

**TOWNSHIP OF NEPTUNE  
RESOLUTION 23-223**

**AUTHORIZE INTRA-COUNTY MUTUAL AID AND ASSISTANCE AGREEMENTS WITH  
PARTICIPATING UNITS IN THE COUNTY OF MONMOUTH**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. Seq., ("Act") provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive within its own jurisdiction; and

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies, police, emergency medical service, fire departments, fire companies, or EMS organizations and fire departments situated in fire districts operated by a Board of Fire Commissioners, are permitted pursuant to N.J.S.A. 40A:14-26 and 40A:14-156.1; and

WHEREAS, the President in Homeland Security Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System ("NIMS"), which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, "The New Jersey Civilian Defense and Disaster Control Act" App.A9-33 et. seq., provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and

WHEREAS, The Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules in accordance with the "Fire Service Resource Emergency Deployment Act," N.J.A.C. 52:14E-11 et. seq., commonly referred to as the "Fire Service Resource Emergency Deployment Regulations" N.J.A.C. 5:75A et. seq.; and

WHEREAS, the Township Committee of the Township of Neptune deem it to be in the best interests of the Township to enter into Mutual Aid and Assistance Agreements with governmental entities throughout Monmouth County and all of their departments, authorities, boards, commissions and other functions under the auspices of each participating governmental entity including but not limited to, law enforcement, public works, emergency medical services, emergency management, human services, hazardous materials response units technical or special operations teams, Community Emergency Response Team ("CERT") members, Medical Reserve Corps ("MRC") members or other volunteers and other jurisdictions defined "local governments" in the Homeland Security Act of 2002; and

WHEREAS, N.J.S.A. 40A:14-26 et seq. has authorized inter-jurisdictional mutual aid; and

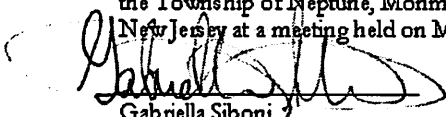
WHEREAS, the Township Committee of the Township of Neptune and the Participating Units recognize the benefit of entering into an Agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property of each individual jurisdiction,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the Intra-County Mutual Aid and Assistance Agreements between the Township of Neptune, County of Monmouth and Participating Units be and are hereby accepted; and,

BE IT FURTHER RESOLVED that the Mayor and Clerk of the Township of Neptune are authorized to execute the Intra-County Mutual Aid and Assistance Agreements; and,

BE IT FURTHER RESOLVED that a certified copy of this resolution to the Monmouth County Sheriff; Neptune Township Office of Emergency Management Coordinator; and Township Attorney.

I, Gabriella Siboni, Clerk of the Township of Neptune hereby certify that the foregoing is a true copy of a resolution duly adopted by the Township Committee of the Township of Neptune, Monmouth County, State of New Jersey at a meeting held on May 22, 2023

  
Gabriella Siboni  
Township Clerk



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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WEST TRENTON, NJ 08628-0068
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PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

August 31, 2023

Twp of Neptune Office of
Emergency Management
25 Neptune Blvd
Neptune, NJ 07753

Dear Mike Bascom:

We have reviewed your Emergency Operations Plan (EOP) and find that it meets our criteria for approval as of May 23, 2023. We are pleased to give our approval and appreciate the time and effort you and your staff have devoted to the development of this essential document. In accordance with NJOEM Directives, the EOP should be exercised annually, unless there is an actual incident that permits a thorough evaluation of the EOP, and it must also be reviewed at least once per year by the Local Emergency Management Council (LEMC).

Please note that, pursuant to N.J.S.A. App.A:9-43.3, your EOP must be reviewed and updated at least every two years. Therefore, an updated EOP must be submitted for approval through channels 60 days prior to the EOP expiration date of May 23, 2025, pursuant to NJOEM Directive 11 (2023). We will send you a reminder notice in advance.

For further information, please contact LT. Christopher Boyle at (609) 273-0965.

Thank you for your interest and participation in Emergency Management.

Sincerely,

Handwritten signature of Christian Dreyer with number 5585

For: Patrick J. Callahan, Colonel
State Director of Emergency Management

Christian Dreyer, Major
Commanding Officer
Emergency Management Section

cc: Scott Nielsen, Monmouth County OEM Coordinator
Lt. C. Boyle, ERB Central Regional Unit



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**EMERGENCY INTRACOUNTY MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING UNITS**

THIS AGREEMENT is made between the parties set forth on Schedule A (attached hereto) all of which are governmental entities within Monmouth County, New Jersey and all of its departments, authorities, boards, commissions and other functions under the auspices of the governmental entity including, but not limited to, law enforcement, public works, emergency services, emergency management, human services, hazardous materials responses units/technical or special operations teams, Community Emergency Response Team (CERT) members, Medical Reserve Corps (MRC) members or other volunteers and other jurisdictions defined as "local governments" in the Homeland Security Act of 2002. Hereinafter the parties may be referred to as "Participating Units", "Requesting Units" or "Responding Units".

WHEREAS, the President in Homeland Security Directive (HSPD - 5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, "The New Jersey Civilian Defense and Disaster Control Act" App.A9-33 et. seq, provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and

WHEREAS, the State of New Jersey adopted the "Fire Service Resource Emergency Deployment Act," N.J.S.A. 52:14E-11 et. seq., to establish a mechanism for the coordination of fire service resources throughout the State to facilitate a quick and efficient response to any emergency incident or situation that requires the immediate deployment of those resources in order to protect life and property from the danger or destruction of fire, explosion or other disaster; and

WHEREAS, the Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules commonly referred to as the "Fire Service Resource Emergency Deployment Regulations" N.J.A.C. 5:75A et. seq, and N.J.A.C. 5:75 A-2.2 specifically requires each municipality or fire district to adopt a local fire mutual aid plan; and

WHEREAS, N.J.S.A. 40A: 14-26 and 156.1 et seq has authorized interjurisdictional mutual aid; and

WHEREAS, an emergency responder is defined as anyone employed by, contracted to provide services to or otherwise affiliated with the Participating Units and possessing special skills, qualifications, training, knowledge and experience beneficial to the mitigation of disaster situations; An emergency responder includes, but is in no way limited to, the following: hazardous materials response officials, law enforcement officers, fire fighters, emergency medical services personnel, physicians, nurses, other public health personnel, emergency management personnel, public works personnel, those persons with specialized equipment operations skills or training or any other skills needed to provide aid in a declared emergency.

WHEREAS, the Participating Units recognize the benefit of entering into an agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire,

civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property in each individual jurisdiction.

WHEREAS, on November 14<sup>th</sup>, 2013, and then again on September 28, 2017, the County of Monmouth became a participant in the Statewide Inter-County Mutual Aid and Assistance Agreement.

**WITNESSETH:**

In consideration of the mutual benefits and covenants contained in this agreement, the Participating Units respectively agree as follows:

1. **Mutual Aid and Assistance.** Upon the request as provided herein, the Participating Units shall provide mutual aid and assistance to each other. Mutual Aid and Assistance shall include the following:
  - a. Rendering of aid and assistance, including pre-established immediate response or other support, i.e. providing sheltering of the Requesting Units population, by one or more Participating Units to an emergency scene under the control and/or jurisdiction of another Participating Unit, said emergency may include but not to be limited to fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe affecting the environment.
  - b. Rendering of aid and assistance by one or more Participating Units to another Participating Unit to serve as supplemental reserve protection in the Requesting Unit's jurisdiction while the Requesting Unit is on an emergency call and/or otherwise currently unable to address the emergency service needs in its jurisdiction.
  - c. Participating in training exercises with other participating units, where the purpose of such training exercises is to coordinate and prepare for fire, civil unrest, hazardous material, major emergency, natural disaster, environmental disaster and/or other emergency situations that are a threat to life or property.
2. **Requests for Mutual Aid and Assistance.**
  - a. Each Participating Unit within the applicable Annexes or Emergency Support Functions of their Emergency Operations Plan shall address mutual assistance to the levels they deem acceptable when measured against potential risks and shall be based on available resources at the time a request is made. Said information shall be updated with the quadrennial submission of said Emergency Operations Plan or on a more frequent basis as needed to the Monmouth County Office of Emergency Management.
    - i. All Local Fire Mutual Aid Plans shall be in compliance with the New Jersey Fire Service Emergency Deployment Rules N.J.A.C. 5:75A et seq, specifically N.J.A.C. 5:75A-2.2
    - ii. The County Emergency Management Coordinator, County Fire Coordinator, the County EMS Coordinator, the County Director of Public Works and Engineering or the County Prosecutor, where appropriate, will

implement mutual aid provisions in accordance with the County EOP or other response plans for agencies/jurisdiction failing to cover this in their EOP's or submitting plans as required in section 2a.

- b. Requests for mutual aid should be made by the on-scene incident commander or through the jurisdiction's emergency operations center to the Monmouth County Communications Center who will notify the Responding Unit's dispatch center.
  - i. The request to the Responding Unit shall include the following:
    1. The type and extent of services requested,
    2. The staging location,
    3. A designated communications frequency for mutual-aid units to contact the Requesting Unit for further instructions.
  - ii. The on-scene incident commander or the emergency operations center of the Requesting Unit shall formally release the Responding Unit from the incident scene once it has been determined that the Responding Unit's services are no longer needed for the incident period.

3. **Tactical Command and Authority at Emergency Scene.** The Incident Commander of the Requesting Unit shall have overall command authority of all Participating Units at the scene of the emergency. Participating Units shall operate in compliance of the State Incident Management System N.J.A.C. 5:73-1.6(b).

- a. If a Responding Unit responds to the scene of an emergency located within a jurisdiction that does not possess the capabilities of the Responding Unit, then the Responding Unit's officer in charge must coordinate with the Incident Commander of the Requesting Unit to expand incident management structure through established policies and procedures.

4. **Reimbursement of Expenses.** Any reimbursement or replacement shall not be construed as payment or consideration for making the mutual aid and assistance response but only as an effort to compensate a Responding Unit for its actual costs incurred.

- a. In the event of a federally declared disaster:
  - i. To be eligible for reimbursement by FEMA, the mutual aid assistance should have been requested by a Requesting Entity in accordance with paragraph 2; be directly related to a presidentially declared emergency or major disaster, or declared fire; used in the performance of eligible work; and the costs must be reasonable. This written agreement between Requesting Entities and Providing Entities stipulates the Providing Entity may be reimbursed through the Requesting Entity. Requesting Entities should document and claim eligible costs of the Providing Entity, pursuant to the terms and conditions of the mutual aid agreement and requirements of applicable FEMA Policies, on its sub grant application and agree to disburse the federal share of funds to the Providing Entity.
- b. If consumable goods (e.g. disposable personal protection equipment, fuel, chemical substances, crowd control gases, water additives, sterilized medical

- equipment) are used in response to the incident by a Responding Unit at a mutual aid and assistance response which will cause the Responding Unit to incur an expenditure to replace the same, the Requesting Unit shall replace or reimburse the Responding Unit the actual cost for the expenditure involved or pursuant to an annual cost recovery resolution adopted by the governing body of the Responding Unit, but in no case more than 110% of actual cost.
- i. In order for the Requesting Unit to repair or replace the consumed goods, the Responding Unit must submit an invoice within thirty (30) days of the event for the cost of the goods to the Requesting Unit.
  - c. If equipment (e.g. aerial lift, ambulance, backhoe, excavator, generator, hazardous materials trailer, truck-mounted snow plow with truck) is used in response to the incident by a Responding Unit at a mutual aid and assistance response which will cause the Responding Unit to incur an expenditure, the Requesting Unit shall reimburse the Responding Unit the rate dictated in the FEMA Schedule of Equipment Rates or previously agreed upon actual rate. If the equipment is not included the FEMA Schedule, the Requesting and Responding units agree to determine a reasonable hourly or daily rate.
    - i. In order for the Requesting Unit to recover the cost to use the equipment, the Responding Unit must submit an invoice within thirty (30) days of the event with the length of time the equipment was used times the established rate to the Requesting Unit.
  - d. If personnel (e.g. hazardous materials technician, law enforcement officer, firefighter, paramedic, or any other employee who may fall under the jurisdictions' authority) are used in response to the incident by a Responding Unit at a mutual aid and assistance response which will cause the Responding Unit to incur an expenditure, the Requesting Unit shall reimburse the Responding Unit at the median hourly rate published by the State of New Jersey's Department of Labor and Workforce Development's Occupational Employment Statistics tool or previously agreed actual rate<sup>1</sup> or at the hourly rate that is established by the Responding Unit's Collective Bargaining Agreement(s), applicable salary ordinance or affective pay scales and shall, when applicable, shall include all Fringe Benefits as stated in the listed document. In the event that the Responding Unit utilizes personnel that are not normally assigned to work at the time their assistance is requested (e.g. calling in off-duty personnel), the Requesting Unit shall be responsible for the additional overtime rate.
    - i. In order for the Requesting Unit to recover the cost of personnel, the Responding Unit must submit an invoice within thirty (30) days of the event with the number of hours work was performed multiplied by the median hourly rate for each personnel type to the Requesting Unit.
  - e. In the event of a hazardous materials incident, the Responding Unit may directly invoice the party responsible (e.g. a chemical plant) instead of the Requesting Unit for the cost of consumable goods, equipment, and/or personnel following the

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<sup>1</sup> [http://lwd.dol.state.nj.us/labor/lpa/LMI\\_index.html](http://lwd.dol.state.nj.us/labor/lpa/LMI_index.html)

aforementioned rate structure. Said invoice must be submitted to the Responsible Party, and copied to the Requesting Unit, within thirty (30) days of the event. If, after ninety (90) days, the invoice remains unpaid, the Requesting Unit shall, at the request of the Responding Unit, issue a local summons pursuant to the local Spill Reimbursement Ordinance adopted as part of this agreement.

- f. This Agreement applies when there is no other mutual aid agreement between the participating parties or otherwise supersedes existing mutual aid agreements when: 1) there has been an Emergency Proclamation issued for the County by the Governor, the County or City the Government authorities; 2) by the activation of the State or County Emergency Operations Center to coordinate the emergency response; or, 3) when an NIMS Incident Commander has been established for the emergency.
  - g. Participating Units, when possible, will be reimbursed in accordance with the Spill Compensation Control Act (N.J.A.C. 7:1E-5.3/N.J.S.A. 58:10-23.11e).
  - h. This agreement recognizes the provisions as required by New Jersey Civilian Defense & Control Act App.9-33 et seq. and specifically Emergency Medical Services N.J.S.A.26:2K-60.
5. **Limitation of Providing Mutual Aid and Assistance.** Nothing contained in this Agreement shall be construed to require a Participating Unit to make a mutual aid and assistance response if the response will leave the Participating Unit's jurisdiction without sufficient police, fire, ambulance and/or emergency protection.
  6. **Communication and Coordination.** The Emergency Management Coordinator of Monmouth shall be responsible for maintaining an update list of all contact information for all signatories.
  7. **Death or Disability.** If any member of a Participating Unit suffers injury or death at the scene of a mutual aid and assistance emergency or training exercise, the member or the member's 'designee or legal representative shall be entitled to all salary, pension rights, worker's compensation and other benefits to which the member would be entitled if injury or death occurred in the performance of duties within the jurisdiction of the Participating Unit in accordance to N.J.S.A.40A: 14-26. Said rights, benefits and compensation shall be paid by the Participating Unit and not by the Requesting Unit. Each Participating Unit shall be individually responsible for providing adequate benefits, coverage and compensation for its members.
  8. **Members Authority.** The members of each Participating Unit making a mutual aid and assistance response shall have the same powers and authority as the members of a Requesting Unit at the scene of an emergency in accordance with N.J.S.A. 40A: 14-156.2. Said members of a Participating Unit shall also have, while so acting, such rights and immunities as they would otherwise enjoy in the performance of their normal duties within their own jurisdiction.
  9. **Liability Insurance.** Each Participating Unit shall maintain adequate liability insurance, the minimum limits of which shall be \$1 million. Additionally, the Requesting Unit agrees to hold harmless and defend a Participating Unit in the event of any lawsuit arising out of such assistance. On an annual basis, all Participating Units are to provide the

County Emergency Management Coordinator with a Certificate of Insurance supporting the existence of the required insurance, referencing this agreement.

10. **Indemnity**. To the fullest extent permitted by law, a Responding Participating Unit shall indemnify and hold harmless the other Participating Units, its agents, servants, officers, officials and employees, or any of them, from and against any and all claims, damages, losses, and expenses including, but not limited to, reasonable attorney's fees and other legal, arising out of or resulting from the performance or provision of services required under this Agreement, provided that same is caused in whole or part by the negligent act, error, omission, failure to act, or willful misconduct of the Responding Unit, its agents, servants, officers, officials, employees.

The Unit shall submit a report to all other Participating Units within forty-eight (48) hours of learning of any incident resulting in damage or which is reasonably likely to result in a claim of damage.

11. **Term; Withdrawal**. This Agreement shall commence upon signing by each of the Participating Units and shall continue in full force and effect indefinitely so long as there are at least two (2) Signatories. Any Participating Unit may withdrawal from this Agreement by providing all other Participating Units and the Monmouth County Office of Emergency Management with sixty (60) days advanced written notice of withdrawal, clearly specifying the applicable date of withdrawal. In the event of withdrawal by any Participating Unit, this Agreement will continue in full force and effect for all remaining Participating Units.
12. **Legal Authority**. This Agreement for mutual aid and assistance is expressly made in accordance with N.J.S.A. 40A: 14-26 and 156.1 et seq.
13. **Entire Agreement**. This agreement constitutes the entire understanding between the Participating Units. This Agreement supersedes all communications, representations or prior agreements, oral or written, between Participating Units with respect to the subject matter hereof.
14. **Execution of Agreement**. Upon execution of this agreement, all signatories become mutual aid partners amongst all other executed entities.
15. **Preclusion of Double Benefit**. Should any entity covered under this agreement receive benefits that would otherwise cover the costs of services, the requesting entity may not be responsible to cover costs associated with the request.





Cost Recovery Quick Reference Guide

<b>Assistance Provided by Responding Unit</b>	<b>Source to Calculate Cost</b>	<b>Method of Obtaining Payment from Requesting Unit</b>
Consumable Goods	Actual cost	Submit invoice with proof of actual cost
Equipment	FEMA Schedule of Equipment Rates or previously agreed upon actual rates	Submit invoice with length of time in use times published or agreed upon rate
Personnel	State of New Jersey Department of Labor and Workforce Development's Occupational Employment Statistics tool or the hourly rate that is established by the Responding Unit's Collective Bargaining Agreement(s), applicable salary ordinance or affective pay scales and shall, when applicable, shall include all Fringe Benefits as stated in the listed document.	Submit invoice with hours worked by each type of personnel times the median hourly rate or previously agreed upon rate

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
BASIC PLAN CHECKLIST

I. INTRODUCTION

BP1,I,A \_\_\_\_\_ A. Include a Table of Contents which lists all sections of the Basic Plan, and identifies annexes, appendices and tabs.

BP2,I,B \_\_\_\_\_ B. Include an Approval Statement and dated approval signatures of the chief executive and Emergency Management Coordinator of the jurisdiction.

BP3,I,C \_\_\_\_\_ C. Include a Distribution List identifying officials who will receive a copy of the Plan.

BP4,I,D \_\_\_\_\_ D. Include a Record of Changes for recording changes to any portion of the EOP (possibly in chart form).

BP10,I,E \_\_\_\_\_ E. Provide a Promulgation Statement describing the planning process, usually a letter signed by the chief executive introducing the emergency operating plan and giving it status as an authoritative document.

II. AUTHORITY AND REFERENCES

BP11,II,A \_\_\_\_\_ A. List laws, ordinances, regulations, resolutions, and directives that establish the legal basis for planning, implementing, and carrying out emergency responsibilities.

BP12,II,B \_\_\_\_\_ B. List references, guidance materials, and other documents used in developing this plan.

III. PURPOSE

BP12,III,A \_\_\_\_\_ A. State emergency management goals including minimization of suffering, prevention of loss of life, protection of property, and coordination of response agencies.

BP12,III,B \_\_\_\_\_ B. Describe types of situations covered including natural disasters, technological disasters, and national security crises.

IV. SITUATION

A. Give brief description of your jurisdiction including:

BP13,IV,A,1 1. State the size of your jurisdiction in square miles and discuss whether your town is urban suburban, or rural.

BP13,IV,A,2 2. List county in which located and contiguous municipalities and counties (if applicable).

BP13,IV,A,3 3. Identify topographical characteristics including rivers, lakes, ocean, bays, mountains, and dams.

BP13,IV,A,4 4. State seasonal, permanent, and workday populations.

BP13,IV,A,5 5. List primary transportation routes inside and bordering your jurisdiction. Include roads, railways, waterways, and airports.

BP13,IV,A,6 6. Describe your jurisdiction's form of government.

BP13,IV,B B. List the identified hazards, in order of probability, which may impact your jurisdiction. Make reference to your detailed Hazard and Vulnerability Analyses in BPA-6 and BPA-7.

BP14,IV,C C. List relevant planning assumptions that refine the planning basis by stating parameters considered applicable to particular emergency situations.

V. OPERATIONS AND CONTROL

BP14,V,A A. Provide concept of operations statements that describe how emergency operational activities will be carried out (i.e., role of Emergency Management team in emergency response), including:

BP14,V,A,1 1. Describe the Emergency Management chain of command.

BP15,V,A,2 2. Describe actions to be implemented during periods of increased risk.

BP15,V,A,2.a a. Describe from where Emergency Operations Direction and Control will emanate.

BP15,V,A,2,b b. Describe arrangements for the activation and release of emergency response personnel and provide for 24 hour staffing during emergency conditions.

BP16,V,A,3 3. Describe how your jurisdiction uses the Incident Command System (ICS) to handle emergency situations or identify a time table for adoption of the ICS.

BP16,V,A,4 4. Provide for reducing and/or temporarily curtailing public services.

BP16,V,A,5 5. Discuss the process of declaring and terminating an emergency including the issuance of an emergency proclamation. (Also refer to BPA-5)

B. Phases of Emergency Management.

BP16,V,B,1 1. Describe mitigation phase activities.

BP16,V,B,2 2. Describe preparedness phase activities.

BP16,V,B,3 3. Describe response phase activities.

BP16,V,B,4 4. Describe recovery phase activities.

## VI. RESPONSIBILITIES

BP17,VI,A A. Identify the individual by title who is responsible for implementing this plan and directing the emergency response. (Also refer to BPA-1)

BP17,VI,B B. Develop a functional area responsibility matrix that includes all 15 functional annexes as listed in item "C" below, and defines the primary and support agencies for each annex. (Also refer to BPA-3)

BP17,VI,C C. List the major tasks assigned to each of the following listed functional annex and identify by title, the individual responsible for each annex. (Also refer to BPA-4)

### Required Annexes:

Alerting, Warning, and Communications  
Damage Assessment  
Emergency Operating Center  
Emergency Medical  
Emergency Public Information  
Evacuation  
Fire and Rescue  
Hazardous Material  
Law Enforcement  
Public Health  
Public Works  
Radiological Protection  
Resource Management  
Shelter/Reception and Care  
Social Services

BP17,VI,D D. Require assigned organizations, agencies, and individuals to prepare standard operating procedures (SOP's) and operational checklists.

## VII. CONTINUITY OF GOVERNMENT

BP17,VII,A A. List the line of succession to the office of following to assure continuous leadership:

BP17,VII,A1 1. Mayor/Chief Executive.

BP17,VII,A2 2. Emergency Management Coordinator.

BP17,VII,B B. Include a statement that directs each emergency function to establish a line of succession for the responsible individual. (Standardized Text Available)

BP17,VII,C C. Define reporting procedures to other levels of government during an emergency:

BP18,VII,C,1 1. Describe how resources and information are requested and passed through the chain of command to higher levels of government.

BP18,VII,C,2 2. List agencies notified when the EOC is activated.

BP18,VII,D D. Explain how vital records are protected and preserved during an emergency.

#### VIII. ADMINISTRATION AND LOGISTICS

BP19,VIII,A A. Specifically address administrative requirements identifying who, by title, is responsible for records and reports during an emergency. Make provisions for starting and maintaining a significant events log for the duration of the emergency.

BP19,VIII,B B. Identify, by title, who is responsible for records of expenditures.

BP19,VIII,C C. List mutual aid and other written agreements (other than provided for in Title 40 which mandates mutual aid between emergency services) with voluntary organizations and other Federal, State, Local and private organizations.

#### IX. PLAN DEVELOPMENT AND MAINTENANCE

BP19,IX,A A. Identify the office or individual, by title, responsible for maintenance of the Basic Plan and for ensuring necessary changes and revisions to the Plan are prepared, coordinated, approved, and distributed.

BP19,IX,B B. Provide for an annual review of the Basic Plan and all annexes and for updating the Plan based on deficiencies identified through drills and exercises.

X. DEFINITIONS

BP20,X List definitions, explanations of terms and acronyms used in the Basic Plan.

XI. REQUIRED APPENDICES AND ATTACHMENTS

(These attachments do not have to be included with the Plan unless so noted, but must be available for review by county or regional personnel.)

BP22 BPA 1 Resolutions, letters or other documents appointing the Emergency Management Coordinator and the Emergency Management Council. (On file)

BP25 BPA 2 List of map(s) for the jurisdiction that show the following (on file in central location):

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

Highways, railways, power transmission lines and generating stations.

Schools, rest homes, special populations.

BP28 BPA 3 Responsibility Matrix. (Include with Plan)

BP29 BPA 4 Functional Annex Tasks And Responsibility Assignments. (Include with Plan)

BP31 BPA 5 Sample emergency proclamation for the jurisdiction. (Include with Plan)

BP34 BPA 6 Hazard Analysis. (Include with Plan)

BP36 BPA 7 Vulnerability Assessment. (Include with Plan)



**BASIC PLAN**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

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**BASIC PLAN**

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O.	Social Services, Reception and Care	SS1
P.	Terrorism	TI1

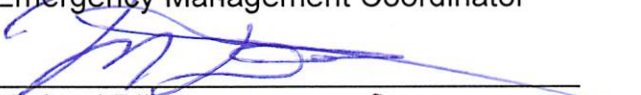
**B. STATEMENT OF APPROVAL**

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


APPROVAL DATE 04-24-2023

  
 \_\_\_\_\_  
 Keith Cafferty  
 Mayor

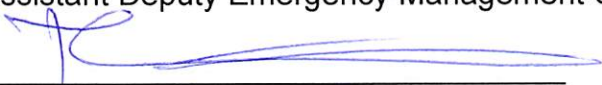
  
 \_\_\_\_\_  
 Michael J. Bascom, CEM  
 Emergency Management Coordinator

  
 \_\_\_\_\_  
 Michael DiLeo  
 Deputy Emergency Management Coordinator

  
 \_\_\_\_\_  
 Donald Colarusso  
 Deputy Emergency Management Coordinator

  
 \_\_\_\_\_  
 William Rosen  
 Deputy Emergency Management Coordinator

  
 \_\_\_\_\_  
 Kyle Bascom  
 Assistant Deputy Emergency Management Coordinator

  
 \_\_\_\_\_  
 David Milmo  
 Assistant Deputy Emergency Management Coordinator

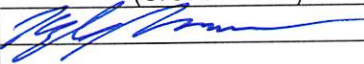
### **C. DISTRIBUTION LIST**

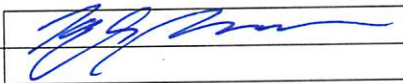
1. Mayor and Township Committee – FULL COPY (Electronic)
2. Emergency Management Coordinator & Deputy Coordinators – FULL COPY / CONFIDENTIAL VERSION (Electronic and Print)
3. Local Emergency Management Committee – FULL COPY (Electronic)
4. Emergency Operations Center – FULL COPY / CONFIDENTIAL VERSION (Electronic and Print)
5. Each individual responsible for a functional annex – FULL COPY (Electronic)
6. County Office of Emergency Management – FULL COPY (Electronic and Print)
7. State of New Jersey Office of Emergency Management – FULL COPY (Electronic)
8. Municipal Clerk's Office/Township Administrator – FULL COPY (Electronic and Print)
9. Neptune Public Library – FULL COPY (Print)
10. Neptune Emergency Management Office – FULL COPY / CONFIDENTIAL VERSION (Electronic and Print)
11. Neptune Township website ([www.neptunetownship.org](http://www.neptunetownship.org)) – FULL COPY


## D. RECORD OF CHANGES

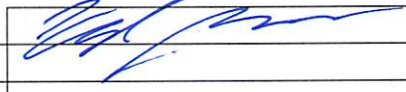
The changes listed below have been made to the Emergency Operations Plan and will be incorporated in the next update

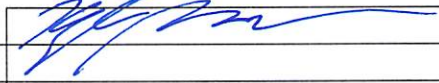
### D. Record of changes

CHANGE NUMBER	SECTION CHANGED	DATE ENTERED	CHANGE MADE BY (SIGNATURE)
1	AWC1, I, A	2/27/2023	
2	AWC11, AWCA-1	2/27/2023	
3	AWC15, AWCA-4	2/27/2023	
4	AWC16, AWCA-5	2/27/2023	
5	AWC17, AWCA-6	2/27/2023	
6	AWC18, AWCA-7	2/27/2023	
7	AWC3, IV, A	2/27/2023	
8	AWC4, IV, E, 2	2/27/2023	
9	AWC4, IV, E, 4	2/27/2023	
10	AWC5, IV, E, 5	2/27/2023	
11	AWC5, IV, E, 6	2/27/2023	
12	AWC5, IV, F	2/27/2023	
13	AWC6, V, B, 1	2/27/2023	
14	AWC6, V, C	2/27/2023	
15	AWC7, V, E	2/27/2023	
16	AWC7, V, G	2/27/2023	
17	AWC7, VI, B	2/27/2023	
18	AWC8, VI, G	2/27/2023	
19	AWC8, VII, A	2/27/2023	
20	AWC9, XI, AWCA-1	2/27/2023	
21	BP10, II, A, 1, f	3/16/2023	
22	BP10, II, A, 4, a	3/16/2023	
23	BP11, III, B	3/16/2023	
24	BP12, IV, A, 5	3/16/2023	
25	BP12, IV, A, 6	3/16/2023	
26	BP12, IV, B	3/16/2023	
27	BP13, IV, C, 6	3/16/2023	
28	BP13, V, 1	3/16/2023	
29	BP15, V, A, 3	3/16/2023	
30	BP16, VII, A, 2	3/16/2023	
31	BP18, IX, A	3/16/2023	
32	BP19, X	3/16/2023	
33	BP2, B	3/16/2023	
34	BP20, XI	3/16/2023	
35	BP21, BPA-1	3/16/2023	
36	BP22, BPA-1(a)	3/16/2023	

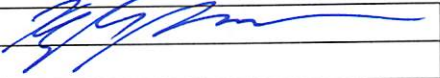
37	BP26, BPA-3	3/16/2023	
38	BP27, BPA-4	3/16/2023	
39	BP3, C	3/16/2023	
40	BP35, BPA-7	3/16/2023	
41	BP4, D	3/16/2023	
42	BP9, E	3/16/2023	
43	DA1, I, A	3/17/2023	
44	DA10, DAA-3	3/17/2023	
45	DA2, II, B, 1	3/17/2023	
46	DA2, II, B, 3	3/17/2023	
47	DA3, IV, A	3/17/2023	
48	DA3, IV, B	3/17/2023	
49	DA3, IV, C	3/17/2023	
50	DA3, IV, D	3/17/2023	
51	DA4, IV, E	3/17/2023	
52	DA4, IV, F	3/17/2023	
53	DA4, IV, G	3/17/2023	
54	DA4, V, A, 3	3/17/2023	
55	DA5, V, A, 4	3/17/2023	
56	DA5, V, B, 1	3/17/2023	
57	DA5, V, B, 2	3/17/2023	
58	DA5, V, D	3/17/2023	
59	DA6, VI, B	3/17/2023	
60	DA6, VII, A	3/17/2023	
61	DA7, IX, A	3/17/2023	
62	DA7, IX, B	3/17/2023	
63	DA7, XI, DAA-1	3/17/2023	
64	DA8, DAA-1	3/17/2023	
65	DA9, DAA-2	3/17/2023	
66	EM1, I, A	3/6/2023	
67	EM11, EMA-1	3/6/2023	
68	EM12, EMA-2	3/6/2023	
69	EM13, EMA-3	3/6/2023	
70	EM16, EMA-6	3/6/2023	
71	EM3, II, B, 2	3/6/2023	
72	EM3, II, B, 3	3/6/2023	
73	EM4, IV, A	3/6/2023	
74	EM4, IV, B	3/6/2023	
75	EM6, IV, D	3/6/2023	
76	EM6, IV, E	3/6/2023	
77	EM7, IV, F	3/6/2023	
78	EM7, IV, G	3/6/2023	
79	EM7, V, B	3/6/2023	
80	EM7, V, C	3/6/2023	
81	EM8, V, E	3/6/2023	

82	EM8, V, F	3/6/2023	
83	EM8, V, H	3/6/2023	
84	EM9, VII, A	3/6/2023	
85	EO1, I, A	3/22/2023	
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87	EO11, EOCA-3	3/22/2023	
88	EO13, EOCA-4	3/22/2023	
89	EO3, IV, A	3/22/2023	
90	EO3, IV, B	3/22/2023	
91	EO5, V, B	3/22/2023	
92	EO5, V, D	3/22/2023	
93	EO5, V, F	3/22/2023	
94	EO6, VII, A, 2	3/22/2023	
95	EV1, I, A	3/22/2023	
96	EV10, EA-3	3/22/2023	
97	EV3, IV, D	3/22/2023	
98	EV3, IV, G	3/22/2023	
99	EV4, V, C	3/22/2023	
100	EV4, V, E	3/22/2023	
101	EV6, VII, A	3/22/2023	
102	HM10, X	3/27/2023	
103	HM12, HMA-1	3/27/2023	
104	HM15, HMA-4	3/27/2023	
105	HM18, HMA-5	3/27/2023	
106	HM2, II, A, 1	3/27/2023	
107	HM2, II, B	3/27/2023	
108	HM20, HMA-6	3/27/2023	
109	HM21, HMA-7	3/27/2023	
110	HM3, IV, A	3/27/2023	
111	HM3, IV, B	3/27/2023	
112	HM3, IV, C, 1	3/27/2023	
113	HM3, IV, C, 2	3/27/2023	
114	HM5, V, A, 4	3/27/2023	
115	HM5, V, A, 6	3/27/2023	
116	HM7, V, D	3/27/2023	
117	HM8, VI, I	3/27/2023	
118	HM9, VII, A	3/27/2023	
119	HM9, VIII, A	3/27/2023	
120	LE1, I, A	4/1/2023	
121	LE10, LEA2	4/1/2023	
122	LE11, LEA3	4/1/2023	
123	LE13, LEA5	4/1/2023	
124	LE2, I, A	4/1/2023	
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141	LE7, VII, A, 2	4/1/2023	
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143	LE8, IX, B	4/1/2023	
144	LE8, VIII, A	4/1/2023	
145	LE8, VIII, B	4/1/2023	
146	NFR1, I, A	3/1/2023	
147	NFR11, NFRA-2	3/1/2023	
148	NFR13, NFRA-4	3/1/2023	
149	NFR3, IV, A	3/1/2023	
150	NFR3, IV, B	3/1/2023	
151	NFR5, IV, D	3/1/2023	
152	NFR5, IV, E	3/1/2023	
153	NFR6, V, A, 2	3/1/2023	
154	NFR6, V, A, 3	3/1/2023	
155	NFR6, V, B	3/1/2023	
156	NFR7, V, D, 4	3/1/2023	
157	NFR7, VI, D	3/1/2023	
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159	NFR8, VIII, A	3/1/2023	
160	NFR8, VIII, B	3/1/2023	
161	NFR8, VIII, D	3/1/2023	
162	NRF9, IX, A	3/1/2023	
163	NRF9, IX, B	3/1/2023	
164	OFR1, I, A	3/1/2023	
165	OFR7, FRA-1	3/1/2023	
166	OFR8, FRA-2	3/1/2023	
167	PHA (entire)	3/27/2023	
168	PIO1, I, A	3/13/2023	
169	PIO10, EPIA4	3/13/2023	
170	PIO11, EPIA5	3/13/2023	
171	PIO2, II, A, 4	3/13/2023	


172	PIO3, IV, A	3/13/2023	
173	PIO3, IV, B	3/13/2023	
174	PIO3, IV, E	3/13/2023	
175	PIO4, V, A, 1	3/13/2023	
176	PIO4, V, B, 1	3/13/2023	
177	PIO4, V, B, 2	3/13/2023	
178	PIO4, V, C	3/13/2023	
179	PIO4, V, D	3/13/2023	
180	PIO4, V, E	3/13/2023	
181	PIO5, V, F	3/13/2023	
182	PIO5, V, H	3/13/2023	
183	PIO5, VI, B	3/13/2023	
184	PIO6, VII, A, 3	3/13/2023	
185	PIO6, VIII, A	3/13/2023	
186	PIO7, EPIA1	3/13/2023	
187	PIO8, EPIA2	3/13/2023	
188	PW1, I, A	3/7/2023	
189	PW10, PWA-4	3/7/2023	
190	PW12, PWA-5	3/7/2023	
191	PW3, IV, A, 2	3/7/2023	
192	PW3, IV, A, 3	3/7/2023	
193	PW3, IV, D	3/7/2023	
194	PW5, VII, A	3/7/2023	
195	PW7, PWA-1	3/7/2023	
196	RM1, I, A	3/7/2023	
197	RM2, II, B, 4	3/7/2023	
198	RM3, IV, B	3/7/2023	
199	RM3, IV, C	3/7/2023	
200	RM5, V, C, 3	3/7/2023	
201	RM6, VII, A	3/7/2023	
202	RM8, RMA-1	3/7/2023	
203	RM9, RMA-2	3/7/2023	
204	RP3, IV, C	3/3/2023	
205	RP4, V, C	3/3/2023	
206	RP4, V, E	3/3/2023	
207	RP5, VI, H	3/3/2023	
208	RP5, VII, A	3/3/2023	
209	RP8, RPA-2	3/3/2023	
210	RP9, RPA-3	3/3/2023	
211	SRC1, I, A	3/3/2023	
212	SRC11, SRC-3	3/3/2023	
213	SRC12, SRCA-4	3/3/2023	
214	SRC4, V, A, 1	3/3/2023	
215	SRC4, V, A, 3	3/3/2023	
216	SRC4, V, F, 1	3/3/2023	



217	SRC8, SRCA-1	3/3/2023	
218	SS1, I, A	3/3/2023	
219	SS5, VII, A, 2	3/3/2023	
220	SS8, SSA-2	3/3/2023	
221	TH1, I, A	3/20/2023	
222	TH11, V, G	3/20/2023	
223	TH13, VI, B	3/20/2023	
224	TH13, VI, C	3/20/2023	
225	TH14, VIII, E	3/20/2023	
226	TH17, TIA-1	3/20/2023	
227	TH18, TIA-3	3/20/2023	
228	TH20, TIA-5	3/20/2023	
229	TH4, II, B, 6	3/20/2023	
230	TH8, IV, A, 1	3/20/2023	
231	TH9, IV, A, 3	3/20/2023	
232	TH9, IV, A, 5	3/20/2023	
233	TH9, IV, D, 1	3/20/2023	

**E. PROMULGATION STATEMENT**

The Township of Neptune has prepared this Emergency Operations Plan which sets forth the general policies and procedures to be carried out by municipal and volunteer entities in order to provide the citizens of the jurisdiction with an effective integrated emergency response plan designed to minimize the loss of life and property during an emergency. I have approved this Emergency Operations Plan and hereby promulgate it as the authoritative document for emergency operations in this municipality.

DATE: 5/22/2023   
Keith Cafferty  
Mayor

  
Gabriella Siboni  
Municipal Clerk



## **II. Authority**

### **A. Laws, ordinance, regulations, resolutions and directives.**

#### **1. Federal**

- a. Federal Civil Defense Act of 1950, as amended (P.L. 81-920)
- b. The Natural Disaster Recovery Act, as amended (P.L. 91-606), 1969
- c. The Robert T. Stafford Disaster Relief Act of 1974, (P.L. 93-288), as amended by (P.L. 100-707), 1988
- d. Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*
- e. Department of Homeland Security, National Response Plan, December, 2006
- f. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as Superfund Amendments and Reauthorizations Act (SARA) Title III

#### **2. State**

- a. Emergency Management Act, N.J.S.A., Appendix A:9-30 et seq. (Chapter 251, P.L. 1942, as amended by Chapter 438, P.L. 1953, Chapter 504, P.L. 1985, and Chapter 222, P.L. 1989)
- b. N.J.S.A. 40A:14-26 Emergency Assistance for Fire & Police Protection from Other Municipalities; Payment; Rights in Event of Death
- c. New Jersey Office of Emergency Management Directives

#### **3. County**

- a. Monmouth County Emergency Operations Plan.

#### **4. Municipal**

- a. Neptune Township Municipal Code, Chapter XX.

## **B. References, guidance material and other documents.**

### **1. Federal**

- a. National Incident Management System Guide 0005: Preparedness and Incident Management Standards, January, 2008
- b. Emergency Operations Center Quick Reference Guide, October, 2022
- c. Emergency Management Guide for Local Elected and Appointed Officials, September, 2022
- d. National Response Framework, October, 2019

### **2. State**

- a. Office of Emergency Management Checklist for Municipal Emergency Operations Plan.

### **3. County**

- a. Monmouth County Emergency Operations Plan

### **4. Municipal**

- a. Administrative Code.
- b. Standard Operating Procedures

## **III. Purpose**

A. The purpose of this Emergency Operations Plan is to protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use. It provides for actions to be taken to mitigate, prepare for, respond to, and recover from the effects of an emergency.

B. This plan is an all-hazards approach to emergency management and covers natural disasters, technological disasters, and national security crises in a manner consistent with the National Incident Management System.

## IV. Situation

### A.

1. The Township of Neptune is an 8 square mile suburban community of approximately 30,000 year-round residents.
2. Neptune Township is located in Monmouth County and is contiguous to Asbury Park, Tinton Falls, Ocean Township, Neptune City, Bradley Beach, Avon-By-The-Sea and Wall Township.
3. Neptune Township is bordered on the East by the Atlantic Ocean and contains several lakes; Alberta, Fletcher, Wesley Lakes and an 18 million gallon holding pond at the sewerage authority. The Shark River Hills section is bounded on three sides by the Shark River Inlet a tidal body of water. There are also several streams connecting the above waterways.
4. The permanent population of Neptune Township is approximately 30,000 residents, during the summer this figure increases to 50,000-60,000 residents. During the workday the population remains at approximately 30,000.
5. Neptune Township contains the following major roadways; State Highways 18, 33, 35, 66 & 71. Conrail & New Jersey Transit railroad tracks also pass through the Township and the Bradley Beach Commuter Rail Station is partially situated in Neptune Township. There are no airports, however there are several Helicopter landing zones. The Shark River Inlet is used mainly for recreational boating and smaller commercial fishing boats.
6. Neptune Township is governed by a Township Committee form of government with a full time Township Administrator, who is responsible for all day-to-day business operations.

B. As detailed in BPA-6 and BPA-7, the major hazards that may impact the Township of Neptune include Hurricanes, Winter Storms and Hazardous Materials incidents. This is due to the fact that Neptune Township is a coastal community and is transected by several major highways and waterways.

1. Neptune Township is home to Jersey Shore University Medical Center, which is a Tier 1 Critical Infrastructure Site as designated by the New Jersey Office of Homeland Security.

2. The New Jersey American Water processing facility on Old Corlies Avenue is a Toxic Catastrophe Prevention Act facility.

C. Relevant planning assumptions used to refine the planning process include the following:

1. There will most likely be limited warning of an attack or nuclear detonation.
2. There may not be any warning prior to a tornado or earthquake but there should be some warning prior to most other natural disasters.
3. Major transportation disasters are likely to happen in this jurisdiction.
4. Local industry does present the possibility of a major industrial disaster.
5. The jurisdiction is vulnerable to damage by a hurricane.
6. Mutual aid may be available from the contiguous municipalities and through executed Mutual Aid Agreements.
7. There may be no advanced notice of a terror attack.

## **V. Operations and Control**

A. Operations statements that describe the role of Emergency Management and how it will be implemented.

1. Mayor- The mayor is ultimately responsible for the protection of life and property within this jurisdiction.

Emergency Management Coordinator (EMC) / Deputy Emergency Management Coordinator (DEMC) - Responsible for the compilation and implementation of the Emergency Operation Plan. Will coordinate the activities of response personnel during an emergency or disaster. Is the only person who may declare a "State of Emergency" within Neptune Township. Oversees all aspects of the Emergency Management response. Coordinates the overall response of Neptune Township response agencies and departments during large scale incidents, disasters, and declared emergencies. The Deputy Emergency Management Coordinator will assume the role of the Emergency Management Coordinator in his absence.

Assistant and Deputy Emergency Management Coordinators – Responsible for overseeing volunteer response units, the Special Operations Team, the

Community Emergency Response Team, and Hazardous Materials Response Team. Will act in place of the Deputy Emergency Management Coordinator in the absence of the EMC and DEMC.

Functional Coordinators- Responsible for the compilation of their particular annex as well as the coordination of the agencies responding within their function. May act for the EMC in the absence of the EMC, DEMC Assistant EMC's, EMS Coordinator and Assistants.

2. During periods of heightened risk the Emergency Management reaction will evoke various degrees of readiness;

- Normal activity will be most involved with mitigation and preparedness activities with routine administrative and drill functions carried out.
  - Warning of a potential emergency will cause some increased manning of emergency stations and alerting of emergency response personnel.
  - Limited emergencies will cause limited activation of the EOC and emergency services to the extent required for the emergency at hand.
  - In the event of a major or widespread emergency the EMC may initiate full activation of the EOC and all emergency services.
  - Deactivation will occur in stage as the emergency subsides and residents are returned to their homes.
- a. Direction and control during an emergency will emanate from the EOC or the Mobile EOC depending of the severity of the emergency. All such direction and control shall be in accordance with ICS and NIMS principals.
- b. Activation of the NTOEM will usually be by notification from the County Communications Center or Police Shift Commander to the EMC, DEMC and OEM Team. The required personnel would notify LEMPC when appropriate. If the anticipated duration of the emergency exceeds 18 hours, rotating shifts would be established to ensure qualified personnel in the EOC to run the Township Government on a 24 hour basis.

3. The Township of Neptune implemented the Incident Command System and has adopted the National Incident Management System (NIMS) as described in local Ordinance 06-04.

4. During an emergency the EOC staff may decide to reduce or curtail public services on a temporary basis. Before making this decision all health and welfare questions will be addressed and discussed by the EOC staff. The order to reduce or curtail public services will emanate from the EOC.

5. When a "State of Emergency" is declared, the EMC shall issue a proclamation of emergency (as shown in BPA-5) which will state particulars such as temporary restrictions. A second proclamation will be issued once the EMC feels the restrictions or emergency is no longer required.

## **B. Phases of Emergency Management**

### **1. Mitigation.**

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

### **2. Preparedness.**

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

### **3. Response.**

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

### **4. Recovery.**

Recovery includes both short term and long-term activities. Short term operations seek to restore critical services to the community and provide for the basic needs of the public. Long term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those



related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

## **VI. Responsibilities**

A. The Emergency Management Coordinator is responsible for implementing this plan and directing the emergency response.

B. A functional area responsibility matrix has been developed and is attached as Appendix BPA-3. This matrix includes:

1. The individual or agency responsible for developing each annex.
2. The primary and support agencies responsible for each annex.

C. The major tasks assigned to each functional annex are listed in Appendix BPA-4.

D. For each of the annexes listed on the Responsibilities Matrix, (BPA -3) it shall be incumbent upon the responsible individual to prepare and distribute Standard Operating Procedures (SOP'S) and an Operational Checklist pertaining to their emergency management function.

## **VII Continuity of Government**

A. There is a need for a line of succession to the office of the Mayor and the Emergency Management Coordinator to assure continuous leadership in an emergency and this line is as follows:

1. Mayor
  - a. Deputy Mayor
  - c. Township Committee-person (3)
  - d. Township Administrator
2. Emergency Management Coordinator
  - a. Deputy Coordinator (3)
  - b. Assistant Deputy Coordinators (2)
  - c. Township Administrator

B. The person responsible for each annex (emergency function) must establish a line of succession and ensure personnel in that function and the Emergency Management Coordinator are kept informed of that line of succession.

C. Reporting procedures to other levels of government during an emergency

are as follows:

1. During times of emergency all department heads shall direct and coordinate all resource requests through the Municipal Office of Emergency Management. The Office of Emergency Management shall prioritize all municipal resource requests and direct them to the affected area. All resource requests that exceed municipal capability shall be directed to, and be coordinated by, the County Office of Emergency Management. The County Office of Emergency Management shall periodically advise the State Office of Emergency Management of all such requests. The State will request resources from the Federal Government or private agencies if required.
2. When the local Emergency Operating Center is activated the following agencies, depending on scope and severity, shall be notified:
  - a. All municipal department heads
  - b. Other agencies with emergency function responsibilities
  - c. County Office of Emergency Management
  - d. State Office of Emergency Management (by the county)

D. Individual department heads are responsible for the protection and preservation of all vital records received or generated by or through their departments. These vital records will be stored in locked, fireproof files. Vital records are those non-replaceable records of the municipality for which there may be a future need and shall include but not be limited to:

1. Tax Records
2. Real Estate Maps and Records
3. Birth Certificates
4. Marriage Licenses
5. Death Certificates

The Municipal Information Services Department shall back up all computer files on a daily basis to an offsite server.

## **VIII. Administration and Logistics**

A. Accurate detailed records of all actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function will keep accurate detailed records of actions taken during emergency and forward reports of these actions to the Emergency Management Coordinator. The Emergency Management Coordinator is responsible for records and reports received from or passed to the county or higher levels of government and for starting and maintaining a significant events log of the emergency.

B. Each Department head is responsible for maintaining records of their department's expenditures and for ensuring that these expenditure records are forwarded to the Municipal Purchasing Agent for processing. The Emergency Management Coordinator is responsible for the record of expenditures associated with the general operation of the Office of Emergency Management.

