

134697

STATE OF NEW JERSEY
EMERGENCY OPERATIONS PLAN GUIDELINES
CHECKLIST INSTRUCTIONS
2-5-90

Each item on the checklist for the Basic Plan and all of the annexes needs to be addressed. Provide the information asked for in narrative form unless a particular format is specified such as a chart, matrix, list, etc.

Follow the format and outline of the checklist and use the same alpha numeric designation for paragraphs as the checklist uses. In other words, if the checklist item is IV.A.1.b. your EOP should address that item in paragraph IV.A.1.b. The checklist submitted with the EOP for approval must be annotated with the page/section/paragraph where the item is located in your EOP. Using the same designation eliminates confusion and makes annotation of the checklist a very simple task.

The content of your plan should reflect the actual situation in your jurisdiction and not how someone would like it to be. If something has not been accomplished or doesn't exist, state that in your EOP.

Pay particular attention to the SITUATION and OPERATIONS AND CONTROL sections of the EOP. Provide as much information as you can for the items listed and any other you consider appropriate to your jurisdiction. Try to be as detailed as possible when describing how the functions will be accomplished in your jurisdiction.

Attachments are an important part of your EOP and although you are not required to submit all of them with the Plan, you must have them on file for review. Note that several checklist items in each annex prompt you to refer to a specific attachment. You may want to develop additional attachments for specific hazards that have a high incidence of recurrence in your jurisdiction.

The State Emergency Operations Plan Guidelines set specific requirements for the contents of an Emergency Operations Plan but does not prevent you from adding additional information that you feel is necessary for your jurisdiction.

If you have questions or need assistance, contact the next higher level of Emergency Management, i.e. county, region or State as appropriate.

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EMERGENCY OPERATIONS PLAN GUIDELINES
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ACQUISITIONS

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EMERGENCY OPERATIONS PLAN GUIDELINES
BASIC PLAN CHECKLIST

Cite Basic Plan
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I. INTRODUCTION

- _____ A. Include a Table of Contents which lists all sections of the Basic Plan, and identifies annexes, appendices and tabs. (Standardized Text Available)
- _____ B. Include an Approval Statement and dated approval signatures of the chief executive and Emergency Management Coordinator of the jurisdiction. (Standardized Text Available)
- _____ C. Include a Distribution List identifying officials who will receive a copy of the Plan. (Standardized Text Available)
- _____ D. Include a Record of Changes for recording changes to any portion of the EOP (possibly in chart form). (Standardized Text Available)
- _____ 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. (Standardized Text Available)

II. AUTHORITY AND REFERENCES

- _____ A. List laws, ordinances, regulations, resolutions, and directives that establish the legal basis for planning, implementing, and carrying out emergency responsibilities. (Standardized Text Available)
- _____ B. List references, guidance materials, and other documents used in developing this plan. (Standardized Text Available)

III. PURPOSE

- _____ A. State emergency management goals including minimization of suffering, prevention of loss of life, protection of property, and coordination of response agencies. (Standardized Text Available)

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- B. Describe types of situations covered including natural disasters, technological disasters, and national security crises. (Standardized Text Available)

IV. SITUATION

- A. Give brief description of your jurisdiction including:

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

- 2. List county in which located and contiguous municipalities and counties (if applicable).

- 3. Identify topographical characteristics including rivers, lakes, ocean, bays, mountains, and dams.

- 4. State seasonal, permanent, and workday populations.

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

- 6. Describe your jurisdiction's form of government.

- 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.

- C. List relevant planning assumptions that refine the planning basis by stating parameters considered applicable to particular emergency situations. (Standardized Text Available)

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V. OPERATIONS AND CONTROL

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:

1. Describe the Emergency Management chain of command.

2. Describe actions to be implemented during periods of increased risk.

a. Describe from where Emergency Operations Direction and Control will emanate.

b. Describe arrangements for the activation and release of emergency response personnel and provide for 24 hour staffing during emergency conditions.

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.

4. Provide for reducing and/or temporarily curtailing public services.

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. (Standardized Text Available)

1. Describe mitigation phase activities.

2. Describe preparedness phase activities.

3. Describe response phase activities.

4. Describe recovery phase activities.

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VI. RESPONSIBILITIES

- _____ A. Identify the individual by title who is responsible for implementing this plan and directing the emergency response. (Also refer to BPA-1) (Standardized Text Available)
- _____ 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) (Standardized Text Available)
- _____ 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) (Standardized Text Available)

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

- _____ D. Require assigned organizations, agencies, and individuals to prepare standard operating procedures (SOP'S) and operational checklists. (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT

- A. List the line of succession to the office of following to assure continuous leadership (Standardized Text Available):

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1. Mayor/Chief Executive.

2. Emergency Management Coordinator.

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

C. Define reporting procedures to other levels of government during an emergency (Standardized Text Available):

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

2. List agencies notified when the EOC is activated.

D. Explain how vital records are protected and preserved during an emergency. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

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. (Standardized Text Available)

B. Identify, by title, who is responsible for records of expenditures. (Standardized Text Available)

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. (Standardized Text Available)

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IX. PLAN DEVELOPMENT AND MAINTENANCE

- 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. (Standardized Text Available)
- 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. (Standardized Text Available)

X. DEFINITIONS

List definitions, explanations of terms and acronyms used in the Basic Plan. (Standardized Text Available)

XI. 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.

- BPA 1 Resolutions, letters or other documents appointing the Emergency Management Coordinator and the Emergency Management Council. (On file)
- BPA 2 List of map(s) on file for the jurisdiction that show the following: (List Attached)
 - 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.
- BPA 3 Responsibility Matrix. (Include with Plan) (Standardized Text Available)

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- | | | |
|-------|-------|--|
| _____ | BPA 4 | Functional Annex Tasks And
Responsibility Assignments. (Include
with Plan) (Standardized Text Available) |
| _____ | BPA 5 | Sample emergency proclamation for the
jurisdiction. (Include with Plan)
(Standardized Text Available) |
| _____ | BPA 6 | Hazard Analysis. (Include with Plan) |
| _____ | BPA 7 | Vulnerability Assessment. (Include with
Plan) |

