PROMULGATION

The New Jersey Transit Corporation has prepared this Comprehensive Emergency Management Plan, which sets forth the general policies and procedures for New Jersey Transit Corporation business lines (i.e., Access Link, Bus, Light Rail and Rail) and departments to protect and ensure public safety, reduce damage to property, and avoid and limit economic disruption before, during and after an emergency.

This plan complies with existing federal and state statues and is consistent with the capabilities and resources of the various business lines and departments involved. All individuals, departments and business lines assuming responsibility under this plan have developed and shall continue to improve upon detailed emergency operating annexes, procedures and hazard specific guidance necessary to carry out their respective responsibilities, describing how response and recovery functions shall be accomplished. In addition, this plan shall be revised and updated, and related training and exercise program undertaken, as indicated herein.

By the virtue of the authority vested in me as the Executive Director of the New Jersey Transit Corporation, I hereby declare that the New Jersey Transit Comprehensive Emergency Management Plan as the official document governing emergency activities for all concerned.

Approval: Veronique Hakim, Executive Director

Signature: [Signature] Date: April 15, 2014

(NJ Transit Corporate Seal) Joyce Zuczek
Board Secretary
APPROVAL AND IMPLEMENTATION

The New Jersey Transit Corporation Comprehensive Emergency Management Plan is an all-hazards plan that establishes a comprehensive framework for management of emergency events affecting the New Jersey Transit Corporation. This plan supersedes all previous plans and may not be reproduced without prior authorization from the New Jersey Transit Corporation Police Department, Office of Emergency Management.

This plan assigns roles and delegates responsibilities to New Jersey Transit Corporation business lines and departments representing a major commitment by the leadership of these business lines and departments to:

- Support the New Jersey Transit Corporation Comprehensive Emergency Management Plan concept of operations and carry out the roles and responsibilities assigned in the plan to ensure the orderly and timely delivery of assistance;
- Cooperate with the New Jersey Transit Corporation Emergency Management Coordinator to provide effective oversight of emergency operations;
- Make maximum use of existing authorities, resources, systems and programs to reduce emergency relief costs;
- For partnerships with counterparts in municipal, county and State emergency services (i.e., law enforcement, fire, emergency medical services and emergency management) as well as voluntary emergency relief organizations and the private sector to take advantage of all existing capabilities and resources; and
- Continue to develop and refine planning, exercise and training activities specific to assigned roles and responsibilities and consistent with plan development and maintenance procedures identified herein to maintain necessary operational capabilities.

We, the undersigned Executive Director and Chief of Police for the New Jersey Transit Corporation, understand, agree and do approve the New Jersey Transit Corporation Comprehensive Emergency Management Plan on this date.

Approval: Veronique Hakim, Executive Director

Signature: __________________________ Date: ____________

Approval: Christopher Trucillo, Chief of Police

Signature: __________________________ Date: ____________

NEW JERSEY TRANSIT CORPORATION
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2014
**RECORD OF CHANGES**

Changes listed below have been made to the New Jersey Transit Corporation Comprehensive Emergency Management Plan since its promulgation.

<table>
<thead>
<tr>
<th>CHANGE #</th>
<th>DATE</th>
<th>PART AFFECTED</th>
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<th>POSTED BY</th>
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<tbody>
<tr>
<td>1</td>
<td>4/4/14</td>
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</tbody>
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NEW JERSEY TRANSIT CORPORATION
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2014
RECORD OF DISTRIBUTION

The New Jersey Transit Corporation Comprehensive Emergency Management Plan has been electronically distributed to the direct reports to the New Jersey Transit Corporation Executive Director. The current version of the New Jersey Transit Corporation Comprehensive Emergency Management Plan is also maintained, in electronic format, on the New Jersey Transit Corporation [redacted], which is accessible by new Jersey Transit Corporation employees.
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NEW JERSEY TRANSIT CORPORATION
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2014
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I. INTRODUCTION

The New Jersey Transit Corporation (NJT) Comprehensive Emergency Management Plan (herein referred to as the CEMP or the Plan) describes the basic strategies, assumptions, operational objectives, and mechanisms through which NJT will mobilize resources and conduct activities to guide and support emergency management efforts through prevention/protection, preparedness, response, recovery, and mitigation. To facilitate effective operations, the CEMP groups the types of assistance to be provided by emergency functional area (i.e., departments and business lines). Additionally, as requested by the Governor, NJT will coordinate public transportation assistance to impacted counties under its authority as the co-lead agency for the State of New Jersey for Emergency Support Function (ESF) 1 – Transportation. Similarly, if the President of the United States issues an emergency or major disaster declaration for the state, NJT will coordinate its response and recovery activities through the Federal Coordinating Officer (FCO), as appropriate, and the corresponding federal ESF for transportation.

This CEMP is designed to be flexible, adaptable and scalable. It articulates the roles and responsibilities of the identified NJT emergency functional areas. The CEMP includes the Basic Plan and supplemental documents that provide more detailed information to assist NJT personnel in implementing the CEMP. The CEMP is broken down as follows:

1. Basic Plan: Sets forth the general framework of all-hazards planning for prevention/protection, preparedness, response, recovery and mitigation activities of NJT Transit as a whole, and establishes the overall concept of operations for use by NJT relative to emergency situations.


3. Emergency Operations Annexes: Describe the approach through which NJT business lines and departments (i.e., emergency functional areas) execute common emergency management strategies that apply to nearly every type of emergency. These annexes also detail, by emergency functional area, assigned roles and responsibilities of personnel and specific activities that should be completed before, during and after an emergency to ensure an effective response and recovery. Each annex is supported by a communications plan, position specific checklists and job aids as well as hazard-specific appendices that describe unique emergency management strategies, procedures, roles and responsibilities for each hazard.

4. Continuity of Operations Annexes: Describe, by emergency functional area, the mission essential functions that must continue uninterrupted, vital records and systems required to support the mission essential functions, and alternate work locations that may be utilized in the immediate aftermath of a disaster.

NOTE: The nature of the emergency will dictate which supplemental annexes and procedures are initiated. Once a specific annex is activated, certain emergency functional areas may play a greater role in emergency response than others.
A. Purpose
The NJT CEMP provides a consistent approach to undertake effective operations before, during and after an emergency to:

- Ensure life safety,
- Provide for life support and incident assessment, and
- Restore NJT operations to limit community impacts and economic disruptions.

The purpose of NJT’s CEMP is to:

- Develop an all-hazards planning approach that will be used for all threats to and/or emergencies or disasters that may impact NJT.
- Create the general framework of planning for prevention/protection, preparedness, response, recovery and mitigation activities of NJT.
- Coordinate critical operations by all business lines and departments within NJT as well as with municipal, county, regional, state and federal agencies and the private sector.
- Reduce the vulnerability of people, including the loss of life or injury, or the damage and loss of property resulting from natural, technological, and man-made disasters by developing effective emergency management strategies, goals, objectives and operations.
- Describe NJT’s role in supporting the State of New Jersey and its local governments during an emergency or disaster.
- Describe the types of disasters which are likely to impact NJT, from local emergencies to catastrophic disasters.
- Describe the mechanisms to deliver immediate assistance, including direction and control of intrastate, interstate and federal response and recovery assistance.
- Integrate, adopt, and apply (where appropriate) the tenets of the National Incident Management System (NIMS) to ensure its interface with the National Response Framework (NRF) and National Disaster Recovery Framework to maximize the integration of incident-related prevention/protection, preparedness, response, recovery, and mitigation activities.

B. Scope
NJT is a statewide public transportation agency serving the state of New Jersey and bordering portions of New York and Pennsylvania. NJT operations are divided into four business lines: Bus, Rail, Light Rail and Access Link. These business lines are run by NJT and its subsidiaries: NJ TRANSIT Bus Operations, Inc.; NJ TRANSIT Rail Operations, Inc. and Mercer, Inc. NJT also contracts with many private transit operators in New Jersey and provides numerous private operators with equipment (primarily buses) for route service within the state but not controlled by NJT.
NJT provides 267 million passenger trips and covers more than 3.2 billion passenger miles, annually. It provides services to approximately 255 stations within 525 municipalities in the State of New Jersey alone. Covering a service area of 5,325 square miles, NJT is the nation’s largest statewide public transit system.

This CEMP addresses the needs of NJT for emergencies of varying type, scale and intensity. It provides a flexible framework for NJT and its emergency functional areas to use while providing safety, security and customer service during all phases of an emergency as well as while protecting essential equipment, records and other critical assets. The CEMP is an all-hazards approach to emergency management planning that systematically integrates all NJT emergency plans, emergency procedures and other documents to enhance cooperation and coordination among all NJT emergency functional areas. Nothing in this CEMP, however, shall be construed to limit the use of good judgment and common sense in matters not foreseen or covered by the Plan or its annexes and supplemental procedures.

