



# City of Camden Emergency Operations Plan

## 2014



***Keith L. Walker, Emergency Management Coordinator***

**Patrick J Keating – Public Works  
Deputy Coordinator**

**Edward Glassman – Fire Dept.  
Deputy Coordinator**

**Albert Handy – Police Dept.  
Deputy Coordinator**

**Donald Fisher – EMS  
Deputy Coordinator**



**State of New Jersey**  
 OFFICE OF THE ATTORNEY GENERAL  
 DEPARTMENT OF LAW AND PUBLIC SAFETY  
 DIVISION OF STATE POLICE  
 POST OFFICE BOX 7068  
 WEST TRENTON NJ 08628-0068  
 (609) 882-2000

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

JOHN J. HOFFMAN  
*Acting Attorney General*

COLONEL JOSEPH R. FUENTES  
*Superintendent*

June 10, 2014

Mr. Keith L. Walker  
 Camden City OEM  
 101 Newton Avenue  
 Camden, N.J. 08103

Dear Mr. Walker:

We have reviewed your Emergency Operations Plan and find that it meets our criteria for approval as of May 5, 2014. We are pleased to give our approval and appreciate the time and effort you and your staff have devoted to the development of this essential document.

The plan should be updated by you at least annually, preferably during a scheduled meeting of your Local Emergency Planning Committee (LEPC) and must be submitted to this office, through channels, for recertification by May 31, 2018.

For additional information concerning the review process, you may contact Sgt. Vincent Jackson, (609)561-1800, Ext. 3343.

Thank you for your interest and participation in Emergency Management.

Sincerely,

FOR COLONEL JOSEPH R. FUENTES  
 SUPERINTENDENT

  
 Jeffrey D. Mottley, Captain  
 Executive Officer  
 Emergency Management Section

dpp

c Mr. Sam Spino/George Martin, Camden County OEM  
 Lt. B. Everingham, South Region



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**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

March 27, 2014

Mr George Martin  
Camden County Emergency Management Coordinator  
Camden County – Office of Emergency Management  
Department of Public Safety  
2311 Egg Harbor Road  
Lindenwold, NJ 08021

**RE: 2014 CAMDEN CITY EMERGENCY OPERATIONS PLAN CERTIFICATION**

Dear Mr. Martin:

On behalf of Camden City Emergency Management Coordinator, Keith L. Walker, I am submitting the Record of Changes for the Camden City Emergency Management Plan.

The entire plan has been reviewed with each of the Annex Managers and updated during the past nine (9) months. Some of the changes include new sheltering locations, adjusting personnel staffing levels, equipment acquisition and improvements in records management. In addition, the entire plan will be available in both a print and electronic format and shortly thereafter, an executive summary of the plan will appear on the Camden City website.

I am requesting that the Camden County Office of Emergency Management and the New Jersey Office of Emergency Management review and certify the 2014 Camden City Emergency Operations Plan. Should you require additional information, please feel free to contact my office at 856-757-7139. Upon certification, I will forward a complete printed copy and an electronic copy of the plan to your office.

Sincerely,

  
Patrick J. Keating  
Deputy Emergency Management Coordinator

Cc: Dana L. Redd, Camden City Mayor  
Keith L. Walker, Camden City Emergency Management Coordinator  
Christine Jones-Tucker, Camden City Business Administrator

**CITY OF CAMDEN**  
**2014**  
**EMERGENCY OPERATING PLAN**

**The Basic Plan includes:**

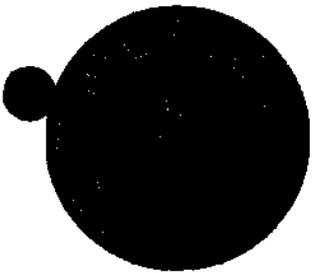
- A. List of Annexes
- B. Statement and Date of Approval
- C. Distribution List
- D. Record of Changes
- E. Promulgation Statement

**Each Annex includes:**

- I. Introduction
- II. Authority and References
- III. Purpose
- IV. Situations
- V. Operations and Control
- VI. Responsibilities
- VII. Continuity of Government
- VIII. Administration and Logistics
- IX. Development and Maintenance
- X. Definitions
- XI. Required Appendices/Attachments

**A. ANNEXES**

- A. Alert, Warning and Communications**
- B. Damage Assessment**
- C. Emergency Medical**
- D. Emergency Operations Center**
- E. Emergency Public Information**
- F. Evacuation**
- G. Fire and Rescue**
- H. Hazardous Materials**
- I. Law Enforcement**
- J. Public Health**
- K. Public Works**
- L. Radiological Protection**
- M. Resource Management**
- N. Shelter, Reception and Care**
- O. Social Services**
- P. Terrorism**



**CITY OF CAMDEN  
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Deputy Coordinator

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Emergency Operations Plan for the City of Camden meets the approval of the Emergency Management Coordinator and Mayor and is hereby approved.

This Emergency Operations Plan supersedes any previously written Emergency Operations Plan.

Approval Date: March 31, 2014

\_\_\_\_\_  
Dana L. Redd, Mayor - Camden City of Camden

\_\_\_\_\_  
Keith L. Walker, Emergency Management Coordinator  
City of Camden

### **C. DISTRIBUTION LIST**

Mayor

Emergency Management Coordinator

Deputy Coordinators Municipal

Clerk's Office \*

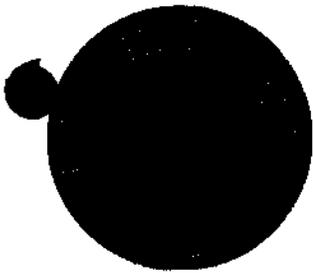
Emergency Operations Center

Municipal Department Responsible for Functional  
Annexes

Camden County Office of Emergency Management \*

New Jersey State Police - Office of Emergency  
Management

\* Required distribution



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

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Mayor*



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**E. PROMULGATION STATEMENT**

The City of Camden has prepared this Emergency Operations Plan which sets for the general policies and procedures to be carried out by municipal and volunteer entities in order to provide the citizens of the City of Camden with an effective integrated emergency response plan designed to minimize the loss of life and property during an emergency.

All municipal departments assisted in the development of this plan along with the Emergency Management Council and the Office of Emergency Management.

I have approved this Emergency Operations Plan and hereby promulgate it as the authoritative document for Emergency operations in this municipality.

Date: March 31, 2014

*Dana L. Redd*  
Dana L. Redd, Mayor – Camden City of Camden

## **II. AUTHORITY AND REFERENCE**

### **A. Laws, Ordinances, Regulations, Resolutions and Directives**

#### **Federal:**

P.L. 81-920 - Federal Civil Defense Act of 1950, as amended.

P.L. 91-806 The Natural Disaster Recovery Act, as amended.

P.L. 93-288 The Disaster Relief Act of 1974

#### **State:**

N.J.S.A. Appendix A:9-80

Civil Defense and Disaster Act  
et. seq. (Chapter 251, P. O. 1942, as amended by Chapter 438, P.L. 1953 and Chapter  
222, P.L.1989)

N.J.S.A. 40:14-26

NJ Office of Emergency Management Directives

#### **County:**

None

#### **Municipal:**

Camden Emergency Management Council Resolution.

Resolution for the Appointment of the Emergency Management Coordinator.

**(BPA-1)**

## **B. References, Guidance Materials and Other Documents**

### **Federal:**

FEMA Guide for the Development of State & Local Emergency Operations Plan, CPG1-8.

FEMA Guide for the Review of State & Local Emergency Operations Plans, CPG 1-8A.

FEMA Disaster Operations: A Handbook for Local Government, CPG 1-6.

### **State:**

Office of Emergency Management Checklist for County or Municipal Emergency Operations Plans 1/1/2002.

N.J.S.P. Guide for Municipal Emergency Management Coordinators, Trenton, New Jersey, EMSP-3-81.

### **County:**

None

### **Municipal:**

None

### III. PURPOSE

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

This plan is an all hazards approach to Emergency Management and covers natural disasters, technological disasters, and national security crises.

### IV. SITUATION

#### A. Description of City of Camden.

1. The City of Camden is approximately 9 square miles and is located within the northern part of Camden County.

It consists mainly of and light industry areas, residential neighborhoods and housing projects, waterfront tourist areas, and center city business district.

The main business districts are located in Center City, Mt. Ephraim Avenue, Haddon Avenue, Federal Street, River Road and Marlton Pike.

2. The City of Camden which is located in Camden County and adjoins the following municipalities:

Borough of Collingswood	Camden County
Township of Pennsauken	Camden County
Borough of Woodlynne	Camden County
City of Gloucester	Camden County
City of Philadelphia	Pennsylvania

(BPA-2)

3. The topographical characteristics of the City of Camden are an average elevation of 50 ft above sea level and located at Latitude 39 degrees 49 ft 40 inches and 75 degrees 01 ft 16 inches Longitude.

There are no major lakes or dams. Cooper River ... through the center of Camden along the Admiral Wilson Boulevard and flows into the Delaware River between North Camden and Cramer Hill. The Delaware River flows in a southerly direction along the entire western side of the city.

There is one functional dam within the City on the Cooper River

4. The average resident population is 80,000 with a daily workforce of 11,500. Seasonal waterfront event population ranges between 5,000 and 50,000

(BPA-7)

5. The **primary transportation routes** within Camden City.

Rt. 30	(County)
Rt 168	(State)
Rt 676	(State)
Federal Street	(County)
Broadway Street	(County)
Atlantic Ave.	(County)
River Road	(County)
Ferry Ave.	(County)
State Street	(County)

The **primary transportation routes** bordering Camden City.

Rt 130	(State)
Rt 676	(State)

The **secondary transportation routes** within the City of Camden are the County roads listed above.

There is three (3) [ CONRAIL freight, PATCO passengers and LIGHT RAIL passengers] railroad lines active within the City. PATCO line has three (3) station stops within the City limits. The City has a Light Rail, Riverline with stops within City limits.

There are underground natural gas pipelines.(i.e., P.S.E.&G.).

There are no airports within the City of Camden.

**(BPA-2)**

6. The City of Camden has a Mayor and Council form of government pursuant to NJSA Title 40A.

The City provides the following Municipal Services:

Full-time Police Department with members

Full-time Fire Department with members

Emergency Medical Services are provided by the UDM Emergency Squad. They have 32 paid personnel and 25 Per diem and 3 part-time.

There is also a full-time Department of Public Works which includes Roads, Water & Sewer, Fleet Maintenance and Parks and Grounds.

The Public Works Department is comprised of 91 full-time personnel.

The other governmental services are provided on a full-time and part-time basis, such as:

Construction Code Enforcement

Finance Officer

Board of Education

Engineering

B. The **identified hazards** which may **impact the City of Camden** are as follows:

**Hazardous Materials Fixed Site Incident**

There are (19) S.A.R.A.; and ( 1 ) T.C.P.A. facilities located within the City of Camden.

(HMA-1)

There are many businesses and public facilities that fall under the Community Right-To-Know Law.

(HMA-1)

A major underground gas transmission pipeline and associated above ground equipment maintains an ever present potential for fire and/or explosion.

There are 9 gasoline pumping stations located within the City.

Electrical transmission lines run within the City and in some areas branch off through the community.

(BPA-4)

**Hazardous Material Transportation**

Hazardous materials are routinely transported within and through the City of Camden via Primary and Secondary roadways and Conrail Trains and South Jersey Port.

(BPA-2)

**Airplane Accidents**

Camden City is in the vicinity of the Philadelphia International Airport and is well within the traffic patterns of Philadelphia International Airport

There are a number of high density population areas which would be effected by Emergencies:

Thirty-three (36) Public Schools

Six (4) parochial School

Several Private Day Center.

Several pre-school facilities

Light Industrial Zones

Four (4) designates senior citizen housing unit.

There is one (1) shopping mall and two (2) mobile home parks within the City of Camden. There are two ( 3 ) hospitals: Cooper University Hospital and Lady of Lourdes

**In addition, there is no major hazards located within the neighboring communities:**

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

There will most likely be some warning of a conventional or nuclear attack.

There may not be any warning prior to a tornado or earthquake but there should be some warning prior to most other natural disasters.

Major transportation accidents are likely to happen in this jurisdiction.

Local industry does present the possibility of a major industrial accident.

The jurisdiction is vulnerable to damage by hurricane winds and flooding.

Mutual aid will be available from the contiguous municipalities.

## V. OPERATION AND CONTROL

- A. The normal day to day operations including most limited emergencies occurring within City of Camden shall be the responsibility of the respective Chiefs, Business Administrator and Department Heads.

(BPA-3)

Should an emergency arise that would cause the activation of the Office of Emergency Management Organization, Chiefs and Department Heads would remain in charge of their respective sections. However, requests for communications, movements, resources and needs would be coordinated through the incident command post site or at the Emergency Operations Center. (The Office of Emergency Management supports the operation of the Incident Command).

(BPA-4)

1. The Emergency Management operational chain of command is as follows:

OEM Coordinator

Deputy OEM Coordinators

Incident Commander

(BPA-3)

2. Actions to be implemented during periods of increased risk:

During periods of heightened risks, initial Emergency Direction and Control will emanate from the Camden Police Headquarters.

During periods of heightened risk, Department Heads/designees will perform the following actions:

Alert Municipal Government Officials (i.e., winter storm.)

Recall personnel for standby duty (i.e., individual Department Heads ascertain recall duty status of departmental employees

Physical recall of personnel to report to their respective municipal departments for standby.

Brief municipal employees and/or volunteers on the potential impending hazards.

Check municipal emergency equipment.

Actual deployment of municipal personnel to affected areas.

Each Department Head is responsible for 24-hour staffing, recall and releasing of their personnel. (See Respective Annexes.)

3. Presently, the City of Camden uses the National Incident Management System. On-going training is provided.
4. During Emergency situations, there may be the reduction and/or elimination of routine Public Services, which include the day to day operations. This reduction or elimination would be in order to direct personnel and resources to the emergency. (i.e., trash collection, school operations, and normal DPW functions.)
5. In the event of a severe emergency condition the Emergency Management Coordinator may declare a State of Emergency generally after consulting with the Incident Commander, Department Heads, and Municipal Officials.

When the Emergency Management Coordinator has declared a State of Emergency, proper documents shall be recorded. All parameters relating to the Emergency shall be included in the Emergency Declaration, i.e.;

Reduction of Public Services

Restriction of Traffic Flow

Restriction of City Street Parking

Evacuations

Diversion of Municipal Resources

Request for mutual aid other than contiguous communities.

The Declaration of an Emergency places municipal services under the control of the OEM Coordinator.

The Proclamation shall immediately be provided to media and read at Press Conference.

The Camden County Emergency Management Office WILL be notified.

The termination of the Declaration **WILL** be made by the Emergency Management Coordinator.

(BPA-5)

## **B. PHASES OF EMERGENCY MANAGEMENT**

### **1. Mitigation**

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

### **2. Preparedness**

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

### **3. Response**

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

### **4. Recovery**

**Recovery includes both short and long term activities.** Short term operations seek to restore critical services to the community and provide for the basic needs of the public. Long term recovery focuses on restoring the community to its normal, or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

## **VI. RESPONSIBILITIES**

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

B. In the event that a local State of Emergency is declared by the Camden City Emergency Management Coordinator. A functional area responsibility matrix has been developed and is attached.

(BPA-3)

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

The individual responsible for developing each annex.

The primary and support agencies responsible for each annex.

D. The major tasks assigned to each functional annex are listed.

(BPA-4)

E. For each of the annexes listed on the responsibilities matrix (**BPA-4**), it shall be **incumbent upon the responsible individual(s) to prepare and distribute Standard Operating Procedure (SOPs) and an Operational Checklist** pertaining to their emergency management function.

## VII. CONTINUITY OF GOVERNMENT

A. There is a need for a line of succession to the office of the Mayor/Chief Executive Officer to insure continuous leadership in an emergency and this line is as follows:

Mayor

Business Administrator

Department Head

Emergency Management Coordinator

Deputy Emergency Management Coordinators

Incident Commander

(BPA-3)

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

C. Reporting procedures to other levels of government during a declared emergency are as follows:

During times of a declared emergency all Department Heads shall direct and coordinate all resource requests through the Municipal Office of Emergency Management.

The Office of Emergency Management shall prioritize all municipal resource requests and direct them to affected areas.

Additional resource requests that exceed mutual aid shall be directed to and coordinated by, the Camden County Office of Emergency Management.

The County OEM shall periodically advise the New Jersey State OEM of all such requests.

The State OEM will request resources from the Federal Government or other private agencies as required.

When the Camden City EOC is activated, the following agencies, depending on scope and severity, shall be notified.

All municipal Department Heads

Other agencies with emergency function responsibilities

County Office of Emergency Management

State Office of Emergency Management (through County OEM)

D. Individual Department Heads are responsible for the preservation and protection of all vital records received or generated by or through their departments.

These vital records will be stored in locked, fireproof files and protected by whatever means are specified by local rules and/or ordinances.

Vital records are those non-replaceable records of the municipality for which there may be a future need and shall include but not be limited to:

Tax Records

Real Estate Maps and Records

Birth Certificates

Marriage Licenses

Death Certificates

## VIII. ADMINISTRATION AND LOGISTICS

- A. Accurate detailed records of all municipal actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, and possible litigation.

Each municipal Department Head and/or designee responsible for an emergency function will keep accurate detailed records of actions taken during an emergency and forward reports of these actions to the Emergency Management Coordinator.

The Emergency Management Coordinator is responsible for records and reports received from or passed to higher levels of government. In addition, the OEM Coordinator is responsible for starting and maintaining a significant events log of an emergency.

- B. Each Department Head is responsible for maintaining records of their department's expenditures and for ensuring that these expenditure records are forwarded to the City Business Administrator for processing.

**(RMA-3)**

The Emergency Management Coordinator is responsible for the record of expenditures associated with the general operation of the Office of Emergency Management.

- C. There are written and/or verbal mutual aid agreements with the following municipalities or agencies:

Camden County Fire Chiefs Association (written - Fire)

Manpower & Equipment

Specialized equipment/services

American Red Cross Camden County.. Chapter

Shelter Operation

Technical assistance and equipment to operate shelter, i.e., bedding, food & food preparation, clothing.

Salvation Army

Shelter Operation

Technical assistance and equipment to operate shelter, i.e., bedding, food & food preparation, clothing.

County Office of Emergency Management

Camden County Communication Center

County Highway Department equipment

N.J. State Police

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

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

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

## X. DEFINITIONS

<b>Annex:</b>	A single component of the overall EOP which describes their jurisdiction's response during an emergency.
<b>ARC:</b>	The American Red Cross
<b>Disaster:</b> or	Any unusual incident resulting from natural or man-made action which may or does endanger the health and safety, resources of the residents of one or more towns, which is or may become too large in its entirety by regular municipal services.
<b>Local Disaster:</b> or	Any disaster or imminence thereof, resulting from natural unnatural causes other than enemy attack and limited to the extent that action by the Governor is <u>not</u> required.
<b>DEP:</b>	Department of Environmental Protection (State)
<b>War Emergency:</b>	Shall mean and include any disaster occurring anywhere within the State as a result of an enemy attack or the imminent danger thereof.
<b>Emergency:</b>	Shall mean and include "disaster" and "war emergency" as defined above in this section.
<b>EBS:</b>	Emergency Broadcast System
<b>EMC:</b>	Emergency Management Coordinator
<b>DEMC:</b>	Deputy Emergency Management Coordinator
<b>EMS:</b>	Emergency Medical System
<b>EPA:</b>	Environmental Protection Agency (Federal)
<b>EPIG:</b>	Emergency Public Information Group
<b>EOC:</b>	Emergency Operation Center
<b>EOP:</b>	Emergency Operation Plan
<b>FEMA:</b>	Federal Emergency Management Agency

**HAZMAT:** Hazardous Materials

**NAWAS:** National Warning System

**NWS:** National Weather System

**NJOEM:** New Jersey Office of Emergency Management

**NJSP:** New Jersey State Police

**OEM:** Office of Emergency Management

**PIO:** Public Information Office

**RADEF:** Radiological Defense

**RACES:** Radio Amateur Civil Emergency Services

**SBA:** Small Business Agency

**SOP:** Standard Operating Plan

**SPEN:** State-Wide Police Emergency Network

**VOAD:** Volunteer Organization Assisting in Disasters

**WATCH:** Notification indicates a potential threat to the safety of life and/or property. Lead time is usually 12 to 14 hours. Advisories will be issued every six (6) hours or as the situation dictates.

**WARNING NOTIFICATION:** Indicates an imminent and/or actual threat to the safety of life and/or property. The lead time is normally 6 to 12 hours. Advisories will be issued every three (3) hours or as the situation dictates.

## **XI. REQUIRED APPENDICES AND ATTACHMENTS**

**BPA 1:** Appointment letter for the Deputy Emergency Management Coordinator is on file in the Office of Emergency Management.

**BPA 2:** Maps and acetate overlays indicating SARA Title III facilities, transportation routes, evacuation routes, and traffic control points, special populations, municipal shelters, medivac landing sites, and vulnerability zones.

**BPA 3:** Responsibility Matrix

**BPA 4:** Functional Annex Tasks/Responsibility Assignments

**BPA 5:** Sample Emergency Proclamation

**BPA 6:** Hazard Analysis

**BPA 7:** Vulnerability Assessment

**BPA 8:** Relevant Legislation

**RESOLUTION MC-12: 2759**

*On Motion Of: Deborah Person-Polk*  
**APPROVED: November 13<sup>th</sup>, 2012**

A-6

MAR:dh  
11-13-12

**RESOLUTION APPOINTING KEITH WALKER FOR A THREE YEAR TERM AS  
THE EMERGENCY MANAGEMENT COORDINATOR**

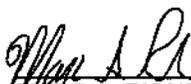
WHEREAS, the Mayor has appointed Keith Walker for a 3-year term as the Emergency Management Coordinator of the City of Camden and this Council has reviewed the qualifications of said nominee and is satisfied as to his fitness for appointment; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby appoints Keith Walker for a 3-year term as the Emergency Management Coordinator of the City of Camden for a term commencing December 1, 2012.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: November 13, 2012

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
MARC A. RIONDINO  
City Attorney

  
\_\_\_\_\_  
FRANCISCO MORAN  
President, City Council

ATTEST:

  
\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



OFFICE OF THE MAYOR  
CITY OF CAMDEN  
NEW JERSEY

DANA L. REDD  
MAYOR

TEL: 856-757-7200  
FAX: 856-963-1841  
EMAIL: MAYOR@CI.CAMDEN.NJ.US  
WEBSITE: WWW.CI.CAMDEN.NJ.US

September 28, 2012

Keith L. Walker  
316 Berkley Street  
Camden, New Jersey 08103

Dear Mr. Walker:

I hereby appoint you as the Emergency Management Coordinator for the City of Camden for a three (3) year term.

I am pleased to have you join my team to move Camden Forward.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dana L. Redd".

Dana L. Redd  
Mayor

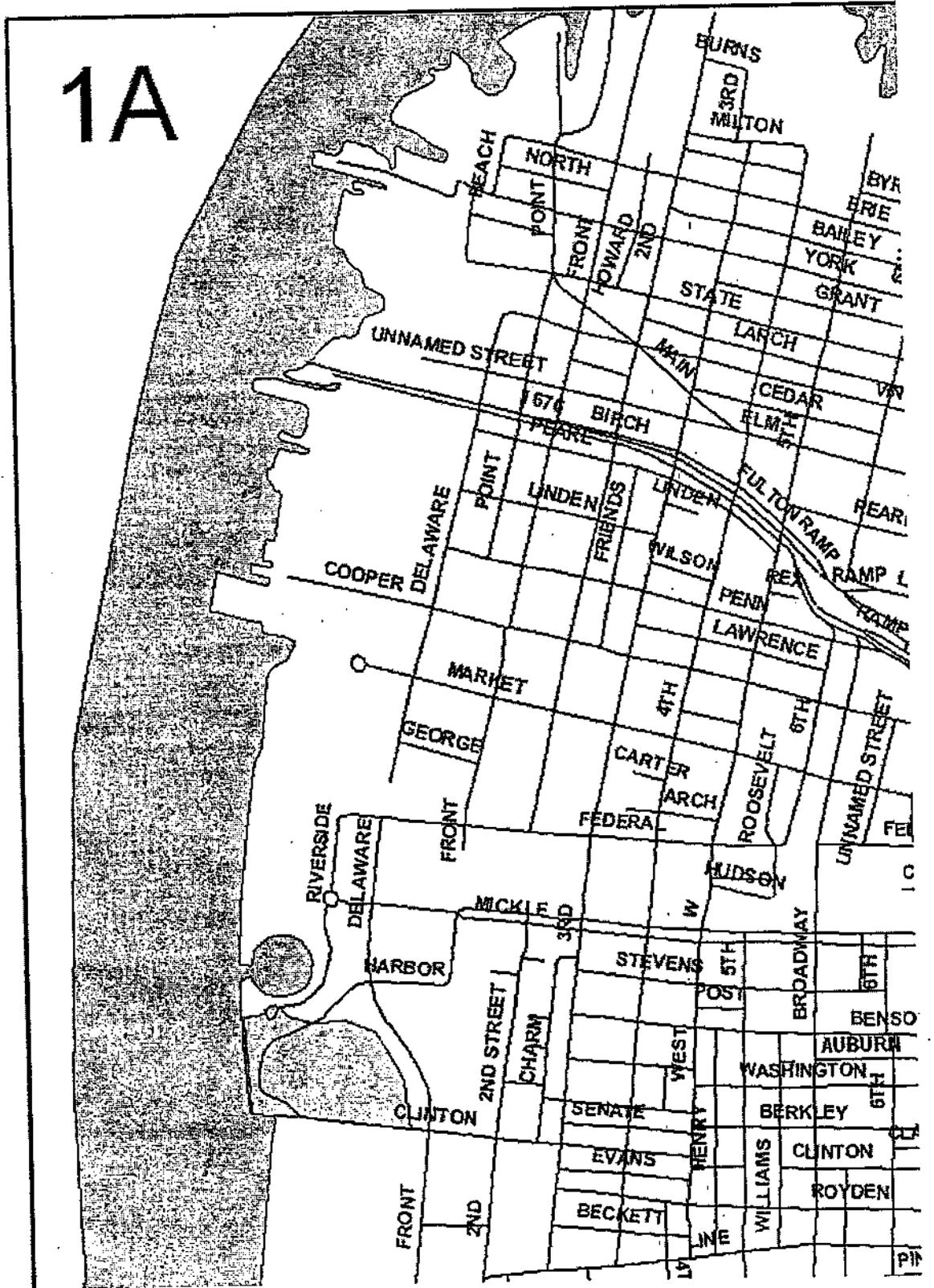
cc: Christine Tucker, Business Administrator  
John Thomson, Police Chief  
Michael Harper, Fire Chief

DLR:dg



# Camden City

1A

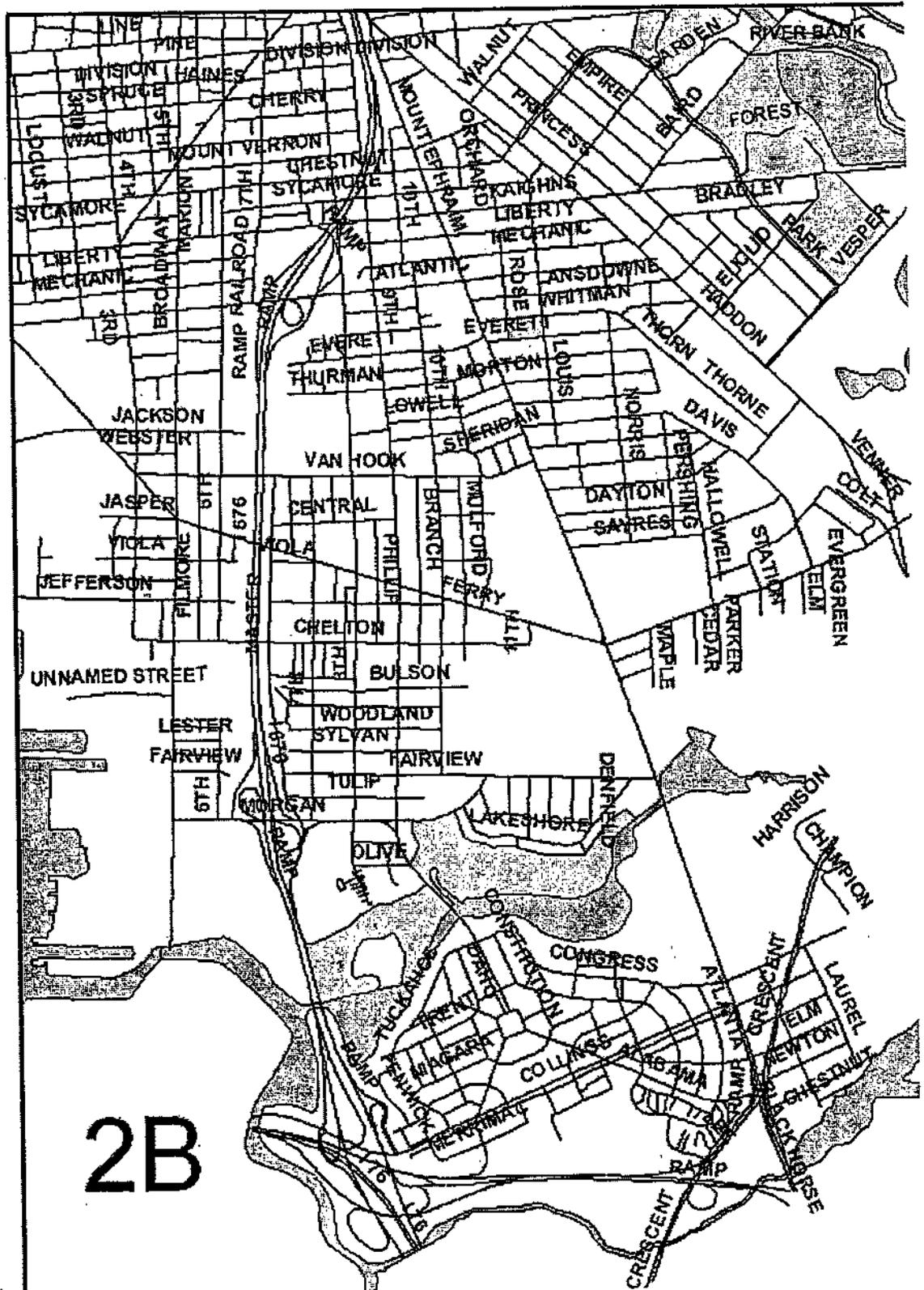




# Camden City

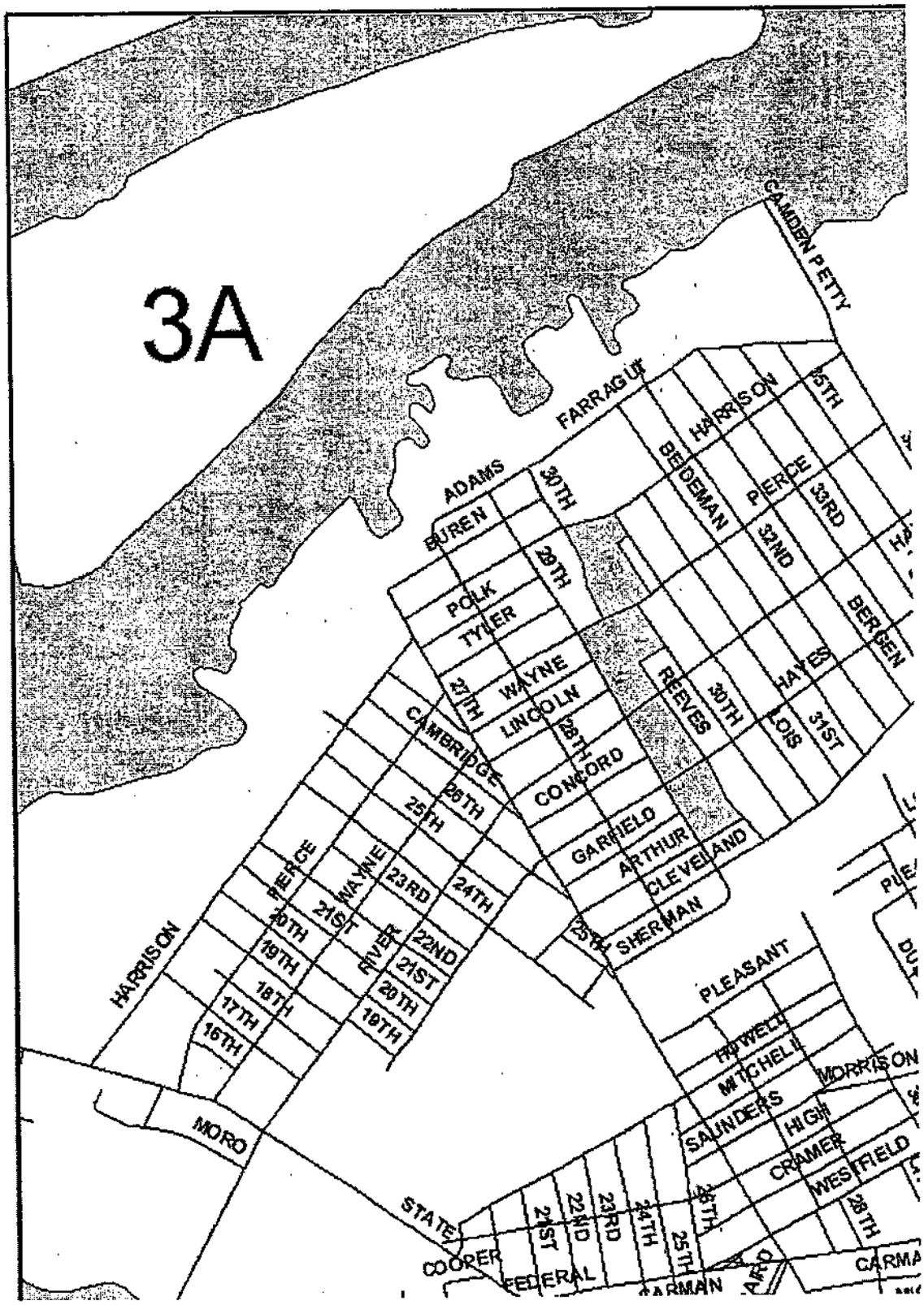


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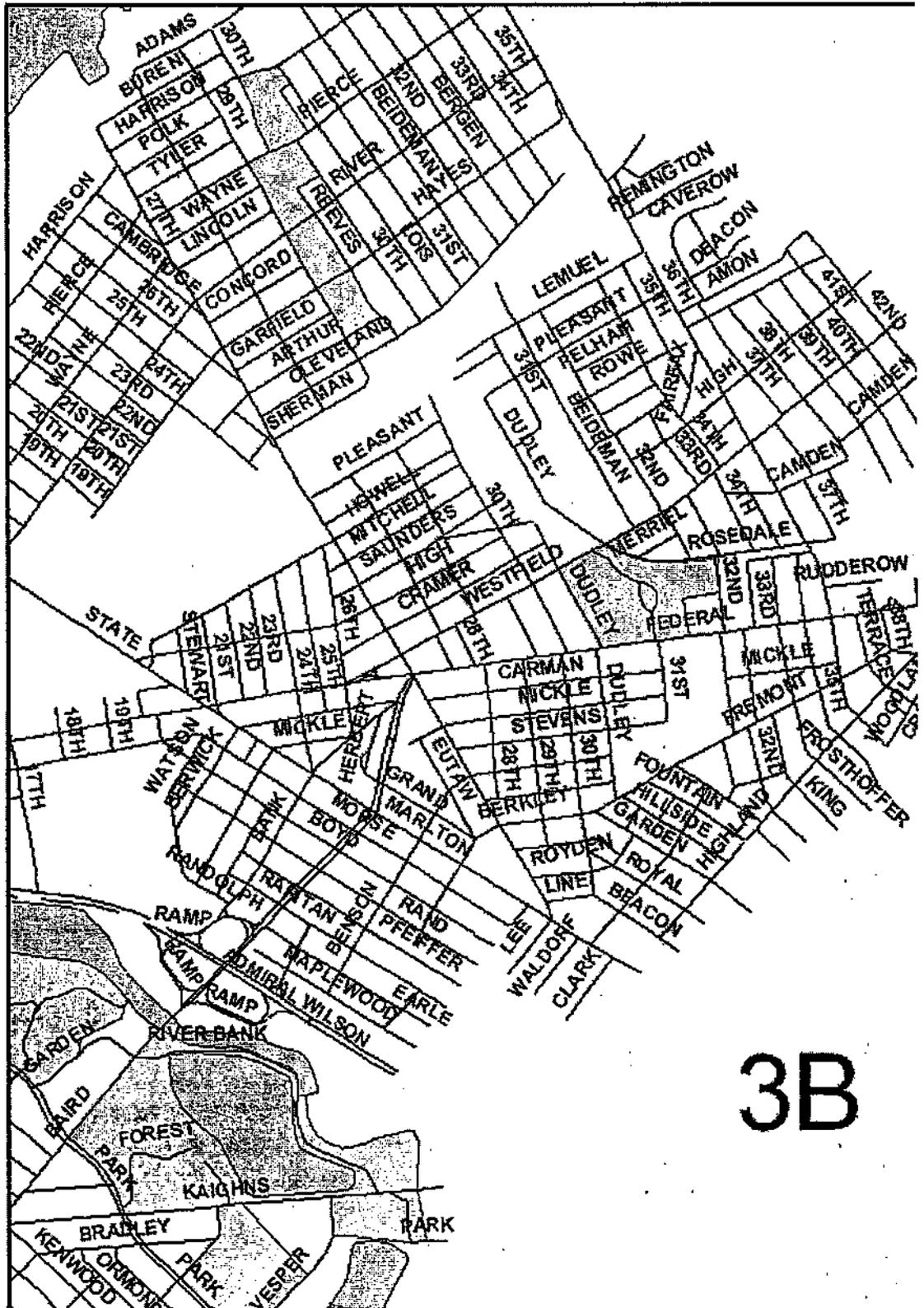