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ALERTING, WARNING AND COMMUNICATIONS ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

- A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)
- B. List publications and guidance material used for Alerting, Warning and Communications Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Alerting, Warning and Communications Annex. (Standardized Text Available)

IV. SITUATION

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

- A. Identify the main and backup communications centers for your jurisdiction.
- B. Identify warning devices within your jurisdiction. If none present so state. (Also refer to AWCA-4)
- C. Identify the 24 hour warning point and NAWAS point for your jurisdiction. Attach warning flow chart for your jurisdiction. (AWCA-2)
- D. Discuss whether your jurisdiction has the capability to perform route alerting.
- E. Discuss other warning methods in your jurisdiction including:

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- 1. Media (EBS station, radio/TV traffic reporting).
- 2. Electronic pager systems.
- 3. Computerized telephone alerting.
- 4. Statewide teletype system.
- 5. Hazard specific warning systems.

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

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

- 1. Establish from where Alerting, Warning and Communications direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
- 2. Provide for the verification of current recall rosters for the Alerting, Warning and Communications Group. (Also refer to AWCA-6)
- 3. Tell how Alerting, Warning and Communications supervisor staffing will be provided on a 24-hour basis. (Also refer to AWCA-6)

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

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

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ALERTING, WARNING AND COMMUNICATIONS ANNEX CHECKLIST

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2. Procedures for reporting appropriate information to the EOC during an emergency.

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

D. Describe how to implement route alerting of the public.

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.

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

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

VI. RESPONSIBILITIES

A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Alerting, Warning and Communications emergency response. (Standardized Text Available)

B. List SOP's that address how the Alerting, Warning and Communications Group will accomplish the assigned tasks. If none, so state. (Standardized Text Available)

C. Identify Alerting, Warning and Communications mutual aid agreements. If none, so state. (Standardized Text Available)

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.

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- _____ 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. (Standardized Text Available)
- _____ F. Tell how and when scheduled testing of emergency communications is to be accomplished.
- _____ G. Establish a procedure for obtaining telephone services during emergencies.
- _____ H. Ensure that communications procedures are established including the use of message log forms and message control.
- _____ 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 FOR ALERTING, WARNING AND COMMUNICATIONS

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Alerting, Warning and Communications functions. (Standardized Text Available)

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- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Alerting, Warning and Communications Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Alerting, Warning and Communications Annex. (Standardized Text Available)

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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).

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

_____ AWCA 2. A Warning Flow Chart. (Include with the Plan) (Standardized Text Available)

_____ 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).

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

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

_____ AWCA-6. Recall/Duty Roster

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DAMAGE ASSESSMENT ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Damage Assessment Annex development or operational guidance. (Standardized Text Available) (Also refer to DAA-1)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Damage Assessment Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the primary and support agencies for damage assessment.

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)

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)

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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)

E. Discuss the source of transportation for damage assessment teams.

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

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

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

1. Establish from where Damage Assessment direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
2. Provide for the verification of current recall rosters for the Damage Assessment Group. (Also refer to DAA-2)
3. Tell how Damage Assessment supervisor staffing will be provided on a daylight-hour basis. (Also refer to DAA-3)
4. Provide for the briefing of damage assessment team commanders and annex coordinators on procedures for record keeping of expenditures.

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

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1. Designation of a Damage Assessment representative, by title, to report to the EOC during an emergency.

2. Procedures for reporting appropriate information to the EOC during an emergency.

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.

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

VI. RESPONSIBILITIES

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

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)

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

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

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. (Standardized Text Available)

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DAMAGE ASSESSMENT ANNEX CHECKLIST

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VII. CONTINUITY OF GOVERNMENT FOR DAMAGE ASSESSMENT

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Damage Assessment functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Damage Assessment Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Damage Assessment Annex.

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XI. APPENDICES/ATTACHMENTS

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

- | | | |
|-------|-------|--|
| _____ | DAA 1 | Disaster Operations Field Manual. |
| _____ | DAA 2 | Recall/Duty Roster. |
| _____ | DAA 3 | Damage Assessment SOP's. |
| _____ | DAA 4 | List of Potential Disaster Application Centers for Jurisdiction in Accordance with Section 4.01 of the Disaster Operations Field Manual. |

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EMERGENCY MEDICAL ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Emergency Medical Annex development or operational guidance. (Standardized Text Available) (Also refer to EMA-1)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Emergency Medical Annex. (Standardized Text Available)

IV. SITUATION

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

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)

B. Identify the following for each Emergency Medical district or operational area:

1. Number of stations.

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.

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3. Major pieces of equipment. (Also refer to EMA-6)

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

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

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.

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

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

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

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

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

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

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

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

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

1. Designation of an Emergency Medical representative, by title, to report to the EOC during an emergency.

2. Procedures for reporting appropriate information to the EOC during an emergency.

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.

C. Describe how Emergency Medical personnel are dispatched including how additional personnel and equipment are called in.

D. Describe the command system for major emergency medical operations in which more than one district's or jurisdiction's forces are involved.

E. Describe the procedure for the rescuing of injured people during emergency operations, accidents or other situations. (if applicable)

F. Describe the implementation of your jurisdiction's Mass Casualty Plan.

G. Describe how coordination of emergency medical care at shelter facilities and reception centers will take place.

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.

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EMERGENCY MEDICAL ANNEX CHECKLIST

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VI. RESPONSIBILITIES

- _____ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Emergency Medical emergency response. (Standardized Text Available)
- _____ B. List SOP's that address how the Emergency Medical Group will accomplish the assigned tasks. If none, so state. (Standardized Text Available)
- _____ C. Identify Emergency Medical mutual aid agreements. If none, so state. (Standardized Text Available)
- _____ 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. (Standardized Text Available)
- _____ E. Identify who, by title, is responsible for emergency medical protection in emergency shelters. (Standardized Text Available)
- _____ 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 FOR EMERGENCY MEDICAL

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

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VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Emergency Medical functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Emergency Medical Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to EMA-3 and RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Emergency Medical Annex. (Standardized Text Available)

XI. APPENDICES/ATTACHMENTS

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

- _____ EMA 1 District Mobilization Plans.
- _____ EMA 2 Recall/Duty Roster.