C. Situation
In general, there are three types of emergencies that could impact NJT - natural, technological and man-made. The characteristics of each type of emergency are defined below.

- Natural: A natural event is related to weather patterns or physical characteristics of an area that threatens lives, property, and other assets. Examples of natural disasters include floods, fires, earthquakes, tornados, and windstorms.
- Technological: An event, usually with little or no warning, related to the accidental failure of infrastructure or human error. Examples of technological emergencies include hazardous materials incidents, fire/explosion, building collapse, power/utility outages, transportation accidents, and cyber crashes.
- Man-made: An event that, like technological incidents, usually has little or no warning but, unlike technological incidents, is malicious or intentional in nature. Examples of man-made emergencies include riots, sabotage, and terrorism.

These types of emergencies can occur singularly or in combination with one another, and the degree (magnitude) of the emergency can vary widely.

1. Hazard Identification and Consequences
The primary goal of emergency management within NJT is to ensure readiness to respond to and recover from the many consequences that can be generated by a disaster, whether it is natural, technological or man-made. Due to NJT’s multi-state service area, it is potentially vulnerable to most if not all hazards that could impact New Jersey, southeastern New York and Philadelphia County, Pennsylvania. The Hazard Mitigation Plans (HMPs) from New Jersey, New York and Pennsylvania identify 23, 15 and 26 hazards, respectively, for which consequences are evaluated. Table 1 summarizes the hazards from those HMPs that are applicable to NJT and provides an evaluation of the relative extent of consequences, in terms of financial impacts, that are associated with each hazard.
Table 1. Hazard Identification and Consequence Evaluation

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Probability of Occurrence(^1)</th>
<th>Consequences within New Jersey</th>
<th>Consequences within New York</th>
<th>Consequences within Pennsylvania(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floods</td>
<td>NJ – Very High, NY – High, PA – High</td>
<td>Significant annual damages</td>
<td>Represents approximately 50% of all losses from 1960-2012</td>
<td>Represents approximately 1% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td>Hurricanes (H) and Tropical Storms (TS)</td>
<td>NJ – High (TS); Low (H), NY – High, PA – Medium</td>
<td>Potential for widespread impacts but generally low damages</td>
<td>Represents approximately 1% of all losses from 1960-2012</td>
<td>Represents approximately 23% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td>Nor’easters</td>
<td>NJ – Medium (for more extreme events), NY – High, PA – Medium</td>
<td>Potential for moderately widespread impacts but relatively limited damages</td>
<td>Losses were aggregated with those from hurricanes and tropical storms</td>
<td>Losses were aggregated with those from hurricanes and tropical storms</td>
</tr>
<tr>
<td>Winter Storms</td>
<td>NJ – High, NY – High, PA – High</td>
<td>Widespread impacts but losses generally limited</td>
<td>Represents approximately 23% of all losses from 1960-2012</td>
<td>The hazard is not considered in the estimated jurisdictional losses as no critical facilities vulnerable to winter storms were identified in Philadelphia County.</td>
</tr>
<tr>
<td>Tornadoes and High Winds</td>
<td>NJ – Very High, NY – High, PA – Not determined</td>
<td>Widespread impacts but losses generally limited</td>
<td>Represents approximately 22% of all losses from 1960-2012</td>
<td>Represents approximately 11% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td>Earthquakes</td>
<td>NJ – Low, NY – Low, PA – Low</td>
<td>Potential for significant damages</td>
<td>Potential for significant losses</td>
<td>Represents approximately 15% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td>Wildfires</td>
<td>NJ – Very High, NY – Low, PA – Not determined</td>
<td>Damages generally limited</td>
<td>Small, localized events with limited losses</td>
<td>Represents less than 1% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td>Geologic Hazards (Landslides, Subsidence and Sinkholes)</td>
<td>NJ – High, NY – Low, PA – Not determined</td>
<td>Impacts generally limited to the northern part of the state; potential for high level of damages</td>
<td>Localized events typically with low losses</td>
<td>Probability of occurrence is so low that the hazard is not considered in the estimated jurisdictional losses.</td>
</tr>
</tbody>
</table>

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\(^1\) Rankings are generally designated as follows: Very High – Annual Occurrence on Average, High – Occurs Every 1-8 Years on Average, Medium – Occurs Every 9-15 Years on Average, Low – Occurs Every 15-25 Years on Average, Very Low – Occurs Less Frequently than Once Every 25 Years on Average.

\(^2\) Probability of occurrence and consequences within Pennsylvania limited to a consideration of Philadelphia County.
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Probability of Occurrence</th>
<th>Consequences within New Jersey</th>
<th>Consequences within New York</th>
<th>Consequences within Pennsylvania²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hail</td>
<td>NJ – Very High</td>
<td>Impacts limited in severity and area</td>
<td>Represents approximately 2% of all losses from 1960-2012</td>
<td>Represents less than 1% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td></td>
<td>NY – High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extreme Heat</td>
<td>NJ – High</td>
<td>Impacts are limited</td>
<td>Impacts are limited</td>
<td>Represents approximately 58% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td></td>
<td>NY – High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban Fire and Explosion</td>
<td>NJ – NA</td>
<td>NA – This hazard was not identified.</td>
<td>NA – This hazard was not identified.</td>
<td>Represents approximately 3% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Interruption (Limited to Power Outage for NJ)</td>
<td>NJ – Very High</td>
<td>Extensive economic impact from a widespread, prolonged power outage</td>
<td>NA – This hazard was not identified.</td>
<td>Overall jurisdictional losses are expected to be minimal.</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Unrest</td>
<td>NJ – High</td>
<td>Potentially economically crippling</td>
<td>NA – This hazard was not identified.</td>
<td>Represents approximately 48% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Waste (Transportation) Event</td>
<td>NJ – High</td>
<td>Can be particularly destructive to economic conditions</td>
<td>NA – This hazard was not identified.</td>
<td>Represents approximately 14% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nuclear Hazard Issue</td>
<td>NJ – Very Low</td>
<td>Can be particularly destructive to economic conditions</td>
<td>NA – This hazard was not identified.</td>
<td>Represents less than 1% of estimated jurisdictional losses.</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pandemic Event</td>
<td>NJ – Low</td>
<td>Damages may vary widely depending upon the morbidity and mortality associated with the event.</td>
<td>NA – This hazard was not identified.</td>
<td>NA – There was not enough information to provide a logical analysis</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrorism Event</td>
<td>NJ – High</td>
<td>The economic damages will depend upon the success of the event and the overall impact on statewide public and private sectors.</td>
<td>NA – This hazard was not identified.</td>
<td>Damages will vary widely based upon the magnitude and type of terrorist action</td>
</tr>
<tr>
<td></td>
<td>NY – NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazard</td>
<td>Probability of Occurrence</td>
<td>Consequences within New Jersey</td>
<td>Consequences within New York</td>
<td>Consequences within Pennsylvania²</td>
</tr>
<tr>
<td>------------------------------</td>
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<td>--------------------------------</td>
<td>------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Transportation Accident (air, highway and rail aggregated)</td>
<td>NJ – NA</td>
<td>NA – This hazard was not identified.</td>
<td>NA – This hazard was not identified.</td>
<td>Represents approximately 10% of estimated jurisdictional losses for air and highway and approximately 18% for rail.</td>
</tr>
<tr>
<td>NY – NA</td>
<td>PA – Not determined</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NA = Not Applicable

Each of the aforementioned hazards has the potential to cause varying degrees of impact to individuals, property and infrastructure as well as have different levels of advanced warning. This results in a wide range of relative risks and consequences for the emergency functional areas within NJT.

An additional hazard that was not considered in any of the state hazard mitigation plans but that may significantly impact NJT is mass migration. Mass migration is defined as the movement of a large group of people from one geographical area to another. Mass migration in the form of evacuations may occur in association with a number of the previously identified hazards, such as floods, hurricanes, utility interruption, a hazardous waste (transportation) incident, a nuclear hazard issue, and/or a terrorism event. Under a mass migration condition, it is expected that NJT would, in its co-lead role for the State of New Jersey’s ESF 1 – Transportation, be required to alter its normal operations to assist with the movement of large numbers of people.

2. Capabilities, Mutual Aid and Assistance

NJT maintains capabilities and resources to prevent or limit the loss of life and damage to property in the event of an emergency. Response to incidents affecting NJT personnel, customers, facilities and/or infrastructure may be augmented through assistance from local emergency response agencies (i.e., law enforcement, fire, and emergency medical services), mutual aid and private sector resources. Depending upon the emergency, assistance may also be available from state and federal governments.