C. There are written or verbal mutual aid agreements with the following;

1. Neptune City
2. Ocean Township
3. Bradley Beach
4. Wall Township
5. Tinton Falls
6. Monmouth County
7. Volunteer Organizations Active in Disasters (VOAD)
8. The Jersey Shore American Red Cross Chapter
9. The Salvation Army
10. Asbury Park
11. Allenhurst
12. Avon-By-The-Sea

## **IX Plan Development and Maintenance**

A. The Emergency Management Coordinator in conjunction with the Local Emergency Management Committee is responsible for the maintenance of this Plan and for ensuring that necessary changes and revisions to the Plan are prepared, coordinated, approved and distributed.

B. The Emergency Management Coordinator will ensure that the Basic Plan and all annexes are reviewed and updated annually based on deficiencies identified through drills and exercises.

## **X. Definitions**

ARC	American Red Cross
NJDEP	New Jersey Department of Environmental Protection
DEMC	Deputy Emergency Management Coordinator
EBS	Emergency Broadcast System
EMC	Emergency Management Coordinator
EMRAD	Emergency Management Radio
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EOC	Emergency Operating Center
EOP	Emergency Operation Plan
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
ICS	Incident Command System
LEMC	Local Emergency Management Committee
LEPC	Local Emergency Planning Committee
NAWAS	National Warning System.
NIMS	National Incident Management System
NWS	National Weather Service
NJOEM	New Jersey Office of Emergency Management
OEM	Office of Emergency Management
PIO	Public Information Officer
RADEF	Radiological Defense
RACES	Radio Amateur Civil Emergency Service
SBA	Small Business Administration
SOP	Standard Operating Procedure
SPEN	State-wide Police Emergency Network
VOAD	Volunteer Organizations Active in Disasters

## **XI. ATTACHMENTS**

BPA-1	Resolution Appointing Local Emergency Management Council
BPA-1 (a)	Resolution Appointing Emergency Management Coordinator
BPA-2 (a)	Map of Township with Bulk Oil Storage Facilities noted thereon
BPA-2 (b)	Map of Township with TCPA and Critical Facilities noted thereon
BPA-2 (c)	Map of Township with highways, rail lines, schools, nursing homes and other special needs facilities noted thereon

BPA-3	Responsibility Matrix
BPA-4	Functional Annex Tasks and Assignments Ledger
BPA-5	Sample Emergency Proclamation
BPA-6	Hazard Analysis
BPA-7	Vulnerability Assessment

**BPA-1 Resolution appointing LEMC**

**TOWNSHIP OF NEPTUNE**

**RESOLUTION 22-416**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NEPTUNE ESTABLISHING NEPTUNE TOWNSHIP EMERGENCY MANAGEMENT COUNCIL (NTEMC) AND APPOINTING MEMBERS TO SAME**

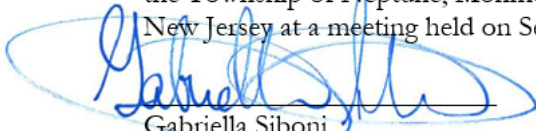
**WHEREAS**, the Township of Neptune wishes to establish the Neptune Township Emergency Management Council (NTEMC), and;

**BE IT RESOLVED**, by the Township Committee of the Township of Neptune that the following be and are hereby made and the composition of the board is as follows:

<b>Board</b>	<b>Position</b>	<b>Name</b>
NTEMC	Emergency Management Coordinator/ Chairman	Michael Bascom
NTEMC	Deputy Emergency Management Coordinator- HazMat	Michael Dileo
NTEMC	Deputy Assistant Coordinator	Donald Colarusso
NTEMC	Deputy Assistant Coordinator	William Rosen
NTEMC	EMS	David Shotwell
NTEMC	District Administrator, Neptune Fire District #1	John Fritz
NTEMC	Neptune Fire Official	Sean Donohue
NTEMC	Ocean Grove Fire Official	Scott Liddick
NTEMC	Chief of Police	Larry Fisher
NTEMC	Police Department	Michael McGhee
NTEMC	Police Department	Anthony Gualario
NTEMC	Police Department	James MacConchie
NTEMC	Secretary	Sharon Rowe
NTEMC	Community Emergency Response Team	Vito Gadaleta
NTEMC	Board of Education	Tami R. Crader
NTEMC	Board of Education/ EOC Facility	Don Frangione

NTEMC	Business Administrator/ Public Information Officer	Gina LaPlaca
NTEMC	Purchasing Agent/ Resource Management	Melissa Zucconi
NTEMC	Mayor	Nicholas Williams
NTEMC	Township Committee Liaison	Keith Cafferty
NTEMC	JSUMC	Doug Campbell
NTEMC	Public Works	David Milmoe
NTEMC	Shelter Management	Randy Bishop
NTEMC	Weather	Rick Cuttrell
NTEMC	GIS/ Donations Management	Bernard Haney
NTEMC	TNHA	Joseph Mauro
NTEMC	Medical Director	Stephen Vetrano, D.O.
NTEMC	Construction Official	Joseph Ciccone
NTEMC	Marina	Edward Finlay
NTEMC	Human Resources	Stephanie Oppeggaard
NTEMC	Public Information	Kyle Bascom
NTEMC	Ocean Grove Camp Meeting Association designee	
NTEMC	Neptune Fire Chief	
NTEMC	Ocean Grove Fire Chief	

I, Gabriella Siboni, Clerk of the Township of Neptune hereby certify that the foregoing is a true copy of a resolution duly adopted by the Township Committee of the Township of Neptune, Monmouth County, State of New Jersey at a meeting held on September 12, 2022



Gabriella Siboni  
Township Clerk

**BPA-1 (a)**

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RESOLUTION #22-43 - 1/1/22

APPOINT EMERGENCY MANAGEMENT COORDINATOR

BE IT RESOLVED, by the Township Committee of the Township of Neptune that Michael J. Bascom be and is hereby appointed as Emergency Management Coordinator of the Township of Neptune for a three-year term expiring December 31, 2024 at an annual salary previously established by Resolution #21-55; and,

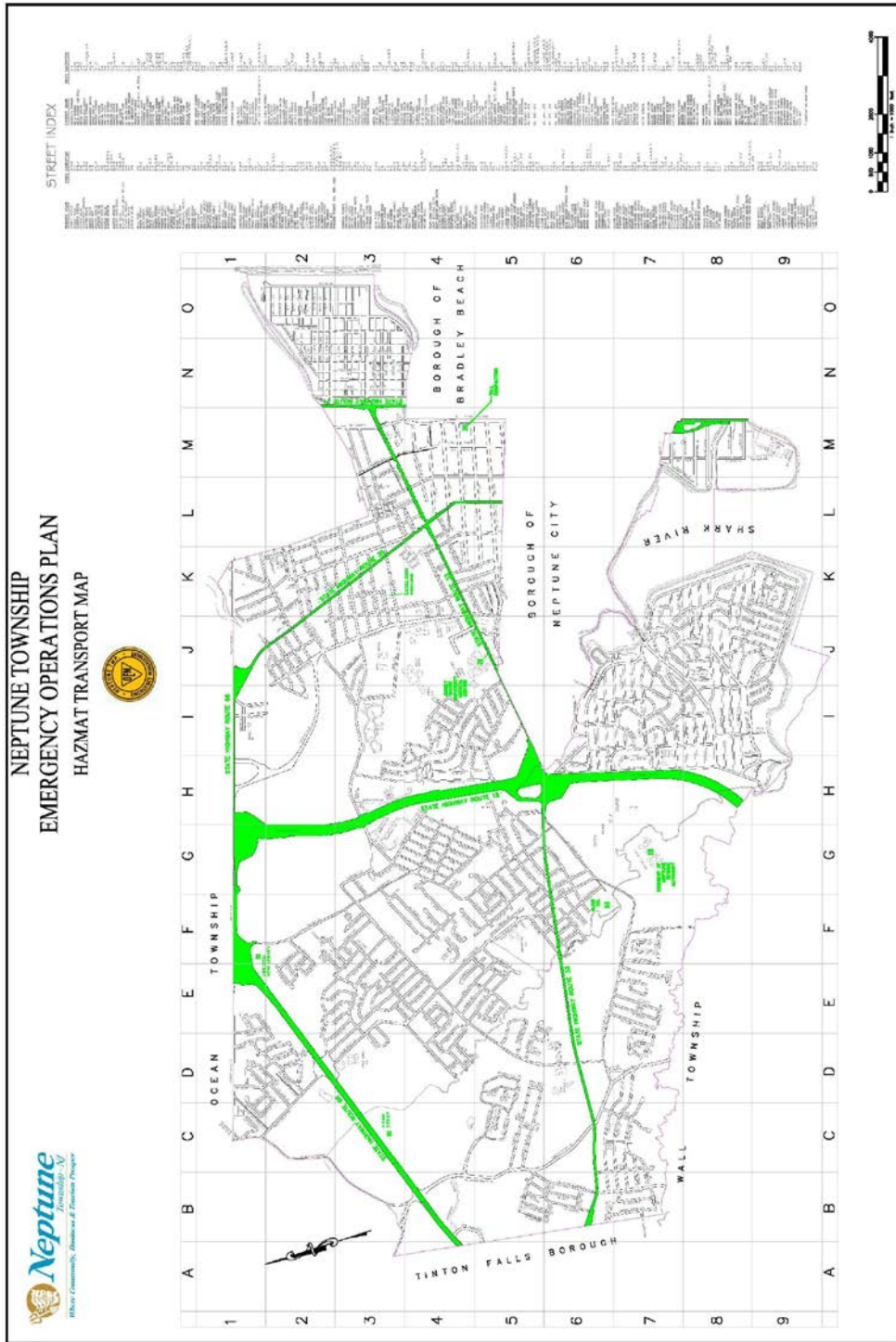
BE IT FURTHER RESOLVED, funds will be provided for the first three months of 2022 in the 2022 Temporary Budget and funds for the balance of 2022 will be provided in the Budget for the year 2022, when finally adopted, in the appropriation entitled Office of Emergency Management S&W, and the Chief Financial Officer has so certified in writing,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Monmouth County Office of Emergency Management.



**BPA-2 (a)**

**Bulk Storage Facilities Map**



**BPA-2 (b)**

**TCPA and Critical Facilities Map**



BPA-2 (c)

Highways, Rail Lines, Schools, Nursing Homes Map



BPA-3

RESPONSIBILITY MATRIX	BASIC PLAN	ALERTING, WARNING AND COMMUNICATIONS	DAMAGE ASSESSMENT	EMERGENCY MEDICAL SERVICES	EMERGENCY OPERATIONS CENTER	FIRE	PUBLIC INFORMATION	EVACUATION	HAZARDOUS MATERIALS	PUBLIC WORKS	RESOURCE MANAGEMENT	SHELTER	SOCIAL SERVICES	HEALTH	LAW ENFORCEMENT	TERRORISM	PLAN REVIEW
Township Committee	S						S										P
Township Administrator / Staff	S	S	S		S		S	S			S						S
Township Attorney	S																S
CFO / Staff	S				S						P	S	S				S
Emergency Management	P	P	P	S	P	S	P	P	P	S	P	P	S	S	S	P	P
Communications	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
DPW / Engineer	S		P		S		S	S		P	S						S
County Health	S			S				S	S		S	S	S	P			S
Police Department	S	P	S	S	S	S	S	S	S	S	S	S	S	S	P	P	S
Social Services	S						S	S				S	P	S			S
Fire Department	S	S	S	S	S	P	S	S	S			S				S	S
Emergency Medical Services	S	S		P	S	S	S	S	S			S		S		S	S
Red Cross / Salvation Army			S				S	S			S	S	S	S			
Senior Center	S	S					S	S				P	P	S			S
Board of Education	S	S					S	S			S	P	S				S
Code / Construction			P		S							S					

**BPA - 4**  
**FUNCTIONAL ANNEX TASK AND ASSIGNMENTS**

<b><u>ANNEX</u></b>	<b><u>RESPONSIBILITY</u></b>	<b><u>MAJOR TASKS</u></b>
Alerting, Warning & Communications	Police Captain Police Support Systems Manager Township Administrator	Alert Emergency Personnel Warn Community
Damage Assessment	Emergency Mgt. Coord. Township Administrator Director of Engineering Director of Code & Construction	Determine Damage Incurred Anticipate Recurring Costs
Emergency Operating Center	Emergency Mgt. Coord. Deputy & Asst Coordinators	Coordinate Emergency Ops Provide Administrative & Logistical Support
Emergency Medical Services	EMS Coordinator / Manager & EMS Captains	Provide First Aid Alert & Warning,
Public Information	Public Info. Officers	Gather & Disseminate Info. Rumor Control
Evacuation	Emergency Mgt. Coord. Police Dept, Fire Depts EMS & OEM Volunteers	Coordinate & Conduct Evac
Fire	Fire Chiefs Fire Coordinator	Fire Suppression Alert & Warning, Fire Rescue
Hazardous Materials	Dep. Emergency Mgt. Coord. Asst OEM Coordinators Haz Mat Team	Coordinate/Control/Contain CBRNE Incidents
Law Enforcement	Police Chief / OEM Coord.	Enforce Laws, Evacuation Alerting & Warning
Public Health	EMS Coordinator Board of Health Liaison	Provide Public Health Sanitation Services

Public Works	Director of Public Works	Debris Removal Restoration of Utilities
Radiological	Deputy Emergency Mgt. Coord Haz Mat Team	Provide Info on Radiological Hazards, Maintain Equip, Train Personnel
Resource Management	Emergency Mgt. Coordinator Township Administrator Purchasing Agent	Locate and Procure needed Resources for Emergency Operations
Social Services	Provide Social Services Senior Center Director	Support in Mass Care, Shelters, Casualty Notification
Shelter	Emergency Management Coord. Senior Center Director	Obtain, Open and Operate Shelters for Mass Care
Terrorism	Emergency Management Coord. Deputy Emergency Mgt Coord. Counter-Terrorism Officer (PD)	Collect and disseminate Info regarding terrorism. Oversee response to Terror Incidents.

BPA - 5  
**EMERGENCY PROCLAMATION**

TO ALL RESIDENTS AND PERSONS WITHIN THE TOWNSHIP OF  
NEPTUNE, NEW JERSEY AND TO ALL DEPARTMENTS OF THE  
MUNICIPAL GOVERNMENT OF THE TOWNSHIP OF NEPTUNE.

WHEREAS, Pursuant to the powers vested by (Chapter 251 of the laws of 1942, as amended and supplemented, N.J.S.A. App. A:9-30 et seq. apply), a local disaster emergency is declared to exist within the boundaries of the Township of Neptune, and

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

WHEREAS, by reason of the conditions which currently exists in certain areas of the Township of Neptune, which may affect the health, safety and welfare of the people of the Township of Neptune, and

WHEREAS, it has been determined that the areas of the Township of Neptune described below should then be declared disaster areas, and further, that certain measures must be taken in order to insure that the authorities will be unhampered in their efforts to maintain law and order as well as maintaining an orderly flow of traffic, and further in order to protect the persons and property of the residents affected by the conditions, specifically the following special regulations will be in effect immediately;

**Area;**

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**Special Regulations:**

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Additional regulations may be promulgated as needed.

\_\_\_\_\_  
Emergency Management Coordinator    Date    /    Time

\_\_\_\_\_  
Mayor    Date



**EMERGENCY PROCLAMATION**

TO ALL RESIDENTS AND PERSONS WITHIN THE TOWNSHIP OF NEPTUNE, NEW JERSEY AND TO ALL DEPARTMENTS OF THE MUNICIPAL GOVERNMENT OF THE TOWNSHIP OF NEPTUNE.

WHEREAS, the local disaster emergency proclamation issued on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ A.M. / P.M. pursuant to the powers vested by the laws of the State of New Jersey is no longer necessary.

THEREFORE IN ACCORDANCE WITH the aforesaid laws, I do hereby declare that the local disaster emergency no longer exists and rescind the aforesaid proclamation.

\_\_\_\_\_  
Emergency Management Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Time

**BPA-6  
Township of Neptune  
Hazard Analysis**

<b>EVENT</b>	<b>LIKELIHOOD</b>	<b>WARNING</b>
Earthquake	Medium	:00
Landslide	Low	:00
Tsunami	Low	:00
Flood	High	12:00
Hurricane	High	24:00
Storm	High	24:00
Human Epidemic	Medium	24:00+
Animal Epidemic	Medium	24:00+
Plant Epidemic	Medium	24:00+
Rural Fire	Medium	:00
Urban Fire	High	:00
Dam Failure	Low	:00
Aircraft Wreck	Medium	:00
Train Wreck	Medium	:00
Shipwreck	Low	:00
Multi-vehicle Wreck	High	:00
Building Collapse	Medium	:00
Power Failure	High	:00
Gas Failure	High	:00
Water Supply Failure	High	:00
Chemical Spill	High	:00

Nuclear Spill	Medium	:00
Oil Spill	High	:00
Water pollution	High	:00
Civil Disturbance	Medium	:00
Nuclear Attack	High	:20
Terror Attack	Medium	:00

BPA - 7

VULNERABILITY ASSESSMENT

1. Population

1960	-	21,487
1970	-	27,863
1980	-	28,366
1990	-	28,326
2000	-	27,960
2010	-	28,329
2020	-	28,061

2. Transportation Systems;

- a. Highways - Route 18 commuter and truck traffic  
Route 33 commuter and truck traffic  
Route 35 commuter and truck traffic  
Route 66 commuter and truck traffic  
Route 71 commuter and truck traffic  
Garden State Parkway (truck traffic permitted)
- b. Railroads - New Jersey Transit Passenger rails  
Conrail Freight rails
- c. Airports - Jersey Shore University Medical Center heliport
- d. Waterways - Shark River Inlet - primarily recreational boating, commercial fishing boats.  
Atlantic Ocean - one mile of beach front
- e. Pipelines - There are no petroleum pipelines in Neptune Twp.

3. Major Recreational Areas

- a. Ocean Grove Auditorium - capacity 6,500
- b. Beachfront - capacity 15,000
- c. Neptune High School Performing Arts Center - capacity 2,500
- d. Shark River Municipal Marina

4. Major Employers	# of Employees	Business
Jersey Shore University Medical Center	3808	Hospital
Neptune Board of Education	675	School System

Children's Center of Monmouth County	355	School/ Special
Neptune Township	303	Municipal Gvt.
WalMart	300	Retail
Asbury Park Press	282	Print Media
Neptune Shop Rite	231	Retail
Allegra	209	Skilled Nursing
American General. Life Insurance Co.	334	Insurance
Home Depot	240	Retail
Acme Sanitary Supply	179	Laundry
Imperial Healthcare and Rehab	100+	Skilled Nursing
King Manor Care Center	100+	Skilled Nursing

5. Educational Facilities

- a. Neptune High School – 1182 Students
- b. Neptune Middle School – 643 Students
- c. Shark River Hills School – 240 Students
- d. Summerfield School – 368 Students
- e. Gables School –299 Students
- f. Green Grove School – 293 Students
- g. MidTown Community School –436 Students
- h. College Achieve Charter School
- i. Early Childhood Center – currently closed
- k. Allied Academy of Health & Science –301 Students

6. Day Care Centers

- a. Children's Center. of Monmouth County –361 Children
- b. Total Learning Center – 24 Children
- c. Kiddie Academy – 135 Children
- d. Montessori Academy –42 Children
- e. Little People at Work – 102 Children
- fA Little Class – 45 Children
- g. Neptune Annes – 102 Children
- h. Indelible Impressions Childrens Center – 13 Children
- i. Meridian Early Childhool – 142 Children
- j. Acelero Learning / Monmouth – 104 Children

7. Hospitals / Nursing Homes (Licensed Beds - maximum in-patients)

- a. Jersey Shore University Medical Center – 618
- b. Jersey Shore Post Acute Care – 102
- c. Imperial Healthcare Rehabilitation and Nursing Center – 121
- d. King Manor Care Center - 138
- e. Hackensack Meridian Health Nursing and Rehab - 147
- f. Manor By the Sea

8. Special Facilities

- a. Neptune Municipal Jail - 18 prisoners
- b. Mental health facilities are provided at Jersey Shore Medical Center

9. Neptune is an oceanfront community, and can be severely impacted by Northeasterly winds, floods and hurricanes.
10. Mobile Home Parks
  - a. Eldridge Trailer Park
  - b. Sixth and Atkins Avenue

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
ALERTING, WARNING AND COMMUNICATIONS ANNEX CHECKLIST

I. INTRODUCTION

AWC1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

AWC2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

AWC2,II,B \_\_\_\_\_ B. List publications and guidance material used for Alerting, Warning and Communications Annex development or operational guidance.

III. PURPOSE

AWC3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Alerting, Warning and Communications Annex.

IV. SITUATION

Provide statements that briefly describe the Alerting, Warning and Communications organization and its capabilities to deal with identified hazards.

AW3,IV,A \_\_\_\_\_ A. Identify the main and backup communications centers for your jurisdiction.

AWC3,IV,B \_\_\_\_\_ B. Identify warning devices within your jurisdiction. If none present so state. (Also refer to AWCA-4)

AWC3,IV,C \_\_\_\_\_ C. Identify the 24 hour warning point and NAWAS point for your jurisdiction. Attach warning flow chart for your jurisdiction. (AWCA-2)

AWC3,IV,D \_\_\_\_\_ D. Discuss whether your jurisdiction has the capability to perform route alerting.

AWC4,IV,E E. Discuss other warning methods in your jurisdiction including:

AWC4,IV,E1 1. Media (EBS station, radio/TV traffic reporting).

AWC4,IV,E2 2. Electronic pager systems.

AWC4,IV,E3 3. Computerized telephone alerting.

AWC4,IV,E4 4. Statewide teletype system.

AWC4,IV,E5 5. Hazard specific warning systems.

AWC5,IV,F F. Identify the communication capability for your jurisdiction to include a matrix that lists communication frequencies and identifies agencies with emergency responsibilities that have access to those frequencies. If your jurisdiction has RACES include on the matrix. (Also refer to AWCA-5)

## V. OPERATIONS AND CONTROL

AWC5,V,A A. Describe Alerting, Warning and Communications actions to be taken during periods of heightened risk including:

AWC5,V,A1 1. Establish from where Alerting, Warning and Communications direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

AWC5,V,A2 2. Provide for the verification of current recall rosters for the Alerting, Warning and Communications Group. (Also refer to AWCA-6)

AWC5,V,A3 3. Tell how Alerting, Warning and Communications supervisor staffing will be provided on a 24-hour basis. (Also refer to AWCA-6)

AWC5,V,B B. Describe how the Alerting, Warning, and Communications Group interacts with other emergency groups during an emergency including:



AWC5,V,B1 1. Designation of an Alerting, Warning and Communications representative, by title, to report to the EOC during an emergency.

AWC5,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

AWC6,V,C C. Describe how to activate the public warning system for identified hazards.

AWC6,V,D D. Describe how to implement route alerting of the public.

AWC6,V,E E. Describe warning procedures for individuals in institutions of special concern such as schools, nursing homes, etc. Also address warning procedures for hearing impaired and non-English speaking individuals.

AWC6,V,F F. Describe how to activate the Emergency Broadcast System including a list of officials authorized to activate the system.

AWC7,V,G G. Tell how and under what circumstances key officials will be alerted.

## VI. RESPONSIBILITIES

AWC7,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Alerting, Warning and Communications emergency response.

AWC7,VI,B B. List SOP's that address how the Alerting, Warning and Communications Group will accomplish the assigned tasks. If none, so state.

AWC7,VI,C C. Identify Alerting, Warning and Communications mutual aid agreements. If none, so state.

AWC7,VI,D D. Provide an area map which displays the existing and projected outdoor warning devices and area of coverage for each unit. Also, provide a listing of all warning devices (sirens) which includes the site and address of location keyed by number to the number

assigned on the map. (map and attachments, AWCA 3).  
If none, so state.

AWC7,VI,E E. Provide for testing and exercising the warning and alerting devices, as per the N.J. Attack Warning Plan. Identify and explain the "Attention/Alert" and the "Attack Warning" signals and action to be taken by the public, including provisions for the use of the "Attack Warning" signal and actions required upon the receipt of an "Accidental Missile Launch" warning message.

AWC7,VI,F F. Tell how and when scheduled testing of emergency communications is to be accomplished.

AWC7,VI,G G. Establish a procedure for obtaining telephone services during emergencies.

AWC8,VI,H H. Ensure that communications procedures are established including the use of message log forms and message control.

AWC8,VI,I I. Provide for an emergency equipment maintenance program, including the routine inspection of antennas and transmission lines, and the regular testing of the emergency power generators.

## VII. CONTINUITY OF GOVERNMENT

AWC8,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

AWC8,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

AWC8,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Alerting, Warning and Communications functions.

AWC8,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Alerting, Warning and Communications Group.

AWC9,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

AWC9,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Alerting, Warning and Communications Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

AWC9,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

AWC9,IX List definitions/explanations of terms and acronyms used in the Alerting, Warning and Communications Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan unless so noted, but must be available for review by county and regional personnel).

AWC10 AWCA 1. A complete list of key government and Emergency Management personnel with telephone numbers who require early notification. (On file)

AWC11 AWCA 2. A Warning Flow Chart.  
(Include with the Plan)

AWC12 AWCA 3. An area map which displays the existing and projected outdoor warning devices and area coverage for each unit. Provide a listing of all warning devices (sirens) by size, decibel rating, and address where located. List the sirens by number keyed

to the number assigned them on the map (Include with the Plan, or if no warning system exists, so state).

AWC13 \_\_\_\_\_ AWCA 4. Warning device deficiencies and proposed schedule of correction. (Include with the Plan or if no warning system exists, so state.)

AWC14 \_\_\_\_\_ AWCA 5. Matrix that includes a list of frequencies that identifies which agencies have access to those frequencies. (Include with Plan)

AWC15 \_\_\_\_\_ AWCA 6. Recall/Duty Roster

AWC16 \_\_\_\_\_ AWCA 7. AWC Standard  
Operating Procedures

AWC22 \_\_\_\_\_ AWCA 8. RACES Standard  
Operation Procedures and Message Logging

AWC23 \_\_\_\_\_ AWCA 9. Flood Specific  
Warning and Communications

**ALERTING, WARNING AND COMMUNICATIONS**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**A. Statement of Approval**

The Alerting, Warning and Communications Annex of the Neptune Township Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Deputy Emergency Management Coordinator are hereby approved. This annex supersedes any previously written Alerting, Warning and Communications Annexes.

Approval Date: 04-24-2023



Michael J. Bascom  
Emergency Management Coordinator



Donald Colarusso  
Deputy OEM Coordinator



Michael McChes  
Police Captain



Kyle M. Bascom  
PIO / Police Systems Support Manager  
Assistant Deputy OEM Coordinator



Chief Larry Fisher  
Chief of Police



Anthony Gualario  
Police Captain



Michael D'Amico  
Police Captain

## II. AUTHORITY AND REFERENCES

### A. Laws, ordinances, regulations, resolutions and directives.

#### 1. Federal

- a. as cited in the Basic Plan

#### 2. State

- a. OEM Directive #89, Frequency allocation

#### 3. County

- a. As cited in the Basic Plan
- b. Shared Services Agreement

#### 4. Municipal

- a. As cited in the Basic Plan
- b. Shared Service Agreement with Monmouth County

### B. References, guidance material and other documents.

#### 1. Federal

- a. FEMA Outdoor Warning Systems Guide, CPG 1-17, 1980
- b. FEMA Integrated Public Alert & Warning System Modernization Act of 2015
- c. FEMA State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, 1984
- d. Department of Homeland Security, Electromagnetic Pulse Shielding Mitigations, August, 2022
- e. Emergency Alert System, FCC Updated Guidance, August 2, 2018

#### 2. State

- a. New Jersey Radio Amateur Civil Emergency Services (RACES) Manual
- b. New Jersey Emergency Broadcast System Guidebook

### 3. County

- a. As cited in the Basic Plan
- b. Monmouth County “Code Red” Guidelines

### 4. Municipal

- a. As cited in the Basic Plan
- b. Neptune Emergency Services Dispatch Policy
- c. Neptune Township Community Notification System Guidelines

## **III. PURPOSE**

A. The purpose of this Alerting, Warning and Communications Annex is to define and to provide guidance for the development and operation of a viable alert, warning and communications program during any emergency or disaster situation and to ensure completion of required emergency actions.

## **IV. SITUATION**

A. The primary emergency communications center for Neptune Township is provided through an Shared Services Agreement with the Monmouth County Sheriff’s Office. The primary communications center is located at the Monmouth County Sheriff’s Public Safety Complex at 2500 Kozloski Road in Freehold. The back-up center is also operated by the Sheriff’s Office and is located at 1825 Corlies Avenue in Neptune Township. An additional back-up center for local use only is located in the Neptune Police Department and is used on a day-to-day basis. The Township also maintains a back-up Communications center at the Neptune Township Emergency Management – Emergency Operations Center and the Emergency Management Field Communications mobile unit.

B. There is one outdoor warning device located in the Ocean Grove section of Neptune Township. (See AWCA-4)

C. The 24 hour warning point for Neptune Township is the Monmouth County Sheriff’s Office who contacts the Neptune Police Department who is responsible for contacting the Emergency Management Coordinator. (See AWCA-2)

D. Route alerting can be implemented during an emergency by utilizing public address systems installed in nearly every emergency vehicle. Route alerting for a generalized area would be

performed by Fire, Emergency Management, Police and EMS vehicles. The Public Information Officer will assist the Communications Officer in implementing this process as described in the Emergency Public Information Annex.

E. Warning methods in this jurisdiction include;

1. Below is a list of local radio stations that can be contacted in the case of an emergency. In addition, these stations are Emergency Broadcast System (EBS) stations that can be activated by a request through the Monmouth County Office of Emergency Management. Television EBS broadcasts can also be activated through the Monmouth County Office of Emergency Management.

- a. WJLK – FM 94.3 (The Point) 848-221-8000
- b. WRAT – FM 95.9 (The Wrat) 732-681-3890
- c. WCMK – FM 106.3 (Thunder) 732-776-5555
- d. WWZY – FM 107.1 (Boss) 732-774-4444
- e. WOBM/WADB – AM 1160-1310 (Beach) 732-505-1160

2. All Fire, EMS and Emergency Management personnel can be reached by radio activated voice paging systems As well as telephonic paging systems, text messaging and mobile applications.

3. Neptune Township also has a computerized notification system (Everbridge / Nixel®) that is utilized as a component of emergency services dispatch as well as to provide emergency information to the community. Using this community notification system, Neptune Emergency Management can send voice messages, text messages, push notifications, emails and social media posts for the entire community or to selected areas during times of crisis. In addition, various emergency service divisions can be contacted in a similar manner. The Township also maintains a website [www.neptunetownship.org](http://www.neptunetownship.org), the Township Facebook® account, the Township Twitter® account, and Township mobile apps for Emergency Management and Police that can be utilized to disseminate emergency warning information.

4. A statewide communications system is maintained by the Police Department and a Countywide mobile communications system is maintained by the Office of Emergency Management. Neptune Township also has access to “EMMIT” the New Jersey State Police - Office of Emergency Management web platform.

5. The outdoor warning system located in the Ocean Grove section of Neptune Township is currently used to notify volunteer emergency services personnel of a call. For this reason, Neptune does not possess a hazard specific warning system. Route alerting, use of the community notification system to send voice messages, text messages, push notifications, emails and social media posts, hand-delivery of warning messages, radio and television messages, the Township website [www.neptunetownship.org](http://www.neptunetownship.org), the township Facebook® account, the Township Twitter® account, Mobile App Alerts, and EBS



activation are alerting and warning methods that may be utilized by Neptune Township. For Flood or coastal storm specific warnings and notifications, the Township participated in the Monmouth County "Know Your Zone" Program [www.mcsonj.org/knowyourzone](http://www.mcsonj.org/knowyourzone). In addition, the Township has established messaging based upon specific flood / surge projections. Utilizing the flood inundation maps, the Township sends an awareness level notification to residents and businesses when tides are projected at 6' above MLLW or 1' above street level. The Township sends an action notice when tides are projected at 7' above MLLW or 2' above street level. The action notice includes evacuation recommendations in addition to the basic flood warning information. When tides are projected at 8' above MLLW or 3' above street level, wide ranging evacuation notices are included in the regular flood warning statements.

F. AWCA-5 indicates the communications capabilities of the various Neptune agencies including RACES. All Neptune Township emergency response agencies have access to the Neptune Township Emergency Management frequency for interoperable communications. In addition, command level personnel have access to interoperable frequencies on the county radio system along with state and federal interoperable frequencies as described in the State Communications plan.

## **V. OPERATIONS AND CONTROL**

A. Alerting, Warning and Communications group actions to be taken during periods of heightened risk include;

1. Alerting, Warning and Communications direction and control will emanate from the EOC when activated. When the EOC is not active, direction will emanate from the Sheriff's Office Communications Center. When the EOC is active, direction and control will emanate from the Emergency Operations Center. Activation of the EOC will be determined by the Emergency Management Officer in Charge.
2. The Police Chief and the Communications Officer will maintain a current recall roster of AWC group personnel in the EOC as well as at the police department. (See AWCA-6)
3. The Police Chief and Communications Officer will establish 12 hour shifts for the AWC group to provide qualified staffing on a 24 hour basis. (See AWCA-6)

B. Interaction between the AWC group and other emergency services during an emergency will be accomplished by;

1. A Police Captain or his designee will respond to the EOC during an emergency to initiate the AWC function and to develop a supervisory schedule.
2. All emergency service personnel in the field will report appropriate information to the EOC via telephone or radio. Emergency communications and reporting will be based upon the ICS/NIMS structure implemented for the particular incident.

3. RACES personnel will be utilized to transmit and receive messages from Emergency Management Agencies equipped to do so.

4. Messengers will be utilized to transport low priority messages between facilities as needed.

C. Should the need to activate the public warning system arise said activation would be accomplished by the Police Shift Supervisor and/or the Police Support Systems Manager at the direction of the Emergency Management Coordinator. The extent of utilization of the public warning system will be determined by the Police Coordinator and the Emergency Management Coordinator. Phases are 1. Activation of the Community Notification System (Everbridge Nixel®), the Township website [www.neptunetownship.org](http://www.neptunetownship.org), the Township Facebook® account, the Township Twitter® account, and the Mobile Applications, 2. Route Alerting, 3. Hand-delivery of warnings, 4. Media releases, 5. EBS activation.

1. Detailed information concerning activation of the Everbridge/Nixel® system are maintained at the Police Department and the EOC. Activation of said system can be accomplished via the Internet or telephone system.

2. Route alerting will be accomplished pursuant to Section V. D. below.

3. Hand delivery of warnings will be initiated by the preparation of a warning message by the PIO or designee. DPW personnel along CERT members, volunteers and available first responders will be utilized to distribute the message to targeted areas.

4. Media releases will be prepared by the PIO pursuant to the PIO Annex and distributed to media outlets as described therein. These releases will also be distributed via the Township website [www.neptunetownship.org](http://www.neptunetownship.org), the Township Facebook® account, the Township Twitter® account and the Township Mobile Applications.

5. EBS activation will be made by the Emergency Management Coordinator through the Monmouth County Office of Emergency Management 732-431-7400.

D. Route alerting would be accomplished by assembling emergency vehicles that will participate in said alerting and distributing a message to be delivered via public address systems located in their vehicles. Should time allow, a hand-out may be designed and distributed using all available personnel for delivery.

E. Special institutions, ie. Schools, the hospital, the Senior Center and known nursing homes, will be notified of impending emergencies by telephone or email from the EOC by the Deputy Emergency Management Coordinator/EMS Coordinator. It will be the responsibility of the management of the facility to advise occupants of a situation. Non-English speaking individuals will be advised of a situation by bilingual members of the community and Police Department.

F. The Emergency Management Coordinator may activate the EBS by contacting the Monmouth County Emergency Management Coordinator and making a request for activation. In addition to the Emergency Management Coordinator, the following individuals are authorized to activate the EBS: Deputy Emergency Management Coordinator, Assistant Deputy Emergency Management Coordinator (2), Township Administrator, Township Clerk, Mayor, Deputy Mayor, Police Chief and the Police Captains.

G. Key officials will be notified of an emergency by telephone, email, or radio pursuant to the dispatch policy. A policy outlining the types of emergencies for which Emergency Management personnel and key officials must be contacted in attached hereto as AWCA-7. Governing Body members will be notified by the EMC or the PIO.

## **VI. RESPONSIBILITIES**

A. The Police Coordinator is responsible for implementing this annex and directing the Alerting, Warning and Communications emergency response.

B. Written SOP's that address the Alerting, Warning and Communications function are attached. (See AWCA-7, Police SOP & Emergency Services Dispatch Guidelines)

C. There exists a countywide emergency management mutual aid agreement that includes the sharing of resources for the AWC function. .

D. AWCA-3 indicates the location of the outdoor warning device in Neptune Township.

E. A test of the New Jersey Attack Warning System (without sirens) is authorized once each month by the State Director. These are originated at the State Warning Point via NAWAS and SPEN radio. Should the Township acquire an outdoor warning system, the following procedures will apply: Sirens will only be tested at noon on Saturday and will not exceed one minute in duration. Under no circumstances will the "TAKE COVER" (a three to five minute wavering tone) or "ALERT" (a three to five minute steady tone) signal be sounded in these tests.

1. The following are actions to be taken by the public upon hearing an actual warning signal;

a. ATTACK OR ACCIDENTAL LAUNCH WARNING. The public should be advised to remain in whatever structure they may currently be in. People out of doors are to immediately proceed to the basement or center core of the nearest structure.

b. ALERT. The public should listen for essential emergency information via radio, television and EBS if normal broadcasting is off the air.

F. Emergency communications are tested on a daily basis as all emergency equipment is utilized for the regular function of the municipality. Back-up equipment is tested on a monthly basis by Emergency Management personnel.

G. Should digital telephone service to the Township offices be lost during an emergency, the appropriate phone vendor(s) identified by Neptune MIS and the Finance Department will be advised to restore service to emergency telephones via cell phone communications. The EOC is equipped with Voice over Internet Protocol telephony (VoIP) which provides phone service via the internet, making it less susceptible to outages. Redundant internet service is provided by multiple unrelated Internet Service Providers located throughout the state. Neptune Township maintains more than one hundred cellular telephones that could be utilized in such a situation. Neptune Township has also demonstrated the ability to transfer telephone service from the communications center to the back-up communications center when regular telephone service is lost. Finally, Neptune Township has implemented a redundant telephonic communications system that allows the municipality to receive telephone signal from three different sources.

H. Incoming and outgoing RACES messages at the EOC will be logged in accordance with New Jersey RACES standards. (See AWCA-8). All other messages will be logged pursuant to daily protocol (CAD entry and audio taping).

I. All emergency equipment is inspected and tested on a least a monthly or weekly basis including; generators, antennas and communications equipment by Emergency Management, Public Works, and Police as part of their regularly assigned duties.

## **VII. CONTINUITY OF GOVERNMENT FOR THE ALERTING, WARNING AND COMMUNICATIONS FUNCTION**

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

1. Police Chief
2. Police Captains
- 4.
3. Police Support Systems Manager
4. Deputy Emergency Management Coordinator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Police Coordinator is responsible for the maintenance of all records and reports required for the alerting, warning and communications functions in an emergency.

B. The Police Coordinator and the Purchasing Official are responsible for the records of expenditures for the alerting, warning and communications functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard departmental orders as outlined in the Resource Management Annex.(See RMA-8) The Police Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Police Coordinator is responsible for the maintenance of the Alerting, Warning and Communications Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Police Coordinator is responsible for reviewing and updating of the Alerting, Warning and Communications Annex, SOP's and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

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

1. AWC- Alerting, Warning and Communications

## **XI. APPENDICES**

AWCA-1 - Listing of key government and Emergency Management personnel with telephone numbers who require early notification. (Saved as group in Everbridge Nixle)

AWCA-2 - Warning Flow Chart.

AWCA-3 - An area map displaying outdoor warning devices.

AWCA-4 - Warning device deficiencies and proposed schedule of correction.

AWCA-5 - Matrix that includes a list of frequencies that indicates which agencies have access to same.

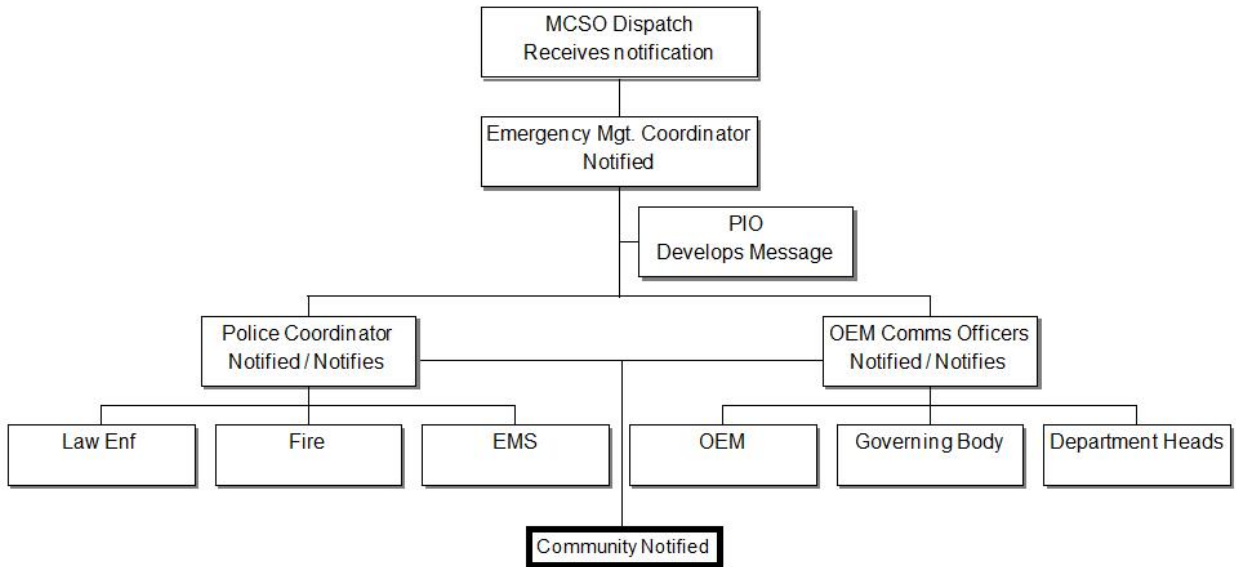
AWCA-6 - Recall/Duty Roster.

AWCA-7 - Alerting, Warning & Communications SOP's.

AWCA-8 - RACES & Message logging SOP's.

AWCA-9 Flood Specific Warning SOP's

AWCA - 2  
WARNING FLOW CHART



AWCA - 3

LISTING OF OUTDOOR WARNING DEVICES

(MAP ATTACHED / Copies available in EOC)

# ON MAP	NAME	LOCATION	TYPE
1	OCEAN GROVE FD	OLIN STREET	SIREN



## AWCA - 4

### AWCA-4

#### ALERTING AND WARNING DEFICIENCIES

The outdoor warning systems listed in AWCA-3 are currently utilized on a daily basis to supplement our radio paging system for fire and first aid emergencies.

At this time, said systems would be useless in notifying the public of an impending emergency as they would more than likely be ignored.

#### PROPOSED SCHEDULE OF CORRECTION

The Township of Neptune will consider implementing a community notification system that includes an outdoor warning system as described in FEMA CPG 1-7 (1980). This system will be presented as part of the 2025 Capital Program and will be implemented when funding is identified. The system is envisioned to be sufficient to provide warnings throughout every neighborhood of Neptune Township.

**NEPTUNE TOWNSHIP COMMUNICATIONS MATRIX  
PRIMARY FREQUENCIES  
FIELD COMM / OEM VEHICLES HAVE EXTENDED COUNTY AND STATE CAPABILITIES**

<b>UNIT DESCRIPTIONS</b>	NTPD (PD34 South)	Special Ops (old NTPD-2)	NTOEM 1	NTOEM 2	NTFD 1 (Disp)	LAN	NTFD FIRE OPS 1 700	OGFD	NTEMS 1 (Disp)	South EMS Response	NTDPW	MC LAW ENF	MC FIRE	MC EMS	MC OEM	NJ SPEN 1	NJ 800	UHF 400 TAC	FIRE/EMS TAC 700	NT BOE	JSUMC	EMS Ops 5 (ANSWER CMD)
POLICE PATROL	X																		X			
POLICE - DETECTIVE	*	*	*	*	*			*	*		*					*						
POLICE - COMMS	X		X		X				X		X	X								X	X	X
POLICE - PORTABLES	X																		X			
OEM - COMMAND	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
OEM - COMMS (MCC)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
OEM - RESPONSE		X	X	X	X			X	X		X		X	X								
OEM - 34-9-86	X	X	X	X	X	X	X	X	X	X	X		X	X	X				X			
EOC			X	X	X			X	X		X					X						
NTFD UNITS		*	X	X	X	X	X	X	X				X									
OGFD UNITS			X	X	X			X	X				X	X								
EMS VEHICLES			X	X	X	X	X	X	X	X			X	X					X			
DPW			X	X	X			X	X		X											
GVT VEHICLES			*	*							*											
<i>* = Some Units</i>																						

AWCA - 7

ALERTING, WARNING & COMMUNICATIONS SOP'S

On file in the Office of Emergency Management is the Neptune OEM / RACES Operational plan. The Neptune Police Department AND Emergency Services Dispatch Manuals will also provide SOG information related to this function, however, there are no specific SOPs for the Alerting, Warning and Communication function.

**NEPTUNE TOWNSHIP FIRE / EMS / OEM DISPATCH POLICY SUMMARY VERSION**  
**Updated January 15, 2021**

**SECTION 1: NEPTUNE FIRE DISTRICT #1**

**A. GENERAL DISPATCH INFORMATION: (ALARMS / FIRE NOT INVOLVING STRUCTURE / FIRE ASSIST)**

Dual Dispatch: Zone A: **Station 34-1 and Station 34-3 and EMS 34-24**

Zone B: **Station 34-2 and Station 34-4 and EMS 34-24**

Gas Leaks / Odors

Add Station 34-9

**B. REPORT OF STRUCTURE FIRE:**

Dispatch:

Fire General Alarm, EMS 34-24

If Confirmed:

Add Squad 34-25 and OEM 34-9 to dispatch  
Notify Fire Official

**C. HIGH HAZARD LOCATIONS: \* See Policy for List**

Dispatch:

Fire General Alarm, EMS 34-24

If Confirmed:

Add Squad 34-25 and OEM 34-9 to dispatch  
Notify Fire Official

**D. MUTUAL AID REQUESTS**

Dispatch:	Requested Company	
RIT:	Station 34-4	
Special Ops (Extrication / Collapse / Rescue):	Station 34-8	
Asbury Park:	Single Resource:	Station 34-4
	Second Alarm:	Station 34-4/34-2 & EMS 34-24
	3 <sup>rd</sup> Alarm:	EMS 34-25 for MAB-2

**SECTION 2: OCEAN GROVE DISTRICT**

**A. ALL FIRE CALLS:**

<u>Dispatch:</u>	Fire General Alarm, EMS 34-24
<u>If Confirmed:</u>	Add EMS 34-25 and OEM 34-9 to dispatch Notify Fire Official
<u>3rd Alert and No OGF D response:</u>	Station 34-4
<u>Gas Leaks / Odors</u>	Add Station 34-9

**SECTION 3: NEPTUNE TOWNSHIP EMERGENCY MEDICAL SERVICES**

**A. ALL EMS REQUESTS:**

<u>Dispatch:</u>	EMS 34 (34-21 Duty Crew tones)
<u>Mutual Aid (10 Minutes):</u>	Communicate with On-Duty Ambulance(s) first. Closest Available EMS in region (Asbury Park / Neptune City / Tinton Falls / Wall / Ocean)
<u>Water Rescue:</u>	Add Station 34-7
<u>Extrication/Other Rescue:</u>	Add Station 34-8

**B. ACTIVE SHOOTER / ACTIVE THREAT / RESCUE TASK FORCE:**

<u>Dispatch:</u>	EMS 34-24 & 34-25
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Notify M. Bascom by phone 732-904-6100

**C. MASS CASUALTY / SPECIAL EMS RESOURCES / REHAB ASSIGNMENTS:**

**Medical Ambulance Bus:** EMS 34-25  
**Special Operations Vehicle:** EMS 34-25  
**Water Rescue / Dive:** Station 34-7  
**ASAP / Gator:** Squad 34-25  
**NJEMS TASK FORCE:** Squad 34-25

**SECTION 4: NEPTUNE EMERGENCY MANAGEMENT**

**A. ALL OEM REQUESTS:**

Dispatch: Station 34-9

Automatic Dispatch for:

- Any HazMat Incident, Gas leaks/odors, Decon requests
- Scene lighting requests
- Command Post / Field Communications
- Street Flooding / Road Closures
- Drone Deployment
- Missing Persons Search
- Sever weather related incidents / notifications
- Bomb threats / scare / incident
- Civil Disturbances
- Any serious impact to Hospital / Nursing Home / School / Apartment Building / or other vulnerable or high impact community
- Terror threat / incident
- When outside resources are deployed to Township
- Any incident requiring public notification

**B. OEM RESPONSE RESOURCES / CAPABILITIES:**

(3) First Response Hazmat/Command Units	Confined Space Rescue (34-8)
Mobile Command Center	Vehicle Extrication (34-8)
Full Hazardous Materials Response Team (Level A)	High/Low Angle Rope Rescue (34-8)
Scene Lighting	Structural Collapse Shoring (34-8)
Sign Boards	360-degree Search Camera (34-8)
Rehab Support Unit	FLIR Capable Drones
Traffic Control Devices	(2) High Water Vehicles
Waterous Pumps	Flat Bottom Boats

Generators	Evacuation Sheltering Equipment
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**C. JERSEY SHORE UNIVERSITY MEDICAL CENTER – ALTERNATE HELIPAD REQUEST:**

LZ Coordinates:

Loffredo Field: Primary  
 Latitude: 40 degrees 13 minutes 10 seconds (40-13-10.865)  
 Longitude: 74 degrees 02 minutes 50 seconds (74-02-50.157)  
 Street Location: 2375 West Bangs Avenue

IMMINENT LANDING: Squad 34-24 / Station 34-9 / Neptune PD

NOTIFICATION ONLY: CONTACT OEM LEADERSHIP BY PHONE

**SECTION 5: ANSWER WATER RESCUE TEAM**

**A. ALL WATER RESCUE OR WATER-BORNE EMERGENCIES IN OR OFF COAST OF NEPTUNE, NEPTUNE CITY, AVON, BRADLEY BEACH, OCEAN GROVE:**

Dispatch: Station 34-7  
 Simulcast tone on the following frequencies:  
 Neptune EMS  
 Neptune OEM  
 Ocean Grove Fire  
 Avon EMS & Fire  
 Neptune City EMS & Fire  
 Notify Bradley Beach Police

Be as specific as possible about location and nature of call.