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EMERGENCY OPERATIONS PLAN GUIDELINES
EMERGENCY MEDICAL ANNEX CHECKLIST

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- | | | |
|-------|-------|---|
| _____ | EMA 3 | Mutual Aid Agreements. |
| _____ | EMA 4 | Hospital Emergency Plan. |
| _____ | EMA 5 | N.J. Emergency Medical Services
Multiple Casualty Incident Plan |
| _____ | EMA 6 | EMS Organizations and Resource
Lists. |
| _____ | EMA 7 | Identify Sites within Jurisdiction
that would be used as MEDEVAC
Landing Sites. |

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EMERGENCY OPERATIONS CENTER ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.
(Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Emergency Operations Center Annex development or operational guidance.
(Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Emergency Operations Center Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the location of the primary and alternate EOC's in your jurisdiction.

B. Give a brief description of your primary and alternate EOC's including:

1. Telephone, Radio, Fax, and RACES capability.

2. Floor area square footage. (Also refer to EOCA-1)

3. Whether or not the facility has a backup generator. If it does, give type (KW size) and fuel used.

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EMERGENCY OPERATIONS PLAN GUIDELINES
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4. Protection Factor for Radiation.
(Include if your EOC has been analyzed
by the NJOEM Shelter Analyst.)

5. Susceptibility to natural hazards.

6. Number of restrooms.

7. Whether or not the EOC/Alternate EOC has
eating and sleeping facilities.

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

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

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

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

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)

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

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)

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- _____ E. Describe in general terms when you would open the EOC and when you would use a forward command post.
- _____ F. Describe the procedure for securing the EOC after an emergency.

VI. RESPONSIBILITIES

- _____ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Emergency Operations Center emergency response. (Standardized Text Available)
- _____ B. List SOP's that address how the Emergency Operations Center group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to EOCA-4)
- _____ C. Identify Emergency Operations Center mutual aid agreements. If none, so state. (Standardized Text Available)
- _____ D. Identify the individual, by title, who is responsible for displays, maps, and status boards in the EOC. (attachment-Diagram/List) (Standardized Text Available)
- _____ E. Identify the individual, by title, who is responsible for maintaining EOC equipment in a current state of readiness. (Standardized Text Available)
- _____ F. Identify the individual, by title, who is responsible for maintaining adequate EOC supplies such as forms, office supplies, batteries, blankets, etc. (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY OPERATIONS CENTER

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)

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EMERGENCY OPERATIONS CENTER ANNEX CHECKLIST

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- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Emergency Operations Center functions. (Standardized Text Available)

- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Emergency Operations Center Group. (Standardized Text Available)

- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to EOCA-5 and RMA-5) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)

- _____ 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. (Standardized Text Available)

X. DEFINITIONS

- _____ List definitions/explanations of terms and acronyms used in the Emergency Operations Center Annex. (Standardized Text Available)

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EMERGENCY OPERATIONS PLAN GUIDELINES
EMERGENCY OPERATIONS CENTER ANNEX CHECKLIST

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XI. APPENDICES/ATTACHMENTS

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

- EOCA 1 EOC Floor Plan.
- EOCA 2 Recall Duty Roster.
- EOCA 3 EOC Staffing Roster.
- EOCA 4 EOC SOP's (i.e. for Message Wording & Logging, EOC Activation/Deactivation, Event Log and Security Log).
- EOCA 5 Resource List.

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EMERGENCY OPERATIONS PLAN GUIDELINES
EMERGENCY PUBLIC INFORMATION ANNEX CHECKLIST

Cite Annex
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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.
(Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Emergency Public Information Annex development or operational guidance.
(Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Emergency Public Information Annex. (Standardized Text Available)

IV. SITUATION

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

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)

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

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.

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EMERGENCY PUBLIC INFORMATION ANNEX CHECKLIST

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_____ 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)

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

V. OPERATIONS AND CONTROL

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

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

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

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

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

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

_____ 2. Procedures for reporting appropriate information to the EOC during an emergency.

_____ 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.

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_____ 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.

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

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

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

VI. RESPONSIBILITIES

_____ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Emergency Public Information emergency response. (Standardized Text Available)

_____ 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. (Standardized Text Available)

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

_____ D. Identify Emergency Public Information mutual aid agreements. If none, so state. (Standardized Text Available)

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- _____ 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) (Standardized Text Available)
- _____ 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. (Standardized Text Available) (Also refer to EPIA-5)

VII. CONTINUITY OF GOVERNMENT FOR EMERGENCY PUBLIC INFORMATION

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Emergency Public Information functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Emergency Public Information Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

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EMERGENCY PUBLIC INFORMATION ANNEX CHECKLIST

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IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Emergency Public Information Annex. (Standardized Text Available)

XI. APPENDICES/ATTACHMENTS

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

- _____ EPIA 1 Media List. (i.e. T.V., Radio, Cable T.V.)
- _____ EPIA 2 PIO General Procedures/SOP's.
- _____ EPIA 3 Emergency Information Packets.
- _____ EPIA 4 Recall/Duty Roster.
- _____ EPIA 5 Special Population Information Procedures (i.e. Hearing-Impaired, Non-English Speaking, etc.)
- _____ EPIA 6 Mutual Aid Agreements with local media, etc.