2B

# Camden City

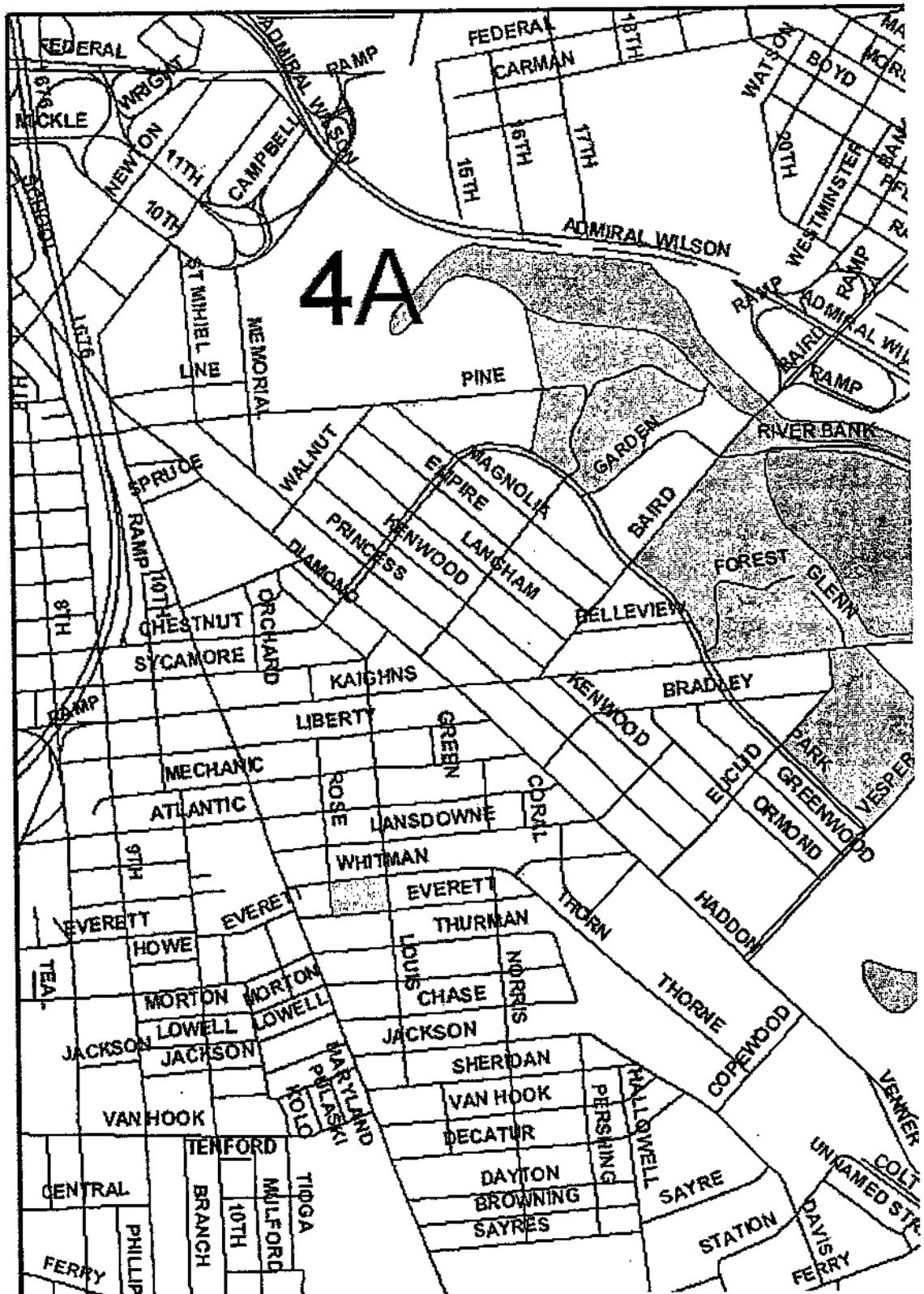


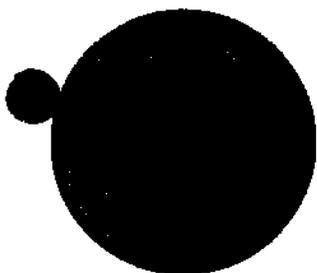
# Camden City



3B

# Camden City





**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating –  
Public Works  
Deputy Coordinator

Edward Glassman –  
Fire Dept.  
Deputy Coordinator

Albert Handy –  
Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

March 26, 2014

Captain Albert Handy  
c/o Camden County Police Department  
800 Federal St.  
Camden NJ 08102

Dear Captain Handy,

I hereby appoint you as Deputy Emergency Management Coordinator for the City of Camden. I thank you very much for accepting this position and I look forward to your tenure in assisting With the Emergency Management process for the City.

Very truly yours,

Dana L. Redd, Mayor

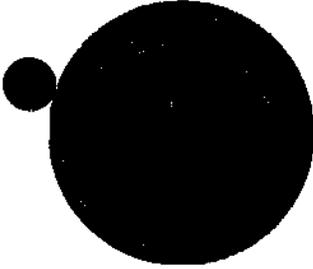
Keith L. Walker, Emergency Management Coordinator

Cc: Christine T. J. Tucker, Business Administrator

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101 Newton Ave.  
Camden NJ 08102  
Phone 856 - 757 - 7139  
Fax 856 - 757 - 7143

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**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating –  
Public Works  
Deputy Coordinator

Edward Glassman –  
Fire Dept.  
Deputy Coordinator

Albert Handy –  
Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

March 26, 2014

Deputy Chief Edward Glassman  
c/o Camden City Fire Department  
3<sup>rd</sup> & Federal St.  
Camden NJ 08102

Dear Chief Glassman,

I hereby appoint you as Deputy Emergency Management Coordinator for the City of Camden. I thank you very much for accepting this position and I look forward to your tenure in assisting With the Emergency Management process for the City.

Very truly yours,

Dana L. Redd, Mayor

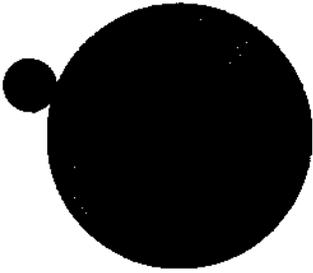
Keith L. Walker, Emergency Management Coordinator

Cc: Christine T. J. Tucker, Business Administrator

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101 Newton Ave.  
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---



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating –  
Public Works  
Deputy Coordinator

Edward Glassman –  
Fire Dept.  
Deputy Coordinator

Albert Handy –  
Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

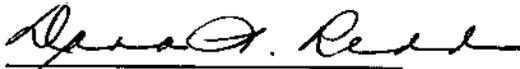
March 26, 2014

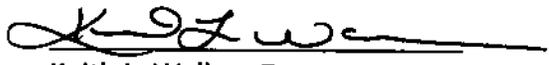
Mr. Donald Fisher  
132 Presidential Dr.  
Sicklerville NJ 08081

Dear Mr. Fisher,

I hereby appoint you as Deputy Emergency Management Coordinator for the City of Camden. I thank you very much for accepting this position and I look forward to your tenure in assisting With the Emergency Management process for the City.

Very truly yours,

  
Dana L. Redd, Mayor

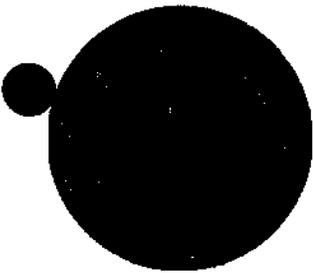
  
Keith L. Walker, Emergency Management Coordinator

Cc: Christine T. J. Tucker, Business Administrator

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---



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating –  
Public Works  
Deputy Coordinator

Edward Glassman –  
Fire Dept.  
Deputy Coordinator

Albert Handy –  
Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

March 26, 2014

Mr. Patrick J. Keating  
c/o Camden City Public Works Department  
101 Newton Ave.  
Camden NJ 08102

Dear Mr. Keating,

I hereby appoint you as Deputy Emergency Management Coordinator for the City of Camden. I thank you very much for accepting this position and I look forward to your tenure in assisting With the Emergency Management process for the City.

Very truly yours,

Dana L. Redd, Mayor

Keith L. Walker, Emergency Management Coordinator

Cc: Christine T. J. Tucker, Business Administrator

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**BPA-3**

<b>ANNEX</b>	<b>RESPONSIBLE AGENT</b>	<b>MAJOR TASK ASSIGN</b>
<b>Alert, Warning &amp; Communication</b>	Robert Corrales	Alert Emergency Personnel, Warn Community, Coordinate & Supervise
<b>Damage Assessment</b>	James Rizzo	Determine Damage, Anticipate Recurring Cost
<b>Emergency Medical</b>	Donald Fisher	Provide First Service, Alert & Warning
<b>Emergency Operating Center</b>	Patrick Keating	Coordinate, Emergency Operation, Provide Administrative and Logistical Support
<b>Emergency Public Information</b>	Robert Corrales	Gather & Disseminate Information, Rumor Control
<b>Evacuation</b>	J. Scott Thompson	Coordinate & Conduct Evacuation
<b>Fire &amp; Rescue</b>	Michael Harper	Fire Suppression, Alert & Warning Rescue
<b>Hazardous Materials</b>	Edward Glassman	Coordinate & Control Clean up of Hazmat Incidents
<b>Law Enforcement</b>	J. Scott Thompson	Enforce the Laws, Alert & Warning, Evacuation
<b>Public Health</b>	Camden County Health Department	Provide Public Health & Sanitation Services
<b>Public Works</b>	Patrick J. Keating	Debris Removal, Street Repairs, Restoration of Utilities
<b>Radiological Protection</b>	Camden County	Provide Information on Radiological Hazards maintain equipment, train personnel
<b>Resource Management</b>	Christine T. J. Tucker	Locate & Procure needed Resources for Emergency Operation
<b>Shelters</b>	Arthur Thompson	Obtain, Open & Operate Shelters for Mass Care
<b>Social Services, Reception &amp; Care</b>	Arthur Thompson	Provide Social Services Support in Mass Care Shelters, Casualty
<b>Terrorism</b>	J. Scott Thompson	Coordinate Law Enforcement Agencies, Camden County, State and Federal

## CITY OF CAMDEN

ANNEX	RESPONSIBLE AGENT	MAJOR TASK ASSIGNED
Alert Warning Communications	Communications Officer	Alert emergency personnel, warn community, coordinate & supervise procedures
Damage Assessment	Construction Official/ Municipal Engineer	Determine damage incurred, anticipate reoccurring costs
Emergency Operating Center	Emergency Management Coordinator/EOC Manger	Coordinate emergency operations, provide administrative and logistical support
Emergency Medical Services	UMD/EMT	Provide first aid services, alert and warnings
Public Information	PIO / DEMC	Gather and disseminate information/rumor control
Evacuation	Chief of Camden County Police / DEMC	Coordinate and conduct evacuations
Fire	Fire Chief	Fire suppression, alert warning, rescue
Hazardous Materials	Fire Chief / DEMC	Coordinate and control clean-up of hazardous materials
Law Enforcement	Police Chief / DEMC	Enforce the laws, alert and warning evacuations
Public Health	County Health Officer	Provide public health and sanitation services
Public Works	Director of Public Works / Assistant Director of Public Director of Public Works	Debris removal, street repairs, restoration of utilities
Radiological	RADEF Specialist	Restoration of Water Services
Resource Management	Resource Coordinator/Purchasing Agent	Provide information on radiological hazards, maintain equip. Train personnel
Social Services & Reception Care	Director of Human Services	Locate and procure needed resources for emergency operations
Shelter	Director Human Services	Provide social services support in mass care shelters, casualty notification
Terrorism	Chief of Camden County Police / DEMC	Obtain, open shelters for mass care
		Coordinate response to Terrorism Incident



CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT

*Dana L. Redd, Mayor*  
*Keith L. Walker, EMC*



**PROCLAMATION OF LOCAL DISASTER/EMERGENCY**

TO ALL CITIZENS AND PERSONS WITHIN THE CITY OF CAMDEN, NEW JERSEY, AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS OF THE CITY GOVERNMENT OF THE CITY OF CAMDEN, NEW JERSEY:

WHEREAS: pursuant to the powers vested in me by Chapter 251 of the Laws of 1942, as amended and supplemented N.J.S.A. App. A:9-30 et. Seq.; N.J.S.A. 40:48-1(6), and ordinances enacted pursuant thereto: N.J.S.A. 2C:33-1 et. Seq.; and by ordinance adopted by the City of Camden, I have declared that a **local disaster/emergency exists within the City of Camden**; and

WHEREAS, by aforesaid laws authorize the promulgation of such orders, rules and regulations, as are necessary to meet the various problems which have or may be presented by such a disaster/emergency; and

WHEREAS, **by reason of \_\_\_\_\_**, and other dangerous conditions which presently exist in the City of Camden which may effect the health, safety, and welfare of the people of the City of Camden; and

WHEREAS, it has been determined that the City of Camden should then be declared a disaster area, and further, that certain measures must be taken to insure that the authorities will be unhampered in their efforts to maintain law and order, as well as maintaining an orderly flow of traffic for the purpose of same, and further in order to protect the persons and property of the residents affected by the conditions; and

WHEREAS, the following areas are designated disaster areas: **the entire political subdivision of the City of Camden.**

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid laws, I do hereby promulgate and declare the following regulations shall be in addition to all other laws of the State of New Jersey and of the City of Camden:

**Movement of traffic and personnel shall be restricted to essential services and if determined further necessary by the Camden County Police Department, traffic shall additionally be limited to emergency vehicles only in those specific areas seriously affected by said emergency conditions; evacuations of persons so effected by emergency shall be made where necessary and emergency shelters shall be opened and staffed as required. This Proclamation shall give the Police Department of the City of Camden the specific authority to remove any vehicles impeding the path of emergency traffic.**

AS EVIDENCE THEREOF, I HAVE SET MY HAND AND SEAL this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_ in execution thereof.

---

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator



**CITY OF CAMDEN**  
**OFFICE OF EMERGENCY MANAGEMENT**  
*Dana L. Redd, Mayor*  
*Keith L. Walker, EMC*



**PROCLAMATION OF TERMINATION OF LOCAL DISASTER/EMERGENCY**

TO ALL CITIZENS AND PERSONS WITHIN THE MUNICIPALITY OF THE CITY OF CAMDEN, NEW JERSEY, AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS OF THE MUNICIPAL GOVERNMENT OF THE CITY OF CAMDEN, NEW JERSEY

WHEREAS, pursuant to the powers vested in me by Chapter 251 of the laws of 1942, as amended and supplemented, N.J.S.A. App. A:9-30 et seq.; N.J.S.A. 40:48-(6), and ordinances enacted pursuant thereto; N.J.S.A. 2C:33-1 et. seq.; and by ordinances adopted by the City of Camden, a declaration of local disaster/emergency was proclaimed by me within the City of Camden on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ and

WHEREAS, the emergency under which this declaration was made no longer exists

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid laws, I do hereby promulgate and declare the declaration of local disaster/emergency within the City of Camden is hereby terminated.

AS EVIDENCE THEREOF, I HAVE SET MY HAND AND SEAL the \_\_\_\_\_ day of, 20\_\_ at \_\_\_\_\_ in execution thereof.

Mayor  
City of Camden

Municipal Coordinator  
Office of Emergency Management  
City of Camden

BPA-7

VULNERABILITY ANALYSIS

1. Population based on the most recent available census data

- a. Normal 78,000
- b. Seasonal 78,000
- c. Workday 120,000
- d. Weekend 100,000 (On Occasion)

2. Transportation systems:

- a. Highways Rt. 130 & Rt. 676 & Rt. 168 & Rt. 130
- b. Railroads Conrail/PATCO High Speed Line/Light Rail
- c. Airports None
- d. Waterways Delaware River & Cooper River
- e. Pipelines 30" Water - 16" Natural Gas

3. Major Recreation Areas:

Name	Type of Facility	Population During Max Use
a.	Susquehanna Center Entertainment	25,000
b.	Marina Wiggins Park	20,000
c.	Adventure Aquarium Wiggins Park	5,000
d.	Campbell's Field Entertainment/Sport	8,500

4. Employment Statistics (Census Data)

5. Major Employers:

Employer	Employees	Products
a. Government	Camden County Camden City Federal	1,500 525 500 Offices Office/Workers Office/Workers
b. Private Sector	L-3 Campbell Soup DRPA	300 1,000 560 Military Contractor Offices Offices/Workers

6. Education Facilities

Name	Type	Enrollment
a. Rutgers	College	3,600
b. Camden County	College	2,700
c. Rowan University	College	1,800
d. Rowan Medical School	Medical School	700
e. Elementary Schools (22)	City Schools	10,272
f. Middle Schools (5)	City School	3,002
g. High Schools (5)	City School	3,079

h. Skills Development

Vocational School (1)	City School	450
Charter Schools ( 8 )		1423

7. Day Care Centers (If this list is too lengthy, simply give a summary of the total by approximate size, i.e. 25 with over 100 each etc. 0

a. Several Day Care Centers City of Camden with over 70 Children each

8. Hospitals/Nursing Homes

Name	Location	Approx. # of Patients
a. Cooper Medical Center	1 Cooper Plaza	1,200
b. Virtua Health Systems	Mt. Ephraim Ave. & Atlantic Ave.	ER Only
c. Our Lady of Lourdes	1600 Haddon Ave.	1,000
d. Abigail House	1105 Linden Ave.	230
e. South Jersey Rehab	1 Cooper Plaza	300

9. Special Facilities:

Name	Locations	Approx. # of Patients
a. Prisons		
Riverfront Prison	Delaware & Elm	2,200
Camden County Jail	3 <sup>rd</sup> & MLK Blvd.	1,400
b. Mental Health		
CamCare Health Corp.	Numerous Locations	250
South Jersey Behavioral	400 Market Street	175

c. Disadvantaged Inmates (Deaf, Blind, Leper, Etc)

V.O.A.	408 Line Street	
V.O.A.	519 Cooper Street	
V.O.A.	271 Atlantic Avenue	

d. Senior Citizen Homes

Mickle Towers	200 Mickle Boulevard	210
Riverview Towers	130 Mickle Boulevard	225
Kennedy Towers	Boyd & Watson Street	210
Westfield Acres	3199 Westfield Avenue	600
Antioch Manor		
Tamarac		

10. Mobile Home Parks

Name	Location	Approx. # of People
a. Newton Creek	Rt. 130& Rt. 168	80
b. Woodlyne Trailer Park	Rt. 130 & Mt. Ephraim Ave.	130

11. Prevailing Weather Conditions including Wind

- a. Winter: Cold/Windy
- b. Spring: Cool/Breezy
- c. Summer: Hot/Dry Hot/Humid
- d. Autumn: Chilly/Windy

## EMERGENCY MANAGEMENT COUNCIL LEDGER

**JURISDICTION:** City of Camden

**Date of Appointment:**

Names	Working Titles	Representative Group See Key at Bottom			
		1	2	3	4
Dana L. Redd	Mayor	X			
Christine T. J. Tucker	Business Administrator		X		
Keith L. Walker	Emergency Management Coordinator		X		
Patrick J. Keating	Director of Public Works-Deputy EMC		X		
Albert Handy	Police Captain -Deputy Emergency Management Coordinator		X		
Edward Glassman	Deputy Fire Chief - Deputy Emergency Management Coordinator		X		
Donald Fisher	Director of EMS -Deputy Emergency Management		X		
Michael Harper	Chief of Fire		X		
J. Scott Thompson	Chief of Police		X		
Arthur Thompson	Director of Health & Human Services				X
Anthony Falconiero	Assistant Director of Public Works		X		
Luis . F. Ruiz	Director of Code Enforcement		X		
Robert Corrales	Public Information Officer			X	

1. Elected Officials: Mayor
2. Police, Fire, Emergency Management, First Aid, Health, Environmental, Hospital and Public Works.
3. Broadcast and Print Media
4. Community Group (Red Cross, Salvation Army, etc.)

Signature of Emergency Management Coordinator \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY MANAGEMENT CENTER LOCATIONS

### **Primary EOC:**

Department of Public Work  
101 Newton Ave.  
Camden NJK 08102

### **Secondary EOC:**

Fire Headquarters  
3<sup>rd</sup> & Federal Sts.  
Camden NJ 08102

## HOSPITAL FACILITIES

1. Cooper Medical Center  
Haddon Avenue & Mickle Boulevard  
Camden, New Jersey
2. Our Lady of Lourdes Medical Center  
Haddon Avenue  
Camden, New Jersey
3. Virtua Health Systems  
Mt. Ephraim Avenue & Atlantic Avenue  
Camden, New Jersey

## NURSING HOMES

1. 11<sup>th</sup> & Linden Streets
2. 1 Cooper Plaza

### Note:

See basic plan for hospitals & nursing home locations.  
Square means (HOSPITAL)  
Circle means (NURSING HOMES)

## LOCATION OF ALL FIRE STATIONS

### Locations:

1. 3<sup>rd</sup> Federal

11<sup>th</sup> Wright

2. Broadway & Liberty

3. 1100 Kaighn Ave

4. 27<sup>th</sup> Federal Street

5. 27<sup>th</sup> & Hayes Streets

### Equipment

Engine 1  
Engine 6  
Ladder 1  
Car 3  
Maintenance Shop

Engine 8  
Ladder 2  
Rescue 1  
Battalion 1

Squad 7

Engine 9  
Ladder 3  
Battalion 2

Engine 11

## EMERGENCY MEDICAL SERVICES

### Location:

1. 10<sup>th</sup> & Walnut Streets

UMD

## POLICE STATIONS AND SUB STATIONS

### Locations:

1. Haddon Avenue & Federal Street (Police Headquarters)

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Camden NJ 08102  
Phone 856 - 757 - 7139  
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Henry L. Bonsall Family School	<u>Ms. Karen Jones-Rodgers</u>	966-5088	15400	756-0294
Dr. Charles E. Brimm Medical Arts HS	<u>Mr. Herbert Simons</u>	966-2500		966-2489
Camden High School	<u>Mr. James Thompson/</u>	966-5100		
Camden High School	<u>Ms. Sharon Woodridge</u>	966-5100		966-4756
Camelot @ Camden High School	<u>Mr. Calvin Gunning</u>	966-5100		
Camden High Vocational Complex		966-5280		966-2380
Octavius V. Catto Community School	<u>Mr. Byron Dixon</u>	966-4097		756-0273
Cooper's Poynt Family School	<u>Mr. Stephen Bournes</u>	966-5370		756-0334
Alfred Cramer School	<u>Ms. Andrea Surratt</u>	966-8910		756-0328
Riletta T. Cream Family School	<u>Mr. Keith Miles/</u> <u>Ms. Hye-Won Gehring</u>	966-4760		963-8274
Creative Arts Morgan Village Academy	<u>Dr. Davida Coe-Brockington</u>	966-6287		966-6266
Henry H. Davis Elementary School	<u>Ms. Tracey Reed Thompson</u>	966-8920		963-8379
Thomas H. Dudley Family School	<u>Mr. Joseph L. Ortiz</u>	365-0636		365-0520
Early Childhood Development Center	<u>Dr. Maricarmen Macrina</u>	966-4171		963-8267
East Camden Middle School	<u>Mr. Shareef Daaliya</u>	966-5111		964-9791
Environmental Center		581-3350		567-3071
Forest Hill School Elementary	<u>Mr. David Corvi</u>	966-8930		963-8609
Cooper B. Hatch Family School	<u>Ms. Laura Boyce</u>	966-5122		964-0778
				966-0017
		966-5365		756-0285
Francis X McGraw School	<u>Mr. Scott Shanklin</u>	966-8960		963-8065
MetEast High School	<u>Mr. Timothy Jenkins</u>	966-5223	31400	966-2388
Rafael Cordero Molina School	<u>Ms. Gloria Martinez-Vega</u>	966-8970		342-8930
Rafael Cordero Molina School Annex	<u>Ms. Gloria Martinez-Vega</u>	966-4447		966-2845
				964-8443
Pyne Poynt Middle School	<u>Mr. Brian C. Medley</u>	966-5360		964-8462
Riggs Adult Learning Center	<u>Mr. Timonthy Jenkins</u>	966-5223		541-8671
Harry C. Sharp School	<u>Ms. Evelyn Ruiz</u>	966-8988		342-8103
Camden City Transitional Academy	<u>Ms. Merry Eilerbe</u>	966-8955		964-9759
Charles Sumner School	<u>Ms. Susan Goyins</u>	966-8908		342-6855
Veterans Memorial Middle School	<u>Ms. Danette Sapowsky</u>	966-5090		541-5141
Camden City Accelerated Academy	<u>Ms. Merry Eilerbe</u>	966-5278		964-9784
John G. Whittier School	<u>Mr. Edward Brown</u>	966-8999		966-9771
Ulysses S. Wiggins School	<u>Ms. Lana Murray</u>	966-5120		964-9782
Henry B. Wilson School	<u>Mr. Andrew Bell</u>	966-3961		365-1292
Woodrow Wilson High School	<u>Ms. Lisa Thomas</u>	966-5300		
Woodrow Wilson High School	<u>Ms. Deborah Olusa</u>	966-5300		966-4755
Camelot @ Woodrow Wilson	<u>Ms. Sandra Sims-Foster</u>	966-5300		
Yorkship School	<u>Ms. Maxine Campbell</u>			



## Local Data Search

[USA.com](#) / [New Jersey](#) / [Camden City School District](#) / Public Schools

## Camden City School District

Basic Information

Population and Races

Income and Careers

Housing

Public Schools

Private Schools

Public Library

Weather

Natural Disasters &amp; Extremes

Air Quality

Environmental Watch

Government

## New Jersey State

## Camden City School District Public Schools

Basic Info	Population/Races	Income/Careers	Housing	Education	Others
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Public Schools	Private Schools	Public Library
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29 public schools were found that might cover Camden City School District.