Notify USCG – Manasquan 732-899-0130 and advise that ANSWER Water Rescue Team is responding.

Notify NJSP-Marine 609-882-8000 and advise the ANSWER Water Rescue Team is responding.

COMMUNICATIONS: Once dispatched, all communications should be to ANSWER COMMAND on ANSWER Frequency (OEM South TAC-2)

Back-up channel is NEPTUNE OEM

OPERATIONS channel is EMS SOUTH TAC-A

Back-up channel is ANSWER VHF

**B. MUTUAL AID:**

Dispatch:

Station 34-7

Simulcast tone on the following frequencies:

Neptune EMS                      Neptune OEM  
Ocean Grove Fire                      Avon EMS & Fire  
Neptune City EMS & Fire  
Notify Bradley Beach Police

Be as specific as possible about location and nature of call.

**SECTION 7: NEPTUNE SPECIAL OPERATIONS TEAM**

**A. ALL SPECIAL OPERATIONS TEAM REQUESTS**

Dispatch:

Station 34-8 / EMS 34-24

Automatic Dispatch for:

- Vehicle Extrication
- Confined Space Rescue
- High Angle Rescue
- Low Angle Rescue
- Moderate to Severe Damage to a Structure
- Vehicle vs. Structure
- Trench Rescue
- Any other rescue assignment with the exception of Water Rescue

**APPENDIX 1 – Command Hierarchy**

<b>FIRE</b>	<b>OEM</b>	<b>EMS</b>	<b>SP OPS</b>	<b>ANSWER</b>
Chief: 66 Asst Chief: 67 Captain: 68	Coord: 34-9-30 Dep Coord: 34-9-32	EMS Mgr: 34-701 EMS Coord: 34-	Cmdr: 34-9-30 Leader: 34-9-35 Asst Lead: 34-9-	Cmdr: 34-9-30 Cmdr: 86-9-30 Alt: 34-9-32

Lieutenant: 69	Asst Deputy: 34-9- 35	50 Captain: 50	32 Asst Lead: 34-4- 68	Alt: 34-9-35
Lieutenant: 70	Asst Deputy: 34-9- 36	Lieutenants: 51 & 52 1 <sup>st</sup> Response: 55		

**APPENDIX 2 – Lead Agency**

Fire Incident: NFD / OGFD Elevator Emergencies: NFD / OGFD Wires/Utility: NFD / OGFD Hazmat Incident: OEM MVA/Spill: OEM MVA/Extrication: Special Ops/EMS Technical Rescue: Special Ops Collapse/Car vs Bldg: Special Ops Confined Space: Special Ops Rope Rescue: Special Ops Trench Rescue: Special Ops	Natural Gas: NFD / OGFD / OEM Water Emergencies: ANSWER Boat Emergencies: ANSWER Flooding: OEM Water Main/Sink Hole: OEM Bomb Threat: Police/OEM
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AWCA - 8

### RACES SOP'S AND MESSAGE LOGGING

RACES and Message Logging SOP's are as prescribed by the New Jersey State Police Office of Emergency Management. The Monmouth County RACES Emergency Operations Plan is maintained on file in the following offices:

Emergency Management  
Emergency Operations Center

## AWCA -9

### Flood Specific Warning and Communications

1. Methods and warning device's used to disseminate emergency warnings to the public:
  - a. Township website [www.neptunetownship.org](http://www.neptunetownship.org)
  - b. Emergency Management website [www.neptuneoem.org](http://www.neptuneoem.org)
  - c. Police Department website [www.neptunepolice.org](http://www.neptunepolice.org)
  - d. Neptune OEM & Police Department mobile applications (Apple and Andriod)
  - e. Neptune OEM / Police / Municipal Facebook® and Twitter® notifications
  - f. Everbridge Nixle ® Community Notification system:
    1. Targeted or Township wide Telephonic notifications
    2. Targeted or Township wide text messaging
  - g. Route alerting via Public Address
  - h. Distribution of material (door to door)
2. Actions taken based upon specific flood projections:

Flood projections are received through several sources, including but not limited to the National Weather Service (Mount Holly), Monmouth County OEM, NJ OEM, Neptune OEM Weather Forecaster, local university tide gauge system and forecasting. Whenever possible, warnings and notifications should be initiated within 6 hours of receipt of forecast and/or at least 6 hours prior to expected flood event. If possible, mandatory evacuation orders should provide at least a 12 hour notice for Zone A & B, and at least an 18 hour notice if expanded to include Zones C & D. For a Township wide evacuation, a minimum of 36 hours is suggested to assure widespread notice and to allow for traffic to clear area.

The order to initiate warnings and notification pursuant to this section will be the responsibility of the Emergency Management Coordinator and shall be carried out by the Public Information team to include the Police PIO, the OEM PIO, the Police Information Systems Manager, and any other personnel assigned to these duties by the OEM Coordinator, the Police Chief, or the Township Administrator.

Once the order to initiate warnings has been given, notices may begin immediately. Activation of the Community Notification system can be complete within minutes, as can social media posts, push notifications and media notifications. Route alerting in Zone A (door to door) can be accomplished in one to four hours (depending on personnel assigned). Route alerting (door to door) in Zones A, B, C, & D will take one to eight hours (depending on personnel assigned).

a. Heavy rainfall expected to create moderate street flooding:

1. Information posted on social media sites.

b. Tide projections of 6' above MLLW, expected to cause up to 1' of street flooding in certain areas: (relocation of vehicles, alternate routes, road closings, protective measures)

1. Information posted on social media sites and websites.
2. Activate Community Notification System (Telephonic and Text) for the streets located in Zone A.
3. Push notification on OEM and PD Mobile Applications.

c. Tide projections of 7' above MLLW, expected to cause up to 2' of street flooding in certain areas: (relocation of vehicles, alternate routes, road closings, protective measures, recommendation to seek shelter outside of flood zone)

1. Information posted on social media sites and websites.
2. Activate Community Notification System (Telephonic and Text) for the streets located in Zone A & B.
3. Push notification on OEM and PD Mobile Applications.

d. Tide projections of 8' above MLLW, expected to cause up to 3' of street flooding in certain areas: (relocation of vehicles, alternate routes, road closings, protective measures, recommendation to seek shelter outside of flood zone, mandatory evacuation of Zone A, recommended evacuation of Zone B)

1. Information posted on social media sites and websites.
2. Activate Community Notification System (Telephonic and Text) for the streets located in Zone A, B, C & D plus all homes in Shark River Hills, Sea view Island, North Island and Ocean Grove neighborhoods.
3. Push notification on OEM and PD Mobile Applications.
4. Press release to media regarding evacuation notices.
5. Door to door route alerting in Zones A & B.

e. Tide projections of 9' above MLLW or higher: (relocation of vehicles, alternate routes, road closings, protective measures, recommendation to seek shelter outside of flood zone, mandatory evacuation of Zone A, B, C & D)

1. Information posted on social media sites and websites.
2. Activate Community Notification System (Telephonic and Text) for the streets located in Zone A, B, C & D plus all homes in Shark River Hills, Sea view Island, North Island and Ocean Grove neighborhoods.
3. Push notification on OEM and PD Mobile Applications.
4. Press release to media (radio, TV & print) regarding evacuation notices.
5. Door to door route alerting.

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
DAMAGE ASSESSMENT ANNEX CHECKLIST

I. INTRODUCTION

DA1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

DA2,II,A \_\_\_\_\_ A. List pertinent laws and ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

DA2,II,B \_\_\_\_\_ B. List publications and guidance material used for Damage Assessment Annex development or operational guidance. (Also refer to DAA-1)

III. PURPOSE

DA3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Damage Assessment Annex.

IV. SITUATION

Provide statements that briefly describe the Damage Assessment organization and its capabilities to deal with identified hazards.

DA3,IV,A \_\_\_\_\_ A. Identify the primary and support agencies for damage assessment.

DA3,IV,B \_\_\_\_\_ B. Identify the number of persons available to conduct public sector damage assessment (i.e. roads and dams) along with their qualifications. (Also refer to DAA-2)

DA3,IV,C \_\_\_\_\_ C. Identify the number of persons available to conduct private sector damage assessment (i.e. private homes and businesses) along with their qualifications. (Also refer to DAA-2)

DA3,IV,D \_\_\_\_\_ D. Identify the communications capability of Damage assessment including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication. (Also refer to AWCA-5)

DA3,IV,E E. Discuss the source of transportation for damage assessment teams.

DA4,IV,F F. Describe any video or photographic means of recording before, during and after an emergency including the source of equipment and operators.

DA4,IV,G G. Identify locations for potential Disaster Application Centers for the jurisdiction in accordance with Section 4.01 of the Disaster Operations Field Manual. (Also refer to DAA-4)

## V. OPERATIONS AND CONTROL

DA4,V,A A. Describe Damage Assessment actions to be taken during periods of heightened risk including:

DA4,IV,B 1. Establish from where Damage Assessment direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

DA4,V,A2 2. Provide for the verification of current recall rosters for the Damage Assessment Group. (Also refer to DAA-2)

DA4,V,A3 3. Tell how Damage Assessment supervisor staffing will be provided on a daylight hour basis. (Also refer to DAA-3)

DA4,V,A4 4. Provide for the briefing of damage assessment team commanders and annex coordinators on procedures for record keeping of expenditures.

DA5,V,B B. Describe how the Damage Assessment Group interacts with other Emergency Groups during an emergency to include:

DA5,V,B1 1. Designation of a Damage Assessment representative, by title, to report to the EOC during an emergency. (Standardized Text Available)

DA5,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

DA5,V,C C. Once the order is given to begin damage assessment, describe how the Damage Assessment Group is gathered (taken from other jurisdiction jobs, private sector volunteers etc.), briefed and given damage reporting forms and procedures.

DA5,V,D D. Describe how video or photographic documentation of damage will be accomplished.

## VI. RESPONSIBILITIES

DA5,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Damage Assessment emergency response. (Standardized Text Available)

DA6,VI,B B. List SOP's that address how the Damage Assessment group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to DAA-3)

DA6,VI,C C. Identify Damage Assessment mutual aid agreements. If none, so state. (Standardized Text Available)

DA6,VI,D D. Identify, by title, who is responsible for submission of accurate, detailed, and timely Preliminary Damage Assessment Reports. (Standardized Text Available)

DA6,VI,E E. Identify, by title, who is responsible for the maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims.

## VII. CONTINUITY OF GOVERNMENT

DA6,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

DA6,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

DA6,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Damage Assessment functions.

DA7,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Damage Assessment Group.

DA7,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

DA7,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Damage Assessment Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

DA7,IX,A B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

DA7,X List definitions/explanations of terms and acronyms used in the Damage Assessment Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan, but must be available for review by county and regional personnel).

DA8 DAA 1 Disaster Operations Field Manual.

DA9 DAA 2 Recall/Duty Roster.

DA10 DAA 3 Damage Assessment SOP's.

DA11 DAA 4 List of Potential Disaster Application Centers for Jurisdiction in Accordance with Section 4.01 of the Disaster Operations Field Manual.



**DAMAGE ASSESSMENT ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

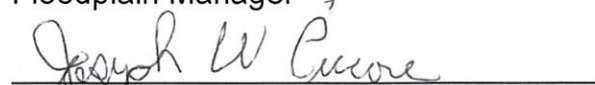
**A. Statement of approval:**

The Damage Assessment Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and is hereby approved. This annex supersedes any previously written Damage Assessment Annexes.

Approval date: 04-24-2023



Michael Bascom Emergency Management Coordinator

  
\_\_\_\_\_  
Donald Clare  
Floodplain Manager  
\_\_\_\_\_  
Joseph Ciccone  
Construction Official  
\_\_\_\_\_  
Keith Daly  
Township Engineer

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### **1. Federal**

- a. As cited in the Basic Plan

#### **2. State**

- a. As cited in the Basic Plan

#### **3. County**

- a. As cited in the Basic Plan

#### **4. Municipal**

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### **1. Federal**

- a. As cited in the Basic Plan
- b. FEMA -213 Answers to Questions About Damaged Buildings (August, 2018)
- c. FEMA – P758 Substantial Improvement/Damage Desk Reference (May, 2010)
- d. FEMA Preliminary Damage Assessment Guide (September, 2021)
- e. ATC 45 Field Manual: safety evaluation of buildings after wind storms and floods (2019)

#### **2. State**

- a. New Jersey Disaster Operations Field Manual
  
- b. NJOEM Directives

#### **3. County**

- a. As cited in the Basic Plan
- b. Monmouth County Building Officials Association Damage Assessment Program.

#### **4. Municipal**

- a. As cited in the Basic Plan

### **III. PURPOSE**

A. The purpose of this Damage Assessment Annex is to define and to provide guidance for the development and operation of a viable damage assessment program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The primary agency responsible for Damage Assessment in Neptune Township is the Office of Emergency Management, support of the damage assessment process will be provided by the following departments; Public Works, Monmouth County Health Department, Police Department, Fire Department, Construction Department, Code Enforcement Department, Township Engineer and the Buildings and Grounds Department. The Township Engineer will oversee the Public Sector and Utility Damage Assessment process and accumulate records to be turned over to the Emergency Management Coordinator. The Floodplain Manager will oversee the Private Sector Damage Assessment process and accumulate records to be turned over to the Emergency Management Coordinator.

B. The Township Engineer will be responsible for inspecting public sector damage, such as infrastructure, roads and waterfront areas. The staffing for this function can be expanded through utilization of additional engineering staff and the use of qualified engineers from the Township approved consultants. The size of this staff will be determined by the severity of the damage. Preliminary Damage Assessment of public sector damage will initially be completed by the Department of Public Works and the Township Engineer and coordinated by the Township Engineer.

C. Private sector damage assessment will initially be conducted by the Construction Department and the Code Enforcement Department of Neptune Township. Once the emergency has subsided, private sector damage assessment will be compiled by the various insurance adjusters and FEMA. The Township of Neptune has five (5) inspectors in the Construction Department and five (5) Code Enforcement Department who may be used in this capacity. Additional resources may be called upon as needed. Private Sector Damage Assessment will be coordinated by the Floodplain Manager.

D. Most departments listed in A, above, communicate on a daily basis by cellular telephone as well as by radio on the municipal agencies frequency. During an emergency they will communicate with each other and the EOC in this same manner.

E. Damage assessment teams will use their regularly assigned municipal

vehicles to conduct damage assessment, unless said vehicles have been reassigned for emergency purposes by the Emergency Management Coordinator. If said vehicles are not available damage assessment teams will be asked to use their own vehicles and to be reimbursed by the Township for said use.

F. The Office of Emergency Management and the Police Department own video cameras and drones which have been and will be used to record conditions within the Township prior to a disaster or storm, files containing this information will be maintained in the EOC. The Police Department, the Office of Emergency Management, the Construction Department, the Fire Bureau and the Department of Public Works each maintain cellphone cameras which will also be used to record conditions prior to such an event. After a disaster said equipment will be used by the Office of Emergency Management to record and compare affected areas to their condition prior to the event. The Township Engineer also has access to aerial photography through not only Google but also Township maintained GIS system. Aerial photographs as needed can be produced prior to an event based on dates of available data online or through the GIS system.

G. Disaster Applications Centers will be located at one or more of the following locations depending on their condition after a disaster;

- a. Neptune Township Senior Center 1825 Corlies Avenue
- b. Neptune OEM, 2201 Heck Avenue
- c. Any firehouse or first aid squad building
- d. Temporary facility as deployed by Neptune OEM.

## **V. OPERATIONS AND CONTROL**

A. Damage assessment actions to be taken during a period of heightened risk are as follows;

1. Damage assessment direction and control shall emanate from the EOC or Mobile EOC, depending on severity.
2. The EMC will maintain a current recall roster for the damage assessment group. Said roster will be kept in the EOC. (See DAA-2)
3. The EMC will appoint a damage assessment supervisor in the EOC from among the damage assessment group, this supervisor will see that said group is fully staffed during daylight hours by rotating personnel in shifts. Damage assessment personnel will remain on call throughout the night to

record damage reported by telephone and emergency workers performing through the night.

4. The procedures for record-keeping of expenditures by the damage assessment group will follow the same procedures used by the members of this group during their day-to-day operations. Any change in this procedure will be passed from the EMC to the Damage Assessment Supervisor who will disseminate the information among the members of the group. In addition, all deployed personnel will complete ICS-214 Unit Logs and submit same to the EOC for verification.

B. The Damage Assessment group will interact with other emergency groups during an emergency in accordance with the following;

1. The EMC will appoint a Damage Assessment representative to report to the EOC during an emergency. The representative will be either the Township Engineer, the Construction Official or staff personnel from either department.

2. The Damage Assessment workers in the field will report appropriate information to the representative in the EOC by municipal radio, email, and/or telephone. Information will be recorded on Damage Assessment Forms noted in Section DAA-3, compiled and turned over to the Damage Assessment personnel in the EOC upon completion of assigned zones. All Damage Assessment activities will be conducted in compliance with ICS/NIMS principals and the ATC 45 Field Manual: safety evaluation of buildings after wind storms and floods.

C. Once the order is given by the EOC to begin Damage Assessment, personnel will be selected from the ranks of the agencies noted in IV.A. of this annex by their representatives in the EOC. Said personnel will assemble at a location chosen by the Damage Assessment Group supervisor. Once all personnel have assembled at this location the EMC or his representative will brief the personnel on their duties and distribute damage assessment forms.

D. Video and photographic documentation of damage will be accomplished by providing damage assessment group representatives within various municipal agencies with equipment regularly maintained by their agency. Photos should include information to identify the location of the damage pictured as well as a brief description. When available, drones will be utilized for post disaster photos for damage assessment and compared to available pre disaster photos.

## **VI. RESPONSIBILITIES**

A. The Emergency Management Coordinator is responsible for implementing this annex and directing the Damage Assessment emergency response.

B. Damage Assessment SOP's will be prepared by the Township Engineer and the Floodplain Manager in consultation with the Emergency Management Coordinator.

C. Neptune Township is a participating municipality in the damage assessment portion of the mutual aid agreement with the Monmouth County Office of Emergency Management. Also see the New Jersey State Uniform Construction Code: NJAC 5:23-4.25 – Emergency Building Inspection Program.

D. The Emergency Management Coordinator is responsible for submission of accurate, detailed, and timely Preliminary Damage Assessment Reports.

E. The Emergency Management Coordinator is responsible for the maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims.

## **VII. CONTINUITY OF GOVERNMENT FOR DAMAGE ASSESSMENT**

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

1. Emergency Management Coordinator
2. Floodplain Manager
3. Township Engineer
4. Construction Official
5. Public Works Director

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Emergency Management Coordinator is responsible for maintenance of all records and reports required for the damage assessment functions in an

emergency. Copies of the Damage Assessment reports for public sector damage will be provided to the Department of Engineering as needed.

B. The Purchasing Official is responsible for records of expenditures for the damage assessment functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex. The Damage Assessment Group supervisor will coordinate with the Emergency Management Coordinator all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management. A list of recommended equipment may be found in the ATC 45 Field Manual: safety evaluation of buildings after wind storms and floods.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Emergency Management Coordinator, Floodplain Manager and Township Engineer are responsible for the maintenance of the Damage Assessment Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Emergency Management Coordinator, Floodplain Manager and the Township Engineer are responsible for review and updating of the Damage Assessment Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis. All changes will be submitted to the Office of Emergency Management for inclusion in this Annex.

## **X. DEFINITIONS**

A. There are no terms or acronyms used in addition to those defined in the Basic Plan.

## **XI. REQUIRED APPENDICES / ATTACHMENTS**

DAA-1 - An ATC 45 Field Manual

DAA-2 - Recall/Duty Roster

DAA-3 - Damage Assessment SOP's

DAA-4 - List of Potential Damage Application Centers for jurisdiction in accordance with Section 4.01 of the Disaster Operations Field Manual.

**DAA-1**  
**ATC 45 Field Manual**

An ATC 45 Field Manual: safety evaluation of buildings after wind storms and floods is maintained in the EOC.

Additional copies are maintained by the Township Engineer, Floodplain Manager and the Construction Official.



## DAA-3

### **Damage Assessment SOP's**

Damage assessment shall be conducted in accordance with the ATC 45 Field Manual: safety evaluation of buildings after wind storms and floods. Copies of the Field Manual are maintained in the offices of the Township Engineer, the Floodplain Manager, The Construction Official and the Emergency Operations Center.

Placards and checklists referenced in the Field Manual may be downloaded free of charge. Copies are included with this Annex.

More specific Damage Assessment SOP's will be developed by the Township Engineer and the Floodplain Manager.

The use of community groups, including the following, will be included in our Preliminary Damage Assessment SOP's:

Ocean Grove Homeowners Association  
Neptune CERT  
MURC  
Shark River Hills Property Owners Association  
Seaview Island Homeowners Association  
Gables Homeowners Association  
West Neptune Homeowners Association  
Bradley Park

**DAA-4**

**POTENTIAL DISASTER APPLICATION CENTERS**

<u>FACILITY</u>	<u>LOCATION</u>
Neptune OEM	2201 Heck Avenue
Hamilton Firehouse	Jumping Brook Road
Shark River Hills FD	Brighton Avenue
Neptune Senior Center	Corlies Avenue
St. Paul's Methodist Church	Embury Avenue
Eagle Firehouse	Main Avenue
Early Childhood Center	Memorial Drive

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
EMERGENCY MEDICAL ANNEX CHECKLIST

I. INTRODUCTION

EM1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

EM3,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

EM3,II,B \_\_\_\_\_ B. List publications and guidance material used for Emergency Medical Annex development or operational guidance.

III. PURPOSE

EM4,III,A \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Emergency Medical Annex.

IV. SITUATION

Provide statements that briefly describe the Emergency Medical organization and its capabilities to deal with identified hazards.

EM4,IV,A \_\_\_\_\_ A. Identify the Emergency Medical organization in your jurisdiction including the number of districts or operational areas. State whether or not the districts are independent or under a unified command. (Also refer to EMA-6)

EM4,IV,B \_\_\_\_\_ B. Identify the following for each Emergency Medical district or operational area:

EM4,IV,B1 \_\_\_\_\_ 1. Number of stations.

EM5,IV,B2 \_\_\_\_\_ 2. Number of active members broken down into full-time paid, part-time paid, and volunteer as well as the a breakdown of the number of paramedics, EMT's.

EM5,IV,B3 \_\_\_\_\_ 3. Major pieces of equipment. (Also refer to EMA-6)

EM5,IV,B4 4. Significant emergency medical hazards (chemical companies, propane storage yard, etc.).

EM5,IV,C C. Identify the primary and alternate dispatch centers for the Emergency Medical service.

EM5,IV,D D. Identify the communications capability of your Emergency Medical Service including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication.

EM5,IV,E E. Identify any special Emergency Medical capability. (Also refer to EMA-7)

EM6,IV,F F. Identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers for disaster victims. (Also refer to EMA-4)

EM6,IV,G G. Identify the mass casualty response plan that your jurisdiction ties into. (attachment Mass Casualty Plan)

EM6,IV,H H. Identify the district of the New Jersey First Aid Council that encompasses your jurisdiction and whether your jurisdiction is a member of the Council. (Also refer to EMA-5)

## V. OPERATIONS AND CONTROL

EM6,V,A A. Describe Emergency Medical actions to be taken during periods of heightened risk including:

EM6,V,A1 1. Establish from where Emergency Medical direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

EM6,V,A2 2. Provide for the verification of current recall rosters for the Emergency Medical Group. (Also refer to EMA-2)

EM7,V,A3 3. Tell how Emergency Medical supervisor staffing will be provided on a 24-hour basis. (Also refer to EMA-2)

EM7,V,B B. Describe how the Emergency Medical Group interacts with other Emergency Groups during an emergency including:

- EM7,V,B1 1. Designation of an Emergency Medical representative, by title, to report to the EOC during an emergency.
- EM7,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.
- EM7,V,B3 3. Describe how your Emergency Medical Service uses the Incident Command System (ICS) to handle emergency situations or identify a time table for adoption of the ICS.
- EM7,V,C C. Describe how Emergency Medical personnel are dispatched including how additional personnel and equipment are called in.
- EM7,V,D D. Describe the command system for major emergency medical operations in which more than one district's or jurisdiction's forces are involved.
- EM7,V,E E. Describe the procedure for the rescuing of injured people during emergency operations, accidents or other situations. (if applicable)
- EM7,V,F F. Describe the implementation of your jurisdiction's Mass Casualty Plan.
- EM7,V,G G. Describe how coordination of emergency medical care at shelter facilities and reception centers will take place.
- EM7,V,H H. Describe the coordination of the reduction of patient population in hospitals, nursing homes, and other health care facilities if evacuation is necessary and provision for continuing medical care for those that cannot be evacuated.

## VI. RESPONSIBILITIES

- EM8,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Emergency Medical emergency response.
- EM8,VI,B B. List SOP's that address how the Emergency Medical Group will accomplish the assigned tasks. If none, so state.
- EM8,VI,C C. Identify Emergency Medical mutual aid agreements. If none, so state.

EM8,VI,D D. Identify the individual, by title, who is responsible for arranging for emergency medical support and hospital care during and after an emergency including decontamination.

EM8,VI,E E. Identify who, by title, is responsible for emergency medical protection in emergency shelters.

EM8,VI,F F. Detail support assignments for the Emergency Medical service as specified in other annexes such as, Evacuation, Alert and Warning, Hazardous Materials, etc. (Attachments as required)

## VII. CONTINUITY OF GOVERNMENT

EM8,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

EM8,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

EM9,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Emergency Medical functions.

EM9,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Emergency Medical Group.

EM9,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to EMA-3 and RMA-8)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

EM9,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Emergency Medical Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

EM9,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

## X. DEFINITIONS

EM9,X List definitions/explanations of terms and acronyms used in the Emergency Medical Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

<u>EM11</u>	EMA 1 District Mobilization Plans.
<u>EM12</u>	EMA 2 Recall/Duty Roster.
<u>EM13</u>	EMA 3 Mutual Aid Agreements.
<u>EM14</u>	EMA 4 Hospital Emergency Plan.
<u>EM15</u>	EMA 5 N.J. State First Aid Council Mass Casualty Plan.
<u>EM16</u>	EMA 6 EMS Organizations and Resource Lists.
<u>EM17</u>	EMA 7 Identify Sites within Jurisdiction that would be used as MEDEVAC Landing Sites.

**EMERGENCY MEDICAL ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

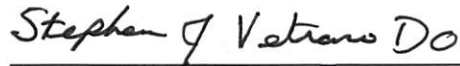
**A. Statement of approval:**

The Emergency Medical Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Emergency Medical Services Coordinator and is hereby approved. This annex supersedes any previously written Emergency Medical Annexes.

Approval date: 04-24-2023



Michael J. Bascom, EMT-B, CEM,  
NJCEM Emergency Management  
Coordinator



Stephen Vetrano, D.O.  
OEM / EMS Medical Director



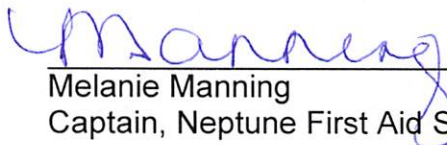
Bill Rosen, MICP, NJCEM  
EMS Manager  
Emergency Medical Services Coordinator



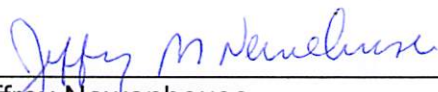
David Shotwell, Jr., MICP, ESQ.  
Assistant Emergency Medical Services Coordinator



The below listed officers of the Neptune Township Emergency Medical Services have reviewed this Emergency Operations Plan Annex and have been issued a copy thereof. By signing below I certify that I recognize that the Emergency Operations Plan is the legal authoritative document for emergency operations in Neptune Township.

  
\_\_\_\_\_  
Melanie Manning  
Captain, Neptune First Aid Squad

5-16-23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeffrey Newenhouse  
Captain, Ocean Grove Fire Dept FAS

5-17-23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael J. Bascom  
Captain, Shark River Hills FAS

5-16-23  
\_\_\_\_\_  
Date

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. Chapter 33, N.J.S.A. 13:1D-1
- b. Chapter 232, N.J.S.A. 13:1D-29
- c. Title 8--Chapter 51, N.J.A.C. 8:51
- d. New Jersey Public Law 1947, N.J.S.A. 26A-1 et seq.

#### 3. County

- a. Monmouth County Emergency Operations Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. New Jersey Emergency Operations Plan, ESF-8
- b. New Jersey EMS Task Force Operations Plans

#### 3. County

- a. Monmouth County Emergency Operations Plan

- b. Monmouth County Mass Casualty Response Plan
- c. Monmouth County Infectious Disease Transport Plan

#### 4. Municipal

- a. Municipal EMS Standard Operating Procedures

### III. PURPOSE

A. The purpose of this Emergency Medical Annex is to define and to provide guidance for the development and operation of a viable emergency medical program during any emergency or disaster situation and to ensure completion of required emergency actions.

### IV. SITUATION

A. Emergency Medical protection to the residents of Neptune Township is provided by three independent volunteer first aid organizations and a paid EMS division. All four organizations receive funding from Neptune Township and during emergency situations will act as one agency under the coordination of the Office of Emergency Management. (See EMA-6)

B. The following is a breakdown of each first aid jurisdiction including operational information.

1. **Neptune First Aid Squad Inc.**- located at 5 Neptune Boulevard ,has approximately 20 members who are EMT certified. Also maintains 1 (one) NIMS type II ambulance and a trailered Gator® All-Terrain Vehicle with a four wheel drive pick-up/tow vehicle. Significant EMS hazards in their response area include; Jersey Shore University Medical Center, Conrail & NJ Transit railroads, Neptune Rehabilitation Center, King Manor Nursing Home, Sebastian Villa and facilities mentioned in the Hazardous Materials Annex.

**2. Ocean Grove Fire Department First Aid Squad-** located at Olin Street.. Has approximately 20 members who are EMT certified. Maintains one (1) NIMS type II ambulance. Significant EMS hazards in this response area include; Hackensack Meridian Health NUrsiign & Rehabilitation – Ocean Grove, , Allegrgia at Ocean Grove, the Great Auditorium and the Atlantic Ocean.

**3. Shark River Hills First Aid Squad Inc.-** located at 201 Carton Avenue, Has approximately 20 members who are EMT certified. Maintains 2 (two) NIMS type II ambulances, one water rescue vehicle with dive rescue equipment, an All-Terrain Vehicle mounted ambulance (ASAP®) and a Four Wheel Drive tow vehicle, Also has a personal watercraft for water rescue and a Medical Ambulance Bus for response to mass casualty incidents, evacuations, rehab, and medical monitoring assignments. Significant EMS hazards in this response area include the highways, Skilled Nursing facilities, Township of Neptune Sewerage Authority, New Jersey American Water Company, facilities mentioned in the Hazardous Materials Annex and the Shark River.

**4. Neptune Township EMS (NJEMS Task Force Participants) –** includes members of Neptune’s Emergency Medical Services. This unit is assigned a New Jersey Emergency Medical Services Task Force (NJEMSTF) Special Operations Vehicle with Gator® and Trailer, a Gatekeeper® System Trailer (field hospital tent system). This unit is available throughout Monmouth County, New Jersey and anywhere the NJEMSTF may be assigned.

**5. Neptune Township Emergency Medical Services “Paid Division” whose main office is located at** Neptune OEM at 2201 Heck Ave, and operates from Neptune First Aid Squad, 5 Neptune Boulevard and Shark River Hills First Aid Squad , 201 Carton Avenue. This is a paid EMS staff consisting of 28 (Twenty- eight) EMT’s who provide primary coverage to the Township. They maintain two (2) NIMS Type II ambulances. NTEMS manages a Rescue Task Force for Active Threat response.

C. The primary dispatch center for EMS in Neptune Township is the Monmouth County Sheriff’s Office Communications Division. The back-up dispatch center is the Neptune OEM – EOC (See AWC).

D. The communications capabilities of the Neptune Township EMS are noted in attachment # AWCA-5.

E. Special emergency medical capabilities are listed below:

**1.The Shark River Hills First Aid Squad** maintains complete dive rescue gear for twelve divers, a generator and lighting on Rescue #34-3-65. This squad also has a personal watercraft maintained at the Shark

River Municipal Marina that can be trailered to calls outside the area. This squad also maintains an All-Terrain Vehicle mounted ambulance (ASAP®) and ,a Medical Ambulance Bus (MAB2)

**2.The Neptune First Aid Squad** maintains a trailered Gator® All Terrain Vehicle that is patient-transport capable.

**3.The Ocean Grove Fire Department First Aid Squad** maintains some cold water rescue equipment on ambulance 54-56.

**4. Neptune Township EMS (NJEMS Task Force Participants)** in cooperation with Shark River Hills First Aid Squad, maintains a Special Operations Vehicle with Gator® and Trailer, a Gatekeeper® System Trailer (field hospital tent system), a Monmouth County OEM-EMS Mass Casualty Support Trailer which includes generators, large HVAC units, and cots. This unit is available throughout Monmouth County, New Jersey and anywhere the NJEMSTF may be assigned.

**5. Jersey Shore University Medical Center** maintains a MEDEVAC landing site on the roof of the parking garage of the hospital, which is classified as a Type II Trauma Center. There are also numerous ballfields and other open areas that may be utilized for helicopter landings. (See EMA-7)

F. Jersey Shore University Medical Center is located centrally in Neptune Township with 618 beds, this hospital is a participant in the National Disaster Medical System and could be expanded to treat a larger number of victims in an emergency situation. Nursing homes located in Neptune Township that may be expanded to provide emergency medical treatment during an emergency include, King Manor Nursing Home, Hackensack Meridian Health Nursing & Rehab, Imperial Nursing Home, Jersey Shore Post-acute Care, and Allegria at Ocean Grove.

G. Neptune Township is a participant in the, Monmouth County Ambulance Strike Team Plan, Monmouth County Infectious Disease Transport Plan, the Monmouth County BLS Mutual Aid Plan, and the NJEMS Task Force Plans.

H. None of the Neptune Township first aid organizations are members of the First District of the New Jersey State First Aid Council

## **V. OPERATIONS AND CONTROL**

A. 1. During an emergency, direction and control for EMS functions will emanate from the Emergency Operations Center or the Mobile EOC depending on the size of the emergency.

2. The maintenance and verification of recall rosters is the responsibility of each individual squad, said lists will be submitted to the EMS Coordinator annually and attached to this annex as EMA-2.

Neptune Township Emergency Medical Annex

3. 24-hour staffing of the EOC by EMS personnel will be accomplished by shifting personnel.

B. 1. During an emergency the EMS Coordinator, an Assistant EMS Coordinator, senior officer of the jurisdictional squad or his designee will respond to the EOC to assist the EMS Coordinator.

2. The on-scene officer in charge will report all appropriate information related to the emergency to the EOC via radio or telephone.

3. All four Neptune Township EMS agencies have been trained to utilize the New Jersey State Police Incident Command System and the National Incident Management System. NIMS is utilized by these agencies on a day-to-day basis as well as during declared emergencies.

C. Each EMS Agency is dispatched by the Monmouth County Sheriff's Office Communications Division using a radio-pager system and a mobile application based system. When equipment and/or personnel from outside our area is requested the OEM will request same through the EOC.

D. The EMS Coordinator, Assistant EMS Coordinators, or the senior officer on-scene will command all responding EMS units, said units will be coordinated through the EOC.

E. EMS has joint responsibility for rescue operations at all times unless there is fire involvement, during fire involvement this responsibility will be that of the Fire Department. In a Haz-Mat situation no EMT will approach a scene until secured by the NTOEM HazMat Team. During an active threat situation, the EMS Coordinator, Assistant EMS Coordinators will coordinate the response of the Rescue Task Force and will provide a command structure consistent with policy and ICS/NIMS principles.

F. Neptune Township will implement sections of the Mass Casualty Plan as needed as determined by the EMS Coordinator. All outside agencies will report to the EMS Staging Office at the Staging Area and will be under direction of same.

G. Emergency medical care at shelter facilities will be accomplished by assigning EMS personnel from township EMS organizations to each shelter, this process is further explained in the Shelter Annex of this plan.

H. Jersey Shore University Medical Center and each nursing home will be required to submit a plan detailing the reduction of patient populations and evacuation of their facilities to include the provision of medical care to evacuated patients. This process is typically coordinated through the Regional Medical Coordination Center at Robert Wood Johnson University Hospital in

Neptune Township Emergency Medical Annex

New Brunswick with assistance from the NJEMSTF.

## **VI. RESPONSIBILITIES**

A. The EMS Coordinator is responsible for implementing this annex and directing the Emergency Medical response.

B. The Neptune Township EMS organizations have basic written SOP's which are updated annually and maintained by each squad. Copies of said SOP's will be submitted annually to the EMC.

C. Neptune Township maintains written or verbal mutual aid agreements with all contiguous municipalities for the provision of EMS response. Written mutual aid agreements are currently being developed, once executed they will become part of this plan.

D. The EMS Coordinator is responsible for arranging for emergency medical support and hospital care during and after an emergency including decontamination.

E. The EMS Coordinator is responsible for emergency medical protection in emergency shelters.

F. The EMS organizations have a support role; in the following annexes of this EOP; Alert, Warning and Communications Annex, Damage Assessment, Evacuation Annex, Fire and Rescue Annex, Hazardous Materials Annex, Shelter Annex, Social Services Reception and Care Annex and the Terrorism Annex.

## **VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY MEDICAL**

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

1. EMS Coordinator
2. Assistant EMS Coordinator
3. EMS Captains (3)
4. Senior PSO (2)

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Standing departmental orders are stated in the By-Laws of each individual squad and are supplemented annually by the adoption of "Captains Rules" which are maintained by the EMC. Records and

logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

### **VIII. ADMINISTRATION AND LOGISTICS**

A. The EMS Coordinator is responsible for maintenance of all records and reports required for the emergency medical functions in an emergency.

B. The Purchasing Official is responsible for records of expenditures for the emergency medical functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the following SOP(s):

1. All purchases will be approved and authorized by the OEM Coordinator
2. All purchases will be by Purchase Order issued by the Township of Neptune unless so noted by OEMC.

The EMS Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management. See EMA-3 and RMA-8.

### **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The EMS Coordinator is responsible for the maintenance of the Emergency Medical Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The EMS Coordinator is responsible for review and updating of the Emergency Medical Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

### **X. DEFINITIONS**

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

1. NJEMSTF      New Jersey Emergency Medical Services Task Force.



## **XI. REQUIRED APPENDICES/ATTACHMENTS**

EMA-1 - County / State EMS Response Plans (Maintained in EOC)

EMA-2 - Recall/Duty Roster.

EMA-3 - Mutual Aid Agreements.

EMA-4 - Hospital Emergency Plan.

EMA-5- NJ State First Aid Council Mass Casualty Plan

EMA-6 - EMS Organizations and Resource Lists.

EMA-7 - MEDEVAC Landing Sites.

**EMA-1**  
**County . State Emergency Response Plans**

New Jersey EMS Task Force and Monmouth County OEM-EMS Plans are on file in the EOC and are accessible via electronic means.

## EMA-3

### MUTUAL AID AGREEMENTS

At this time there are two (2) written mutual aid agreements, and the mutual aid plans prepared by the Monmouth County EMS Coordinator, a copy of which is on file in the Office of Emergency Management.

Mutual Aid for EMS in Neptune:

Ocean Grove & Neptune coverage areas:

Belmar EMS  
Asbury Park FD EMS (ALS calls only)  
Wanamassa First Aid

Shark River Hills coverage area:

Wall Township EMS  
Tinton Falls EMS  
Belmar EMS

Neptune Township has specific written mutual aid agreements with Wall Township EMS and Belmar EMS. Neptune Township also provides EMS to the Borough of Neptune City, and the Borough of Avon-By-The-Sea pursuant to written shared services agreements.

In addition, Neptune Township participates in the Monmouth County Countywide Mutual Aid program which includes EMS resources from all fifty-three municipalities.

**EMA-4**

**HOSPITAL EMERGENCY PLAN**

The Emergency Plan for Jersey Shore University Medical Center is on file in the Emergency Operations Center.

## **EMA-5**

### **NJSFAC MASS CASUALTY PLAN**

The NJSFAC does not have a written Mass Casualty Plan.

The Monmouth County Mass Casualty Plan is on file in the Emergency Operations Center.

The NJEMSTF has been created to fulfill the requirements of NJ- ESF#8.

## EMA-6

### EMS RESOURCE LIST

Major squad equipment is listed herein,

34-9-36 EMS Manager's Vehicle, Ford Explorer

34-55 Quick Response Vehicle (QRV) Ford F150

34-57 – NIMS Type II Ambulance - 2 patient capability

34-58 – NIMS Type II Ambulance - 2 patient capability

Ambulance 34-1-56 – NIMS Type II Ambulance - 2 patient capability

34-2-56 – NIMS Type II Ambulance - 2 patient capability Unit 34-2-55 – Pick-up Truck / Trailer / Gator® / first responder

Ambulance 54-56 – NIMS Type II Ambulance - 2 patient capability

Ambulance 34-3-56 – NIMS Type II Ambulance - 2 patient capability

Rescue 34-3-65 - Water rescue unit,

Unit 34-3-55 – Suburban 4X4 tow vehicle / first responder

Jet Ski 3 – Personal Watercraft

MAB-2 – Medical Ambulance Bus

ASAP 8 – ASAP® All Terrain Ambulance

SOV-C (Central)- Special Operations Vehicle

SOV Gator: Gator and Trailer

Rescue Task Force- Tactically trained EMS staff utilized for entering warm zone under police protection used for point of wound care in hostile environments.

## **EMA-7 MEDEVAC**

### **LANDING SITES**

1. Jersey Shore University Medical Center- Heliport.
2. West Bangs Avenue ballfields.
3. Neptune High School ballfields.
4. Any location chosen by an EMS officer that complies with JEMSTAR requirements.

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
EMERGENCY OPERATIONS CENTER ANNEX CHECKLIST

I. INTRODUCTION

EO1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

EO2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

EO2,II,B \_\_\_\_\_ B. List publications and guidance material used for Emergency Operations Center Annex development or operational guidance.

III. PURPOSE

EO3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Emergency Operations Center Annex.

IV. SITUATION

Provide statements that briefly describe the Emergency Operations Center organization and its capabilities to deal with identified hazards.

EO3.IV.A \_\_\_\_\_ A. Identify the location of the primary and alternate EOC's in your jurisdiction.

EO3,IV,B \_\_\_\_\_ B. Give a brief description of your primary and alternate EOC's including:

EO3,IV,B1 \_\_\_\_\_ 1. Telephone, Radio, Fax, and RACES capability.

EO3,IV,B2 \_\_\_\_\_ 2. Floor area square footage. (Also refer to EOCA-1)

EO3,IV,B3 \_\_\_\_\_ 3. Whether or not the facility has a backup generator. If it does, give type (kW size) and fuel used.



EO4,IV,B4 4. Protection Factor for Radiation.  
(Include if your EOC has been analyzed by the NJOEM Shelter Analyst.)

EO4,IV,B5 5. Susceptibility to natural hazards.

EO4,IV,B6 6. Number of restrooms.

EO4,IV,B7 7. Whether or not the EOC/Alternate EOC has eating and sleeping facilities.

EO4,IV,C C. Identify whether or not your jurisdiction has a mobile command post. If you do, give a brief description of it's capabilities.

## V. OPERATIONS AND CONTROL

EO5,V,A A. Describe Emergency Operations Center actions to be taken during periods of heightened risk including:

EO5,V,A1 1. Provide for the verification of current recall rosters for the Emergency Operations Center Group. (Also refer to EOCA-2)

EO5,V,A2 2. Tell how Emergency Operations Center supervisor staffing will be provided on a 24-hour basis. (Also refer to EOCA-3)

EO5,V,B B. Identify, by title, key personnel assigned to the EOC, and provide for relocating staff members to the alternate EOC, if you have one, and for maintaining a current EOC staff notification and recall roster. (attachment)

EO5,V,C C. Provide for maintaining logs by key EOC staff during emergency operations. (attachment-Log Form)

EO5,V,D D. Describe the procedure EOC Staff will use to communicate with field forces (directly with portable radio, via central dispatch using a message logging system, etc.) to monitor and report disaster effects in the jurisdiction. (Also refer to AWCA-5)

EO5,V,E E. Describe in general terms when you would open the EOC and when you would use a forward command post.

EO5,V,F F. Describe the procedure for securing the EOC after an emergency.

## VI. RESPONSIBILITIES

EO6,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Emergency Operations Center emergency response.

EO6,VI,B B. List SOP's that address how the Emergency Operations Center group will accomplish the assigned tasks. If none, so state. (Also refer to EOCA-4)

EO6,VI,C C. Identify Emergency Operations Center mutual aid agreements. If none, so state.

EO6,VI,D D. Identify the individual, by title, who is responsible for displays, maps, and status boards in the EOC.(attachment-Diagram/List)

EO6,VI,E E. Identify the individual, by title, who is responsible for maintaining EOC equipment in a current state of readiness.

EO6,VI,F F. Identify the individual, by title, who is responsible for maintaining adequate EOC supplies such as forms, office supplies, batteries, blankets, etc.

## VII. CONTINUITY OF GOVERNMENT

EO6,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

EO6,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

EO7,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Emergency Operations Center functions.

EO7,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Emergency Operations Center Group.

EO7,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to EOCA-5 and RMA-5)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

EO7,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Emergency Operations Center Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

EO7,IX.B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

EO7,X List definitions/explanations of terms and acronyms used in the Emergency Operations Center Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan, but must be available for review by county and regional personnel).

EO9 EOCA 1EOC Floor Plan.

EO11 EOCA 2Recall Duty Roster.

EO12 EOCA 3EOC Staffing Roster.

EO13 EOCA 4EOC SOP's (i.e. for Message Wording & Logging, EOC Activation/Deactivation, Event Log and Security Log).

EO16 EOCA 5Resource List.

2023

**EMERGENCY OPERATIONS CENTER ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**A. Statement of approval:**

The Emergency Operations Center Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Deputy Emergency Management Coordinator and is hereby approved. This annex supersedes any previously written Emergency Operations Center Annexes.

Approval date: 04-24-2023



Michael J. Bascom, CEM  
Emergency Management Coordinator



Michael DiLeo  
Deputy Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### **1. Federal**

- a. As cited in the Basic Plan

#### **2. State**

- a. As cited in the Basic Plan

#### **3. County**

- a. As cited in the Basic Plan

#### **4. Municipal**

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### **1. Federal**

- a. Emergency Operations Center Quick Reference Guide, October, 2022

#### **2. State**

- a. As cited in the Basic Plan

#### **3. County**

- a. As cited in the Basic Plan

#### **4. Municipal**

- a. As cited in the Basic Plan

### **III. PURPOSE**

A. The purpose of this Emergency Operations Center Annex is to define and to provide guidance for the development and operation of a viable emergency operations center program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The Neptune Township Emergency Operations Center is located within the Neptune Township Emergency Management Headquarters located at 2201 Heck Avenue. A secondary facility is located within the Neptune Municipal Complex, 25 Neptune Boulevard. Staffing of the Emergency Operations Center is dictated by the type and scope of the emergency and is done so based upon functional responsibilities pursuant to the Incident Command System.

Coordination of response, emergency incident communications, public warning and information, information collection, analysis, and dissemination and resource (facilities, personnel, equipment, and materials) allocation and tracking are accomplished in the EOC.

The EOC will provide support and coordination to the Incident Commander and command personnel at the incident Command Post and will receive requests, locate, acquire, document and track outside resources requested for mitigation of an incident.

B. A brief description of the primary and alternate EOC's is as follows;

1. Primary EOC: Neptune Emergency Management Headquarters, 2201 Heck Avenue.

Secondary EOC: Neptune Municipal Building, 25 Neptune Boulevard.

a. The primary EOC is a secure facility located within the Neptune Township Emergency Management Headquarters. The facility has redundant telephone capabilities via copper wire, Internet, and digital service. Neptune EOC contact information will be forwarded to appropriate personnel when the EOC becomes operational, including unlisted telephone numbers for EOC operations, numerous extensions of our listed numbers and email addressed for EOC operational contacts and requests. The EOC provides seating for up to twenty-seven (27) staff members in addition to a communications room with space for two communicators and a supervisor, and a check-in area to assure access is limited to those assigned to the EOC. The EOC has offices for key personnel, including the

Emergency Management staff. It also has a conference room and a press / emergency personnel briefing room. EOC equipment includes ten computers, redundant Internet access, work areas, planning support supplies, shower and bathroom facilities, a secure Command area, two Radio Dispatch Console stations, a RACES operator station, a dining area, a full commercial kitchen, sleeping quarters. The primary EOC can communicate by radio with all municipal agencies and several county agencies. The entire facility is supported by a generator.

b. The mobile Command Post is equipped with mobile telephones, radio communications with municipal, county and various state agencies.

c. The secondary EOC is equipped with substantial office space, unlisted telephone numbers for EOC operations, numerous extensions of our listed numbers to receive public information and requests, three internal computer networks, back-up generator power, a switchboard operator to disseminate incoming calls, and eight FAX machines.

2. The primary EOC consists of roughly 6,000 square feet (See EOCA-1). The secondary EOC is sections of the Municipal Complex utilizing up to 15,000 sf as needed.

3. Both EOC locations are supported by generators sufficient in size to support the needs of the entire facility. The primary and secondary generators are natural gas fueled.

4. Our primary and alternate EOC's have not been analyzed to ascertain a Radiation Protection Factor.

5. The primary EOC is located geographically central in the township and is not highly susceptible to natural hazards. The alternate EOC is also located in the central portion of the Township.

6. The primary EOC has multiple restrooms just outside the operations room. The alternate EOC's have multiple restroom facilities.