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EMERGENCY OPERATIONS PLAN GUIDELINES
EVACUATION ANNEX CHECKLIST

Cite Annex
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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

- _____
A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)
- _____
B. List publications and guidance material used for Evacuation Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Evacuation Annex. (Standardized Text Available)

IV. SITUATION

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

- _____
A. Identify the primary and support agencies for evacuation in your jurisdiction.
- _____
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)
- _____
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)

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EMERGENCY OPERATIONS PLAN GUIDELINES
EVACUATION ANNEX CHECKLIST

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- D. State the source, type and quantity of vehicles available to transport evacuees requiring transportation. (Also refer to EA-5)
- 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)
- 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)
- G. Identify the source and quantity of tow trucks available for use in evacuation. (Also refer to EA-5)
- H. Identify areas in your jurisdiction associated with a potential blast overpressure of 2.0 PSI in accordance with NAPB-90. (This information will be provided by the NJOEM Population Protection Planning Unit) (Also refer to EA-11)

V. OPERATIONS AND CONTROL

- A. Describe Evacuation actions to be taken during periods of heightened risk including:
 - 1. Establish from where Evacuation direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
 - 2. Provide for the verification of current recall rosters for the Evacuation Group. (Also refer to EA-3)
 - 3. Tell how Evacuation supervisor staffing will be provided on a 24-hour basis. (Also refer to EA-3)
- B. Describe how the Evacuation Group interacts with other Emergency Groups during an emergency including:

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EMERGENCY OPERATIONS PLAN GUIDELINES
EVACUATION ANNEX CHECKLIST

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1. Designation of an Evacuation representative, by title, to report to the EOC during an emergency.

2. Procedures for reporting appropriate information to the EOC during an emergency.

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.

D. Tell how transportation resources will be brought into service to evacuate those without automobiles.

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.

F. Describe how vehicles with mechanical problems and vehicle security will be handled.

VI. RESPONSIBILITIES

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

B. List SOP's that address how the Evacuation Group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to EA-2)

C. Identify Evacuation mutual aid agreements. If none, so state. (Standardized Text Available) (Also refer to EA-4)

D. Identify who, by title, is responsible for the relocation of essential resources, personnel, supplies and equipment to the reception area. (Standardized Text Available)

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- _____ E. Identify an individual, by title, to coordinate all public transportation resources planned for use in an evacuation. (Standardized Text Available)
- _____ 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), (Standardized Text Available)
- _____ G. Identify who, by title, is responsible for evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food, service and medical clinics. (Standardized Text Available) (Also refer to EA-10)

VII. CONTINUITY OF GOVERNMENT FOR EVACUATION

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Evacuation functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Evacuation Group. (Standardized Text Available)

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_____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to EA-9 and RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

_____ 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. (Standardized Text Available)

_____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Evacuation Annex. (Standardized Text Available)

XI. APPENDICES/ATTACHMENTS

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

_____ EA 1 Evacuation Routes.

_____ EA 2 Evacuation Procedures (SOP's).

_____ EA 3 Recall/Duty Roster.

_____ EA 4 Mutual Aid Agreements.

_____ EA 5 Transportation Resources.

_____ EA 6 Reception Areas Maps.

_____ EA 7 Staging Areas Maps.

_____ EA 8 Special Interest Group Evacuation.

_____ EA 9 Supplies and Equipment List.

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EA 10 Information Packets.

EA 11 Population at Risk/Identified Hazard
Areas (NAPB 90).

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FIRE AND RESCUE ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.
(Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Fire and Rescue Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Fire and Rescue Annex.
(Standardized Text Available)

IV. SITUATION

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

A. Identify the firefighting organization in your jurisdiction including the number of fire districts. State whether or not the districts are independent or under a unified command.

B. Identify the following for each fire district:

1. Number of fire stations.

2. Number of active members broken down into full-time paid, part-time paid, and volunteer. (Also refer to FRA-1)

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FIRE AND RESCUE ANNEX CHECKLIST

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3. Number and type of motorized apparatus.
(Also refer to FRA-4)

4. Significant fire hazards (chemical
companies, propane storage yard, etc.).
(Also refer to HMA-1,2)

C. Identify the primary and alternate dispatch
centers for the Fire Service. (Also refer
to AWCA-5)

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.

E. Identify any special firefighting capability
(foam trucks, hazmat team, etc.). (Also
refer to FRA-4)

V. OPERATIONS AND CONTROL

A. Describe Fire and Rescue actions to be taken
during periods of heightened risk including:

1. Establish from where Fire and Rescue
direction and control will emanate.
(EOC, Communications Center, On-scene
Command Post)

2. Provide for the verification of current
recall rosters for the Fire and Rescue
Group. (Also refer to FRA-2)

3. Tell how Fire and Rescue supervisor
staffing will be provided on a 24-hour
basis. (Also refer to FRA-2)

B. Describe how the Fire and Rescue Group
interacts with other Emergency Groups during
an emergency including:

1. Designation of a Fire and Rescue
representative, by title, to report to
the EOC during an emergency.

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FIRE AND RESCUE ANNEX CHECKLIST

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2. Procedures for reporting appropriate information to the EOC during an emergency.

3. Describe how your Fire Service uses the Incident Command System (ICS) to handle emergency situations or identify a timetable for adoption of the ICS.

C. Describe how fire and rescue units are dispatched including how additional personnel and equipment are called in. (Also refer to AWCA-5)

D. Describe the command system for major fires in which more than one district's or jurisdiction's forces are involved.

E. Describe the procedure for the rescue of injured people during emergency operations, accidents or other situations. (if applicable)

VI. RESPONSIBILITIES

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

B. List SOP's that address how the Fire and Rescue Group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to FRA-3)

C. Identify Fire and Rescue mutual aid agreements. If none, so state. (Standardized Text Available) (Also refer to FRA-1)

D. Identify who, by title, is responsible for fire protection and inspection in emergency shelters. (Standardized Text Available)

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)

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EMERGENCY OPERATIONS PLAN GUIDELINES
FIRE AND RESCUE ANNEX CHECKLIST

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VII. CONTINUITY OF GOVERNMENT FOR FIRE AND RESCUE

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Fire and Rescue functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Fire and Rescue Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Fire and Rescue Annex. (Standardized Text Available)

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FIRE AND RESCUE ANNEX CHECKLIST

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XI. APPENDICES/ATTACHMENTS

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

- | | | |
|-------|-------|-----------------------------|
| _____ | FRA 1 | Fire Mutual Aid Agreements. |
| _____ | FRA 2 | Recall/Duty Roster. |
| _____ | FRA 3 | Fire SOP's. |
| _____ | FRA 4 | Resource/Equipment List |

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HAZARDOUS MATERIALS ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible for the Annex, the individual responsible for each responding agency cited in the Annex, and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Hazardous Materials Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Hazardous Materials Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the primary and support agencies for hazardous materials response in your jurisdiction.