**Early Childhood Devel Ctr** (0.3 miles)

Pine And Magnolia Sts

Camden, NJ 08103

phone: 856-966-5460

Regular Primary School Grade: Prekindergarten to Kindergarten

Students: 486 Student-Teacher Ratio: 10.32

**Forest Hill** (0.4 miles)

Park Blvd And Wildwood Ave

Camden, NJ 08103

phone: 856-966-8930

Regular Primary School Grade: Kindergarten to Grade 5

Students: 300 Student-Teacher Ratio: 9.01

**Camden High** (0.5 miles)

Baird And Park Blvds

Camden, NJ 08103

phone: 856-966-5100

Regular High School Grade: Grade 9 to Grade 12

Students: 968 Student-Teacher Ratio: 10.79

**Whittier** (0.5 miles)

8th And Chestnut Sts

Camden, NJ 08103

phone: 856-966-8999

Regular Primary School Grade: Prekindergarten to Grade 5

Students: 208 Student-Teacher Ratio: 8.23

**Hatch Middle** (0.7 miles)

Park Blvd And Euclid Ave

Camden, NJ 08103

phone: 856-966-5122

Regular Primary School Grade: Grade 1 to Grade 8

Students: 421 Student-Teacher Ratio: 7.63

**Bonsall** (0.8 miles)

Mt Ephraim Ave And Chase St

Camden, NJ 08104

phone: 856-966-5088

Regular Primary School Grade: Prekindergarten to Grade 8

Students: 514 Student-Teacher Ratio: 9.32

**U S Wiggins** (0.8 miles)

5th And Mt Vernon Sts

Camden, NJ 08103

phone: 856-966-5120

Regular Primary School Grade: Prekindergarten to Grade 6

Students: 432 Student-Teacher Ratio: 8.74

**Met East High School** (0.9 miles)

Rose St And Kaighn Ave

Camden, NJ 08103

phone: 856-966-8950

Regular High School Grade: Grade 9 to Grade 12

Students: 117 Student-Teacher Ratio: 5.99

**Dudley Es** (0.9 miles)

2250 Berwick St

Camden, NJ 08105

phone: 856-966-8901

Regular Primary School Grade: Prekindergarten to Grade 8

Students: 578 Student-Teacher Ratio: 9.87

**Sumner** (0.9 miles)

8th And Jackson Sts

Camden, NJ 08104

phone: 856-966-8908

Regular Primary School Grade: Prekindergarten to Grade 6

Students: 392 Student-Teacher Ratio: 8.98

★

**Lanning Square** (0.9 miles)

5th And Berkley Sts  
Camden, NJ 08103  
phone: 856-966-8950  
Regular Primary School Grade: Prekindergarten to Grade 8  
Students: 336 Student-Teacher Ratio: 7.91

★

**Brimm Medical Arts High** (1.1 miles)

1626 Copewood St  
Camden, NJ 08103  
phone: 856-966-2500  
Regular High School Grade: Grade 9 to Grade 12  
Students: 213 Student-Teacher Ratio: 7.73

★

**R C Molina Elementary School** (1.1 miles)

7th And Vine Sts  
Camden, NJ 08102  
phone: 856-966-8970  
Regular Primary School Grade: Prekindergarten to Grade 5  
Students: 630 Student-Teacher Ratio: 10.75

★

**Creative & Prfrmng Arts High School** (1.1 miles)

Filmore And Carl Miller Blvd  
Camden, NJ 08104  
phone: 856-966-8955  
Regular School Grade: Grade 9 to Grade 12

★

**Riietta Cream Elementary School** (1.1 miles)

Mulford And Budd Streets  
Camden, NJ 08104  
phone: 856-966-4760  
Regular Primary School Grade: Prekindergarten to Grade 8  
Students: 536 Student-Teacher Ratio: 11.38

★

**Pyne Poynt Family School** (1.3 miles)

7th And Erie St  
Camden, NJ 08102  
phone: 856-966-5360  
Regular Middle School Grade: Grade 6 to Grade 8  
Students: 395 Student-Teacher Ratio: 7.48

★

**Veterans Memorial Middle** (1.3 miles)

26th And Hayes Ave  
Camden, NJ 08105  
phone: 856-966-5090  
Regular Primary School Grade: Prekindergarten to Grade 8  
Students: 481 Student-Teacher Ratio: 8.55

★

**Cramer** (1.4 miles)

29th And Mickle Sts  
Camden, NJ 08105  
phone: 856-966-8910  
Regular Primary School Grade: Prekindergarten to Grade 6  
Students: 530 Student-Teacher Ratio: 9.82

★

**Wilson** (1.4 miles)

Ninth And Florence St  
Camden, NJ 08104  
phone: 856-966-8940  
Regular Primary School Grade: Prekindergarten to Grade 7  
Students: 1,712 Student-Teacher Ratio: 33.87

★

**Coopers Poynt** (1.4 miles)

3rd And State  
Camden, NJ 08102  
phone: 856-966-5370  
Regular Primary School Grade: Prekindergarten to Grade 8  
Students: 514 Student-Teacher Ratio: 11.18

★

**Washington** (1.5 miles)

1033 Cambridge Ave  
Camden, NJ 08105  
phone: 856-966-5278  
Regular School Grade: Prekindergarten to Grade 5

★

**Mcgraw** (1.5 miles)

Dudley And Fremont Sts  
Camden, NJ 08105

**phone:** 856-966-8960  
**Regular Primary School Grade:** Prekindergarten to Grade 5  
**Students:** 281 **Student-Teacher Ratio:** 8.43  
 ★★★★★

**East Camden Middle** (1.5 miles)  
 3064 Stevens St  
 Camden, NJ 08105  
**phone:** 856-966-5111  
**Regular Middle School Grade:** Grade 6 to Grade 8  
**Students:** 327 **Student-Teacher Ratio:** 9.49  
 ★★★★★

**Catto Community School** (1.6 miles)  
 3060 Westfield Ave  
 Camden, NJ 08105  
**phone:** 856-966-5288  
**Regular Primary School Grade:** Prekindergarten to Grade 8  
**Students:** 559 **Student-Teacher Ratio:** 10.58  
 ★★★★★

**Morgan Village Middle** (1.6 miles)  
 Morgan Blvd And Fairview St  
 Camden, NJ 08104  
**phone:** 856-966-5330  
**Regular Other School Grade:** Grade 6 to Grade 12  
**Students:** 488 **Student-Teacher Ratio:** 7.87  
 High School: ★★★★★ Elementary/Middle School: ★★★★★

**Woodrow Wilson High** (1.7 miles)  
 31st And Federal Sts  
 Camden, NJ 08105  
**phone:** 856-966-5300  
**Regular High School Grade:** Grade 9 to Grade 12  
**Students:** 959 **Student-Teacher Ratio:** 10.37  
 ★★★★★

**Sharp** (1.9 miles)  
 32nd And Hayes Ave  
 Camden, NJ 08105  
**phone:** 856-966-8988  
**Regular Primary School Grade:** Prekindergarten to Grade 6  
**Students:** 405 **Student-Teacher Ratio:** 12.59  
 ★★★★★

**Davis Elementary** (1.9 miles)  
 34th And Cramer  
 Camden, NJ 08105  
**phone:** 856-966-8920  
**Regular Primary School Grade:** Prekindergarten to Grade 6  
**Students:** 477 **Student-Teacher Ratio:** 9.89  
 ★★★★★

**Yerkahip** (2.2 miles)  
 Collings Rd And Fairview St  
 Camden, NJ 08104  
**phone:** 856-966-5110  
**Regular Primary School Grade:** Prekindergarten to Grade 5  
**Students:** 564 **Student-Teacher Ratio:** 11.42  
 ★★★★★

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# **CAMDEN CITY COMMUNITY CENTERS**

**CRAMER HILL COMMUNITY CENTER**  
**1035 REEVES AVE**  
**856-757-7498/757-7499**

**MARTIN LUTHER KING JR. COMMUNITY CENTER**  
**1151 HADDON AVENUE**  
**856-757-7605/757/7295**

**MALANDRA HALL COMMUNITY CENTER**  
**NEW JERSEY & COLLINGS AVE**  
**855-757-7366**

**ISABELLE MILLER COMMUNITY CENTER**  
**8<sup>TH</sup> & CARL MILLER BLVD (Van Hook St)**  
**856-757-7504**

**MORGAN VILLAGE COMMUNITY CENTER**  
**MORGAN BLVD & HUNTER BLVD**  
**856-968-6403**

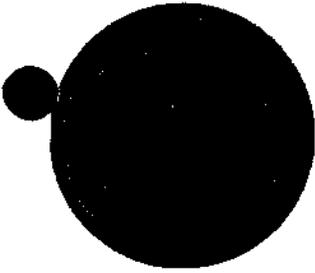
**NORTH CAMDEN COMMUNITY CENTER**  
**6<sup>TH</sup> & ERIE STREET**  
**856-757-7291**

NEED UPDATING

STUDENT ENROLLMENT FOR PUBLIC & NON-PUBLIC SCHOOLS

<u>SCHOOL NAME</u>	<u>ENROLLMENT #</u>
<u>HIGH SCHOOLS</u>	
Brimm Medical H.S	255
Camden H.S	1,173
a. Camp Program	100
b. CCALP	52
Creative Arts H.S	187
Woodrow Wilson H.S	1,185
JRC	10
Riggs Center	117
<u>MIDDLE SCHOOLS</u>	
East Camden Middle	647
Hatch Middle	562
Morgan Village Middle	641
Pyne Poynt Middle	531
South Camden Alternative	56
Veterans Memorial Middle	565
<u>ELEMENTARY SCHOOLS</u>	
Bonsall Elementary	742
Catto Elementary	106
Cooper's Poynt Elementary	622
Cramer Elementary	669
Cream Elementary	687
Davis Elementary	904
Dudley Elementary	303
Early Childhood Development Center	234
Forrest Hill Elementary	539
Lanning Square	556
McGraw Elementary	394
Molina Elementary	740
Parkside Elementary	323
Powell Elementary	242
Sharp Elementary	437
Sumner Elementary	515
Washington Elementary	411
Whittier Elementary	284
Wiggins Elementary	495
H.B. Wilson Elementary	330
Yorkship Elementary	739
<u>TOTAL</u>	16,736

- Alerts  
Warnings &  
Communications
- 
-



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Alerting, Warning and Communications Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Communications Coordinator and is hereby approved. This Annex supersedes any previously written Alerting, Warning and Communications Annexes.

Approval Date: 3/31/14

*Dana L. Redd*

Mayor

*[Signature]*

Communications Coordinator

*[Signature]*

Emergency Management Coordinator

## II. AUTHORITY AND REFERENCES

### A. Laws, Ordinances, Regulations, Resolutions and Directives.

**Federal:** As cited in Basic Plan

**State:** OEM Directive 89, Frequency Allocation  
N.J.S.A. Title 40A-Police Authority

**County:** None

**Municipal:** None

### B. References, Guidance Materials and Other Documents

**Federal:** **FEMA:** Outdoor Warning Systems Guide, CPG 1-17, March 1, 1980.

**FEMA:** Principles of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals, CPG 1-14, November, 1981.

**FEMA:** Emergency Communications, CPG 1-18, 1977.

**FEMA:** National Warning System (NAWAS) Operational Manual, CPG 1016.1980.

**State:** New Jersey Radio Amateur Civil Emergency Service (RACES) Manual.

**NJ OEM:** Alerting, Warning and Communications Annex Checklist, 1/90.  
New Jersey Emergency Broadcast System Guidebook.  
New Jersey Attack Warning Plan, 1988.

**County:** None

**Municipal:** None

### **III. PURPOSE**

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

### **IV. SITUATIONS**

The Communications Coordinator is the lead person for Alerting, Warning and Communications (AWC). Initial notice will be responsibility of the supervisor on duty at the Camden County Communications Center.

The Primary Fire and EMS Communications Center for the City of Camden is located at the Camden County Communications Center located Bld. # 18 County Highway Complex Lindenwold NJ. Camden County Police Communications is currently located at PAB Haddon and Federal Streets.

The City of Camden EOC is located at the City of Camden Public Works Department at 101 Newton Ave.

The backup EOC is located at the Camden City Fire headquarters 3<sup>rd</sup> & Federal St.

The City of Camden EOC has portable generators. The backup EOC has backup generator.

The County of Camden Police Department has a mobile command post.

There exists with the County a verbal mutual aid agreement in that the City of Camden Fire Department can dispatch both Fire and EMS.

R.A.C.E.S. operators from Camden County can communicate either from their homes, cars, or at the City of Camden EOC and can provide the following additional emergency communications:

Direct high-frequency (short wave) links anywhere in the U.S. Additional mobile and base stations in the meter band.

Packet radio, the errorless transmission on amateur radio bands of written messages at high data rates to dot-matrix computer printers.

There are two (2) R.A.C.E.S. personnel for telephone and radio communications they can operate from either consoles or mobile operation.

A. Camden County Communication Center is the 24 hour warning point and NAWAS point for City of Camden.

(AWCA-2)

B. During times of emergency, the County of Camden Police, Camden City Fire, EMS, and Public Works Departments have the capability to perform route alerting. This is normally accomplished at the direction of the Communications Coordinator with the assistance from the following agencies:

City of Camden Fire Department, City of Camden Department of Public Works, City of Camden Emergency Squad (EMS) and Mutual Aid Units

Route alerting is normally accomplished via mobile public address systems, door to door notifications. Route alerting could be augmented by the use of local radio stations, Cablevision, and the Alert Broadcast System (ABS), and reverse 911.

C. The following is a list of additional warning methods available to the City of Camden:

1. See Annex E – Emergency Public Information
2. The paging system for emergency services are cellular phones for Administrative personnel
3. There is no computerized system for telephoning the residents town wide. There are outgoing speeds dialing capabilities for emergency services.
4. Camden County Communications Center has NJLETS
5. There are no hazard specific warning systems, (i.e., IFLOWS for river flooding) other than the National Weather Service.

D. The following is a list of the agencies which have access to those frequencies through County Communications Center:  
County of Camden Police Department, City of Camden Fire Department, Department of Public Works, and EMS.

( AWCA - 5 )

Telephone Lines:

There are nineteen (19) incoming Lines to the City of Camden Public Works Building, more than ten ( 10 ) in the County of Came Police Building . The City doest have auto dialer capabilities. The City does have Fax Machine capabilities.

**The City of Camden does not have RACES.**

There are three (3) mobile command post located within the City of Camden (Fire, Police, and EMS). These vehicles contains communication equipment

## V. OPERATIONS AND CONTROL

A. During periods of heightened risk, the personnel of the City of Camden Emergency Management will follow their established SOPs with regard to notifications and will:

Notify supervisors of impending conditions. Notify Department Heads and the Mayor as necessary in accordance with General Orders.

All City Department Directors will maintain a recall roster that will be used to place personnel on standby status.

(AWCA-3)

1. Initial Direction and Control for Alerting Warning and Communications shall emanate from the Camden County Communications Center. All municipal communications will be handled through the Camden County Communications Center and the City of Camden EOC will support the Incident Command Post. When the Emergency Operations Center has been activated, Direction and Control will emanate from the EOC.
2. The Communications Coordinator is responsible for the verification of the current recall roster for the updating annually the Alerting and Warning Group.

(AWCA-6)

3. The Communications Coordinator will provide for supervisory staffing in order that the Alerting, Warning and Communications functions are maintained utilizing 12 hour shifts.

(AWAC-6)

- B. The City of Camden Communications Coordinator is responsible for all Alerting, Warning and Communications functions. The City Department Heads are notified by the Communications Coordinator via the use of cellular telephone.

The Communications Coordinator supports the Incident Command Post via two-way radios and/or telephone.

1. The Communications Coordinator is responsible for assigning a representative to report to the Emergency Operations Center when it is has been activated.
2. The Emergency Operations Center will monitor all communications from the County Communications Center via scanner and radios. Information will be relayed via portable radio, telephone, messenger, and in writing between the County Communications Center, Forward Command Post and the EOC.
- C. The Public Warning System activation will be performed by the Emergency Public Information Group (EPIG) who have direct control over the system. The EPIG will coordinate, after conferring with the appropriate Department Head(s), the release of all Public Information and Warning through the media (Print, Radio, TV, and Cablevision).

D. The County of Camden Police, City of Camden Fire, EMS and Public Works Departments are responsible for route alerting and/or door to door notification. After conferring with the Incident Commander, EMC/DEMC, and Mayor the Communications Coordinator will notify his personnel as to the message(s) to be delivered to the public. Assistance in delivering the messages will normally come from mutual aid organizations, i.e., other police & fire departments.

(AWCA-2)

E. The request to activate the EBS is normally made by the City of Camden Emergency Management Coordinator after discussion with the Mayor and agency/department heads and local officials. The actual notification to activate the system is normally made via telephone, fax, pager or email. The actual messages to be broadcast are also provided in these methods. The EBS is normally activated by the Camden County Emergency Management Coordinator. If, the County Coordinator is not available, the City of Camden Emergency Management Coordinator shall notify the State Office of Emergency Management. The following is a list of succession of who can activate the EBS through Camden County OEM:

Emergency Management Coordinator, Deputy Emergency Management Coordinator, Mayor, Police Chief and Fire Chief

F. The key emergency operational personnel will be alerted from the City of Camden Emergency Operating Center via the following methods: Telephone, or cellular telephones. The circumstances under which key individuals are notified is written in the Guidelines located at the City of Camden Emergency Operating Center.

## **VI. RESPONSIBILITIES**

A. The Communications Officer or his designee is responsible for implementing this Annex and directing the Alerting, Warning and Communications emergency response.

B. There are no SOPs that address how the Alerting, Warning and Communications functions will accomplish their emergency response. Guidelines are:

City of Camden EOC Alert Warning and Communications Rules & Guidelines.

C. Mutual Aid Agreements for the Alerting, Warning and Communications functions are as follows:

Camden County Communications Center, Emergency Dispatching Police, Fire & EMS Personnel and vehicles for route alerting & warning and Personnel and vehicles for route alerting & warning.

D. A test of the New Jersey Attack Warning System (without sirens) is authorized once each month by the State Director. These are originated at the State Warning Point via NAWAS and SPEN radio.

Under no circumstances will the "**TAKE COVER**" (a 3-5 minute wavering tone) or "**ALERT**" (a 3-5 minute steady tone) signal be sounded in these tests.

The following are the actions to be taken by the public upon hearing the actual warning signal:

**ATTACK OR ACCIDENTAL LAUNCH WARNING  
" TAKE COVER TONE "**

The public should be advised to remain in whatever structure they may be in. People out of doors are to immediately proceed to the basement or center core of the nearest structure.

**ALERT**

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

- E. Emergency communication equipment is utilized and tested on an on going basis.
- F. Communication Coordinator maintains emergency contact information for communication vendors.
- G. Communication procedures, including use of message log forms and message control are those utilized by the City of Camden OEM, EOC operations and R.A.C.E.S. group.
- H. City of Camden Police and Fire Departments will provide maintenance of equipment of City owned equipment including antennas and transmission lines. Privately owned equipment maintenance will be the responsibility of the owner. Service contracts for radio maintenance are in place in both the Police and Fire Departments.

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

- A. There is a need for a line of succession for the person responsible for the alerting, warning and communications functions in order to ensure continuous leadership, authority and responsibility.

The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:  
Communications Coordinator, Police Department Support Services Captain, Fire Chief and Deputy Emergency Management Coordinator

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

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

- A. The Communications Coordinator is responsible for maintenance of all records and reports required for the alerting, warning and communications functions in an emergency.
- B. The City of Camden Communications Coordinator is responsible for records of expenditures for the alerting, warning and communications functions in an emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standard operating procedures outlined in the Resource Annex and the following municipal SOPs:
  - Municipal purchasing procedures. The Communications Coordinator or designee will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

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

- A. The City of Camden communications Coordinator is responsible for the maintenance of the Alerting, Warning and Communications Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.
- B. The City of Camden Communications Coordinator is responsible for review and updating of the Alerting, Warning and Communications Annex, SOPs and

attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

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

<b>AWCA</b>	Alerting, Warning & Communications Annex
<b>DEMC</b>	Deputy Emergency Management Coordinator
<b>DPW</b>	Department of Public Works
<b>ABS</b>	Alert Broadcast System
<b>EMC</b>	Emergency Management Coordinator
<b>EMS</b>	UMD Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>FEMA</b>	Federal Emergency Management Agency
<b>CCCC</b>	Camden County Communications Center
<b>ICP</b>	Incident Command Post
<b>OEM</b>	Office of Emergency Management
<b>R.A.C.E.S</b>	Radio Amateur Civil Emergency Service

**XI. REQUIRED APPENDICES /ATTACHMENTS**

All " on file " notations are located in the OEM office

**AWCA 1 ALERT WARNING FLOW CHART (included)**

**AWCA 2 FREQUENCY MATRIX (included)**

**AWCA 3 RECALL/DUTY ROSTER (on file)**

AWCA-1

WARNING FLOW CHART

AWCA-1  
→ flow sheet  
follows Awca-3 P14  
-----  
Awca-2 - follows flow sheet  
75 2005 memo accurate?  
- see under Awca-3 P14  
-----  
2 copies P14  
Reviewed by  
Dana J. Fortin  
10/1/2014

**AWCA-2**

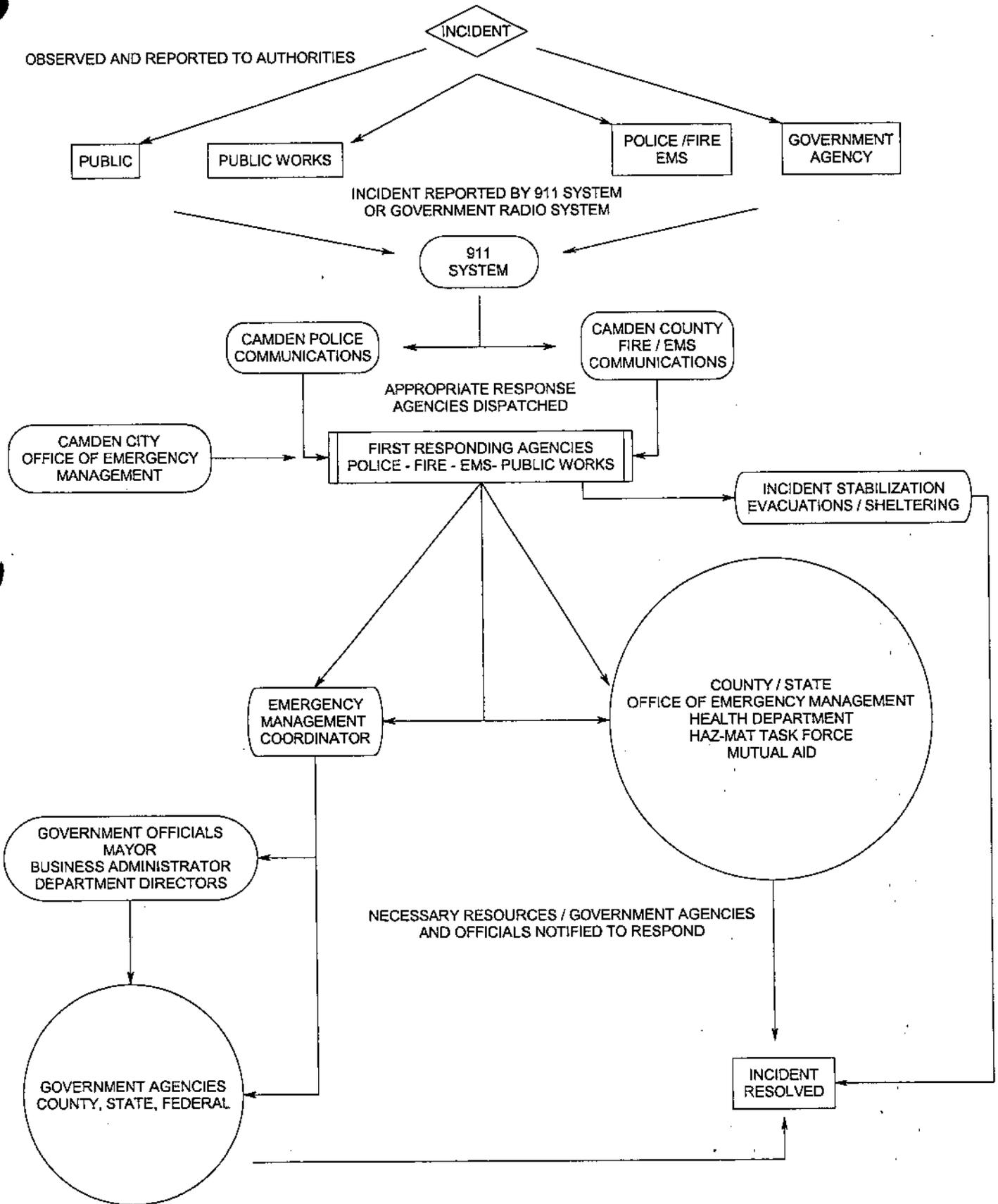
See attached memorandum from the Police Department.

AWCA-3

**RECALL/DUTY ROSTER**

All City Department Directors will maintain recall rosters that will be used to place personnel on standby status.

WARNING / INCIDENT FLOW CHART



Camden Police Department  
Communications Division  
Memorandum

To: D/Chief E. Hargis  
From: A/Lt. S. Carlin *etc*  
Date: July 14, 2005  
Re: UPDATED COMMUNICATIONS FREQUENCIES

Below you will find an updated list of the Camden Police Department's station frequencies under the 800 Megahertz system:

- 1.) 856.9875 Transmit
- 2.) 857.9875 Transmit
- 3.) 858.9875 Transmit
- 4.) 859.9875 Transmit
- 5.) 860.9875 Transmit
- 6.) 866.6125 Transmit
- 7.) 866.7375 Transmit
- 8.) 867.7875 Transmit
- 9.) 868.1875 Transmit
- 10.) 868.7000 Transmit
- 11.) 815.9875 FX 1
- 12.) 811.9875 MO
- 13.) 812.9875 MO
- 14.) 813.9875 MO
- 15.) 814.9875 MO
- 16.) 815.9875 MO

(This list was last updated in 2003 and further technical data is available on the CPD Intranet under the *Communications Manual*.)

NOTE: The frequencies listed above are likely to change in the near future due to the expected re-banding of the 800 MHz system.

The present FCC call sign of WNWG655 will also be changing to WQAF461 in the near future.

2005-07-14 10:00:00

The Statewide Police Emergency Network (SPEN) frequencies are as follows;

- SPEN 1 154.680
- SPEN 2 155.475
- SPEN 3 154.725
- SPEN 4 153.785

The National Interoperability Call Frequencies are as follows:

- NPSPAC I-C                   866.0125  
                                     821.0125
- TONE:                         156.7
- NPSPAC 1: (Tactical) 866.5125  
                                     821.5125
- NPSPAC 2:                   867.0125  
                                     822.0125
- NPSPAC 3:                   867.5125  
                                     822.5125
- NPSPAC 4:                   868.0125  
                                     823.0125

NOTE: These frequencies are likely to change in the near future as a result of the expected re-banding of the 800 MHz system.

Camden City Fire and EMS frequencies are as follows:

- Camden City Fire:           153.770
- Camden City EMS:           155.400

Camden County and State emergency frequencies are as follows:

- Police: Zone 1: 507.1125
- Police Zone 2: 507.5125
- Police Zone 3: 507.1625
- Police Zone 4: 507.5625
- Police Zone 5: 507.7875
- Dispatch: 154.430
- Command: 155.085
- County-wide: 507.7875
- County Sheriff: 508.7125
- State Fire Coordination: 154.265
- State EMS band: 155.280

If you have any questions, or require further information, feel free to contact me.

CC: File 05-53-CB  
Capt. J. Richardson

AWCA-3

RECALL/DUTY ROSTER

All City Department Directors will maintain recall rosters that will be used to place personnel on standby status.

- # Damage Assessment

**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Damage Assessment Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and Construction Official.

This Annex supersedes any previously written Damage Assessment Annexes.

Approval Date: 3/31/14

Dana L. Redd, Mayor – Camden City of Camden

James Rizzo Camden City Construction Official

Keith L. Walker, Emergency Management Coordinator  
City of Camden

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, Ordinances, Regulations, Resolutions and Directives.**

**Federal:** As cited in Basic Plan

**State:** P.L. 93-288 As Amended, Disaster Relief Act of 1974 NJ DOT - Standard Specifications for Road and Bridge Construction NJ Uniform Construction Code

**County:** None

**Municipal:** None

### **B. References, Guidance Materials and Other Documents**

**Federal:** As cited in Basic Plan

**State:** NJ DOT - Route Description for Federal Aid for Primary and Secondary Urban Systems, March 1985, NJSP - Disaster Operations Field Manual, July 1989 NJ OEM - Directive #84

**County:** None

**Municipal:** None

### III. PURPOSE

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

### IV. SITUATIONS

The City Construction Code Official is the lead agency for Damage Assessment. The City Construction Official is the Damage Assessment Coordinator. The Damage Assessment Organization (DA) is composed of the following subdivisions:

Construction Agency, Construction Official, Building Sub-Code Official, Fire Sub-Code Official, Plumbing Sub-Code Official, Electrical Sub-Code Official, Building Inspector, Zoning Coordinator, Department of Public Works Roads, Water and Sewer, Parks and Grounds, Engineering Office, Site Plan Review, Damage Assessment Teams and Municipal Insurance Agency

The City of Camden DA has the capability to develop Damage Assessment Field Teams to conduct damage assessment and calculate replacement costs. The City of Camden DA has the capability to develop Damage Assessment Teams to conduct damage assessment and calculate replacement costs.

#### (DAA-1)

A. The primary agency for damage assessment is the Bureau Construction Official Office which is comprised of the following:

Building Sub-Code, Plumbing Sub-Code, Fire Sub-Code and Electrical Sub-Code

The support agencies for damage assessment are as follows:

Department of Public Works, Tax Assessor, Fire Prevention Bureau, Municipal Insurance Agencies, Private Insurance Adjusters, Private Real Estate Agencies, Private Building Contractors, Verizon and Public Service Electric & Gas Company

#### (DAA-2)

B. The following agencies are available to conduct public sector damage assessments in the City of Camden:

NJDOT survey State owned roadways, Camden County Highway Department survey County owned roadways and bridges, DRPA survey Benjamin Franklin Bridge, and Department of Public Works survey City streets.

The following City of Camden personnel will provide inspections and damage assessment of Public Sector Damage:

The Construction Code Official is qualified to enforce the New Jersey Uniform Construction Code which deals with the construction, alteration and demolition of structures. The Construction Code Official will act as the Coordinator for the Damage Assessment Team. The City Engineer is qualified in construction procedures for all public sector properties, (i.e., roads, bridges, water and sewer lines). The City Engineer is capable of providing a cost estimate of damage. The Director of Department of Public Works is qualified to provide inspections and cost estimation of damages to city-owned properties. The Tax Assessor is qualified to estimate and assign a dollar value to public and private sector properties. The Building Sub-Code Officials are qualified to conduct structural evaluations and damage assessment. The Electrical Sub-Code Official is qualified to conduct electrical evaluations and damage assessment. The Plumbing Sub-Code Official is qualified to conduct inspections of water and sewer systems and to perform damage assessment. The Fire Sub-Code Officials is qualified to evaluate fire protection systems and perform damage assessment. The Municipal Insurance Agent(s) are qualified to estimate, calculate and assign dollar values to damages. Public Utilities will provide qualified personnel to assess damage to gas, electric and water utilities. Law Enforcement Coordinator(s) are capable of video and photo documentation of damage.

(DAA-2)

C. The following persons are available to conduct private sector damage assessment:

Construction Code Official enforces the New Jersey Uniform Construction Code (UCC), which encompasses all applicable Building Codes; and coordinates the Damage Assessment Teams; the City Engineer will oversee construction procedures for private sector properties; the Tax Assessor will estimate and assign dollar values to the private sector property; the Local Private Real Estate Agencies will be able to provide current values for homes and property; and the Local Building Contractors will be able to provide current cost estimates for repair/replacement of damaged structures.

Municipal Sub-Code Officials could be available to enforce and make inspections for all aspects of the Construction Code such as:

Plumbing, Fire, Electrical, and Building will assist with damage assessment cost estimations; Law Enforcement will provide video and photo documentation of damage; Private Insurance Agents would assess and calculate damage to the private sector's property; Federal, State and County OEM Agencies will assist with damage assessment activities during different levels of a declared emergency

**DAA-2)**

D. The Damage Assessment Organization communicates through cellular phones.

The Director of Public Works and the respective supervisor(s) have assigned walkie-talkies.

The Director of Public Works has telephonic pagers, cellular phones and wireless communicators.

The Members of DA have the capability of communicating with the following Departments and/or Agencies:

Construction Code Enforcement Office, Fire Department, Department of Public Work, United Water - Camden, and the Police Department

**(AWCA-1)**

E. The following damage assessment team members will utilize City owned vehicles:

Director of Code Enforcement, Director of Public Works, Business Administrator, Construction Official, City Engineer, Municipal Sub-Code Officials and Tax Assessor(s) and/or designees.

The Salvation Army, American Red Cross and other volunteer groups will be responsible for their respective transportation. County, State, and Federal damage assessment groups will be responsible for their respective transportation needs.

F. The Camden Police Department has digital cameras and video recorders available to record any damage to property both in the public sector as well as the private sector. Photographic records of municipal owned properties can be made prior and after any emergency or disaster. Photographers can be drawn from the following City Agencies:

Engineering Department, Construction Code Enforcement Office, Zoning Department, Fire Prevention Bureau and Police Department

G. Potential Disaster Centers for the City of Camden will be located in the Community Centers and/or the Camden School's.

## **V. OPERATIONS AND CONTROL**

A. During periods of heightened risks, the following damage assessment actions will take place:

The Damage Assessment Coordinator and support personnel will be notified of the impending situation (i.e., winter storm). If conditions escalate the Damage Assessment Coordinator and support personnel will be recalled to standby for possible activation. When the emergency or disaster appears imminent, the Damage Assessment Coordinator will be advised to respond to the EOC and to assemble equipment and support personnel. The Damage Assessment Coordinator will then deploy equipment and personnel as needed.

**(DAA-2)**

1. Direction and Control will initially emanate from the EOC or Disaster Assistance Centers. Direction and Control will emanate from the EOC when activated. Direction and Control will emanate from a Damage Assistance Center when activated, and then be supported by the EOC and Camden County OEM.

2. The Damage Assessment Coordinator will be responsible for maintaining current recall rosters for the DAC. The recall roster will be kept in the Bureau Construction Official Office located in Camden City Hall.

**(DAA-2)**

3. The Damage Assessment Coordinator will provide supervisory staffing for municipal employees during the hours that the EOC and DAC are in operation.

**(DAA-2)**

Other government agencies such as FEMA, NJOEM, NJDEP, NJDOT, CCOEM, etc., would provide for their own supervisory staffing depending on the nature and severity of the incident. Private sector agencies, i.e., realtors, insurance agents, contractors, etc., would provide for their own supervisory staffing depending on the nature and severity of the incident. Volunteer agencies, i.e., ARC, Salvation Army, VOA, etc., would also provide for their own supervisory staffing.

4. The Damage Assessment Coordinator will be responsible for briefing all damage assessment teams commanders and annex coordinators on the procedures for record keeping of expenditures will be the responsibility of the Business Administrator. The municipal guidelines for expenditures will be utilized for damage assessment activities. This would include the utilization of the existing:

Voucher System, Purchase Orders, Emergency Voucher System.

All Damage Assessment Team Commanders and Annex Directors will be required to submit all records of expenditures to the Business Administrator who will forward them through channels to the City EMC.

B. The Damage Assessment Coordinator is notified by the Emergency Management Coordinator of an incident involving public or private sector damage assessment. The Damage Assessment Coordinator will contact members of the DAC and have them report to the City EOC for deployment.

**(DAA-2)**

The Damage Assessment Group interacts with the following emergency groups during an emergency:

Police Department, Fire Department, Emergency Medical Services and Department of Public Works and others as required.

1. The Damage Assessment Coordinator or designee shall report to the EOC during an emergency.

2. The Damage Assessment Group will report appropriate information to the EOC during an emergency utilizing the City municipal radio systems and cellular phones. Other agencies can use direct telephone lines and/or messengers to report information to the EOC. Telephone numbers will be established so that direct telephone communications can be utilized.

(AWCA-5)

The ARC and Salvation Army have the capability of utilizing their own communications systems.

C. Damage Assessment Teams will be mobilized through the activation of the recall duty roster. All personnel will report to the Camden City EOC. Damage Assessment Field Teams will be briefed on how to fill out preliminary Damage Assessment Forms.

(DAA-1)

Damage Assessment Field Teams will conduct primary Damage Assessment and then secondary damage assessment.

**Primary Assessment** - City of Camden properties, buildings, roadways, and critical utilities.

**Secondary Assessment** - Private businesses and residences in the City of Camden.

The Damage Assessment Teams will work only in daylight hours and will fill out Damage Field Forms. Team members will conduct damage assessment on **exterior** of damaged structures only. They will not do damage assessment on the **interior** of structures or property. Windshield Survey Forms are to be completed and returned to the Camden County OEM within 24 hours. DAC will be directed to open by the Damage Assessment Coordinator and/or OEM Coordinator. Completed Damage Assessment Forms will be forwarded to Camden County within five (5) days by the Disaster Assistance Coordinator and/or OEM Coordinator.

The locations of the Disaster Assistance Centers will be designated based upon the emergency.