As part of ongoing plan maintenance activities, the New Jersey Transit Police Department (NJTPD) Office of Emergency Management (OEM) and NJT emergency functional areas shall conduct training and exercises (both discussion-based and operations-based) to gauge capabilities and resources and the ability to accomplish the operations described in this CEMP. Based upon these trainings and exercises, strategies shall be formulated and/or updated to address any identified gaps.
D. Assumptions

1. General Operational Assumptions
   - All emergencies and disasters are local, but NJT may require municipal and/or county governmental, State and/or federal assistance during response and/or recovery.
   - There are “notice” (e.g., hurricanes) and “no-notice” (e.g., terrorist attacks) emergencies. Emergencies and disasters occur with or without warning; however, effective prediction and warning systems exist that make it possible to anticipate certain emergency situations.
   - Emergencies and disasters will result in one or more of the following: injury and/or loss of life; damage to or destruction of property; disruption of utilities (electric, telephone and water) and daily life activities; displacement of persons and families; disruption of local services (EMS, fire and police); damage or destruction to public and private records; impacts on the environment; and social and economic disruption.
   - NJT will initiate actions to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services and protect the environment within the NJT service area.
   - Initial actions to mitigate the effects of emergency situations will be conducted as soon as possible by front line personnel from the emergency functional areas. Should the emergency escalate to the point that a coordinated response is deemed necessary, this CEMP will be implemented as described in Section II.D.4.a.
   - NJT will use its available resources and mutual aid before requesting assistance from other response organizations and/or the State. Outside assistance is expected to supplement the efforts of NJT in an efficient, effective and coordinated manner when NJT officials determine their own resources to be insufficient.
   - NJT may stage or deploy resources prior to an emergency and in the immediate aftermath of an emergency, prior to an impact assessment.
   - The NJT Emergency Operations Center (EOC) will be activated and staffed by NJTPD OEM and designated emergency functional area representatives, as appropriate, to support NJT emergency operations. Personnel assigned to the EOC will collectively be known as the NJT EOC Management Team.
   - When the State of New Jersey ESF 1 – Transportation is activated to support to local jurisdictions, NJT will take reasonable actions to provide and/or coordinate the provision of the assistance, as requested.
   - Evacuations may require regional and/or state-wide coordination.
• The need for out-of-area resources will be significant in a major or catastrophic event, requiring well-defined areas of operation that utilize consistent and standardized language and that can be scaled to meet the needs of NJT agency-wide operations as well as field operations.

• NJT will document and seek federal and state reimbursement, as appropriate, for expenses incurred during disaster operations.

2. Emergency Operations Center (EOC) Assumptions

• The EOC will be activated upon the occurrence of an incident that is expected to expand rapidly, when a significant emergency is imminent, or when resources beyond front-line resources are needed to support the incident/emergency.

• EOC activation may be partial or full, depending on the support needed.

• The primary EOC for NJT has been designated as the COOP trailer, which is based at the ＿＿＿＿. The NJTPD Central Communications Center can be contacted 24-hours a day at ＿＿＿＿ with requests to activate the EOC.

• In the event of an emergency or incident that may threaten the EOC or render it unusable due to damage, inaccessibility or evacuation, the pre-determined alternate EOC location will be activated, staffed and operated with the primary EOC staff. The alternate EOC location is ＿＿＿＿.

• When activated, the EOC will serve as the point of contact for all responding departments and agencies.

• Department and business line heads will send a designated representative to the EOC, as appropriate. These representatives shall have the authority to make decisions and commit resources on behalf of their respective department or business line.

• Each department and business line will be able to staff its allocated EOC position(s) in 12-hour shifts for 24-hour a day operations.

• All representatives to the EOC will bring with them the emergency plans, Standard Operating Procedures and specialty items such as maps, wall displays and resource lists that they will need to operate effectively during the activation.

E. Policy

NJT understands that it must be prepared, at all times, to respond to and recover from a variety of emergencies and that the value of effective planning to mitigate the effects of emergencies cannot be underestimated. NJT further acknowledges that a coordinated emergency planning and management effort can best be achieved through the NJT Police Department, Office of Emergency Management. Therefore, it is the policy of NJT that:
1. The NJT Chief of Police has the responsibility to exercise overall direction and control of emergency operations for NJT;
2. A decision by the Chief of Police or his designee to activate the EOC shall necessitate implementation of this CEMP;
3. The CEMP shall be binding on all departments and business lines (i.e., emergency functional areas) of NJT; and
4. The NJT Chief of Police, through the NJTPD OEM, shall coordinate emergency management activities with all emergency functional areas of NJT.
II. CONCEPT OF OPERATIONS

A. Incident Priorities
New Jersey Transit Corporation departments and business lines will remain vigilant to emergencies and disasters within their areas of responsibility. It is the mission of NJT to mitigate emergency situations in a safe and timely manner with a focus on designated incident priorities. These incident priorities, in order of importance, include:

- Priority I: Life Safety of Responders and the Public
- Priority II: Life Support and Assessment to Keep the Incident from Escalating and Provide Property Preservation and Community Outreach
- Priority III: Restoration of NJT Infrastructure and Return to Normal Operations

B. Authorities and Responsibilities
This CEMP is promulgated pursuant to Executive Order 12, 1970 (Cahill) Development of Emergency Plans, which directs each State Department to develop, coordinate and keep current a workable emergency plan for the effective utilization of manpower and resources and under the authority of the NJT Executive Director. Management and implementation of this Plan is delegated to the NJT Chief of Police. Day to day emergency program management has been assigned to the Special Operations Division, Office of Emergency Management. An Executive Policy Group comprised of representatives from the NJT corporate administration, the NJT Police Department, and the various NJT business lines (i.e., Access Link, Bus, Light Rail and Rail) provides guidance and input regarding this CEMP.

C. Emergency Levels
Four levels of emergency have been established to define the magnitude of an emergency:

- **Level 1 Emergency – Local**: A Level 1 or “Local” emergency is one that occurs on a regular basis, that can be successfully responded to primarily by front line personnel within a given department or business line with limited external assistance, and in which normal operations are regained within a matter of a few hours.

- **Level 2 Emergency – Regional**: Should an incident remain unresolved after a departmental/business line response, the emergency status will rise to Level 2 or “Regional”. Level 2 incidents involve a unified response that includes assistance from additional internal emergency functional areas, external agencies and/or mutual aid. In a Regional emergency, command and control is still the responsibility of the primarily affected emergency functional area. In the event of a level 2 emergency, the NJTPD Emergency Management (EM) Coordinator must be notified, and it is expected that the NJT EOC will be activated.

- **Level 3 Emergency – Widespread**: Should the incident begin at or escalate to a situation where the resources required or anticipated to be required to successfully respond to the incident exceed NJT and local capabilities, a level 3 (“Widespread”) emergency condition exists. Under
this condition, the NJT EOC will fully activate, and the State EOC will be notified. State assistance may be requested at this level.

- **Level 4 Emergency – Catastrophic:** In a catastrophic disaster, providing the same response faster or increasing the amount of resources will not be sufficient to ensure a timely and/or efficient response. Due to their size and magnitude, catastrophic disasters require local, state, and federal agencies to handle situations in ways that have not been traditionally used in the past. A catastrophic emergency can be defined as a situation that results in one or more of the following:
  - An extraordinary level of required capabilities beyond the agency, local, regional, state, or national capacities.
  - A large number of casualties.
  - Extensive damage to or disruption of critical infrastructure.
  - Significant displacement of a large population that results in the need for mass evacuation and re-location.
  - Substantial environmental degradation.

### D. Response Framework

As identified in the Introduction, NJT is vulnerable to a wide range of potential emergencies with varying levels of advanced notice and consequences. For all types and magnitudes of emergencies, NJT will utilize a graduated response that vertically integrates the response efforts of NJT and municipal, county, regional, state and federal agencies. Coordinated actions from all emergency response agencies, consistent with the tenets of the National Incident Management System and the National Response and National Disaster Recovery frameworks, are required to achieve the stated incident priorities.

#### 1. NJT Roles and Responsibilities

The corporate by-laws of the New Jersey Transit Corporation establish the position of Executive Director (ED) for the agency and place the person in this position “generally in administrative charge of all activities of NJ TRANSIT” as well as allow the ED to “exercise the broad managerial prerogatives commonly associated with such positions.” Additionally, the ED may delegate to any other staff member any power, authority or discretion conferred by the provisions of the by-laws. In the interest of assuring a coordinated effort for emergency planning and emergency operations between all departments and business lines of NJT, the ED has delegated to the NJT Chief of Police the responsibility to exercise overall direction and control of emergency operations for NJT. Additionally, the ED has delegated to NJTPD OEM the responsibility to coordinate emergency management activities with all departments and business lines of NJT.