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)

C. Based on information available, describe the hazardous materials threat specific to your jurisdiction including:

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EMERGENCY OPERATIONS PLAN GUIDELINES
HAZARDOUS MATERIALS ANNEX CHECKLIST

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- _____ 1. Chemical handling facilities. (Also refer to HMA-1)
- _____ 2. Main systems used for transporting hazardous materials. (Also refer to HMA-2)
- _____ 3. Central ports, transfer stations or storage yards used for shipping or receiving bulk chemicals.

V. OPERATIONS AND CONTROL

A. Describe Hazardous Materials response actions to be taken during periods of heightened risk including:

- _____ 1. Outline how the receipt of initial notification of an incident occurs and to whom callouts are made (Also refer to HMA-4).
- _____ 2. Discuss how incident assessment will be accomplished.
- _____ 3. Identify the lead agency that will assume control and designate an incident commander.
- _____ 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) (Standardized Text Available)
- _____ 5. Discuss the process for activating a multi-agency response from both inside and outside your jurisdiction.
- _____ 6. Establish from where direction and control will emanate. (Usually a command post) (Standardized Text Available)

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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) (Standardized Text Available)

8. Identify the agency in charge of any "offensive" actions that may be required to bring the incident under control. (HazMat Team, NJDEP)

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.) (Standardized Text Available)

C. Describe special communications frequencies or procedures, if any, unique to hazardous materials response. (Refer to AWCA-5)

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

A. Identify who, by title, is responsible for implementing this Annex and directing the hazardous materials emergency response. (Standardized Text Available)

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) (Standardized Text Available)

C. Identify any Hazardous Materials mutual aid agreements. If none, so state. (Also refer to HMA-6) (Standardized Text Available)

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- _____ 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)
- _____ E. If exposure to a hazardous substance is possible, assure that self-contained breathing apparatuses will be worn. (Standardized Text Available)
- _____ 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). (Standardized Text Available)
- _____ G. Provide for limiting and controlling the number of persons entering the "hot zone". (Standardized Text Available)
- _____ H. For hazardous materials team responses, assure that the "buddy system" of groups of two or more responders is implemented. (Standardized Text Available)
- _____ I. Provide for back-up and advanced first aid personnel on stand-by at incidents scenes. (Standardized Text Available)
- _____ J. Identify the agency responsible for providing safety monitoring and decontamination. (Standardized Text Available)
- _____ K. Assure capability to receive and treat injured and/or contaminated persons at nearby hospitals. (Standardized Text Available)
- _____ L. Provide for site security to establish safe distances and places of refuge for both emergency workers and the public. (Standardized Text Available)
- _____ M. Identify the agency in charge of your medical surveillance program and annual physicals for teams members or specialists, and provide for maintaining exposure records for all response personnel. (In accordance with OSHA Law) (Standardized Text Available)

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- _____ N. Provide a maintenance and calibration program for your jurisdictions hazardous materials response equipment. The program should follow manufacturers and NFPA recommended practices. (Standardized Text Available)
- _____ O. Identify a coordinator for your jurisdictions hazardous materials public information and education program. (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT FOR HAZARDOUS MATERIALS

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions specific to hazardous materials response operations. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Hazardous Materials functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Hazardous Materials Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to HMA-5 and RMA-8)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)

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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. (Standardized Text Available)

X. DEFINITIONS

List definitions/explanations of terms and acronyms used in the Hazardous Materials Annex. (Standardized Text Available)

XI. REQUIRED APPENDICES/ATTACHMENTS

(These attachments must be included with the Plan unless special arrangements have been made with the NJOEM HMERP Unit.)

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.

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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)

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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.

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Law Enforcement Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Law Enforcement Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the Law Enforcement organization for your jurisdiction to include:

1. Number of sworn full and part-time personnel. (Also refer to LEA-5)

2. Number of Special Police and Auxiliary Police. (Also refer to LEA-5)

3. Number of vehicles. (Also refer to LEA-3)

4. Identify any special capabilities or equipment such as hostage teams or bomb squads that you may have. (Also refer to LEA-3)

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- _____ B. Identify the components/divisions of the law enforcement organization in your jurisdiction (Patrol, Detective, Communications, etc.).
- _____ C. Identify the radio communications capability and data retrieval systems available to the law enforcement organization in your jurisdiction. (Also refer to AWCA-5)
- _____ D. Describe the potential for major crime and civil disturbances along with any special concerns you may have.
- _____ 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

- _____ A. Describe Law Enforcement actions to be taken during periods of heightened risk including:
 - _____ 1. Establish from where Law Enforcement direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
 - _____ 2. Provide for the verification of current recall rosters for the Law Enforcement Group. (Also refer to LEA-5)
 - _____ 3. Tell how Law Enforcement supervisor staffing will be provided on a 24-hour basis.
- _____ B. Describe how the Law Enforcement Group interacts with other Emergency Groups during an emergency including:
 - _____ 1. Designation of a Law Enforcement representative, by title, to report to the EOC during an emergency.
 - _____ 2. Procedures for reporting appropriate information to the EOC during an emergency. (Also refer to LEA-4)

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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.

C. Describe how law enforcement personnel are dispatched and how additional personnel and equipment are assembled.

D. Describe the command system to be used when another jurisdiction's forces are used.

E. Describe how access to evacuated areas and the disaster area would be controlled through the use of staffed traffic control posts.

F. Describe how prisoners under the jurisdiction's control are relocated in the event of an emergency. (Also refer to LEA-2)

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

A. Identify who, by title, is responsible for implementing this Annex and directing the Law Enforcement emergency response. (Standardized Text Available)

B. List SOP's that address how the Law Enforcement Group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to LEA-4)

C. Identify Law Enforcement mutual aid agreements. If none, so state. (Standardized Text Available) (Also refer to LEA-1)

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- _____ 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 LEA-2)

VII. CONTINUITY OF GOVERNMENT FOR LAW ENFORCEMENT

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions.
- _____ B. Identify how essential records and logs will be protected and preserved.