(BPA-2)

The DAC would be staffed by Damage Assessment personnel, other municipal employees, and/or volunteers. DAC would assist City residents in the following manner:

Assisting with forms on Damage Assessment inquiring about home owners insurance, coverage and deductibles; obtaining call-back telephone numbers of victims and relocation addresses; placing notices in local newspapers and cable television as to locations of the DAC and operational hours.

D. The Damage Assessment Coordinator will assign a photographer to provide photo documentation to the Damage Assessment Team for primary damage assessment (Public) and secondary damage assessment (Private). Photographers will be drawn from the following:

Fire Department, Police Department, Public Works Department, Code Enforcement, Building Bureau and Construction Officials Office

## **VI. RESPONSIBILITIES**

A. The Damage Assessment Coordinator/Construction Official is responsible for implementing this Annex and directing the Damage Assessment emergency response.

B. The Construction Office has SOPs that address how the Damage Assessment functions will accomplish their emergency response. The Damage Assessment Group will follow the procedures as outlined in the:

NJ Disaster Operations Field Manual and SBA Loans and Procedures

**(DDA-1&4)**

C. Mutual Aid Agreements for the Damage Assessment function as needed.

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

E. The Damage Assessment Coordinator is responsible for the maintenance of accurate records of resources and supporting documentation to substantiate future damage assessment claims.

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

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

Damage Assessment Coordinator (Construction Official), Building Sub-Code Official, Building Inspectors, City Engineer and Director of Public Works

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

## **VIII. ADMINISTRATION AND LOGISTICS**

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

B. The Business Administrator designee is responsible for records of expenditures for the damage assessment functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders.

The Damage Assessment Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

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

A. The Damage Assessment Coordinator 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.

B. The Damage Assessment Coordinator is responsible for review and updating of the Damage Assessment Annex, SOPs, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## X. DEFINITIONS

<b>ARC</b>	American Red Cross
<b>CCOEM</b>	Camden County OEM
<b>DA</b>	Damage Assessment
<b>DAC</b>	Damage Assessment Coordinator
<b>DAG</b>	Damage Assessment Group
<b>DAO</b>	Damage Assessment Organization
<b>DAT</b>	Damage Assessment Team
<b>DEMC</b>	Deputy Emergency Management Coordinator
<b>EMC</b>	Emergency Management Coordinator
<b>EOC</b>	Emergency Operations Center
<b>CCCC</b>	Camden County Communications Center
<b>OEM</b>	Office of Emergency Management

**On-The-Spot DA** Is a block by block inspection throughout an affected area(s) to accurately determine the magnitude of the disaster.

**Windshield** Is a quick visual overview of the **Damage** affected area for determining disaster **Assessment** impact and particular problem area(s)

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

All " On file " notations are located in the OEM office

**DAA 1**      Disaster Operations Field Manual ( on file )

**DAA 2**      Recall/Duty Roster ( on file )

**DAA 3**      Damage Assessment SOPs ( on file )

**DAA 4**      List of Potential Disaster Application Centers For Jurisdiction in Accordance with Section 4.01 of the Disaster Operations Field Manual. ( on file )

**DAA 5**      Mutual Aid Agreements ( on file )

**DAA-1      DISASTER OPERATIONS FIELD MANUAL**

A copy of the Disaster Operations Field Manual is attached.

**DAA-2**

**Recall/Duty Roster (on file)**

**DAA-3 Disaster SOP's**

1. The disaster application center shall be open from 8:00 am to 6:00 p.m..
2. Damage Assessment Inspection Teams shall be composed as follows:
  - TEAM ONE (1):
    1. Deputy City Engineer
    2. Building Sub-code Official
    3. Photographer
  - TEAM TWO (2):
    1. Junior Engineer
    2. Construction Code Official
    3. Police Photographer
3. Inspectors shall only inspect the exterior of private property. Under no circumstances shall inspectors enter any private buildings.
4. The Inspection Teams shall go out in two-way radio equipped vehicles.
5. The City Engineer shall remain at the EOC except when needed for inspections. Other personnel on the Duty/Recall Roster (DAA#2) will go out with the Damage Assessment Teams as needed. Otherwise, they will assist the DAC.

**DAA-4 LIST OF POTENTIAL DISASTER APPLICATION  
CENTERS**

Community Centers and Camden Schools as required.

- Emergency  
Medical

**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



**INTRODUCTION**

**A. Statement of Approval**

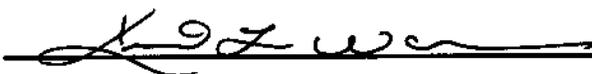
The Emergency Medical Services Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Associate Director of the UMDNJ University Hospital Emergency Medical Service, Camden Division and is hereby approved. (See preceding signature page)

This annex supersedes any previously written Emergency Medical Annexes

Date of Approval: 3/31/14

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Associate Director of EMS

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

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**CITY of CAMDEN  
EMERGENCY MEDICAL SERVICES ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Emergency Medical Services Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Director of the University Hospital Emergency Medical Service, Camden Division and is hereby approved.(See preceding signature page)

This Annex supercedes any previously written Emergency Medical Annexes.  
**REVISED: November 6, 2013**

**II. AUTHORITIES AND REFERENCES**

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

**1. Federal**

- a. As cited in the Basic Plan

**2. State**

- a. Chapter 33, NJSA 13:1D-1
- b. Chapter 232, NJSA 13:1D-29
- c. Title 8 - Chapter 51, NJAC 8:51
- d. New Jersey Public Law 1947. NJSA 26A-1 et seq.
- e. Highway Traffic Safety Act of NJ-1987
- f. Intergovernmental agreement between University Hospital and the City of Camden for the provision of Emergency Medical Services - September 1986.

**3. County**

- a. None

4. Municipal

- a. None

B. References, guidance material and other documents.

1. Federal

- a. As cited in the Basic Plan

2. State

- a. New Jersey State First Aid Council, District Mobilization Plan
- b. New Jersey Emergency Operations Plan, Mass Casualty Incident Plan
- c. New Jersey State First Aid Council Directory
- d. JEMS Communication Plan EMS-State of NJ 9/81
- e. Incident Command System (ICS) National Training Curriculum.
- f. FEMA/USFA/NFA Incident Command System for Emergency Medical Services
- f. S.T.A.R.T. Triage Protocol
- g. NJ OEM Annex Checklist
- h. 1996 North American Emergency Response Guidebook

3. County

- a. Camden County Emergency Medical Services Mass Casualty Incident Plan  
(See EMS #1)

4. Municipal

- a. City of Camden OEM - Emergency Operations Plan

### III. PURPOSE

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

### IV. SITUATIONS

- A. The University Hospital Emergency Medical Service is solely responsible for the provision of Basic Life Support Emergency Medical Service in the city of Camden through an intergovernmental agreement negotiated between the city and UMDNJ in September of 1986. The Emergency Medical Service is actually a department of University Hospital located in Newark, NJ.

UH-EMS provides Basic Life support pre-hospital care only. Advanced Life Support pre-hospital care is provided by the Virtua Health Systems in close conjunction with UH-EMS.

UH-EMS serves one operational area and operates under a unified command.

- B. Description of UH-EMS

1. UH-EMS operates the following EMS units from one Station for the City of Camden.
  - Two (2) BLS units around the clock (7AM - 7PM & 7PM - 7AM shifts)
  - One (1) EMS Supervisor around the clock (6AM - 6 PM & 6PM - 6 AM shifts)
  - One (1) BLS unit (9AM - 9PM)
  - One (1) BLS unit (2PM - 2AM)

The EMS Station is located in Camden at 1000 South 10th Street. All EMS Units respond from this Station. EMS administrative offices are also located there.

BLS 11/31, 12/32, 13/33 radio identifiers refer to 7AM - 7PM and 9AM - 9PM units.

BLS 21/41, 22/42, 23/43 radio identifiers refer to 7PM - 7AM and 2PM - 2AM units.

2. UH-EMS has a total of fifty-four (57) paid, professional employees.

- 1 Director (FT-MICP)
- 1 Operations Coordinator (FT-EMTB)
- 1 Secretary II (FT Non EMS)
- 5 EMS Supervisors (FT-EMTB)
- 3 EMS Per Diem Supervisors
- 1 EMS Training Supervisor (FT EMT-Instructor)
- 23 EMT-Bs (FT)
  - 3 EMT- Bs (Part Time)
  - 39 EMT-Bs (Per Diem)

Paramedic units (MICU) which provide Advanced Life Support (ALS) are assigned to the Virtua Health Systems.

3. UH-EMS operates the following major pieces of equipment:

Eight (8) Basic Life Support Ambulances, two (2) Type II ambulances and six (6) Type III ambulances

Two (2) Four Wheel Drive, First Responder/EMS Command Vehicles

One (1) Four Wheel Drive, EMS Support Vehicle

One (1) Four Wheel Drive Coordinator's Vehicle

Three (3) Special Operations Trailer (Disaster Unit)

One (1) EMS bike unit – Ten (10) bikes

One Special Operations vehicle – SOV South (See EMA #6)

4. Significant Emergency Medical Hazards in the City of Camden include but are not limited to the following: (in order of priority)

- Threat of major fire
- Major rail, bus, waterway transportation accident (Patco High Speed Line, RiverLink Rail Service, Delaware Ferry Service, Entertainment Center Traffic)
- Multiple / Mass casualty incidents (dehydration, stampede, etc.) resulting from large public gatherings at NJ State Aquarium, Wachovia Entertainment Center & Camden County Wiggins Waterfront Park
- Chemical spill / haz-mat condition (numerous SARA III facilities)
- Severe weather including major winter storms, flash/urban flooding, and tornadoes
- Building collapse
- Power outage (major)
- Prison riot - Camden County Jail
- Civil disturbance, bomb threat, terrorist act
- Aircraft crash

C. The primary dispatch center for UH-EMS is:

Camden County Fire and EMS Communications Center  
Charles J. DePalma Complex  
2311 Egg Harbor Road,  
Lindenwold, NJ 08021

The alternate dispatch center for UH-EMS is:

Camden Police Communications Bureau  
1 Police Plaza  
Camden, NJ 08103

UH-EMS has fixed radio base stations at the EMS Station located at 1000 South 10th Street, Camden.

UH-EMS also has a portable base station that can be utilized where and as needed in time of emergency. This unit is primarily located in the Special Operations Trailer.

The primary dispatch center for Advanced Life Support (ALS) units which

cover Camden City is also the Camden County Fire and EMS Communications Center in Lindenwold, NJ.

(See Section D below)

- D. Communication capabilities of UH-EMS are via multi channel trunked mobile and portable radios. UH-EMS is dispatched via a county-wide communications system. The UH-EMS operates on a 700 mhz trunked radio system. An is assigned to North Ops along with Camden City FD. As a secondary EMS frequency UH-EMS also operates on North Tac 2 during periods of high call volume.

All UH-EMS ambulances are also equipped with VHF radio equipment that is capable of communicating with the following agencies:

- NJ Hospitals (HEAR)
- SPEN 4 (statewide)
- JEMS 3 (statewide)
- South Jersey Net
- Regional Emergency Comm. System (REMCS) - Newark

All UH-EMS First Responder/EMS Command vehicles have additional communication capabilities:

- Camden County Metro Police Dept. (800 mhz)
- Cellular telephone

The UH-EMS Support vehicle is equipped with VHF and UHF Mobile radios.

Nine (9) 800 mhz Portable Radios are available for use by EMS to communicate with the Camden County Metro Police Department.

(See EMA #6 for radio inventory and specific frequencies)

- E. The following is a list of special emergency medical capabilities.

UH-EMS operates a three (3) Special Operations Unit and Group. The unit is a county-wide resource. One is a 10x6x6 trailer, which contains bulk medical supplies and patient moving equipment. It is also equipped with

organization tools, generators, firefighter rehabilitation supplies, Haz-mat Medical Monitoring equipment & supplies, lighting and oxygen / cascade manifold system. The Special Operations Unit also has a 14'x 14' all season tent to provide on scene shelter for EMS Treatment Operations. A Special Operations Group (SOG) composed of twenty-six (26) SOG Technicians are on call via text messaging to staff and operate this unit. The other two (2) trailers are 16' x 6x6 with similar inventory.  
(See EMA #6 for inventory)

UH-EMS operates an EMS Bike Team. The EMS Bike Team has ten (10) Mountain Bikes with EMS Basic Life Support equipment and supplies mounted in saddle bags. The EMS Bike Team is composed of eighteen (18) specially trained EMT-Ds. The UH-EMS Bike Team is deployed at large community events such as parades and for events at the water front. The bike units increase EMS response and mobility capabilities to EMS incidents in large crowds.

UH-EMS operates a Tactical EMS Support program for both the Camden County Metro Police Department Emergency Services Unit as well as the Camden County Prosecutor's Office Special Weapons and Tactics Team. This team is comprised of eleven (11) tactically trained EMT-Ds and MICPs. The TEMS Unit is deployed at the request of either Camden County Metro Police or the Camden County Prosecutor's Office. The TEMS group increases our ability to provide EMS services in austere environments.

The Camden County Fire and EMS Communications Center also has a Field Communications Response vehicle for use at significant events occurring within the city and County of Camden. (Fieldcomm unit)

The Virtua Health System is responsible for the provision of ALS in the city of Camden and operates a fleet of Mobile Intensive Care units in its Camden County MICU operation.

- F. The following is a list of hospitals, nursing homes and other facilities which could be expanded into emergency treatment centers for disaster victims:

**Hospitals:**

Cooper Hospital University Medical Center

- Southern Regional Level 1 Trauma Center
- Children's Regional Hospital

One Cooper Plaza

Our Lady of Lourdes Medical Center

1600 Haddon Avenue

West Jersey Hospital - Camden Division  
Mt. Ephraim & Atlantic Avenues

(NOTE: This hospital is limited to treat and release patients)

**Nursing Homes:**

S.J. Health Care Center (Rehab)  
Two Cooper Plaza  
Haddon Ave.

Abigail House  
1105 Linden St.

**Other:**

Cooper Medical Arts Building  
3 Cooper Plaza

Rutgers University  
3rd & Cooper St.

UMDNJ EMS Facility  
1000 South 10th Street

(For additional facilities to be used as treatment centers, please refer to City of Camden shelter plan.)

G. The Mass Casualty Response Plans that UH-EMS ties into are as follows:

**Citywide:** UH-EMS Emergency Operating Plan for Multi, Major and Mass Casualty Incidents (local). (See EMA#8)

**Countywide:** The Camden County Emergency Medical Services Mass Casualty Incident Plan. (See EMA#1)

**Statewide:** NJSFAC Mobilization and Mass Casualty Plan.

(See EMA#5)

- H. The City of Camden is located within the 4th District of NJSFAC, however UH-EMS is not a member of the NJSFAC. UH-EMS is an active member of the Camden County EMS Assoc. and the New Jersey EMS Task Force.

**V. OPERATIONS and CONTROL**

- A. During periods of heightened risk, UH-EMS will take the following actions:

**Step 1** Review plans and procedures. Activate EMS Annex. Brief on-duty EMS Supervisory and EMT personnel. Review EMS equipment/vehicle status and state of readiness.

**Step 2** Secure additional equipment, supplies and vehicles. Commence accelerated training and maintenance. Review EMS personnel assignments.

**Step 3** Alert and mobilize off duty personnel as appropriate.

1. EMS direction and control shall first emanate from the on scene incident command post (as outlined in the UH-EMS Policy & Procedure 420623900-243), EMS Command Post or Camden County Communications Center until such time occurs that the city EOC is activated. When activated, EMS direction and control will emanate from the EOC through the Camden County Communication Center.
2. The UH-EMS Operations Coordinator will ensure that a current recall roster is maintained and updated monthly.
3. The UH-EMS Operations Coordinator or his designee is responsible for scheduling supervisory staff on a 24 hour basis.

The shifts will be 12 hour periods. The schedule shall provide continual command structure and prevent personnel fatigue.

- B. UH-EMS interacts with other emergency groups during an emergency as follows:

- The first UH-EMS unit driver to the scene of a multiagency response emergency will assume "EMS Command" until relieved by a UH-EMS manager or supervisor.
- The Camden County Fire & EMS Communication Center will

automatically dispatch the on duty EMS Supervisor to the scene of all multi-agency response emergencies. The CCCC can also relay information to other emergency groups via telephone with their respective communication controls.

- The "EMS Command" designee will establish an EMS Command Post and communicate directly and/or through CCCC via multichannel radios to direct and/or coordinate the EMS response and/or operation.
  - The EMS Command will identify and designate a UH-EMS representative to report to and remain at the Incident Command Post to coordinate the EMS operation and to communicate with the Incident Commander and other emergency agency coordinators such as:
    - Police Dept.
    - Fire Dept.
    - Health Dept.
    - Emergency Management
    - County EMS Coordinators
  - The UH-EMS designee at the Incident Command Post will communicate with the EMS commander via radio or the use of runners or messengers as appropriate.
  - The UH-EMS Incident Command Post designee will coordinate additional EMS resources as needed and appropriate via cellular phone with the City of Camden EOC if activated.
1. The Operations Coordinator of EMS or his designee will report to the EOC when activated.
  2. Procedures for reporting appropriate EMS related information to the EOC during an emergency have been established via SOP.  
(See EMA#8 progress reports)
  3. UH-EMS will use the National Incident Command System Model and specifically the FEMA/USAF/NFA ICS for Emergency Medical Services Model as highlighted in EMA#8 for the all EMS ICS Operations. ICS is used by all emergency services within the city of Camden.
- C. The Camden County Communication Center receives, assigns and dispatches EMS units on duty as per section 4D. Additional EMS personnel

and equipment are requested into the city by the following methods through the Camden County Communications Center:

- UH-EMS Special Operations Group Personnel via text messages through Camden County Communication Center (CCCC)
- UH-EMS Management Team via text messages.
- UH-EMS personnel recall roster, (See EMA#2)
- Local mutual aid, (See EMA#3)
- UH-Emergency Operating Plan, (See EMA#8)
- Camden County Emergency Medical Services Mass Casualty Plan (See EMA#1)

D. The Command System for major emergency medical operations in which more than one (1) district is involved is as follows:

- A UH-EMS manager will assume "EMS Command as the EMS Branch Director"(or EMS Group Supervisor) and be in charge of all EMS related incidents in the city of Camden. The EMS Branch Director/EMS Group Supervisor will report to the Incident Command Post (ICP).
- The EMS Branch Director/EMS Group Supervisor will identify and designate a UH-EMS representative to establish EMS Command Post to coordinate the EMS operations as either Assistant EMS Branch Director/Group Supervisor or EMS Operations depending on complexity of incident.

The EMS Branch Director will designate the following EMS groups and positions as needed for the EMS branch operations:

- Communications: Relay to CCCC a preliminary report and subsequent progress reports. CCCC dispatchers will assume the following roles
- Hospital Communicator:  
To contact area hospitals to notify them of the EMS incident and ascertain and maintain an up-to-date bed and hospital disaster capability status. Also, to coordinate ambulance routing with departure officer and notify receiving hospitals of ambulances enroute to their facilities.
- Logistics Officer:  
Will contact and dispatch EMS equipment, supplies, vehicles and

personnel as requested by EMS Command to the EMS staging area.

- Establish a Triage Group/Unit and assign a Triage Group Supervisor/Unit Leader to coordinate continual prioritizing and stabilizing of patients. The Triage Group Supervisor/Unit Leader will ensure NJ Triage tags and the S.T.A.R.T. Triage Method are utilized. The Triage Group Supervisor/Unit Leader will designate Assistant Triage Group Supervisors/Unit Leader, triage crews and crew leaders as appropriate. Also the Triage Group Supervisor/Unit Leader will coordinate the movement of patients from the incident area to the treatment area through the use of litter bearer crews with crew leaders.
- Establish an EMS Staging Area and EMS Staging Manager for EMS mutual aid resources to assemble at. The EMS staging manager will maintain a log of all arriving EMS resources and assign EMS resources to tasks as requested by the EMS Branch Director/Group Supervisor. The EMS Staging Manager will also identify and make operational, if necessary, an aero medical landing site in close proximity to the Staging Area. If needed may assign an EMS Air Operations crew and crew leader to coordinate helicopter landing and loading operations as needed.
- Establishes the Treatment Group/Unit and Treatment Group Supervisor/Unit Manager. The Treatment Group Supervisor/Unit Leader will be responsible for establishing a red, yellow and green priority treatment area. The Treatment Group Supervisor/Unit Leader will utilize primarily MICU paramedics and EMTs to establish Assistant Treatment Group Supervisors/Unit Leaders, treatment crews and treatment crew leaders for each of the three priority treatment areas. A Treatment Crew should be composed of a Crew Leader, one paramedic, one EMT, and four litter bearers. The Treatment Group Supervisor/Unit Leader will contact and request from the base MICU that a physician respond to the scene to fill the role of medical command to provide treatment orders for MICP's when appropriate. The Treatment Group Supervisor/Unit Leader or designee will work closely with the Transport Group Supervisor/Unit Leader to ensure that treated patients are transported according to priority by the most appropriate means to the most appropriate medical facility.
- Establish the Transportation Group/Unit and Transportation Group Supervisor/Unit Leader. The transportation group supervisor/unit leader will coordinate the loading of patients into available ambulances and other EMS resources from staging, insuring the patients are routed to the appropriate receiving hospitals by the most appropriate transport means. The transportation group supervisor will establish the following areas and

managers to assist him/her in this function:

- Assistant Transportation Group Supervisor(s)/Unit Leader(s)- to assist in maintaining a normal span of control in large or complex incidents.
- Loading area - to the rear of the treatment area where treated patients can be safely loaded into ambulance.
- Loading Crew(s) and Crew Leader(s) - to assist ambulance crews in the orderly loading of treated patients under the direction of the transportation group supervisor or designee. Loading crews are composed of a crew leader and three other crew members.
- Departure area - Area in clear line of vision of the loading area, where loaded ambulances will receive routing instructions.
- Departure Crew(s) and Crew Leader(s) - Will route loaded ambulances to the most appropriate receiving hospitals, maintaining logs of same. Also, the departure crew leaders will relay routing assignments and information to the hospital communicator at CCCC so that receiving hospitals can be notified of what they will be receiving. Departure crews are composed of one crew leader and two crew members.

The EMS Branch Director/Group Supervisor will also:

- Direct all requests for assistance from other emergency services operating at the incident through I.C.P.
- Upon establishment of Camden's Emergency Operating Center by the Emergency Management Coordinator, ensure that UH-EMS designee reports there to coordinate the E.M.S.
- In the event that Emergency Medical Services is in overall command of the incident, the EMS commander shall be the Incident Commander and operate from the incident command post. All municipal agencies operating at the incident will designate an individual to report to the I.C.P.
- Establish a EMS Branch Director Staff to include, Safety, Scribe, CISD, Liaison, EMS Public Information, etc. as needed and appropriate
- Establish Medical Unit, Rehabilitation Unit, and Medical Monitoring Unit as needed.
- Ensure EMS Personnel are rehabbed, relieved, and rotated.

- Demobilize and re-assign EMS Personnel and EMS Equipment as needed.
  - Terminate incident after accounting for all personnel, after final search of incident area for patients is complete, all incident report/documents are collected and all EMS Personnel and equipment are released.
  - EMS Recovery begins with collection of equipment from area hospitals and restocking of EMS Vehicles
  - Consider establishing C.I.S.D. Debriefing date if needed.
  - Consider Post Incident Critique.
  - Safeguard all incident documents
- E. Light and heavy rescue services are under the jurisdiction of the Camden Fire Dept. The CFD will request and coordinate mutual aid rescue units as needed. See Fire and Rescue Annex.
- F. The UH-EMS emergency operating plan is implemented by the 1st arriving EMS unit on the scene of a multi, major or mass casualty incident by reporting the 1st in size-up report to the CCCC. A crew member of the 1st arriving EMS unit will assume "EMS Command" and implement and execute the EMS emergency operating plan and Emergency Medical Annex until relieved by a UH-EMS manager or supervisor in accordance with established departmental policies and procedures for activation of the incident command system.
- G. When emergency shelter and reception centers are activated, the UH-EMS Operations Coordinator or his designee will assign EMS personnel to those centers. This will be coordinated through the Emergency Management Coordinator and Shelter Coordinator.

UH-EMS could also utilize Volunteer EMS Agencies and NJSDH-OEMS licensed local invalid coach and non-emergency ambulance service providers EMT staff to assist at municipal shelters.

UH-EMS will also coordinate with local hospitals and nursing homes to assign available staff to emergency shelters when possible.

- H. The UH-EMS Operations Coordinator or his designee will coordinate EMS

activities for the reduction of patient population in hospitals, nursing homes and health care facilities if evacuation is necessary with other city hospital, nursing home and health care facilities as outlined specifically in each of the institution's disaster plans. City hospital disaster plans are available for perusal in EMA #4. Each hospital, nursing home and health care facility will be responsible for providing continued medical care for those patients who cannot be evacuated as outlined in their disaster plan.

## **VI. RESPONSIBILITIES**

- A. The UH-EMS on duty supervisor is initially responsible for implementing this annex and directs the Emergency Medical response until this command is transferred to the Operations Coordinator or his designee.
- B. The following SOPs address how the Emergency Medical Function will accomplish its emergency response:
  - UH-EMS Camden Division Emergency Operating Plan for Multi, Major and Mass Casualty Incidents.
  - UH-EMS Activation of ICS (SOP # 420623900-243)
  - UH-EMS S.T.A.R.T. Triage Method (SOP # 420623900-244)
  - UH-EMS Use Of Triage Tags (SOP # 420623900-245)
  - (See EMA #8)
- C. Written Mutual Aid Procedures and Policies for the Emergency Medical function are updated and submitted to the Camden County Communications Center every year, by all municipalities contiguous with City of Camden. These written mutual aid procedures are maintained and kept on file at the CCCC. Day to Day Mutual Aid for routine EMS assignments are received from these contiguous municipalities Emergency Medical Service Providers. Mutual Aid For MCIs, Hazmats, and Multi-Alarm Fires are received from the two Camden County EMS Strike Teams as established by the Camden County EMS Coordinator.
- D. UH-EMS is not responsible for hospital care and has limited decontamination capability at present time. Decontamination is provided by the Camden City Fire Dept. and the Cherry Hill Fire Dept. Hazmat Unit as coordinated through the CFD. (See Hazmat Annex)
- E. The EMS Operations Coordinator and/or his designee would provide for emergency medical services in shelters and reception areas as needed.

F. UH-EMS will assign EMS support functions to the following annexes as needed.

1. Evacuation
2. Alert, Warning & Communications
3. Emergency Operations Center
4. Shelter
5. Hazardous Materials
6. Fire & Rescue
7. Social Services, Reception and Care
8. Law Enforcement
9. Public Health

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

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

1. Director of UH-EMS
2. Operations Coordinator of UH-EMS
3. EMS Supervisor (Chief) of UH-EMS
4. Special Operations Group Technician of UH-EMS
5. Emergency Medical Technician of UH-EMS

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation. Confidential medical records and information will be released only upon written patient authority and/or subpoena.

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The EMS Operations Coordinator of UH-EMS Camden Division and/or designated EMS scribe is responsible for maintenance of all records and reports required for the emergency medical functions in an emergency.

B. The Operations Coordinator of UH-EMS Camden Division and/or designated Financial Officer is responsible for records of expenditures for the emergency

medical functions in an emergency.

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

- UH-EMS Emergency Operating Plan (Supply and Logistics)
- UH-EMS Special Operations Unit Policy and Procedure
- UH-EMS Stock Supply Procedures

The EMS Operations Coordinator and/or designee will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

## **IX ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The EMS Operations Coordinator is responsible for the maintenance of the Emergency Medical Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.
- B. The EMS Operations Coordinator for UH-EMS is responsible for review and updating of the Emergency Medical Annex, SOP's and attachments based on deficiencies identified through drills, exercises and actual emergencies on an actual basis.

## **X DEFINITIONS**

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

CFD	Camden Fire Dept.
CCMPD	Camden County Metro Police Department
VHS	Virtua Health Systems
ALS	Advanced Life Support
BLS	Basic Life Support
CP	Command Post
EMA	Emergency Medical Annex
EMS	Emergency Medical Service
EMT-D	Emergency Medical Technician-Defibrillation

EOC	Emergency Operating Center
ICP	Incident Command Post
JEMS	Jersey Emergency Medical Services Communications Plan
MCI	Mass Casualty Incident
MICP	Mobile Intensive Care Paramedic
MICU	Mobile Intensive Care Unit
NJFAC	New Jersey First Aid Council
REMCS	Regional Emergency Medical Comm. Center
UH-EMS	University Hospital Emergency Medical Services
CCCC	Camden County Communications Center
MCRU	Mass Casualty Response Unit
HEAR	Hospital Emergency Alerting System
ICS	Incident Command System
EOP	Emergency Operating Plan
OEM	Office of Emergency Management
NJSDH/	NJ State Department of Health Office of Emergency
OEMS	Medical Services
SOG	Special Operations Group
SPEN	Statewide Police Emergency Network

B. Definitions

Branch - that organizational level having functional/geographic responsibility for major segments of incident operations. The branch level is organizationally between section and division/group.

Crew - A specific number of personnel assembled for an assignment such as search, rescue, traffic control, etc. The number of personnel in a crew should not exceed recommended span-of-control guides. A crew operates under the supervision of a Crew Leader.

Critical Incident Stress Coordinator is assigned the task of directing the assessing and triaging the emotional states of victim and responders. Coordinates the activities of the State's CISD teams.

Disaster is a sudden calamitous event bringing great damage, loss or destruction with or without casualties and is defined by local, county or state government plans.

Fatality Management Manager is designated by existing plans or the EMS Officer to organize, coordinate, manage and direct morgue services.

Group - a functional division (e.g. security, T.E.A.M.S. group, entry, etc.)

Incident Commander is the highest ranking public official as outlined in the local response plan. He/She is responsible for the overall management and coordination of personnel and resources responding to the incident.

Leader - ICS title for individuals responsible for command of a Crew, Task Force, Strike Team or functional unit.

Level I MCI is an incident producing multiple casualties, for which local medical resources are available and adequate to provide for field medical triage and stabilization, and for which appropriate local facilities are available and adequate for further diagnosis and treatment.

Level II MCI is an incident producing large numbers of casualties for which routine available regional or multi-jurisdictional medical mutual aid is necessary and adequate.

Level III MCI is an incident producing mass casualties which exceed and/or overwhelm the capabilities of local resources and of routinely available regional or multi-jurisdictional medical mutual aid, and for which extraordinary medical aid from State or Federal resources is required.

Major Casualty Incident is a multiple casualty incident where the number of casualties and/or lack of local emergency medical care resources results in a mutual aid response from other local communities.

Mass Casualty Incident is a major casualty incident where the emergency medical resources from the local jurisdiction and mutual aid are overwhelmed due to the number of casualties and/or damages to the medical facilities, thereby requiring a more extensive mutual aid response and/or use of extensive State/Federal medical resources.

Medical Examiner - a person with statutory authority to carry out the duties of the coroner of the county.

Multiple Casualty Incident is a localized multiple casualty emergency wherein

local medical resources are available and adequate to provide for field medical treatment and stabilization, including triage.

Mutual Aid is the furnishing of resources, facilities, personnel and services pursuant to an agreement between jurisdictions providing for such interchange on a reciprocal basis to combat any type of disaster or emergency.

Officer - ICS title for the Command Staff positions of Safety, Liaison and Information. Also used when a single individual performs a Unit function within Planning, Logistics or Finance.

Span Of Control - the supervisory ratio of from three to seven individuals with five being established as a general rule of thumb.

Strike Team - specified combinations of the same kind and type of resources with common communication and a leader.

Task Force - a group of resources with common communications and a leader temporarily assembled for a specific mission.

Triage is the process of sorting and prioritizing sick and injured on the basis of urgency and type of condition present, so that they can be properly routed to medical facilities appropriately situated and equipped for their care.

Type I Ambulance - pickup chassis style ambulances with walk through and box.

Type II Ambulance - van chassis style ambulance with high top roof.

Type III Ambulance - van style chassis with walk through and box

Unified Command - A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident to contribute to:

- Determining overall objectives for the incidents
- Selection of a strategy to achieve the objectives

Unit - That organization element having functional responsibility for specific incident planning, Logistics or Finance activity.

## **XI. APPENDICES/ATTACHMENTS**

EMA 1      NJSFAC Mobilization Plan, Camden County EMS  
Mass Casualty Incident Plan and Camden County

Incident Command System

- EMA 2 UH-EMS Recall/Duty Rosters
- EMA 3 UH-EMS Mutual Aid Agreements & Procedure  
(Updated with Camden County Fire & EMS Communications  
every 6 months)
- EMA 4 City of Camden Hospital's Emergency Plans
- EMA 5 State of New Jersey Emergency Operations Plan - Emergency  
Medical Services Multiple Casualty Incident Plan
- EMA 6 UH-EMS Organizations and Resource Lists
- EMA 7 City of Camden Aero medical Landing Sites
- EMA 8 UH-EMS Emergency Operating Procedures for Multi, Major and Mass  
Casualty Incidents

**CITY of CAMDEN  
EMERGENCY MEDICAL SERVICES ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Emergency Medical Services Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Director of the University Hospital Emergency Medical Service, Camden Division and is hereby approved.(See preceding signature page)

This Annex supercedes any previously written Emergency Medical Annexes.  
**REVISED: November 6, 2013**

II. AUTHORITIES AND REFERENCES

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

1. Federal

- a. As cited in the Basic Plan

2. State

- a. Chapter 33, NJSA 13:1D-1
- b. Chapter 232, NJSA 13:1D-29
- c. Title 8 - Chapter 51, NJAC 8:51
- d. New Jersey Public Law 1947. NJSA 26A-1 et seq.
- e. Highway Traffic Safety Act of NJ-1987
- f. Intergovernmental agreement between University Hospital and the City of Camden for the provision of Emergency Medical Services - September 1986.