In the event of an emergency or disaster, the NJT departments and business lines will coordinate the initial emergency response. If the emergency exceeds the capabilities and/or resources of the primarily affected department or business line, that department or business line will contact the NJTPD EM Coordinator. Should the NJTPD EM Coordinator anticipate that the emergency will require the coordinated capabilities and/or resources of various NJT departmental entities, the NJTPD EM Coordinator or designee shall notify the Chief of Police. The Chief, at his or her discretion, may activate...
the EOC and will notify the NJT Executive Director upon such activation. Additionally, the Chief may implement the CEMP if he or she deems necessary. Upon implementation of the CEMP, activation the EOC or recommendation from the Chief, it is expected that the Executive Director will request that the Governor declare a state of emergency for NJT.

2. State of New Jersey Roles and Responsibilities
The Governor is responsible for emergency management within the State of New Jersey and has the authority to declare a NJT State of Emergency. The Governor declares a State of Emergency when a disaster has occurred or may be imminent that is severe enough to require State aid to supplement local resources in preventing or alleviating damages, loss, hardship or suffering. Authority to oversee all aspects of the emergency management program within New Jersey has been delegated to the Superintendent of the New Jersey State Police (NJSP) in his or her capacity as the State Director of Emergency Management. Within the NJSP, the New Jersey Office of Emergency Management (NJOEM) has the responsibility for planning and conducting all operations associated with emergency management.

NJOEM will monitor ongoing situations and will both ensure the capability to provide assistance to NJT before its capabilities are exhausted as well as notify NJT of any efforts that are required of it in its role as the co-lead agency for ESF 1 – Public Transportation. When activated by NJOEM in its role as co-lead agency for ESF 1, NJT will fulfill its obligations to the best of its abilities as directed in the New Jersey EOP and as outlined in the NJOEM Disaster Recovery Manual. NJT will fulfill these obligations by take actions to identify requirements, mobilize, and pre-position or deploy resources to the affected area. Additionally, NJT will coordinate these response operations with NJOEM to ensure proper synchronization of response activities among the various New Jersey ESFs.

If resource and capability assistance is required beyond that available within the State of New Jersey, the Emergency Management Assistance Compact (EMAC) and other state-to-state mutual aid agreements will be the primary vehicles for interstate mutual aid. If conditions warrant, the Governor will request a presidential declaration.

3. Federal Government Roles and Responsibilities
The Governor’s request for a declaration may result in either a Presidential Disaster or Emergency Declaration or denial of the request. If the President grants a declaration, the Governor and the FEMA Regional Administrator shall execute a FEMA-State Agreement which states the understandings, commitments, and conditions for federal assistance. This Agreement describes the incident and the incident period for which assistance will be made available, the area(s) eligible for federal assistance, the type and extent of federal assistance to be made available, and the cost share responsibilities of the local, state and federal governments with respect to the amount of funds to be expended in alleviating damage and suffering caused by the major disaster or emergency.
4. Emergency Management Approach

a. CEMP Implementation
The NJT Comprehensive Emergency Management Plan may be implemented by the Executive Director under the following conditions:

- When any department or business line of NJT experiences a potential or actual emergency that may escalate to a Level 2 emergency or higher;
- To respond to potential or actual emergencies that affect NJT but originate from outside sources;
- When the NJT EOC is activated in support of a declared emergency;
- To support requests from the State of New Jersey EOC, normally during a state-declared emergency; and
- During an event or incident of National Significance.

b. Activation
The NJT EOC, or its alternate location, will be activated, as necessary, to the level required to effectively monitor or respond to threats or emergency situations. It is expected that the EOC will be activated upon the occurrence of an incident that is expected to expand rapidly, when an emergency is imminent, or when resources beyond available field resources are needed to support the incident/emergency operations. The NJT Executive Director, NJT Chief of Police or the NJTPD EM Coordinator, with the input of the NJT Executive Policy Group, may activate the EOC, and the following parties may request that one of these individuals activate the EOC: the NJT on-scene incident commander, NJT Executive Policy Group, NJTPD Special Operations, or a NJT business partner.

Depending upon the status (imminent or in progress), type and severity of the emergency, the EOC may be activated at various levels as described below:

- **Level 1 - Monitoring Activation**: Level 1 is typically a "monitoring" phase. Notification will be made to those departments and business lines who would need to take action as part of their everyday responsibilities. At this activation level, the EOC will be staffed with NJTPD OEM personnel.

- **Level 2 - Partial Activation**: This is a limited agency activation. All designated departments and business lines are notified. The EOC will be staffed by NJTPD OEM personnel and representatives from the emergency functional areas, as appropriate.

- **Level 3 - Full Scale Activation**: In a full scale activation, all departments and business lines of NJT are notified. The EOC will be staffed by OEM personnel and representatives from all designated emergency functional areas, collectively known as the EOC Management Team, to conduct response and recovery operations. Level 3 activation is required in the event of a Level 3 or 4 emergency.
A declaration of emergency is not required to activate the EOC. However, the EOC must be activated once the NJT CEMP has been implemented or a declaration of emergency has been made.

Upon activation, the NJT EOC will serve as the centralized location (physically and virtually) to monitor and report the impact of the emergency while providing interagency coordination, executive decision-making, and communication and information exchange between the EOC, the incident, key decision-makers, and surrounding jurisdictions. The EOC coordinates with the on-scene incident commander to:

- Establish response priorities;
- Acquire, allocate, and track resources;
- Manage and share information;
- Provide legal and financial support; and
- Act as a liaison with other jurisdictions and levels of government.

It is important to note that the EOC does not take over command for the incident response. Instead, the EOC serves in a coordination and support role. Figure 1 depicts the relationship between the Emergency Operations Center and the Incident Command System.

The NJTPD OEM is responsible for overseeing the set-up and activation of the EOC. The EOC will operate as outlined in the New Jersey Transit Emergency Operations Center Operations Plan, which is incorporated into this CEMP by reference.
c. Notification
In the event of a threatened or actual emergency that is expected to exceed the response capabilities of front line personnel, the NJTPD EM Coordinator will immediately notify the Chief of Police. The Chief will then notify the Executive Director’s Office, apprise them of the situation and recommend protective and/or response actions, including implementing the CEMP and activating one or more of the CEMP annexes and/or the EOC, as appropriate.

Upon being notified of a threatened or actual emergency, the Executive Director will notify Executive Policy Group and will establish a briefing schedule. Briefings may be conducted via conference call or in
person. In person briefings will be held in the Commissioners Board Room, 9th Floor, New Jersey Transit Headquarters, One Penn Plaza East, Newark, NJ. In the event that this room is unavailable, an alternate meeting space will be designated by the Executive Director.

Once the NJT CEMP has been implemented, designated personnel for each NJT department and business line will be contacted via email. These personnel are then responsible for initiating the notification protocols outlined in the Emergency Operations Annex for each emergency functional area to ensure that all NJT on-duty employees, as well as required off-duty employees, are aware that the CEMP has been implemented. The NJTPD OEM maintains notification lists for various levels and priorities of EOC activation. The OEM will initiate notifications of the appropriate personnel upon activation of the EOC. The notification will include the nature of the emergency, current situation, and reporting location.

d. Demobilization
Demobilization of NJT resources and/or personnel shall begin at a time appropriate for scale-down of operations as determined by the Incident Commander with the input of the NJT Executive Director, Chief of Police and NJTPD EM Coordinator. Demobilization of field resources and personnel typically begins at the conclusion of the response phase while deactivation and demobilization of the EOC and its staffing occurs, as appropriate, toward the end of the recovery phase.

Demobilization will generally be accomplished in phases, which allows personnel to be relieved in a staggered manner. A partial EOC deactivation may be implemented to provide an appropriate structure for support and recovery activities. EOC operations may also be relocated as a result of this partial deactivation. Prior to complete demobilization, all incident documentation will be turned over to the NJTPD EM Coordinator, and the EOC will be re-provisioned and placed in a state of readiness.

e. Continuity
There is a need for a line of succession for the NJT Executive Director and Chief of Police to ensure continuous leadership in an emergency. The line of succession for the Executive Director will be determined by the nature and extent of the emergency as well as available personnel.

The NJTPD Chief of Police may have two lines of succession. The first line of succession will address administrative and operational (tactical) police activities while the second line of succession will be limited to emergency management activities. These lines of succession will be determined by the nature and extent of the emergency as well as available personnel.