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Law Enforcement functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Law Enforcement Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to LEA-3 and RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

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X. DEFINITIONS

_____ List definitions/explanations of terms and
acronyms used in the Law Enforcement 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).

- _____ 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.

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PUBLIC HEALTH ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Public Health Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Public Health Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the primary and support Public Health agencies for your jurisdiction.

B. Identify the Public Health agency for your jurisdiction including:

1. Number of personnel (full-time, part-time, contract, volunteer). (Also refer to PHA-2)

2. Number and type of vehicles. (Also refer to PHA-3)

3. Contract Programs. (Also refer to PHA-1)

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C. Identify the components/divisions within the Public Health organization in your jurisdiction (Sanitation, Disease Investigation, Sewer and Water, Laboratory, etc.)

D. Identify the communications capability of Public Health 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)

E. Identify any special equipment, facilities, or capabilities you may possess. (Also refer to PHA-3)

V. OPERATIONS AND CONTROL

A. Describe Public Health actions to be taken during periods of heightened risk including:

1. Establish from where Public Health direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

2. Provide for the verification of current recall rosters for the Public Health Group. (Also refer to PHA-2)

3. Tell how Public Health supervisor staffing will be provided on a 24-hour basis. (Also refer to PHA-2)

B. Describe how the Public Health Group interacts with other Emergency Groups during an emergency to include:

1. Designation of a Public Health representative, by title, to report to the EOC during an emergency.

2. Procedures for reporting appropriate information to the EOC during an emergency.

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C. Describe how Public Health personnel are dispatched and how additional personnel and equipment are assembled.

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.

E. Describe the process of coordinating the inoculation of individuals, if warranted by the threat of disease.

F. Describe how disease investigation and reporting during and after emergencies will be conducted.

VI. RESPONSIBILITIES

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

B. List SOP's that address how the Public Health Group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to PHA-4)

C. Identify Public Health mutual aid agreements. If none, so state. (Standardized Text Available) (Also refer to PHA-1)

D. Identify the individual, by title, who is responsible for the expansion of mortuary services in an emergency. (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT FOR PUBLIC HEALTH

A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)

B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

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VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Public Health functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Public Health Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to PHA-3 and RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Public Health Annex. (Standardized Text Available)

XI. APPENDICES/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 Public Health Contracts (ie. town A contracts with county A to provide public health services) and Mutual Aid Agreements.

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_____	PHA 2	Recall/Duty Roster.
_____	PHA 3	Equipment/Resource List.
_____	PHA 4	Public Health SOP's.

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I. INTRODUCTION

_____ Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

_____ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

_____ B. List publications and guidance material used for Public Works Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

_____ Include a mission statement that briefly describes the goals of the Public Works Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the following for each Public Works facility in your jurisdiction:

_____ 1. Number of districts and Public Works yards in each.

_____ 2. Number of employees broken down into full-time and part-time. (Also refer to PWA-1)

_____ 3. Number and type of major pieces of motorized equipment. (Also refer to PWA-4)

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4. Significant hazards to Public Works (chemical companies, propane storage yard, etc.). (Also refer to HMA-1,2)

B. Identify the components/divisions of Public Works in your jurisdiction (Streets, Water, Trash Collection, etc.).

C. Identify the primary and alternate dispatch centers for the Public Works.

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

A. Describe Public Works actions to be taken during periods of heightened risk including:

1. Establish from where Public Works direction and control will emanate. (EOC, Communications Center; On-scene Command Post)

2. Provide for the verification of current recall rosters for the Public Works Group. (Also refer to PWA-1)

3. Tell how Public Works supervisor staffing will be provided on a 24-hour basis.

B. Describe how the Public Works Group interacts with other Emergency Groups during an emergency including:

1. Designation of a Public Works representative, by title, to report to the EOC during an emergency.

2. Procedures for reporting appropriate information to the EOC during an emergency.

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- _____ C. Describe how clearance of debris will be provided in an emergency including the use of outside contractors if necessary.
- _____ D. Describe the procedure that ensures a potable water supply during an emergency.
- _____ 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

- _____ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Public Works emergency response. (Standardized Text Available)
- _____ B. List SOP's that address how the Public Works group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to PWA-2)
- _____ C. Identify Public Works mutual aid agreements. If none, so state. (Standardized Text Available) (Also refer to PWA-3)
- _____ 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. (Standardized Text Available) (Also refer to PWA-4 & 5))
- _____ E. Identify the individual, by title, who is responsible for coordinating the repair and restoration of essential services and vital facilities. (Standardized Text Available)
- _____ F. Identify the individual, by title, who is responsible for the arrangement of the restoration of utilities to essential facilities. (Standardized Text Available)

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_____ G. Identify the individual, by title, who is responsible for maintaining sanitation services during an emergency. (Standardized Text Available)

_____ 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 FOR PUBLIC WORKS

_____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)

_____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

_____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Public Works functions. (Standardized Text Available)

_____ B. Identify who, by title, has the responsibility for records of expenditures for the Public Works Group. (Standardized Text Available)

_____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-4) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

_____ 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. (Standardized Text Available)

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_____ 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. (Standardized Text
Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and
acronyms used in the Public Works Annex.
(Standardized Text Available)

XI. APPENDICES/ATTACHMENTS

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

- _____ PWA 1 Recall/Duty Roster.
- _____ PWA 2 Public Works SOP's.
- _____ PWA 3 Mutual Aid Agreements.
- _____ PWA 4 Equipment/Resource List.
- _____ PWA 5 Private Contractors List.

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RADIOLOGICAL PROTECTION ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator. (Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Radiological Protection Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Radiological Protection Annex. (Standardized Text Available)

IV. SITUATION

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

A. Identify the radiological protection organization for your jurisdiction.

B. Identify the number of trained Radiological Monitoring personnel in the jurisdiction broken down by jurisdiction employees and volunteers. (Also refer to RPA-2)

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)

D. Identify any special capability or equipment you have. (Also refer to RPA-3)

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- _____ 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)
- _____ F. Identify any site within your jurisdiction that is a potential radiological hazard.