7. The primary EOC and alternate EOC have eating and sleeping facilities. Limited food supplies are maintained in the EOC and the alternate EOC. Said supplies must be gathered upon activation of the EOC.

C. The Neptune Township Mobile Command Post is a custom field communication vehicle, it has communications abilities as listed in IV.B.1. above

## **V. OPERATIONS AND CONTROL**

A. During periods of heightened risks the following actions will be taken;

1. The Emergency Management Coordinator will maintain a current recall roster for the Emergency Operations group. During heightened risk periods Coordinator will contact group members and advise of the intentions of the EMC. (See EOCA-2)

2. The Coordinator, with the assistance of the Emergency Management Secretary and the Human Resources Director will schedule the Emergency Operations Group in rotating 12 hour shifts to ensure qualified staffing on a 24-hour basis. (See EOCA-3)

B. Personnel assigned to the EOC are noted in attachment EOCA-2 and EOCA-3. Current notification/recall duty rosters will be maintained by the Coordinator and kept in the EOC. Should the EOC group be forced to relocate to the secondary EOC, transportation will be accomplished by using assigned municipal vehicles and/or the Mobile Command Post.

C. Key personnel located in the EOC will maintain a log of major events for their department in accordance with EOCA-4.

D. Each department in the EOC will communicate with their respective field forces directly by radio and/or cellular phones. However, there will also be a centralized communications system which would be utilized by the various departments via message logging procedures in a manner compliant with ICS/NIMS. (AWCA5)

E. The Mobile Command Post would be used in situations effecting a smaller population of the township contained to that area. The Mobile Command Post would normally be used for medium to larger Hazardous Materials incidents, mass casualty incidents and the likes. The EOC would be activated for more long-term emergencies such as a natural disaster or major civil disturbance, when a larger staffing is required or the incident would exceed 24 hours.

F. When the Emergency Management Coordinator or his designated appointee declares the Emergency situation to be over, the Coordinator or his representative will secure the EOC. All units will be advised of the EOC closing. The Monmouth County OEM will be advised of the closing. All public information groups that assisted during the emergency will be notified of the closing. The Building Maintenance Department will restore the EOC to pre-emergency condition. Supplies will be restocked under the supervision of the Assistant Deputy Emergency Management Coordinator.



## **VI. RESPONSIBILITIES**

- A. The Emergency Management Coordinator is responsible for implementing this annex and directing the Emergency Operations Center emergency response.
- B. SOP's will be developed to address how the Emergency Operations Center group will accomplish their emergency response. When completed, they will be maintained in the EOC and attached to this plan as EOCA-4.
- C. Neptune Township has no mutual aid agreements for the Emergency Operation Center function.
- D. The Deputy and Assistant Deputy Coordinators are responsible for displays, maps, diagrams, lists, floor-plan and status boards in the EOC.(See EOCA-1)
- E. The Deputy and Assistant Deputy Coordinators are responsible for maintaining EOC equipment in a current state of readiness.
- F. The Deputy and Assistant Deputy Coordinators are responsible for maintaining adequate EOC supplies such as forms, office supplies, batteries, blankets, etc.

## **VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY OPERATIONS CENTER**

- A. There is a need for a line of succession for the person responsible for the emergency operations center functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:
1. Emergency Management Coordinator
  2. Deputy Emergency Management Coordinator (3)
  3. Assistant Deputy Emergency Management Coordinators (2)
  4. Township Administrator
- B. Essential records and logs will be protected and preserved in accordance with standing departmental orders as detailed by New Jersey State Statute and Neptune Township Code. Records and logs pertaining to emergency operations

will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operational analysis and possible use in litigation.

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Emergency Management Secretary is responsible for maintenance of all records and reports required for the emergency operations center functions in an emergency.

B. The Purchasing Agent is responsible for records of expenditures for the emergency operations center functions in an emergency. The Human Resources Director is responsible time management and records related to personnel.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in Neptune Township Purchasing Manual and the Resource Management Annex. The Deputy Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Emergency Management Coordinator is responsible for the maintenance of the Emergency Operations Center Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Emergency Management Coordinator is responsible for review and updating of the Emergency Operations Center Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. This annex contains no terms or acronyms in addition to those defined in the Basic Plan.

## **XI. REQUIRED APPENDICES/ATTACHMENTS**

EOCA-1 - EOC Floorplan

EOCA-2 - Recall Duty Roster

EOCA-3 - EOC Staffing Roster

EOCA-4 - EOC SOP's (i.e. for message wording and logging EOC activation/deactivation, event log and security log.)

EOCA-5 - Resource List

## **EOCA-1**

### **EOC Floorplan**

#### Primary EOC:

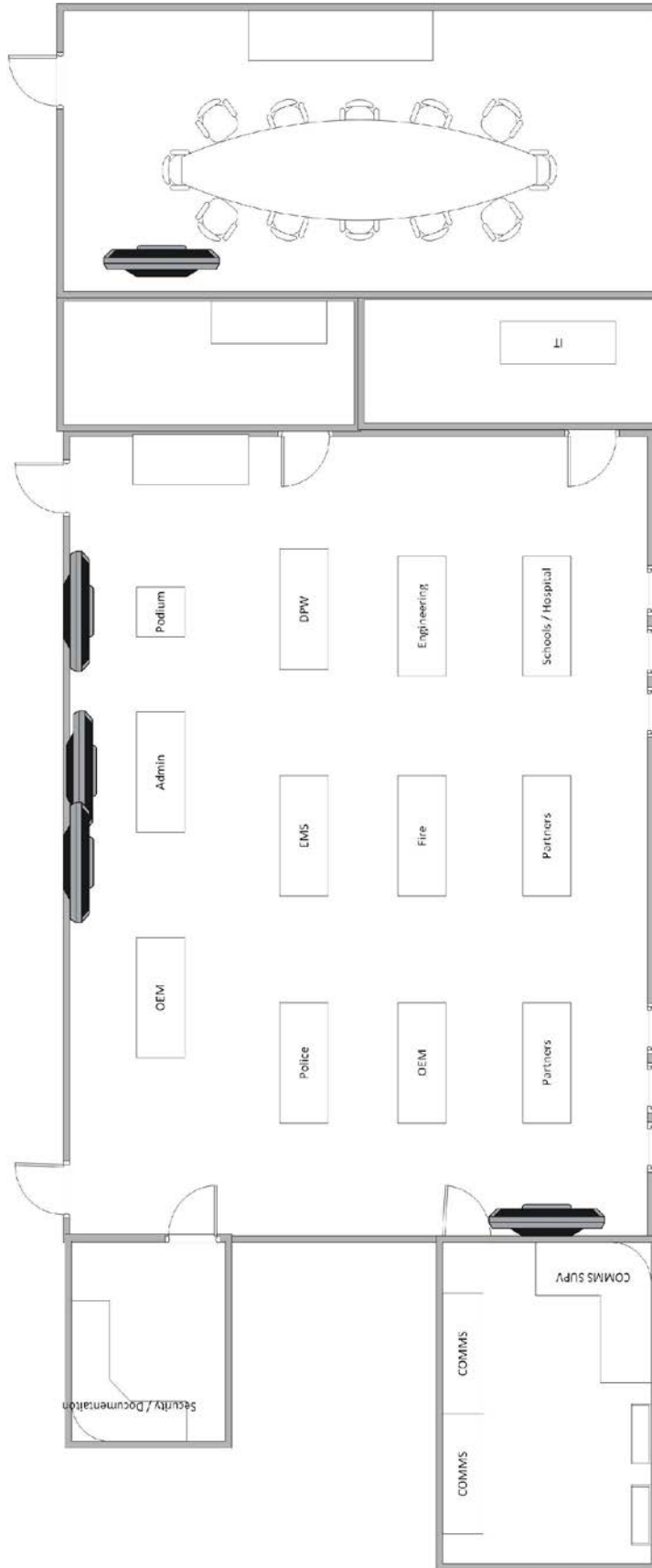
Attached and maintained on file in the EOC and Emergency Management Office.

#### Secondary EOC:

The Building Maintenance Department maintains an official floor-plan detailing the lay-out of the municipal facility. The northern portion of the building is utilized as the Emergency Operations Center. A floor-plan showing the utilization of this area is on file in the Emergency Management Office.

Attached and maintained on file in the EOC and Emergency Management Office.

EOC MEETING AREA FLOOR PLAN  
PLANS FOR OFFICES / KITCHEN / LOCKER ROOM / BRIEFING ROOM / REPORT ROOM ON FILE IN EOC



## **EOCA-3**

### **EOC Staffing Roster**

- (2)Emergency Management - Coordinator, Deputy Coordinator, Assistant Deputy Coordinators
- (1) Emergency Management Secretary
- (2)Communications Officers
- (2)Police – Police Chief - Captains
- (2)Fire - Fire Coordinator, Neptune Fire Chief, OG Fire Chief
- (2)First Aid - EMS Coordinator, Assistant EMS Coordinators, Board of Captains Representative
- (2)Public Works - Director of Public Works, Asst Director, Supervisors
- (2)Public Information - Twp. Administrator, Police Captain, Police Support Systems Manager, , secretarial staff
- (2)Administration - Mayor, Police Commissioner, Twp. Clerk, Twp. Attorney
- (1)JSUMC - (Disaster dependent)
- (1)Shelter - Senior Center Director, Red Cross Supervisor
- (1)Resource Mgt. - Purchasing Agent, Asst. Purchasing Agent,
- (2) Situation Status Reporting / Personnel – Human Resource Director, OEM Personnel

## **EOCA-4** **EOC SOP's**

### Responsibilities

Establish the appropriate staffing level for the Neptune EOC & continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.

Exercise overall management responsibility for coordination within the Operational Area; set priorities for response efforts in unincorporated areas of Neptune Township.

Ensure that Multi-Agency/Inter-Agency Coordination is accomplished effectively within the EOC.

### Activation Phase

- X Determine appropriate level of activation based on situation as known.
- X Mobilize appropriate personnel for the initial activation of the EOC.
- X Respond immediately to EOC site & determine operational status.
- X Obtain briefing from whatever sources are available.
- X Ensure that the EOC is properly set up & ready for operations.
- X Ensure that an EOC check-in procedure is established immediately.
- X Ensure that an EOC organization & staffing chart is posted & completed.
- X Determine which sections are needed, assign Section Chiefs to Operations, Logistics, Planning/Intelligence & Finance/Administration as appropriate & ensure they are staffing their sections as required.
- X Determine which Management Section positions are required & ensure they are filled as soon as possible.
  - X Emergency Management Coordinator
  - X Deputy Emergency Management Coordinators
  - X Assistant Deputy Emergency Management Coordinators -
  - X Liaison Officers (Agency, Business, Jurisdictional)
  - X Public Information Officer

- X Safety/Security Officer
- X Legal Officer
- X Ensure that telephone & /or radio communications with Operational Area emergency response agencies are established & functioning.
- X Schedule the initial Action Planning meeting.
- X Assign liaison officer to coordinate outside agency response to the Operational Area EOC, & to assist as necessary in establishing a Multi-Agency/Inter-Agency Coordination Group.
- X Assign other liaison officers as necessary to coordinate jurisdictional or agency coordination.

Operational Phase

- X Initiate EMMITT entry and notify County of activation.
- X Monitor EOC staff activities to ensure that all appropriate actions are being taken.
- X In conjunction with the Public Information Officer, conduct news conferences & review media releases for final approval, following the established procedure for information releases & media briefings.
- X Ensure that the Liaison Officer is providing for & maintaining effective coordination.
- X Based on current status reports, establish initial strategic objectives for the Operational Area & the EOC.
- X In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- X Convene the initial Action Planning meeting.
  - X Ensure that all Section Chiefs, Management Staff, & other key agency representatives are in attendance.
  - X Ensure that appropriate Action Planning procedures are followed.
  - X Ensure the meeting is facilitated appropriately by the Planning Intelligence Section.
- X Once the Action Plan is completed by the Planning/Intelligence Section,



review, approve & authorize its implementation.

- X Conduct periodic briefings with the EOC staff to ensure strategic objectives are current & appropriate.
- X Conduct regular briefings for the Township Committee.
- X Formally issue Emergency Proclamation for Neptune Township, & coordinate local government proclamations through Monmouth County OEM.
- X Ensure that the briefing for Section staff upon arrival includes information on the demands & what they might confront during their shift.
- X Brief your relief at shift change, ensuring that ongoing activities are identified & follow-up requirements are known.

#### Demobilization Phase

- X Authorize deactivation of sections, branches, & units when they are no longer required.
- X Notify Monmouth County OEM, Neptune Operational Area emergency response agencies, & other appropriate organizations of the planned deactivation time.
- X Ensure that any open actions not yet completed will be handled after deactivation.
- X Ensure that all required forms or reports are completed prior to deactivation.
- X Be prepared to provide input to the after-action report.
- X Deactivate the EOC at the designated time, as appropriate.
- X Proclaim termination of the emergency & proceed with recovery operations.
- X Ensure activation & continuation of the Recovery Team.

## **EOCA-5**

(An EOC Resource list is maintained in the EOC)

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
EMERGENCY PUBLIC INFORMATION ANNEX CHECKLIST

I. INTRODUCTION

PIO1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

PIO2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

PIO2,II,B \_\_\_\_\_ B. List publications and guidance material used for Emergency Public Information Annex development or operational guidance.

III. PURPOSE

PIO3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Emergency Public Information Annex.

IV. SITUATION

Provide statements that briefly describe the Emergency Public Information organization and its capabilities to deal with identified hazards.

PIO3,IV,A \_\_\_\_\_ A. Identify the number of persons assigned to the Public Information function, whether they are paid jurisdiction employees (list department) or volunteer (list source), and their qualifications (professional media, writer). (Also refer to EPIA-4)

PIO3,IV,B \_\_\_\_\_ B. Identify work area and equipment available to the Public Information Group including telephones, video, word processor, photocopier.

PIO3,IV,C \_\_\_\_\_ C. Identify the media assembly and briefing area that has been established in the jurisdiction including the location and the type of media which can be accommodated.

PIO3,IV,D \_\_\_\_\_ D. Identify which media is readily available to issue emergency information or press releases. If an agreement is in place, so note. (Also refer to EPIA-6)

PIO3,IV,E E. Identify guidance material (pamphlets, sample press releases, etc.) on hand to distribute in an emergency. (Also refer to EPIA-3)

V. OPERATIONS AND CONTROL

PIO4,V,A A. Describe Emergency Public Information actions to be taken during periods of heightened risk including:

PIO4,V,A1 1. Establish from where Emergency Public Information direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

PIO4,V,A2 2. Provide for the verification of current recall rosters for the Emergency Public Information Group. (Also refer to EPIA-4)

PIO4,V,A3 3. Tell how Emergency Public Information supervisor staffing will be provided on a 24-hour basis. (Also refer to EPIA-4)

PIO4,V,B B. Describe how the Emergency Public Information Group interacts with other Emergency Groups during an emergency including:

PIO4,V,B1 1. Designation of an Emergency Public Information representative, by title, to report to the EOC during an emergency.

PIO4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

PIO4,V,C C. Describe which functions the Public Information Group will accomplish when activated including writing press releases, managing rumor control telephone lines, and giving press releases.

PIO4,V,D D. Describe the procedure to ensure that the information released to the public is authorized, developed through coordination between the Emergency PIO and departments or agencies as well as authenticated and verified for accuracy.

PIO5,V,E E. Describe the distribution of emergency public information materials using all sources available such as newspapers, radio, television, etc. (List sources in EPIA-1).

PIO5,V,F F. Describe the method used to control rumors in your jurisdiction (use of a phone number where residents can call and verify information).

PIO5,V,G G. Describe the procedure used to activate the Emergency Broadcast System through higher levels of government.

## VI. RESPONSIBILITIES

PIO5,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Emergency Public Information emergency response.

PIO5,VI,B B. Identify who, by title, is the Emergency Public Information Officer and who is the official point of contact for the media during an emergency.

PIO5,VI,C C. List SOP's that address how the Emergency Public Information Group will accomplish the assigned tasks. If none, so state. (Also refer to EPIA-2)

PIO5,VI,D D. Identify Emergency Public Information mutual aid agreements. If none, so state.

PIO5,VI,E E. Identify who, by title, is responsible for emergency public information guidance materials (pamphlets, magazines, etc.) that are prepared based on hazards affecting the jurisdiction, and arranging for the dissemination of these materials to the media. (attachments - Hazard specific sample news releases)

PIO5,VI,F F. Identify who, by title, is responsible for ensuring that emergency public information material for visually-impaired and non-English speaking groups are available for dissemination. (Also refer to EPIA-5)

## VII. CONTINUITY OF GOVERNMENT

PIO6,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

PIO6,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

PIO6,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Emergency Public Information functions.

PIO6,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Emergency Public Information Group.

PIO6,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

PIO6,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Emergency Public Information Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

PIO6,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

#### X. DEFINITIONS

PIO7,X List definitions/explanations of terms and acronyms used in the Emergency Public Information Annex.

#### XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

PIO8 EPIA 1 Media List. (i.e. TV., Radio, Cable TV.)

PIO9 EPIA 2 PIO General Procedures/SOP's.

PIO10 EPIA 3 Emergency Information Packets.

PIO11 EPIA 4 Recall/Duty Roster.

PIO12 EPIA 5 Special Population Information Procedures (i.e. Hearing-Impaired, Non-English Speaking, etc.)

PIO13 EPIA 6 Mutual Aid Agreements with local media, etc.

**EMERGENCY PUBLIC INFORMATION ANNEX**

TOWNSHIP OF NEPTUNE

COUNTY OF MONMOUTH

STATE OF NEW JERSEY


**I. INTRODUCTION**

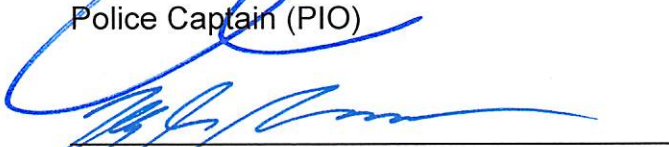
A. Statement of Approval:

The Emergency Public Information Annex of the Township of Neptune Emergency operations Plan meets the approval of the Emergency Management Coordinator and the Business Administrator and is hereby approved. This annex supersedes any previously written Emergency Public Information Annexes.

Approval Date: 04-24-2023

  
\_\_\_\_\_  
Gina LaPlaca  
Township Administrator

  
\_\_\_\_\_  
Michael McGhee  
Police Captain (PIO)

  
\_\_\_\_\_  
Kyle Bascom  
Police Support Systems Manager (OEM PIO)

  
\_\_\_\_\_  
Michael J. Bascom  
Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### **1. Federal**

a. As cited in the Basic Plan

#### **2. State**

a. As cited in the Basic Plan

#### **3. County**

a. As cited in the Basic Plan

#### **4. Municipal**

a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### **1. Federal**

a. As cited in the Basic Plan

#### **2. State**

a. As cited in the Basic Plan

#### **3. County**

a. As cited in the Basic Plan

#### **4. Municipal**

- a. As cited in the Basic Plan
- b. Police Department Public Information Policy
- c. Emergency Management Public Information Policy
- d. Neptune Township Municipal Code



### III. PURPOSE

A. The purpose of this Emergency Public Information Annex is to define and to provide guidance for the development and operation of a viable emergency public information program during any emergency or disaster situation and to ensure completion of required emergency actions.

### IV. SITUATION

A. The Township Administrator, Emergency Management Coordinator and/or Police Department Captain will supervise the Public Information function during an emergency. The Administrator and Captain will be assisted by township staff, including the Police Support Systems Manager responsible for maintaining the Police and Emergency Management Social Media and Mobile Applications, and the employee(s) responsible for maintaining the Township Website and Facebook account. They will maintain contact with representatives of the local newspapers (The Asbury Park Press and The Coaster) as well as other interested media outlets. Whenever possible, the PIO will make the Emergency Management Coordinator and the Mayor available for media briefings.

B. The PIO and staff will respond to the EOC. Supplies made available to the PIO in the EOC include, outside telephone lines, a computer, a photocopy machine, a FAX machine, microphone and speakers, and miscellaneous stationary supplies.

C. The Public Information assembly and briefing area will be in the Township Committee meeting room or in the briefing room at the Emergency Operations Center. Print, television and radio media can all be accommodated in this area.

D. Emergency Information will be broadcast via Nixle®, our mobile Apps using the “Alert” feature, the Township websites [www.neptunetownship.org](http://www.neptunetownship.org), [www.neptuneoem.org](http://www.neptuneoem.org), [www.neptunepolice.org](http://www.neptunepolice.org), the Township Facebook® accounts, the Township Twitter® accounts, and through local television and radio. Local radio stations, WRAT, The Point, and Thunder 106.3 will broadcast emergency information as requested by the EOC. In time of heightened risk, when time allows, emergency information will be issued by the local print media described in EP,IV,A.

E. During hurricane season the PIO and the Weather Official will distribute FEMA and local Hurricane Pamphlets to residents by issuing them via Nixle (Reverse 9-1-1), Township email blast system, social media and by placing copies in Township offices. When time allows, the PIO, with direction from the Emergency Management Coordinator, will design and distribute timely emergency information pamphlets as needed. All such pamphlets shall include a clear and prominent Neptune Township Office of Emergency Management logo. This information will also be shared on the Township websites [www.neptunetownship.org](http://www.neptunetownship.org), [www.neptuneoem.org](http://www.neptuneoem.org), [www.neptunepolice.org](http://www.neptunepolice.org), the Township Facebook® accounts, the Township Twitter® accounts and on the Township Mobile Apps (Emergency Management and Police).

## V. OPERATIONS

A. During periods of heightened risk, the PIO will ensure the following actions are taken;

1. Establish direction and control of the Public Information function, as directed by the Emergency Management Coordinator, and have it emanate from the EOC.
2. Implement recall rosters which will be maintained by the PIO and kept in the EOC.
3. During extended emergencies, the PIO will establish 12 hour shifts to maintain 24-hour qualified staffing in the EOC.

B. The PIO group interacts with other emergency agencies during emergencies as follows;

1. The Township Administrator, the Police Captain, and the OEM PIO who will oversee the Public Information Group, will respond to the EOC during an emergency. They will bring along necessary staffing to assure timely updates of the Township Social Media sites. The Township Administrator will be responsible for informing the governing body of all public information activities.
2. Information will be forwarded to the Emergency Management Coordinator from the Forward Command Post. The Emergency Management Coordinator will review such information and direct the PIO staff to release information necessary to inform the public in the manner best suited for a safe and timely response or recovery from emergency situations. The PIO will collect information pertinent to the emergency operations and report same to the Emergency Management Coordinator.

C. The PIO staff will respond to the EOC during an emergency and prepare to receive and disseminate information as needed to inform the public of actions which should be followed to protect themselves during an emergency. This will be accomplished by preparing written press releases, incorporating information approved by the Emergency Management Coordinator, and distributing same at a pre-arranged time in the briefing area. All questions relating to the emergency will be directed to the PIO so as to manage rumor control.

D. The PIO staff will develop press releases after speaking with department heads within the EOC. The PIO will then develop a draft press release which will be read and corrected at a meeting of the operations staff. The final draft will then be approved by signature of the Emergency Management Coordinator and the PIO and verified for accuracy. The PIO will oversee the routine updates and sharing of information via the Township websites the Township social media accounts and the Township Mobile Apps for Emergency Management and Police.

E. Public Information will be distributed by the PIO, Emergency Management Coordinator, Mayor or other appropriate government representative as agreed upon by the EOC staff, to the representatives of the various media groups assembled in the briefing area. Should any media group not be represented in the briefing area the PIO may distribute said release by e-mail.

F. Residents within the township may contact the regular business phone for the municipal complex (732)988-5200 or by emailing storm@neptunetownship.org, to obtain information and instructions relating to the emergency. Calls will be handled by the PIO staff telephone operators who will manage rumor control as directed by the PIO. The PIO will also share information for residents via the Township websites the Township social media accounts, and the Township Mobile Apps for Emergency Management and Police. In addition, the PIO may activate the Nixle® Community Notification System to provide timely information to the residents and businesses within Neptune Township.

G. The Emergency Broadcast System will be activated to disseminate information to the residents of Neptune Township by requesting said activation through the Monmouth County OEM. This process can only be completed by the Emergency Management Coordinator or his Deputy.

H. The PIO will arrange periodic press releases during which the Emergency Management Coordinator and other township officials will be available for questions and comments.

## **VI. RESPONSIBILITIES**

A. The Public Information Officer is responsible for implementing this annex and directing the Emergency Public Information emergency response.

B. The Township Administrator may serve as the Public Information Officer and will be designated the official point of contact when needed as determined by the Emergency Management Coordinator during an emergency.

C. Neptune Township has basic guidance documents for the PIO function.

D. Neptune Township has no mutual aid agreements for the PIO function.

E. The Public Information Officer and Emergency Management Coordinator are responsible for Emergency Public Information guidance materials (Pamphlets, magazines, etc.) that are prepared based on hazards affecting the jurisdiction, and arranging for the dissemination of these materials to the media.

F. The Public Information Officer is responsible for ensuring that the Emergency Public Information material for visually-impaired and non-English speaking groups are available for dissemination.

## **VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY PUBLIC INFORMATION**

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

1. Public Information Officer - Township Administrator
2. Public Information Officer - Police Captain
3. Police Support Systems Manager

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Public Information Officer is responsible for maintenance of all records and reports required for the emergency public information functions in an emergency.

B. The Public Information Officer is responsible for records of expenditures for the emergency public information functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex. The Public Information Officer will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Public Information Officer is responsible for the maintenance of the Emergency Public Information Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Public Information Officer is responsible for review and updating of the Emergency Public Information Annex, SOP's and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

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

1- Department Heads - will include the supervising representative of all participating agencies. Not limited to those who are paid employees of the Township.

**EPIA - 1**

**LIST OF MEDIA REPRESENTATIVES**

WRAT Radio.....732-681-3800  
Thunder 106.3.....732-774-4755  
WADB Radio.....732-922-8282  
WHTG Radio.....732-774-4755  
WJRZ Radio.....609-597-1100  
WOBM Radio.....848-221-8000  
Asbury Park Press.....732-922-6000  
The Coaster.....732-775-3010  
NJTV/NJ PBS.....609-777-0031  
Public Information Network.....Various (See EPIA-2)

## **EPIA - 2**

### **PIO General Procedures.**

Upon the determination of the Emergency Management Coordinator that there exists a need to disseminate emergency information, the Emergency Management Coordinator will dispatch the PIO who will report to the EOC. At that time, a determination will be made as to what information needs to be disseminated and the PIO will then mobilize the necessary personnel to insure the efficient distribution of approved information. The PIO will act as the central information point for both outgoing and incoming information. In order to disseminate the proper information, the PIO will use any avenue of information distribution that will ensure that the information reaches its intended destination point(s). These avenues include, but are not limited to media representatives listed in EPIA-1. (Note; The Public Information Network referred to in EPIA-1 is a group of volunteer organizations who have volunteered to help distribute public information in various ways) This list is maintained by the PIO in the EOC.

#### Public Information Network Contacts:

OCEAN GROVE HOMEOWNERS ASSOCIATION: RICHARD B. WILLIAMS 973-632-6503  
NEPTUNE TWP LIONS CLUB: CLARENCE BROWN 732-407-8780  
GABLES RESIDENTS ASSOCIATION: DAVID BACON 732-513-8106  
SHARK RIVER HILLS HOME OWNERS ASSOCIATION: WILLIAM BURDGE 609-947-0832  
SEAVIEW ISLAND RESIDENTS ASSOCIATION: ANNETTE BERGSTEIN 732-275-5683  
WINDING RIDGE TENANTS ASSOCIATION: CONSTANCE HOLMES 908-581-6242  
JUMPING BROOK HOMEOWNERS ASSOCIATION: GEORGE MYERS 908-415-5428  
MURC: DIANA HARRIS 732-616-2940  
CENTRAL JERSEY WOMEN'S CLUB: BRENDA TERRELL-WALKER 732-685-1528  
NEPTUNE HOUSING RESIDENTS COUNCIL: ELLIS JONES 732-665-6728  
NEPTUNE HOUSING RESIDENTS PATROL: CAROL FOSTER 732-361-3711  
SILVER VISTAS RESIDENTS ASSOCIATION: LUCY MCFADDEN 732-775-6362  
WEST NEPTUNE HOMEOWNERS ASSOCIATION: PHYLLIS COWANS 732-918-3328  
BRADLEY PARK HOMEOWNERS ASSOCIATION: JACK PENSABENE 732-778-6507  
ASBURY PARK/NEPTUNE MINISTERIAL ALLIANCE: EDMON LEE SR 848-469-0602  
KNOX HILL TOWN HOMES: TERRY DIADATO 732-859-9389  
SEBASTIAN VILLAS TENANTS ASSOCIATION: ROSE FOSTER 732-720-7101

## **EPIA-3**

Sample Emergency Information Packets are maintained in the EOC.



## EPIA-5

### Special Population Contacts

#### Jersey Shore University Medical Center

Doug Campbell, Vice-President: Cell 732-796-8402

#### Jersey Shore Post-Acute Rehab & Nursing

Aryeh Greenspan  
Cell # 347-786-1173

#### Allegria at Ocean Grove

Kathleen Malaver, Executive Director  
Office 732-774-1316 Cell 973-216-0187

#### Hackensack Meridian Nursing & Rehab (formerly Manor by the Sea)

Anthony Sessa  
Office 732-481-8300

#### Imperial Healthcare Center

Executive Director Zevi Kopp  
Office 732-922-3400 Cell 732-703-0366

#### Neptune Schools

Tami Crader, Superintendent:  
Cell 732-299-3920  
Jose Pleitez, Bdlg Mgr  
732-776-2200 x 7815 Cell: 732-995-9201

King Manor Care Center  
732-774-3500

#### Monmouth County Vocational School

Collette Flatt (732) 431-7942

#### Children's Center of Monmouth County

Nancy Stapler 732-922-0228same

#### Township of Neptune Housing Authority

Joseph Mauro IV, Director of Operations 732-774-7692 Cell 558-8948

#### Neptune Township Senior Citizens

Randy Bishop, Sr Ctr Director cell 732-996-7695

## **EPIA-6**

There are no written agreements with local media.

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
MUNICIPAL EVACUATION ANNEX CHECKLIST

I. INTRODUCTION

EV1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

EV2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

EV2,II,B \_\_\_\_\_ B. List publications and guidance material used for Evacuation Annex development or operational guidance.

III. PURPOSE

EV3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Evacuation Annex.

IV. SITUATION

Provide statements that briefly describe the Evacuation organization and its capabilities to deal with identified hazards.

EV3,IV,A \_\_\_\_\_ A. Identify the primary and support agencies for evacuation in your jurisdiction.

EV3,IV,B \_\_\_\_\_ B. Identify hazards that could require either full or partial evacuation within the jurisdiction and the projected impact zone of the jurisdiction. List a percentage of the jurisdiction's population projected to be evacuated for each hazard. (use a table and map attachment) (Also refer to EA-11)

EV3,IV,C \_\_\_\_\_ C. Estimate the number of people in your jurisdiction, including special needs persons, who would require transportation in an evacuation. (Also refer to EA-8)

EV3,IV,D \_\_\_\_\_ D. State the source, type and quantity of vehicles available to transport evacuees requiring transportation. (Also refer to EA-5)

EV3,IV,E E. Identify primary and alternate centrally located staging areas and pickup points for persons without private automobiles or other means of transportation. (map attachment) (Also refer to EA-7)

EV3,IV,F F. Identify routes expected to be used in a major evacuation along with alternates and their traffic capacity estimates if known. (map attachment) (Also refer to EA-1)

EV3,IV,G G. Identify the source and quantity of tow trucks available for use in evacuation. (Also refer to EA-5)

EV4,IV,H H. Identify areas in your jurisdiction associated with a potential blast over pressure of 2.0 PSI in accordance with NAPB-90. (This information will be provided by the NJOEM Shelter Analyst) (Also refer to EA-11)

#### V. OPERATIONS AND CONTROL

EV4,V,A A. Describe Evacuation actions to be taken during periods of heightened risk including:

EV4,V,A1 1. Establish from where Evacuation direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

EV4,V,A2 2. Provide for the verification of current recall rosters for the Evacuation Group. (Also refer to EA-3)

EV4,V,A3 3. Tell how Evacuation supervisor staffing will be provided on a 24-hour basis. (Also refer to EA-3)

EV4,V,B B. Describe how the Evacuation Group interacts with other Emergency Groups during an emergency including:

EV4,V,B1 1. Designation of an Evacuation representative, by title, to report to the EOC during an emergency.

EV4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

EV4,V,C C. Describe the procedure used to order a full scale or partial evacuation. Identify who, by title, has the authority to order an evacuation for each stage you describe.

EV4,V,D D. Tell how transportation resources will be brought into service to evacuate those without automobiles.

EV4,V,E E. Tell how the affected population is to be notified of the need to evacuate, routes to be used, and transportation for those without automobiles.

EV5,V,F F. Describe how vehicles with mechanical problems and vehicle security will be handled.

## VI. RESPONSIBILITIES

EV5,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Evacuation emergency response.

EV5,VI,B B. List SOP's that address how the Evacuation Group will accomplish the assigned tasks. If none, so state. (Also refer to EA-2)

EV5,VI,C C. Identify Evacuation mutual aid agreements. If none, so state. (Also refer to EA-4)

EV5,VI,D D. Identify who, by title, is responsible for the relocation of essential resources, personnel, supplies and equipment to the reception area.

EV5,VI,E E. Identify an individual, by title, to coordinate all public transportation resources planned for use in an evacuation.

EV5,VI,F F. Identify who, by title, is responsible for movement control guidance, in time of increased threat of nuclear attack, that details the population at risk, evacuation routes, zones, alerting/warning of the public; identifies reception areas and routes for return to residence; outlines transportation for essential workers to commute to hazardous areas, and re-entry into the hazard area. (See Nuclear Attack Appendix, SA-5 in the Shelter Annex).

EV5,VI,G G. Identify who, by title, is responsible for evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food, service and medical clinics. (Also refer to EA-10)

## VII. CONTINUITY OF GOVERNMENT

EV5,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

EV6,VII,B B. Identify how essential records and logs will be protected and preserved.

### VIII. ADMINISTRATION AND LOGISTICS

EV6,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Evacuation functions.

EV6,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Evacuation Group.

EV6,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to EA-9 and RMA-8)

### IX. ANNEX DEVELOPMENT AND MAINTENANCE

EV6,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Evacuation Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

EV6,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

### X. DEFINITIONS

EV6,X List definitions/explanations of terms and acronyms used in the Evacuation Annex.

### XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

EV8 EA 1 Evacuation Routes.

EV9 EA 2 Evacuation Procedures (SOP's).

EV10 EA 3 Recall/Duty Roster.

EV11 EA 4 Mutual Aid Agreements.

EV12 EA 5 Transportation Resources.

EV13 EA 6 Reception Areas Maps.

EV14 EA 7 Staging Areas Maps.

EV15

EA 8 Special Interest Group Evacuation.

EV16

EA 9 Supplies and Equipment List.

EV17

EA 10 Information Packets.

EV18

EA 11 Population at Risk/Identified Hazard Areas (NAPB

90).

**EMERGENCY EVACUATION ANNEX**

TOWNSHIP OF NEPTUNE

COUNTY OF MONMOUTH

STATE OF NEW JERSEY


**I. INTRODUCTION**

A. Statement of Approval:

The Emergency Evacuation Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Police Coordinator and is hereby approved. This annex supersedes any previously written Emergency Evacuation Annexes.

Approval Date: 04-24-2023

  
\_\_\_\_\_  
Michael J. Bascom  
Emergency Management Coordinator

  
\_\_\_\_\_  
Larry Fisher  
Police Chief / Police Coordinator



## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### **1. Federal**

a. As cited in the Basic Plan

#### **2. State**

a. NJSPOEM Directive No. 79, Citizens Duty to Evacuate

#### **3. County**

a. As cited in the Basic Plan

#### **4. Municipal**

a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### **1. Federal**

a. FEMA Disaster Operations, CPG 1-6, 1980

b. FEMA Transportation Planning Guidelines for the Evacuation of Large Populations, CPG 2-15

c. Hurricane Evacuation Guide

#### **2. State**

a. As cited in the Basic Plan

#### **3. County**

a. As cited in the Basic Plan

b. Monmouth County "Know Your Zone" program.

#### **4. Municipal**

a. As cited in the Basic Plan

### **III. PURPOSE**

The purpose of this Emergency Evacuation Annex is to define and to provide guidance for the development and operation of a viable Emergency Evacuation program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The primary agency for the evacuation function is the Office of Emergency Management. Support agencies for this function would include; fire department, police department, first aid squads, public works department, senior citizens center volunteers, communications officer, health department and volunteer agencies as listed in BPA-3.

B. Potential hazards that are most likely to result in the evacuation of residents would include hurricanes, severe storms, hazardous materials incidents in the Old Corlies Avenue area (NJAW & TNSA) and transportation accidents involving hazardous materials on one of the several highways. See EA-11 for more detailed information.

C. There are approximately 4,000 residents in Neptune Township that would require transportation in the event of a complete evacuation.

D. Neptune Township relies on the three volunteer first aid squads and the Senior Center and Recreation Department buses and vans to provide transportation to evacuees during an evacuation of a smaller area. Should large areas of the Township require evacuation that could not be completed by the EMS units alone (6 ambulances and a Medical Ambulance Bus) and the Senior Citizens Center and Recreation Department vehicles, requests would be made through Monmouth County OEM for buses from the Monmouth County SCAT program and other resources. Consideration would be given to contracting for buses from local bus companies as well. All Township vehicles that had not been previously assigned would also supplement the evacuation effort. (See EA-5)

E. Centrally located pick-up points for residents in need of transportation are noted in EA-7 and the accompanying map. This information is disseminated to the public through the PIO function.

F. Evacuation routes are noted in EA-1 and the accompanying map. Evacuation areas based upon flood vulnerability are identified under the Monmouth County "Know Your Zone" program.

G. Should tow trucks be required during an emergency to expedite evacuation functions, the towing service in current possession of the Township Towing Contract would provide three trucks to move vehicles as directed by the EOC. If the tow company in the current rotation spot can not provide sufficient trucks and/or staffing, other companies on the rotation list shall be notified. If those listed on the rotation list are not

sufficient, the Purchasing Agent may contract with other vendors for this service.

H. The entire Township of Neptune is within an area associated with a potential blast over-pressure of 2.0 PSI in accordance with NAPB-90. (See EA-11)

## **V. OPERATIONS AND CONTROL**

A. Evacuation actions to be taken during periods of heightened risk shall include;

1. Establish direction and control of the Emergency Evacuation function, as directed by the EMC, and have it emanate from the EOC.
2. Evacuation recall rosters which will be maintained by the OEM Secretary and kept in the EOC.
3. During extended emergencies, the Police Coordinator will establish 12 hour shifts to maintain 24-hour qualified staffing in the EOC.

B. The Emergency Evacuation group interacts with other emergency agencies during emergencies as follows;

1. The Police Coordinator, who will oversee the Emergency Evacuation Group, will respond to the EOC during an emergency.

2. Information will be forwarded to the Police Coordinator from the Emergency Evacuation Group, by radio through as directed by the Communications Officer.

C. The Emergency Management Coordinator will order full or partial evacuations. When time allows, this order will be made after meeting with representatives of the agencies to be involved and/or the Local Emergency Management Committee. Partial evacuations, being the evacuation of 500 residents or less will be coordinated by the OEM utilizing Police, Fire, OEM and First Aid resources from within the Township. For this type of evacuation, the EOC may operate from a mobile command post. Large scale evacuations will be directed from the EOC with full staffing.

D. During evacuation of a smaller, centralized area, residents without transportation will be transported by ambulances to the designated shelter areas. Fire, OEM and First Aid personnel will be notified by radio paging devices to respond to their building for assignments, each squad will be directed by their superior officers as coordinated by the EOC. Large scale evacuation requiring larger modes of transportation may require the use of Township vehicles and buses. Buses will be requested from Monmouth County SCAT. Buses may also be requested from private bus companies.

E. In a small scale evacuation the population to be evacuated may be notified by public address systems on our emergency vehicles, by our Community Notifications System (Nixle®) as well as radio broadcasts on WJLK and WRAT. Notification may also be made via the Township "Blast E-mail" system, the Township website

([www.neptunetownship.org](http://www.neptunetownship.org)), the Neptune Township Mobile Apps (Police and Emergency Management Apps), and by conference call with our Neighborhood groups and critical facility groups. If there is advanced notice of an evacuation, the OEM may design informational hand-outs as described in the Public Information Annex. In large scale evacuations the population may be notified by initiating the Emergency Broadcast System through Monmouth County OEM and by our Community Notifications System (Reverse 9-1-1).

F. Emergency vehicles with minor mechanical problems during an emergency will be repaired by the Neptune Township Division of Centerra at the DPW facility on Heck Avenue. Those with major problems will be secured and abandoned until it is safe to perform repairs. Private vehicles with mechanical problems during an emergency will be secured and abandoned until it is safe to return. Should any vehicle experience mechanical problems effecting an evacuation or emergency vehicle access route, said vehicle will be removed by an emergency vehicle or the Township tow-truck on duty.

## **VI. RESPONSIBILITIES**

A. The Police Coordinator is responsible for implementing this annex and directing the Emergency Evacuation emergency response.

B. There are no written SOP's that address how the Evacuation function will accomplish their emergency response.

C. Neptune Township has no mutual aid agreements for the Emergency Evacuation function.

D. The Police Coordinator is responsible for the relocation of essential resources, personnel, supplies and equipment to the reception area.

E. The Police Coordinator is responsible for coordination of all public transportation resources planned for use in an evacuation.

F. The Police Coordinator is responsible for movement control guidance in time of increased threat of nuclear attack, that details the population at risk, evacuation routes, zones, alerting/warning of the public; identifies reception areas and routes for return to residences; outlines transportation for essential workers to commute to hazardous areas, and re-entry into the hazard area.

G. The Police Coordinator is responsible for evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food service and medical clinics.

## **VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY EVACUATION**

A. There is a need for a line of succession for the person responsible for the evacuation functions in order to ensure continuous leadership, authority and responsibility. The

Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. Police Coordinator
2. Deputy Police Chief
3. Police Captains
4. Emergency Management Coordinator

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

### **VIII. ADMINISTRATION AND LOGISTICS**

A. The Police Coordinator is responsible for maintenance of all records and reports required for the evacuation functions in an emergency.

B. The Police Coordinator is responsible for records of expenditures for the evacuation functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex. The Police Coordinator will coordinate with the Deputy Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

### **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Police Coordinator is responsible for the maintenance of the Evacuation Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Police Coordinator is responsible for review and updating of the Evacuation Annex, SOP's and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

### **X. DEFINITIONS**

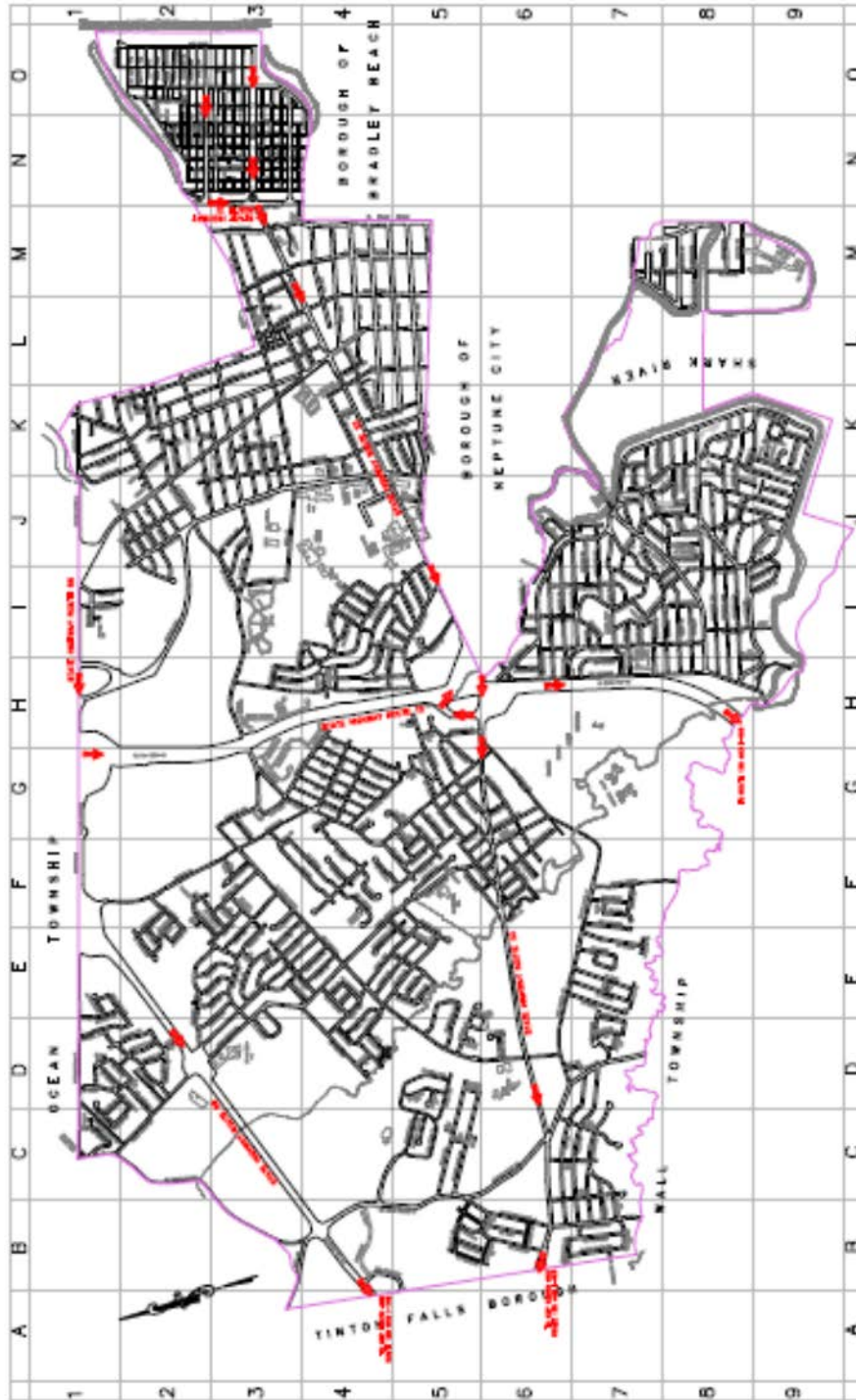
A. No terms or acronyms were used in addition to those defined in the Basic Plan.

## XI. ATTACHMENTS

- EA-1 Evacuation Route Maps
- EA-2 Evacuation SOPs
- EA-3 Evacuation Recall Duty Roster
- EA-4 Mutual Aid Agreements for Evacuation
- EA-5 Local Transportation Resources for Evacuation
- EA-6 Evacuation Area Reception Maps
- EA-7 Staging Area Maps
- EA-8 Special Interest Group Evacuation Information
- EA-9 Equipment List for Evacuation Function
- EA-10 Sample Public Information for Evacuation
- EA-11 Population at Risk (NAPB 90)
- EA-12 Flood Zone Evacuation Plan (Know Your Zone)

Emergency Evacuation Route Maps are Attached  
Larger versions are available in the EOC

NEPTUNE TOWNSHIP  
EMERGENCY OPERATIONS PLAN  
EVACUATION ROUTE MAP



**EA - 2**

**There are no formal written evacuation SOP's**

**EV -9**



**EA – 4**

**Mutual Aid Agreement**

Neptune Township is a participant in the countywide mutual aid agreement for all emergency management functions, including evacuation.

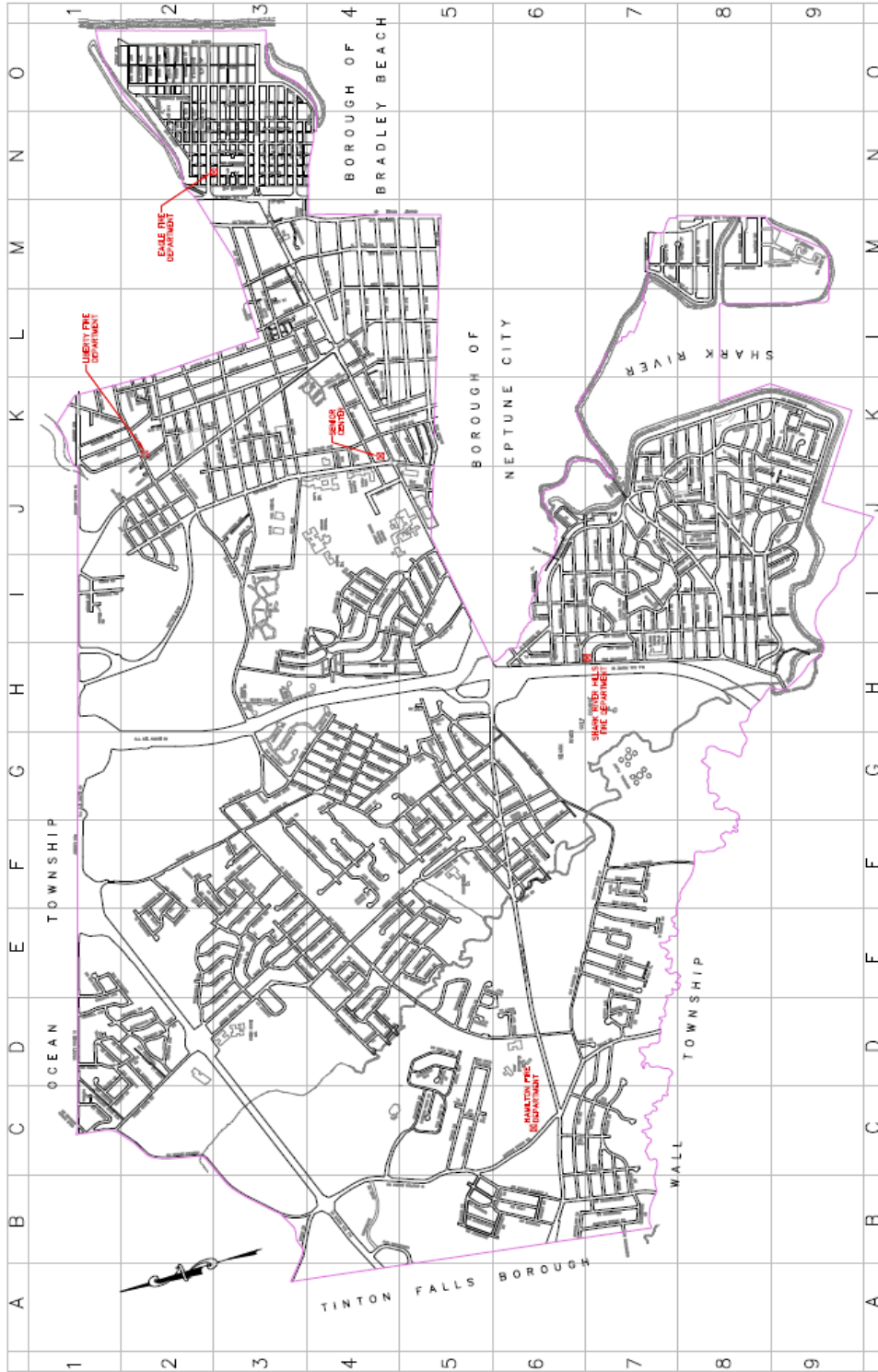


RECEPTION AREA MAPS



STAGING AREA MAPS

NEPTUNE TOWNSHIP  
EMERGENCY OPERATIONS PLAN  
RECEPTION/STAGING AREA MAP



**EA – 8**  
**Special Interest Group Evacuation Information**

Special Interest group evacuations will be conducted in accordance with plans developed by facilities providing services and/or housing those with special needs. Plans are on file in the EOC.