Each NJT emergency functional area shall also establish a line of succession and document the line of succession in the respective EOA.
f. **Resource Management**

i. **Pre-positioning of Resources**

When the impact location of an impending threat is known with reasonable certainty and precautionary deployment of personnel and equipment and pre-positioning of supplies can facilitate a rapid response, NJT may pre-position resources. The Chief of Police, on the recommendation of the NJTPD EM Coordinator, will request that the Executive Director implement the CEMP to allow for this pre-positioning. Field operations will be pre-deployed, as appropriate, in the context of safety and/or security. Once a state of emergency is declared for NJT, the NJT EOC will serve as the centralized point of coordination for resource ordering, resupply, and demobilization. In its role as the co-lead agency for ESF 1 – Transportation, the NJTPD OEM will serve as the centralized point of coordination for the resource ordering, deployment, resupply, maintenance, and demobilization of all public transportation joint force resources.

ii. **Resource Needs**

Resources needs may be identified by Incident Commander (IC)/Unified Command (UC), based upon input from personnel in each affected emergency functional area, as well as the EOC Management Team. If the EOC has not been activated, resources will be provided by each department and/or business line in accordance with normal procedures. If the EOC has been activated, sources for the required resources will be identified by the Logistics Section within the EOC. If approved by the Chief of Procurement and Support Services or designee, resources will be procured through mutual aid, existing agreements and understandings, and/or emergency contracts with the assistance of the EOC Finance and Administration Section. Resource needs to support ongoing emergency operations will be estimated by the EOC Logistics Section with the assistance of the EOC Planning Section, who will anticipate the expected impacts of the event based upon situation updates and damage assessment reports received from the IC/UC.

iii. **Resource Requests Under ESF 1 – Transportation**

If NJT, as the co-lead agency responsible for public transportation under ESF 1, can meet the provisions of the request, resource information is forwarded to the State EOC. If NJT cannot provide the requested public transportation resources, the resource request is forwarded to the State EOC Manager, who will direct State EOC personnel to work with either private vendors or through the EMAC to secure the public transportation resources. Upon identifying a source or sources to fill the resource request, the State EOC will provide the pertinent information to the NJT and county emergency operations centers.
III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization
The National Incident Management System (NIMS) Incident Command System (ICS) will be used in the management of all significant emergencies that affect NJT. The ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration. The complete traditional ICS structure is provided in Figure 2 below. This organizational structure may not, in many cases, resemble the day-to-day organization within NJT as employees may be temporarily reassigned to duties outside of their normal assignments. Furthermore, as the severity of the incident increases, personnel assignments within the ICS may change.

Figure 2. Traditional Incident Command System Organizational Structure

In some situations, NJT may use a hybrid ICS to manage emergencies. In the hybrid system, the command and operations functional areas will remain field-based, but the planning, logistics and finance/administration functional areas may operate from the EOC along with the seven (7) NJT emergency functional areas (e.g., Access Link, Bus, Corporate Administration, Information Technology, Light Rail, Police and Rail) as shown in Figure 3.

B. Roles and Responsibilities
In the New Jersey Transit Corporation, the following key positions have the specified responsibilities during an emergency:

1. The Executive Director has the ultimate responsibility for direction and control over NJT emergency activities. The Executive Director is authorized to delegate such powers as he or she
deems prudent. The Executive Director must ensure that appropriate notifications are made and policies regarding emergency operations are in effect when an emergency or disaster that necessitates the implementation of the CEMP or activation of the NJT EOC.

2. **The Chief of Police**, through Delegation of Authority from the Executive Director, coordinates and executes NJT emergency activities to cope effectively with the situation. He or she is responsible for overall direction and control of emergency operations and coordinating emergency management activities with all departments and business lines of NJT. The Chief is also responsible to maintain and activate the NJT EOC.

3. **The New Jersey Transit Police Department Emergency Management (EM) Coordinator** has the responsibility for coordinating the entire emergency management program. Under emergency conditions, the NJTPD EM Coordinator makes all routine decisions and advises the officials on courses of action available for major decisions. During emergency operations, the NJTPD EM Coordinator is responsible for the management and proper functioning of the EOC. Finally, the NJTPD EM Coordinator acts as a liaison with local, State and federal emergency agencies.

4. **The Executive Policy Group** serves as the primary policy setting entity during a major emergency as well as during emergencies outside NJT jurisdiction that have the possibility of affecting NJT operations. The Executive Policy Group consists of the Executive Director and a number of key advisors that are direct reports to the Executive Director.

5. **The Incident Commander (IC)** is solely responsible for emergency/disaster tactical operations. The IC will be designated as the emergency/disaster dictates, and the IC provides overall leadership for the incident response. The IC will receive guidance on incident policy and priorities from the NJT Executive Policy Group and the NJTPD Chief of Police and will establish and manage the overall incident objectives.

6. **The Public Information Officer (PIO)** will advise the Incident Commander, NJTPD EM Coordinator and Executive Policy Group on information dissemination and media relations during an emergency/disaster.

In addition to these key positions and their responsibilities, all NJT emergency functional areas have the responsibility to support the CEMP Base Plan when it is implemented as well as carry out the responsibilities identified in their respective Emergency Operations Annexes. Finally, there are several common responsibilities for each emergency functional area (and sub-area). These include:

1. Identifying a minimum of two primary and two alternate representatives to the EOC who can make decisions and commit resources on behalf of the department/business line;

2. Developing and maintaining an EOA and SOPs for the emergency assignments;

3. Providing the necessary training and education to all department/business line personnel on the EOA and SOPs; and

4. Implementing the EOA and SOPs when the CEMP is implemented.
IV. DIRECTION, CONTROL AND COORDINATION

Initial response for any emergency will be provided by the first arriving emergency responder (i.e., law enforcement, fire, etc.), who will establish incident command. Should the emergency escalate to a Level 2 (Regional) or higher, general direction and control will emanate from the NJT EOC, which will provide direction on policy and priorities from the Executive Policy Group to the Incident/Unified Command. During emergency operations, emergency responders will remain, to the extent possible, under the established management and supervisory control of their parent organizations.

A. Leadership
The affairs of the New Jersey Transit Corporation are directed by a Board of Directors consisting of seven members. Day-to-day management of NJT is the responsibility of the Executive Director. The Executive Director is supported in this responsibility by the NJT Treasurer, a number of Assistant Executive Directors, the heads of the NJT business lines, and the Chief of Police. As mentioned previously, the Chief of Police is responsible for overall direction and control of emergency operations for NJT, and the NJTPD OEM has the responsibility to coordinate emergency management activities with all departments and business lines of NJT. NJTPD OEM personnel are on call 24 hours a day, seven days a week.

B. NJT Personnel Designations

1. Essential Personnel
Essential personnel are generally defined as the staff that is required to report to their designated work location or the Emergency Operations Center to ensure the continuation of essential functions during an emergency or disaster. There are some individuals who may perform essential services remotely, and those individuals will be identified in advance and notified by their supervisors. However, in most cases, essential personnel are expected to be on-site. Additionally, on a case by case basis, staff members may be designated as essential by management based on the nature of the emergency and/or the availability of other personnel. A listing of essential personnel will be developed and maintained by each NJT emergency functional area in their respective Emergency Operations Annexes.

2. Non-Essential Personnel
Employees who are not required to report to work when an emergency is declared are considered non-essential personnel. Occasionally, non-essential personnel may be required to work to supplement available essential personnel or if specific work must be performed to meet deadlines. All non-essential personnel are responsible to monitor the media and other designated communications systems for information regarding callback and/or return to work.

C. Regional Coordination
During emergencies that require support from outside of NJT, the NJTPD OEM will coordinate a multi-agency response as outlined in the Response Framework (section II.D, page 11). Should the emergency necessitate, the NJTPD EM Coordinator will recommend to the NJT Chief of Police and the Executive Director that one or more non-critical services of NJT be suspended in order to increase the number of personnel and/or resources that can be dedicated to emergency operations.
D. Relationship to Other Plans
The CEMP is derived from specialized plans such as a hazard mitigation plan and a risk/vulnerability assessment. It is supplemented by emergency operations annexes, continuity of operations annexes and standard operations procedures specific to each NJT emergency functional area, and it is coordinated with such other agency-level plans as a business continuity plan, a post-disaster recovery plan, and a crisis communications plan. Finally, the NJT CEMP provides for integration of its response operations with State and federal agencies in responding to emergency situations in the State of New Jersey at the request of the Governor. Figure 3 reflects the general relationships among NJT emergency planning elements.
Figure 3. Emergency Planning Relationships Diagram

Executive Policy Group (EPG)

OEM/NJTFD

Hazard Mitigation Plan

Risk/Vulnerability Assessment

New Jersey Transit Corporation Comprehensive Emergency Management Plan

IT Emergency Operations and Post-Disaster Recovery Plans

Business Continuity Plan

Business Line Bus

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Business Line Light Rail

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Business Line Rail

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Business Line Access Link

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Police Department

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Corporate Administration

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Information Technology

Standard Operating Procedures

Emergency Operations Annex

Continuity of Operations Annex

Note: All plans may also contain hazard-specific appendices.
V. Information Collection and Dissemination

One of the core functions of the NJTPD OEM is information collection, analysis and dissemination to create and maintain a common operating picture before, during and after emergencies. To facilitate this core function, NJTPD OEM is responsible for establishing a system of communications and warning to ensure that all NJT departments and business lines are advised of developing emergency situations and can communicate emergency response decisions. To meet this requirement, the NJTPD OEM has designated an on-call officer to respond to notifications from the NJTPD Central Communications Center, a 24-hour communications center for all NJT business line operations. The NJTPD EM Coordinator also receives daily emails from the National Weather Service, TELVENT and the New Jersey Region Operations Intelligence Center (NJROIC) regarding the potential for developing threats within the NJT service area. The NJTPD EM Coordinator then serves as the single point of contact to disseminate information and warnings to key NJT personnel (i.e., the Executive Policy Group) that an emergency situation could threaten or has threatened the general welfare, health, safety, and/or property of NJT and its customers.