3. County

- a. None

4. Municipal

- a. None

B. References, guidance material and other documents.

1. Federal

- a. As cited in the Basic Plan

2. State

- a. New Jersey State First Aid Council, District Mobilization Plan
- b. New Jersey Emergency Operations Plan, Mass Casualty Incident Plan

- c. New Jersey State First Aid Council Directory
- d. JEMS Communication Plan EMS-State of NJ 9/81
- e. Incident Command System (ICS) National Training Curriculum.
- f. FEMA/USFA/NFA Incident Command System for Emergency Medical Services
- f. S.T.A.R.T. Triage Protocol
- g. NJ OEM Annex Checklist
- h. 1996 North American Emergency Response Guidebook

### 3. County

- a. Camden County Emergency Medical Services Mass Casualty Incident Plan  
(See EMS #1)

### 4. Municipal

- a. City of Camden OEM - Emergency Operations Plan

## **III. PURPOSE**

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

## **IV. SITUATIONS**

- A. The University Hospital Emergency Medical Service is solely responsible for the provision of Basic Life Support Emergency Medical Service in the city of Camden through an intergovernmental agreement negotiated between the city and UMDNJ in September of 1986. The Emergency Medical Service is actually a department of University Hospital located in Newark, NJ.

UH-EMS provides Basic Life support pre-hospital care only. Advanced Life Support pre-hospital care is provided by the Virtua Health Systems in close conjunction with UH-EMS.

UH-EMS serves one operational area and operates under a unified command.

B. Description of UH-EMS

1. UH-EMS operates the following EMS units from one Station for the City of Camden.
  - Two (2) BLS units around the clock (7AM - 7PM & 7PM - 7AM shifts)
  - One (1) EMS Supervisor around the clock (6AM - 6 PM & 6PM – 6 AM shifts)
  - One (1) BLS unit (9AM - 9PM)
  - One (1) BLS unit (2PM - 2AM)

The EMS Station is located in Camden at 1000 South 10th Street. All EMS Units respond from this Station. EMS administrative offices are also located there.

BLS 11/31, 12/32, 13/33 radio identifiers refer to 7AM - 7PM and 9AM - 9PM units.

BLS 21/41, 22/42, 23/43 radio identifiers refer to 7PM - 7AM and 2PM - 2AM units.

2. UH-EMS has a total of fifty-four (57) paid, professional employees.

- 1 Director (FT-MICP)
- 1 Operations Coordinator (FT-EMTB)
- 1 Secretary II (FT Non EMS)
- 5 EMS Supervisors (FT-EMTB)
- 3 EMS Per Diem Supervisors
- 1 EMS Training Supervisor (FT EMT-Instructor)
- 23 EMT-Bs (FT)
  - 3 EMT- Bs (Part Time)
  - 39 EMT-Bs (Per Diem)

Paramedic units (MICU) which provide Advanced Life Support (ALS) are assigned to the Virtua Health Systems.

3. UH-EMS operates the following major pieces of equipment:

Eight (8) Basic Life Support Ambulances, two (2) Type II ambulances and six (6) Type III ambulances

Two (2) Four Wheel Drive, First Responder/EMS Command Vehicles

One (1) Four Wheel Drive, EMS Support Vehicle

One (1) Four Wheel Drive Coordinator's Vehicle

Three (3) Special Operations Trailer (Disaster Unit)

One (1) EMS bike unit – Ten (10) bikes

One Special Operations vehicle – SOV South (See EMA #6)

4. Significant Emergency Medical Hazards in the City of Camden include but are not limited to the following: (in order of priority)

- Threat of major fire
- Major rail, bus, waterway transportation accident (Patco High Speed Line, RiverLink Rail Service, Delaware Ferry Service, Entertainment Center Traffic)
- Multiple / Mass casualty incidents (dehydration, stampede, etc.) resulting from large public gatherings at NJ State Aquarium, Wachovia Entertainment Center & Camden County Wiggins Waterfront Park
- Chemical spill / haz-mat condition (numerous SARA III facilities)
- Severe weather including major winter storms, flash/urban flooding, and tornadoes
- Building collapse

- Power outage (major)
- Prison riot - Camden County Jail
- Civil disturbance, bomb threat, terrorist act
- Aircraft crash

C. The primary dispatch center for UH-EMS is:

Camden County Fire and EMS Communications Center  
Charles J. DePalma Complex  
2311 Egg Harbor Road,  
Lindenwold, NJ 08021

The alternate dispatch center for UH-EMS is:

Camden Police Communications Bureau  
1 Police Plaza  
Camden, NJ 08103

UH-EMS has fixed radio base stations at the EMS Station located at 1000 South 10th Street, Camden.

UH-EMS also has a portable base station that can be utilized where and as needed in time of emergency. This unit is primarily located in the Special Operations Trailer.

The primary dispatch center for Advanced Life Support (ALS) units which cover Camden City is also the Camden County Fire and EMS Communications Center in Lindenwold, NJ.

(See Section D below)

D. Communication capabilities of UH-EMS are via multi channel trunked mobile and portable radios. UH-EMS is dispatched via a county-wide communications system. The UH-EMS operates on a 700 mhz trunked radio system. An is assigned to North Ops along with Camden City FD. As a secondary EMS frequency UH-EMS also operates on North Tac 2 during periods of high call volume.

All UH-EMS ambulances are also equipped with VHF radio equipment that is capable of communicating with the following agencies:

- NJ Hospitals (HEAR)
- SPEN 4 (statewide)
- JEMS 3 (statewide)
- South Jersey Net
- Regional Emergency Comm. System (REMCS) - Newark

All UH-EMS First Responder/EMS Command vehicles have additional communication capabilities:

- Camden County Metro Police Dept. (800 mhz)
- Cellular telephone

The UH-EMS Support vehicle is equipped with VHF and UHF Mobile radios.

Nine (9) 800 mhz Portable Radios are available for use by EMS to communicate with the Camden County Metro Police Department.

(See EMA #6 for radio inventory and specific frequencies)

E. The following is a list of special emergency medical capabilities.

UH-EMS operates a three (3) Special Operations Unit and Group. The unit is a county-wide resource. One is a 10x6x6 trailer, which contains bulk medical supplies and patient moving equipment. It is also equipped with organization tools, generators, firefighter rehabilitation supplies, Haz-mat Medical Monitoring equipment & supplies, lighting and oxygen / cascade manifold system. The Special Operations Unit also has a 14'x 14' all season tent to provide on scene shelter for EMS Treatment Operations. A Special Operations Group (SOG) composed of twenty-six (26) SOG Technicians are on call via text messaging to staff and operate this unit. The other two (2) trailers are 16' x 6x6 with similar inventory.  
(See EMA #6 for inventory)

UH-EMS operates an EMS Bike Team. The EMS Bike Team has ten (10) Mountain Bikes with EMS Basic Life Support equipment and supplies mounted in saddle bags. The EMS Bike Team is composed of eighteen (18) specially trained EMT-Ds. The UH-EMS Bike Team is deployed at large community events such as parades and for events at the water front. The bike units increase EMS response and mobility capabilities to EMS incidents

in large crowds.

UH-EMS operates a Tactical EMS Support program for both the Camden County Metro Police Department Emergency Services Unit as well as the Camden County Prosecutor's Office Special Weapons and Tactics Team. This team is comprised of eleven (11) tactically trained EMT-Ds and MICPs. The TEMS Unit is deployed at the request of either Camden County Metro Police or the Camden County Prosecutor's Office. The TEMS group increases our ability to provide EMS services in austere environments.

The Camden County Fire and EMS Communications Center also has a Field Communications Response vehicle for use at significant events occurring within the city and County of Camden. (Fieldcomm unit)

The Virtua Health System is responsible for the provision of ALS in the city of Camden and operates a fleet of Mobile Intensive Care units in its Camden County MICU operation.

- F. The following is a list of hospitals, nursing homes and other facilities which could be expanded into emergency treatment centers for disaster victims:

**Hospitals:**

Cooper Hospital University Medical Center

- Southern Regional Level 1 Trauma Center
- Children's Regional Hospital

One Cooper Plaza

Our Lady of Lourdes Medical Center

1600 Haddon Avenue

West Jersey Hospital - Camden Division

Mt. Ephraim & Atlantic Avenues

(NOTE: This hospital is limited to treat and release patients)

**Nursing Homes:**

S.J. Health Care Center (Rehab)

Two Cooper Plaza

Haddon Ave.

Abigail House

1105 Linden St.

**Other:**

Cooper Medical Arts Building  
3 Cooper Plaza

Rutgers University  
3rd & Cooper St.

UMDNJ EMS Facility  
1000 South 10th Street

(For additional facilities to be used as treatment centers, please refer to City of Camden shelter plan.)

G. The Mass Casualty Response Plans that UH-EMS ties into are as follows:

**Citywide:** UH-EMS Emergency Operating Plan for Multi, Major and Mass Casualty Incidents (local). (See EMA#8)

**Countywide:** The Camden County Emergency Medical Services Mass Casualty Incident Plan. (See EMA#1)

**Statewide:** NJSFAC Mobilization and Mass Casualty Plan. (See EMA#5)

H. The City of Camden is located within the 4th District of NJSFAC, however UH-EMS is not a member of the NJSFAC. UH-EMS is an active member of the Camden County EMS Assoc. and the New Jersey EMS Task Force.

**V. OPERATIONS and CONTROL**

A. During periods of heightened risk, UH-EMS will take the following actions:

**Step 1** Review plans and procedures. Activate EMS Annex. Brief on-duty EMS Supervisory and EMT personnel. Review EMS equipment/vehicle status and state of readiness.

**Step 2** Secure additional equipment, supplies and vehicles.

Commence accelerated training and maintenance. Review EMS personnel assignments.

**Step 3** Alert and mobilize off duty personnel as appropriate.

1. EMS direction and control shall first emanate from the on scene incident command post (as outlined in the UH-EMS Policy & Procedure 420623900-243), EMS Command Post or Camden County Communications Center until such time occurs that the city EOC is activated. When activated, EMS direction and control will emanate from the EOC through the Camden County Communication Center.
2. The UH-EMS Operations Coordinator will ensure that a current recall roster is maintained and updated monthly.
3. The UH-EMS Operations Coordinator or his designee is responsible for scheduling supervisory staff on a 24 hour basis.

The shifts will be 12 hour periods. The schedule shall provide continual command structure and prevent personnel fatigue.

**B.** UH-EMS interacts with other emergency groups during an emergency as follows:

- The first UH-EMS unit driver to the scene of a multiagency response emergency will assume "EMS Command" until relieved by a UH-EMS manager or supervisor.
- The Camden County Fire & EMS Communication Center will automatically dispatch the on duty EMS Supervisor to the scene of all multi-agency response emergencies. The CCCC can also relay information to other emergency groups via telephone with their respective communication controls.
- The "EMS Command" designee will establish an EMS Command Post and communicate directly and/or through CCCC via multichannel radios to direct and/or coordinate the EMS response and/or operation.
- The EMS Command will identify and designate a UH-EMS representative to report to and remain at the Incident Command Post to coordinate the EMS operation and to communicate with the Incident Commander and other emergency agency coordinators such as:

- Police Dept.

- Fire Dept.
- Health Dept.
- Emergency Management
- County EMS Coordinators

- The UH-EMS designee at the Incident Command Post will communicate with the EMS commander via radio or the use of runners or messengers as appropriate.
  - The UH-EMS Incident Command Post designee will coordinate additional EMS resources as needed and appropriate via cellular phone with the City of Camden EOC if activated.
1. The Operations Coordinator of EMS or his designee will report to the EOC when activated.
  2. Procedures for reporting appropriate EMS related information to the EOC during an emergency have been established via SOP.  
(See EMA#8 progress reports)
  3. UH-EMS will use the National Incident Command System Model and specifically the FEMA/USAF/NFA ICS for Emergency Medical Services Model as highlighted in EMA#8 for the all EMS ICS Operations. ICS is used by all emergency services within the city of Camden.

C. The Camden County Communication Center receives, assigns and dispatches EMS units on duty as per section 4D. Additional EMS personnel and equipment are requested into the city by the following methods through the Camden County Communications Center:

- UH-EMS Special Operations Group Personnel via text messages through Camden County Communication Center (CCCC)
- UH-EMS Management Team via text messages.
- UH-EMS personnel recall roster, (See EMA#2)
- Local mutual aid, (See EMA#3)
- UH-Emergency Operating Plan, (See EMA#8)
- Camden County Emergency Medical Services Mass Casualty Plan (See EMA#1)

D. The Command System for major emergency medical operations in which more than one (1) district is involved is as follows:

- A UH-EMS manager will assume "EMS Command as the EMS Branch

Director"(or EMS Group Supervisor) and be in charge of all EMS related incidents in the city of Camden. The EMS Branch Director/EMS Group Supervisor will report to the Incident Command Post (ICP).

- The EMS Branch Director/EMS Group Supervisor will identify and designate a UH-EMS representative to establish EMS Command Post to coordinate the EMS operations as either Assistant EMS Branch Director/Group Supervisor or EMS Operations depending on complexity of incident.

The EMS Branch Director will designate the following EMS groups and positions as needed for the EMS branch operations:

- Communications: Relay to CCCC a preliminary report and subsequent progress reports. CCCC dispatchers will assume the following roles
  
- Hospital Communicator:  
To contact area hospitals to notify them of the EMS incident and ascertain and maintain an up-to-date bed and hospital disaster capability status. Also, to coordinate ambulance routing with departure officer and notify receiving hospitals of ambulances enroute to their facilities.
  
- Logistics Officer:  
Will contact and dispatch EMS equipment, supplies, vehicles and personnel as requested by EMS Command to the EMS staging area.
  
- Establish a Triage Group/Unit and assign a Triage Group Supervisor/Unit Leader to coordinate continual prioritizing and stabilizing of patients. The Triage Group Supervisor/Unit Leader will ensure NJ Triage tags and the S.T.A.R.T. Triage Method are utilized. The Triage Group Supervisor/Unit Leader will designate Assistant Triage Group Supervisors/Unit Leader, triage crews and crew leaders as appropriate. Also the Triage Group Supervisor/Unit Leader will coordinate the movement of patients from the incident area to the treatment area through the use of litter bearer crews with crew leaders.
  
- Establish an EMS Staging Area and EMS Staging Manager for EMS mutual aid resources to assemble at. The EMS staging manager will maintain a log of all arriving EMS resources and assign EMS resources to

tasks as requested by the EMS Branch Director/Group Supervisor. The EMS Staging Manager will also identify and make operational, if necessary, an aero medical landing site in close proximity to the Staging Area. If needed may assign an EMS Air Operations crew and crew leader to coordinate helicopter landing and loading operations as needed.

- Establishes the Treatment Group/Unit and Treatment Group Supervisor/Unit Manager. The Treatment Group Supervisor/Unit Leader will be responsible for establishing a red, yellow and green priority treatment area. The Treatment Group Supervisor/Unit Leader will utilize primarily MICU paramedics and EMTs to establish Assistant Treatment Group Supervisors/Unit Leaders, treatment crews and treatment crew leaders for each of the three priority treatment areas. A Treatment Crew should be composed of a Crew Leader, one paramedic, one EMT, and four litter bearers. The Treatment Group Supervisor/Unit Leader will contact and request from the base MICU that a physician respond to the scene to fill the role of medical command to provide treatment orders for MICP's when appropriate. The Treatment Group Supervisor/Unit Leader or designee will work closely with the Transport Group Supervisor/Unit Leader to ensure that treated patients are transported according to priority by the most appropriate means to the most appropriate medical facility.
- Establish the Transportation Group/Unit and Transportation Group Supervisor/Unit Leader. The transportation group supervisor/unit leader will coordinate the loading of patients into available ambulances and other EMS resources from staging, insuring the patients are routed to the appropriate receiving hospitals by the most appropriate transport means. The transportation group supervisor will establish the following areas and managers to assist him/her in this function:
  - Assistant Transportation Group Supervisor(s)/Unit Leader(s)- to assist in maintaining a normal span of control in large or complex incidents.
  - Loading area - to the rear of the treatment area where treated patients can be safely loaded into ambulance.
  - Loading Crew(s) and Crew Leader(s) - to assist ambulance crews in the orderly loading of treated patients under the direction of the transportation group supervisor or designee. Loading crews are composed of a crew leader and three other crew members.
  - Departure area - Area in clear line of vision of the loading area, where loaded ambulances will receive routing instructions.

- Departure Crew(s) and Crew Leader(s) - Will route loaded ambulances to the most appropriate receiving hospitals, maintaining logs of same. Also, the departure crew leaders will relay routing assignments and information to the hospital communicator at CCCC so that receiving hospitals can be notified of what they will be receiving. Departure crews are composed of one crew leader and two crew members.

The EMS Branch Director/Group Supervisor will also:

- Direct all requests for assistance from other emergency services operating at the incident through I.C.P.
- Upon establishment of Camden's Emergency Operating Center by the Emergency Management Coordinator, ensure that UH-EMS designee reports there to coordinate the E.M.S.
- In the event that Emergency Medical Services is in overall command of the incident, the EMS commander shall be the Incident Commander and operate from the incident command post. All municipal agencies operating at the incident will designate an individual to report to the I.C.P.
- Establish a EMS Branch Director Staff to include, Safety, Scribe, CISD, Liaison, EMS Public Information, etc. as needed and appropriate
- Establish Medical Unit, Rehabilitation Unit, and Medical Monitoring Unit as needed.
- Ensure EMS Personnel are rehabbed, relieved, and rotated.
- Demobilize and re-assign EMS Personnel and EMS Equipment as needed.
- Terminate incident after accounting for all personnel, after final search of incident area for patients is complete, all incident report/documents are collected and all EMS Personnel and equipment are released.
- EMS Recovery begins with collection of equipment from area hospitals and restocking of EMS Vehicles
- Consider establishing C.I.S.D. Debriefing date if needed.
- Consider Post Incident Critique.

- Safeguard all incident documents
- E. Light and heavy rescue services are under the jurisdiction of the Camden Fire Dept. The CFD will request and coordinate mutual aid rescue units as needed. See Fire and Rescue Annex.
  - F. The UH-EMS emergency operating plan is implemented by the 1st arriving EMS unit on the scene of a multi, major or mass casualty incident by reporting the 1st in size-up report to the CCCC. A crew member of the 1st arriving EMS unit will assume "EMS Command" and implement and execute the EMS emergency operating plan and Emergency Medical Annex until relieved by a UH-EMS manager or supervisor in accordance with established departmental policies and procedures for activation of the incident command system.
  - G. When emergency shelter and reception centers are activated, the UH-EMS Operations Coordinator or his designee will assign EMS personnel to those centers. This will be coordinated through the Emergency Management Coordinator and Shelter Coordinator.

UH-EMS could also utilize Volunteer EMS Agencies and NJSDH-OEMS licensed local invalid coach and non-emergency ambulance service providers EMT staff to assist at municipal shelters.

UH-EMS will also coordinate with local hospitals and nursing homes to assign available staff to emergency shelters when possible.

- H. The UH-EMS Operations Coordinator or his designee will coordinate EMS activities for the reduction of patient population in hospitals, nursing homes and health care facilities if evacuation is necessary with other city hospital, nursing home and health care facilities as outlined specifically in each of the institution's disaster plans. City hospital disaster plans are available for perusal in EMA #4. Each hospital, nursing home and health care facility will be responsible for providing continued medical care for those patients who cannot be evacuated as outlined in their disaster plan.

## **VI. RESPONSIBILITIES**

- A. The UH-EMS on duty supervisor is initially responsible for implementing this annex and directs the Emergency Medical response until this command is transferred to the Operations Coordinator or his designee.
- B. The following SOPs address how the Emergency Medical Function will accomplish its emergency response:

- UH-EMS Camden Division Emergency Operating Plan for Multi, Major and Mass Casualty Incidents.
  - UH-EMS Activation of ICS (SOP # 420623900-243)
  - UH-EMS S.T.A.R.T. Triage Method (SOP # 420623900-244)
  - UH-EMS Use Of Triage Tags (SOP # 420623900-245)
  - (See EMA #8)
- C. Written Mutual Aid Procedures and Policies for the Emergency Medical function are updated and submitted to the Camden County Communications Center every year, by all municipalities contiguous with City of Camden. These written mutual aid procedures are maintained and kept on file at the CCCC. Day to Day Mutual Aid for routine EMS assignments are received from these contiguous municipalities Emergency Medical Service Providers. Mutual Aid For MCIs, Hazmats, and Multi-Alarm Fires are received from the two Camden County EMS Strike Teams as established by the Camden County EMS Coordinator.
- D. UH-EMS is not responsible for hospital care and has limited decontamination capability at present time. Decontamination is provided by the Camden City Fire Dept. and the Cherry Hill Fire Dept. Hazmat Unit as coordinated through the CFD. (See Hazmat Annex)
- E. The EMS Operations Coordinator and/or his designee would provide for emergency medical services in shelters and reception areas as needed.
- F. UH-EMS will assign EMS support functions to the following annexes as needed.
1. Evacuation
  2. Alert, Warning & Communications
  3. Emergency Operations Center
  4. Shelter
  5. Hazardous Materials
  6. Fire & Rescue
  7. Social Services, Reception and Care
  8. Law Enforcement
  9. Public Health

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

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

1. Director of UH-EMS
2. Operations Coordinator of UH-EMS
3. EMS Supervisor (Chief) of UH-EMS
4. Special Operations Group Technician of UH-EMS
5. Emergency Medical Technician of UH-EMS

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation. Confidential medical records and information will be released only upon written patient authority and/or subpoena.

## **VIII ADMINISTRATION AND LOGISTICS**

A. The EMS Operations Coordinator of UH-EMS Camden Division and/or designated EMS scribe is responsible for maintenance of all records and reports required for the emergency medical functions in an emergency.

B. The Operations Coordinator of UH-EMS Camden Division and/or designated Financial Officer is responsible for records of expenditures for the emergency medical functions in an emergency.

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

- UH-EMS Emergency Operating Plan (Supply and Logistics)
- UH-EMS Special Operations Unit Policy and Procedure
- UH-EMS Stock Supply Procedures

The EMS Operations Coordinator and/or designee will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

## **IX ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The EMS Operations Coordinator is responsible for the maintenance of the Emergency Medical Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.
  
- B. The EMS Operations Coordinator for UH-EMS is responsible for review and updating of the Emergency Medical Annex, SOP's and attachments based on deficiencies identified through drills, exercises and actual emergencies on an actual basis.

## **X DEFINITIONS**

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

CFD	Camden Fire Dept.
CCMPD	Camden County Metro Police Department
VHS	Virtua Health Systems
ALS	Advanced Life Support
BLS	Basic Life Support
CP	Command Post
EMA	Emergency Medical Annex
EMS	Emergency Medical Service
EMT-D	Emergency Medical Technician-Defibrillation
EOC	Emergency Operating Center
ICP	Incident Command Post
JEMS	Jersey Emergency Medical Services Communications Plan
MCI	Mass Casualty Incident
MICP	Mobile Intensive Care Paramedic
MICU	Mobile Intensive Care Unit
NJFAC	New Jersey First Aid Council
REMCS	Regional Emergency Medical Comm. Center
UH-EMS	University Hospital Emergency Medical Services
CCCC	Camden County Communications Center
MCRU	Mass Casualty Response Unit
HEAR	Hospital Emergency Alerting System
ICS	Incident Command System
EOP	Emergency Operating Plan
OEM	Office of Emergency Management

NJSDH/	NJ State Department of Health Office of Emergency
OEMS	Medical Services
SOG	Special Operations Group
SPEN	Statewide Police Emergency Network

B. Definitions

Branch - that organizational level having functional/geographic responsibility for major segments of incident operations. The branch level is organizationally between section and division/group.

Crew - A specific number of personnel assembled for an assignment such as search, rescue, traffic control, etc. The number of personnel in a crew should not exceed recommended span-of-control guides. A crew operates under the supervision of a Crew Leader.

Critical Incident Stress Coordinator is assigned the task of directing the assessing and triaging the emotional states of victim and responders. Coordinates the activities of the State's CISD teams.

Disaster is a sudden calamitous event bringing great damage, loss or destruction with or without casualties and is defined by local, county or state government plans.

Fatality Management Manager is designated by existing plans or the EMS Officer to organize, coordinate, manage and direct morgue services.

Group - a functional division (e.g. security, T.E.A.M.S. group, entry, etc.)

Incident Commander is the highest ranking public official as outlined in the local response plan. He/She is responsible for the overall management and coordination of personnel and resources responding to the incident.

Leader - ICS title for individuals responsible for command of a Crew, Task

Force, Strike Team or functional unit.

Level I MCI is an incident producing multiple casualties, for which local medical resources are available and adequate to provide for field medical triage and stabilization, and for which appropriate local facilities are available and adequate for further diagnosis and treatment.

Level II MCI is an incident producing large numbers of casualties for which routine available regional or multi-jurisdictional medical mutual aid is necessary and adequate.

Level III MCI is an incident producing mass casualties which exceed and/or overwhelm the capabilities of local resources and of routinely available regional or multi-jurisdictional medical mutual aid, and for which extraordinary medical aid from State or Federal resources is required.

Major Casualty Incident is a multiple casualty incident where the number of casualties and/or lack of local emergency medical care resources results in a mutual aid response from other local communities.

Mass Casualty Incident is a major casualty incident where the emergency medical resources from the local jurisdiction and mutual aid are overwhelmed due to the number of casualties and/or damages to the medical facilities, thereby requiring a more extensive mutual aid response and/or use of extensive State/Federal medical resources.

Medical Examiner - a person with statutory authority to carry out the duties of the coroner of the county.

Multiple Casualty Incident is a localized multiple casualty emergency wherein local medical resources are available and adequate to provide for field medical treatment and stabilization, including triage.

Mutual Aid is the furnishing of resources, facilities, personnel and services pursuant to an agreement between jurisdictions providing for such interchange on a reciprocal basis to combat any type of disaster or emergency.

Officer - ICS title for the Command Staff positions of Safety, Liaison and Information. Also used when a single individual performs a Unit function within Planning, Logistics or Finance.

Span Of Control - the supervisory ratio of from three to seven individuals with five being established as a general rule of thumb.

Strike Team - specified combinations of the same kind and type of resources

with common communication and a leader.

Task Force - a group of resources with common communications and a leader temporarily assembled for a specific mission.

Triage is the process of sorting and prioritizing sick and injured on the basis of urgency and type of condition present, so that they can be properly routed to medical facilities appropriately situated and equipped for their care.

Type I Ambulance - pickup chassis style ambulances with walk through and box.

Type II Ambulance - van chassis style ambulance with high top roof.

Type III Ambulance - van style chassis with walk through and box

Unified Command - A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident to contribute to:

- Determining overall objectives for the incidents
- Selection of a strategy to achieve the objectives

Unit - That organization element having functional responsibility for specific incident planning, Logistics or Finance activity.

## **XI. APPENDICES/ATTACHMENTS**

EMA 1	NJSFAC Mobilization Plan, Camden County EMS Mass Casualty Incident Plan and Camden County Incident Command System
EMA 2	UH-EMS Recall/Duty Rosters
EMA 3	UH-EMS Mutual Aid Agreements & Procedure (Updated with Camden County Fire & EMS Communications every 6 months)
EMA 4	City of Camden Hospital's Emergency Plans
EMA 5	State of New Jersey Emergency Operations Plan - Emergency Medical Services Multiple Casualty Incident Plan
EMA 6	UH-EMS Organizations and Resource Lists
EMA 7	City of Camden Aero medical Landing Sites

EMA 8

UH-EMS Emergency Operating Procedures for Multi, Major and Mass  
Casualty Incidents

- Emergency  
Operations

**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Emergency Operations Center Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Deputy Emergency Management Coordinator, and is hereby approved.

This Annex supersedes any previously written Emergency Operations Center Annex.

Approval Date: 3/31/14

Mayor

Emergency Management Coordinator

## II. AUTHORITY AND REFERENCES

### A. Laws, Ordinances, Regulations, Resolutions and Directives.

**Federal:** As cited in Basic Plan

**State:** As cited in Basic Plan

**County:** None

**Municipal:** None

### B. References, Guidance Materials and Other Documents.

**Federal:** Emergency Operations Center Handbook,  
FEMA, CPG 1-29. 1984.

**State:** Emergency Operations Center Annex  
Checklist, NJ OEM,02/90

**County:** None

**Municipal:** None

### III. PURPOSE

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

### IV. SITUATIONS

The City of Camden Public Works building would serve as the **primary Emergency Operations Center** during times of an emergency.

The Public Works Building is located within the City of Camden.

(EOCA-1)

The Emergency Operations Center organization is comprised of the following representatives:

Emergency Management Coordinator, Deputy Emergency Management Coordinators, EOC Manager, Police Chief, Fire Chief, Mayor, Emergency Public Information Group, Construction Official, Municipal Engineer, EMS Coordinator, Director of Public Works, and the City's Administrative Support Staff.

(EOCA-3)

The Emergency Operating Center organization has the capabilities to communicate and coordinate with all the municipal services of the City.

A. The **primary EOC** is located at City of Camden Public Works Building.

(BPA-2)

The **alternate EOC** will be located at the City of Camden Fire Headquarters at 3<sup>rd</sup> & Federal St.

(BPA-2)

B. The following is a description of the Primary and the alternate EOC capabilities:

**Primary EOC:**

1. Telephone, Radio, and Fax capability:

**Telephone Capabilities:**

Ten (8) incoming lines from Verizon

**Radio Capabilities:**

County of Camden Police Department 800mhz  
Fire, EMS, EOC have Camden County 700mhz system

Communication with following agencies can be achieved by the use of portable radios:

City of Camden Fire Department, Camden / UMD Emergency Medical Services, City of Camden Department of Public Works, City of Camden Building Bureau, Camden Fire Prevention Bureau and the Camden County Municipal Utilities Authority.

SPEN Radio Channels 1,2,3 and 4 – Statewide Police Emergency Network  
NPSAC Channels

**Fax Capabilities:**

Five (2) fax machines

(EOCA-5)

**Alternate EOC**

**Telephone Capabilities:**

Six (6) incoming lines from Verizon

**Radio Capabilities:**

Use of 800 mhz Police  
Use of 700mhz Fire, EMS, EMC

City of Camden Police Department, City of Camden Department of Public Works, City of Camden Emergency Management

Communication with following agencies can be achieved by the use of portable radios:

City of Camden Fire Department, Camden / UMD Emergency Medical Services, City of Camden Department of Public Works, City of Camden Building Bureau, Camden Fire Prevention Bureau, Emergency Medical Services and the Camden County Municipal Utilities Authority.

SPEN 1 – Statewide Police Emergency Network

**Fax Capabilities:**

One (1) fax machine

The following is a description of floor plans for the Primary Emergency Operation Centers:

2. 3 story building with a basement and Floor area square footage

**Primary Emergency Operations Center:**

Department of Public Works– Emergency Operations Center

EOC – area for use 2<sup>nd</sup> Floor 3,500 square feet.  
Assembly Room 3<sup>rd</sup> Floor 2,400 square feet

3. Backup Generators

**Primary Emergency Operations Center**

Has 2 generator fueled by gasoline

**Alternate Emergency Operations Center**

Has a back-up generator

#### 4. Protection Factor for Radiation

FEMA's publication N.A.P.B.-90 shows that Camden within a "RISK AREA", whereas FEMA considers the provisions of Radiological Protection to be impractical. The City of Camden (EOC) has no built in radiological fallout protection factor. The City of Camden EOC has not been analyzed by NJOEM shelter analyst.

5. The Primary Emergency Operations Center is susceptible to natural storm conditions and hazardous materials incidents.

The Alternate Emergency Operations Center is susceptible to natural storm conditions and hazardous materials incidents.

#### 6. Number of Restrooms

##### **Primary Emergency Operations Center**

Has seven (7) restrooms.

##### **Alternate Emergency Operations Center**

Has four (4) restrooms.

7. The following is a description of the eating and sleeping capabilities of the primary and alternate Emergency Operations Centers:

##### **Primary Emergency Operations Center**

One (1) kitchen consisting of two (2) Microwave Ovens, One (1) large all-purpose room that could be designated as a sleeping area. (large floor area)

##### **Alternate Emergency Operations Center:**

One (1) Full Service Kitchen and Dining Room.

C. The Camden County Police Department has a mobile command post with the following capabilities:

Radio communication and Cellular Phones

## **V. OPERATIONS AND CONTROL**

A. During periods of heightened risks, the Emergency Operations Center Organization will be:

Notified of the impending situation via telephones and cellular telephone. Recall status for standby for possible Emergency Operations Center activation. Physical recall to standby at the Emergency Operations Center. Activation of the Emergency Operations Center operations.

**(EOCA-4)**

1. The Deputy Emergency Management Coordinator will provide for the verification of the current recall roster for the Emergency Operations Center Organization.

**(EOCA-2 & 3)**

All Department Heads will be responsible for maintaining internal notifications rosters during periods of prolonged activation. 24-hr staffing will be accomplished by assigning Emergency Operations Center personnel and all representatives and their alternates to 12-hour shifts. The Office of Emergency Management staffing would be divided by the Coordinator and the Deputy Coordinator. Municipal Departmental staffing would be provided by respective Department Heads.

Each municipal Department or Agency shall have the responsibility of maintaining the internal notification and recall rosters for their respective departments.