V. OPERATIONS AND CONTROL

- A. Describe Radiological Protection actions to be taken during periods of heightened risk including: (Also refer to RPA-1)
 - _____ 1. Establish from where Radiological Protection direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
 - _____ 2. Provide for the verification of current recall rosters for the Radiological Protection Group. (Also refer to RPA-2)
 - _____ 3. Tell how Radiological Protection supervisor staffing will be provided on a 24-hour basis. (Also refer to RPA-2)
- B. Describe how the Radiological Protection Group interacts with other Emergency Groups during an emergency including:
 - _____ 1. Designation of a Radiological Protection representative, by title, to report to the EOC during an emergency.
 - _____ 2. Procedures for reporting appropriate information to the EOC during an emergency.
- _____ C. Describe how you obtain, distribute and maintain equipment for radiation hazard evaluation and exposure control.
- _____ D. Describe the procedure for maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.

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- _____ 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.
- _____ 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

- _____ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Radiological Protection emergency response. (Standardized Text Available)
- _____ B. List SOP's that address how the Radiological Protection group will accomplish the assigned tasks. If none, so state. (Standardized Text Available)
- _____ C. Identify Radiological Protection mutual aid agreements. If none, so state. (Standardized Text Available)
- _____ 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). (Standardized Text Available)
- _____ 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. (Standardized Text Available)

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EMERGENCY OPERATIONS PLAN GUIDELINES
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_____ F. Identify the individual, by title, who is responsible for ensuring that radiological monitors are available to provide data to the EOC. (Standardized Text Available)

_____ 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. (Standardized Text Available)

_____ 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. (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT FOR RADIOLOGICAL PROTECTION

_____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)

_____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

_____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Radiological Protection functions. (Standardized Text Available)

_____ B. Identify who, by title, has the responsibility for records of expenditures for the Radiological Protection Group. (Standardized Text Available)

_____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

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RADIOLOGICAL PROTECTION ANNEX CHECKLIST

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IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Radiological Protection Annex. (Standardized Text Available)

XI. APPENDICES/ATTACHMENTS

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

- _____ RPA 1 Municipal Radiological Increased Readiness Actions attachment for jurisdiction (Provided by NJ-OEM)
- _____ RPA 2 Recall/Duty Roster
- _____ RPA 3 Resource/Equipment List

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EMERGENCY OPERATIONS PLAN GUIDELINES
RESOURCE MANAGEMENT ANNEX CHECKLIST

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Reference

I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.
(Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Resource Management Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Resource Management Annex.
(Standardized Text Available)

IV. SITUATION

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

A. Identify the primary and support agencies for Resource Management within your jurisdiction.

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)

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)

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RESOURCE MANAGEMENT ANNEX CHECKLIST

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- _____ D. Identify the categories of private sector-controlled resources that are available to your jurisdiction in an emergency.
- _____ E. Identify any unique resources that you may require due to hazards within your jurisdiction. (Also refer to HMA-1,2)
- _____ 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

- A. Describe Resource Management actions to be taken during periods of heightened risk including:
 - _____ 1. Establish from where Resource Management direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
 - _____ 2. Provide for the verification of current recall rosters for the Resource Management Group. (Also refer to RMA-1)
 - _____ 3. Tell how Resource Management supervisor staffing will be provided on a 24-hour basis. (Also refer to RMA-1)
- B. Describe how the Resource Management Group interacts with other Emergency Groups during an emergency to include:
 - _____ 1. Designation of a Resource Management representative, by title, to report to the EOC during an emergency.
 - _____ 2. Procedures for reporting appropriate information to the EOC during an emergency.
- _____ C. Describe your jurisdiction's emergency purchase procedure. (attachment)

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_____ D. Describe how the priority allocation of available resources and the implementation of resource controls will be provided.

_____ E. Describe your system for the procurement, recall and monitoring of resource equipment.

VI. RESPONSIBILITIES

_____ A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Resource Management emergency response. (Standardized Text Available)

_____ B. List SOP's that address how the Resource Management group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to RMA-6)

_____ C. Identify Resource Management mutual aid agreements. If none, so state. (Standardized Text Available) (Also refer to RMA-4 & 5))

_____ D. Identify the individual, by title, who is responsible for providing the identification of potential resource needs relative to known hazards. (Standardized Text Available)

_____ 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. (Standardized Text Available) (Also refer to RMA-1)

_____ F. Identify the individual, by title, who is responsible for record keeping of expenditures for resources/manpower to support disaster response/recovery operations. (Standardized Text Available)

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- _____ 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. (Standardized Text Available) (Also refer to RMA-3)

VII. CONTINUITY OF GOVERNMENT FOR RESOURCE MANAGEMENT

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Resource Management functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Resource Management Group. (Standardized Text Available) (Also refer to RMA-8)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)

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_____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Resource Management Annex. (Standardized Text Available)

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).

- _____ 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.

STATE OF NEW JERSEY
EMERGENCY OPERATIONS PLAN GUIDELINES
SHELTER/RECEPTION AND CARE ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.
(Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan. (Standardized Text Available)

B. List publications and guidance material used for Shelter/Reception and Care Annex development or operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Shelter/Reception and Care Annex. (Standardized Text Available)

IV. SITUATION

Provide statements that briefly describe the Shelter/Reception and Care organization and its capabilities to deal with identified hazards.

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)

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)

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)

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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)

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 your County OEM)

F. Identify the highest total number of shelter spaces that you anticipate requiring during an emergency based upon your hazard analysis.

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

A. Describe Shelter/Reception and Care actions to be taken during periods of heightened risk including: (Also refer to SRCA-5)

1. Establish from where Shelter/Reception and Care direction and control will emanate. (EOC, Communications Center, On-scene Command Post)

2. Provide for the verification of current recall rosters for the Shelter/Reception and Care Group. (Also refer to SRCA-4)

3. Tell how Shelter/Reception and Care supervisor staffing will be provided on a 24-hour basis. (Also refer to SRCA-4)

B. Describe how the Shelter Group interacts with other Emergency Groups during an emergency including:

1. Designation of a Shelter/Reception and Care representative, by title, to report to the EOC during an emergency.

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2. Procedures for reporting appropriate information to the EOC during an emergency.