During an emergency, the collection of information is generally managed by the Planning Section who produces various briefings and the incident action plans (IAPs). The Planning Section obtains information to be used in the development of briefings and the IAPs from various sources including:

- Status reports from the emergency functional areas
- Staffing rosters
- Activity logs
- Call/communications center logs
- EOC communications log
- Resources requests

Finally, the Planning Section coordinates closely with the Public Information Officer to ensure that all information delivered to the media and public is accurate and timely. The NJT Department of Communications and Customer Service has a number of pre-prepared templates that can be used to inform the media and public during emergencies. In general, the information required to complete the required template(s) can be derived from the briefings and IAPs prepared by the Planning Section.
VI. Communications

All alerting, warning and communications direction and control related to emergencies and disasters affecting NJT shall come from the NJTPD OEM utilizing the communications systems indicated below.

A. Systems

The Chief Information Officer is responsible for maintaining the functionality of the day-to-day NJT corporate communications systems. Rail maintains its and the NJTPD’s communications systems and equipment. Finally, NJTPD maintains its Central Communications Center equipment and capabilities. Emergency-related communications systems such as the mobile satellite phone system and E-Team are also available. Table 2 identifies the current communications systems available to NJT.

B. Interoperability

The departments and business lines within NJT use a variety of radio systems for communications.

NJTPD also maintains state and national interoperable communications capabilities.

These capabilities allow NJTPD to communicate with a variety of public safety, emergency management and private agencies (i.e., Amtrak, MTA, etc.) that may provide support in response to a request for assistance. Additionally, the State of New Jersey maintains the following interoperability methods:

- Regional Central Dispatch (24/7/365)
- Region-wide tactical interoperability channels in each radio band
- Over 2,000 radio cache radios with 21 interconnect switches and preprogrammed with all of the Interoperability channels
<table>
<thead>
<tr>
<th>System</th>
<th>Access</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NJT General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NJT Email</td>
<td>NJT employees</td>
<td>Not all employees have a NJT email address</td>
</tr>
<tr>
<td>Website</td>
<td>All NJT employees</td>
<td></td>
</tr>
<tr>
<td>Commercial Wireless Devices</td>
<td>Provided by NJT to select employees only</td>
<td>Employees may use privately-owned devices</td>
</tr>
<tr>
<td>Commercial Telephone</td>
<td>Most NJT office personnel</td>
<td></td>
</tr>
<tr>
<td>Various Commercial</td>
<td>NJT Business Lines</td>
<td></td>
</tr>
<tr>
<td>Conference Call Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify – Emergency Notification System</td>
<td>All NJT employees</td>
<td>Voluntary and subscription required; can subscribe on @Transit</td>
</tr>
<tr>
<td>Email to Text Messaging</td>
<td>All NJT employees</td>
<td>Allows for email to be delivered as a text message; supported for Verizon, Sprint and AT&amp;T text-capable wireless phones</td>
</tr>
<tr>
<td>NJTV</td>
<td>NJT employees located at HQ and GOB</td>
<td>Internal television channel with streaming information updates</td>
</tr>
<tr>
<td><strong>NJT Business Lines (in addition to the General above)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radios (with support from communications centers)</td>
<td>Rail, Light Rail, Bus operations personnel</td>
<td>Rail– VHF Light Rail and Bus– 800 MHZ &amp; Tetra</td>
</tr>
<tr>
<td><strong>NJT Rail Operations (in addition to the General above)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal paging/text system (Note Pager)</td>
<td>Rail Operations personnel</td>
<td>Messages are initiated by the Rail Operations Center (ROC)</td>
</tr>
<tr>
<td><strong>NJT Police Department (in addition to the General above)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radios (with support from communications centers)</td>
<td>All PD officers</td>
<td>Primary – VHF Secondary – NJSP 800 MHZ</td>
</tr>
<tr>
<td>Mutual Link</td>
<td>PD Central Communications Center</td>
<td>Allows communications with other system owners (e.g., public safety agencies, hospitals, electrical companies, universities, etc.)</td>
</tr>
<tr>
<td><strong>NJT Emergency Communications Systems</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Satellite Phone System</td>
<td>Select NJT personnel</td>
<td>Portable units: 20-25; fixed units: 5-6; not currently activated</td>
</tr>
<tr>
<td>Amateur Radio Emergency System</td>
<td>Select NJT personnel</td>
<td>NJT club; operates out of the COOP; can support RACES and ARES</td>
</tr>
<tr>
<td>E-Team</td>
<td>NJTPD OEM</td>
<td>Used for resource requests and situation status information with NJ SEOC</td>
</tr>
</tbody>
</table>
VII. Administration, Finance and Logistics

A. Administration

Administration of the CEMP is conducted through the NJTPD OEM with the input of representatives from each of the NJT emergency functional areas.

Individual department heads and/or persons responsible for an emergency function are responsible for the protection and preservation of vital records received or generated by their departments. Vital records may include, but are not limited to:

- Personnel files
- Payroll records
- Insurance policies
- Emergency plans
- Real estate records
- Contracts and mutual aid agreements

B. Finance


- The NJT Executive Director has the power to authorize any emergency purchases and/or the contracting of any emergency services that might be required for emergency operations.
- Day-to-day fiscal procedures (i.e., the voucher system) will be followed during emergency operations.
- Executive Order 37, Section 16.b shall be invoked to allow for purchase of services or products.
- Preservation of records is important to ensure eligibility of reimbursement for qualifying federally declared disasters.
- The NJT Risk Management Department will handle all applicable claims involving injury and property damage. Injuries should be reported to NJT Risk Management.

2. Tracking Financial Obligations

Each NJT department and business line shall maintain records of expenditures (including regular, overtime and compensatory labor) and obligations during emergency operations. Copies of these logs and records shall be retained in accordance with established records retention guidance. Each Assistant Executive Director (AED) and General Manager (GM) is responsible for ensuring that all required financial records are prepared for his or her area of responsibility and submitted to NJT Finance who will coordinate the submittal of comprehensive financial reports to the NJTPD OEM.

In addition to the requirements outlined above, the Finance and Administration Section within the NJT EOC is responsible for coordinating a number of important measures associated with processing and tracking expenditures. Several of these measures are as follows:
• Maintain documentation related to resource requests that result in the purchase of equipment, services and commodities by NJT to meet response and recovery needs.
• Process documents to ensure expeditious employment of additional response and recovery personnel to meet the staffing requirements of the event.
• Track the estimated costs of the event for the management of agency resources and for future reimbursement processes.
• Ensure that there is sufficient budget authority and funding to compensate for response costs. This includes any required matching fund commitments necessary to apply for federal public assistance, if appropriate, for reimbursable response and recovery efforts.
• Identify and track, in accordance with established procedures and mechanisms, all eligible costs incurred during and after the event for reimbursement by the Federal Emergency Management Agency.

C. Logistics
Accurate, detailed records of all actions taken in any emergency are essential for use in designing future improvements, training personnel and settling possible litigation. To this end, each NJT department and business line shall maintain narrative logs and records during emergency operations. Copies of these logs and records shall be retained in accordance with established records retention guidance. The following information shall be detailed in the logs/records:

• Dates and times of modifications to normal operations (i.e., reductions in level of service, shut down, etc.);
• Resources used for evacuation along with associated dates, times, and activities completed;
• Dates, times and asset identifiers of equipment that is relocated; and
• Estimates of damages to system and infrastructure.

1. Resource Requests
If NJT resources (e.g., equipment, supplies, personnel) prove to be inadequate for emergency operations, resource requests shall be submitted to the NJT EOC using approved methods. The EOC may satisfy resource requests through assistance from local jurisdictions and other agencies via existing or emergency Mutual Aid Agreements (MAAs), Memoranda of Understanding (MOUs), and/or E-Team requests. Copies of existing MAAs and MOUs are maintained on file at the NJT EOC. When major disaster assistance activities are carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the affected area.

Support from local response organizations and/or State agencies may be provided initially without a local and/or State disaster declaration. NJT resources may be provided to assist any jurisdiction or agency within as well as outside of the State of New Jersey upon authorization by the Executive Director or designee.
VIII. Plan Development and Maintenance

A. Overall Approach to Plan Development
The NJTPD Office of Emergency Management is responsible for coordinating all emergency planning for NJT. The Plan is developed with assistance and input from the various departments and business lines of the NJT Corporation. The NJTPD OEM has overall responsibility to maintain and amend the CEMP; however, preparation and revision of the Emergency Operations and Continuity of Operations Annexes are the responsibility of the respective emergency functional areas. The format and general content of the CEMP and its annexes shall remain consistent throughout the revisions.