**(EOCA-2)**

B. The following key personnel is assigned to the Emergency Operations Center: Emergency Management Coordinator, Deputy Emergency Management Coordinator, EOC Manager, Mayor, Police Chief, Fire Chief, Construction Official, Emergency Medical Services Coordinator, Director of Public Works, Shelter Coordinator, Emergency Public Information Group, and Administrative Support Staff (i.e., Secretaries, Security)

When determination has been made by the Emergency Management Coordinator or the Deputy Emergency Management Coordinator to activate the Alternate Emergency Operations Center, the staff shall be relocated to the Alternate Emergency Operations Center by City -owned vehicles. (i.e., assigned vehicles, other municipal vehicles such as vans). Key personnel assigned to the EOC will provide for the maintenance of current notification and recall rosters during this relocation phase. Center will provide for the maintenance of current notification and the recall roster during this relocation phase.

**(EOCA-2 & 3)**

C. The EOC Logger assigned to the Camden Emergency Operating Center is required by SOPs to maintain a main key-event log in the EOC. All radio transmissions are recorded at the Camden County Communications Center. Individual Department Heads maintain their own logs in accordance with their respective SOPs.

D. Field forces communicate with the Emergency Operations Center via telephone, RACES, and/or messengers to the Camden EOC. Personnel assigned to the field are responsible to update the incident commander who will update the Emergency Operations Center in all disaster effects in the jurisdiction. Field force personnel will follow the Camden Police Communications Center SOPs.

E. The Emergency Operations Center will normally be activated during the following conditions:

Major (severe) Storms, Evacuation, Damage Assessment Activities, Large Scale HAZMAT Incidents, Any situation that would require a multi-agency and/or jurisdictional response, Normally, an Incident Command Post is functional during a municipal multi-agency response, (i.e., Fire, Traffic Accidents, level I and II Hazmat Incidents).

F. The procedures for securing the Emergency Operations Center after an emergency are outlined in

**(EOCA-4)**

They include but are not limited to:

Advising the County Emergency Operations Center and Staff of the decision to close the EOC. Notify external agencies of termination. Insure all messages have been answered. Terminate follow-up operation. Secure equipment, clean area, replenish supplies Notify all Department Heads of operation briefings and reports.

**(EOCA-4)**

**VI. RESPONSIBILITIES**

A. The Deputy Emergency Management Coordinator and EOC Manger are responsible for implementing this Annex and directing the Emergency Operations Center's emergency response.

B. The Emergency Operations Center has no SOPs that address how the Emergency Operations Center function will accomplish their emergency response. The following agencies will utilize their existing SOPs

Public Works Department (PWSOP)

Fire Department (FRA-3)

C. Mutual Aid Agreements for Emergency Operations Center functions are as follows:

Camden County Office of Emergency Management

Camden County Police Department (Written)

D. The EOC Manager is responsible for displays, maps, and status boards in the Emergency Operations Center.

E. A designated City of Camden Radio Officer will be responsible for maintaining the Emergency Operations Center radio equipment in a current state of readiness. The Office of Emergency Management Deputy Coordinator is responsible for EOC supplies.

F. The Deputy Emergency Management Coordinator and EOC Manager are responsible for maintaining adequate Emergency Operations Center supplies such as forms, office supplies, batteries, etc.

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

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

Emergency Management Coordinator and Deputy Emergency Management Coordinator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Deputy Emergency Management Coordinator is responsible for maintenance of all records and reports required for the Emergency Operations Center functions in an emergency.

B. The Deputy Emergency Management Coordinator is responsible for records of expenditures for the Emergency Operations Center functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing municipal departmental orders. The Business Administrator will coordinate with the Emergency Management Coordinator or Deputy Emergency Management Coordinator for all requests for supplies and equipment through mutual aid from the County Office of Emergency Management. *Municipal purchasing procedures are outlined in the City of Camden official Purchasing Policies.*

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

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

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

## **X. DEFINITIONS**

<b>DEMC</b>	Deputy Emergency Management Coordinator
<b>DPW</b>	Department of Public Works
<b>EMC</b>	Emergency Management Coordinator
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>CCCC</b>	Camden County Communications Center
<b>OEM</b>	Office of Emergency Management
<b>EPIG</b>	Emergency Public Information Group
<b>SOP</b>	Standard Operating Procedure

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

All " on file " notations are located in the OEM office

**EOCA 1**      EOC Floor Plan. (on file)

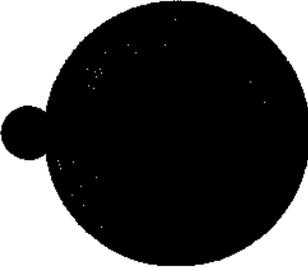
**EOCA 2**      Recall Duty Roster. (on file)

**EOCA 3**      EOC Staffing Roster. (on file)

**EOCA 4**      EOC SOPs (i.e., for Message Wording and logging, EOC  
Activation's    and Deactivation, Event Log and Security Log). (on file)

**EOCA 5**      Resource List. (on file)

- Emergency  
Public  
Information
- 
-



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



**Keith L Walker – Public Works  
Coordinator**

**Patrick J Keating – Public Works  
Deputy Coordinator**

**Edward Glassman – Fire Dept.  
Deputy Coordinator**

**Captain Albert Handy – Police Dept.  
Deputy Coordinator**

**Donald Fisher – EMS  
Deputy Coordinator**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Emergency Public Information Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and City of Camden Public Information Officer.

This Annex supersedes any previously written Damage Assessment Annexes.

Approval Date: 3/31/14

Dana L. Redd, Mayor - Camden City of Camden

Robert Corrales, Public Information Officer

Keith L. Walker, Emergency Management Coordinator  
City of Camden

## II. AUTHORITIES AND REFERENCES

### A. Laws, Ordinances, Regulations, Resolutions and Directives:

Federal: As cited in Basic Plan

State: As cited in Basic Plan

County : None

Municipal: None

### B. References, Guidance Materials and Other Documents

Federal: As cited in Basic Plan

State: As cited in Basic Plan

County: None

Municipal: None

Rules & Regulations

Executive Orders 81-01,81-04

### **III. PURPOSE**

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

### **IV. SITUATIONS**

The Emergency Public Information Group (EPIG) is comprised of the Public Information Officer (PIO) who serves under the direction of the Mayor. This organization is responsible for the release of all emergency public information. The EPIG has the capabilities to prepare and disseminate press releases, public information, broadcasts, publications and the activation of the Emergency Broadcast System (EBS) for all hazards.

**(BPA-6 & EPIA-4)**

A. The following persons are assigned to the EPIG:

PIO and Operations Officer who successfully completed an media relations course will be assigned to the EGIG.

B. There is no designated work area for the EPIG. The EPIG will use the following equipment which is available to them: Telephones, Video Record, Copier Machine, Computers, Cameras, Tape Recorders, Fax Machine and Internet.

C. The City of Camden Council Chambers has been identified as the media assembly and briefing area. This area has the capacity to seat 300 persons in the audience and the capacity to seat 10 persons on the podium. This room is equipped with a Public Address Recording System.

D. The following media is readily available: ( see attached )

(EPIA-1)

PRINT:

COURIER-POST FAX (856) 663-2831  
Newsroom 486-2401 or 02  
[cpnetro@courier1poston11ne.com](mailto:cpnetro@courier1poston11ne.com)

PHILADELPHIA INQUIRER FAX (856) 779-3221  
City Desk 856 - 779 - 7376  
[jtteruso@phillynews.com](mailto:jtteruso@phillynews.com)

DAILY NEWS Fax 215-854-5910  
City Desk 215-854-5907

ASSOCIATED PRESS FAX (609) 251-0218 (Trenton)  
FAX (856) 608-1890 (SJ)  
[aptrenton/ti\\_ap.org](http://aptrenton/ti_ap.org)

BURLINGTON COUNTY TIMES (609) 871-8054  
FAX (609) 265-5453  
[bctpo/fice/Cij1phillyBurbs.com](http://bctpo/fice/Cij1phillyBurbs.com)

SOUTH JERSEY TIMES FAX (856) 845 - 2132  
PHONE (856) - 845-3300

AL DIA FAX (215) 569-2731  
PHONE(215) 569-4666  
[coromunidadaldia@aldiainc.com](mailto:coromunidadaldia@aldiainc.com)  
[davidc\(cj\)aldiainc.com](mailto:davidc(cj)aldiainc.com)

RADIO:

KYW - AM FAX (856) 795-4308  
215-238-4990, 91 -Newsroom

NJ 101.5

FAX (609) 883-6684  
News Dir. (800) 388-6397  
[ne.vsierz@Oni1015.com](mailto:ne.vsierz@Oni1015.com)

TELEVISION:

CBS-3

FAX (215) 238-4783  
Newsroom-215-238-4800  
[nesdsek@cbs3.com](mailto:nesdsek@cbs3.com)

WPVI - TV (6)

FAX (215) 581-4530  
Newsroom (800) 666-9784  
[wpvi.newsdesk@abc.com](mailto:wpvi.newsdesk@abc.com)

NBC 10 TV

FAX (610) 668-5533  
Newsroom (610) 668-5700  
[wcaudesk@nbc.com](mailto:wcaudesk@nbc.com)

FOX - TV (29)

Newsroom: (215) 923-6397  
FAX (215) 592-1535  
[newsdesk@fox29.com](mailto:newsdesk@fox29.com)

CN8 (Comcast)

Fax 302-661-4291  
Assn. Desk (302) 661-4290  
[cn8newsdesk@cable.comcast.com](mailto:cn8newsdesk@cable.comcast.com)

WUVP 65 (Univision)

FAX (856)690-3558  
(856) 690-3730

KYW-TV3

[newsdesk@kyw.com](mailto:newsdesk@kyw.com)

Channel 19

[dhenley@camden.k12.nj.us](mailto:dhenley@camden.k12.nj.us)  
(856) 366-2649

E. Information related to Emergency Management will be available to residents and businesses within the City of Camden via the City's website and print material will be available in the main lobby of the Municipal Building.

## V. OPERATION AND CONTROL

A. During periods of heightened risk, the EPIG will be:  
Notified of the Impending Situation via telephone/cell phone and Recall Duty Status of the EPIG.

Physical Recall to the Municipal Complex and will perform the following:  
Attend Briefings with Respective Departments; Verify Information; Verify the Status of the Event; Prepare Press Release; Contact Media; Prepare and assemble informational handouts to the Public; Establish Rumor Control Procedure; Establish Missing Persons Procedures; Prepare Staging Area(s) for the Media; and Issue Public Information

The EPIG will be requested to perform the following:  
Conduct Press Conferences and Release Public Information via Media and Social Media

(EPIA-1)

Activate the EBS (through authorization by Municipal OEM Coordinator), Conduct Public Forum-Type Meetings, Verify and Authorize all Information Released to the Media and Disseminate Prepared Pamphlets and Guidance Materials

(EPIA-3)

1. Initial Public Information will initially emanate from the Incident Command Post to the EPIG, EMC at the EOC. The EPIG will issue standard press releases in accordance with City procedures.

(LEA-6)

When the situation warrants, the EPIG will be recalled to the EOC to take over the Public Information function. The ICP will provide support to the Media Center via two-way radio/communications, telephone and/or messenger.

2. The EMC will provide for the verification for the current recall roster annually for the EPI Group.

(EPIA-4)

The recall list will be filed with the City Clerk and Emergency Management Coordinator.

(EPIA-4)

3. The EPIG/designee will provide for the staffing on a 24- hour basis. This will be accomplished by assigning EPIG personnel to 12-hour shifts.

(EPIA-4)

B. Public Information is handled by the EPIG.

(LEA-6)

The EPIG/designee is initially advised of an incident by the City of Camden Office of Emergency Management and recalled to the EOC.

The EPIG/designee would be briefed of the incident by OEM personnel and contact the effected Department Head for information as to an update of nature and extent of the emergency.

The Department Head will be advised to channel all information for release to the EPIG.

The EPIG would normally interact with the following emergency response agencies including, but not limited to:

Camden County Police Department, Camden Fire Department, UMDNJ-EMS, Mayor's Office, Camden County Office of Emergency Management and State Office of Emergency Management

1. The EPIG/designee will report to the Emergency Operations Center when activated to coordinate the release and dissemination of all information.

2. The Procedure for reporting appropriate information from all municipal agencies to the EOC will follow OEM related Orders. Normally information will channel from the ICP to the EPIG via two-way radio, telephone, cell phone and/or messenger to the EOC/ICP. The Incident Commander shall follow Camden OEM procedures. This information will be relayed to the appropriate Department Head(s) and EPIG/designee for dissemination.

C. The EPIG will accomplish the following functions:

Receive initial briefing from EOC and Municipal Department Head(s); Prepare and disseminate written press releases. Press releases will be checked by Department Head(s) for accuracy; Contact Media Representatives.'

Assemble and Distribute Prepared Information; Arrange Missing Persons Information in Accordance with Police Department SOPs; Establish and Update Rumor Control Telephone(s); Conduct Press Conferences, Town Meetings/Forums.

**(EPIA-2)**

D. The following procedures will be utilized to insure that the information released to the Public is authorized and developed through the coordination of the EPIG and Departments/Agencies as well as authenticated and verified for accuracy:

All information will be routed from the emergency workers through the Officer in Charge (OIC) to the Incident Commander. The Incident Commander will relay this information to the EOC and the EPIG. All information will be released by the EPIG. The EPIG will be responsible to verify all information prior to dissemination. The EPIG will coordinate information releases with all Department Heads and/or outside agencies. EPIG will be the sole source of authenticated information for press releases. No municipal employee will issue press statements, releases, or interviews without approval of the EPIG.

**(EPIA-2)**

E. The following methods will be used for the distribution of emergency public information materials:

Newspapers, Radio, Television, Cablevision, Route Distribution of Pamphlets, Posters and The Emergency Broadcast System (EBS), Internet, Email, and other Social Media.

**(EPIA-1)**

F. The following are procedures to control rumors in the City of Camden

Establishment of Public Information Phone Number(s) at the Municipal Emergency Operations Center. Preparation of emergency taped messages by the EPIG. Specific Departments information calls will be routed through a switchboard to the EPIG. All information will be authenticated by the EPIG. The EPIG will be routinely updated with the latest information.

(EPIA-2)

G. The activation of the BBS is coordinated by the Camden County Office of Emergency Management.

(EPIA-7)

## VI. RESPONSIBILITIES

A. The EPIG/designee is responsible for implementing this Annex and directing the Emergency Public Information emergency response.

B. The EPIG/designee serves as the Public Information Officer and is the official point of contact during an emergency.

C. There are SOPs that address how the Emergency Public Information function will accomplish their emergency response.

(EPIA-6)

D. The EPIG in conjunction with the Camden County Health Department is responsible for Emergency Public Information guidance materials (pamphlets, magazines, etc.) that are prepared based on health hazards affecting the jurisdiction, and arranging for the dissemination of these materials to the media.

E. The EPIG is responsible for ensuring Emergency Public Information material for visually-impaired and non-English speaking groups are available for dissemination.

## VII. CONTINUITY OF GOVERNMENT

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

Mayor, Business Admin.

Captain of Police

Emergency Management Coordinator

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

## VIII. ADMINISTRATION AND LOGISTICS

A. The EPIG/designee is responsible for maintenance of all records and reports required for the emergency public information in an emergency.

B. The EPIG/designee is responsible for records of expenditures for the emergency public information functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with existing municipal emergency requisition procedures.

(RMA-4)

The Deputy Emergency Management Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

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

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

B. The EPIG/designee is responsible for review and updating of the Emergency Public Information Annex, SOPs, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

<b>DEMC</b>	Deputy Emergency Management Coordinator
<b>EMC</b>	Emergency Management Coordinator
<b>EMS</b>	Emergency Medical Service (UMDNJ)
<b>EOC</b>	Emergency Operations Center
<b>EPIG</b>	Emergency Public Information Group
<b>ICP</b>	Incident Command Post

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

All "on file " notations are located in the OEM office

**EPIA 1** Media List (i.e., TV, Radio, Fax #, Contact, Cablevision) (on file)

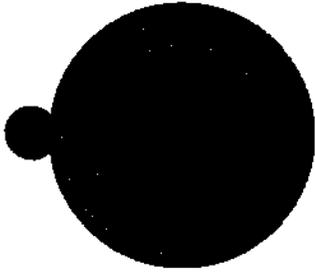
**EPIA 2** Camden Police Department General Order PIO

**EPIA 3** Emergency Information Packets List. ( on file )

**EPIA 4** Recall/Duty Roster ( on file)

**EPIA 5** Special Population Information Procedures (i.e., Hearing-Impaired, Non-English Speaking, etc.) (on file with Camden County BOP)

# Evacuation



**CITY OF CAMDEN**  
**OFFICE OF EMERGENCY MANAGEMENT**  
*Dana L. Redd*  
 Mayor



Keith L Walker – Public Works  
 Coordinator

**EVACUATION ANNEX**

Patrick J Keating – Public Works  
 Deputy Coordinator

Edward Glassman – Fire Dept.  
 Deputy Coordinator

I. INTRODUCTION

Captain Albert Handy – Police Dept.  
 Deputy Coordinator

A. STATEMENT OF APPROVAL:

Donald Fisher – EMS  
 Deputy Coordinator

The Evacuation Annex of the Camden City Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Coordinator and Evacuation Officer, and is hereby approved.

This Annex supersedes any previously written Evacuation Annexes.

Approval Date: 3/31/14

*Dana L. Redd*

\_\_\_\_\_  
 Dana L. Redd, Mayor  
 Camden City

*Capt. Albert Handy*

\_\_\_\_\_  
 Evacuation Officer

*Keith L Walker*

\_\_\_\_\_  
 Keith L. Walker, Emergency Management Coordinator  
 Camden City

**II. AUTHORITY AND REFERENCES**

**A. Laws, Ordinances, Regulations, Resolutions and Directives**

1. Federal:
  - a. As cited in the Basic Plan
2. State:
  - a. OEM Directive #79, Citizens Duty to Evacuate
  - b. NJ OEM Evacuation Annex Checklist
3. County:
  - a. None
4. Municipal:
  - a. None

**B. References, Guidance Materials and Other Documents**

1. Federal:
  - a. FEMA Disaster Operations, CPG 1-6, 1980
  - b. FEMA Transportation Guidelines for Evacuation of Large Populations, CPG 2-15
2. State:
  - a. NJOEM Evacuation Annex Checklist
3. County:
  - a. None
4. Municipal:
  - a. None

**III. PURPOSE**

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

**IV. SITUATIONS**

- A. The Camden County Police Department is the lead agency responsible for carrying out the evacuation functions within the City.
- B. The Police Department is augmented by other municipal and volunteer agencies including:
1. Camden City Fire Department,
  2. Camden City Department of Public Works
  3. Camden City Office of Emergency Management
  4. Camden City Department of Human Services
- C. The Police Department has the capacity of providing alert & warning and providing limited transportation from the evacuated area(s).
- D. Primary Agencies for evacuation within the City of Camden are:
1. Camden County Police Department
  2. Camden City Fire Department
  3. U.M.D. Emergency Medical Service
  4. Camden City Office of Emergency Management
- E. Support agencies for evacuation within the City of Camden are:
1. New Jersey Transit
  2. Camden City School District (limited capabilities)
  3. Camden City Department of Public Works
  4. Camden City Department of Human Services
  5. Salvation Army
  6. American Red Cross
  7. Camden County Law Enforcement
  8. Camden County Office of Emergency Management
  9. New Jersey State Police
  10. New Jersey National Guard

(EA-3)

F. Hazards which could require full or partial evacuation within the City of Camden are:

1. Major Fires:

- a. Major fires in the business/commercial district which may require partial or full-scale evacuation.

<u>Roadway</u>	<u>Population Affected</u>			
Route 168	Residential	25%	Commercial	75%
Route 676	Residential	50%	Commercial	50%
Route 30	Residential	20%	Commercial	80%
Broadway	Residential	60%	Commercial	40%

2. Hazardous Material (Haz-Mat) Incidents:

- a. There are several Hazardous Material Facilities which may require partial or full-scale evacuation due to HAZMAT Incidents including:

- i. SARA Facilities
- ii. Right to Know Facilities

**(HMA-2)**

- b. Hazardous materials facilities are located throughout the City of Camden. 100% of the population is susceptible to potential evacuation.

**(EA-8)**

3. Transportation Accidents:

- a. The following transportation routes pose a probable threat of a HAZMAT incident that would cause a full or partial evacuation:

<u>Roadways</u>	<u>Population Affected</u>			
Route 168	Residential	25%	Commercial	75%
Route 676	Residential	50%	Commercial	50%
Route 30	Residential	20%	Commercial	80%
Broadway	Residential	60%	Commercial	40%
2 <sup>nd</sup> Street	Residential	25%	Commercial	75%

G. The estimated resident population of the City of Camden is 80,000. The estimated daytime population of the City of Camden is 120,000.

1. There are thirteen (13) nursing homes/assisted living centers/Senior Living Locations that may require specialized transportation during an evacuation:
  - a. 1105 Linden Ave (Abigail House for Nursing and Rehabilitation)
  - b. 2 Cooper Plaza (South Jersey Rehabilitation and Health Care)
  - c. Alliance AMDC / Housing authority of NJ (Adult Health Care services); 2021 Watson, (Kennedy Towers)
  - d. Haddon Renaissance Adult Day Center; 1470 Haddon Ave
  - e. Respond Inc (low income senior center – no housing); 200 S. 27<sup>th</sup> St
  - f. Providence Medical, Confident Care, Senior Care; 1000 Atlantic Ave
  - g. Nancy's Rest Home (residence); 1457 Kenwood
  - h. Pennrose Management (projects / housing); 3195 Westfield Ave (Westfield Towers)
  - i. Riverview Towers (has a senior wing); 130 Mickle
  - j. Mickle Towers; 200 Mickle
  - k. Faison Mews; 1655 Park Blvd
  - l. John Parker Hall; 697 Fairview
  - m. Ferry Manor; 2101 Ferry Ave

(EA-8)

2. There are fifty-two (52) Day Care Centers that may require specialized transportation during an evacuation. (See list attached)

(EA-8)

3. There are fifty-one (51) schools with approximately 19,000 students who would be evacuated by the contracted bus system.

(BPA-2 & EA-5)

H. The following is a list of the types of sources of vehicles and resources available to be used for evacuation:

1. Police Vehicles
2. DPW Trucks/Vehicles
3. Camden School Buses
4. NJ Transit Buses

(EA-5)

I. Primary Staging Areas

1. The following are primary staging areas for evacuation:

- a. Wiggins Park; Mickle Blvd. & Riverside Dr.
- b. Pyne Poynt Park; 7<sup>th</sup> & Erie Streets
- c. Salvation Army-KROC Center; 17<sup>th</sup> & Harrison Avenue
- d. Dudley Grange Park; Westfield and Dudley Streets
- e. Dudley School; Marlton Pike & Berwick Ave.
- f. City Lot; Locust & Pine Street
- g. Judge Robert Johnson Park; 7<sup>th</sup> & Carl Miller Blvd.
- h. Malandra Hall/Union Field; New Jersey & S. Merrimac
- i. Whitman Park; Sayers Avenue & Hallowell Ln.
- j. Farnham Park; Kaighns Avenue and Park Boulevard

(EA-7)

2. The Primary Staging Areas will also serve as pick up points.

J. The following tow truck companies are available for use in evacuations:

1. Camden Towing

- a. Flat Beds (6)
- b. Mid-Size Wreckers (2)
- c. Large-Size Wreckers (2)
- d. Landoll (Large Flat Bed) (1)

2. The City of Camden DPW trucks are capable of pulling or pushing vehicles.

K. There are no identified areas within the city of Camden associated with a potential blast over pressure 2.0 psi in accordance with NAPB-90.

## V. OPERATIONS AND CONTROL

A. During periods of heightened risk, evacuation personnel and support agencies will be notified of the impending situation via telephone, two-way radios, emailed Situation Report.

(EA-3)

B. Status of Personnel:

1. Recall to ascertain duty status
2. Recall to standby at the Municipal Building or Staging Area.
3. Actual deployment

(EA-3)

C. Direction and control for evacuation function shall emanate from the city of Camden OEM. When the EOC is activated, the direction and control of the evacuation function will emanate from the EOC.

D. The Evacuation Officer or designee will be responsible for maintaining current recall rosters for the evacuation group. The recall roster will be kept at the Camden EOC and with the Camden City OEM.

(EA-3)

E. The Camden County Police Department Metro Division is a full-time Police Department and provides supervisory personnel on each shift during a 24-hour period. During times of an emergency, supervising personnel shall be adjusted to 12-hour shifts to meet the demands of the emergency. Department Heads of all departments assisting in the evacuation will be responsible for their supervisory staffing on a 24-hour basis.

F. The Evacuation Group will interact with other Emergency Groups via two-way radios through the Camden EOC. The Evacuation Officer or designee will be the Evacuation Coordinator and will communicate to other agencies at the scene(s) via multi-channel radios to the EOC including but not limited to:

1. Camden City Fire Department
2. Emergency Medical Services (UMD)
3. Camden Department of Public Works
4. Camden County Police Agencies (Mutual Aid)

G. The Evacuation Officer or designee will report to the EOC to coordinate evacuation activities.

H. The Evacuation Group will communicate with the ICP, the EOC and all other emergency units utilizing mobile radios. Municipal personnel will follow radio procedures in accordance with the Camden EOC SOPs.

I. During times of emergency, the following evacuation procedures may be implemented to order a full scale or partial evacuation:

1. During an emergency, when time is of the essence, First Responders have the authority to order an evacuation at a specific area based on hazard (i.e., Chlorine leak). During an emergency (i.e., Fire) information will be developed at the ICP and the EOC.
2. Recommendations will be made to the Evacuation Officer or designee to authorize a full or partial evacuation.
3. During periods of severe storms, information will be developed through the EOC and/or Camden County Police Department Real Time Operations Intelligence Center (RT-TOIC).

4. Based on this information, the Evacuation Officer or designee will be advised that a full or partial evacuation of the potentially affected area(s) is recommended.
5. The decision to order an evacuation will be made by the city of Camden Emergency Management Coordinator in consultation with the elected officials of the city of Camden, based on the recommendation of the Evacuation Officer.
6. During a declared emergency, when in the determination of the OEM Coordinator and Evacuation Group that evacuation is necessary to protect the lives and property of citizens, it is the duty of citizens to evacuate the affected area(s) in accordance with Directive #79.

**(BPA-5)**

J. The order to evacuate may be made public by the use of:

1. Local Media
2. EPIG
3. Route Alerting
4. PA System on Public Safety Vehicles
5. Door to Door Canvassing
6. Emergency Broadcast System (EBS)
7. Reverse 911 (through Camden County OEM)

K. During an emergency, when an evacuation has been recommended or ordered, the Chief of Police or designee will recall transportation resources that will be needed to assist in the evacuation of those without automobiles.

**(EA-5)**

1. Persons without transportation shall be identified by:

- a. Telephone requests to the Camden County Police Department Communications Center
- b. Municipal Offices
- c. Community Centers

L. Notification of the affected population to be evacuated, what routes to use, and transportation for those without any means may be accomplished in the following manner:

1. Local Media
2. EPIG
3. Route Alerting
4. PA System on Public Safety Vehicles
5. Door to Door Canvassing

6. Emergency Broadcast System (EBS)
7. Reverse 911 (through Camden County OEM)

M. Vehicles with mechanical problems would be towed from the evacuation and/or emergency access routes via Tow Trucks.

(EA-5)

N. Emergency Vehicles with mechanical problems will be towed to the appropriate Municipal Complex using Tow Trucks.

O. The Police Chief or designee will provide security for vehicles left in the evacuated area(s) by:

1. Restricting Egress and Ingress
2. Posting Manned Barricades
3. Provide Directed Patrols in Evacuated Area(s)

## VI. RESPONSIBILITIES

A. The Evacuation Officer is responsible for implementing this Annex and directing the emergency response.

B. There are no written SOPs that specifically address how the Evacuation Group will accomplish assigned tasks. The primary and support agencies identified in Section IV.D; IV.E, and V.F, will utilize their existing SOPs.

C. The City of Camden Evacuation Group has no written mutual aid agreements. Involved agencies will adhere to guideline established in NIMS

1. School District of the City of Camden
2. Camden County Police Department
3. City of Camden Fire Department
4. NJ State Police
5. Camden County Sheriff's Department
6. New Jersey Transit

D. The Evacuation Officer or designee is responsible for the relocation of essential resources, personnel, supplies and equipment to the reception area(s).

E. The Emergency Management Coordinator is responsible to the Police Chief for the coordination of all public transportation resources planned for use in an evacuation.

F. The Evacuation Officer is responsible for the following in time of increased threat of nuclear attack:

1. Movement control guidance that details the population at risk, evacuation routes, zones

2. Alerting/warning of the public
3. Identification of reception areas and routes for return to residences
4. Outline transportation for essential workers to commute to hazardous areas and re-entry into hazard areas.

G. The EPIG is responsible for evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food service and medical clinics.

## **VII. CONTINUITY OF GOVERNMENT FOR EVACUATION**

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

1. Police Chief
2. Assistant Chief
3. Deputy Chiefs
4. OEM Liasion
5. Police Captains

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

## **VIII. ADMINISTRATION AND LOGISTICS**

- A. The Evacuation Officer or designee is responsible for maintenance of all records and reports required for the evacuation functions in an emergency.
- B. The Evacuation Officer or designee is responsible for records of expenditures for the evacuation functions in an emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the standing municipal departmental orders. The Evacuation Officer will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.

**IX. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Evacuation Officer is responsible for the maintenance of the Evacuation Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.
- B. The Evacuation Officer is responsible for review and updating of the Evacuation Annex, SOPs and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

**X. DEFINITIONS**

- A. **ARC** American Red Cross
- B. **NIMS** National Incident Management System
- C. **DPW** Department of Public Works
- D. **EMC** Emergency Management Coordinator
- E. **EOC** Emergency Operations Center
- F. **CCPC** Camden County Police Communications Center
- G. **NJSP** New Jersey State Police
- H. **NWS** National Weather Service
- I. **EPIG** Emergency Public Information Group

**XI. REQUIRED APPENDICES/ATTACHMENTS**

- A. All " on file " notations are located in the OEM office
  - 1. **EA-1** Evacuation Routes (on file)
  - 2. **EA-2** Evacuation Procedures (on file)
  - 3. **EA-3** Recall/Duty Roster (on file)
  - 4. **EA-4** Mutual Aid Agreements (on file)
  - 5. **EA-5** Transportation Resources (refer to Resource Management Annex)
  - 6. **EA-6** Reception Areas Maps (on file)
  - 7. **EA-7** Staging Area Maps (on file)
  - 8. **EA-8** List of Daycares (on file)
  - 9. **EA-9** Supplies and Equipment List (in plan)
  - 10. **EA-10** Information Packets (on file)
  - 11. **EA-11** Population at Risk/Identified Hazard Areas (on file)

●

Fire

&

Rescue

●

●

CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT

*Dana L. Redd*  
Mayor



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**FIRE & RESCUE ANNEX**

I. INTRODUCTION

A. STATEMENT OF APPROVAL:

The Fire and Rescue Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Mayor and the Chief of Fire, and is hereby approved.

This Annex supersedes any previously written Fire & Rescue Annexes.

Approval Date: 3/31/14

Dana L. Redd, Mayor  
Camden City

Edward Glassman, Deputy Chief – Fire  
Camden City

Keith L. Walker, Emergency Management Coordinator  
Camden City

## **II. AUTHORITY AND REFERENCES**

### **A. Laws, Ordinances, Regulations, Resolutions, and Directives.**

**Federal:** See Basic Plan

**State:** OEM Directive No. 33, Procedures in Requesting Aid as a Result of Fires

N.J.S.A. 40A:14-54.1 - Authority at the scene of a fire

N.J. S.A. 40A:14-7 – Creation and Establishment of Fire Departments and Forces

N.J.S.A. 2A:62A-7 - Hazardous Discharge Liability Immunity

N.J.S.A. 52:27D-222 - Firemen and Fire Safety

N.J.S.A. 52:27D-25 – Uniform Fire Safety Act

Directive 79 Rules and Regulations - Citizens Duty to Evacuate

**COUNTY:** None

**MUNICIPAL:** None

### **B. References, Guidance Materials and Other Documents**

**FEDERAL:** NFPA Fire Protection Handbook, 16th Edition

NFPA - National Fire Codes

IFSTA - Fire Service Manuals, March 1989

FEMA Disaster Operations, CPG 1-6, Wash.,1981

USDOT Emergency Response Guidebook, DOT P 5800.4, 1987

USDOT Emergency Response Guidebook

**STATE:** N.J.A.C. 5:18 Uniform Fire Code

N.J.A.C. 5:18A Uniform Fire Code Enforcement

N.J.A.C. 5:18B High Level Alarms

**COUNTY:** County Fire Mutual Aid Plan

## Camden County Radio Procedures Manual

### **MUNICIPAL:** Camden Fire Department Official Action Guides (OAGs)

#### **III. PURPOSE**

The purpose of this Annex is to define and provide guidance for the command and control of fires and disasters within the City of Camden, either man made or natural.

#### **IV. SITUATIONS**

- A. The Camden Fire Department is the responsible agency for carrying out the Fire and Rescue Function within City of Camden.
- B. Fire Department utilizes the National Incident Management Systems (NIMS).
- C. There are six (6) fire stations location throughout the City.
- D. There are 190 career members of the Fire Department.
- E. Apparatus are maintained for responses to fires. Six ( 6 ) Engine Companies, three ( 3 ) Ladder Companies and One Technical Rescue Company are maintained at all times.
- F. All Fire Department responses are dispatched by the Camden County Communication Center (Camden County Radio [CCR]).
- G. The Fire Department can communication with all Camden County Fire Departments, EMS, OEM's and other municipal and county agencies either directly or through Camden County Communications.

#### **V. OPERATIONS AND CONTROL**

- A. During periods of heightened risk, fire personnel will be alerted to the impending situation via radio tones and voice messages.
  - 1. Direction and Control for Fire and Rescue shall emanate from the Fire Chief or his designee at the Command Post (CP) or in the event of the

Activation of the municipal Emergency Operations Center (EOC), the EOC shall support the Fire ICP.