**EA - 9**

**Equipment list for the evacuation function**

Township Equipment:

Senior Center Bus (2)  
Recreation van (10 passenger)  
Ambulances (6)  
Municipal Vehicles (50)  
OEM 6X6 (2)  
Medical Ambulance Bus

Other Government Agencies:

Monmouth County SCAT (Through County OEM)  
NJ Transit (Through County / State OEM)

Contractors:

Laidlaw (School buses)  
Academy (Coach buses)

**EA - 10**  
**Sample Public Information for Evacuation**

Sample information packets are included in EPIA-3.

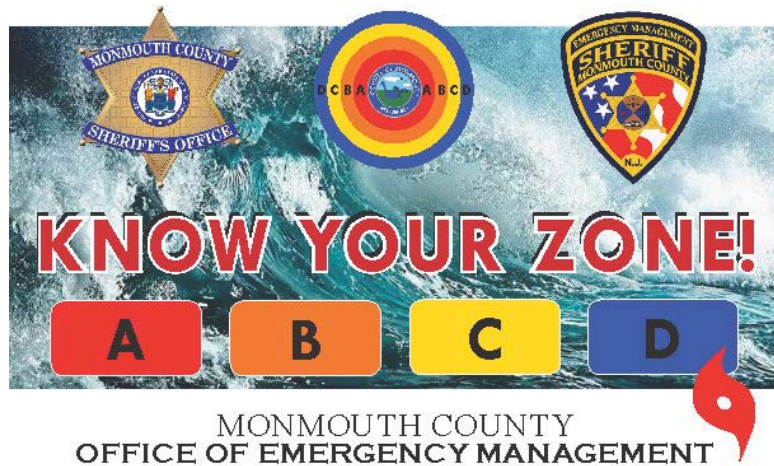
**EA - 11**

**POPULATION AT RISK/IDENTIFIED HAZARD AREA (NAPB 90)**

The entire Township of Neptune is situated in an area with a nuclear blast over-pressure rating of 2.0 PSI.



## EA – 12 Flood Zone Evacuation Plan (Know Your Zone)



### WHAT IS KNOW YOUR ZONE?

Know Your Zone is a public education campaign implemented by the Monmouth County Office of Emergency Management to inform the residents, businesses and visitors of Monmouth County of the new hurricane evacuation zones and their vulnerability to storm surge. The Know Your Zone campaign was developed in partnership with the municipal emergency management coordinators within the coastal towns and is based on the threat, strength direction and forecasted storm surge of an impending hurricane, nor'easter or other coastal flooding event. The campaign also reflects the National Hurricane Center's (NHC) decision to separate the association of storm surge inundation from the category of storm.

Evacuation Zones should not be confused with flood zones. Evacuation zones are based on storm surge values using various hypothetical storm models based on worst case scenarios. Zones established based on threat strength direction and storm surge.

**Knowing your zone in advance of a storm  
is critical to your survival.**

### YOU LIVE IN ZONE A

**Evacuation orders will come in one of two forms:**

**Voluntary/recommended:** A voluntary or recommended evacuation order is issued when an approaching storm will generate a storm surge that will impact travel, emergency service access and minor damages in flood prone areas. It is designed to encourage those within the zone to seek shelter in a sturdier structure or higher ground than they have within the designated zone.

**Mandatory:** A mandatory evacuation order is issued when the likelihood of storm surge is high and the loss of life could occur if people do not leave. In addition, a mandatory order is issued when it is believed that First Responders would be unable to access an area should there be a life threatening emergency.

## IF YOU ARE TOLD TO EVACUATE

Plan to stay with family, friends or at a hotel outside the area. If you are in a non-evacuation zone or not ordered to evacuate, consider sheltering in place. When sheltering in place, you should insure that you have done the following:

- Develop a family emergency plan
- Stay informed; Keep tuned to local media and weather reports

Have a disaster preparedness kit that minimally contains the following items: Water, 1 gallon per person per day; 3 day supply of food; flashlight with extra batteries; first aid kit; whistle to signal for help; moist towelettes; garbage bags and plastic ties for sanitation; manual can opener; prescription medication; cash; fire extinguisher; portable cell phone charging device.

### Public Evacuation Centers:

Monmouth County has designated various locations that are outside of the designated evacuation zones. If a mandatory evacuation order is issued, one or more of these locations will be opened and pertinent information will be disseminated through various media outlets.


Each municipality has designated a Local Reception Center, where residents from their community will be instructed to go. From here, residents will be picked up by bus and brought to the appropriate shelter. Once the storm has passed and the area is deemed to be safe, evacuees will be returned by bus to their municipal reception center.

#### ITEMS TO BRING:


- Medication-enough for 3-5 days
- A blanket and pillow for each person
- Personal hygiene supplies
- Baby food/formula
- Special Dietary items
- Pets: Limited space to shelter pets is available. If you must bring your pet, make sure you have a cage and food along with any medication they may need.

Elevated your home? You have taken an important step in mitigating the potential loss of your personal property. However, if you are told to evacuate, you must do so. Emergency responders will be unable to reach you during an emergency if the area around your home is flooded.

# KNOW YOUR ZONE!



Remember, emergency managers are counting on you to be prepared and do the right thing to keep yourself and your family out of dangerous situations. Please know your evacuation zone and have a plan for where you will go should something happen this hurricane season.



MONMOUTH COUNTY  
OFFICE OF EMERGENCY MANAGEMENT  
2000 Kozloski Road  
Freehold, NJ 07728  
Telephone: 732-431-7400 Fax: 732-409-7532  
www.mcsonj.org

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
FIRE AND RESCUE ANNEX CHECKLIST

I. INTRODUCTION

N-FR1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

N-FR2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

N-FR2,II-B \_\_\_\_\_ B. List publications and guidance material used for Fire and Rescue Annex development or operational guidance.

III. PURPOSE

N-FR3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Fire and Rescue Annex.

IV. SITUATION

Provide statements that briefly describe the Fire and Rescue organization and its capabilities to deal with identified hazards.

N-FR3,IV-A \_\_\_\_\_ A. Identify the fire fighting organization in your jurisdiction including the number of fire districts. State whether or not the districts are independent or under a unified command.

N-FR3,IV-B \_\_\_\_\_ B. Identify the following for each fire district:

N-FR3,IV,B1 \_\_\_\_\_ 1. Number of fire stations.

N-FR3-IV-B2 \_\_\_\_\_ 2. Number of active members broken down into full-time paid, part-time paid, and volunteer. (Also refer to FRA-1)

N-FR4,IV,B3 \_\_\_\_\_ 3. Number and type of motorized apparatus. (Also refer to FRA-4)

N-FR4,IV,B4 \_\_\_\_\_ 4. Significant fire hazards (chemical companies, propane storage yard, etc.). (Also refer to HMA-1,2)

NFR5,IV,C C. Identify the primary and alternate dispatch centers for the Fire Service. (Also refer to AWCA-5)

N-FR5,IV,D D. Identify the communications capability of your Fire Service including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication.

N-FR5,IV,E E. Identify any special fire fighting capability (foam trucks, haz mat team, etc.). (Also refer to FRA-4)

## V. OPERATIONS AND CONTROL

N-FR6,V,A A. Describe Fire and Rescue actions to be taken during periods of heightened risk including:

N-FR6,V,A1 1. Establish from where Fire and Rescue direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

N-FR6,V,A2 2. Provide for the verification of current recall rosters for the Fire and Rescue Group. (Also refer to FRA-2)

N-FR6,V,A3 3. Tell how Fire and Rescue supervisor staffing will be provided on a 24-hour basis. (Also refer to FRA-2)

N-FR6,V,B B. Describe how the Fire and Rescue Group interacts with other Emergency Groups during an emergency including:

N-FR6,V,B1 1. Designation of a Fire and Rescue representative, by title, to report to the EOC during an emergency.

N-FR6,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

N-FR6-V-B3 3. Describe how your Fire Service uses the Incident Command System (ICS) to handle emergency situations or identify a time table for adoption of the ICS.

N-FR6,C C. Describe how fire and rescue units are dispatched including how additional personnel and equipment are called in. (Also refer to AWCA-5)

N-FR7,D D. Describe the command system for major fires in which more than one district's or jurisdiction's forces are involved.

N-FR7,E E. Describe the procedure for the rescue of injured people during emergency operations, accidents or other situations. (if applicable)

## VI. RESPONSIBILITIES

N-FR7,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Fire and Rescue emergency response.

N-FR7,VI,B B. List SOP's that address how the Fire and Rescue Group will accomplish the assigned tasks. If none, so state. (Also refer to FRA-3)

N-FR7,VI,C C. Identify Fire and Rescue mutual aid agreements. If none, so state. (Also refer to FRA-1)

N-FR7,VI,D D. Identify who, by title, is responsible for fire protection and inspection in emergency shelters.

N-FR7,VI,E E. Detail support assignments for the Fire and Rescue Service as specified in other annexes such as: Evacuation, Alert and Warning, Hazardous Materials, etc. (Attachments as required) (Also refer to BPA-3)

## VII. CONTINUITY OF GOVERNMENT

N-FR8,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

N-FR8,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

N-FR8,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Fire and Rescue functions.

N-FR8,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Fire and Rescue Group.

N-FR8,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

N-FR9,IXA A. Identify the office or individual, by title, that is responsible for the maintenance of the Fire and Rescue Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

N-FR9,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

N-FR8-X List definitions/explanations of terms and acronyms used in the Fire and Rescue Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

N-FR10 FRA 1 Fire Mutual Aid Agreements.

N-FR11 FRA 2 Recall/Duty Roster.

N-FR12 FRA 3 Fire SOP's.

N-FR13 FRA 4 Resource/Equipment List

N-FR19 FRA 5 Communications Capabilities

**FIRE & RESCUE ANNEX - NEPTUNE FIRE DISTRICT #1**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**A. Statement of approval:**

The Fire & Rescue Annex - Neptune Fire District # 1 portion of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Neptune Fire District #1 Chief of Department and is hereby approved. This annex supersedes any previously written Emergency Fire & Rescue Annexes with the exception of the current Ocean Grove Fire District Fire and Rescue Annex.

Approval date: 04-24-2023



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Fire Coordinator  
Sean Donohue



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Chief of Department - Neptune Fire Dist. # 1  
Joseph Mauro, IV



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Asst. Chief of Department - Neptune Fire Dist. # 1  
Albert Fritz, Jr.



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President - Neptune Fire Dist. # 1  
James W. Manning, Jr.



---

Emergency Management Coordinator  
Michael Bascom

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, Ordinances, Regulations, Resolutions and Directives.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. OEM Directive No. 33, Procedures in Requesting Aid as a Result of Fires
- b. N.J.S.A. 40A:14-7 Creation and Establishment of Fire Departments and Forces
- c. N.J.S.A. 52:27D-192 ET SEQ. Uniform Fire Safety Act

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. FEMA Disaster Operations, CPG 1-6, 1980
- b. National Fire Protection Handbook
- c. National Fire Protection Association Standards

#### 2. State

- a. N.J.A.C. 5:70 Uniform Fire Code
- b. N.J.A.C. 5:71 Fire Code Enforcement
- c. N.J.A.C. 5:72 High Level Alarms
- d. N.J.A.C. 5:73 Standards for Fire Service Training and Certification



- e. N.J.A.C. 5:75 Fire Service Incident Management System
- f. N.J.A.C. 5:75A Fire Service Resource Emergency Deployment

### 3. County

- a. Monmouth County Fire Marshal Guidance Materials

### 4. Municipal

- a. Standard Operating Guidelines of Neptune Fire District #1
- b. Standard Operating Guidelines, Neptune OEM Special Operations Team

## III. PURPOSE

A. The purpose of this Fire & Rescue Annex is to define and to provide guidance for the development and operation of a viable fire and rescue program during any emergency or disaster situation and to ensure completion of required emergency actions within Neptune Fire District #1 as outlined on the attached map of the Township of Neptune.

## IV. SITUATION

A. There are two separate fire districts in Neptune Township. Neptune Fire District #1 which includes the Hamilton, Liberty, Shark River Hills and Unexcelled Fire Companies and Ocean Grove Fire District #2 which includes Eagle, Stokes and Washington Fire Companies. This annex applies only to the area of Neptune Fire District #1. In the Neptune Fire District #1 each independent company is under the command of its Captain, who, during larger fires or emergencies will be under the command of the Neptune Chief of Department and Neptune Assistant Chief of Department.

### B.

1. There are [four] Fire Stations in the Neptune Fire District, namely,
  - 34-1: Hamilton Firehouse at 10 Jumping Brook Road
  - 34-2: Liberty Firehouse at 1518 Monroe Avenue
  - 34-3: Shark River Hills Firehouse at 200 Brighton Avenue
  - 34-4: Unexcelled Firehouse at 1120 Corlies Avenue
2. Neptune Fire District employs four full-time paid firefighters and 1 full-time paid Fire Official and 2 part time paid Fire Inspectors. There are approximately 40 active volunteer firefighters in Neptune Fire District #1 (See FRA-2)

3. Neptune Fire District currently has in service the following motorized fire apparatus;
- 6 Pumpers
  - 1 Tower Ladder
  - 1 Tower Ladder with Pump
  - 1 air/light truck
  - 2 utility trucks
  - 2 fire prevention vehicles
  - 1 spare SUV
  - 2 command vehicles (1 Chief of Department vehicle and 1 Assistant Chief of Department vehicle)
- (SeeFRA-4)

4. Significant fire hazards in Neptune Township include;

Township of Neptune Sewerage Authority  
Jersey Shore University Medical Center including Hope Tower  
New Jersey American Water Company  
Three Nursing Homes  
Canada Dry Bottling Co.  
Former Becker Plating – Currently vacant  
Toll Compaction  
Sanitary Linens  
Seven Public Schools  
Nine Day Care facilities  
College Achieve Charter School  
AIG Insurance Co.  
Rt. 66 Auto Mall  
WalMart Superstore  
Home Depot  
Residence Inn / Marriott  
Holiday Inn Express  
Hampton Inn  
Several large department stores and strip malls  
Several resident apartment/condominium complexes  
(See HMA-1, 2)

5. The Neptune Township Special Operations Team which operates under the Office of Emergency Management includes members from the Fire Department, Police Department, Emergency Medical Services, the Office of Emergency Management and Municipal employees. They are primarily responsible for response to the below listed calls, however, the Neptune Fire Department may also be requested to provide assistance to the Special Operations Team at certain situations, including;

Low and High Angle Rescue  
Confined Space Rescue  
Trench Collapse  
Building Collapse  
and other situations where manpower, equipment and special services may be needed.

The Neptune Fire Department may respond to vehicle extrication assignments for fire suppression.

C. The primary dispatch center for fire services in Neptune Township is the Monmouth County Sheriff's Office Communication Center. Other alternate dispatch centers during an emergency would include the Neptune Emergency Management Headquarters, Monmouth County Sheriffs Department Field Communications Unit and the Neptune Township Field Communications Unit.

D. Attachment FRA-5 lists the communications capabilities of the fire services within Neptune Township. Other capabilities include;

The Fire Chief ,Assistant Chief, (4) Captains, Career Division and Fire Prevention Officer(s) have multi-channel hand-held radios.

The Fire Department has the ability to communicate with the following municipal departments;

First Aid Squads  
Office of Emergency Management

The Fire Department has the ability to communicate with the following municipal fire departments;

All Fire Departments in Monmouth County

E. Each Neptune Township Fire District pumper is classified as a Class A Pumper. The Neptune Fire District also maintains the following specialized equipment. (See FRA-4)

2000 GPM Pumper – 2 each (34-3-76 & 34-1-90)  
LDH Hose  
Telescopic Light Truck  
Exhaust Fans (multiple sizes)  
Thermal Imaging Cameras  
Multi-Sense Gas Meters  
Foam, Haz-Mat Pads, Booms & Absorbent Materials

## V. OPERATIONS AND CONTROL

A. Fire and Rescue actions to be taken during periods of heightened risks include;

- Notify personnel of the impending situation
- Recall personnel for possible deployment
- Recall to standby at respective firehouses
- Actual deployment as needed

1. Fire and rescue direction and control will emanate from the EOC.
2. The Chief of Department shall maintain and update recall rosters for the fire and rescue group, said rosters will be maintained in the EOC.
3. The Chief of Department will rotate staffing of the EOC in 12-hour shifts to ensure qualified staffing on a 24-hour basis.

B. The Fire and Rescue Group interacts with other emergency groups during an emergency as follows;

1. The Chief of Department or his representative will respond to the EOC during an Emergency.
2. The field Officer in Charge will report appropriate information to the Chief of Department in the EOC via radio and telephone through the Communications Officer.
3. The Neptune Fire District utilizes ICS/NIMS on a daily basis. During times of emergency or disaster, ICS/NIMS will be utilized for communications with other agencies. The Neptune Chief of Department or his designee will communicate with other agencies via his multi-channel radio through the Emergency Operations Center. The Chief of Department will communicate directly with agencies committed to a specific scene at which he maintains direction and control.

C. Fire and Rescue personnel are dispatched via a radio paging system, I Am Responding System® and E-Dispatch® utilizing cellular phones, both by Monmouth County Sheriff's Department Communication Center. Additional manpower is requested in the same manner. Each company has separate tone activation and all Companies have the All Call general alarm tone which will be followed by a voice message.

D. During a major fire for which more than one fire district is involved the officer in charge would command the fireground, and the Fire Coordinator would coordinate all requests from the officer in charge.

1. The Neptune Fire District # 1's Incident Commander will retain control of the fire scene.
2. Incoming fire units from mutual aid companies shall have their highest ranking officer report to the Command Post.
3. All fire units shall report to the staging area unless directed otherwise by the Command Post.
4. These procedures shall also apply to Hazardous Materials incidents with fire and rescue or possible fire and rescue involvement, which will result in a Unified Command Structure with the Neptune Fire Chief of Department and the Neptune Emergency Management Coordinator or their representatives.

E. The Neptune Fire District # 1 SOG's outline the procedure for the rescue of injured and uninjured people during an emergency. The highest ranking officer on-scene will direct the specific rescue effort.

## **VI. RESPONSIBILITIES**

A. The Fire Coordinator is responsible for implementing this annex and coordinating the Fire and Rescue emergency response.

B. SOG's and Directives for the Neptune Fire District # 1 are maintained in the EOC.

C. Neptune Fire District # 1 has a written Mutual Aid agreement with the Monmouth County Fire Marshals Office and has verbal agreements with all contiguous municipalities. The Neptune Fire District # 1 submits and maintains a Mutual Aid Response Plan (MARP) to the County.

D. The Fire Official is responsible for fire protection in emergency shelters. The Fire Prevention Officers will be responsible for fire inspections of emergency shelters.

E. The Neptune Fire District performs as a support agency to:

Neptune OEM HazMat Team in response to Hazardous Materials incidents

Neptune Township Special Operations Team in response to specialized rescue situations.

Neptune Fire District may also be called upon to assist in route alerting, shelter support, resource management and other emergency activities requiring their manpower or equipment.

## **VII. CONTINUITY OF GOVERNMENT FOR FIRE AND RESCUE**

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

1. Chief of Department
2. Assistant Chief of Department
3. Fire Official
4. Fire Department Captains (4)
5. Fire Department Lieutenants (9)
6. Senior Firefighter

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Chief of Department is responsible for maintenance of all records and reports required for the fire and rescue functions in an emergency.

B. The Chief of Department, or his designee, is responsible for records of expenditures for the fire and rescue functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Neptune Township Purchasing Manual, Neptune Fire District Purchasing regulations and the Resource Management Annex.

D. The Chief of Department will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Board of Fire Officers and the Board of Fire Commissioners are responsible for the maintenance of the Fire & Rescue Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed as approved by the Neptune Fire District # 1 and the Neptune Township Office of Emergency Management.

B. The Board of Fire Officers and the Board of Fire Commissioners are responsible for review and updating of the Fire & Rescue Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis as approved by the Neptune Fire District # 1 and the Neptune Township Office of Emergency Management.

## **X. DEFINITIONS**

A. Fire Coordinator - Emergency Management Official whose appointment will be recommended by Neptune Fire District # 1.

## **XI. REQUIRED APPENDICES AND ATTACHEMENTS**

FRA 1	Mutual Aid Agreements
FRA 2	Recall / Duty Roster
FRA 3	Fire SOP's
FRA 4	Resource Equipment List
FRA 5	Fire Communications Capabilities

## **FRA 1**

### **Fire Mutual Aid Agreements**

Neptune Fire Department participates in a Monmouth County Mutual Aid Plan as developed by the Monmouth County Fire Coordinator. This plan is on file in the EOC and available through the County website.



**FRA 3**

**Fire Department SOG's**

**(On File in EOC)**

## FRA 4

### Equipment / Resources

Station	34-1	
Vehicle #	34-1-75	
Year / Make / Model	2020 Pierce Enforcer	
VIN#	4P1CE1T06A006270	
License Plate	MG72512	
Axles	Single	
Pump and Type	2000 GPM Hale	
Water Tank Size	500 Gallons / 30 gallon foam	
Vehicle Usage	Pumper	
Ladders	Extension: 1-24', 1-14'. Roof: 1-10'. Attic 1	
SCBA	8 Scott 4.5 with 8 spare bottles	
Hose	1 ¾" - 900' / 3" - 900' / 2 ½" - 400' / 5" = 1500'	
Exhaust Fans	2 Super Vac	
Generator	Harrison / 10KW	
Additional Equipment:	Stihl Roof Saw	Stihl Saw
Porta Power	Multi Rae gas detector	TIF 8800 gas detector
1 Cardiac Science AED	Bullard Thermal Imager	Miscellaneous Hand tools
Combustible gas meter	1,000 GPM Monitor	1500 GPM Monitor

Station	34-1	
Vehicle #	34-1-90	
Year / Make / Model	Pierce Velocity Aerial	
VIN#	4P1CV01D6EA014218	
License Plate	MG10574	
Axles	Double	
Pump and Type	2000 GPM Hale	
Water Tank Size / GPM	300 Gallons	
Vehicle Usage	100' Tower Ladder	
Ladders	Extension: 1-35', 1-24', 1-14'. Roof: 1-10', 3-16'. Attic 1	
SCBA	6 Scott 4.5 with 6 spare bottles	
Hose	1 ¾" 500' / 2 ½" 500' / 3" 400' / 5" 1000'	
Exhaust Fans	1	
Generator	10 KW	
Additional Equipment:	K-12 Partner saw	Stihl Chainsaw
Cutters Edge Chain Saw	Stokes basket	Hi-angle equipment with 4-1
Hydra ram	750 cc circular saw	Miscellaneous Hand tools

Station	34-2	
Vehicle #	34-2-27	
Year / Make / Model	2006 Pierce Enforcer	
VIN#	4P1CE01T26A006271	
License Plate	MG72511	
Axles	Single	
Pump and Type	1500 GMP Hale	
Water Tank Size / GPM	750 Gallon / 30 Gallon Foam	
Vehicle Usage	Pumper	
Ladders	Extension: 1-24', 1-14'. Roof: 1-10'. Attic 1	
SCBA	8 Scott 4.5 with 8 spare bottles	
Hose	1 ¾" – 1050' / 2 ½" – 500' / 5" = 1450'	
Exhaust Fans	1 Super Vac	
Generator	Harrison / 10KW	
Additional Equipment:	Stihl Roof Saw	K-12 Partner Saw
Porta Power	O Rae Multi Gas Detector	Cardiac Science AED
Miscellaneous Hand Tools		

Station	34-2	
Vehicle #	34-2-86	
Year / Make / Model	2017 Pierce Enforcer Air & Light Truck	
VIN#	4P1BBAGF0JA018505	
License Plate	28449MG	
Axles	Single	
Pump and Type	n/a	
Water Tank Size / GPM	n/a	
Vehicle Usage	Light and Air Unit	
Ladders	n/a	
SCBA	4 Scott 4.5 / 8 Spare bottles	
Hose	n/a	
Exhaust Fans	n/a	
Generator	40 KW Mac	
Additional Equipment:	SCBA Filling Station	2 Haz Mat bags
Light Tower	Electric K-12 Saw	4 Tripod Lights
1 Stihl Roof Saw	2 Electrical Reels and Junction boxes	

Station	34-3	
Vehicle #	34-3-75	
Year / Make / Model	2007 Pierce Enforcer	
VIN#	4P1CE01T87A006808	
License Plate	MG86456	

Axles	Single	
Pump and Type	1500 GPM Hale	
Water Tank Size / GPM	750 Gallons / 30 Gallon Foam Tank	
Vehicle Usage	Pumper	
Ladders	Extension: 1-24', 1-14'. Roof: 1-10'. Attic 1	
SCBA	8 Scott 4.5 with 8 spare bottles	
Hose	1 ¾' - 900' / 3" - 500' / 2 ½" - 300' / 5" = 1400'	
Exhaust Fans	1 Super Vac	
Generator	Harrison / 10KW	
<b>Additional Equipment:</b>	Cutters Edge Chain Saw	2 - 16" exhaust fans
1 K-950 Partner Saw	1 ORae Multi-gas meter	Miscellaneous Hand Tools

Station	34-3	
Vehicle #	34-3-76	
Year / Make / Model	2015 Pierce Arrow XT	
VIN#	4P1BAAGF1FA015302	
License Plate	16277MG	
Axles	Single	
Pump and Type	2275 GPM Hale	
Water Tank Size / GPM	750 Gallons / 30 Gallon Foam	
Vehicle Usage	Extension: 1-24'. Roof: 1-14'. Attic 2	
Ladders	8 Scott 4.5 with 8 spare bottles	
SCBA	1 ¾' - 800' / 3" - 500' / 2 ½" - 500' / 5" = 1900'	
Hose	1 16" and 1 PPV	
Exhaust Fans	Mart Power 10kw	
Generator		
<b>Additional Equipment:</b>	1 Stack tip deck gun	1 RIT Pak
1 Stihl Roof Chain Saw	1 Light Tower	2 Therman Imaging Cameras
1 ORae II meter	1 Combustible gas meter	1 Stokes basket
Miscellaneous Hand Tools	First aid kit with oxygen	

Station	34-4	
Vehicle #	34-4-75	
Year / Make / Model	2007 Pierce Enforcer	
VIN#	4PICE01T87A006808	
License Plate	MG73629	
Axles	Single	
Pump and Type	1500 GPM Hale	

Water Tank Size / GPM	750	
Vehicle Usage	Pumper	
Ladders	Extension: 1-24', 1-14'. Roof: 1-10'. Attic 1	
SCBA	8 Scott 4.5 with 8 spare bottles	
Hose	1 ¾" – 950' / 3" – 350' / 2 ½" – 600' / 5" = 1400' / 1" Booster 200'	
Exhaust Fans	1 12" / 1 PPV	
Generator	Harrison / 10KW	
<b>Additional Equipment:</b>	Cutters Edge	K-12 Partner Saw
2 Deluge Water Monitors	1 Porta Power	1 ORae Multi Gas Meter
Miscellaneous Cribbing	Extrication tools: Cutter / Spreader, Ram, 2 pumps	2 Thermal Imagers
Combustible Gas Detector	Stokes Basket	Miscellaneous Hand Tools
Miscellaneous Ropes / Rigging	RIT Air Pack	Cardia Science AED
Station	34-4	
Vehicle #	34-4-90	
Year / Make / Model	2009 Crimson Spartan Tower Ladder	
VIN#	4S7AX2C949C071184	
License Plate	MG88476	
Axles	Tandem	
Pump and Type		
Water Tank Size / GPM		
Vehicle Usage	100 Ft Towe Ladder with Dual Monitors	
Ladders	Extension: 1-34', 2-24', 2-28'. Roof: 1-16', 1-14'. Attic 2	
SCBA	8 Scott 4.5 with 8 spare bottles	
Hose	1 ¾" – 120' / 3" – 40' / 5" = 100'	
Exhaust Fans	2 Super Vac	
Generator	Harrison / 15KW	
<b>Additional Equipment:</b>	Cutters Edge Chain Saw	Cardiac Science AED
Gas Cutting Torch	Stokes Basket	Stacked Tip Deck Gun
RIT Air Pack	K-950 Partner Saw	1 Stihl Chain Saw
1 Confined Space Tripod	4 Ska-Packs	1 Ththermal Imager
1 Combustible Gas Meter	Assorted Class 3 Harnesses and safety gear	Air Cart
Assorted Safety Ropes / High Angle Rescue Equipment	Assorted Hand Toold	Grip Hoist
Floor and Bottle Jacks		

Station	34
Vehicle #	34-74
Year / Make / Model	2014 Pierce Arrow XT
VIN#	4P1CA01D7EZ014272
License Plate	MG10573
Axles	Single

Pump and Type	1500 GPM Hale	
Water Tank Size / GPM	750 Gallons / 30 Gallon Foam	
Vehicle Usage	Pumper	
Ladders	Extension: 1-24'. Roof: 1-14'. Attic 1	
SCBA	7 Scott 4.5 with 6 spare bottles	
Hose	1 ¾" – 1100' / 3" – 400' / 2 ½" – 700' / 5" = 1300' 1" Forestry Hose 150'	
Exhaust Fans	1 Super Vac / 1 PPV	
Generator	Harrison / 10KW	
Additional Equipment:	Stihl Chain Saw	K-950 Partner Saw
First Aid Kit	Cardia Science AED	3 Thermal Imagers
Multi Gas Meter	Combustible Gas Meter	1 RIT Pack
Spill Response Kits	Purple K Extinguisher	HazMat Level B Suits
CBRNE Respirators	MCI Bag	Burn Kit
Patient Moving Devices	Stokes Basket	Search Rope
Hydra Ram	Portable monitor	Deck Gun

Station	34	
Vehicle #	34-6-31	
Year / Make / Model	2018 Chevy Tahoe	
VIN#	1FM5K8B89DG08255	
License Plate	MG94445	
Vehicle Usage	Fire Prevention	
Additional Equipment:		

Station	34	
Vehicle #	34-6-30	
Year / Make / Model	2018 Chevy Tahoe	
VIN#	1FM5K8B82DGC21187	
License Plate	MG96783	
Vehicle Usage	Fire Official	
Additional Equipment:		

Station	34	
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Vehicle #	34-98	
Year / Make / Model	2020 Ford F 350 Pick-up / Utility	
VIN#		
License Plate	MG76678	
Vehicle Usage	Career Utility	
Additional Equipment:		

Station	34	
Vehicle #	34-86	
Year / Make / Model	2012 Ford F350 Pick-up with Plow	
VIN#	1FTBF3BT7CEA17112	
License Plate	MG92340	
Vehicle Usage	Utility	
Additional Equipment:		

Station	34	
Vehicle #	34-66	
Year / Make / Model	2016 Chevy Tahoe	
VIN#		
License Plate	23362MG	
Vehicle Usage	Fire Chief SUV	
Additional Equipment:		

Station	34	
Vehicle #	34-67	
Year / Make / Model	2016 Chevy Tahoe	
VIN#		
License Plate	23363MG	
Vehicle Usage	Fire Chief SUV	
Additional Equipment:		

**FRA-5  
Communications Capabilities**

All radios have access to the full spectrum of frequencies available to municipalities through the Monmouth County Sheriff's trunked and digital system, in addition to all countywide and statewide inter-operability frequencies.

All vehicles and all officers carry radios with their capabilities.

Frequencies included, but not limited to, in each NFD mobile and handheld radio:

LAN Response  
Neptune OEM  
Neptune Fire VHF  
Monmouth County Fire VHF  
Monmouth County EMS  
Events  
Interop  
NCS  
State Forest Fire Service  
VTAC  
U/5 TAC  
7/8 TAC  
Local Ops  
SPEN  
Marine  
Hospitals  
Fire North, South, and Central



STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
FIRE AND RESCUE ANNEX CHECKLIST

I. INTRODUCTION

O-FR1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

O-FR2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

O-FR2,II-B \_\_\_\_\_ B. List publications and guidance material used for Fire and Rescue Annex development or operational guidance.

III. PURPOSE

O-FR3,III, \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Fire and Rescue Annex.

IV. SITUATION

Provide statements that briefly describe the Fire and Rescue organization and its capabilities to deal with identified hazards.

O-FR3,IV-A \_\_\_\_\_ A. Identify the fire fighting organization in your jurisdiction including the number of fire districts. State whether or not the districts are independent or under a unified command.

O-FR3,IV-B \_\_\_\_\_ B. Identify the following for each fire district:

O-FR3,IV,B1 \_\_\_\_\_ 1. Number of fire stations.

O-FR3-IV-B2 \_\_\_\_\_ 2. Number of active members broken down into full-time paid, part-time paid, and volunteer. (Also refer to FRA-1)

O-FR3,IV,B3 \_\_\_\_\_ 3. Number and type of motorized apparatus. (Also refer to FRA-4)

O-FR3,IV,B4 \_\_\_\_\_ 4. Significant fire hazards (chemical companies, propane storage yard, etc.). (Also refer to HMA-1,2)

O-FR3,IV,C C. Identify the primary and alternate dispatch centers for the Fire Service. (Also refer to AWCA-5)

O-FR3,IV,D D. Identify the communications capability of your Fire Service including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication.

O-FR3-IV-E E. Identify any special fire fighting capability (foam trucks, haz mat team, etc.). (Also refer to FRA-4)

## V. OPERATIONS AND CONTROL

O-FR5,V,A A. Describe Fire and Rescue actions to be taken during periods of heightened risk including:

O-FR4,V,A1 1. Establish from where Fire and Rescue direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

O-FR4,V,A2 2. Provide for the verification of current recall rosters for the Fire and Rescue Group. (Also refer to FRA-2)

O-FR4,V,A3 3. Tell how Fire and Rescue supervisor staffing will be provided on a 24-hour basis. (Also refer to FRA-2)

O-FR4,V,B B. Describe how the Fire and Rescue Group interacts with other Emergency Groups during an emergency including:

O-FR4,V,B1 1. Designation of a Fire and Rescue representative, by title, to report to the EOC during an emergency.

O-FR4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

O-FR4-V-B3 3. Describe how your Fire Service uses the Incident Command System (ICS) to handle emergency situations or identify a time table for adoption of the ICS.

O-FR4,C C. Describe how fire and rescue units are dispatched including how additional personnel and equipment are called in. (Also refer to AWCA-5)

O-FR4,D D. Describe the command system for major fires in which more than one district's or jurisdiction's forces are involved.

O-FR4,E E. Describe the procedure for the rescue of injured people during emergency operations, accidents or other situations. (if applicable)

## VI. RESPONSIBILITIES

O-FR5,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Fire and Rescue emergency response.

O-FR5,VI,B B. List SOP's that address how the Fire and Rescue Group will accomplish the assigned tasks. If none, so state. (Also refer to FRA-3)

O-FR5,VI,C C. Identify Fire and Rescue mutual aid agreements. If none, so state. (Also refer to FRA-1)

O-FR5,VI,D D. Identify who, by title, is responsible for fire protection and inspection in emergency shelters.

O-FR5,VI,E E. Detail support assignments for the Fire and Rescue Service as specified in other annexes such as: Evacuation, Alert and Warning, Hazardous Materials, etc. (Attachments as required) (Also refer to BPA-3)

## VII. CONTINUITY OF GOVERNMENT

O-FR5,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

O-FR5,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

O-FR5,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Fire and Rescue functions.

O-FR5,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Fire and Rescue Group.

O-FR5,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

O-FR6,IXA A. Identify the office or individual, by title, that is responsible for the maintenance of the Fire and Rescue Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

O-FR6,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

O-FR6-X List definitions/explanations of terms and acronyms used in the Fire and Rescue Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

O-FR7 FRA 1 Fire Mutual Aid Agreements.

O-FR8 FRA 2 Recall/Duty Roster.

O-FR9 FRA 3 Fire SOP's.

O-FR10 FRA 4 Resource/Equipment List

O-FR11 FRA 5 Communications Capabilities

FIRE & RESCUE ANNEX - OCEAN GROVE FIRE DISTRICT

TOWNSHIP OF NEPTUNE

COUNTY OF MONMOUTH

STATE OF NEW JERSEY

**I. INTRODUCTION**

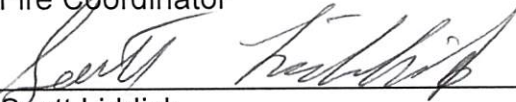
**A. Statement of approval:**

The Fire & Rescue Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Fire Coordinator and is hereby approved. This annex supersedes any previously written Emergency Fire & Rescue Annexes.

Approval date: 04-24-2023



David M. Shotwell Jr.  
Fire Coordinator



Scott Liddick  
Deputy Fire Coordinator



Fire Chief  
Joshua Hansen



Michael J. Bascom  
Emergency Management Coordinator

**II. AUTHORITY AND REFERENCES**

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. OEM Directive No. 33, Procedures in Requesting Aid as a Result of Fires
  - b. N.J.S.A. 40A:14-7 Creation and Establishment of Fire Departments and Forces
  - c. N.J.S.A. 52:27D-192 Uniform Fire Safety Act
3. County
  - a. As cited in the Basic Plan
4. Municipal
  - a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

1. Federal
  - a. FEMA Disaster Operations, CPG 1-6, 1980
  - b. National Fire Protection Handbook
  - c. National Fire Protection Association Standards
2. State
  - a. N.J.A.C. 5:18 Uniform Fire Code
  - b. N.J.A.C. 5:18A Fire Code Enforcement
  - c. N.J.A.C. 5:18B High Level Alarms
3. County
  - a. As cited in the Basic Plan
4. Municipal
  - a. Standard Operating Procedures of Ocean Grove Fire District

### **III. PURPOSE**

A. The purpose of this Fire & Rescue Annex is to define and to provide guidance for the development and operation of a viable fire and rescue program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The Ocean Grove Fire Companies respond as one department to all fire calls in their area, when responding they are under the command of the Ocean Grove Fire Chief, the First Assistant Fire Chief and the Second Assistant Fire Chief.

B.1. There are two firehouses in the Ocean Grove Fire District, namely the Eagle Firehouse on Main Avenue and the Olin Street Firehouse on Olin Street.

2. Ocean Grove Fire District employs one full-time paid firefighter who is also a part-time paid fire prevention officer, and a part time paid fire inspector. There are approximately 36 active volunteer firefighters in Ocean Grove Fire District. (See FRA-3)

3. Ocean Grove Fire District currently has in service the following motorized apparatus; 4 pumpers, 2 aerial trucks, 1 fire police van, 1 fire inspector vehicle and 1 chief vehicle. (See FRA-4)

4. Significant fire hazards in the Ocean Grove Fire District include; one assisted living facility with an Alzheimer / dementia unit, one skilled nursing and rehabilitation facility, the Ocean Grove Auditorium, the Performing Arts Center, two former, currently unoccupied hotels in derelict condition, and several operating hotels. (See HMA-1,2)

C. The primary dispatch center for fire services in Neptune Township is the Monmouth County dispatch center. The secondary dispatch for fire services is located at the Neptune Emergency Management facility. Other alternate dispatch centers during an emergency would include Washington Firehouse Base station, Neptune Fire Department Base 2 and the Mobile EOC.

D. Attachment FRA-5 lists the communications abilities of the fire services within the Ocean Grove Fire District.

E. Each Ocean Grove Fire District Engine Company carries foam. (See FRA-4)

## **V. OPERATIONS AND CONTROL**

A. Fire and Rescue actions to be taken during periods of heightened risk include;

1. Fire and rescue direction and control will emanate from the EOC.
2. The Fire Coordinator shall maintain and update recall rosters for the fire and rescue group, said rosters will be maintained in the EOC.
3. The Fire Coordinator will rotate staffing of the EOC in 12-hour shifts to ensure qualified staffing on a 24-hour basis.

B. The Fire and Rescue Group interacts with other emergency groups during an emergency as follows;

1. The Fire Coordinator will respond to the EOC during an Emergency.
2. The field Officer In Charge will report appropriate information to the Fire Coordinator in the EOC via radio and telephone through the Communications Officer.
3. All Firefighters have received Incident Command System/NIMS training. Said management system is utilized at Hazardous Material incidents. The Incident Command System / NIMS is utilized at all fire calls by the Ocean Grove Fire District.

C. Fire and Rescue personnel are dispatched via a radio paging system by the Monmouth County Dispatcher. Additional manpower is requested in the same manner. The entire District is notified by one tone activation which will be followed by a voice message.

D. During a major fire for which more than one fire district is involved the officer in charge would command the fire-ground, and the Fire Coordinator would coordinate all requests from the officer in charge.

E. The fire district SOP's outline the procedure for the rescue of injured people during an emergency. All fire rescues during an emergency will be coordinated by the Fire Coordinator and directed by the Fire Officer in Charge.



## **VI. RESPONSIBILITIES**

A. The Fire Coordinator is responsible for implementing this annex and directing the Fire and Rescue emergency response with the Fire Chief.

B. SOP's for the Ocean Grove Fire District are maintained in EOC.

C. As required by the state and approved by the Monmouth County Fire Marshal's Office, Ocean Grove has a Mutual Aid Response Plan (MARF) on file with the Monmouth County Fire Marshal. There are no other written or verbal Mutual Aid Agreements other than the MARF. Monmouth County dispatch creates run cards for dispatch at the direction of the Monmouth County Fire Marshal. See FRA-1.

D. The Fire Coordinator is responsible for fire protection in emergency shelters.

## **VII. CONTINUITY OF GOVERNMENT FOR FIRE AND RESCUE**

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

1. Fire Chief
2. Asst. Fire Chief

1. Fire Coordinator
2. Deputy Fire Coordinator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Fire Coordinator is responsible for maintenance of all records and reports required for the fire and rescue functions in an emergency.

B. The Fire Coordinator is responsible for records of expenditures for the fire and rescue functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex and in the department SOP's

The Fire Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Fire Coordinator is responsible for the maintenance of the Fire & Rescue Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Fire Coordinator is responsible for review and updating of the Fire & Rescue Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. No terms or acronyms were used in addition to those defined in the Basic Plan.

## **XI. REQUIRED APPENDICES AND ATTACHEMENTS**

FRA 1	Mutual Aid Agreements
FRA 2	Recall / Duty Roster
FRA 3	Fire SOP's
FRA 4	Resource Equipment List
FRA 5	Fire Communications Capabilities

## **FRA - 1**

The Fire District participates in the Monmouth County Fire Marshal's Mutual Aid Response Program. In addition, Neptune Township participates in the Monmouth County "Countywide" Mutual Aid Agreement.

**FRA - 3**  
**FIRE SOP'S**  
(on file)

**FRA-4**  
**RESOURCE EQUIPMENT LIST**

- 1989 Sutphen 100 foot platform tower
- 2003 Seagrave 75 foot aerial ladder
- 2014 Toyne engine (CAFS pumper)
- 1986 Pierce engine (pumper)
- 1997 Saulsbury engine (pumper)
- 1993 Pierce engine (pumper)
- 2015 Chevy Tahoe (Chief's car)
- 2018 GMC Sierra 2500 (Fire Inspector's truck)
- 2007 Ford 10 passenger van (Fire Police)

**FRA-5  
Communications Capabilities**

All radios have access to the full spectrum of frequencies available to municipalities through the Monmouth County Sheriff's trunked and digital system, in addition to all countywide and statewide inter-operability frequencies.

All vehicles and all officers carry radios with their capabilities.

Frequencies included, but not limited to, in each OGF D mobile and handheld radio:

LAN Response  
Neptune OEM  
Neptune Fire VHF  
Monmouth County Fire VHF  
Monmouth County EMS  
Events  
Interop  
NCS  
State Forest Fire Service  
VTAC  
U/5 TAC  
7/8 TAC  
Local Ops  
SPEN  
Marine  
Hospitals  
Fire North, South, and Central

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
HAZARDOUS MATERIALS ANNEX CHECKLIST

I. INTRODUCTION

HM1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

HM2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

HM2,II,B \_\_\_\_\_ B. List publications and guidance material used for Hazardous Materials Annex development or operational guidance.

III. PURPOSE

HM3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Hazardous Materials Annex.

IV. SITUATION

Provide statements that briefly describe the Hazardous Materials organization and its capabilities to deal with identified hazards.

HM3,IV,A \_\_\_\_\_ A. Identify the primary and support agencies for hazardous materials response in your jurisdiction.

HM4,IV,B \_\_\_\_\_ B. Identify any specially trained hazardous materials response team, including industry teams, serving your jurisdiction. Briefly describe the relationship with your county response organization, if any, (as per agreement under the NJ County Environmental Health Act). (Refer to HMA-6)

HM4,IV,C \_\_\_\_\_ C. Based on information available, describe the hazardous materials threat specific to your jurisdiction including:

HM4,IV,C1 \_\_\_\_\_ 1. Chemical handling facilities. (Also refer to HMA-1)

HM4,IV,C2 \_\_\_\_\_ 2. Main systems used for transporting hazardous materials. (Also refer to HMA-2)

HM4,IV,C3 3. Central ports, transfer stations or storage yards used for shipping or receiving bulk chemicals.

V. OPERATIONS AND CONTROL

HM4,V,A A. Describe Hazardous Materials response actions to be taken during periods of heightened risk including:

HM4,V,A1 1. Outline how the receipt of initial notification of an incident occurs and to whom call outs are made (Also refer to HMA-4).

HM5,V,A2 2. Discuss how incident assessment will be accomplished.

HM5,V,A3 3. Identify the lead agency that will assume control and designate an incident commander.

HM5,V,A4 4. Outline your incident classification scheme. According to NFPA 471 this should match the three levels of responder training. (Level I incidents require defensive actions only; Level II and III incidents can require either defensive or offensive actions) (Also refer to HMA-4)

HM5,V,A5 5. Discuss the process for activating a multi-agency response from both inside and outside your jurisdiction.

HM5,V,A6 6. Establish from where direction and control will emanate. (Usually a command post)

HM6,V,A7 7. Describe how your jurisdiction implements the Incident Command System (ICS), or identify a time table for adoption of the ICS. (Also refer to HMA-4)

HM6,V,A8 8. Identify the agency in charge of any "offensive" actions that may be required to bring the incident under control. (Haz Mat Team, NJDEP)

HM6,V,B B. Provide a table of estimated response times for all agencies involved in hazardous materials response. Include county forces, NJDEP, NJOEM, USCG, and USEPA. Cover times for both normal response and severe conditions (weather, etc.)



HM6,V,C C. Describe special communications frequencies or procedures, if any, unique to hazardous materials response. (Refer to AWCA-5)

HM7,V,D D. Assure that clean-up operations are coordinated with the NJDEP (or representative county level group). Describe special local ordinances, if any, governing clean-up and cost recovery from the responsible party. (Refer to Section-II of this Annex)

## VI. RESPONSIBILITIES

HM7,VI,A A. Identify who, by title, is responsible for implementing this Annex and directing the hazardous materials emergency response.

HM7,VI,B B. List SOP's that address how the Hazardous Materials Group will accomplish the assigned tasks. If none, so state. (Also refer to HMA-4)

HM7,VI,C C. Identify any Hazardous Materials mutual aid agreements. If none, so state. (Also refer to HMA-6)

HM7,VI,D D. Identify who, by title, is responsible for coordinating hazardous materials training in your jurisdiction. (Details of your program should be referred to HMA-7)

HM7,VI,E E. If exposure to a hazardous substance is possible, assure that self-contained breathing apparatuses will be worn.

HM8,VI,F F. Assure that any donning of personal protective equipment shall be done only by properly trained responders and in accordance with established procedures (and OSHA Law).

HM8,VI,G G. Provide for limiting and controlling the number of persons entering the "hot zone".

HM8,VI,H H. For hazardous materials team responses, assure that the "buddy system" of groups of two or more responders is implemented.

HM8,VI,I I. Provide for back-up and advanced first aid personnel on stand-by at incidents scenes.

HM8,VI,J J. Identify the agency responsible for providing safety monitoring and decontamination.

HM8,VI,K K. Assure capability to receive and treat injured and/or contaminated persons at nearby hospitals.

HM8,VI,L L. Provide for site security to establish safe distances and places of refuge for both emergency workers and the public.

HM8,VI,M M. Identify the agency in charge of your medical surveillance program and annual physicals for team members or specialists, and provide for maintaining exposure records for all response personnel. (In accordance with OSHA Law)

HM8,VI,N N. Provide a maintenance and calibration program for your jurisdiction's hazardous materials response equipment. The program should follow manufacturers and NFPA recommended practices.

HM8,VI,O O. Identify a coordinator for your jurisdiction's hazardous materials public information and education program.

## VII. CONTINUITY OF GOVERNMENT

HM9,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions specific to hazardous materials response operations.

HM9,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

HM9,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Hazardous Materials functions.

HM9,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Hazardous Materials Group.

HM10,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to HMA-5 and RMA-8)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

HM10,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Hazardous Materials Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

HM10,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

## X. DEFINITIONS

HM10,X List definitions/explanations of terms and acronyms used in the Hazardous Materials Annex.