B. Exercise and Plan Revisions
The NJTPD OEM conducts a variety of discussion-based and operations-based exercises each year. NJT departments and business lines may also participate in exercises hosted by external agencies (i.e., Radiological Emergency Preparedness Exercises, Governor’s Tabletop Exercise, etc.). Internal exercises are designed to test all or critical portions of the CEMP and its annexes, including capabilities of equipment and the personnel to operate such equipment.

At a minimum, an exercise simulating an emergency and requiring the implementation of the CEMP will be conducted at least once a year regardless of actual events. These exercises will also provide practical, controlled operational experience for individuals with EOC responsibilities. Each exercise will be evaluated through interviews of the emergency organization following the exercise and adopted into an After Action Report (AAR). Revisions will be made to the appropriate plans based on the AAR findings.

C. Plan Review
A review of the CEMP is conducted annually by NJTPD OEM in cooperation with the various NJT emergency functional areas. Changes in procedures, lessons learned from previous CEMP implementations and/or EOC activations, identification of improved capabilities, significant changes to available resources, and deficiencies for corrective action guide any necessary revisions to the plan. Revisions will be published to the NJT “P drive”. NJT personnel with identified roles and responsibilities within this CEMP should provide updates to NJTPD OEM annually, at a minimum, regarding personnel and available resources. These individuals may also recommend changes to the CEMP at any time.
IX. Legal Considerations

A. Compliance with the Americans with Disabilities Act
The Americans with Disabilities Act (ADA) of 1990 is incorporated, by reference, into all NJT emergency planning documents. This law prohibits discrimination on the basis of disability. A best practice used to effectively address the needs of persons with disabilities or access and functional needs in emergency preparedness plans is establishing a process to pre-identify resources which may be used to fulfill requests from these individuals for reasonable accommodations they may need in emergency situations. NJT specifically addresses these needs in its Emergency Operations Annex, Continuity of Operations Annex and standard operating procedures for Access Link.

On July 22, 2004, Executive Order 13347 was issued (Individuals with Disabilities in Emergency Preparedness), directing the federal government to work together with state, local and tribal governments, as well as private organizations, to appropriately address the safety and security needs of people with disabilities. NJT will make every effort to comply with Title II of the Americans with Disabilities Act (ADA) of 1990 and other applicable laws related to emergency and disaster-related programs, services and activities for individuals with disabilities.
X. References and Authorities

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Plan is not intended to incorporate them by reference.

A. Laws

1. New Jersey Statutes
   a. Radiation Accident Response Act, NJSA 26:2D
   b. New Jersey Public Transportation Act of 1979, NJSA 27:25-4 and 5
   e. PEOSHA regulations

2. Federal Statutes
   a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
   b. Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance, and for other purposes.
   e. The Americans with Disabilities Act (ADA) of 1990.
   i. 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
   j. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
I. Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.

m. Public Law 84-99,33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.


B. Administrative Rules

1. Code of Federal Regulations
   b. 44 CFR Part 10 - Environmental Considerations.
   c. 44 CFR Part 13 - Uniform Administrative Requirements for Grants & Cooperative Agreements.
   d. 44 CFR Part 14 - Audits of State and Local Governments.
   e. 44 CFR Parts 59-76 - National Flood Insurance Program and related programs.
   f. 44 CFR Part 201 - Mitigation Planning.
   h. 44 CFR Part 351 - Radiological Emergency Planning and Preparedness.
   i. 44 CFR Part 360 - State Assistance Programs for Training and Education in Comprehensive Emergency Management.
   j. 44 CFR Part 361 - National Earthquake Hazards Reduction Assistance to State & Local Governments.
   k. 49 CFR - Transportation

C. Executive Orders

1. State
   a. Executive Order 12 (Cahill), dated 1970, which directs State Departments to develop, coordinate and keep current a workable plan for the effective utilization of manpower and resources. Copies of these plans shall be forwarded to the Director of Emergency Management.
   b. Executive Order 101 (Byrne), dated November 19, 1980, establishes an Office of Emergency Management in the Division of State Police.
   d. Executive Order 115 (Florio), dated January 14, 1994, established a State Hazard Mitigation Team to develop a systematic program to identify hazards, monitor changes in hazard vulnerability and implement measures for reducing potential damage by providing a mechanism for follow-up activities crucial to the successful implementation of hazard mitigation initiatives.
e. Executive Order 50 (Codey), dated August 5, 2005, establishes NIMS as the State standard for incident management and requires its use for all emergency incidents in the State. It further sets forth NIMS training and exercise requirements for first responders at all levels of government.

f. Executive Order 5 (Corzine), dated March 16, 2006, created the Office of Homeland Security and Preparedness and empowered it to administer, coordinate, lead, and supervise New Jersey's counter-terrorism and preparedness efforts.

g. Executive Order 37 (Corzine), dated September 26, 2006, ensures that, among other provisions, State authorities maintain procurement policies and procedures that are consistent with the provisions of the Executive Order and statutory law concerning competitive bidding as well as establish policies concerning personnel matters, such as job qualifications, hiring practices, and compensation.

2. Federal


b. HSPD 5: Management of Domestic Incidents.

c. HSPD 7: Critical Infrastructure Identification, Prioritization, and Protection.

d. HSPD/Presidential Policy Directive (PPD) 8: National Preparedness.

e. HSPD 20: National Continuity Policy.


g. PDD 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas.

h. Executive Order 11988, Flood Plain Management.

i. Executive Order 11990, Protection of Wetlands.

j. Executive Order 12241, transferring review and concurrence responsibility for State plans from the NRC to FEMA.


m. Executive Order 13347, Individuals with Disabilities in Emergency Preparedness.

D. Supporting Plans and Procedures

a. State of New Jersey Emergency Operations Plan

b. State of New Jersey State Hazard Mitigation Plan April 2011 (with November 2011 updates)

c. 2014 New York State Hazard Mitigation Plan

d. Commonwealth of Pennsylvania 2013 State Standard All-Hazard Mitigation Plan

e. New Jersey Transit Emergency Operations Center Standard Operating Procedures
XI. Acronyms and Definitions

