Coordinate temporary lodging/food service | Coordinate temporary lodging/food service |
| Verify contact phone numbers for all personnel are current | | Provide safety oversight to emergency responders | | |
| Provide oversight to operations and related safety emergency responders | | | | |
| Inspect locations along the ROW for construction activity | | | | |
| Car Equipment | | Car Equipment | | Car Equipment |
| Ensure technicians are available | | Assess LRT viability and shop status | Work assignments for T12/T18 shutdown | Standing orders and work assignments for restart |
| Managerial staff provide support and technical direction | | | | Secure shop and bay doors |
| Initiate maintenance shop preparations | | | | |
| Ensure that maintenance shop is fully staffed | | | | |
| Notify and consult with key vendors | | | | |
| Administration | | Administration | | Administration |
| Assess seasonal resource needs | | Notify TVM Vendor of potential unit removal | Obtain training on emergency communication kits | Notify public on service issues |
| Place subcontractors on standby | | Obtain emergency communication kits from NJT IT | Review disaster reimbursement procedures with staff | |
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SYSTEM CLOSED

Mitigation Activities

In the event of a major threat that may endanger NJT customers, employees, or light rail assets, a decision may be made to reduce levels of service and/or suspend operations; however, these decisions must be made with ample lead time to advise the riding public and allow the workforce to safely close down all stations, yards and facilities.

Mitigation activities for consideration include:

- Relocation of rolling stock and associated schedule for completion
- Ensure employees have all required Personal Protective Equipment (PPE), equipment and materials required to perform their assigned duties safely
- Ensure that any needed subcontractors are on hand
- Increase staffing where and when required
- Confirm that contractor activities (i.e., culverts cleared, sandbag placement, use of plate covers, inspect ROW, etc.) are appropriate and will meet established schedules

Initial Response Actions

The immediate priority in responding to any type of emergency is assuring the life safety of the NJT employees and public in the 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.

Should an unexpected emergency impact Light Rail operations, Light Rail management will initiate standard actions that are performed on a regular basis to ensure that the systems are protected. Light Rail management and operations personnel will carry out initial response actions as outlined in their respective Standard Operating Procedures (SOPs) in the event of an unanticipated emergency and may activate this EOA, if appropriate. When an emergency is anticipated, initial response actions should be in accordance with the NJT CEMP, this EOA and its appendices and Light Rail SOPs.

During all emergencies, all Light Rail personnel are responsible for maintaining detailed records of their working time and activities. Light Rail management should also ensure that pictures are taken to document the situations and conditions that are impacting Light Rail. These records are critical in administering the project costs and possible reimbursement.

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

Short-Term Recovery Actions

In the event that service has been altered or suspended, the following items will be completed to facilitate system recovery:

- Patrol trains will initially be released by the Central Light Rail Operations Control Center to the main line to provide a clearance run over the entire system to ensure track areas and culverts are clear of debris and water levels are not in excess of two inches above the top of the rail.
- Qualified Maintenance of Way (MOW) personnel will ride in the head end of patrol trains to inspect track, bridges, culverts, the signal system, traffic control system and overhead catenary system (NLR & HBLR).
- At completion of inspections and confirmation of system readiness, the Central Light Rail Operations Control Center will commence schedule recovery.

All Light Rail management personnel are available to participate in any post-incident “debrief” or follow-up meeting to review the emergency operations efforts and to identify areas for improvement. The Senior Construction Manager for Light Rail has the lead in preparing all post-incident documents and reports. The Senior Construction Manager issues requested updates, financial summaries, and other required forms to ensure that Light Rail Operations receives any eligible reimbursement for costs incurred during the emergency.

Communication

Day-to-day communications systems 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. Light 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 Light Rail’s responsibility to keep this EOA current. Light Rail management 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.