## XI. ATTACHMENTS

(These attachments must be included with the Plan unless special arrangements have been made with the NJOEM HMERP Unit.)

HM13 HMA-1 Chemical Handling Facilities a listing (name, address, contact person and phone number) of facilities subject to and broken down by SARA, Toxic Catastrophe Prevention Act (TCPA), or NJ Right-To-Know (RTK) regulations which pose a threat to your jurisdiction. Identify if an Emergency Response Reference Guide has been prepared by the facility and where it is filed for emergency use.

HM14 HMA-2 Facilities Location, Transportation and Vulnerability Map

A local map of the facilities described in HMA-1 along with the major routes used to transport hazardous materials to and from these facilities and through your jurisdiction. Establish a circle of vulnerability for each of the facilities and routes depending on the chemicals, quantities and operations involved. Also map the special facilities identified in your Law Enforcement and Evacuation Annexes to identify their proximity to your chemical handling facilities.

HM15 HMA-3 Hazardous materials evacuation and traffic rerouting special evacuation and traffic rerouting procedures beyond the scope of the Evacuation Annex for each of the facilities and transportation routes identified in HMA-1 and HMA-2. If you are in a heavily industrialized region you may want to prepare procedures for areas around groups of facilities.

HM16 HMA-4 Hazardous materials SOP's list and describe any hazardous materials specific SOP's. (Include such things as notification, assessment, incident classification levels, ICS, public warning messages, etc.)

HM19 HMA-5 Hazardous materials resources list any resources that you have specific to hazardous materials response and outline a brief procedure for accessing them. (If none, so state)

HM21

HMA-6 Hazardous materials agreements describe any verbal or formal agreements specific to hazardous materials response. Detail services available from industry teams as well as your county response organization (as per NJ County Environmental Health Act agreement with the NJDEP). (If none, so state)

HM22

HMA-7 Hazardous materials training according to OSHA Law 29-CFR-1910.120, as of March 6, 1990 all personnel who may come in contact with a hazardous material during the normal course of their duties must have training specific to their level of involvement. You must establish a program which assures that:

Training will be provided according to responder function.

All new employees will be properly trained within 30 days of employment.

Training levels are targeted for each agency (for example, Police - Awareness; Fire - Awareness and Operational; First Aid - EMS Basic; etc.).

Training will involve instruction in use and adoption of the Incident Command System.

Annual refresher training and exercising will be provided.

2023

**HAZARDOUS MATERIALS ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**Statement of approval:**

The Hazardous Materials Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and is hereby approved. This Annex supersedes any previously written Hazardous Materials Annexes. Fire Chief signatures indicate Fire District approval.

Approval date: 04-24-2023



Michael Bascom  
Emergency Management Coordinator



Michael DiLeo  
Deputy Emergency Management Coordinator  
Hazardous Materials Team Leader

## **II. AUTHORITIES AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### 1. Federal

- a. Emergency Planning and Community Right-To-Know Act of 1986, PL 99-499. (SARA Title-III)
- b. Public Employees Occupational Health and Safety Administration 29 CFR 1910.120
- c. Mobile REMM, Dept of Health and Human Services
- d. Hazardous Materials Incidents, Guidance for State, Local, Tribal, Territorial, and Private Sector Partners, FEMA, 2019

#### 2. State

- a. N.J.S.A. 13:1K-16 & 17, Notification of the NJDEP Hotline.
- b. N.J.S.A. 26:3A2-21, County Environmental Health Act.
- c. Other state statutes and directives as listed in "New Jersey Laws Applicable to Hazardous Materials Response and Planning", NJOEM.

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. Hazardous Materials Emergency Planning Guide, NRT-1, NRC.
- b. Emergency Response Guidebook, USDOT.
- c. Chemical Hazards Response Information System (CHRIS) manuals, USDOT/USCG.
- d. NIOSH Pocket Guide to Chemical Hazards, US Dept. of Health and Human Services.
- e. Chemical Companion Emergency Response Decision Support System

#### 2. State

- a. NJ Hazardous Materials Emergency Response Courses, NJOEM.
- b. NJ Hazardous Substance Fact Sheets, NJDOH.

- c. Guidelines for Public Evacuation, NJOEM.
- d. Preparing a Traffic Diversion Capability, NJOEM.
- e. Emergency Response Reference Guide for Chemical Handling Facilities.

### 3. County

- a. As cited in the Basic Plan

### 4. Municipal

- a. Neptune Township Municipal Code 20-1.1 - Regulating Hazardous Materials Releases

### 5. Other

- a. Emergency Handling of Hazardous Materials in Surface Transportation, Association of American Railroads.
- b. Hawley's Condensed Chemical Dictionary, revised by Sax and Lewis.
- c. Hazmat IQ training program and SOPs
- d. Ask Rail, North American Class I Railroads

## **III. PURPOSE**

A. The purpose of the Hazardous Materials Annex is to define and to provide guidance for the development and operation of a viable hazardous materials program during any emergency or disaster situation and to ensure completion of required emergency actions.

## **IV. SITUATION**

A. The Office of Emergency Management is the primary response agency for hazardous materials incidents in Neptune Township. The primary responsibility is shared with the Neptune and Ocean Grove Fire Districts for such scenes that may involve fire or a reasonable threat thereof and releases of unknown substances in which the fire threat cannot be determined. The Office of Emergency Management has a New Jersey State Police designated Class I CBRNE - Hazardous Materials Response Team of approximately 20 volunteers and utilizes the resources of various departments of the Township of Neptune. Agencies that support this response include the Fire Department, Police Department, Emergency Medical Services and the Department of Public Works.

B. Neptune Township is under contract with the Monmouth County Health Department as part of the NJ County Environmental Health Act. Neptune Township is also a member of the Monmouth County HazMat Task Force comprised of four (4) Hazardous Materials Response Teams.

C. Based upon available information, below are specific hazardous materials threats to Neptune Township;

1. New Jersey American Water Company (Chlorine) (EPCRA)  
Township of Neptune Sewerage Authority (Sodium Hypochlorite Solution)  
Jersey Shore University Medical Center (various, including radiological)  
Toll Compaction (various)  
MDS Pharmaceuticals (various)  
Various medical laboratories contain radioactive isotopes for testing  
Excelsior – Medline Industries (EPCRA)  
Home Depot (EPCRA)  
Verizon New Jersey (EPCRA)  
(See HMA-1)
2. Highways 18,33,35,66,and 71  
NJ Transit & Conrail Railroad  
Shark River Inlet  
Assorted chemicals and hazardous materials are transported throughout Neptune Township in various container types.
3. There are no ports or transfer stations in Neptune

## **V. OPERATIONS AND CONTROL**

A. Heightened risk actions.

1. The Monmouth County Sheriff's Office – Communications Division dispatcher normally receives initial notification of a hazardous materials incident, if there is a fire or threat thereof, or a release of an unknown substance in which the fire threat cannot be determined, initial notifications will be as follows;

- a. Simultaneous Dispatch of;  
Emergency Management  
Fire Department  
First Aid
- b. Zone Patrol unit

If there is no fire involvement or threat thereof, and no presence of unidentified substances that are not contained, initial notifications will be as follows;



a. Emergency Management

b. Zone Patrol unit

2. The first arriving unit will assess the situation before approaching in an "Awareness Level" technique while staying outside of any potentially dangerous area. The first arriving unit should ensure others do not approach the scene until the hazards are further assessed by emergency responders trained in Hazardous Materials. This unit will report findings to responding units to ensure safety. This unit will also notify Emergency Management of findings, so OEM may initiate secondary notifications as needed.

3. The Office of Emergency Management will be the lead agency at any hazardous material incident where there is no fire involvement. The OEMC will appoint an Incident Commander in this situation. If there is an actual fire incident, the Fire Chief and OEM representative will create a Unified Command, and an OEM HazMat representative will fill the Hazardous Materials Branch Director position. In situations where there is a threat of fire or the fire threat cannot be determined, the OEMC and Fire Chief will work in a Unified Command structure.

4. According to NFPA Standards, emergency responders are to utilize a system for classifying incidents. As outlined in the New Jersey Hazardous Materials Emergency Response Course, this classification scheme is broken down into three categories which are based on the three levels of response function. Level-I incidents involve minor situations requiring only defensive actions. Level-II incidents often require only defensive actions, but may involve some offensive response. Level-III incidents require more involved defensive and offensive actions, and will most likely involve considerations such as public exposure and/or evacuation. A full layout of the classification scheme is provided in HMA-4

5. To activate a multi-agency response to a hazardous material situation, the county dispatcher will notify the Office of Emergency Management, Fire Department and Emergency Medical Services via radio and cellular paging devices. Outside agencies will be requested by the OEM via county radio and/or telephone.

6. It is impossible to predict the proper response to all hazardous materials incidents in advance of an actual occurrence. In most cases, however, the response will be directed through a command post operation. For situations requiring large scale evacuation and multi-agency coordination the EOC may also be activated. This decision will be made by the Incident Commander in consultation with the Emergency Management Coordinator, if not the Incident Commander and any department heads present on-scene. In either case, the command post operation will remain as the primary point for direction and control.

7. As required by OSHA 29-CFR-1910.120, the Incident Command System (ICS) is used for directing the response phase to hazardous materials emergencies. There are five functional areas under the ICS, including command, planning, operations, logistics, and finance. Depending on the severity of the situation, the Incident Commander may delegate the responsibility for the remaining four functions of the ICS to the appropriate department heads on-scene. These sub-commanders will report directly to the Incident Commander and will be in command of each of their delegated functions. An expanded description of the five functional areas of the ICS is provided in HMA-4. All Neptune OEM operations are NIMS compliant and all OEM responders are trained in accordance with HSPD-50.

8. The Neptune OEM HazMat Team which can be supported by the Monmouth County Health Department HazMat Team or the Monmouth County HazMat Task Force, can provide offensive actions in hazardous materials situations. Should the situation warrant, NJDEP or a private contractor may be requested.

B. The following table has been prepared as a planning tool to provide emergency responders with a rough idea of how long it will take to muster the necessary support for hazardous materials response.

<b>RESPONDING AGENCY</b>	<b>NORMAL CONDITIONS</b>	<b>SEVERE CONDITIONS</b>
Police Dept	2-3 minutes	5-10 minutes
Fire Dept	3-7 minutes	7-15 minutes
EMS	3-7 minutes	7-15 minutes
OEM	3-7 minutes	7-15 minutes
Health Dept	20-30 minutes	30-60 minutes
Public Works	20-45 minutes	30-60 minutes
County OEM	20-30 minutes	30-60 minutes
NJDEP	30-90 minutes	90-240 minutes
NJOEM	30-60 minutes	60-120 minutes
USEPA	30-90 minutes	90-240 minutes
US Coast Guard	20-30 minutes	30-90 minutes
NJSP Marine Division	20-45 minutes	45-90 minutes
Private contractors	45-120 minutes	120-360 minutes
Monmouth County HazMat TF	30-90 minutes	60-240 minutes

It is important for the first responders to be aware of the anticipated timeframe before assistance from mutual aid resources may arrive to perform advanced or offensive response actions. Procedures will be implemented to notify and activate these agencies as soon as it is determined that their assistance may be needed.

C. Communications with the hazardous materials team will be similar to regular protocol. When outside agencies are requested, county frequencies will be used.

D. The Neptune Township Office of Emergency Management will ensure that proper notifications and responses are requested by the responsible party in all hazardous materials situations. As described herein and in HMA-4, all communications will be coordinated through the Incident Commander. In some cases the OEM will make said notifications to expedite response. NTOEM and The Monmouth County Health Department will supervise all hazardous material clean-up operations, with the exception of those clean-ups regulated by the Neptune Township Construction Department, to ensure compliance with local regulations. In certain situations NTOEM may be overruled by NJDEP or USEPA. Neptune Municipal Code 20-1.1 provides for reimbursement and fines for hazardous material incidents. (See HMA-7)

## **VI. RESPONSIBILITIES**

A. The Emergency Management Coordinator is responsible for implementing this Annex. The Incident Commander will be designated from the lead agency involved in the hazardous material scene, as described in HMA-4, and will be responsible for directing the hazardous materials emergency response with the assistance of the Emergency Management Coordinator if he is not the designated Incident Commander.

B. There are limited written SOPs that address how the hazardous materials functions will be accomplished. (See HMA-4)

C. Agreements for the hazardous materials function are as follows:

1. County Health Department
2. Monmouth County HazMat Task Force

D. The Deputy Emergency Management Coordinator will oversee the training of personnel in the Hazardous Materials function. The Office of Emergency Management will offer Hazardous Materials training to all Neptune Township Emergency Response agencies. Records of such training will be shared with the Fire Districts, EMS Captains and the Police Department. Each agency is ultimately responsible for their own training and the maintenance of their own records. (See HMA-7)

E. If it is determined that due to incident conditions it is possible that emergency responders may be exposed to a hazardous substance, the Incident Commander will assure that Personal Protective Equipment including self-contained breathing apparatuses are worn. The Incident Commander will appoint a Safety Officer, it will be the responsibility of this officer to ensure that responders are outfitted with

protective gear rated to the level of the incident.

F. The Incident Commander will assure that personal protective equipment (PPE) will be worn only by trained qualified emergency responders and will be done in accordance with OSHA Law and established procedures.

G. For incidents requiring the establishment of site control measures, the Incident Commander will limit and control the number of responders entering the "hot zone".

H. If a hazardous materials response team is undertaking offensive actions in order to mitigate an incident, the Incident Commander will assure that responders follow the "buddy system" by working in groups of two or more. A Safety Officer will be appointed to ensure that the response team is utilizing proper offensive tactics and will monitor actions of those in the hot and warm zones.

I. The jurisdictional EMS will provide basic life support services as required. Mobile Intensive Care Units will provide advanced life support services as required.

J. The Incident Commander will be responsible for assigning an individual to coordinate on-scene safety monitoring and decontamination as required.

K. Arrangements have been made with Jersey Shore University Medical Center for receiving and treating citizens and/or emergency responders injured and/or contaminated as a result a hazardous materials incident. The Neptune OEM HazMat Team and the Neptune Township Fire Department provide decontamination services to this hospital.

L. The Police Department and Fire Department will be responsible for maintaining safety zones, providing site security and traffic control. The Emergency Medical Services will be responsible for providing places of refuge for both emergency workers and the public.

M. The OEM Coordinator will be responsible for providing and maintaining exposure records for responders. Any responder exhibiting symptoms of exposure shall receive immediate medical attention and follow-up medical surveillance. All Hazmat team members will be provided with an annual physical and medical monitoring evaluation. Records of same will be maintained by the OEM Coordinator with a copy provided to the Hazmat team member.

N. The Deputy OEM Coordinator along with the NJSP CBRNE lab and outside contractors will be responsible for the maintenance and calibration of OEM response equipment according to established procedures which follow manufacturers and NFPA recommended practices.

O. The Emergency Management Coordinator and the Public Information Officer will

be responsible for establishing and coordinating a hazardous materials public information and education program. All information which must be made available to the public will be on file at the Neptune Municipal Building and Library.

## **VII. CONTINUITY OF GOVERNMENT FOR HAZARDOUS MATERIALS**

A. There is a need for a line of succession for the person responsible for hazardous materials response functions in order to ensure continuous leadership, authority and responsibility. This procedure will be consistent with the structure to be used under the Incident Command System.

Therefore, even though individual lines of succession exist for each department, a separate line of succession for hazardous materials response will also be established. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

<u>Annex Development / CBRNE Response</u>	<u>Fire Response</u>
1. Emergency Mgt Coordinator	1. Fire Chief
2. Deputy Coordinator – HazMat	2. Asst Fire Chief
3. Deputy Coordinators (2)	3. Asst Fire Chief / Captains
3. Assist Deputy Coordinators (2)	

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Emergency Management Coordinator is responsible for the maintenance of all records and reports required for the hazardous materials functions in an emergency. In addition, current files will be maintained on all Right-To-Know (EPCRA), SARA, and TCEA facilities in this jurisdiction. Emergency Response Reference Guides will be kept in each emergency vehicle and in the EOC for use during emergencies.

B. The Purchasing Agent is responsible for records of expenditures for the hazardous materials functions in an emergency. Accurate record-keeping is of paramount importance if any future claims are made against a responsible party.

This activity will be coordinated with the NJDEP regional responder in accordance with established procedures.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the Resource Management Annex. The Emergency Management Coordinator will coordinate all requests for supplies and equipment through agreement with neighboring jurisdictions, industry or from the county Office of Emergency Management. (See HMA-5, HMA-6 and RMA-8)

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Emergency Management Coordinator is responsible for the maintenance of the Hazardous Materials Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed to all agencies participating in hazardous materials planning and response.

B. The Emergency Management Coordinator is responsible for review and updating of the Hazardous Materials Annex, SOPs and attachments based on changes or additions to existing hazardous materials laws or directives, and deficiencies identified through drills, exercises and actual emergencies on an annual basis. It is important to note that exercising of the EOP is also required by SARA Title-III, Section 303.

## **X. DEFINITIONS**

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

1. CEHA -N.J.County Environmental Health Act
2. ICS - Incident Command System
3. NFPA - National Fire Protection Association
4. NIOSH - National Institute for Occupational Safety and Health
5. NJDEP - N.J. Department of Environmental Protection
6. NJDOH - N.J. Department of Health
7. NRC –National Response Center
8. OSHA -U.S. Occupational Safety and Health Administration
9. PPE - Personal Protective Equipment
10. RTK - Right-To-Know
11. SARA -U.S. Superfund Amendments and Reauthorization Act
12. SCBA - Self Contained Breathing Apparatus
13. TCPA - N.J. Toxic Catastrophe Prevention Act
14. USCG -U.S. Coast Guard
15. USDOT -U.S. Department of Transportation
16. USEPA -U.S. Environmental Protection Agency

- 17. CBRNE – Chemical, Biological, Radiological, Nuclear & Explosives
- 18. NIMS – National Incident Management System

## XI. APPENDICES

- HMA-1                      Chemical Handling Facilities a listing (name, address, contact person and phone number) of facilities subject to and broken down by SARA, Toxic Catastrophe Prevention Act (TCPA), or NJ Right-To-Know (RTK) regulations which pose a threat to your jurisdiction. Identify if an Emergency Response Reference Guide has been prepared by the facility and where it is filed for emergency use.
- HMA-2                      Facilities Location, Transportation and Vulnerability Map
- A local map of the facilities described in HMA-1 along with the major routes used to transport hazardous materials to and from these facilities and through your jurisdiction. Establish a circle of vulnerability for each of the facilities and routes depending on the chemicals, quantities and operations involved. Also map the special facilities identified in your Law Enforcement and Evacuation Annexes to identify their proximity to your chemical handling facilities.
- HMA-3                      Hazardous materials evacuation and traffic rerouting special evacuation and traffic rerouting procedures beyond the scope of the Evacuation Annex for each of the facilities and transportation routes identified in HMA-1 and HMA-2. If you are in a heavily industrialized region you may want to prepare procedures for areas around groups of facilities.
- HMA-4                      Hazardous materials SOP's list and describe any hazardous materials specific SOP's. (Include such things as notification, assessment, incident classification levels, ICS, public warning messages, etc.)
- HMA-5                      Hazardous materials resources list any resources that you have specific to hazardous materials response and outline a brief procedure for accessing them. (If none, so state)

HMA-6 Hazardous materials agreements describe any verbal or formal agreements specific to hazardous materials response. Detail services available from industry teams as well as your county response organization (as per NJ County Environmental Health Act agreement with the NJDEP). (If none, so state)

HMA-7 Hazardous materials training according to OSHA Law 29-CFR-1910.120, as of March 6, 1990 all personnel who may come in contact with a hazardous material during the normal course of their duties must have training specific to their level of involvement. You must establish a program which assures that:

Training will be provided according to responder function.

All new employees will be properly trained within 30 days of employment.

Training levels are targeted for each agency (for example, Police - Awareness; Fire - Awareness and Operational; First Aid - EMS Basic; etc.).

Training will involve instruction in use and adoption of the Incident Command System.

Annual refresher training and exercising will be provided.



## HMA - 1

### List of TCPA,SARA & R-T-K facilities.

Additional details are on file in the  
Office of Emergency Management

#### TCPA:

New Jersey American Water Co. (EPCRA)  
Old Corlies Avenue

\* - Emergency Response Reference Guide for Chlorine Emergencies is on file in the  
EOC and with the HazMat Team.

#### SARA:

Township of Neptune Sewerage Authority  
Old Corlies Avenue

Jersey Shore University Medical Center  
Route 33

Toll Compaction  
Memorial Drive

R-T-K (EPCRA Required):  
Home Depot (Plan on file)

Verizon of New Jersey

Excelsior Medline

## **HMA-4**

### **Hazardous Materials Response SOG**

Also see Neptune Township OEM Hazardous Materials Response Plan, January 2023 on file in EOC.

#### **INCIDENT NOTIFICATION PROCEDURES**

Upon notification of a hazardous materials incident within the Township of Neptune or its borders, the Neptune Township Police Department will dispatch a patrol vehicle and the Office of Emergency Management. If there is fire involvement, the threat thereof or if the scene involves a substance that is not contained and is not identified and as a result, the threat of fire cannot be determined, the jurisdictional fire company and first aid squad will also be dispatched.

The Fire Department and First Aid Squads will not be dispatched to non-emergency hazardous materials situations (IE.- underground storage tank removals, abandoned drums that are not leaking, haz-mat scene follow-ups, NJDEP Incident Notification reports, and other scenes where there is no immediate threat to the community) unless specifically requested by the OEM OIC.

Upon arrival, the patrol unit will secure the scene and make an initial assessment which will be passed along to other responding agencies. If there is fire involvement, the fire department will assume Incident Command. If there is a threat of fire involvement or if the fire threat cannot be determined in a case where a substance is unknown and is not contained, a unified command will be implemented between the Office of Emergency Management and the Fire Department. If there is no threat of fire, OEM shall designate an IC.

If possible, the type and amount of hazardous materials will be ascertained and containment procedures will be initiated. This information will be forwarded to the NJDEP and a case number will be attained. If assistance is required to control the scene, the NTOEM may contact a private contractor or request assistance from the NJDEP, the Monmouth County Health Department or any other mutual aid Haz-Mat Team. Should the incident threaten the contamination of a waterway, the U.S. Coast Guard, NJSP Marine Division and NJ Fish, Game & Wildlife shall be notified pursuant to their requirements.

Should the incident be of a large enough magnitude to warrant the declaration of an Emergency, the Monmouth County OEM and NJSP OEM will also be notified.

Should the incident involve the closure of a State Highway, or require the assistance of State agencies, the New Jersey Department of Transportation and the New Jersey State Police will be notified.

Should neighboring jurisdictions become threatened by the incident, the MCOEM shall be notified as well as direct notification to the jurisdiction. If necessary, public warning will be initiated in accordance with the Alerting and Warning Annex of the Emergency Operations Plan.

All hazardous materials incidents will be classified by level in accordance with the attached Planning Guide for Determining Hazardous Materials Incident Levels, Response and Training.

As of this time, the Neptune and Ocean Grove Fire Departments have attained Awareness and Operational training for hazardous materials response. The Fire Departments will participate in hazardous materials response at a level which does not exceed the level of their training. Should there be fire involvement, and an approach or rescue is necessary, a coordinated response between the Fire Department and Hazardous Materials Technicians will take place.

The Neptune Township OEM CBRNE-HazMat Team is a New Jersey State Police Class I CBRNE Response Team. The team is staffed by fifteen (15) trained HazMat and CBRNE Technicians and is supported by a Decon / Operations Team that is specifically trained to fulfill their support role. The Neptune Township HazMat Team is sufficiently trained and equipped to handle most Chemical, Biological , Radiological and Nuclear incidents.

#### PUBLIC WARNING PROCEDURES

If deemed necessary by the Incident Commander, the public will be notified of a hazardous materials incident in accordance with the Alerting and Warning Annex of the EOP. This public warning shall be done in the event that such an incident poses an immediate and determinable health risk or an immediate evacuation. Such notification may be made by activation of the Nixle® community notification system or route alerting performed by local emergency service vehicles equipped therefore. In addition, the MCOEM may be requested to activate the Emergency Broadcast System. The NTOEM will also notify local radio stations of evacuation instructions, traffic rerouting and sheltering information.

#### EMERGENCY PERSONNEL ACTIVATION AND RESPONSE PROCEDURES

Emergency personnel will be notified of a hazardous material incident by radio paging devices and/or telephonic paging devices. This notification will provide as much detail as possible so as to prevent unnecessary injuries related to the approach or response to the scene of a hazardous materials incident.

During all hazardous material incidents, the Incident Command System and NIMS principals will be utilized and control will emanate as described in the EOP Hazardous Materials Annex.

All responding agencies will report to the Command Post before entering a hazardous material scene.

Police, Fire, EMS, Emergency Management and Public Works personnel will be notified by the Police Department. All other agencies will be requested by the Office of Emergency Management in coordination with the Incident Commander.

#### CONTRACTOR RESPONSE PROCEDURES

Contractors responding to the scene of a hazardous materials incident will follow the same procedures as the emergency service personnel. They will respond to the Command Post before entering the scene and will prove to be properly trained and equipped before providing assistance. Reimbursement for outside contractors is covered by local Ordinance #1461.

## HMA-5

### EMERGENCY RESPONSE EQUIPMENT

FIRST RESPONSE VEHICLE #34-9-30 2021 Chevrolet Suburban 4 X 4;

Basic First Response Haz-Mat Supplies and ICS materials  
SCBA / , B & C PPE Radiological monitors, Multi-gas monitors,  
HazMat reference materials, communications equipment, EMS  
supplies, fire extinguisher, Mass Casualty  
Supplies and other pertinent equipment.

FIRST RESPONSE VEHICLE #34-9-32 - 2021 Chevrolet Suburban 4 X 4;

Basic First Response Haz-Mat Supplies and ICS materials  
SCBA / Level, B & C PPE Radiological monitors, Multi-gas  
monitors, HazMat reference materials, communications  
equipment, and other pertinent equipment.

FIRST RESPONSE VEHICLE #34-9-35 - 2017 Chevrolet Suburban;

Basic First Response Haz-Mat Supplies and ICS materials  
SCBA / C PPE , Multi-gas monitors, HazMat reference materials,  
communications equipment,  
Supplies and other pertinent equipment.

RESPONSE UNIT- 34-9-87 2012 F-550 Utility Truck

Haz-Mat Containment and Remediation Supplies SCBA , , Multi-  
gas monitors, HazMat reference materials, communications  
equipment, fire extinguisher, Supplied air system,

RESPONSE UNIT – 34-9-86 2016 Spartan Rescue Truck

Haz-Mat Containment and Remediation Supplies,  
Decontamination supplies, ICS materials, SCBA's / Level A, B & C  
PPE, Radiological monitors, Multi-gas monitors, HazMat reference  
materials, communications equipment, EMS supplies, fire  
extinguisher, chlorine kits, FTIR and Raman, Propane flaring,

MOBILE COMMUNICATIONS UNIT – 34-9-97 2014 Ford/ LDV 18' Morgan Olsen

Mobile Communications, including two work stations, three mobile radios, twenty (20) portable radios, video surveillance.

34-9- 55 2017 4x4 Pick-up truck with liftgate

18' ENCLOSED TRAILER – 34-9-HM1-1 HazMat overpack and spill response supplies, rigid boom

18" ENCLOSED TRAILER – 34-9-HM-2 Totes, Overpack drums, Supplies for large incident Rehabilitation.

18' ENCLOSED TRAILER – 34-9-DT Contamination reduction support trailer. Contains 2-3 lane TVI tents, water heater, redress kits, heaters

Bulk Haz-Mat supplies are stored at the Neptune OEM building

MARINE 1 –29' Maycraft Vessel

Waterborne HazMat Response Unit

## **HMA - 6**

### **Haz-Mat Agreements**

Neptune Township has a contractual arrangement with the Monmouth County Health Department for Health services which include specialized hazardous materials response assistance.

Neptune Township also participates in the Monmouth County HazMat Task Force which is a cooperative response unit involving the four (4) Monmouth County HazMat Teams. Participating teams include:

- Monmouth County Health Department
- Neptune Township
- Middletown Township
- Howell Township (Southard Fire Department)

## **HMA-7**

### **HAZARDOUS MATERIALS TRAINING**

The volunteers participating in the Office of Emergency Management Hazardous Materials Response Group are trained to the HazMat, and CBRNE Operational, Technician and Specialist Level of Hazardous Materials training. They have all also been trained in the Incident Command System and attended required Right-to-Know, Hazard Communication, Respiratory Protection, and other appropriate training. Neptune Fire Department, Police Department and First Aid Squad responders are trained to the Awareness or Operational Level.

Responders have also received SCBA, Confined Space and other training relative to hazardous materials response.

Training is updated at least annually in accordance with OSHA 1910.120 through drills, exercises and actual responses. All training is provided based upon responder function. For example, Police are trained to the Awareness Level, Fire is trained to the Operation Level, HazMat Team members are trained to the Technician Level.

All new members and employees are properly trained within thirty (30) days of employment.

All training records are maintained in a personnel file at the Emergency Management Office.



STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
LAW ENFORCEMENT ANNEX CHECKLIST

I. INTRODUCTION

LE,1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

LE3,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

LE3,II,B \_\_\_\_\_ B. List publications and guidance material used for Law Enforcement Annex development or operational guidance.

III. PURPOSE

LE4,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Law Enforcement Annex.

IV. SITUATION

Provide statements that briefly describe the Law Enforcement organization and its capabilities to deal with identified hazards.

LE4,IV,A \_\_\_\_\_ A. Identify the Law Enforcement organization for your jurisdiction to include:

LE4,IV,A,1 \_\_\_\_\_ 1. Number of sworn full and part-time personnel. (Also refer to LEA-5)

LE4,IV,A,2 \_\_\_\_\_ 2. Number of Special Police and Auxiliary Police. (Also refer to LEA-5)

LE4,IV,A,3 \_\_\_\_\_ 3. Number of vehicles. (Also refer to LEA-3)

LE4,IV,A,4 \_\_\_\_\_ 4. Identify any special capabilities or equipment such as hostage teams or bomb squads that you may have. (Also refer to LEA-3)

LE5,IV,B \_\_\_\_\_ B. Identify the components/divisions of the law enforcement organization in your jurisdiction (Patrol, Detective, Communications, etc.).

LE5,IV,C C. Identify the radio communications capability and data retrieval systems available to the law enforcement organization in your jurisdiction. (Also refer to AWCA-5)

LE5,IV,D D. Describe the potential for major crime and civil disturbances along with any special concerns you may have.

LE5,IV,E E. Identify key traffic control points that would have to be staffed in a large scale emergency. (Also refer to BPA-2)

## V. OPERATIONS AND CONTROL

LE5,V,A A. Describe Law Enforcement actions to be taken during periods of heightened risk including:

LE6,V,A,1 1. Establish from where Law Enforcement direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

LE6,V,A,2 2. Provide for the verification of current recall rosters for the Law Enforcement Group. (Also refer to LEA-5)

LE6,V,A,3 3. Tell how Law Enforcement supervisor staffing will be provided on a 24-hour basis.

LE6,V,B B. Describe how the Law Enforcement Group interacts with other Emergency Groups during an emergency including:

LE6,V,B,1 1. Designation of a Law Enforcement representative, by title, to report to the EOC during an emergency.

LE6,V,B,2 2. Procedures for reporting appropriate information to the EOC during an emergency. (Also refer to LEA-4)

LE6,V,B,3 3. Describe how your Law Enforcement Group uses the Incident Command System (ICS) to handle emergency situations or identify a time table for adoption of the ICS.

LE6,V,C C. Describe how law enforcement personnel are dispatched and how additional personnel and equipment are assembled.

LE6,V,D D. Describe the command system to be used when another jurisdiction's forces are used.

LE6,V,E E. Describe how access to evacuated areas and the disaster area would be controlled through the use of staffed traffic control posts.

LE6,V,F F. Describe how prisoners under the jurisdiction's control are relocated in the event of an emergency. (Also refer to LEA-2)

LE6,V,G G. Describe how assistance in handling inquiries and informing families on the status of individuals injured or missing due to a disaster event will be provided.

## VI. RESPONSIBILITIES

LE6,VI,A A. Identify who, by title, is responsible for implementing this Annex and directing the Law Enforcement emergency response.

LE7,VI,B B. List SOP's that address how the Law Enforcement Group will accomplish the assigned tasks. If none, so state. (Also refer to LEA-4)

LE7,VI,C C. Identify Law Enforcement mutual aid agreements. If none, so state. (Also refer to LEA-1)

LE7,VI,D D. Identify who, by title, is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters. (Also refer to LEA-2)

## VII. CONTINUITY OF GOVERNMENT

LE7,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

LE7,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

LE7,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Law Enforcement functions.

LE7,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Law Enforcement Group.

LE7,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to LEA-3 and RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

LE8,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Law Enforcement Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

LE8,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

LE8,X List definitions/explanations of terms and acronyms used in the Law Enforcement Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan unless so noted, but must be available for review by county and regional personnel).

LE9 LEA 1 Mutual Aid Agreement.

LE10 LEA 2 Critical Facilities List (jails, armory, etc.) Include with Plan

LE11 LEA 3 Law Enforcement Resource List.

LE12 LEA 4 Law Enforcement SOP's related to Emergency Management, if any.

LE13 LEA 5 Recall/Duty Roster.

LAW ENFORCEMENT ANNEX

TOWNSHIP OF NEPTUNE

COUNTY OF MONMOUTH

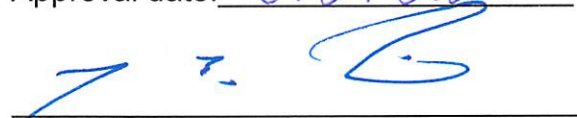
STATE OF NEW JERSEY

I. INTRODUCTION


A. Statement of approval:

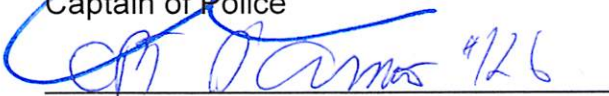
The Law Enforcement Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Chief of Police or designee and is hereby approved. This annex supersedes any previously written Law Enforcement Annexes.

Approval date: 04-24-2023

  
\_\_\_\_\_  
Larry Fisher  
Police Chief

  
\_\_\_\_\_  
Anthony Gualario  
Captain of Police

  
\_\_\_\_\_  
Michael McGhee  
Captain of Police

  
\_\_\_\_\_  
Michael D'Amico  
Captain of Police

  
\_\_\_\_\_  
Michael J. Bascom  
Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### 1. Federal

- a. Emergency Management and Assistance Act of 1980, 44 U.S. Code 2.1

#### 2. State

- a. OEM Directive No. 38, Governor's Proclamation on Auxiliary Police Powers
- b. N.J.S.A. Title 40A, Municipalities & Counties

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. Neptune Township Municipal Code Police Regulations (§ 3-1 – § 3-30.6)

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. As stated in the Basic Plan

#### 2. State

- a. State of New Jersey, Civil Disorders, The Role of Local, County and State Governments, March, 1991

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. NTPD All Hazards SOP Vol. 4, Chapter 2
- b. NTPD Communications SOP Vol. 5, Chapter 4
- c. NTPD Public Information SOP
- d. NTPD Traffic Control SOP

### **III. PURPOSE**

A. The purpose of this Law Enforcement Annex is to define and to provide guidance for the development and operation of a viable law enforcement program during any emergency or disaster situation and to ensure completion or required emergency actions.

### **IV. SITUATION**

A. Below are statements that briefly describe the Law Enforcement organization and its capabilities to deal with identified hazards;

1. There are 78 sworn full-time Police Officers, 6 Class I Special Police Officers, 14 Class II Special Police Officers and 2 Police Information Systems Managers, 1 Police Support Systems Manager, in Neptune Township Police Department. (Table of Organization levels)

2. Neptune Township does not maintain an Auxiliary Police group.

3. The Neptune Police Department maintains 40 vehicles for the law enforcement function. (See LEA-3)

4. Special capabilities of the NTPD include;

a. Street Crimes Unit / School Safety Task Force – A division of police officers, under the direction of a Lieutenant and a Sergeant, who perform targeted patrols and surveillance assignments focused upon improving the quality of life for residents and visitors of Neptune, with a focus on school safety. This team receives specialized training and can be deployed for a wide range of special assignments.

b. Drug Recognition Experts – Two police officers certified and trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol.

c. Rapid Deployment Force – Five police officers assigned to the RDF, an agreement between the Monmouth County Prosecutor's Office, the Monmouth County Chief's of Police Association, and participating police departments who are trained and equipped to respond to quickly augment an agency requesting law enforcement personnel at a critical incident.

d. Active Shooter Partnership – Officers assigned to a group of Monmouth County police departments with an agreement to assist in the event of an active shooter incident.

B. NTPD is comprised of the following divisions;

1. Operations Division - composed of four squads, each squad headed by a Lieutenant, one to two Sergeants and eleven to thirteen Police Officers. The Operations Division is headed by a Captain. The Operations Division includes all patrol officers.
2. Administrative Division – Headed by a Captain and comprised of the Traffic Unit, Community Outreach, Special Law Enforcement Officers, Jailors, Support Services and Technology. The Administrative Division includes the Street Crimes Unit / School Safety Task Force .
3. Professional Standards Division – Headed by a Captain and comprised of the Detective Bureau, Identification Bureau, Records Bureau, Training, Accreditation, Internal Affairs Unit, Public Information, and Communications.

The Chief of Police is the head of the police department and is responsible for the day-to-day operation of the police department.

C. NTPD has to capability to communicate with county, state and surrounding law enforcement agencies via radio. NTPD utilizes the NCIC/SCIC network, the statewide APBNet and the Criminal Justice Information System.(See AWCA-5)

D. There is a potential for major crime and civil disturbance as reflected by major riots in 1970. Neptune is a community with diversely different areas including several major highways, small business districts, large business, low income, moderate income and high income housing.

E. Key traffic control points that should be manned during an emergency may include the following intersections;

1. Route 33 & 35
2. Route 35 & 66
3. Route 35 Bridge
4. Route 33 & 18
5. Route 33 & 71
6. Route 66 & Jumping Brook Road
7. Route 66 & Neptune Boulevard
8. Route 66 & Wayside Road/Asbury Avenue
9. Route 66 & Green Grove Road

## **V. OPERATION AND CONTROL**

A. Actions to be taken by the Law Enforcement group during periods of heightened risk include;



1. Law Enforcement direction and control will emanate from the EOC when activated. When the EOC or CP is not activated, direction and control will emanate from the communications center.

2. The Chief of Police or designee will maintain a current recall roster of Law Enforcement personnel.

3. The Chief of Police or designee will establish 12 hour shifting to provide qualified staffing on a 24 hour basis.

B. To interact with other emergency groups during an emergency;

1. The Chief of Police or designee will respond to the EOC during an emergency.

2. Law Enforcement personnel in the field will report appropriate information to the EOC via radio and/or telephone.

3. The NTPD is compliant with NIMS and utilizes Incident Command System principals on a day to day basis as well as during declared emergencies.

C. Law Enforcement personnel are dispatched via radio by the Monmouth County Sheriff's Department Communications Division. Additional personnel are recalled via telephone and cellular phone.

D. The Chief of Police or designee will direct and control mutual aid law enforcement personnel from the EOC. Mutual aid law enforcement agencies will be grouped with NTPD representatives to ensure proper control.

E. Should an area require evacuation, NTPD would prohibit access to that area by staffing traffic control posts. Said area would also be patrolled by NTPD to inhibit looting.

F. Should prisoners under NTPD control require relocation, NTPD would transport same via our prisoner transport vehicle to the county jail or a contiguous municipal jail.

G. The NTPD dispatcher will transfer all calls relating to the status of victims and their whereabouts during an emergency to the EOC communications officer who will in turn reroute said inquiry to the PIO.

## **VI. RESPONSIBILITIES**

A. The Chief of Police or designee is responsible for implementing this annex and directing the Law Enforcement emergency response.

B. SOP'S that address how the Law Enforcement function will accomplish their emergency response are attached as LEA-4.

C. There are written Mutual aid agreements for the Law Enforcement function. In addition, the Monmouth County Prosecutor has drafted an opinion regarding this subject with which the Neptune Township Police Department will comply. (See LEA-1)

D. The Chief of Police or designee is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, the municipal jail and emergency shelters. (See LEA-2)

## **VII. CONTINUITY OF GOVERNMENT FOR LAW ENFORCEMENT**

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

1. Chief of Police
2. Police Captains (3)
3. Shift Supervisor on Duty

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Chief of Police is responsible for maintenance of all records and reports required for the law enforcement functions in an emergency.

B. The Chief of Police is responsible for records of expenditures for the law enforcement functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex.

The Chief of Police or designee will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Chief of Police is responsible for the maintenance of the Law Enforcement Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Chief of Police is responsible for review and updating of the Law Enforcement Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

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

1. NTPD - Neptune Township Police Department

## **XI. APPENDICES**

LEA 1	Mutual Aid Agreement.
LEA 2	Critical Facilities List (jails, armory, etc.)Include with Plan
LEA 3	Law Enforcement Resource List.
LEA 4	Law Enforcement SOP's related to Emergency Management, if any.
LEA 5	Recall/Duty Roster.

**LEA 1**

**MUTUAL AID AGREEMENTS**

Neptune Township participates in the Monmouth County "Countywide" Mutual Aid Agreement which is on file in the office of the Municipal Clerk.

**LEA 4**

**LAW ENFORCEMENT SOP'S**

Neptune Police Department SOP's are maintained in the Emergency Operations Center.

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
PUBLIC HEALTH ANNEX CHECKLIST

I. INTRODUCTION

PH2,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

PH3,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

PH3,II,B \_\_\_\_\_ B. List publications and guidance material used for Public Health Annex development or operational guidance.

III. PURPOSE

PH4,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Public Health Annex.

IV. SITUATION

Provide statements that briefly describe the Public Health organization and its capabilities to deal with identified hazards.

PH5,IV,A \_\_\_\_\_ A. Identify the primary and support Public Health agencies for your county.

PH5,IV,B \_\_\_\_\_ B. Identify the Public Health agency for your county including:

PH5,IV,B1 \_\_\_\_\_ 1. Number of personnel (full-time, part-time, contract, volunteer). (Also refer to PHA-2)

PH5,IV,B2 \_\_\_\_\_ 2. Number and type of vehicles. (Also refer to PHA-3)

PH5,IV,B3 \_\_\_\_\_ 3. Contract Programs. (Also refer to PHA-1)

PH5,IV,C \_\_\_\_\_ C. Identify the components/divisions within the Public Health organization in your county (Sanitation, Disease Investigation, Sewer and Water, Laboratory, etc.)

PH5,IV,D \_\_\_\_\_ D. Identify the communications capability of Public Health including a list of the other departments or agencies

(including surrounding counties) you can communicate with and the method of communication. (Also refer to AWCA-5)

PH6,IV,E E. Identify any special equipment, facilities, or capabilities you may possess. (Also refer to PHA-3)

N/A F. Identify the municipalities for which you provide public health services by contract or agreement and the extent of those services.

## V. OPERATIONS AND CONTROL

PH6,V,A A. Describe Public Health actions to be taken during periods of heightened risk including:

PH6,V,A1 1. Establish from where Public Health direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

PH6,V,A2 2. Provide for the verification of current recall rosters for the Public Health Group. (Also refer to PHA-2)

PH6,V,A3 3. Tell how Public Health supervisor staffing will be provided on a 24-hour basis. (Also refer to PHA-2)

PH7,V,B B. Describe how the Public Health Group interacts with other Emergency Groups during an emergency to include:

PH7,V,B1 1. Designation of a Public Health representative, by title, to report to the EOC during an emergency.

PH7,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

PH7,V,C C. Describe how Public Health personnel are dispatched and how additional personnel and equipment are assembled.

PH7,V,D D. Describe how the sanitary inspection of water supplies, sewage treatment plants, food establishments as well as

emergency shelters and congregate care facilities will be coordinated county-wide.

PH8,V,E E. Describe the process of coordinating, with the municipalities, the inoculation of individuals, if warranted by the threat of disease.

PH8,V,F F. Describe how disease investigation and reporting during and after emergencies will be conducted and coordinated with the municipalities.

## VI. RESPONSIBILITIES

PH9,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Public Health emergency response.

PH9,VI,B B. List SOP's that address how the Public Health Group will accomplish the assigned tasks. If none, so state. (Also refer to PHA-4)

PH9,VI,C C. Identify Public Health mutual aid agreements. If none, so state. (Also refer to PHA-1)

PH9,VI,D D. Identify the individual, by title, who is responsible for coordination of the expansion of mortuary services by municipalities in an emergency.

## VII. CONTINUITY OF GOVERNMENT

PH9,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

PH9,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

PH9,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Public Health functions.

PH10,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Public Health Group.



PH10,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to PHA-3 and RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

PH10,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Public Health Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

PH10,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

PH10,X List definitions/explanations of terms and acronyms used in the Public Health Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by regional personnel).

PH11 PHA 1 Public Health Contracts with Municipalities and Mutual Aid Agreements.

**PUBLIC HEALTH  
ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

I. INTRODUCTION

A. The Township of Neptune has adopted the National Incident Management System (NIMS) as its all-hazards emergency response system for all incident management, coordination and support activities.

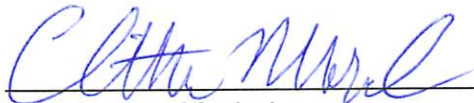
B. Statement of approval:

The Public Health Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator, and the Monmouth County Health Officer and is hereby approved. This annex supersedes any previously written Public Health Annexes.

Approval Date: 4-6-23



Michael J. Bascom  
Emergency Management Coordinator



Christopher Merkel  
Monmouth County Health Officer

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

- 1. Federal**
  - a. As cited in the Basic Plan**
- 2. State**
  - a. Minimum Standards of Performance for Local Board of Health, N.J.A.C. 8:51**
  - b. County Environmental Health Act, N.J.S.A. 26:3A2-21**
  - c. Title 24, New Jersey Statutes Annotated (N.J.S.A.), Food & Drugs**
  - d. Local Health Services Act, N.J.S.A. Title 26:38.2, et seq.**
- 3. County**
  - a. As cited in the Basic Plan**
- 4. Municipal**
  - a. As cited in the Basic Plan**

### **B. References, guidance material and other documents.**

- 1. Federal**
  - a. As cited in the Basic Plan**
- 2. State**
  - a. As cited in the Basic Plan**
- 3. County**
  - a. As cited in the Basic Plan**
- 4. Municipal**
  - a. As cited in the Basic Plan**

### III. Purpose

- A. The purpose of this Public Health Annex is to define and to provide guidance for the development and operation of a viable public health program during any emergency or disaster situation and to ensure completion of required emergency actions.

### IV. SITUATION

The primary agency for public health in Township of Neptune is Monmouth County Health Department. It has the capability of providing the following health services, but not limited to following:

- Sanitary inspections
- Immunization programs
- Vermin Inspection and control
- Health Screening
- Environmental Inspections
- Disease Control and Monitoring

The health department liaison's office for the Township of Neptune is located at 25 Neptune Boulevard, Neptune, NJ 07753.

Emergency operations for public health services will be the responsibility of the Monmouth County Health Department. Its' primary office is located at 50 East Main Street, Freehold, New Jersey. Phone number: (732) 431-7456. However, during periods of heightened awareness or large incidents, the Monmouth County Health Department may operate from within the County Emergency Operations center.

Note: All public health functions are forwarded to the Monmouth County Health Department.

The Monmouth County Health Department also provides health services for thirty-six municipalities throughout the county:

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Aberdeen	Holmdel	Neptune City
Allentown	Howell	Neptune Township
Asbury Park	Keansburg	Ocean Grove
Atlantic Highlands	Keyport	Oceanport
Avon	Lake Como	Ocean Township
Belmar	Little Silver	Red Bank
Bradley Beach	Manasquan	Roosevelt
Eatontown	Marlboro	Shrewsbury Borough
Englishtown	Matawan	Shrewsbury Township
Farmingdale	Middletown	Union Beach
Hazlet	Millstone	Upper Freehold
Highlands	Morganville	West Long Branch

A. The primary agency for the Public Health function in the Township of Neptune is the Monmouth County Health Department. Agencies providing assistance for public health emergencies include:

- Neptune Township Office of Emergency Management (OEM)
- Neptune Township Emergency Medical Services
- Neptune Township Police Department
- Neptune Township and Ocean Grove Fire Departments
- Volunteer agencies such as the Red Cross and Salvation Army.

B. In accordance with the Local Health Services Act, Township of Neptune is a participating member in the Monmouth County Health Public Health Annex System by resolution of the governing body of Township of Neptune.

The Registered Environmental Health Specialist is assigned to handle day-to-day health operations within Township of Neptune, however, during an emergency he/she may be supplemented as needed at the Direction of the Monmouth County Health Officer.

C. The Monmouth County Health Department contains several divisions which enforce and monitor public health situations, namely:

1. Registered Environmental Health Specialist
2. Nurses/Medical Doctors
3. Environmental Protection:
  - Environmental specialists
  - Hazardous material technicians
4. Laboratory services-state certified water and wastewater services
5. Geographical Information System unit (GIS)
6. Epidemiologist/ Communicable Disease Unit

D. The Monmouth County Health Department has the capability to communicate with every municipality within the jurisdiction. Communications methods vary amongst jurisdictions, but include two-way radio, cellular telephone, and land line telephone.

- E. The Monmouth County Health Department Hazardous Material Unit maintains some special equipment and capabilities:
- Field Air Monitoring Equipment
  - Explosion Meters
  - Radiological Equipment
  - Decontamination Equipment
- (See Hazardous Material Annex for more details)

V. OPERATIONS AND CONTROL

- A. Public Health actions to be taken during periods of heightened risk include:

- Notify the Monmouth County Health Department of the impending situation
- Maintain log of all notifications
- Assist with Public Information

1. Public Health direction and control will emanate from the Monmouth County Emergency Operations Center (EOC), when activated.

In circumstances when the Public Health emergency is impacting a single jurisdiction, the Monmouth County Health Department may send a representative to the Local EOC, where direction and control will emanate from.

During Emergencies when on scene incident command post is established, health department direction and control will emanate from the Incident Command Post (ICP)

2. The Monmouth County Health Department will maintain and verify current recall rosters of assisting agencies for public health emergencies

For Local assets, the recall roster is kept at the police desk and notification will be made through police headquarters.