A. Acronyms

AAR  | After Action Review, After Action Report
AAR/IP  | After Action Report/Improvement Plan
ACD  | Assistant Chief Dispatcher
AD  | Assistant Director
ADA  | Americans with Disabilities Act
AED  | Assistant Executive Director
AGM  | Assistant General Manager
ARES  | Amateur Radio Emergency System
ATP  | Automatic Train Protection
BBP  | Branch Brook Park Pocket
BHRF  | Bay Head Rail Facility
BSE  | Building Services Engineering
CCC  | Central Communications Center
CEMP  | Comprehensive Emergency Management Plan
CERCLA  | Comprehensive Environmental Response, Compensation, and Liability Act
CEO  | Chief Executive Officer
CFO  | Chief Financial Officer
CI/KR  | Critical Infrastructure / Key Resources
CIO  | Chief Information Officer
CTO  | Chief Technology Officer
COOP  | Continuity of Operations
COP  | Common Operating Picture
DEAC  | Deputy Emergency Action Coordinator
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>DEST</td>
<td>Domestic Emergency Support Team</td>
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<tr>
<td>DGM</td>
<td>Deputy General Manager</td>
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<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
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<tr>
<td>DOD</td>
<td>Department of Defense</td>
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<tr>
<td>DOJ</td>
<td>Department of Justice</td>
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<tr>
<td>DOS</td>
<td>Department of State</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
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<tr>
<td>DTMB</td>
<td>Dover Transportation/Mechanical Building</td>
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<tr>
<td>EAC</td>
<td>Emergency Action Coordinator</td>
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<td>EAG</td>
<td>Emergency Action Group</td>
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<td>EAP</td>
<td>Emergency Action Plan</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<tr>
<td>EM</td>
<td>Emergency Management</td>
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<tr>
<td>EMAC</td>
<td>Emergency Mutual Aid Compact</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<tr>
<td>EO</td>
<td>Executive Order</td>
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<tr>
<td>EOA</td>
<td>Emergency Operations Annex</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>ER</td>
<td>Emergency Response</td>
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<tr>
<td>ERT</td>
<td>Emergency Response Team</td>
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<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
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<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>FMAP</td>
<td>Flood Mitigation Assistance Program</td>
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<tr>
<td>FCO</td>
<td>Federal Coordinating Officer</td>
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</table>
FRA  Federal Railroad Administration
FTA  Federal Transit Administration
GIS  Geographic(al) Information System
GM  General Manager
GOB  General Office Building
HAZMAT  Hazardous Material
HBLR  Hudson-Bergen Light Rail
HBLRTS  Hudson-Bergen Light Rail Transit System
HF  High Frequency
HMGP  Hazard Mitigation Grant Program
HQ  Headquarters
HSEEP  Homeland Security Exercise and Evaluation Program
HSPD  Homeland Security Presidential Directives
IAP  Incident Action Plan
IC  Incident Command(er)
ICP  Incident Command Post
ICS  Incident Command System
IDLH  Immediately Dangerous to Life or Health
IMT  Incident Management Team
IS  Information Services
IT  Information Technology
JIC  Joint Information Center
JIS  Joint Information System
JTTF  Joint Terrorism Task Force
LBTMB  Long Branch Transportation/Mechanical Building
NOAA  National Oceanic and Atmospheric Agency
NOC  Newark Operations Center
NRC  National Response Center, Nuclear Regulatory Commission
NRF  Nation Response Framework
NS  Norfolk Southern
NTSB  National Transportation Safety Board
NWKPS  Newark Penn Station
NWS  National Weather Service
OC  Operations Control
OCC  Operations Communications Center
OCS  Overhead Catenary System, Occupation Control System
OEM  Office of Emergency Management
O & M  Operations and Maintenance
OSHA  Occupational Safety and Health Administration
PATH  Port Authority Trans-Hudson
PD  Police Department
PDA  Preliminary Damage Assessment
PDD  Presidential Decision Directive
PEOSHA  Public Employees Occupational Safety and Health Act
PID  Passenger Information Display
PIO  Public Information Officer
PPD  Presidential Policy Directive
POC  Point of Contact
PPE  Personal Protective Equipment
RACES  Radio Amateur Civil Emergency Service
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>RCRA</td>
<td>Resources Conservation and Recovery Act</td>
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<tr>
<td>ROC</td>
<td>Rail Operations Center, Regional Operations Center</td>
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<td>ROW</td>
<td>Right of Way</td>
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<tr>
<td>SAC</td>
<td>Special Agent-in-Charge</td>
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<td>SAR</td>
<td>Search and Rescue</td>
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<tr>
<td>SBA</td>
<td>Small Business Administration</td>
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<tr>
<td>SEC</td>
<td>Secaucus Junction</td>
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<tr>
<td>SEOC</td>
<td>State Emergency Operations Center</td>
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<tr>
<td>SITREP</td>
<td>Situation Report</td>
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<tr>
<td>SMAA</td>
<td>State Mutual Aid Agreement</td>
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<tr>
<td>SO</td>
<td>Safety Officer</td>
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<tr>
<td>SOC</td>
<td>Secaucus Operations Center</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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<tr>
<td>SPEN</td>
<td>Statewide Police Emergency Network</td>
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<tr>
<td>TFC</td>
<td>Twenty-First Century</td>
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<tr>
<td>TFCRC</td>
<td>Twenty-First Century Rail Corporation</td>
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<tr>
<td>TIC</td>
<td>Transit Information Center</td>
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<td>TOC</td>
<td>Terminal Operations Center</td>
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<td>TOL</td>
<td>Track Occupied Light</td>
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<tr>
<td>TSA</td>
<td>Transportation Security Administration</td>
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<tr>
<td>UC</td>
<td>Unified Command</td>
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<tr>
<td>UHF</td>
<td>Ultra-high Frequency</td>
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<tr>
<td>USAR</td>
<td>Urban Search and Rescue</td>
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<tr>
<td>USCG</td>
<td>United States Coast Guard</td>
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<tr>
<td>VBF</td>
<td>Vehicle Base Facility</td>
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<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>VHF</td>
<td>Very High Frequency</td>
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<tr>
<td>VPN</td>
<td>Virtual Private Network</td>
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<tr>
<td>WAN</td>
<td>Wide Area Network</td>
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<tr>
<td>WMD</td>
<td>Weapon of Mass Destruction</td>
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B. Definitions

Agency Representative

A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command)

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment

The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assisting Agency

An agency or organization providing personnel, services, or other resources to another agency with direct responsibility for incident management. See also Supporting Agency.

Awareness

The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Branch

The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Casualty

Any person who is declared dead or is missing, ill or injured.
Catastrophic Incident

Any natural or man-made incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and / or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command

A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In

The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief

The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command

The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff

In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture

A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Consequence

The severity of impact and probability of loss for a given threat scenario. Consequences may be measured in qualitative or quantitative terms.
Consequence Management

Per the National Strategy for Homeland Security, July 2002, the NRP will consolidate existing federal government emergency response plans into one genuinely all-discipline, all-hazard plan and thereby eliminate the “crisis management” and “consequence management” distinction. Traditionally, consequence management has been predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also crisis management.

Cooperating Agency

An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Corporation

New Jersey Transit Corporation

Credible Threat

A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management

Per the National Strategy for Homeland Security, July 2002, the NRP will consolidate existing federal government emergency response plans into one genuinely all-discipline, all-hazard plan and thereby eliminate the “crisis management” and “consequence management” distinction. Traditionally, crisis management was predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also consequence management.

Critical Infrastructures

Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Deputy

A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Disaster

An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

Dispatch

The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division

The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency

A sudden and unexpected event calling for immediate action.

Emergency Operations Center (EOC)

The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Annex

The “steady-state” plan maintained by various departments and business lines for responding to a wide variety of potential hazards.

Emergency Support Function (ESF)

A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.
Evacuation

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

First Responder

Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Flash Flood Warning

Flash flooding is actually occurring or imminent in the warning area. It can be issued as a result of torrential rains, a dam failure, or ice jam.

Flash Flood Watch

Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

Flood Warning

Flooding conditions are actually occurring or are imminent in the warning area.

Flood Watch

High flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

Function

Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.
General Staff

A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group

Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (See Division).

Hazard

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation

Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Hurricane Warning

Hurricane conditions are expected in the warning area in 24 hours or less.

Hurricane Watch

Hurricane conditions (sustained winds greater than 73 mph) are possible in the watch area within 36 hours.

Incident

An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response (See Emergency).

Incident Action Plan (IAP)

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command Post (ICP)

The field location at which the primary tactical level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS)

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC)

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT)

The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation

Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident of National Significance

Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Incident Objectives

Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Infrastructure

The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Action

The actions taken by those responders first to arrive at an incident site.

Initial Response

Resources initially committed to an incident.

Joint Information Center (JIC)

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS)

Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison

A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer

A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
Local Government

A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation: a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics

Providing resources and other services to support incident management.

Logistics Section

The section responsible for providing facilities, services, and material support for the incident.

Major Disaster

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mitigation

The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization

The process and procedures used by all organizations – Federal, State, local, and tribal – for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Multiagency Command Center (MACC)

An interagency coordination center established by DHS/USSS during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

Multijurisdictional Incident

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement

Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS)

A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments, the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Center

A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Response Plan (now National Response Framework)

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Special Security Event (NSSE)

A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.
Nongovernmental Organization

An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Notification

The formal advising, by voice or in writing, of specific information about an incident by the process described in the emergency response procedure governing the incident.

Operational Period

The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section

The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Planning Section

Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Prevention

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or
quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Public Information Officer**

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

**Recovery**

The development, coordination, and execution of service- and site restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan**

A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources**

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management**

Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit**

Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response**

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of
emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Risk

The probability that damage to life, property, and/or the environment will occur if a hazard manifests itself.

Safety Officer

A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section

The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Severe Thunderstorm Warning

A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

Severe Thunderstorm Watch

Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

Situation Assessment

The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision making.

Span of Control

The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)
Staging Area

Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strategic

Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team

A set number of resources, of the same kind and type that has an established minimum number of personnel.

Strategy

The general direction selected to accomplish incident objectives set by the IC.

Task Force

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Terrorism

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

Threat

An indication of possible violence, harm, or danger.

Tornado Warning

A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.
Tornado Watch

Conditions are conducive to the development of tornadoes in and close to the watch area.

Tropical Storm Warning

Tropical storm conditions are expected in the warning area within the next 24 hours.

Tropical Storm Watch

Tropical storm conditions with sustained winds from 39 to 73 mph are possible in the watch area within the next 36 hours.

Type

A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command

A Unified Area Command is established when incidents under an Area Command are multijurisdictional (See Area Command).

Unified Command

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit

The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command

The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.
Weapon of Mass Destruction (WMD)

As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
XII. Annexes
The following documents supplement this CEMP. Each emergency functional area is responsible to update and its respective documents.

Corporate Administration
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex

Business Line – Bus
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex

Business Line – Light Rail
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex

Business Line – Rail
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex

Business Line - Access Link
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex

Police Department
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex

Information Technology
- Standard Operating Procedures
- Emergency Operations Annex
- Continuity of Operations Annex