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)

D. Describe how the crisis upgrading of shelters will be accomplished.

E. Describe how the crisis marking of previously unmarked shelter facilities will be accomplished.

F. Describe how the management of reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.) will be accomplished.

VI. RESPONSIBILITIES

A. Identify the individual, by title, who is responsible for implementing this Annex and directing the Shelter/Reception and Care emergency response. (Standardized Text Available)

B. List SOP's that address how the Shelter/Reception and Care group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to SRCA-1)

C. Identify Shelter/Reception and Care mutual aid agreements including Red Cross, Salvation Army, etc.. If none, so state. (Standardized Text Available) (Also refer to SRCA-3)

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. (Standardized Text Available)

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- _____ 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. (Standardized Text Available)
- _____ 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) (Standardized Text Available)
- _____ G. Identify the individual, by title, who is responsible for the shelter needs of the institutionalized or special needs groups. (Standardized Text Available)
- _____ 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. (Standardized Text Available)
- _____ I. Identify the individual, by title, who is responsible for providing acquisition of additional equipment and supplies when needed at shelter sites. (Standardized Text Available)
- _____ 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). (Standardized Text Available)
- _____ K. Identify the individual, by title, who is responsible for assigning responsibilities (individual and/or organizations) for emergency mass feeding operations (attachment). (Standardized Text Available)

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- _____ L. Identify the individual, by title, who is responsible for maintaining shelter areas free from contamination (monitoring, decontamination, quarantine, etc.) (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT FOR SHELTER/RECEPTION AND CARE

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Shelter/Reception and Care functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Shelter/Reception and Care Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)

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_____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Shelter/Reception and Care Annex. (Standardized Text Available)

XI. APPENDICES/ATTACHMENTS

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

_____ SRCA 1 Shelter SOP's. (reports, checklists, special needs groups)

_____ SRCA 2 Shelter List. (include location)

_____ SRCA 3 Mutual Aid Agreements.

_____ SRCA 4 Recall/Duty Roster.

_____ SRCA 5 Nuclear Attack Appendix (Standardized Text Available)

_____ SRCA 6 Red Cross/Salvation Army Agreements

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SOCIAL SERVICES ANNEX CHECKLIST

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I. INTRODUCTION

Provide signed and dated statements of approval for this Annex by the individual responsible and the Emergency Management Coordinator.
(Standardized Text Available)

II. AUTHORITIES AND REFERENCES

A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than that identified in the Basic Plan.
(Standardized Text Available)

B. List publications and guidance material used for Social Services Annex development for operational guidance. (Standardized Text Available)

III. PURPOSE

Include a mission statement that briefly describes the goals of the Social Services Annex.
(Standardized Text Available)

IV. SITUATION

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

A. Identify the primary and support agencies for Social Services within your jurisdiction. State whether your jurisdiction has an agreement with volunteer organizations to provide Social Services. (Also refer to SSA-1)

B. Identify the number of jurisdiction employees and the department from which they are drawn who are available to provide Social Services. (Also refer to SSA-2)

C. Identify the extent of services that volunteer organizations have agreed to provide. (Also refer to SSA-5)

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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)

E. Identify any assets your Social Service group controls or has access to such as busses, buildings, etc, that could be used in an emergency.

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

A. Describe Social Services actions to be taken during periods of heightened risk including:

1. Establish from where Social Services direction and control will emanate. (EOC, Communications Center, On-scene Command Post)
2. Provide for the verification of current recall rosters for the Social Services Group. (Also refer to SSA-2)
3. Tell how Social Services supervisor staffing will be provided on a 24-hour basis. (Also refer to SSA-2)

B. Describe how the Social Services Group interacts with other Emergency Groups during an emergency including:

1. Designation of a Social Services representative, by title, to report to the EOC during an emergency.
2. Procedures for reporting appropriate information to the EOC during an emergency.

C. Describe how coordination of volunteer agencies for the distribution of food and clothing to disaster victims will be accomplished. (Also refer to SSA-5)

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- D. Identify the communications capability of your Social Services including a list of the other departments or agencies (including surrounding communities) you can communicate with and the method of communication.
- 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.
- F. Describe how the crisis augmentation of Social Services personnel will be accomplished. (Also refer to SSA-2)
- G. Describe the process you use to access volunteer groups which perform Social Services functions. (Also refer to SSA-1,5)

VI. RESPONSIBILITIES

- A. Identify the individual, by title, who is responsible for implementing this Annex and for directing the Social Services emergency response. (Standardized Text Available)
- B. List SOP's that address how the Social Services group will accomplish the assigned tasks. If none, so state. (Standardized Text Available) (Also refer to SSA-3)
- C. Identify Social Services mutual aid agreements. If none, so state. (Standardized Text Available)
- D. Identify the individual, by title, who is responsible for ensuring that Social Services personnel are available to assist at shelter/congregate care facilities. (Standardized Text Available)
- E. Identify the individual, by title, who is responsible for ensuring that agency clients have access to evacuation transportation. (Standardized Text Available) (Also refer to SSA-4 and EA-5)

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VII. CONTINUITY OF GOVERNMENT FOR SOCIAL SERVICES

- _____ A. Establish a line of succession to assure continuous leadership, authority and responsibility in key positions. (Standardized Text Available)
- _____ B. Identify how essential records and logs will be protected and preserved. (Standardized Text Available)

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address administrative requirements for the Social Services functions. (Standardized Text Available)
- _____ B. Identify who, by title, has the responsibility for records of expenditures for the Social Services Group. (Standardized Text Available)
- _____ C. Identify procedures for obtaining supplies and equipment during emergencies. (Also refer to RMA-8) (Standardized Text Available)

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ 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. (Standardized Text Available)
- _____ 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. (Standardized Text Available)

X. DEFINITIONS

_____ List definitions/explanations of terms and acronyms used in the Social Services Annex. (Standardized Text Available)

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XI. APPENDICES/ATTACHMENTS

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

- | | | |
|-------|-------|--|
| _____ | 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 (senior citizens, handicapped, transportation-dependent, etc.) |
| _____ | SSA 5 | Red Cross/Salvation Army Agreements |