2. The Fire Chief or his designee will be responsible for maintaining current recall rosters for the fire/rescue personnel. The recall rosters will be kept at Fire Headquarters.
3. The Fire Chief or designee will provide for fire/rescue supervisor staffing on a 24-hour basis.
4. Ranking Command Officers can be recalled by CCR via pager, radio or telephone.

B. The Fire Department utilizes the National Incident Management System for command and control of all incidents. During major emergencies, the following will occur:

1. Upon activation of the EOC the Fire Chief or designee will report to the EOC.
2. The Fire Department personnel will communicate with the ICP and follow established Fire Department OAGs
3. The CP will communicate with the EOC via multi-channel radios and cellular phone as appropriate.

C. Camden Fire Department personnel and equipment are dispatched by the Camden County Communications Center via an alert radio system in all fire stations. The Fire Department uses a primary, secondary, and fire ground frequency for command and control operations. All Camden Fire Department Chief Officers can be alerted through a tone-alert paging system operated from the Camden County Communications Center. Municipal and County Fire Mutual Aid requests are initiated by the Incident Commander via the Camden County Communications Center.

## **VI. RESPONSIBILITIES**

- A. The Fire Chief or designee is responsible for the implementation of the Fire and Rescue Annex and directs fire and rescue responses.
- B. The Fire Department has OAGs that set parameters for operations at all fires, hazardous materials incidents, rescue scenes and disasters.
- C. The Camden City Fire Department has both written and verbal mutual aid agreements including the Camden County Fire Chief Associations agreement (Written).
- D. The Fire Chief or designee shall provide fire protection at the shelters which have been activated. The Fire Sub-Code Official and or Fire Inspector shall be responsible for fire safety inspections of the emergency shelters.
- E. The Camden City Fire Department will perform support functions in the following areas: Evacuation, Traffic Control, Transportation of physically disabled persons, Emergency Lighting, Alerting and Warning, Route Alerting, Sheltering, Fire Protection and Inspection of Shelters, Emergency Medical Services, Provide fire support at landing zones for Med-Evac, Provide *limited* Basic Life Support, Damage Assessment, Preliminary report, Emergency Operations Center and Staff and Communications

## **VII. CONTINUITY OF GOVERNMENT FOR FIRE AND RESCUE**

- A. There is a need for a line of succession (Chain of Command) to the Chief to insure continuous leadership in an emergency. The line is as follows:

Fire Chief

Deputy Fire Chief

Battalion Fire Chief

Company Captain

- B. The Fire Chief or designee will be responsible for protecting and preserving essential fire and rescue records and logs. These records and logs include such items as manpower, equipment, damage reports, assistance from other agencies, and incident reports. These records will be kept in a file at Fire Headquarters in accordance with Fire Department OAGs and shall be included in the National Fire Incident Reporting System (NFIRS) records. These records shall be available to the EMC for post operations analysis and possible litigation.

## **VIII. ADMINISTRATION AND LOGISTICS**

- A. The Fire Chief or designee is responsible for fire and rescue records and reports.
- B. The Fire Chief or designee is responsible for records of expenditures for the fire and rescue operations and shall insure that these records are forwarded to the City Finances Department.
- C. The procedures for obtaining supplies and equipment during an emergency shall be in accordance with established legal guidelines for municipal purchases.
- D. The Fire Chief shall coordinate all request extraordinary services through the EMC.

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

- A. The Fire Chief or his designee is responsible for the maintenance of the Fire and Rescue Annex for Camden City and also for ensuring that necessary changes and additions are made. The Fire Chief and his designee will coordinate, approve, and distribute this annex and any changes or revisions.
- B. The Fire Chief and designee will provide for the review and updating of this annex, OAGs, and attachments based on deficiencies identified through drills and exercises and on a regular basis.

## **X. DEFINITIONS**

<b>OEM</b>	Office of Emergency Management
<b>EMC</b>	Emergency Management Coordinator
<b>DEMC</b>	Deputy Emergency Management Coordinator
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>GPM</b>	Gallon Per Minute
<b>ICP</b>	Incident Command Post
<b>IMS</b>	Incident Management System
<b>SCBA</b>	Self Contained Breathing Apparatus
<b>OAG</b>	Official Action Guide

**XI. APPENDICES**

**Appendix 1** Mutual Aid Agreements (on file)

**Appendix 2** Recall Roster (on file)

**Appendix 3** Fire OAGs (on file)

**Appendix 4** Fire Department Equipment (on file)

All "on file" notations are located in the OEM office or at Fire Headquarters

## **APPENDIX - 1**

### **Mutual Aid Agreements**

The Camden Fire Department is a part of the State-wide Mutual Aid Government Order. All Camden County Fire and EMS Departments participate in an approved Mutual Aid Agreement.

## APPENDIX - 2

### **Recall/Duty Roster**

The Fire Departments recall/duty roster is located at the Fire Departments Battalion Fire Chief's Office.

The primary contact person for this agency is the Chief of the Department.

The Fire Department consists of 190 career personnel. A four platoon system is used for staffing of Department Companies. At any given time, approximately 65% of the membership is off duty and available for recall.

## APPENDIX - 4

### **Resource/Equipment List**

The Camden Fire Department has Fire Engines (pumpers), Ladder Trucks, Squad/Engines, Technical Rescue Vehicles, Command Vehicles and Support Vehicles. The vehicles are normally available for service for emergency responses in the City of Camden. The Fire Department representatives to the EOC will have an up to date roster of vehicles available.

- Hazardous  
Materials

**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**HAZARDOUS MATERIALS ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL:**

The Hazardous Materials Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Mayor and the Chief of Fire, and is hereby approved.

This Annex supersedes any previously written Terrorism Annexes.

Approval Date: 3/31/14

Dana L. Redd, Mayor  
Camden City

Edward Glassman, Deputy Chief – Fire  
Camden City

Keith L. Walker, Emergency Management Coordinator  
Camden City

## II. AUTHORITIES AND REFERENCES

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

#### 1. Federal

- a. Emergency Planning and Community Right-To-Know Act of 1986, PL 99-499. (SARA Title-III)

#### 2. State

- a. N.J.S.A. 13:1K-16 & 17, Notification of the NJDEP Hotline.
- b. N.J.S.A. 26:3A2-21, County Environmental Health Act.
- c. Other state statutes and directives as listed in "New Jersey Laws Applicable to Hazardous Materials Response and Planning", NJOEM.
- d. N.J.A.C. 7:H-1
- e. N.J.S.A. 40:8A-1
- f. N.J.S.A. 58:10-23.11 Spill Compensation & Control Act

#### 3. County

- a. Resolution 9 & 9A adopted April 12, 1990

B. References, guidance material and other documents.

1. Federal

- a. Hazardous Materials Emergency Planning Guide, NRT-1, NRC.
- b. Emergency Response Guidebook, USDOT.
- c. Chemical Hazards Response Information System (CHRIS) manuals, USDOT/USCG.
- d. NIOSH Pocket Guide to Chemical Hazards, US Dept of Health and Human Services

2. State

- a. NJ Hazardous Materials Emergency Response Course, NJOEM.
- b. NJ Hazardous Substance Fact Sheets, NJDOH.
- c. Standardized Hazardous Materials Training Comes to New Jersey, NJOEM.
- d. Guidelines for Public Evacuation, NJOEM.
- e. Preparing a Traffic Diversion Capability, NJOEM.
- f. Emergency Response Reference Guide for Chemical Handling Facilities, NJOEM.

3. County

- a. Resolution 9 & 9A adopted April 12, 1990

4. Other

- a. Emergency Handling of Hazardous Materials in Surface Transportation, Association of American Railroads.
- b. Hawley's Condensed Chemical Dictionary, revised by Sax and Lewis.
- c. Attached municipal contracts to provide haz mat services

### **III. PURPOSE**

A. The purpose of the Hazardous Materials Annex is to define and to provide guidance for the development and operation of a viable hazardous materials program during any emergency or disaster situation and to ensure completion of required emergency actions.

### **IV. SITUATION**

A. The primary agency for hazardous materials response is the Camden County Health Department Haz Mat Team. The support agencies are, Municipal Fire Departments, Camden County Police department, Municipal Police Departments, Municipal Public Works, County Communications, Camden County Sheriff's Department Bomb Squad, Camden County Prosecutors Office, Camden County OEM, Municipal Shelter Officers, Transportation Officers, local EMS personnel, and the Camden County Health Department.

B. There are specially trained hazardous Material response teams within Camden County local fire departments. Per agreement under the NJ County Environmental Health Act, the Camden County Department of Health will provide offensive and defensive response efforts in accordance to the agreement. In addition, the municipal fire departments Gloucester City, Cherry Hill Township, Waterford Township, Gloucester Township and Bellmawr Borough have signed contracts to provide defensive and offensive response efforts throughout Camden County and adjacent counties. The Camden County Sheriffs Bomb Squad will also provide bomb technical expertise in the WMD arena with support in the Haz Mat arena in an offensive and defensive mode. The contracted municipalities are under the direction of the Camden County Health Department who are in turn under the direction of the NJDEP unless they are responding to their own municipality.

C. The County Health Department does participate in the NJ County Environmental Health Act.

D. Based on available information, the following is a hazardous material threat specific to Camden County

1. Chemical Handling Facilities. There are various hazardous material facilities located contiguous to Camden County and could pose a threat to areas of the county. Refer to HMA-1

2. Transportation Routes Refer to HMA-2

a. Route 42

b. Route I 676

c. North South Freeway

d. Route 30

e. Route 168

f. Route 38

g. Route 70

h. Route 73

i. Route 90

j. Walt Whitman Bridge

k. Ben Franklin Bridge

l. Betsy Ross Bridge

3. There are numerous transfer stations, storage yards, there are central ports, that are used for shipping or receiving bulk chemicals, they are located along the Delaware river in the City of Camden, Gloucester City, and Pennsauken Twp .There are transfer stations and storage yards located throughout the County

## **V. OPERATIONS AND CONTROL**

### **A. Heightened risk actions:**

1. Initial notification of an incident would be via responding Police, Fire, or EMS organizations, or by concerned citizens, to the dispatch center, located at the Charles DePalma Complex in Lindenwold. Notifications will be made to the appropriate organizations, Emergency Management Coordinator, Police, Fire, EMS, County Health, DEP, by pagers or telephone. See HMA-4
2. Incident assessment will be made by the first responder and in turn by the Incident Commander, by use of DOT manuals and additional assistance from CHEMTREC.
3. The local fire departments are designated as the lead agency to assume control and the first responding fire officer will be designated as Incident Commander
4. According to NFPA Standard 471, emergency responders are to utilize a system for classifying incidents. as outlined in the New Jersey Hazardous Materials Emergency Response Course, this classification scheme is broken down into three categories which are based on the three levels of response function. Level-I incidents involve minor situations requiring only defensive actions. Level-II incidents often require only defensive actions, but may involve some offensive response. Level-III incidents require more involved defensive and offensive actions, and will most likely involve considerations such as public exposure and/or evacuation. A full layout of the classification scheme is provided in chart form is

provided in HMA-4.

5. The process of activation of a multi-agency response is via the Incident Commander, the Emergency Management Coordinator, County Health Department, County Emergency Management, New Jersey State Police, OEM South Region, NJDEP, local municipal fire departments under contract, the Camden County Sheriffs Bomb Squad and the Camden County Prosecutors Office. One, several, or all the above may be involved in a multi-agency response mitigation effort; depending upon the nature of the incident, and response needed, via telephone, fax, pagers and NJDEP hotline. [ 609-292 - 7172 or 1-877-WARNDEP]
  
6. It is impossible to predict the proper response to all hazardous materials incidents in advance of an actual occurrence. In most cases, however, the response will be directed through a command post operation. For situations requiring large scale evacuation and multi-agency coordination the EOC will also be activated. This decision will be made by the Incident Commander in consultation with the emergency management coordinator and any department heads present on-scene. In either case, the command post operation will remain as the primary point for direction and control.
  
7. As required by OSHA Law 29-CFR-1910.120, the Incident Command System (ICS) is used for directing the response phase to hazardous materials emergencies. There are five functional areas under the ICS, including command, planning, operations, logistics, and finance. In virtually all situations, the County first responding fire officer will be designated as the Incident Commander. Depending on the severity of the situation, the Incident Commander may delegate the responsibility for the remaining four functions of the ICS to the appropriate department heads on-scene. These subcommanders will report directly to the Incident Commander and will be in command of each of their delegated functions. An expanded description of the five functional areas of the ICS is provided in HMA-4.

8. There is a trained Haz Mat Group at the County level, and most local fire departments have trained hazardous material personnel trained in Operational and Awareness level 1. At the county level the County Health Department, which acts as an arm of the NJDEP, is designated as the agency in charge of assisting in offensive actions that may be required to bring an incident under control. The NJDEP has overall control of the incident. Several municipal fire departments which include Gloucester City, Cherry Hill Township, Waterford Township, Gloucester Township and Bellmawr Borough are under contract to provide offensive and defensive haz mat actions within Camden County or surrounding counties. The Camden County Sheriffs Department Bomb Squad will provide bomb technical skills to bomb related WMD incidents and may assist in haz mat operations in an offensive and defensive mode. The Camden County Prosecutors Office will provide technical support for crime scene preservation and the conduit to the FBI for WMD related activities. Camden County OEM will provide access to training and support for any major haz mat or WMD incident.

B. The following table has been prepared as a planning tool to provide emergency responders with a rough idea of how long it will take to muster the necessary support for hazardous materials response:

**RESPONDING AGENCY    NORMAL CONDITIONS    SEVERE CONDITIONS**

Police Dept	2-5 min	5-15 min
Fire Dept	2-5 min	5-15 min
EMS	2-5 min	10-20 min
OEM	10-20 min	30-45 min
Health Dept	30 min	1-1/2 hours
Public Works	2 hours	2-4 hours
County Haz Mat	30 min	<u>1-2 hours</u>
County OEM	30 min	1-2 hours
NJDEP	4 hours	6 hours
NJOEM	1 hour	2-3 hours
USEPA	1 hour	2-3 hours
US Coast Guard	2 hours	2-4 hours
Bomb Squad	30 minutes	1-2 hours
Prosecutors Office	30 minutes	1-2 hours

From the chart, it is important for the first responders to be aware that there may be substantial time lag before assistance from other responding agencies may arrive to perform advanced or offensive response actions. Procedures will be implemented to notify and activate these agencies as soon as it is determined that their assistance will be needed.

C. There are no special communications frequencies or procedures unique to hazardous materials response. County communications has ample frequencies, so that if a hazardous materials incident occurs all responding agencies could shift to a separate frequency so not to disturb normal fire and ambulance dispatching.

D. Clean up operations will be conducted by the spiller or authorized clean up companies recognized by the County Health Department or the NJDEP. Camden County does have a resolution governing clean-up and cost recovery from responsible parties, as well as eligibility through spill fund. However some local municipalities do have an ordinance governing clean up cost recovery from responsible parties. The County does participate in CEHA.

## **VI. RESPONSIBILITIES**

A. The Camden County Hazardous Material Director is responsible for implementing this Annex. The Incident Commander will be designated as the senior responding fire officer; the local fire department ICO will be responsible for directing the hazardous materials emergency response.

B. The following are the Guidelines that address how the hazardous materials functions will be accomplished:

1. Initial Contact Message Procedures.
2. Incident Classification Scheme.
3. Incident Command System.
4. Responding Agencies Guidelines
5. County Haz Mat Group Guidelines

Further details on these Guidelines are provided in HMA-4.

C. Agreements for the hazardous materials function are as follows:

1. County response services (under a County Environmental Health Act agreement with the NJDEP).

Further details on these agreements are provided in HMA-6.

D. The Chiefs of concerned departments, i.e.: Police, Fire, EMS and DPW are responsible for coordinating hazardous material training. Reference HMA-7

E. If it is determined that due to incident conditions it is possible that emergency responders may be exposed to a hazardous substance, the Incident Commander will assure that self-contained breathing apparatus are worn.

F. The Incident Commander will assure that personal protective equipment (PPE) will be worn only by trained qualified emergency responders and will be done in accordance with OSHA Law and established procedures.

G. For incidents requiring the establishment of site control measures, the Incident Commander will limit and control the number of responders entering the "Hot Zone".

H. If a hazardous materials response team is undertaking offensive actions in order to mitigate an incident, the Incident Commander will assure that responders follow the "Buddy System" by working in groups of two or more.

I. The EMS Squads from the affected area will provide basic life support services as required. The West Jersey Health Systems MICU Unit will provide advanced life support services as required.

J. The Camden County Haz-Mat Task Force, which consists of the Camden County Health Department Haz Mat Team and the contracted municipal fire departments to provide haz mat services, the Camden County Sheriffs Department Bomb Squad and the Camden County Prosecutors Office will be responsible for coordinating safety monitoring, crime scene preservation and decontamination as required.

K. Presently all Camden County hospitals have the capability to receive and treat citizens and or emergency responders injured and or contaminated as a result a hazardous materials incident.

L. The County Sheriffs' Department will be responsible for maintaining safety zones, providing site security and traffic control. The Incident Commander and the Emergency Management Coordinator will be responsible for providing places of refuge for both emergency workers and the public.

M. The local municipal fire department will be responsible for providing and maintaining exposure records for responders. At this time there are personnel trained as "team" members, however, any responder exhibiting symptoms of overexposure shall receive immediate medical attention and follow-up medical surveillance.

N. Individual departments will be responsible for the maintenance and calibration of response equipment according to established procedures which follow manufacturers and NFPA recommended practices.

O. the County Public Information Officer will be responsible for establishing and coordinating a hazardous materials public information and education program. All information which must be made available to the public will be on file at the Emergency Operating Center.

## **VII. CONTINUITY OF GOVERNMENT FOR HAZARDOUS MATERIALS**

A. There is a need for a line of succession for the person responsible for hazardous materials response functions in order to ensure continuous leadership, authority and responsibility. This procedure will be consistent with the structure to be used under the Incident Command System. Therefore, even though individual lines of succession exist for each department, a separate line of succession for hazardous materials response will also be established. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. Hazardous Material Coordinator
2. Deputy Hazardous Material Coordinator

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. the Hazardous Material Coordinator is responsible for the maintenance of all records and reports required for the hazardous materials functions in an emergency. In addition, current files will be maintained on all Right-To-Know, SARA, and TCPA facilities in the county. Emergency Response Reference Guides have previously been distributed to all County Municipal Police, Fire, and EMS and Public Works for use during emergencies. .

B. the Hazardous Material Coordinator is responsible for records of expenditures for the hazardous materials functions in an emergency. Accurate record keeping is of paramount importance if any future claims are made against a responsible party. This activity will be coordinated with the NJDEP regional responder in accordance with established procedures.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the Resource Management Annex. The Hazardous Material Coordinator will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through agreement with neighboring jurisdictions, industry or from the county Office of Emergency Management. (See HMA-5, HMA-6 )

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

A. the Hazardous Material Coordinator is responsible for the maintenance of the Hazardous Materials Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed to all agencies participating in hazardous materials planning and response.

B. the Hazardous Material Coordinator is responsible for review and updating of the Hazardous Materials Annex, Guidelines and attachments based on changes or additions to existing hazardous materials laws or directives, and deficiencies identified through drills, exercises and actual emergencies on an annual basis. It is important to note that exercising of the EOP is also required by SARA Title-III, Section 303.

## **X. DEFINITIONS**

The following terms and acronyms are used in addition to those defined in the basic plan.

1. CEHA - NJ County Environmental Health Act
2. ICS - Incident Command System
3. NFPA - National Fire Protection Association
4. NIOSH - National Institute for Occupational Safety and Health
5. NJDEP - NJ Department of Environment Protection
6. NJDOH - NJ Department of Health
7. NRC - National Response Center
8. OSHA - US Occupational Safety and Health Administration
9. PPE - Personal Protective Equipment
10. RTK - Right-To-Know
11. SARA - US Superfund Amendments and reauthorization Act
12. SCBA - Self Contained Breathing Apparatus
13. TCPA - N.J. Toxic Catastrophe Prevention Act
14. USCG - US Coast Guard
15. USDOT - US Department of Transportation
16. USEPA - US Environmental Protection Agency

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

- |        |   |
|--------|---|
| HMA-1  | Chemical Handling Facilities                              |
| HMA-2  | Facilities Location, Transportation and Vulnerability Map |
| HMA-3  | Hazardous Materials Evacuation and Traffic Rerouting      |
| HMA-4  | Hazardous Material Guidelines                             |
| HMA-5  | Hazardous Material Resources                              |
| HMA-6  | Hazardous Material Agreements                             |
| HMA-7  | Hazardous Material Training HMA-                          |
| 8      | County Environmental Health Act                           |
| HMA-9  | Summary of Lnterlocal Services Act                        |
| HMA-10 | CEHA Agreement (Draft)                                    |

**OFFICE OF EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIAL ANNEX**

**APPENDIX 1**

**CHEMICAL HANDLING FACILITIES**

1. Most of the municipalities in the county have some chemical handling facilities identified within their Emergency Operations Plan. Those municipalities who do not have an approved plan can identify where their facilities are from the Right to Know documents. This is submitted to the Police, Fire and OEM in each municipality.
2. There are signed copies of all approved EOPs at the Camden County Emergency Management Office located at the Charles DePalama Complex, Lindenwold N.J. 08021.
3. There is a multitude of hazardous materials fixed facilities located in the various municipalities in Camden County that are required to report to the local planning districts by Federal and State hazardous materials planning requirements. These facilities are governed under SARA Title III Act 1986.
4. Due to the multitude of reporting facilities in the county, each municipality will show their listing in their local hazardous materials annex. There will be a DEP report listing with emergency personnel names and a 24 hour phone number on file at the county OEM.
5. The emergency response reference guides for chemical facilities will be on file at the local municipalities. This information will also be on file at the County Communications Center and can be accessed by calling the center via radio 155.085 or telephone 783-4808. The communications Center operates 24 hours a day.
6. The County Health Agent and the county right to know agent could use this material of hazardous materials facilities to preplan for possible contingencies.

**OFFICE OF EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIAL ANNEX**

**APPENDIX 2**

**FACILITIES LOCATION**

1. The reported site facilities maps for Camden County will be on file at local municipalities and with the county EOC. This information will be forwarded to the Camden County Communications Center when received.
2. This will provide the response personnel with the most current information on where hazardous materials are located on a particular site. These maps will detail those buildings, storage tanks, and railroad tank car storage areas that are subject to SARA Title III Act of 1986.
3. The County OEM has plans in the future of utilizing the EIS computer system to help with mapping of fixed site facilities and other information related to hazardous materials.
4. There is a master county map of facilities and this map is kept at the communications center.
5. Hazardous material facilities are found in the local EOPs, for the various municipalities. This is found in the municipalities and at the OEM which is located in the Charles DePalma Complex, Lindenwold N.J. 08021 (refer BP, 8, IV, A, 5)

**OFFICE OF EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIALS ANNEX**

**APPENDIX 3**

**EVACUATION AND**

**TRANSPORTATION ROUTES**

1. When there is a localized evacuation, the local municipality will be able to coordinate this without county coordination. When the emergency is multi-jurisdictional county emergency management will coordinate between jurisdictions.
2. When there is a multi-jurisdictional emergency, the EOC at the county will be activated to coordinate between jurisdictions. The EOC will be staffed for a full emergency.
3. County personnel will be dispatched to the scene if requested by the local municipality, or if their presence is needed in their job function.
4. Within the above annex is a listing of transportation routes that normally have heavy traffic on a daily basis.
5. Multi-county actions will be the coordination between county EOCs, with regard to evacuation routes. It will be the same as multi-jurisdictional only on a larger scale.
6. Coordination with local, counties, state and federal agencies will be by telephone, pagers, radio, fax, and teletype.

**OFFICE OF EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIAL ANNEX**

**APPENDIX 4**

**GUIDELINES**

1. The Camden County Department of Health has a mutual aid agreement with the Department of Environmental Protection and the local fire departments Gloucester City, Cherry Hill Township, Gloucester Township, Waterford Township and Bellmawr Borough to respond to a haz mat or WMD incident within the County. The Camden County Haz Mat Task Force acts as an agent of the Department of Environmental Protection.
2. Camden County does have a cost reimbursement resolution in place. Various municipalities have cost reimbursement ordinances in place which help cut cost of clean up to the municipalities.
3. Various municipalities have Hazardous Material Teams which respond to haz mat incidents within the County. They all have Guidelines to govern their actions. Camden County fire companies and EMS organizations have Guidelines in place for hazardous material incidents. Camden County has mutual aid agreements with the municipal Haz Mat teams in Waterford Twp., Gloucester Twp. Gloucester City Cherry Hill and Bellmawr.
4. Camden County Communications handles all notifications and dispatching county wide for Fire and EMS, and some Police.
5. Most of the Police, Fire and EMS organizations operate under the ICS system. There is added emphasis from the state and county OEM that all municipality organizations complete training in ICS and implement this program.

**OFFICE OF EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIAL ANNEX**

**APPENDIX 5**

**HAZARDOUS MATERIAL RESOURCES**

1. Few municipalities within the county have trained hazardous material personnel. With this in mind the County Health Department Haz Mat Team is the lead agency in hazardous materials incidents. In addition, Camden County has contracted with several municipalities which include Gloucester City, Cherry Hill Township, Waterford Township, Gloucester Township and Bellmawr Borough to provide haz mat services. Camden County has a trained hazardous materials response group identified as the Camden County Haz Mat Task Force which can respond to haz mat and WMD incidents.
2. The above mentioned response group has resources (absorbent booms, absorbent pads, SCBA, and other haz-mat related equipment) available to them. A list of these resources is kept at the Camden County Communications Center Lindenwold.
3. All requests by the local municipalities are by way of the Camden County Fire and Ambulance Communications Center. When the local municipalities are notified of a hazardous material incident the County OEM is also notified. If the local municipality does not have the expertise or resources to respond to the incident then the County Haz Mat unit is utilized.
4. There are verbal mutual aid agreements with private industry to supply resources when officially requested.

**OFFICE OF EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIAL ANNEX**

**APPENDIX 6**

**MUTUAL AID AGREEMENTS**

1. Within Camden County there are mutual aid agreements between all thirty seven municipalities which deal with Fire, Police and Emergency Medical Services. These are on file at the Camden County Communications Center, which is located at the Charles DePalma Complex, Egg Harbor Rd in Lindenwold.
2. When an agency uses all of its resources, it notifies one of the surrounding municipalities for additional aid. They will also notify County Emergency Management of the depletion of their resources. County will then attempt to aid them in getting additional resources.
3. Camden County has a County Environmental Health Act agreement with the Department of Environmental Protection. This act states that when a hazardous material incident occurs the County health agent becomes an agent of the Department of Environmental Protection. Thus cutting down the response time for the DEP and the expense of sending someone out to the incident. Much needed time is cut from the scenario doing it this way. Upon arrival the Health Department Representative assesses the situation and gives the spiller the opportunity to call someone out to clean up the spill. If the spiller does not do this the Health Department Representative has the power to do this, thus starting the clean-up.

4. Camden County has mutual aid agreements for Haz-Mat services with the municipalities of Waterford Twp., Gloucester Twp., Gloucester City, Bellmawr Borough and Cherry Hill Township. In addition, The Camden County Sheriff's department Bomb Squad provides technical bomb related skills to WMD incidents and haz mat incidents and the Camden County Prosecutor's Office provides crime scene preservation to WMD incidents. Camden County OEM provides logistics support to all major haz mat and WMD incidents in Camden County.

## HAZARDOUS MATERIAL ANNEX

### APPENDIX 7

#### HAZARDOUS MATERIAL TRAINING

1. All hazardous material training is coordinated by the County Haz Mat Training Coordinator. He can schedule training, supply books and instructor material.
2. The Hazardous Material Training available to first responders includes; Awareness, Operational, Technician, ICS System, EMS Basic and EMS Advanced.
3. According to OSHA Law 29 CFR 1910.120, as of 6 MARCH 90 all First Responders who would come in contact with a hazardous material during the normal course of their duties must have training specific to their level of involvement. All responding agencies, police, fire and EMS and others, who may come in contact with hazardous materials during the normal course of their duties, are responsible for establishing a training program which assures that:

- A. Training will be provided according to responder function
- B. All new employees will be properly trained within 30 days of employment.
- C. Training levels targeted are:

Police: Awareness

Fire: Awareness and Operational

EMS: EMT and Haz Mat Basic (Awareness & Operational)

Public Works: Awareness

D. Training will involve instruction in use and adoption of the Incident Command System.

E. Annual refresher training and exercising will be provided.

4. The Camden County Operations and Training Officer acts as the Camden County Hazardous Material Training Coordinator. He maintains a haz mat instructor list and furnishes instructor listings to requesting agencies. He also verifies haz mat instructors' certification, distributes the NJOEM provides haz mat training material to certified instructors, coordinates training class dates with training material distribution, and forwards class attendance sheets to the NJOEM Haz Mat Unit.

5. Camden County also has qualified instructors for the following courses:

A. Recognizing and Identifying Hazardous Materials

B. Hazardous Materials Incident Analysis

C. Hazardous Material: The Pesticide Challenge

6. The following county/municipal personnel are presently trained in Awareness and Operational level I.

Fire:	500 Awareness	100 Operational	128 Technicians
EMS:	150 Awareness	100 Operational	Technician
Police:	40 Awareness	40 Operational	Technician
Public Works:	45 Awareness	15 Operational	Technician
Camden County HazMat	8 Awareness	8 Operational	8 Technician
	5 Specialist(tank Car)	2 Specialist ( rail car )	6 technician
	(WMD)		
OEM	2 Awareness	2 Operational	__ Technician
Bomb Squad	4 Awareness	4 Operational	4 Technician, 4 Technician
(WMD)			
Prosecutors Office	2 Awareness	Operational	Technician Technician
(WMD)			

Cherry Hill Township Trained Haz Mat Technicians	48
Bellmawr Borough Trained Haz Mat Technicians	13
Waterford Township Trained Haz Mat Technicians	20
Gloucester Township Trained Haz Mat Technicians	28
Gloucester City Trained Haz Mat Technicians	17

● Law

Enforcement



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**LAW ENFORCEMENT ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL:**

The Law Enforcement Annex of the Camden City Emergency Operations Plan meets the approval of the Mayor, Emergency Management Coordinator and the Chief of Police, and is hereby approved.

This Annex supersedes any previously written Law Enforcement Annexes.

Approval Date: 3/31/14

Dana L. Redd, Mayor  
Camden City

Annex Manager

Keith L. Walker, Emergency Management Coordinator  
Camden City

## II. AUTHORITY AND REFERENCES

### A. Laws, Ordinances, Regulations, Resolutions and Directives

1. Federal:
  - a. See Basic Plan
2. State:
  - a. Title 40A: Municipalities Title 39: Motor Vehicle Code Title 2C: Criminal Code
  - b. Directive #71 - dealing with the protection policy of New Jersey school population. 11/19/86.
  - c. Directive #79 - establishing rules and regulations with regard to the citizen's duty to evacuate. 5-11-90.
3. County:
  - a. None

### B. Reference, Guidance Material and Other Documents

1. Federal:
  - a. FEMA - Guidance for Development of State and Local Emergency Plans, CPG 1-8 Washington, D.C. 1985.
2. State:
  - a. NJOEM, Law Enforcement Annex Checklist
3. County:
  - a. Police Department General Orders
4. Municipal:
  - a. None

## III. PURPOSE

- A. The purpose of this annex is to define the policies and procedures for providing sufficient coordination of law enforcement resources to combat any type of natural or man-made disaster which could occur at any time and any place within the City of Camden.
- B. The responsibility of a law enforcement agency is to provide protection of life and property, as well as to prevent crime, and to apprehend and prosecute the offenders.

- C. The role of the police department is different for each type of disaster and emergency and, as such, the plan must be flexible.
- D. This annex is to be used as a guide to effectuate the department's response in the quickest, safest, and most efficient way to ensure a minimal loss of life and property.

#### IV. SITUATION

- A. The Camden County Police Department is the lead agency for Law Enforcement activities within the City of Camden.
  - B. The Camden County Police Department operates under a unified command structure with its headquarters located at 1 Police Plaza/ 800 Federal Street Camden, NJ 08103
  - C. Law Enforcement Organization
    - 1. The Camden County Police Department has 398 full time sworn officers, consisting of:
      - a. Chief (1)
      - b. Assistant Chief (1)
      - c. Deputy Chief (2)
      - d. Captain (5)
      - e. Lieutenant (11)
      - f. Sergeant (50)
      - g. Detective (35)
      - h. Officers (226)
      - i. Recruits (67)
    - 2. The Camden County Police Department has 97 civilian support personnel:
      - a. Police Aide (31)
      - b. Civilian staff (25)
      - c. CRA (36)
- (LEA-5)**
- 3. The following Camden City employees perform operational support functions under the management of the Camden County Police Department:
    - a. Public Safety Telecommunicators (35)
    - b. Crossing Guards (134)

4. The Camden County Police Department has 240 total vehicles:

- a. Marked Police Vehicles (154)
- b. Unmarked Police Vehicles (62)
- c. Specialty Vehicles (22)
- d. Mobile Command Vehicles (2)
- e. Sky-Watch Tower (1)

(LEA-3)

5. The Camden County Police Department has the following special capabilities and/or special equipment:

- a. Police K-9 (2)
- b. Hostage Negotiator (5)
- c. Civil Disturbance Response Equipment
  - i. Riot Shields
  - ii. Riot Helmets
  - iii. Riot Batons
  - iv. OC

6. Police tactical teams, underwater search & rescue teams, emergency response teams capable of responding to a hazardous environment situations and Explosive Ordinance Disposal services are available through mutual aid from the following:

- a. Camden County Sheriff's Department
- b. New Jersey State Police

(LEA-3)

D. The Camden County Police Department is comprised of the following Divisions, Bureaus, Sections, and Units:

- 1. Office of the Chief
  - a. Strategic Analysis Section/Criminal Intelligence Analysis Section
  - b. Integrated Public Safety Technology/Uniform Crime Reporting/CJIS Unit/Human Resources Unit/Budget & Procurement Unit/Public Information
- 2. Metro Operations Bureau
  - a. North Operations Division/South Operations Division/Operational Support Division
  - b. District Patrol Sections/Real-Time Operations Intelligence Center Section
  - c. Neighborhood Response Teams/Central Complaint Unit/Eye in Sky Unit/Court Security Unit

3. Community Safety Bureau
  - a. Crime Abatement & Investigative Division
  - b. Community Safety Section/Special Victims Section/Criminal Investigations Section
  - c. Community Safety Teams/Juvenile Resource Unit/Domestic Violence Unit/Missing Person Unit/Permit Processing Unit/Records Unit/Evidence Control/General Investigation Unit/Violent Crimes Task Force
4. Administration Bureau
  - a. Agency Training/Logistics
  - b. Administrative Services Unit/Fleet Unit/Property Management
5. Professional Standards Bureau
  - a. Professional Standards Section

(LEA-4)

E. The Camden County Police Department has the following communication capabilities:

1. Six (6) encrypted radio channels dedicated within the Camden County Communications radio communications network.
2. The **Base Station** is a 700 Megahertz system located at Department of Public Safety, 2311 Egg Harbor Rd, Lindenwold, NJ.
3. The **Base Station** is a Motorola System.
4. The frequencies used by the Camden County Police Department and other within the Camden County Communications network are on file.