B. The Public Health group will interact with emergency agencies during an emergency including the following:

- Police Department
- Fire Department
- First Aid Squad
- OEM Coordinator
- Local Elected Officials

1. The local Health Department Liaison will respond to the EOC during an emergency to assist with Public Health operations

2. Health officials in the field will report appropriate information to the Emergency Operations Center via radio, cellular telephone, and telephone.

C. Monmouth County Public Health personnel, during nonbusiness hours - are dispatched by through the Monmouth County Sheriff's Office Communications Center (732-577-8700). These dispatches are made through telephonic notifications to the on-call Health Duty Officer. During normal business hours the Monmouth County Health Department can be contacted at (732-431-7456).

During times of emergency the Monmouth County Health Department can be notified by the following:

Regular Office Hours - Telephone: (732) 431-7456

24 hour emergency Monmouth county Communications 732-577-8700

Email

D. The Monmouth County Health Department will coordinate the inspection of distributing water supplies, food establishments and shelters from the Emergency Operations Center.

During times of emergency, water sampling will be conducted more frequently as deemed necessary by the Monmouth County Health Officer in conjunction with the local water department. Sampling is a function of the Water Regulation Department of Environmental Protection Bureau of Safe Drinking Water.

- During periods of certain type of emergencies (i.e. food-borne illness, widespread power failure, and Fires), the Monmouth County Health Department will follow the guidelines and recommendations of the New Jersey State Department of Health (NJDOH) and or the centers for Disease Control (CDC).



- During periods of certain types of emergencies (i.e. food borne illness, widespread power failure and fires), the Monmouth County Health Department will now follow the recommendations of the New Jersey State Department of Health (NJDOH) and the Center for Disease Control (CDC).
- The Monmouth County Health Department will be contacted to conduct sanitary inspections of shelter and congregate care centers prior to commencing their operations.
- During periods of emergency, when emergency shelters and congregate care centers have been opened, the Monmouth County Health Officer will coordinate Sanitary Inspections with the local Emergency Management Coordinator and any supporting agencies such as the Salvation Army and The American Red Cross.

E. The Monmouth County Health Department will coordinate the necessary prophylaxis of the identified at risk population, if warranted by threat of disease, the Coordinator will include the assistance of the following:

- Notification of NJDOH
- Physicians
- Nurses
- Volunteer Groups
- Medical Suppliers
- Other Governmental Agencies

F. Disease investigation:

- The Monmouth County Health Department is responsible for coordinating and reporting of all communicable disease investigations.
- The Monmouth County Health Department will conduct all follow ups as needed after the emergency has ended.
- The Monmouth County Health Officer will make final determination of patient's status in conjunction with physicians.
- The Monmouth County Health Officer, in consultation with the

Monmouth County Medical Director will be responsible to follow all reporting procedures to New Jersey Department of Health as outlined in the New Jersey State Minimum Practice Standards.

- The Monmouth County Health Officer will be responsible to maintain all required records.

## VI. RESPONSIBILITIES

- A. The Township of Neptune is responsible to notify the Monmouth County Health Department and local support agencies in the event of a public health emergency.
- B. The Monmouth County Health Department maintains SOPs which address how the Public Health function will accomplish their emergency response.
- C. The Monmouth County Health Department is contracted to provide Public Health services to the Township of Neptune.
- D. The Township of Neptune is responsible to contact the Monmouth County Health Department in the event the expansion of mortuary services is needed in an emergency.
- E. The Township of Neptune will maintain a log of Health Department activities as directed by Emergency Management Coordinator and the Monmouth County Public Information Officer for the Health Department function.

## VII. CONTINUITY OF GOVERNMENT FOR PUBLIC HEALTH

- A. There is a need for a line of succession for the person responsible for the public health functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:
  - 1. Monmouth County Health Officer
  - 2. Designee as assigned by the Monmouth County Health Officer
- B. Essential records and logs will be protected and preserved in accordance with New Jersey State Record Retention program and HIPPA permitted. Records and logs pertaining to public health will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

## VIII. ADMINISTRATION AND LOGISTICS

- A. The Monmouth County Health Department is responsible for maintenance of all

records and reports required for the public health functions in an emergency.

- B. The Local Chief Financial Officer is responsible for records regarding municipal expenditures for the public health functions in an emergency.
- C. The Monmouth County Health Department will track all county vehicles and expenditures in accordance with established guidelines and procedures.
- D. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex.

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The local Health Department Liaison or OEM Coordinator is responsible for the maintenance of the Public Health Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.
- B. The local Health Department Liaison or OEM Coordinator are responsible for review and updating of the Public Health Annex and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

#### X. DEFINITIONS

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

NJDEP - New Jersey Department of Environmental Protection

NJSHD - New Jersey State Health Department

#### XI. REQUIRED APPENDICES AND ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel)

\_\_\_\_\_ PHA 1 Mutual Aid Agreements

\_\_\_\_\_ PHA. 2 Public Health Contracts  
(on file in Clerk's Office)

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PHA. 2

Support Agencies Recall/Duty Roster  
(on file with each respective agency)

## PHA-1 Public Health Mutual Aid Agreements

Township of Neptune has entered into Intra-County Mutual Aid and Assistance Agreement between the Township of Neptune and participating Monmouth County municipalities and regional agencies as per Resolution 19-219 adopted on May 23, 2019.

A copy of this resolution is on file with the Office of Emergency Management.

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
PUBLIC WORKS ANNEX CHECKLIST

I. INTRODUCTION

PW1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

PW2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

PW2,II,B \_\_\_\_\_ B. List publications and guidance material used for Public Works Annex development or operational guidance.

III. PURPOSE

PW3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Public Works Annex.

IV. SITUATION

Provide statements that briefly describe the Public Works organization and its capabilities to deal with identified hazards.

PW3,IV,A \_\_\_\_\_ A. Identify the following for each Public Works facility in your jurisdiction:

PW3,IV,A1 \_\_\_\_\_ 1. Number of districts and Public Works yards in each.

PW3,IV,A2 \_\_\_\_\_ 2. Number of employees broken down into full-time and part-time. (Also refer to PWA-1)

PW3,IV,A3 \_\_\_\_\_ 3. Number and type of major pieces of motorized equipment. (Also refer to PWA-4)

PW3,IV,A4 \_\_\_\_\_ 4. Significant hazards to Public Works (chemical companies, propane storage yard, etc.). (Also refer to HMA-1,2)

PW3,IV,B \_\_\_\_\_ B. Identify the components/divisions of Public Works in your jurisdiction (Streets, Water, Trash Collection, etc.).

PW3,IV,C C. Identify the primary and alternate dispatch centers for the Public Works.

PW3,IV,D D. Identify the communications capability of Public Works including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication. (Also refer to AWCA-5)

## V. OPERATIONS AND CONTROL

PW4,V,A A. Describe Public Works actions to be taken during periods of heightened risk including:

PW4,V,A1 1. Establish from where Public Works direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

PW4,V,A2 2. Provide for the verification of current recall rosters for the Public Works Group. (Also refer to PWA-1)

PW4,V,A3 3. Tell how Public Works supervisor staffing will be provided on a 24-hour basis.

PW4,V,B B. Describe how the Public Works Group interacts with other Emergency Groups during an emergency including:

PW4,V,B1 1. Designation of a Public Works representative, by title, to report to the EOC during an emergency.

PW4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

PW4,V,C C. Describe how clearance of debris will be provided in an emergency including the use of outside contractors if necessary.

PW4,V,D D. Describe the procedure that ensures a potable water supply during an emergency.

PW4,V,E E. Describe the criteria and procedures to be used in determining the safety of public facilities and when demolishing damaged structures during and after an emergency.

## VI. RESPONSIBILITIES

PW4,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Public Works emergency response.

PW4,VI,B B. List SOP's that address how the Public Works group will accomplish the assigned tasks. If none, so state. (Also refer to PWA-2)

PW5,VI,C C. Identify Public Works mutual aid agreements. If none, so state. (Also refer to PWA-3)

PW5,VI,D D. Identify the individual, by title, who is responsible for preparing and maintaining a resource list that identifies source, location and availability of earth moving equipment, dump trucks, road graders, fuel, etc., for use in disaster response/recovery operations. (Also refer to PWA-4 & 5)

PW5,VI,E E. Identify the individual, by title, who is responsible for coordinating the repair and restoration of essential services and vital facilities.

PW5,VI,F F. Identify the individual, by title, who is responsible for the arrangement of the restoration of utilities to essential facilities.

PW5,VI,G G. Identify the individual, by title, who is responsible for maintaining sanitation services during an emergency.

H. Detail support assignments for Public Works as specified in other annexes such as, Evacuation, Damage Assessment and Warning, Hazardous Materials, etc. (Attachments as required)

## VII. CONTINUITY OF GOVERNMENT

PW5,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

PW5,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

PW5,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Public Works functions.

PW5,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Public Works Group.



PW6,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-4)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

PW6,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Public Works Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

PW6,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

PW6,X List definitions or explanations of terms and acronyms used in the Public Works Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

PW7 PWA 1 Recall/Duty Roster.

PW8 PWA 2 Public Works SOP's.

PW9 PWA 3 Mutual Aid Agreements.

PW10 PWA 4 Equipment/Resource List.

PW12 PWA 5 Private Contractors List.

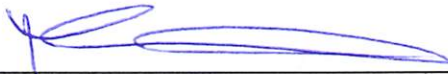
PUBLIC WORKS ANNEX  
TOWNSHIP OF NEPTUNE  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY

**I. INTRODUCTION**

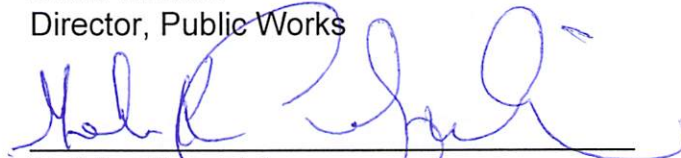
**A. Statement of approval:**

The Public Works Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Director of Public Works and is hereby approved. This annex supersedes any previously written Public Works Annexes.

Approval date: 04-24-2023



\_\_\_\_\_  
David Milmo  
Director, Public Works



\_\_\_\_\_  
Melvin Fitzpatrick  
Assistant Director, Public Works



\_\_\_\_\_  
Michael J. Bascom, CEM  
Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. As cited in the Basic Plan

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. As cited in the Basic Plan

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **III. PURPOSE**

A. The purpose of this Public Works Annex is to define and to provide guidance for the development and operation of a viable public works program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. Below are statements that briefly describe the Public Works organization and capabilities in Neptune Township.

1. The entire Township is served by one Public Works Agency with facilities located at 2201 Heck Avenue.
2. There are 48 full-time employees in the Public Works Department. (PWA-1)
3. The Public Works Department maintains and operates various types of motorized equipment. (See PWA-4 for breakdown)
4. The Department of Public Works would serve in a critical role in response and recovery from blizzards, floods, other severe storms, fires, and disasters that impact public property or infrastructure. (See HMA-1,2)

B. The Neptune Township Public Works Department is divided into four divisions, namely, Roads, Buildings & Grounds, Sanitation/Recycling, and Sewer Divisions.

C. The primary dispatch center for the Public Works Department is located at 2201 Heck Avenue and is manned during regular working hours. During an emergency, the Public Works function would be dispatched via radio in the EOC. (See AWC Annex)

D. The Public Works Department has the ability to communicate between its divisions and the Office of Emergency Management. (See AWCA-5) All other intra-departmental communications would be via phone or email.

## **V. OPERATIONS**

A. Public Works actions to be taken during periods of heightened risk include;

1. Direction and control for the Public Works function will emanate from the EOC.
2. The Director of Public Works will maintain a current recall roster for the Public Works function.
3. The Director of Public Works will establish rotating shifts of manpower to ensure qualified staffing on a 24 hour basis.

B. Ways in which the Public Works group interacts with emergency groups during an emergency include;

1. The Director of Public Works or his designee will respond to the EOC during an emergency.
2. Public Works personnel in the field will report appropriate information to the EOC via radio or telephone. All DPW employees have been trained in ICS/NIMS and will utilize these principals to manage emergency operations.

C. The Public Works Department will begin the clearance of debris, on a priority basis, following an emergency using the equipment described herein. Should the OEMC and Director of Public Works feel the situation necessitates the assistance of outside contractors, said contractors will be requested in accordance with the Resource Management Annex. Outside contractors will be supervised by DPW personnel and will maintain contact with the EOC.

D. Potable water would be requested from the Monmouth County OEM should the need arise.

E. The Township Engineer, the Construction Official, and the Public Works Director will establish criteria and procedures to determine the safety of public facilities and for demolishing damaged structures during and after an emergency.

## **VI. RESPONSIBILITIES**

A. The Public Works Director is responsible for implementing this annex and directing the Public Works emergency response.

B. SOPs for the Public Works function are maintained in the EOC, and at the

DPW facility. SOPs include the Snow Emergency Plan.

C. Neptune Township participates in a County-wide Mutual Aid Agreement for the provision of emergency services, including DPW services.

D. The Public Works Director is responsible for preparing and maintaining a resource list that identifies source, location and availability of earth-moving equipment, dump trucks, road graders, fuel, etc., for use in disaster response/recovery operations.

E. The Public Works Director is responsible for coordinating the repair and restoration of essential services and vital facilities.

F. The Public Works Director is responsible for the arrangement of the restoration of utilities to essential facilities.

G. The Public Works Director is responsible for maintaining sanitation services during an emergency.

## **VII. CONTINUITY OF GOVERNMENT FOR PUBLIC WORKS**

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

1. Public Works Director
2. Assistant Public Works Director (1)
3. Public Works Supervisors (2)

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Public Works Director is responsible for maintenance of all records and reports required for the public works functions in an emergency.

B. The Public Works Director is responsible for records of expenditures for the

public works functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex. The Public Works Director will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Public Works Director is responsible for the maintenance of the Public Works Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Public Works Director is responsible for review and updating of the Public Works Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. No terms or acronyms were used in addition to those defined in the Basic Plan.

## **XI. REQUIRED APPENDICES / ATTACHMENTS**

- PWA-1: Recall Duty Roster
- PWA-2: SOP's for DPW Function
- PWA-3: Mutual Aid Agreements
- PWA-4: DPW Equipment and Resource List
- PWA-5: Private Contractor List

**PWA – 2**

**SOP's for DPW Functions**

SOP's for DPW functions are maintained in the office of the DPW Director and the EOC.



## **PWA - 3**

### **MUTUAL AID AGREEMENTS**

The Township participates in the Monmouth County Countywide Mutual Aid Agreement coordinated by the Monmouth County Office of Emergency Management. Monmouth County and fifty-three (53) municipalities participate in this mutual aid program.

The Township of Neptune provides the following Public Works services to communities in our region through Shared Services Agreements:

- Brush Disposal
- Roadway Ice Control Materials
- Gasoline and Diesel Fuel
- Vehicle Maintenance

**PWA - 4  
EQUIPMENT/RESOURCE LIST**

UNIT	YEAR	MAKE	MODEL
203	2016	FREIGHTLINER	ROLL OFF
205	2021	FREIGHTLINER	ROLL OFF
206	2005	INTERNATIONAL	ROLL OFF
207	2009	HINO	338 ROLLOFF
211	2009	HINO	258 LIFT GATE
301	2022	CHEVY	SILVERADO
302	2016	FORD	F350
306	2016	FORD	F550
307	2019	FORD	F350
311	2013	FORD	F550
312	2016	FREIGHTLINER	114SD
313	2018	BYPASS UNIT TRAILER	
400	2022	CHEVROLET	SILVERADO
401	2022	FORD	F250
402	2012	FORD	F350
403	2004	NISSAN	SWEEPER
406	2020	ELGIN	BADGERT4
407		ATLAS	COPCO
408	2017	DOOSAN	185WDZ
410	2020	STAPP MANF	SPHD 3.0
411	2003	NEW HOLLAND	BACKHOE
412	2013	JOHN DEERE	LOADER
413	2013	CASE	LOADER
414	2022	JOHN DEERE	LOADER
416	2012	CASE	BACKHOE / LOADER
417	2018	CASE	509 SUPER
418	2013	BOBCAT	S590 SKIDSTEER
419	2013	MCCORMICK USA	BOOM CUTTER
420	2013	FORD	F550
421	2019	FORD	F550
422	2019	FORD	F550
423	2014	FORD	F550
424	2016	FORD	F550
425	2013	FORD	F550
426	2009	HINO MOTORS	6 YD DUMP
428	2020	FREIGHTLINER	8 YD DUMP

429	2016	FREIGHTLINER	8 YD DUMP
430	2015	FREIGHTLINER	8 YD DUMP
431	2021	FREIGHTLINER	108SD
432	2021	FREIGHTLINER	108SD
436	2013	FORD	F550
437	2002	FORD	F550 – BUCKET TRUCK
441	2009	FORD	F700D 8 YD DUMP
442	2015	FREIGHTLINER	8 YD DUMP
443	2009	INTERNATIONAL	7500 TANDEM DUMP
444	2021	FREIGHTLINER	108
445	2001	INTERNATIONAL	7600
450	2004	INTERNATIONAL	7600 JET VAC
456	1999	GMC	LEAF TRUCK
600	2022	CHEVROLET	SILVERADO
601	2019	FORD	F350
605	2012	FORD	F350
607	2006	FORD	F250
611	2004	FORD	RANGER
701	2012	FORD	F350 4X4
702	2016	FORD	F350 4X4
703	2021	MACK	LR64
704	2020	MACK TRUCKS INC	LR64
705	2002	CROWN RECYCLING	REAR LOADER
706	2015	MACK TRUCKS INC	REAR LOADER
707	2021	MACK	FRONT LOADER
708	2009	MACK TRUCKS INC	FRONT LOADER
709	2013	MACK TRUCKS INC	REAR LOADER
710	2013	MACK TRUCKS INC	REAR LOADER
711	2013	MACK TRUCKS INC	LEU613 ONE ARM
712	2013	MACK TRUCKS INC	LEU613 ONE ARM
713	2014	MACK TRUCKS INC	LEU613 ONE ARM
714	2018	MACK TRUCKS INC	LR64 ONE ARM
715	2019	MACK TRUCKS INC	LR64 ONE ARM
S1	2022	JOHN DEERE	333G
SBP-1	2018	SEWER BYPASS PUMP	
SG1	2012	MAGL	35KW GEN 1
SG2	2012	MAGL	35KW GEN 1
V1		VENTRAC	

PWA - 5

PRIVATE CONTRACTORS LIST

Contractors/Companies

AH Hoffman fuel system repairs	732 988 6000
AR Communications Radio repairs	732 542 8695
Armstrong Tree service	732 775 4714
Atlantic Crane Service	732.938.3880
Atlantic Tree experts	732 747 6146
Atlas Welding supply	732 363 1148
Aurora Envir. Fuel system repairs	732 888 1188
Britton Ind	609.588.8225
Cooper Power systems	732 774 1058
D&D Contracting	800 219 6810
Electro Maintenance	732 741 1396
Fox Equipment Rental Co.	732 938 5022
Fuel Master	850 878 2558
Gannon Plumbing & Heating	732 774 5098
GEO3.O Municipal Software	732.502.3100
Independence Constructors Fuel repairs	908 625.7910
Lucas Electric	609 448 5218
Major Petroleum (diesel)	856 451 3700
Mark Woszczak Contractor	732 433 1990
Mastercraft Iron	732 988 3113
Mazza Demolition	732 922 9292
Morton Salt Inc	630.861.2313
NJ Sand & Gravel	732 938 5252
Pedroni Fuel (unleaded)	1800 642 9191
Pilot Electric	732 775 0121
Taylor's Towing	732 922 4422
Jim's Towing	732 938 8411
Riverside Construction	215 295 0777
L&L Paving	732 685 6318
Jack Green Construction	732 776 6262

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
RADIOLOGICAL PROTECTION ANNEX CHECKLIST

I. INTRODUCTION

RP1,I Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

RP2,II,A A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

RP2,II,B B. List publications and guidance material used for Radiological Protection Annex development or operational guidance.

III. PURPOSE

RP3,III Include a mission statement that briefly describes the goals of the Radiological Protection Annex.

IV. SITUATION

Provide statements that briefly describe the Radiological Protection organization and its capabilities to deal with identified hazards.

RP3,IV,A A. Identify the radiological protection organization for your jurisdiction.

RP3,IV,B B. Identify the number of trained Radiological Monitoring personnel in the jurisdiction broken down by jurisdiction employees and volunteers. (Also refer to RPA-2)

RP3,IV,C C. Identify the number, type and capability of radiation monitoring equipment in your jurisdiction or available to you from other sources (list source). (Also refer to RPA-3)

RP3,IV,D D. Identify any special capability or equipment you have. (Also refer to RPA-3)

RP3,IV,E E. Identify your communications capability including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication. (Also refer to AWCA-5)

RP3,IV,F F. Identify any site within your jurisdiction that is a potential radiological hazard.

V. OPERATIONS AND CONTROL

RP3,V,A A. Describe Radiological Protection actions to be taken during periods of heightened risk including: (Also refer to RPA-1)

RP3,V,A1 1. Establish from where Radiological Protection direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

RP3,V,A2 2. Provide for the verification of current recall rosters for the Radiological Protection Group. (Also refer to RPA-2)

RP4,V,A3 3. Tell how Radiological Protection supervisor staffing will be provided on a 24-hour basis. (Also refer to RPA-2)

RP4,V,B B. Describe how the Radiological Protection Group interacts with other Emergency Groups during an emergency including:

RP4,V,B1 1. Designation of a Radiological Protection representative, by title, to report to the EOC during an emergency.

RP4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

RP4,V,C C. Describe how you obtain, distribute and maintain equipment for radiation hazard evaluation and exposure control.

RP4,V,D D. Describe the procedure for maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.

RP4,V,E E. Describe the system for controlling the exposure of personnel within the jurisdiction to hazardous substances including decontamination of response personnel, equipment, supplies, instruments and facilities.

RP4,V,F F. Describe the method you use for obtaining radiation exposure rates using a network of reporting sources and

providing the estimate of population total exposure during radiation emergencies.

## VI. RESPONSIBILITIES

RP4,VI,A \_\_\_\_\_ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Radiological Protection emergency response.

RP4,VI,B \_\_\_\_\_ B. List SOP's that address how the Radiological Protection group will accomplish the assigned tasks. If none, so state.

RP4,VI,C \_\_\_\_\_ C. Identify Radiological Protection mutual aid agreements. If none, so state.

RP4,VI,D \_\_\_\_\_ D. Identify the individual, by title, who is responsible for ensuring that all emergency support services, vital facilities, and essential industries have trained radiological protection personnel (radiological response team personnel and radiological monitors).

RP5,VI,E \_\_\_\_\_ E. Identify the individual, by title, who is responsible for providing appropriate protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous chemical or radiological environment and identifying medical facilities with decontamination and evaluation capabilities.

RP5,VI,F \_\_\_\_\_ F. Identify the individual, by title, who is responsible for ensuring that radiological monitors are available to provide data to the EOC.

RP5,VI,G \_\_\_\_\_ G. Identify the individual, by title, who is responsible for providing the crisis training of radiological monitors for all public fallout shelters planned for use.

RP5,VI,H \_\_\_\_\_ H. Identify, by title, who is responsible for the radiological training of the jurisdiction's field forces, maintaining equipment for radiation hazard evaluation and exposure control and maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.

## VII. CONTINUITY OF GOVERNMENT

RP5,VII,A \_\_\_\_\_ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

RP5,VII,B B. Identify how essential records and logs will be protected and preserved.

#### VIII. ADMINISTRATION AND LOGISTICS

RP5,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Radiological Protection functions.

RP6,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Radiological Protection Group.

RP6,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

#### IX. ANNEX DEVELOPMENT AND MAINTENANCE

RP6,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Radiological Protection Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

RP6,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

#### X. DEFINITIONS

RP6,X List definitions/explanations of terms and acronyms used in the Radiological Protection Annex.

#### XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

RP7 RPA 1 Municipal radiological increased readiness actions attachment for jurisdiction (Provided by NJOEM)

RP8 RPA 2 Recall/Duty Roster

RP9 RPA 3 Resource/Equipment List



**RADIOLOGICAL PROTECTION ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

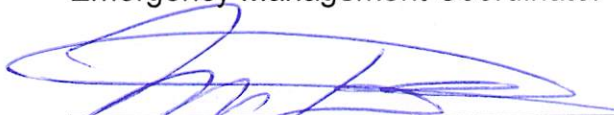
**A. Statement of approval:**

The Radiological Protection Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Deputy Emergency Management Coordinator and is hereby approved. This annex supersedes any previously written Radiological Protection Annexes.

Approval date: 04-24-2023



Michael J. Bascom  
Emergency Management Coordinator



Michael Dileo  
Deputy Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. As cited in the Basic Plan

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. FEMA Guide for the Design and Development of a Local Radiological Defense Support System, CPG 1-30, 1981

- b. FEMA Radiological Defense Preparedness, CPG 2-6.1, 1985

- c. FEMA Radiological Defense Manual, CPG 2-6.2, 1977

- d. FEMA Radiological Instruments: An Essential Resource for National Preparedness, CPG 3-1, 1986

#### 2. State

- a. As cited in the Basic Plan

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **III. PURPOSE**

A. The purpose of this Radiological Protection Annex is to define and to provide guidance for the development and operation of a viable radiological protection program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The Neptune OEM CBRNE-HazMat Team and the Monmouth County Office of Emergency Management will provide radiological monitoring in Neptune Township.

B. The Neptune Township Office of Emergency Management Hazardous Materials Response Team includes at least twelve (12) members who are trained in radiological monitoring.

C. Neptune Township currently owns seven (7) radiological meters, Seven (7) radiological pagers and dosimeters in the personal radiation detectors as well as the Rad 40 detectors. Isotope Identifier, and a RAD portal supplied by the Monmouth County Health Department

D. Neptune Township has radiological detection equipment, but does not carry radiological containment equipment. This equipment would be supplied by the Monmouth County Health Department HazMat Team.

E. The MCOEM can communicate with the township and all municipalities within the county via radio or telephone.

F. Sites within Neptune Township which are potential radiological hazards include Jersey Shore University Medical Center and the Parkway 100 complex.

### **V. OPERATIONS AND CONTROL**

A. Radiological monitoring actions to be taken during periods of heightened risk include;

1. Radiological monitoring direction and control will emanate from the EOC.

2. The OEMC will maintain a recall roster for the Neptune OEM radiological monitoring group. The MCOEM will maintain a recall roster for the radiological monitoring group.

3. The OEMC will establish 12 hour shifts to ensure qualified staffing on a 24 hour basis.

B. Ways in which the radiological monitoring group will interact with other agencies during an emergency include;

1. The EMC will respond to the EOC or Command Post (CP) during an emergency and will direct the radiological group function from there.

2. The radiological monitoring group in the field will report appropriate information to the EOC/CP via radio and telephone.

C. The MCOEM distributes and maintains radiological monitoring equipment to qualified personnel. The NJSP calibrates and repairs radiological monitoring equipment (for a fee).

D. The Monmouth County Health Department will maintain dosage records for emergency service personnel in the EOC.

E. The public will be notified of actions to take to reduce exposure via the Emergency Broadcast System, the Nixle® community notification system or other means deemed appropriate by the IC. Jersey Shore University Medical Center will assist in decontamination of personnel who are exposed. The EMS Coordinator and HazMat Team Leaders will oversee this function.

F. The NTOEM coordinates with the MCOEM to ascertain exposure levels during a radiation emergency.

## **VI. RESPONSIBILITIES**

A. The Emergency Management Coordinator is responsible for implementing this annex and directing the Radiological Protection response.

B. Neptune Township has no SOP'S that address how the Radiological Protection function will accomplish their emergency response. SOP's related to the specific radiological protection response function are maintained by the Monmouth County Health Department.

C. Neptune Township has radiological monitoring capabilities and may also utilize the Monmouth County Health Department to supply radiological monitoring.

D. The Emergency Management Coordinator is responsible for ensuring that all emergency support services, vital facilities, and essential industries have trained radiological protection personnel (radiological response team personnel and radiological monitors).

E. The Emergency Management Coordinator is responsible for providing appropriate protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous chemical or radiological environment and identifying medical facilities with decontamination and evaluation capabilities.

F. The Emergency Management Coordinator is responsible for ensuring that radiological monitors are available to provide data to the EOC.

G. The Emergency Management Coordinator is responsible for providing the crisis training of radiological monitors for all public fallout shelters planned for use.

H. The Deputy Emergency Management Coordinator is responsible for the radiological training of the jurisdiction's field forces, maintaining equipment for radiation hazard evaluation and exposure control and maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.

## **VII. CONTINUITY OF GOVERNMENT FOR PUBLIC WORKS**

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

1. Emergency Management Coordinator
2. Deputy Coordinator
3. Assistant Deputy Coordinators (2)
4. Hazardous Materials Team Leadership

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Emergency Management Coordinator is responsible for maintenance of all records and reports required for the radiological protection functions in an emergency.

B. The Emergency Management Coordinator is responsible for records of expenditures for the radiological protection functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex.

The Deputy Emergency Management Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Deputy Emergency Management Coordinator is responsible for the maintenance of the Radiological Protection Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Deputy Emergency Management Coordinator is responsible for review and updating of the Radiological Protection Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. No terms or acronyms were used in addition to those defined in the Basic Plan.

## **XI. ATTACHMENTS**

RPA 1	Municipal radiological increased readiness actions attachment for jurisdiction (Provided by NJOEM)
RPA 2	Recall/Duty Roster
RPA 3	Resource/Equipment List

## **RPA - 1**

### **MUNICIPAL RADIOLOGICAL INCREASED READINESS ACTIONS**

A guide for radiological increased readiness actions is maintained in the EOC as well as in the emergency response vehicles.

**RPA - 3**

**RESOURCE/EQUIPMENT LIST**

34-9-30 First Response (Suburban)  
One (1) Radiological Survey Meter  
One (1) Portable Gamma Detector

34-9-32 First Response (Suburban)  
One (1) Radiological Survey Meter  
One (1) Portable Gamma Detector

34-9-35 First Response (Suburban)  
One (1) Radiological Survey Meter  
One (1) Portable Gamma Detector

34-9-86 HAZMat / Rescue Truck

Four (4) Radiological Survey meters and an isotope identifier

Four (4) – Portable Gamma Detectors (Pager Style).

Smith's Portable Chemical Identifier

Three (3) Decontamination Units



STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
RESOURCE MANAGEMENT ANNEX CHECKLIST

I. INTRODUCTION

RM1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

RM2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

RM2,II,B \_\_\_\_\_ B. List publications and guidance material used for Resource Management Annex development or operational guidance.

III. PURPOSE

RM3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Resource Management Annex.

IV. SITUATION

Provide statements that briefly describe the Resource Management organization and its capabilities to deal with identified hazards.

RM3,IV,A \_\_\_\_\_ A. Identify the primary and support agencies for Resource Management within your jurisdiction.

RM3,IV,B \_\_\_\_\_ B. Identify the number of personnel assigned to your Resource Management organization along with their regular job titles, and if they work for the jurisdiction. (Also refer to RMA-1)

RM3,IV,C \_\_\_\_\_ C. Identify the categories of jurisdiction owned resources that are routinely stockpiled such as construction supplies, emergency generators, water storage equipment, etc. (Also refer to RMA-7)

RM3,IV,D \_\_\_\_\_ D. Identify the categories of private sector controlled resources that are available to your jurisdiction in an emergency.

RM4,IV,E \_\_\_\_\_ E. Identify any unique resources that you may require due to hazards within your jurisdiction. (Also refer to HMA-1, 2)

RM4,IV,F F. Identify the communications capability of Resource Management including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication. (Also refer to AWCA-5)

## V. OPERATIONS AND CONTROL

RM4,V,A A. Describe Resource Management actions to be taken during periods of heightened risk including:

RM4,V,A1 1. Establish from where Resource Management direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

RM4,V,A2 2. Provide for the verification of current recall rosters for the Resource Management Group. (Also refer to RMA-1)

RM4,V,A3 3. Tell how Resource Management supervisor staffing will be provided on a 24-hour basis. (Also refer to RMA-1)

RM4,V,B B. Describe how the Resource Management Group interacts with other Emergency Groups during an emergency to include:

RM4,V,B1 1. Designation of a Resource Management representative, by title, to report to the EOC during an emergency.

RM4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

RM4,V,C C. Describe your jurisdiction's emergency purchase procedure. (attachment)

RM5,V,D D. Describe how the priority allocation of available resources and the implementation of resource controls will be provided.

RM5,V,E E. Describe your system for the procurement, recall and monitoring of resource equipment.

## VI. RESPONSIBILITIES

RM5,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Resource Management emergency response.

RM5,VI,B B. List SOP's that address how the Resource Management group will accomplish the assigned tasks. If none, so state. (Also refer to RMA-6)

RM5,VI,C C. Identify Resource Management mutual aid agreements. If none, so state. (Also refer to RMA-4 & 5)

RM6,VI,D D. Identify the individual, by title, who is responsible for providing the identification of potential resource needs relative to known hazards.

RM6,VI,E E. Identify the individual, by title, who is responsible for collecting and maintaining resource inventories of personnel, equipment and supplies from the governmental, private and voluntary sectors and for identifying sources, location and availability. (Also refer to RMA-1)

RM6,VI,F F. Identify the individual, by title, who is responsible for record keeping of expenditures for resources manpower to support disaster response recovery operations.

RM6,VI,G G. Identify who, by title, who is responsible for the maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims. (Also refer to RMA-3)

## VII. CONTINUITY OF GOVERNMENT

RM6,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

RM6,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

RM7,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Resource Management functions.

RM7,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Resource Management Group. (Also refer to RMA-8)

RM7,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

RM7,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Resource Management Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

RM7,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

RM7,X List definitions/explanations of terms and acronyms used in the Resource Management Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan unless so noted, but must be available for review by county and regional personnel).

RM9 RMA 1 Recall/Duty Roster.

RM10 RMA 2 Drivers list for trucks and heavy equipment.

RM11 RMA 3 Private sector reimbursement procedures (Include with plan).

RM12 RMA 4 Mutual aid agreements municipalities.

RM13 RMA 5 Mutual aid agreements private sector.

RM14 RMA 6 Resource Management SOP's.

RM15 RMA 7 Resource Distribution Centers List.

RM16 RMA 8 Purchasing Manual.

**RESOURCE MANAGEMENT ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

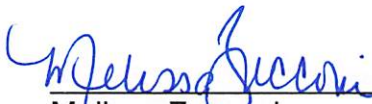
**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**A. Statement of approval:**

The Resource Management Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Township Administrator, the Chief Financial Officer and the Purchasing Agent and is hereby approved. This annex supersedes any previously written Resource Management Annexes.

Approval date: 04-24-2023



\_\_\_\_\_  
Melissa Zuceoni  
Purchasing Agent



\_\_\_\_\_  
Michael Bascom  
Emergency Management Coordinator / Chief Financial Officer



\_\_\_\_\_  
Gina LaPlaca  
Township Administrator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. As cited in the Basic Plan
3. County
  - a. As cited in the Basic Plan
4. Municipal
  - a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. As cited in the Basic Plan
3. County
  - a. As cited in the Basic Plan
4. Municipal
  - a. As cited in the Basic Plan
  - b. Neptune Township Purchasing Manual

## **III. PURPOSE**

A. The purpose of this Resource Management Annex is to define and to provide guidance for the development and operation of a viable resource management program during any emergency or disaster situation and to ensure completion of required emergency actions.

#### **IV. SITUATION**

A. The primary agency responsible for resource management within Neptune Township is the Purchasing Department.

B. Personnel assigned to the Resource Management function and their regular job titles are listed below;

1. Chief Financial Officer
2. Purchasing Agent
3. CFO – Departmental Secretary
4. Township Administrator

C. Township supplies that are normally stockpiled for emergencies include;

1. Sand
2. Asphalt
3. Construction equipment
4. Emergency Generators
5. Hazardous Material clean-up equipment
6. Shelter Supplies (cots, pillows)
7. Water
8. Lumber
9. Personal Protective Equipment
10. Mass Casualty EMS supplies

D. Private sector resources available to Neptune Township during an emergency include;

1. Buses and vans
2. Heavy equipment
3. Food
4. Shelter
5. Medical supplies
6. Communications equipment
7. Hazardous materials response team

E. Due to the number of transportation routes dissecting Neptune, the Office of Emergency Management maintains a supply of hazardous material abatement equipment including booms, absorbent pads, and other absorbent materials etc.

Resources held by agencies within the Township for particular hazards include;

1. Vehicle Extrication Equipment
2. Light Tower trucks & trailers
3. Special Services Trailers: Mass Casualty, Decontamination, Staging, Water Rescue, Confined Space, Structural Collapse

F. Resource management personnel have the ability to communicate with the EOC and various municipal departments. Resource management can communicate with surrounding communities by telephone, email or through the communications officer in the EOC.

## **V. OPERATIONS AND CONTROL**

A. Resource management actions to be taken during periods of heightened risk include;

1. Resource management direction and control shall emanate from the EOC.
2. The Purchasing Agent shall maintain an up-to-date roster for the Resource Management group.
3. The Purchasing Agent shall set-up 12 hour shifts to ensure qualified staffing on a 24 hour basis.

B. The Resource Management Group will interact with other agencies during an emergency by;

1. The Purchasing Agent will respond to the EOC during an emergency to oversee the group function.
2. Various agencies will contact the Resource Management group through the communications officer in the EOC via radio or by telephone, to report appropriate information.

C. The following circumstances must be met for a purchase to be considered an "emergency purchase" and therefore legally binding to the Township.

1. A department may purchase equipment necessary to abate a situation that effects the health or welfare of the residents of the township after business hours.
2. During business hours no purchase will be made without using the proper encumbrance system unless so authorized by the Chief Financial Officer.



3. If an emergency is declared by the EMC all emergency purchasing will be approved through the EOC / Resource Management section.

D. The Chief Financial Officer will prioritize purchases during an emergency. The Purchasing Agent will also implement resource controls by coordinating the distribution of resources as they become available.

E. The Emergency Management Coordinator will procure equipment from various township agencies through the various department heads, when local resources are drained the EMC will request county resources, when county resources are depleted the county will request state and federal assistance. To procure resources not owned by a political agency, the Purchasing Agent will issue a purchase order, which will bind the Township to payment for services.

## **VI. RESPONSIBILITIES**

A. The Purchasing Agent is responsible for implementing this annex and directing the Resource Management emergency response.

B. The following are the SOP'S that address how the Resource Management function will accomplish their emergency response:

1. Requests for supplies and materials will be made by the various department heads to the Purchasing Agent.

2. The Purchasing Agent will approve or disallow the purchase and issue a Purchase Order number if necessary.

3. The Purchasing Agent will maintain a log of expenditures made by each agency.

4. The Purchase Order will be filled in by the Purchasing Agent or staff and the order shall be placed.

5. The Purchasing Agent will notify the department head that the order has been placed and the estimated time of delivery or pick-up.

C. Neptune Township has no mutual aid agreements to accomplish the Resource Management function.

D. The Emergency Management Coordinator is responsible for providing the identification of potential resource needs relative to known hazards.

E. The Purchasing Agent is responsible for collecting and maintaining resource

inventories of personnel, equipment and supplies from the governmental, private and voluntary sectors and for identifying sources, location and availability.

F. The Purchasing Agent is responsible for record keeping of expenditures for resources/manpower to support disaster response/recovery operations.

G. The Purchasing Agent is responsible for the maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims.

## **VII. CONTINUITY OF GOVERNMENT FOR RESOURCE MANAGEMENT**

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

1. Chief Financial Officer
2. Purchasing Agent
3. CFO Secretary
4. Township Administrator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Purchasing Agent is responsible for maintenance of all records and reports required for the resource management functions in an emergency.

B. The Purchasing Agent is responsible for records of expenditures for the

resource management functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the this Annex

D. The Purchasing Agent will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Chief Financial Officer is responsible for the maintenance of the Resource Management Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Chief Financial Officer is responsible for review and updating of the Resource Management Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. Listed below are terms and acronyms used in addition to those defined in the Basic Plan.

CFO-Chief Financial Officer

## **XI. ATTACHMENTS**

RMA 1	Recall/Duty Roster.
RMA 2	Drivers list for trucks and heavy equipment.
RMA 3	Private sector reimbursement procedures (Include with plan).
RMA 4	Mutual aid agreements municipalities.
RMA 5	Mutual aid agreements private sector.
RMA 6	Resource Management SOP's.

- RMA 7                    Resource Distribution Centers List.
- RMA 8                    Purchasing Manual.

**RMA - 2**

**DRIVER'S LIST FOR TRUCKS AND HEAVY EQUIPMENT**

See DPW Annex.

**RMA - 3**

**PUBLIC SECTOR REIMBURSEMENT PROCEDURES**

SEE RMA-8 (Information included in Purchasing Manual)

**MUTUAL AID AGREEMENTS**

Neptune Township participates in the Monmouth County "Countywide" Mutual Aid Agreement which provides resources from fifty-three municipalities and the county.

**RMA - 5**

**MUTUAL AID AGREEMENTS - PRIVATE SECTOR**

There are no written mutual aid agreements with the private sector for the resource management function.



**RMA - 6**  
**RESOURCE MANAGEMENT SOP'S**

See RMA - 8.

**RMA - 7**

**RESOURCE DISTRIBUTION CENTERS LIST**

Neptune DPW facility: 2201 Heck Avenue

Neptune High School: 55 Neptune Boulevard

Neptune Municipal Complex: 25 Neptune Boulevard

Neptune Municipal Marina: 149 South Riverside Drive

**RMA - 8**

**PURCHASING MANUAL**

(Current version on file in EOC and available via Township Information System)

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
MUNICIPAL SHELTER/RECEPTION AND CARE ANNEX CHECKLIST

I. INTRODUCTION

SRC1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

SRC2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.

SRC2,II,B \_\_\_\_\_ B. List publications and guidance material used for Shelter/Reception and Care Annex development or operational guidance.

III. PURPOSE

SRC3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Shelter/Reception and Care Annex.

IV. SITUATION

Provide statements that briefly describe the Shelter/Reception and Care organization and its capabilities to deal with identified hazards.

SRC3,IV,A \_\_\_\_\_ A. Identify the primary and support agencies for shelter within your jurisdiction. State whether your jurisdiction has an agreement with a volunteer organization such as Red Cross or Salvation Army to provide shelter services. (Also refer to SRCA-3,6)

SRC3,IV,B \_\_\_\_\_ B. Identify the number of jurisdiction employees and the department from which they are drawn who are available to provide shelter services. (Also refer to SRCA-4)

SRC3,IV,C \_\_\_\_\_ C. Identify the extent of services that volunteer organizations such as Red Cross or Salvation Army have agreed to provide. (Also refer to SRCA-3,6)

SRC3,IV,D \_\_\_\_\_ D. Identify the total number of congregate care shelters, number of spaces in each congregate care shelter and the total number of congregate care shelter spaces in your jurisdiction. (Also refer to SRCA-2)

SRC3,IV,E E. Identify the total number of fallout shelter spaces within your jurisdiction as listed in the National Facility Survey (NFS) Listing. (Attach the NFS printout for your jurisdiction as provided by NJOEM.)

SRC3,IV,F F. Identify the highest total number of shelter spaces that you anticipate requiring during an emergency based upon your hazard analysis.

SRC3,IV,G G. Identify any shelters that may be rendered unusable due to specific hazards that you have identified, i.e., flooding, etc. (Also refer to HMA-1, 2)

#### V. OPERATIONS AND CONTROL

SRC3,V,A A. Describe Shelter/Reception and Care actions to be taken during periods of heightened risk including: (Also refer to SRCA-5)

SRC4,V,A1 1. Establish from where Shelter/Reception and Care direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

SRC4,V,A2 2. Provide for the verification of current recall rosters for the Shelter Reception and Care Group. (Also refer to SRCA-4)

SRC4,V,A3 3. Tell how Shelter/Reception and Care supervisor staffing will be provided on a 24-hour basis. (Also refer to SRCA-4)

SRC4,V,B B. Describe how the Shelter Group interacts with other Emergency Groups during an emergency including:

SRC4,V,B1 1. Designation of a Shelter/Reception and Care representative, by title, to report to the EOC during an emergency.

SRC4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

SRC4,V,C C. Describe the process you use to access volunteer groups such as Red Cross and Salvation Army to perform shelter services. (Also refer to SRCA-6)

SRC4,V,D D. Describe how the crisis upgrading of shelters will be accomplished.

SRC4,V,E E. Describe how the crisis marking of previously unmarked shelter facilities will be accomplished.

SRC4,V,F F. Describe how the management of reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.) will be accomplished.

## VI. RESPONSIBILITIES

SRC5,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Shelter/Reception and Care emergency response.

SRC5,VI,B B. List SOP's that address how the Shelter Reception and Care group will accomplish the assigned tasks. If none, so state. (Also refer to SRCA-1)

SRC5,VI,C C. Identify Shelter/Reception and Care mutual aid agreements including Red Cross, Salvation Army, etc. If none, so state. (Also refer to SRCA-3)

SRC5,VI,D D. Identify the individual, by title, who is responsible for the provision of in place fallout shelter protection for each person within the threatened area.

SRC5,VI,E E. Identify the individual, by title, who is responsible for identifying those facilities suitable as public fallout shelters which are contained in the National Facilities Listing and the allocation of fallout shelter space to the public.

SRC5,VI,F F. Identify the individual, by title, who is responsible for the coordinating the use of expedient fallout shelter where fallout shelter and upgradeable shelter is inadequate. (Attachment Nuclear Attack Appendix SA 7)

SRC5,VI,G G. Identify the individual, by title, who is responsible for the shelter needs of the institutionalized or special needs groups.

SRC5,VI,H H. Identify the individual, by title, who is responsible for designating shelter facilities in the reception area with the shortest commuting distance to the hazardous area for essential workers and their families.

SRC6,VI,I I. Identify the individual, by title, who is responsible for providing acquisition of additional equipment and supplies when needed at shelter sites.

SRC6,VI,J J. Identify the individual, by title, who is responsible for assigning trained shelter managers and staff to all facilities during any period of lodging or fallout shelter occupancy (attachment - List Shelter Managers).

SRC6,VI,K K. Identify the individual, by title, who is responsible for assigning responsibilities (individual and/or organizations) for emergency mass feeding operations (attachment).

SRC6,VI,L L. Identify the individual, by title, who is responsible for maintaining shelter areas free from contamination (monitoring, decontamination, quarantine, etc.)

## VII. CONTINUITY OF GOVERNMENT

SRC6,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

SRC6,VII,B B. Identify how essential records and logs will be protected and preserved.

## VIII. ADMINISTRATION AND LOGISTICS

SRC6,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Shelter/Reception and Care functions.

SRC6,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Shelter/Reception and Care Group.

SRC7,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

## IX. ANNEX DEVELOPMENT AND MAINTENANCE

SRC7,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Shelter/Reception and Care Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

SRC7,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

SRC7,X List definitions/explanations of terms and acronyms used in the Shelter/Reception and Care Annex.

XI. ATTACHMENTS

SRC8 SRCA 1 Shelter SOP's. (reports, checklists, special needs groups)

SRC10 SRCA 2 Shelter List. (include location)

SRC11 SRCA 3 Mutual Aid Agreements.

SRC12 SRCA 4 Recall/Duty Roster.

SRC13 SRCA 5 Nuclear Attack Appendix

SRC14 SRCA 6 Red Cross/Salvation Army Agreements

SRC15 SRCA 7 Table of Operations Organizational Chart



**SHELTER, RECEPTION & CARE ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**A. Statement of approval:**

The Shelter, Reception & Care Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Shelter Coordinator and is hereby approved. This annex supersedes any previously written Shelter, Reception & Care Annexes.

Approval date: 04-24-2023



\_\_\_\_\_  
Randy Bishop  
Shelter Coordinator



\_\_\_\_\_  
Michael J. Bascom  
Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. N.J.S.A. 10:82, Public Assistance Manual

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

#### 1. Federal

- a. FEMA Planning Guidance for Response to a Nuclear Detonation, May, 2022
- b. FEMA Mass Care / Emergency Assistance, June 2020

#### 2. State

- a. As cited in the Basic Plan

#### 3. County

- a. As cited in the Basic Plan

#### 4. Municipal

- a. As cited in the Basic Plan

### **III. PURPOSE**

A. The purpose of this Shelter, Reception & Care Annex is to define and to provide guidance for the development and operation of a viable shelter reception and care program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The primary agencies involved with the Shelter function in Neptune Township are, EMS, Health Department, Senior Center, American Red Cross and Salvation Army personnel. Support agencies for this function include Fire, Police, DPW, the Special Projects Coordinator and volunteer groups.

B. All members of the primary groups for Shelter services are volunteer agencies within the township.

C. Volunteer services will provide the following services during an emergency;

1. Food services
2. Transportation to shelters
3. Sleeping accommodations

4. Registration of Evacuees

D. There are 4 designated congregate care shelters in Neptune Township and multiple alternate sites with the ability to accommodate over 1,000 people. (See SRCA-2). Alternate sites include several schools, all fire companies and a church available for limited time and small scale evacuations.

E. The total number of fallout shelter spaces in Neptune is 0 per the National Facility Survey.

F. In accordance with recent surveys the NTOEM does not anticipate the need for sheltering any more than 2000 residents as most normally seek shelter with friends or relatives outside the area.

G. It is unlikely that any designated shelter would be rendered unusable due to a specific known hazard.

### **V. OPERATIONS AND CONTROL**

A. Actions to be taken by the Shelter, Reception and Care group during periods

of heightened risk include;

1. Direction and control for this function will emanate from the EOC.

2. The Shelter Coordinator will maintain a current roster of personnel available for this function.

3. The Shelter Coordinator will arrange 12 hour shifts to ensure qualified staffing on a 24hour basis.

B. The Shelter group will interact with other agencies during an emergency by;

1. Designating the Shelter Coordinator as the person responsible for responding to the EOC during an emergency.

2. Personnel in the Shelter group will report appropriate information to the EOC during an emergency via radio and telephone and email.

C. Red Cross and Salvation Army volunteers are requested by the Emergency Management Coordinator through Monmouth County OEM. (See SRCA-6)

D. Upgrading of shelters during an emergency will be accomplished by requesting said upgrades through the EOC. Upgrading activities will then be delegated to the agency that can best handle said situation.

E. The Department of Public Works will erect signs outside shelters that were not previously designated as a shelter.

F. The following agencies will be represented in each shelter and will perform the tasks stated next to their position. Shelter personnel will maintain contact with the EOC at all times.

1. EMS personnel-will assist in the registration of evacuees as they enter, including the detailing of special medical needs, will report special needs to the EOC once compiled and will provide basic medical attention in shelter.

2. Fire personnel-will inspect shelter for safety and maintain safety until shelter is closed. Will assist in providing food and sleeping accommodations to evacuees.

3. Senior Center personnel - will provide food and sleeping accommodations to evacuees. Will assist in the registration of evacuees.

4. Red Cross personnel-will act as shelter managers. Will supervise the functions within Red Cross shelters. Will provide medical supplies, food and

cots as needed.

5. Salvation Army-will provide food and assist in managing shelter.

6. Police personnel-will provide security and assist in registration of evacuees.

7. DPW personnel-will provide building maintenance until shelter is closed.

8. RACES personnel-will provide communication between shelters and EOC. Will assist in tracking evacuees. Will assist in registration of evacuees.

9. VNANJ/MCHD - will provide nurses to administer medication as necessary and to oversee medical care in shelter.

## **VI. RESPONSIBILITIES**

A. The Shelter Coordinator is responsible for implementing this annex and directing the Shelter, Reception and Care emergency response.

B. There are no written SOP'S that address how the Shelter, Reception and Care functions will accomplish their emergency response.

C. Mutual aid agreements for the Shelter, Reception and Care functions are as follows:

1. American Red Cross, Shrewsbury NJ

2. Salvation Army, Asbury Park

D. The Shelter Coordinator is responsible for the provision of in-place fallout shelter protection for each person within the threatened area.

E. The Shelter Coordinator is responsible for identifying those facilities suitable as public fallout shelters which are contained in the National Facilities Listing and the allocation of fallout shelter space to the public.

F. The Shelter Coordinator is responsible for coordinating the use of expedient fallout shelter where fallout shelter and upgradeable shelter is inadequate.

G. The Shelter Coordinator is responsible for the shelter needs of the institutionalized or special needs groups.

H. The Shelter Coordinator is responsible for designating shelter facilities in the

reception area with the shortest commuting distance to the hazardous area for essential workers and their families.

I. The Shelter Coordinator is responsible for providing acquisition of additional equipment and supplies when needed at shelter sites.

J. The Shelter Coordinator is responsible for assigning trained shelter managers and staff to all facilities during any period of lodging or fallout shelter occupancy.

K. The Shelter Coordinator is responsible for assigning responsibilities (individual and/or organizations) for emergency mass feeding operations

L. The Shelter Coordinator is responsible for maintaining shelter areas free from contamination.

## **VII. CONTINUITY OF GOVERNMENT FOR SHELTER, RECEPTION & CARE**

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

1. Shelter Coordinator
2. Deputy Senior Center Director
3. Special Projects Coordinator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Shelter Coordinator is responsible for maintenance of all records and reports required for the shelter, reception and care functions in an emergency.

B. The Shelter Coordinator is responsible for records of expenditures for the shelter, reception and care functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Neptune Township Purchasing Manual and the Resource Management Annex.

The Shelter Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Shelter Coordinator is responsible for the maintenance of the Shelter, Reception & Care Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Shelter Coordinator is responsible for review and updating of the Shelter, Reception & Care Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. No terms or acronyms were used in addition to those defined in the Basic Plan.

VNANJ - Visiting Nurse Association of New Jersey

## **XI. ATTACHMENTS**

SRCA-1:	Shelter SOP's
SRCA-2:	Shelter Location List
SRCA-3:	Mutual Aid Agreements
SRCA-4:	Recall/Duty Roster
SRCA-5:	Table of Organization
SRCA-6:	Red Cross / Salvation Army Agreements
SRCA-7:	Nuclear Attack Appendix

## **SRCA - 1**

### **Shelter SOP's**

Shelters are operated in accordance with current American Red Cross guidelines for Shelter Management.

Procedure to be implemented by local responders at immediate time of emergency is as follows:

- Director of Senior Center, as Shelter Manager, will be notified of need for shelter opening by OEM, Business Administrator or Police Department.
- In the absence of the Senior Center Director, the opening of the shelter will be coordinated by the Deputy Director or the Social Service/Special Projects Coordinator.
- In the absence of designated shelter personnel, 1<sup>st</sup> responders will open shelters at closest available Fire Company for a short term or until shelter personnel are available.
- Shelter Manager and Deputy Director will determine the amount of shelter personnel needed and make notifications,
- Shelter personnel will be on-call for 12hour shifts until shelter is closed.
- Shelter Emergency File Boxes will be retrieved from Center on site storage by the first shelter responder to arrive on the scene and shelter set-up will commence immediately.
- Registration tables will be set up with signs designating check-in, check-out and information. Attention will be given to a private area for evacuees to received individualized confidential assistance.
- Support agencies will be notified by OEM and Shelter Manager will discuss needs and verify and coordinate Red Cross and Nursing Assistance arrangements with command center. If General Assistance clients are sheltered, Monmouth County will provide support personnel.
- Food Services employees will take stock, determine food supplies, notify Shelter Manager and await instructions before preparing the food. Coffee beverages and light refreshments will be made available immediately and maintained throughout the duration of emergency and will be decided by Shelter Manager and anticipated Red Cross response.
- OEM will coordinate delivery of bedding supplies (cots, sheets, pillows, etc) to shelter when needed.
- DPW/Building Maintenance will assist OEM with setup of cots, etc, and will maintain cleanliness and proper working order of all rooms or facilities utilized as part of the shelter operations.
- Shelter personnel will take breaks as designated by the Shelter Manager and will be prepared to work 12hour shifts until shelter closing.



- Any questions regarding shelter operations will be managed through ICS command procedure and referred directly to shelter manager.
- IAs per ICS mandates, the responsibilities and table or organization for shelter personnel will supersede daily work responsibilities and table of organization.
- Closing shelter will be determined by OEM in conjunctions with shelter manager and kitchen personnel will clean up and prepare building for next business day.
- Shelter will be left in a state of readiness for business as usual.

## **SRCA - 2**

### **SHELTER LIST**

1. Neptune Senior Center – 1607 Corlies Avenue
2. Neptune High School – 55 Neptune Boulevard
3. Neptune Middle School - 2300 Heck Avenue
4. Mid – Town Community School – Route 33 & Atkins Avenue

In the event of an extreme emergency when a SRCA designated shelter cannot be opened, or in the event that a small scale or limited time evacuation is needed, and Township Fire Company and/or Saint Paul's Methodist Church (Embury Avenue, Ocean Grove) can be made available for an evacuation.

## **SRCA - 3**

### **MUTUAL AID AGREEMENTS**

Mutual Aid agreements for the Shelter, Reception and Care function have been executed with the American Red Cross and the Salvation Army.

**SRCA-5  
NUCLEAR ATTACK APPENDIX**

Neptune Township is within the 2.0 Blast Overpressure Zone.

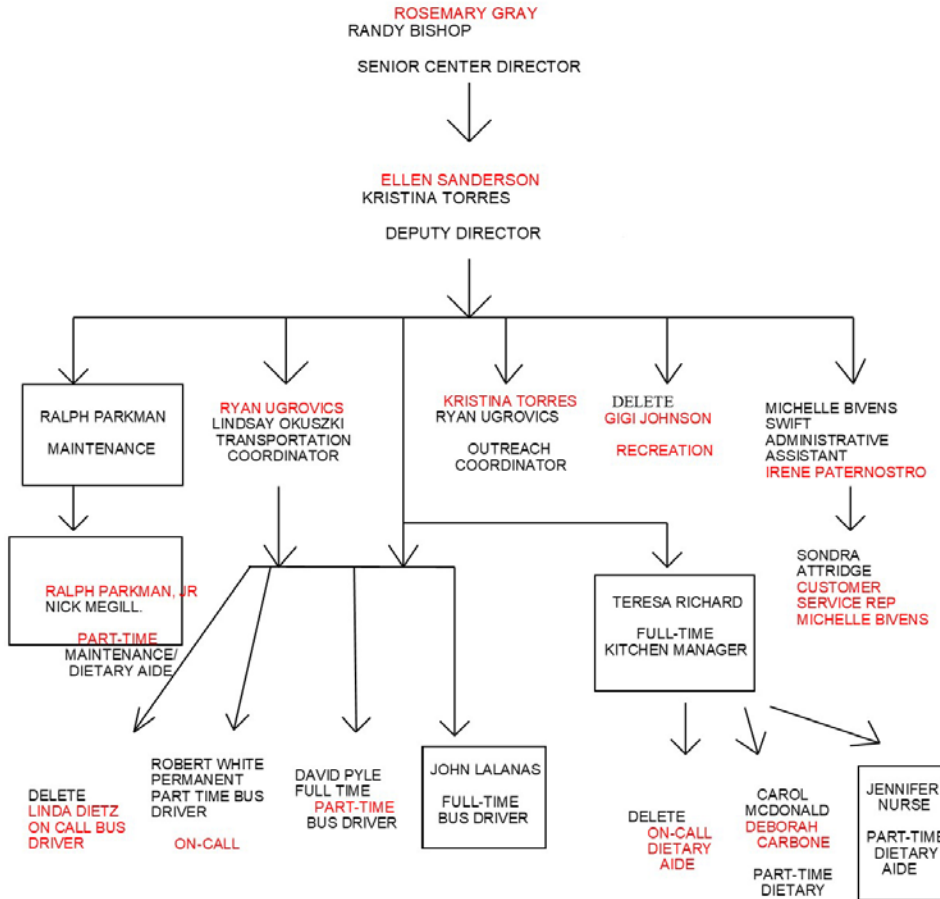
**SCRA-6**  
**RED CROSS / SALVATION ARMY AGREEMENT**

Maintained on file in EOC

Agreement for use of Senior Center as shelter  
Agreement for use of High School as shelter

SRCA 7  
 SENIOR CENTER SHELTER  
 TABLE OF OPERATIONS - ORGANIZATIONAL CHART

**NEPTUNE TOWNSHIP DEPARTMENT OF SENIOR SERVICES  
 AND SENIOR CENTER**  
  
**ORGANIZATIONAL CHART**



REV 03/2023 REV. 06/14

STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
SOCIAL SERVICES ANNEX CHECKLIST

I. INTRODUCTION

SS1,I \_\_\_\_\_ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.

II. AUTHORITY AND REFERENCES

SS2,II,A \_\_\_\_\_ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than that identified in the Basic Plan.

SS2,II,B \_\_\_\_\_ B. List publications and guidance material used for Social Services Annex development for operational guidance.

III. PURPOSE

SS3,III \_\_\_\_\_ Include a mission statement that briefly describes the goals of the Social Services Annex.

IV. SITUATION

Provide statements that briefly describe the Social Services organization and its capabilities to deal with identified hazards.

SS3,IV,A \_\_\_\_\_ A. Identify the primary and support agencies for Social Services in your county. State whether your county has an agreement with volunteer organizations to provide Social Services. (Also refer to SSA-1)

SS3,IV,B \_\_\_\_\_ B. Identify the number of county employees and the department from which they are drawn who are available to provide Social Services. (Also refer to SSA-2)

SS3,IV,C \_\_\_\_\_ C. Identify the extent of services that volunteer organizations have agreed to provide. (Also refer to SSA-5)

SS3,IV,D \_\_\_\_\_ D. Identify any special programs such as Crisis Counseling that you have access to in an emergency situation. Identify the source. (Also refer to SSA-1)

SS3,IV,E E. Identify any assets your Social Services Group controls or has access to such as busses, buildings, etc, that could be used in an emergency.

SS3,IV,F F. Identify the average client population served by your Social Services Group and estimate the increase that you would expect based upon identified hazards.

#### V. OPERATIONS AND CONTROL

SS3,V,A A. Describe Social Services actions to be taken during periods of heightened risk including:

SS3,V,A1 1. Establish from where Social Services direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

SS4,V,A2 2. Provide for the verification of current recall rosters for the Social Services Group. (Also refer to SSA-2)

SS4,VA3 3. Tell how Social Services supervisor staffing will be provided on a 24-hour basis. (Also refer to SSA-2)

SS4,V,B B. Describe how the Social Services Group interacts with other Emergency Groups during an emergency including:

SS4,V,B1 1. Designation of a Social Services representative, by title, to report to the EOC during an emergency.

SS4,V,B2 2. Procedures for reporting appropriate information to the EOC during an emergency.

SS4,V,C C. Describe how coordination of volunteer agencies for the distribution of food and clothing to disaster victims



will be accomplished with the municipalities. (Also refer to SSA-5)

SS4,V,D D. Identify the communications capability of your Social Services including a list of the other departments or agencies you can communicate with and the method of communication.

SS4,V,E E. Describe the Social Services Group's part in handling inquiries and informing families on the status of individuals injured or missing due to a disaster event. Will the county coordinate this with the municipalities?

SS4,V,F F. Describe how the crisis augmentation of Social Services personnel will be accomplished and coordinated with the municipalities. (Also refer to SSA-2)

SS4,V,G G. Describe the process you use to access volunteer groups which perform Social Services functions.(Also refer to SSA-1,5)

## VI. RESPONSIBILITIES

SS4,VI,A A. Identify the individual, by title, who is responsible for implementing this Annex and for directing the Social Services emergency response.

SS4,VI,B B. List SOP's that address how the Social Services group will accomplish the assigned tasks. If none, so state. (Also refer to SSA-3)

SS4,VI,C C. Identify Social Services mutual aid agreements. If none, so state.

SS5,VI,D D. Identify the individual, by title, who is responsible for coordinating with the municipalities to ensure that Social Services personnel are available to assist at shelter/congregate care facilities.

SS5,VI,E E. Identify the individual, by title, who is responsible for coordinating with the municipalities to ensure that agency clients have access to evacuation transportation. (Also refer to SSA-4 and EA-5)

VII. CONTINUITY OF GOVERNMENT

SS5,VII,A A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.

SS5,VII,B B. Identify how essential records and logs will be protected and preserved.

VIII. ADMINISTRATION AND LOGISTICS

SS5,VIII,A A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Social Services functions.

SS5,VIII,B B. Identify who, by title, has the responsibility for records of expenditures for the Social Services Group.

SS5,VIII,C C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

SS6,IX,A A. Identify the office or individual, by title, that is responsible for the maintenance of the Social Services Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

SS6,IX,B B. Provide for review and updating the Annex, SOP's, and attachments based on deficiencies identified through drills and exercises and on an annual basis.

X. DEFINITIONS

SS6,X List definitions/explanations of terms and acronyms used in the Social Services Annex.

XI. ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by regional personnel).

- SS7 \_\_\_\_\_ SSA 1 Primary and Support Social Services Agencies List.
- SS8 \_\_\_\_\_ SSA 2 Recall/Duty Roster.
- SS9 \_\_\_\_\_ SSA 3 Social Services SOP's.
- SS10 \_\_\_\_\_ SSA 4 Special Needs Groups List Under County Control (senior citizens, handicapped, transportation dependent, etc.)
- SS11 \_\_\_\_\_ SSA 5 Red Cross/Salvation Army *Agreements*

**SOCIAL SERVICES ANNEX**

**TOWNSHIP OF NEPTUNE**

**COUNTY OF MONMOUTH**

**STATE OF NEW JERSEY**

**I. INTRODUCTION**

**A. Statement of approval:**

The Social Services Annex of the Neptune Township Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Special Projects Coordinator and is hereby approved. This annex supersedes any previously written Social Services Annexes.

Approval date: 04-24-2023

  
\_\_\_\_\_  
Randy Bishop  
Senior Center Director

  
\_\_\_\_\_  
Michael Bascom  
Emergency Management Coordinator

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, ordinances, regulations, resolutions and directives.**

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. N.J.A.C. 10:82, Public Assistance Manual
  - b. N.J.A.C. 10:81, Public Standards Handbook
  - c. N.J.A.C. 10:87, Food Stamp Manual
3. County
  - a. As cited in the Basic Plan
4. Municipal
  - a. As cited in the Basic Plan

### **B. References, guidance material and other documents.**

1. Federal
  - a. As cited in the Basic Plan
2. State
  - a. As cited in the Basic Plan
3. County
  - a. As cited in the Basic Plan
4. Municipal
  - a. As cited in the Basic Plan

### **III. PURPOSE**

A. The purpose of this Social Services Annex is to define and to provide guidance for the development and operation of a viable social services program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The primary agency for providing Social Services in Neptune Township is the Monmouth County Social Services. Support agencies for this function in an emergency would include various volunteer groups including the Red Cross and the Salvation Army. (See SSA-1)

B. The Neptune Township Senior Center offers social services to seniors and can provide limited social services support from Neptune. The Social Services program for Neptune residents is offered by the Monmouth County Office of Social Services. (See SSA-2)

C. Volunteer organizations will assist the Social Services function to an undetermined amount, depending on the gravity of the emergency and the number of volunteers effected.

D. The New Jersey Crisis Intervention Response Network will supply Crisis Counseling to Emergency Service personnel. Counseling for victims will be provided through county and state programs as they become available. (See-SSA-1)

E. Buildings that may be utilized by the Social Services group during an emergency are noted in the Shelter annex. All shelters may be used by this group.

F. The average number of clients served by the County Social Services office from Neptune Township is approximately 250. This number would substantially increase in an emergency situation.

### **V. OPERATIONS AND CONTROL**

A. The Social Services group will take the following actions during periods of heightened risk;

1. Will designate a representative of the Senior Center as the representative to respond to the EOC during an emergency to direct and control the Social Services function.

2. The Senior Center Director will compile and maintain a recall roster for the Social Services group.

3. The Senior Center Director will schedule the Social Services staff to operate in 12 hour shifts to ensure qualified staffing on a 24hour basis.

B. Ways in which the Social Services group will interact with other agencies during an emergency include;

1. Designating the Senior Center Director as the person to report to the EOC and coordinate efforts of this group.

2. The Social Service representatives in the field will report appropriate information to the EOC during an emergency via telephone and radio.

C. The Deputy Emergency Management Coordinator and the OEM Logistics group will coordinate the distribution of food and clothing to victims with the assistance of Red Cross, Salvation Army and religious group volunteers.

D. The Social Services staff has the ability to communicate with the EOC via the municipal department radio and by telephone during an emergency.

E. The Social Service group will be assisted by the RACES group in ascertaining the status of victims and their whereabouts during an emergency. The Social Services group will be assisted by township telephone operators in handling said inquiries.

F. During an emergency the Social Service group will augment its manpower by organizing volunteers from the civilian ranks as well as employees from the Monmouth County Board of Social Services.

G. A list of volunteer agencies and their emergency contact numbers are maintained in the EOC and will be used in activating their services during an emergency.

## **VI. RESPONSIBILITIES**

A. The Senior Center Director is responsible for implementing this annex and directing the Social Services emergency response.

B. There are no written SOP'S that address how the Social Services function will accomplish their emergency response.

C. There are no written Mutual aid agreements for the Social Services function.

D. The Senior Center Director is responsible for ensuring that Social Services personnel are available to assist at shelter/congregate care facilities.

E. The Senior Center Director is responsible for ensuring that agency clients have access to evacuation transportation.

## **VII. CONTINUITY OF GOVERNMENT FOR SOCIAL SERVICES**

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

1. Senior Center Director
2. Asst. Deputy Senior Center Director
3. Senior Center Outreach Coordinator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Senior Center Director is responsible for maintenance of all records and reports required for the social services functions in an emergency.

B. The Senior Center Director in cooperation with the Purchasing Agent is responsible for records of expenditures for the social services functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex.

The Senior Center Director will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.



## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

A. The Senior Center Director is responsible for the maintenance of the Social Services Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The Senior Center Director is responsible for review and updating of the Social Services Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

A. No terms or acronyms were used in addition to those defined in the Basic Plan.

## **XI. ATTACHMENTS**

- SSA 1        Primary and Support Social Services Agencies List.
- SSA 2        Recall/Duty Roster.
- SSA 3        Social Services SOP's.
- SSA 4        Special Needs Groups List Under County Control (senior citizens, handicapped, transportation dependent, etc.)
- SSA 5        Red Cross/Salvation Army Agreements

**SSA - 1**

**PRIMARY AND SUPPORT SOCIAL SERVICES AGENCIES LIST**

Monmouth County Division of Social Services  
American Red Cross  
Salvation Army  
Neptune Senior Center  
Division of Youth and Family Services

**SSA - 3**

**SOCIAL SERVICES SOP'S**

There are no written SOP's for the Social Services function. However, the Neptune Welfare Department must operate within guidelines set by the State of New Jersey.

**SSA-4**  
**SPECIAL NEEDS GROUPS LIST UNDER COUNTY CONTROL**

None at this time.

County is currently collecting this information.

**SSA-5**  
**RED CROSS / SALVATION ARMY AGREEMENT**

On file in EOC.

**STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
MUNICIPAL TERRORISM INCIDENT ANNEX CHECKLIST**

Cite Annex  
Page/Section/Paragraph  
Reference

**I. INTRODUCTION**

- TI1, I, A                    A.     Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)
- TI2, I, B                    B.     Describe the evolution of the Terrorism Incident Annex at the Federal and State level. (Standardized Text available)
- TI2, I, B, 1                                            1.     Describe crisis management
- TI2, I, B, 2                                            2.     Describe consequence management
- TI2, I, B, 3                                            3.     Define the sub-categories of terrorism

**II.. AUTHORITIES AND REFERENCES**

- TI3, II, A                    A.     List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)
- TI4, II, B                    B.     List publications and guidance material used for Terrorism Incident Annex development or operational guidance. (Standardized Text Available)

**III. PURPOSE, SCOPE AND POLICIES**

- TI5, III, A                    A.     Include a mission statement that briefly describes the purposes of the Terrorism Incident Annex. (Standardized Text Available)
- TI5, III, B                    B.     Include a statement of the scope of the Terrorism Incident Annex. (Standardized Text Available)

TI6, III, C

C. Include a statement of the major policies associated with the Terrorism Incident Annex. (Standardized Text Available)

#### IV. SITUATION

Provide statements that briefly describe your municipality's organization and capabilities for dealing with an incident of terrorism, if different from normal emergency operations procedures.

TI8, IV, A

A. Identify the Terrorism Incident organization for your jurisdiction to include:

TI8, IV, A, 1

1. Number of permanent, paid employees involved in response operations.

TI9, IV, A, 2

2. Number of temporary employees to be utilized.

TI9, IV, A, 3

3. Number of municipal volunteers available.

TI9, IV, A, 4

4. Number and type of vehicles and radios available.

TI9, IV, A, 5

5. Identify any special capabilities or equipment such as needs assessment teams or intelligence teams that you may have. (Also refer to TIA-1)

TI9, IV, B

B. Identify the components/divisions of the Terrorism Incident Organization in your jurisdiction (Command, Law Enforcement, Communications, Public Works, etc)

TI9, IV, C

C. Identify the communications capability and data retrieval systems available to the Terrorism Incident Organization in your jurisdiction. (Also refer to AWCA-5)

TI9, IV, D

D. Identify the critical facilities in your jurisdiction. Include those you have previously identified as potential terrorist targets during vulnerability surveys. (Also refer to TIA-2)

TI10, IV, E

E. Describe existing plans to secure these critical facilities.

V. OPERATIONS AND CONTROL

- TI10, V, A A. Describe Terrorism Incident actions to be taken during periods of heightened risk to include:
- TI10, V, A, 1 1. Establish from where Terrorism Incident direction and control will emanate (EOC, Communications Center, On-scene Command Post).
- TI10, V, A, 2 2. Provide for the verification of current recall rosters for the Terrorism Incident Group. (Also refer to TIA-5)
- TI10, V, A, 3 3. Describe how Terrorism Incident Group staffing will be provided on a 24 hour basis.
- TI10, V, B B. Describe how the Terrorism Incident Group interacts with other emergency groups during an emergency to include:
- TI10, V, B, 1 1. Designation of a Terrorism Incident representative, by title, to report to the EOC during an emergency.
- TI10, V, B, 1 2. Procedures for reporting appropriate information to the EOC during an emergency. (Also refer to TIA-4)
- TI10, V, B, 1 3. Describe how your Terrorism Incident Group utilizes the Incident Command System (ICS) to handle emergency situations or identify a timetable for implementation of ICS in your jurisdiction.
- TI10, V, C C. Describe how the Terrorism Incident Group is utilized and how additional personnel and equipment are assembled.
- TI11, V, D D. Describe the command system to be utilized when another jurisdiction=s forces are utilized.
- TI11, V, E E. Describe the additional security and emergency response measures to be employed in the event your jurisdiction receives credible information on the likelihood of an impending terrorist incident.
- TI11, V, F F. Describe your process for the discrete AClose hold≅ notification (without a general public announcement) of key and essential personnel and facilities upon credible advanced notification of an impending terrorist incident.



- TI11, V, G G. Describe your process for the unrestricted notification of the general public in the event of a terrorism incident.
- TI11, V, H H. Describe the protective actions you contemplate for schools and day care centers.
- TI11, V, I I. Describe the protective actions you contemplate for hospitals, clinics, outpatient facilities, nursing homes and rehabilitation centers.
- TI11, V, J J. Describe the protective actions you contemplate for businesses, manufacturing and commercial enterprises within the jurisdiction.
- TI12, V, K K. Describe your plan for reconstituting the municipal chain of command in the event of a catastrophic level of casualties among key and essential personnel.
- TI12, V, L L. Describe your plan for designating facilities and support of special Federal, State and county organizations which may be deployed in your jurisdiction as part of the crisis management phase of a terrorist incident.
- TI12, V, M M Describe how you will combine immediate, life essential needs assessment with traditional damage assessment and casualty reporting during a terrorist incident incorporating Weapons of Mass Destruction (WMD).
- TI12, V, N N. Describe your plan for mustering additional volunteer assistance in the event of a WMD attack. Include any Memorandum of Agreement/Understanding with volunteer agencies which may already be in place.
- TI12, V, O O. Describe your process for evaluating outside requests for mutual aid assistance in the event of a WMD incident in a neighboring community. Include a general statement of the type of assistance your jurisdiction would normally provide.
- TI12, V, P P. Describe your plans to establish accountability for community residents and transients in the event of a WMD attack.

## **VI. RESPONSIBILITIES**

- TI13, VI, A            A.     Identify who, by title, is responsible for implementing this annex and directing the Terrorism Incident emergency response. (Standardized Text available)
- TI13, VI, B            B.     List SOPs that address how the Terrorism Incident Group will accomplish its assigned tasks. If none, so state. (Standardized Text available).
- TI13, VI, C            C.     Identify Terrorism Incident mutual aid agreements. If none, so state. (Standardized Text Available). (Also refer to TIA-1).
- TI13, VI, E            D.     Identify who, by title, is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters. (Standardized Text available). (Also refer to TIA-2).

## **VII. CONTINUITY OF GOVERNMENT FOR TERRORISM INCIDENT**

- TI13, VII, A            A.     Establish a line of succession to ensure continuous leadership, authority and responsibility in key positions.
- TI14, VII, B            B.     Identify how essential records and logs will be protected and preserved.

## **VIII. ADMINISTRATION AND LOGISTICS**

- TI14, VIII, A            A.     Identify who, by title, is responsible for records and reports; specifically address requirements for Terrorism Incident functions.
- TI14, VIII, B            B.     Identify any stockpiles of terrorism-specific equipment, materials or supplies maintained by your jurisdiction (Detection equipment, personal protective clothing, medications, decontaminants, etc.).
- TI14, VIII, C            C     Identify who, by title, has the responsibility for records of expenditures for the Terrorism Incident Group. (Standardized Text available).
- TI14, VIII, D            D.     Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to TIA-3 and RMA-8) (Standardized Text available).

IX. ANNEX DEVELOPMENT AND MAINTENANCE

TI15, IX, A A. Identify the office or individual, by title, who is responsible for the maintenance of the Terrorism Incident Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed. (Standardized Text available).

TI15, IX, B B. Provide for review and updating the Annex, SOPs and attachments based on deficiencies identified through drills and exercises, and on an annual basis. (Standardized Text available).

X. DEFINITIONS

TI15, X List definitions/explanation of terms and acronyms utilized in the Terrorism Incident Annex.

XI. APPENDICES/ATTACHMENTS

(These attachments do not have to be included with the plan unless so noted, but must be available for review by county and regional personnel).

<u>TI17</u>	TIA-1	Mutual Aid Agreements
<u>TI18</u>	TIA-2	Critical Facilities List (Command Posts, police and fire stations, hospitals, utilities, shelters, etc). Include with plan and post on a large-scale map of the jurisdiction to be maintained at the municipal EOC.
<u>TI19</u>	TIA-3	Terrorism Incident Resource list.
<u>TI20</u>	TIA-4	Terrorism Incident SOPs related to Emergency Management, if any.
<u>TI21</u>	TIA-5	Recall/Duty Roster

**TOWNSHIP OF NEPTUNE  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
MUNICIPAL TERRORISM INCIDENT ANNEX**

I. INTRODUCTION

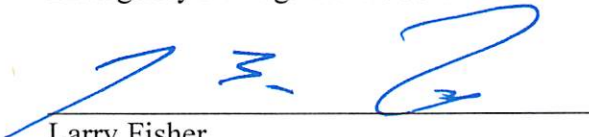
A. Statement of approval:

The Terrorism Incident Annex of the Township of Neptune Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Police Coordinator and is hereby approved. This annex supercedes any previously written Terrorism Incident Annexes.

Approval date: 04-24-2023



Michael J. Bascom  
Emergency Management Coordinator



Larry Fisher  
Police Chief



William Kirchner  
Counter-Terrorism Officer

- B. Background: In June, 1995, the White House issued Presidential Decision Directive 39 (PDD-39), A United States Policy on Counterterrorism. PDD-39 directed a number of measures to reduce the Nations vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to detect, prevent, defeat and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39, a classified document, delineated the two major components of crisis management and consequence management.
1. **Crisis management** includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The laws of the United States assign primary authority to the Federal Government to prevent and respond to acts of terrorism; state and local governments provide assistance as required. Crisis management is primarily a law enforcement response. Based on the situation, a federal or state crisis management response may be supported by technical operations, and by federal/state consequence management which may operate concurrently.
  2. **Consequence management** includes 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 laws of the United States assign primary authority to the states to respond to the consequences of terrorism; the Federal government provides assistance as required.
  3. **The concept of terrorism**, as envisioned in this Annex, applies to a broad spectrum of activities encompassing deliberate overt or surreptitious efforts to destroy the public infrastructure, disrupt commerce and industry, intimidate citizens, undermine confidence in government authority, and, in its ultimate form, create significant casualties among an unsuspecting population. The threat of terrorism is a reality both within and outside the boundaries of the State of New Jersey and this jurisdiction and includes but is not limited to:
    - a. Weapons of Mass Destruction (WMD): (A) any destructive device; any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one quarter ounce; a mine or device similar to the above; (B) poison gas; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

- b. Cyber Terrorism: any deliberate threat to destroy the National Information Infrastructure with its critical information systems, to include illegal intrusions into government computer networks and protected computers.
- c. General Terrorism: encompasses, but is not limited to assassination, kidnaping, hostage taking,, industrial sabotage, destruction or disruption of food and water supplies, physical violence resulting in injury or death, non-violent but intense intimidation or harassment against federal, state or local employees; and deliberate disruption of primary and secondary education, lines of communications, public utilities and financial institutions.

## II. AUTHORITY AND REFERENCES

### A. Laws, ordinances, regulations, resolutions and directives.

#### 1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L.-288, as amended (P.L. 100-107)
- b. The Federal Civil Defense Act of 1950, as amended (P.L. 81-920)

#### 2. State

- a. The Emergency Management Act, N.J.S.A. AppA:9-33 et seq
- b. The Radiation Accident Response Act, N.J.S.A. Title 26: 2D-37
- c. New Jersey Executive Order No. 39, January 14, 1954
- d. New Jersey Executive Order No. 12, December 3, 1970
- e. New Jersey Executive Order No. 1978-1, January 12, 1978, by Attorney General William F. Hyland
- f. New Jersey Executive Order No. 101, December 17, 1980
- g. New Jersey Executive Order No. 115, January 14, 1994

#### 3. County

- a. As described in Basic Annex.

4. Municipal
  - a. As described in Basic Annex.
- B. References, guidance material and other documents
  5. Federal
    - a. The Federal Response Plan, 9230.1-PL, April 1999
    - b. Presidential Decision Directive 39, U.S. Policy on Counterterrorism, (Classified)
    - c. Presidential Decision Directive 39, Domestic Deployment Guidelines (Classified)
    - d. Presidential Decision directive 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas (Classified)
    - e. Federal Bureau of Investigation WMD Incident Contingency Plan
    - f. Health and Human Services Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism
  6. State
    - a. State of New Jersey Emergency Operations Plan (EOP)
    - b. State of New Jersey Emergency Procedures Directory
  7. County
    - a. Monmouth County EMS WMD Plan
    - b. Monmouth County Fire Marshal Plan
    - c. Monmouth County Health Department Plan
  8. Municipal
    - a. As described in the Basic Annex.

### III. PURPOSE, SCOPE AND POLICIES

- A. Purpose: The purpose of the Terrorism Incident Annex is to describe the jurisdictions operations plan to develop an enhanced level of preparedness and a scope of actions based on intelligence indicators in order to respond to terrorist incidents within or in close proximity to the jurisdiction. This Annex:
1. Provides for the systematic sharing of terrorism-related intelligence information from federal, state, county and local sources and the orderly progression and monitoring of preparatory measures in advance of a terrorist incident.
  2. Provides for the coordination and full integration of federal, state and local resources during the occurrence of an incident(s) involving acts of terrorism, which produce major consequences that overwhelm or negate the response capabilities of state and local governments.
  3. Provides for the establishment and continued maintenance of law and order throughout the response and recovery/reconstruction phases following a terrorism emergency.
  4. Provides for the integration of crisis management and consequence management throughout the unfolding of a terrorist incident.
  5. Reviews existing casualty and damage assessment mechanisms at the state and local level to ensure that all capabilities are captured and integrated in the planning process. Refines existing damage assessment capabilities to achieve an increased level of sensitivity toward the recognition and rapid reporting and analysis of damage resulting from acts of terrorism.
- B. Scope:
6. This Annex applies to all threats or acts of terrorism within the jurisdiction that require a coordinated response.
  7. This Annex applies to all agencies within the jurisdiction.
  8. This Annex builds upon the concepts and procedures contained in the jurisdictions Emergency Operations Plan (EOP) by addressing unique policies, assumptions, structures and actions that will be applied to crisis and consequence management as required.



9. This Annex will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential terrorist incident.
10. This Annex may be activated at the direction of the Emergency Management Coordinator. Under certain circumstances, information available at the federal or state level may precipitate a Governor's Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor's Emergency Proclamation, this jurisdiction will immediately evaluate the requirement for a local emergency declaration.
11. It is essential that the provisions of this Annex be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Annex must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

C. Policies:

1. At the federal level, the Department of Justice is designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice assigns lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within that role, the FBI operates as the on-scene manager for the Federal Government. It is FBI policy that crisis management will involve only those federal agencies requested by the FBI to provide expert guidance and/or assistance, as described in the PDD-39 Domestic Deployment Guidelines (classified) and the FBI WMD Incident Contingency Plan.
2. The Federal Emergency Management Agency (FEMA) is designated as the lead agency for consequence management within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the federal response. It is FEMA policy to use the Federal Response Plan structures to coordinate all federal assistance to state and local governments for consequence management
3. State Policies:
  - a. Lead agency responsibility for counter-terrorism planning resides with the Department of Law and Public Safety as delegated to the New Jersey Office of Emergency Management. All state agencies

will support response and consequence management activities as required.

- b. The Governor has appointed the Adjutant General as the Executive Agent for the State of new jersey for all matters pertaining to any Weapons of Mass Destruction response.
- c. In August, 1999, Governor Whitman established a multi-disciplined committee to exercise oversight of counterterrorism planning and preparedness within the state. The New Jersey Domestic Preparedness Planning/Coordinating Group (NJDPP/CG), composed of selected state agencies, federal counterparts, outside agencies and the private sector, convenes monthly to exercise its charter which includes:
  - (1) Creating a mechanism for the sharing of terrorism-related intelligence information among federal, state and local authorities.
  - (2) Identifying needs and exploring the availability of resources for staffing, training and equipping jurisdictions to cope with the threat of terrorism.
  - (3) Coordinating efforts and providing guidance for state and local government to achieve an acceptable level of preparedness for counterterrorism operations.
  - (4) Developing training, exercising and technical assistance protocols for all terrorism issues in the State of New Jersey.
  - (5) Orchestrating threat and needs assessments efforts statewide and serving as the central applicant for terrorism planning and equipment grants from all federal sources.
- d. It is State policy that New Jersey must be prepared simultaneously to conduct both crisis and consequence management operations in a terrorism incident environment.

4. Neptune Township Policies:

- a. It is the policy of Neptune Township, that, in the event of a terrorism incident, initially, all available assets will be committed to the crisis management role until the establishment of federal

authority and the arrival of state and federal assistance. The jurisdiction will then revert to the crisis management role with support from county, state and federal resources.

- b. Neptune Township Office of Emergency Management has developed an expedited protocol for the issuance of local emergency proclamations related to a terrorism incident. (See Basic Plan).
- c. Neptune Township, in anticipation of a substantial influx of federal and state assets during a terrorism incident, will pre-designate and facilitate availability of sites for command posts, marshaling and staging areas.
- d. Neptune Township will provide qualified representation to a Joint Information Center (JIC), should such a facility be established during a terrorism incident.
- e. Neptune Township Purchasing Agent will capture and document cost data for the deployment and continued operations of all its assets throughout any terrorism incident.
- f. Neptune Township will, in accordance with established protocols, share terrorism-related intelligence information with federal, state and local governments.
- g. All crisis and consequence management activities contained in this Annex shall be conducted in accordance with the Incident Command System (ICS) and the National Incident Management System (NIMS).

#### **IV. SITUATION**

- A. The Terrorism Incident Organization for the Township of Neptune is described below:
  - 1. There are three (3) full-time paid employees within the Neptune Township Office of Emergency Management who are certified to the WMD (HAZMAT) Technician Response Level. These employees will be utilized, in addition to all two hundred and sixty five (265+) full-time employees of the Township of Neptune.
  - 2. Neptune Township has no temporary employees assigned to the Terrorism

incident Response.

3. There are twenty (20) responders on the Neptune Township Office of Emergency Management Hazardous Materials Response Team trained at various levels of WMD response, who will be utilized as a part of the primary response to a Terrorism Incident. In addition, there are over one hundred (100+) volunteers in the Neptune Township Fire and Emergency Medical Services that would be utilized for such a response.
  4. The vehicles and radios utilized for a Terrorism Incident are outlined in the Hazardous Materials, Fire and Rescue, Emergency Medical Services, Law Enforcement and Resource Management Annexes of this Emergency Operations Plan.
  5. The Neptune Township Office of Emergency Management Hazardous Materials Response Team maintains equipment and the appropriate training to perform preliminary detection of chemical, biological and radioactive materials in the field. This team maintains an a Smith's® Portable Chemical Identifier, a First Defender® RMXC and LCD 3.3, Bio-Check Kits, Radiological Survey Meters, Portable Gamma Radiation Detectors, A HazCat® Kit, a HazCat® Bio Kit, Air Detection Equipment, M-8, M-9 and M-256 Detection kits, RAID kits and the appropriate personal Protective Equipment and Decontamination capabilities to perform preliminary field testing and rescue activities.
- B. The Terrorism Incident Organization in the Township of Neptune includes the following: Command (Police and Emergency Management), Communications, Security, Haz-Mat, Public Works, Sheltering, Decontamination, Mass Decontamination, Hospital Haz-Mat and Decontamination Support, Traffic Control, Water Rescue Unit, EMS and Fire.
- C. The Terrorism Response organization has communications system interoperability amongst the functions described in TI - IV B, above. Specific radio frequency capabilities are outlined in the Basic Plan.
- D. As outlined in TIA-2, critical facilities within Neptune Township that may be likely Terrorist targets include;
1. Jersey Shore University Medical Center and Hope Tower (Regional Trauma Center for Central Jersey / NJ Tier II Critical Infrastructure Site)
  2. New Jersey American Water Company Water Treatment Facility
  3. Jersey Central Power & Light Power Facilities (3)
  4. Neptune Township Public Schools (7)
  5. Central Jersey Coastline (New Jersey Transit)

6. Various Shopping Centers

- E. The Township of Neptune Police Department and Office of Emergency Management assisted in the development of security plans with the administration of each of the critical facilities described in TA IV D, above. Each site maintains an internal security system that is supplemented by local Police Department Resources during periods of heightened risk.

V. OPERATIONS AND CONTROL

- A. During periods of heightened risk of a Terrorism Incident, the following actions are implemented:
1. Terrorism Incident Command and Control will emanate from the EOC or an on-scene Command Post depending upon the situation.
  2. The Emergency Management Coordinator shall maintain a current recall roster for the Terrorism Incident Group and shall verify its accuracy by requesting updated information from Department Heads on a regular basis.
  3. Terrorism Incident Group staffing will be rotated on a twelve (12) to sixteen (16) hour basis so as to ensure twenty-four (24) hour availability of resources from this group.
- B. The Terrorism Incident Group Interacts with other emergency groups during an emergency as follows:
1. The Emergency Management Coordinator and the Counter-Terrorism Officer will report to the EOC during an emergency.
  2. Information from the field will be reported to the EOC via radio, telephone and email to report necessary and appropriate information during an emergency.
  3. The Terrorism incident Group utilized the Incident Command System on a day-to-day basis for routine emergency response activities. During an emergency the Incident Command System will be expanded to ensure appropriate span of control and efficient management of resources.
- C. The Terrorism Incident Group is a multi-agency response group that will work under the direction of the Emergency Management Coordinator and the Law Enforcement Incident Commander (Unified Command) during a Terrorist Incident. Personnel assigned to this group are notified by E-Dispatch, I Am

Responding radio paging, telephone contact and by the Computerized Telephonic Notification System. This initial contact will provide instruction concerning where to assemble to prepare for a response.

- D. The Township of Neptune Office of Emergency Management will ensure that the Incident Command System is appropriately organized to include resources utilized from outside jurisdictions.
- E. Should the Township of Neptune receive credible information concerning a Terrorist threat, the Monmouth County Prosecutors Office and the Monmouth County Office of Emergency Management will be notified pursuant to County guidelines. State and Federal Resources will be requested through the County Office of Emergency Management. A Command Post and/or EOC will be established and the Terrorism Incident Group will be notified. If possible, local Police resources will be utilized to secure a safe perimeter around the potential threat. The emergency response agencies will be assembled at a safe location to prepare for the necessary initial response.
- F. The Township can make direct telephone or e-dispatch contact with a large portion of the Terrorism Incident Response Group and will utilize this method to ensure there is no panic caused by public or quasi-public announcement of a threat. In addition, emergency response agencies are notified via normal routes and provided a generic request to respond to their facility to stand-by for an assignment.
- G. Should there be a need to notify the general public concerning a threat, the Emergency Management Coordinator will initiate the Emergency Broadcast System (EBS) and implement use of the Nixle® computerized telephone notification system. Route alerting and public announcements may also be utilized. The Neptune PD and OEM Mobile Apps, Twitter and Facebook accounts will also issue alerts.
- H. If a threat impacts upon a school or daycare center, depending upon the nature of the threat, the facility will be either secured or evacuated. Schools and daycare centers are included in the threat notification. Police resources can be utilized to supplement on-site security resources until County, State and Federal resources arrive.
- I. If a threat impacts upon a healthcare facility, depending upon the nature of the threat, the facility will be either secured or evacuated. Healthcare centers are included in the threat notification. Police resources can be utilized to supplement on-site security resources until County, State and Federal resources arrive.
- J. If a threat impacts upon a business facility, depending upon the nature of the

threat, the facility will be either secured or evacuated. Businesses are included in the threat notification. Police resources can be utilized to supplement on-site security resources until County, State and Federal resources arrive.

- K. The municipal chain of command will be reconstituted after the loss of key officials by moving direct underlings into leadership roles pursuant to the municipal table of organization. In the event there are no municipal employees to assume leadership roles, the Office of Emergency Management will enact temporary emergency measures until County, State and Federal resources can assist in containing the incident and re-establishing a chain of command as part of recovery efforts.
- L. Municipal and private facilities within the Township have been designated for various uses in the event of a catastrophic event. These facilities will be manned and administered in a manner similar to shelters and disaster field offices. Municipal resources will be utilized to secure and oversee operations at these facilities.
- M. During a WMD incident, immediate, life essential needs, will be identified by the EMS and Health resources and managed through the EOC Resource Management Section. Damage Assessment and Casualty Reporting will be respectively handled by Code Enforcement and Law Enforcement resources. Each of these agencies may be supplemented by OEM And Fire resources as needed.
- N. In the event of a Terrorist Attack, the Township of Neptune will utilize County and State Mutual Aid Plans to supplement local resources.
- O. The Township of Neptune Office of Emergency Management Haz-Mat Team, the volunteer Emergency Medical Services and the Fire Departments are agencies with specialized WMD response capabilities that may be called upon in neighboring jurisdictions. As in any mutual aid situation, the Township of Neptune must remain appropriately covered by emergency response agencies before local agencies are released to respond elsewhere.
- P. The Township of Neptune will rely upon community groups, Everbridge Nixle® community alert system and shelter registration information to account for residents and transients in the event of a WMD attack.

## **VI. RESPONSIBILITIES**

- A. The Emergency Management Coordinator is responsible for Implementing this Annex and directing the Terrorism Incident response.
- B. The following are the SOPs that address how the Terrorism Incident function will accomplish their emergency response:
  - 1. Shore Region Active Shooter Partnership Program
  - 2. Neptune OEM HazMat Policies
  - 3. Monmouth County EMS Plan
  - 4. Monmouth County Fire Marshals SOPs
  - 5. Monmouth County Health Department SOPs
- C. Mutual aid agreements for the Terrorism Incident function are as follows:
  - 1. Shore Region Active Shooter Partnership
  - 2. Monmouth County Emergency Management Countywide Mutual Aid Agreement
- D. The Emergency Management Coordinator is responsible for conducting the jurisdictions threat and needs assessments to document the requirements for federal and state resources.
- E. The Police Chief is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities and emergency shelters.

## **VII. CONTINUITY OF GOVERNMENT FOR TERRORISM INCIDENT**

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

Emergency Management:

- 1. Emergency Management Coordinator
- 2. Deputy Emergency Management Coordinator



3. Assistant Deputy Emergency Management Coordinators (2)

Police:

1. Police Chief
  2. Counter-Terrorism Officer
  3. Deputy Chief
  4. Police Captains
- B. Essential records and logs will be protected and preserved in accordance with standing jurisdictional orders. Records and logs pertaining to a Terrorism Incident will be forwarded to the emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation. This is particularly important in the event of a terrorism incident site which is also a crime scene.

### **VIII. ADMINISTRATION AND LOGISTICS**

- A. The Emergency Management Secretary is responsible for the maintenance of all records and reports required for the Terrorism Incident functions in an emergency.
- B. The Purchasing Agent is responsible for records of expenditures for the Terrorism Incident functions in an emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing jurisdictional orders as outlined in the Resource Management Annex and in the following SOPs:
1. Township of Neptune Purchasing Manual
- D. The Deputy Emergency Management Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.
- E. The following specialized state-level assets may be activated immediately upon notification of a terrorism incident and may be deployed as required for crisis and consequence management operations as the situation develops:
1. Department of Environmental Protection (DEP) Bureau of Emergency

Response (BER) Teams, the states first line of HAZMAT response.

2. Department of Environmental Protection (DEP) Bureau of Nuclear Engineering (BNE) Teams, the states first line of nuclear response
3. State Police Bomb Squad
4. State Police Tactical Emergency and Mission Specialist Teams (T.E.A.M.S.)
5. State Police Rapid Deployment Teams (Damage Assessment)
6. New Jersey National Guard Civil Response Team (Light) for WMD nuclear and chemical incidents
7. New Jersey Task Force I, Urban Search and Rescue Team
8. New Jersey Emergency Medical Services Task Force

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Emergency Management Coordinator is responsible for the maintenance of the Terrorism Incident Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.
- B. The Emergency Management Coordinator is responsible for review and updating of the Terrorism Incident Annex, SOPs, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

- A. The following terms and acronyms were used in addition to those defined in the Basic Plan:
  1. None

## **XI. APPENDICES AND ATTACHMENTS**

- |       |                                                                    |
|-------|--------------------------------------------------------------------|
| TIA-1 | Mutual Aid Agreements (On file)                                    |
| TIA-2 | Critical facilities List (Command Posts, police and fire stations, |

hospitals, utilities, shelters, etc.) Include with plan and post on a large scale map of the jurisdiction to be maintained at the jurisdictions EOC

- TIA-3 Terrorism Incident Resource List
- TIA-4 Terrorism Incident SOPs related to Emergency Management
- TIA-5 Recall/Duty Roster

**TIA-1**

**MUTUAL AID AGREEMENTS**

Attached are the following Mutual Aid Agreements relative to the Terrorism Incident Response:

1. Monmouth County Emergency Management Countywide Mutual Aid Agreement
2. Southern Monmouth Active Shooter Partnership Agreement

**TIA -2**

**CRITICAL FACILITIES LIST**

Attached is a copy of the Critical Facilities List and a map indicating locations of sites.

Jersey Shore University Medical Center and Hope Tower (Regional Trauma Center for Central Jersey / NJ Tier I Critical Infrastructure Site)

New Jersey American Water Company Water Treatment Facility

Jersey Central Power & Light Power Facilities (3)

Neptune Township Public Schools (7)

Central Jersey Coastline (New Jersey Transit)

Various Shopping Centers

**TIA-3**

**TERRORISM INCIDENT RESPONSE RESOURCE LIST**

The Neptune Township Office of Emergency Management and Neptune Township Police Department's resource list(s) are maintained on the D4H Emergency Response website in the Equipment Management section.

**TIA-4**

**TERRORISM INCIDENT SOPs**

SOP's and/or Guidelines utilized to identify and report a potential Terrorist Incident are maintained in the EOC