(LEA-6)

- F. The following computers are available:
1. CJIS - Terminal/Printer
  2. DMV-License/Registration Checks
  3. Departmental Desk-Top Computers
  4. Mobile Data Computers

G. As with any metropolitan or urban setting there is a moderate potential for crime and civil disturbances. Camden City is comprised of large residential areas, business centers and light industry.

- H. The following key traffic control points exist within the City of Camden:
1. Rt. 168 (Mt. Ephraim Avenue)
  2. Rt. 130
  3. Haddon Avenue
  4. River Road
  5. Broadway
  6. Federal Street
  7. Cooper Street
  8. Rt.30
  9. Rt. 676

(BPA-2)

## V. OPERATION AND CONTROL

- A. During periods of heightened risks, the Police Chief/designee will be notified of the impending situation (i.e., storm) by the Camden County Police Department Real-Time Operations and Intelligence Center (RT-TOIC) via telephone, cell phone or two-way radio.
- B. Recall duty status for standby will be ascertained of all personnel. Physical recall to standby at Police Headquarters will be accomplished through activation of recall rosters.
- C. The Watch Commander will conduct briefings, assign specific details (i.e., administrative or operational duties), and coordinate interagency response (i.e., municipal, mutual aid, county, or region OEM or State agencies response).
- D. Actual deployment of personnel and equipment will be conducted by the Watch Commander and will encompass
1. Traffic Control
  2. Route Alerting
  3. Evacuation
  4. Security
  5. Communications.

(LEA-5)

- E. Direction and Control for Law Enforcement functions will emanate from the Incident Commander during times of emergencies. The Incident Commander will establish an Incident Command Post and utilize the Incident Command System. The Emergency Operations Center, when activated, will operate in support of the Incident Command Post.
- F. The Police Chief/designee is responsible for maintaining current Law Enforcement Recall Rosters. Copies of the roster(s) shall be kept with the Emergency Management Plan and the Real-Time Operations Intelligence Center.

(LEA-5)

- G. The Camden County Police Department is a 24-hour Police operation which provides staffing and supervision on a scheduled basis. During times of emergencies supervisory staffing can be augmented from the recall roster.

(LEA-5)

- H. The Camden County Police Department is dispatched to incidents by the Camden County Police Communications. The Camden County Police Department can communicate with other agencies on the Camden County Communications Network that are at the scene via multi-channel radios. The Department can communicate through the EOC/ICP with other services including, Office of the Mayor, Electrical Bureau, Public works, and the Department of Utilities.

(LEA-6)

- I. The Police Chief or designee will report to the EOC when activated during an emergency.
- J. The Police Department personnel will communicate with the EOC/CPCC from the Incident Command Post via established police communications.

(LEA-4)

- K. The Police Department operates under the Single Command process of the National Incident Management System (NIMS) when the Department has overall management responsibilities for the Incident. The Department will operate under the Unified Command process of the Incident Command System when the Department shares management responsibilities with other agencies.

(LEA-4)

- L. Camden County Police personnel and equipment are dispatched via Camden County Police Communication Center. Police personnel are dispatched to calls via two-way mobile, portable radios, or silent dispatch through mobile data computer. Additional personnel can be recalled with the use of land-line and/or cellular telephone.

(LEA-5)

- M. Additional police resources can be assembled from existing mutual aid agreements when activated from the Camden County Police Department Communications Center and SPEN.

(LEA-3)

N. The Incident Commander will establish a staging area where all responding personnel will report. The location of the staging area will depend on the following:

1. Nature of the incident
2. Location of the incident
3. Magnitude of the incident

(BPA-2)

O. The Ranking/Senior Officer will retain control of the incident and assume the role of Incident Commander until relieved. The Incident Commander will accomplish the following objectives.

1. Establish Incident Command Post (ICP)
2. Establish site perimeter & security
3. Establish staging area (s)

P. All responding law enforcement agencies will assign a representative to the ICP as Liaison Officer. All responding law enforcement agencies will maintain control of their respective personnel; however, their response and deployment will support the Incident Commander.

(LEA-1&4)

Q. Access to effected area(s) will be blocked with unstaffed barricades when the situation dictates (i.e., storms). Barricades will be provided by

1. City of Camden DPW
2. Camden County Highway Department
3. NJDOT.

R. Access to effected area(s) due to a Hazardous Materials Incidents shall be controlled by staffed Traffic Control Posts.

(BPA-2)

S. During an incident requiring evacuation, the Incident Commander will establish:

1. The scope of the area(s) to be evacuated
2. Limited access control points
3. Security procedures
4. Determine when evacuees can safely return.

(LEA-4)

T. Camden County Police Department has a temporary prisoner detention facility. In the event of an evacuation, prisoners will be evacuated to transport vehicles and temporarily detained at:

1. Camden County Jail, Camden, New Jersey
2. Delaware River Port Authority Headquarters, Camden, New Jersey

(LEA-2)

- U. During times of a declared emergency, information on injured or missing persons will be released to families by the Emergency Public Information Group (EPIG).
1. The EPIG will be located at the EOC unless established at another location.
  2. All persons requiring this information will be directed to Police Administration Building.
  3. The EPIG will be updated periodically by the Incident Commander on the status of injured or missing person(s).

## VI. RESPONSIBILITIES

- A. The Police Chief/designee is responsible for implementing this annex and directing the law enforcement emergency response.
- B. The Camden County Police Department has on file written General Orders as working documents that address how the law enforcement group will accomplish the assigned tasks.

(LEA-4)

- C. The Camden County Police Department has access to mutual aid services as provided for under N.J.S.A. Title 40. Mutual Aid is coordinated through the Camden County Police Chief's Association and mutual aid agreements are on file with the association.

(LEA-1)

- D. The Police Chief/designee in coordination with the Emergency Management Coordinator and Shelter Coordinator will provide security at shelters, reception centers, feeding and lodging sites, and other critical facilities.

(BPA-2)

## VII. CONTINUITY OF GOVERNMENT FOR LAW ENFORCEMENT

- A. There is a need for a line of succession for the person responsible for the Law Enforcement function in order to ensure continuous leadership, authority and responsibility. The EMC and the personnel working within this function will be kept informed of the following line of succession:
1. Police Chief

2. Assistant Chief
3. Deputy Chiefs
4. OEM Liaison
5. Police Captains

(LEA-7)

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

(LEA-4)

### VIII. ADMINISTRATION AND LOGISTICS

- A. The Police Chief or designee is responsible for the maintenance of records and reports required for the Law Enforcement Functions in an emergency.

(LEA-4)

- B. The Police Chief/designee is responsible for records of expenditures for the Law Enforcement functions in an emergency.

(LEA-4)

- C. The procedures for obtaining supplies and equipment during emergencies will be those outlined in department general orders.

(LEA-3)

- D. The Police Chief/designee will coordinate all requests for supplies and equipment through the Camden City OEM.

1. The Police Department will follow established emergency procurement procedures when supplies or equipment must be obtained outside mutual aid.

(RMA-3)

### IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Police Chief/designee is responsible for the maintenance of the Law Enforcement Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.
- B. The Police Chief/designee is responsible for the review and updating of the Law Enforcement Annex SOP's, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

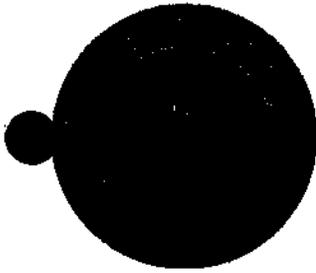
## **X. DEFINITIONS**

- A. EMC Emergency Management Coordinator
- B. EOC Emergency Operations Center
- C. EPIG Emergency Public Information Group
- D. CCPC Camden County Police Communications
- E. MV Motor Vehicle
- F. NJSP New Jersey State Police
- G. OEM Office of Emergency Management
- H. CCCC Camden County Communications Center

## **XI. REQUIRED APPENDICES AND ATTACHMENTS**

- A. All "on file" notations are located in the OEM office
  - 1. LEA - 1 Mutual Aid Agreements (on file)
  - 2. LEA - 2 Critical Facilities List (listed in plan / on file)
  - 3. LEA - 3 Law Enforcement Resource List (on file)
  - 4. LEA - 4 General Order Related To Emergency Management (on file)
  - 5. LEA - 5 Recall/Duty Roster (on file)
  - 6. LEA - 6 Communications Frequencies (on file)
  - 7. LEA - 7 Table of Organizations (listed in plan / on file)

Public  
Health



**CITY OF CAMDEN**  
**OFFICE OF EMERGENCY MANAGEMENT**  
*Dana L. Redd*  
*Mayor*



**Keith L Walker – Public Works  
Coordinator**

**PUBLIC HEALTH ANNEX**

**Patrick J Keating – Public Works  
Deputy Coordinator**

**Edward Glassman – Fire Dept.  
Deputy Coordinator**

**I. INTRODUCTION**

**Captain Albert Handy – Police Dept.  
Deputy Coordinator**

**A. STATEMENT OF APPROVAL:**

**Donald Fisher – EMS  
Deputy Coordinator**

The Public Health Annex of the Camden County Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the County Health Administrator and is hereby approved.

This Annex supersedes any previously written Radiological Protection Annexes.

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Ann D. Biondi, Camden County Health Administrator

\_\_\_\_\_  
Samuel Spino, Emergency Management Coordinator  
Camden County

## II. AUTHORITY AND REFERENCES

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

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State Laws and Regulations

- a. NJSA Title 24. (Food & Drugs)
- b. NJSA Title 26 (Health & Vital Statistics)
- c. NJSA Title 58 (Waters & water Supply)
- d. NJSA 26:3A2-1 et. seq (Local Health Services Act)
- e. NJSA 26:3A2-21 et seq. (County Environmental Health Act)
- f. NJAC 8:52-1 et seq. (Recognized Public Health Activities & Minimum Standards of Performance for Local Board of Health)
- g. NJAC 7:1H-1 et seq. (County Environmental Health Standards of Administrative Procedure & Performance)
- h. NJSA 4:19-1 et seq (Dogs, Registration & Liability for Injuries Caused By)
- i. NJSA 13:1E (Solid Waster Control); 1F (Pesticide Control); 1G (Noise Control); 1I (Waste Control); 1J (Fissionable Source Material); 1K (Harmful & Destructive Substances)

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

#### 1. Federal

- a. As cited in the Basic Plan

#### 2. State

- a. As cited in the Basic Plan

#### 3. County

- a. None

### III. PURPOSE

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

### IV. SITUATION

The Deputy Director of Health and Human Services (HHS Deputy Director) works with the County Ambulance Squads and other medical agencies, depending upon the nature of the emergency. They could include communicable/non-communicable diseases, wound/injury, sanitation problems, contamination of food and water, community mental health problems, and the handling and internment of deceased persons.

A. The HHS Deputy Director will provide liaison with municipal governing body/local boards of health, the State Department of Health, the State Department of Environmental Protection, on health problems and environmental problems that ensure that health, environmental and medical resources are available. In some instances emergency requests for assistance from Federal and State resources will be necessary.

B. The County Health Department has personnel, vehicles, and contact programs for use in emergencies. There is radio, phone, and fax communications between the County health department and various municipalities within the County. The County health department also has various special equipment.

1. The County Health Department consists of approximately two hundred and ninety-nine (299) full time personnel, twenty-nine (29) part time personnel, with twelve (12) volunteers. See PHA-2

2. The County Health Department has thirty (30) vehicles. The department also has three (3) special Haz Mat Response units. See PHA-3

3. The County has contracts to provide recognized the "Recognized Public Health Activities and Minimum Standards of Performance" to all thirty seven (37) local municipalities under the supervision of the County Health Officer. See PHA-1

C. The County Health Department has one (1) County Health Officer , 1 Environmental Health Director (Chief Sanitary Inspector), 1 Personal Health Services Director, 1 Public Health Nursing Director, 1 Communicable Disease Director (Supervising Field Representative) and 32 Inspectors/Investigators, 5 Disease Control Field Representatives, 3 Rodent/Insect Control Specialists, 36 Public Health Nurses and 1 Health Educator.

D. The County Health Department can communicate with County fire, OEM, and EMS, through County Radio Communications. Communication with surrounding Counties and the State will be via telephone, and fax. See AWAC-5

E. The County Health Department has various hazardous material response related equipment, explosive meters, environmental air monitors, HazMat suits level A and B, RADEF monitoring instruments, diking and containment equipment, and other health related equipment. See PHA-3

F. The county health department will provide needed health services and environmental health services to all thirty seven (37) municipalities during an emergency or disaster when requested by the local boards of health / governing bodies.

## V. OPERATIONS AND CONTROL

A. During periods of heightened risk the EMC will make the decision to activate the EOC thereby notifying the HHS Deputy Director to report to the EOC. The HHS Deputy Director will take action to notify and mobilize needed EM Health and Medical personnel, in consultation with the County Health Officer

1. The HHS Deputy Director's direction and control will emanate from the EOC, or from a mobile command post, depending upon the circumstances.

2. The County Health Officer will provide verification of current recall rosters and review them annually. See PHA-2

3. The County EOC is capable of being staffed on a 24 hour basis. The hours of operation will depend upon the emergency or disaster situation. The County Health station at the EOC will be staffed utilizing a 12 hour shift rotation. See PHA-2

B. The HHS Deputy Director will coordinate and interact with other Emergency Management Groups and forces in the field by way of telephones, radios, RACES, and messengers. The HHS Deputy Director will provide liaison to the County Medical Examiner's Office. He will be liaison to local Municipalities health officers. Provide public health and environmental sanitation devices, and to minimize public health and medical problems. The County Health Officer will work with the county PIO to ensure authorized release of health advisories. Information will be forwarded by the HHS Deputy Director to the State EOC through proper channels, in consultation with the County Health Officer, and the Directors of Environmental and Personal Health Services.

1. The HHS Deputy Director will report to the EOC as the County Health Department representative during activation. The County Health Officer will occupy the County Health Department Command Post on the second floor of the DiPiero Center in Lakeland, along with members of the County Health BioTerrorism Unit.

2. During emergencies information will be reported to the EOC and to the HHS Deputy Director at the Public Health EOC Position by telephone, radio, RACES and messenger.

C. The County Health personnel can be dispatched by Central Communications via pagers, and phone. They also have radio communications using the county command frequency. Additional equipment can be assembled as required using County health department resources, and mutual aid.

D The HHS Deputy Director will, with help from the municipal governing body/local boards of health and State Health Department, investigate complaints of contamination of potable water or milk supplies, in cooperation with the State DEP and DOH&SS. In addition to. inspections of sewerage treatment plants, potable water supply systems and food establishments, investigations should be conducted for emergency shelters and congregate care facilities.

E. The County Health Officer will establish a system, with the municipal governing body/local boards of health and the State Health Department, to provide for the notification and location of vaccination of individuals should there be a threat of communicable diseases.

F. The County Health Officer will provide liaison for the gathering and evaluating of health situation reports from local health officials and medical resources. Preparing and maintaining vital statistics, casualty health, and medical reports; supplying the reports to the EMC and the State Health Department and/or State DEP as applicable.

## VI. RESPONSIBILITIES

- A. The HHS Deputy Director is responsible for implementing this annex and directing the Public Health emergency response.
- B. There are no OEM related Guidelines that address how the Public Health functions will be accomplished.
  - 1. There are Guidelines in the County Health Department addressing Health Departments hazardous materials response.
- C. Mutual aid agreements for the Public Health function are as follows:  
(See PHA-1)
  - 1. There are mutual aid agreements on file with local municipalities at the County health department.
- D. The Camden County Medical Examiner is responsible for the expansion of mortuary services in an emergency.

## VII. CONTINUITY OF GOVERNMENT FOR PUBLIC HEALTH

- A. There is a need for a line of succession for the person responsible for the public health functions in order to ensure continuous leadership, authority, and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:
  - 1. Deputy Director of Health & Human Services  
County Health Officer responds to Health Dept. Command Center
  - 2. Director of Public Health Nursing
  - 3. Director of Environmental Health Services Division
- B. Essential records and logs will be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to public health will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

## **VIII. ADMINISTRATION AND LOGISTICS**

- A. The HHS Deputy Director is responsible for maintenance of all records and reports required for the public health functions during an emergency.
- B. The HHS Deputy Director is responsible for records of expenditures for the public health functions during an emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex. The HHS Deputy Director will coordinate with the EMC for all requests for supplies and equipment through mutual aid or from the County OEM. See PHA-3, RMA-8

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

- A. The HHS Deputy Director is responsible for the maintenance of the Public Health Annex, guidelines, and attachments based on deficiencies identified through drills, exercises, and actual emergencies on an annual basis.
- B. The County Health Officer is responsible for review and updating of the Public Health Annex, Guidelines, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## X. DEFINITIONS

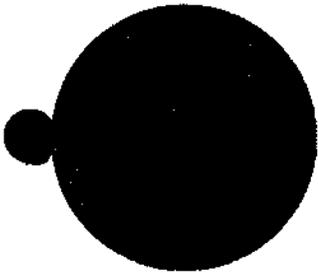
A. The terms and acronyms used are defined in the Basic Plan.

## XI. REQUIRED APPENDICES AND ATTACHMENTS

All "on file" notations located in the OEM office.

PHA 1 .....	County Health Officer's Association Mutual Aid Agreements.	[ On File ]
PHA 2 .....	Recall Duty Roster.	[ On File ]
PHA 3 .....	Equipment Resource List.	[ On File ]
PHA 4 .....	Public Health Guidelines.	[ On File ]
PHA 5 .....	Inter County Mutual Aid Agreements.	[ On File ]

Public  
Works



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Public Works Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and Supervisor of Public Works and is hereby approved.

This Annex supersedes any previously written Public Works Support Service Annexes.

Approval Date: 3/31/14

**Mayor**

**Director of Public Works**

**Emergency Management Coordinator**

101 Newton Ave.  
Camden NJ 08102  
Phone 856 - 757 - 7139  
Fax 856 - 757 - 7143



## **II. AUTHORITY AND REFERENCES**

### **A. Laws, Ordinances, Regulations, Resolutions and Directives**

**Federal:** As cited in the Basic Plan

**State:** Title 40A: Municipalities and Counties

**County:** None

**Municipal:** The Code of the City of Camden  
Chapter 24 - City Offices

Chapter 118 - Sewers

Chapter A181 - Water

Chapter 59 - Construction Codes

### **B. References, Guidance Material and Other Documents**

**Federal:** None

**State:** NJ OEM Public Works Annex Checklist

**County:** None

**Municipal:** None

### III. PURPOSE

The purpose of this Public Works Annex is to define and provide guidance for the development and operation of a viable Public Works Program during any emergency or disaster situation affecting the municipality in order to ensure completion of required emergency actions.

### IV. SITUATIONS

The Public Works Department is capable of handling the usual types of occurrences within the City of Camden.

Through mobilization of this Department and by employing other available municipal resources for support, the Department of Public Works can deal with certain emergency/disaster situations.

If necessary, the Department of Public Works would request assistance through mutual aid agreements and local contractors for assistance.

(PWA-1)

A. The Department of Public Works is comprised of:

1. The Camden City Department of Public Works is encompassed by seven (7) zones and has five (4) storage yards.
2. There are (91) full-time employees.

The Director of Public Works will direct all Department of Public Works functions

The supervisory structure of the Department of Public Works is as follows:

Director	(1)
Assistant Director	(1)
Public Works Superintendent	(1)
Assistant Superintendent	(4)
Superintendent, Electrical Bureau	(1)
Supervisor of Traffic	(1)
Maintenance Supervisors	(2)
Supervising Laborer	(1)

(PWA-1)

3. The following major pieces of motorized equipment are assigned to the Department of Public Works:

Dump Trucks	(18)
Aerial Lift (bucket) Trucks	(3)
Back-Hoes	(2)
Automobiles	(5)
Front-End Loaders	(2)
Leaf Shredders	(2)
Litter Vacuums	(4)
Loadpackers	(4)
Mowers	(8)
Panel Trucks	(1)
Pick-Up Trucks	(18)
Snow Plows	(18)
Recyclers	(1)
Salt/Sand Spreaders	(11)
Street Repairers	(2)
S.U.V.'s	(1)
Street Sweepers	(1)
Trackloaders	(1)
Tractors	(7)
Mobile Air Compressor	(1)
Tractor Trailers	(1)
Trailers	(6)
Utility Bodies	(1)
Vans	(2)
Generators	(5)
Chain Saws	(12)
Chippers	(2)

There are 26 vehicles that have snow plowing capabilities.

**(PWA-4)**

4. The following hazards to Public Works exist within the City of Camden:

Well houses have Chlorine Gas, Heavy Snow/Ice Storms, Wind Storms, Flooding, Hurricane and Natural Disasters

**(BPA-6 & HMA-1 &2)**

B. The following components/divisions of Public Works exists within the City of Camden:

Administration, Tree Maintenance, Building Maintenance, Board-up, Street Cleaning, Vacant Property Brush & Debris Abatement, Investigations/Inspections, Street Repair, Traffic Engineering, Parks and Ground Maintenance, demolition and seasonal components: Snow removal, Grasscutting and Leaf Collection. In addition, monitoring of trash collection/removal, street sweeping, tree maintenance and water/sewer utility by contractors.

C. Primary Dispatch Center for the Department of Public Works is located at The Public Works Service Center located at 101 Newton Avenue, Camden, NJ 08103

D. The Primary Dispatch Center is capable of communicating with the following City Departments:

Police Department, Fire Department, Engineering Department and Construction Code Enforcement Office (by telephone only)

Cell Phones with push to talk capability for two-way Communication Capabilities exist within the entire department and allows for individual, group and entire department communication. The Department of Public Works cannot communicate via two-way radio with surrounding communities. They can communicate via phone and fax.

(AWCA-1)

## V. OPERATIONS AND CONTROL

A. During periods of heightened risks, the Department of Public Works will be: Notified of the impending situation via telephone, cell phone.

Supervisors & Inspectors are issued cell phones and vehicles for weekend recall.

Recall duty status for standby will be ascertained of all personnel.

Physical recall to standby at the Department of Public Works Complex, will be ascertained through activation of recall rosters.

Actual Deployment of personnel and equipment will be conducted by the person in charge.

(PWA-1)

1. Direction and Control for the Department of Public Works shall emanate from the Department of Public Works. Direction and Control shall emanate from the Emergency Operations Center once it has been

activated and the Department of Public Works will support the Emergency Operations Center.

2. The Public Works Director/ designee shall be responsible for maintaining a current recall duty-roster annually and copies shall be kept in:

The Director's office, Department of Public Works Service Center and Emergency Operations Center

**(PWA-1)**

3. The Director, Assistant Director, Superintendent of Electrical Bureau, Public Works Superintendent and Asssitant Superintendents will provide for Department of Public Works supervisory staffing on a 24-hour basis. The Director of Public Works, the Assistant Director and Supeintendent and Assistant Superintendent will alternate their schedules to provide the proper coverage.

**(PWA-1)**

B. The Camden City Department of Public Works is advised of incidents by the Public Works Dispatch Center, Camden County Police Department and/or Camden County Communications Center.

The Department of Public Works normally interacts with:

Police Department, Fire Department, and Department of Human Services

The primary function would be to assist these Departments in:

Keeping Roads Open, Traffic Control, Clearance of Debris and Assisting Rescue Operations, Create access to shelters

1. The Director of Public Works/designee will report to the Emergency Operations Center when activated during an emergency.

**(PWA-1)**

2. The procedures for reporting pertinent information to the Emergency Operations Center during emergencies is as follows:

All mobile units will report all information to the Emergency Operations Center cell phone, All Department of Public Works personnel will utilize existing City of Camden Public Works Department Communication SOPs. Additional information

will be reported to the Emergency Operations Center via the telephone and/or messenger.

**(AWCA-1)**

C. During times of emergency, the following procedures for clearance of debris have been established:

The Director of Public Works will suspend all day to day functions and assign equipment and personnel to debris clearance operations.

**(PWA-4)**

The Department of Public Works will attempt to obtain Mutual Aid Agreements to supplement Camden City Department of Public Works equipment and personnel.

**(PWA-3)**

The Director of The Department of Public Works would authorize, with the approval of the Mayor, the use of outside private contractors to augment the Camden City Department of Public Works.

**(PWA-5)**

The following equipment could be obtained from outside private contractors:

Dumpsters, Tandem Dump Trucks, Pumps, Cranes and Construction Equipment

**(PWA-5)**

D. The New Jersey American Water Company provides water service to 30% of the residential, commercial and industrial uses. United Water of Camden provides water service to 70% of the residential, commercial industrial uses.

**Municipal Water Supply:**

The source of the water is derived from the New Jersey American Water Company, Merchantville – Pennsauken Water Commission and the City owned system operated by contract with United Water of Camden.

**(BPA-2)**

During times of an emergency when water service is completely discontinued within the City of Camden the Emergency Management Coordinator shall contact the Camden County Office of Emergency Management. The Camden County Office of Emergency Management will provide the City of Camden Office of Emergency Management with water buffaloes for potable water through established NJ OEM procedures. The water buffaloes will be delivered to the Department of Public Works yard. They will be distributed and secured throughout the City of Camden.

Additional potable water could be obtained from the private neighboring water system through inter connections ( Glouster City, Collingswood, MPWC, NJAW Co.) public and private water companies.

**(PWA-4)**

E. The criteria and procedures used for determining the structural safety of public facilities are outlined in the New Jersey Uniform Construction Code. The City of Camden Construction Official will be the responsible agent for determining the status of facilities.

**(PWA-3)**

**VI. RESPONSIBILITIES**

A. The Director of Public Works is responsible for implementing this Annex and directing the Public Works Emergency Response.

B. The Department of Public Works has no SOPs that address how the Public Works functions will accomplish their emergency response. However, there are written OSHA & PEOSHA safety procedures that address the use of equipment and procedures by the Department of Public Works personnel.

C. There are no written mutual aid agreements.

**(PWA-3)**

D. The Director of the Department of Public Works is responsible for preparing and maintaining a resource list that identifies source, location and availability of earth moving equipment, dump trucks, road graders, fuel, etc.. for use in disaster response/recovery operations.

E. The Director of The Department of Public Works is responsible for coordinating the repair and restoration of essential services and vital facilities. This is done in conjunction with the following:

Public Service Electric & Gas Company, Verizon Telephone Service, Comcast Cable, United Water of Camden and New Jersey American Water

F. The Director of The Department of Public Works is responsible for the arrangement of the restoration of utilities to essential facilities. This is done in conjunction with the following:

Public Service Electric & Gas Company, Verizon Telephone Service, Comcast Cable, United Water of Camden , New Jersey American Water

(PWA-4)

G. The Director of Public Works is responsible for maintaining sanitation services during an emergency. This will be done in conjunction with the Camden County Health Department.

(PWA-4)

H. Support assignments for the Public Works Department are outlined in **BPA-4**, (Functional Annex Tasks and Responsibility Assignments).

The Department of Public Works has detailed support assignments for the following Annexes:

Evacuation, Barricades for Traffic Control, Vehicles for Transportation of Evacuees, Damage Assessment, Remove Debris to Access Affected Areas, HAZMAT, Drop Off Diking Materials (i.e., Sand, Dirt, etc.)

## **VII. CONTINUITY OF GOVERNMENT FOR PUBLIC WORKS**

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

Director of Public Works	(1)
Assistant Director of Public Works	(1)
Superintendent of Public Works	(1)
Assitnat Superintendents	(4)
Superintendent of Electrical Bureau	(1)

SeniorAdministrative Analyst	(1)
Supervisor of Traffic	(1)
Maintenace Supervisors	(2)
Supervising Laborer	(1)

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

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

A. The Director of Public Works is responsible for maintenance of all records and reports required for the public works functions in an emergency.

B. The Director of Public Works is responsible for records of expenditures for the public works functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the standing departmental orders. The Director of Public Works will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the Camden County Office of Emergency Management.

### **X. ANNEX DEVELOPMENT AND MAINTENANCE**

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

B. The Director of Public Works is responsible for review and updating of the Public Works Annex, SOPs, and attachments based on deficiencies identified through drills and exercises and actual emergencies on an annual basis.

### **X. DEFINITIONS**

**DEMC** Deputy Emergency Management Coordinator

**DPW** Department of Public Works

**EMC** Emergency Management Coordinator

**EMS** Camden Emergency Squad

**EOC**      Emergency Operations Center  
**CCCC**     Camden County Communications Center  
**OEM**      Office of Emergency Management  
**OSHA**     Occupational Safety Health Administration  
**PEOSHA**   Public Employees Occupational Safety Health  
Administration

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

All " on file " notations are located in the OEM office.

**PWA 1    Recall/Duty Roster. ( on file )**

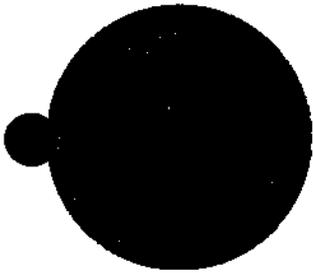
**PWA 2    Public Works SOPs. ( on file )**

**PWA 3    Mutual Aid Agreements. ( on file )**

**PWA 4    EQUIPMENT/RESOURCE LIST ( included )**

**PWA 5    PRIVATE CONTRACTORS LIST ( on file )**

- Radiological  
Protection



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**RADIOLOGICAL PROTECTION ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL:**

The Radiological Protection Annex of the County of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the County Radiological Officer and is hereby approved.

This Annex supersedes any previously written Radiological Protection Annexes.

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Ernie Smith, Radiological Officer

\_\_\_\_\_  
Samuel Spino, Emergency Management Coordinator  
Camden County

## II. AUTHORITY AND REFERENCES

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

#### 1. Federal

a. As cited in the Basic Plan.

#### 2. State

a. As cited in the Basic Plan.

#### 3. County

a. None.

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

#### 1. Federal

a. FEMA Guide for the Design and Development of a Local Radiological Defense Support System, CPG 1-30, 1981.

b. FEMA Radiological Defense Preparedness, CPG 2-6.1, 1985.

c. FEMA Radiological Defense Manual, CPG 2-6.2, 1977.

d. FEMA Radiological Instruments: An Essential Resource for National Preparedness, CPG 3-1, 1986.

#### 2. State

a. As cited in the Basic Plan.

#### 3. County

a. None.

### III. PURPOSE

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

### IV. SITUATION

The Camden County Radiological Protection Officer, working with the County OEM, Camden County Health Department, and Federal and State Agencies, has the capability to deal with most identified technological, radiological hazards. In a war-related scenario the EM Radiological Protection Officer will most likely not have the capability to deal with projected radiological impingement's.

A. The county OEM office is responsible for Radiological Protection. Camden County has a limited radiological protection organization. The NJ Department of Environmental Protection Energy Bureau of Radiation Protection (NJDEP/BPR) is responsible for protection of people from the effects of ionizing radiation in a peacetime nuclear incident as outlined in the NJ State Radiological Emergency Response Plan. This includes:

1. Nuclear Power Plant or fix facility accidents
2. Transportation Accidents
3. Nuclear Weapons Accidents
4. Nuclear Terrorism
5. Nuclear Satellite Impact

B. The County has six (6) trained Radiological Monitoring personnel. located within the County Health Department and some local trained personnel in the contracted haz mat teams Gloucester City, Cherry Hill Township, Gloucester Township, Waterford Township and Bellmawr Borough. See RPA-2

C. Equipment for radiation hazard evaluation and control is issued by the NJSP/OEM Radiological Unit to Camden County OEM in-turn issues the equipment to Municipalities. The County has been issued thirty-seven (37) 777-7 units. See RPA-2

D. Except for the radiological instruments issued by the NJSP/OEM Radiological Unit, Some county fire departments also have protective clothing (level B,C suites) to perform assigned tasks in a hazardous chemical or radiological environment. See RPA-3

E. The Radiological Group can communicate with Police, Fire, EMS, DPW, Camden County Health Dept. and EOC via radio during a radiological incident. See AWCA-5

F. There are no known potential radiological hazardous sites, other than a possible transportation incident.

## **V. OPERATIONS AND CONTROL**

A. During periods of heightened risk the EMC will make the decision to activate the EOC, thereby notifying the Radiological Officer to report to the EOC.

1. Radiological Protection direction and control will emanate from the EOC. All Radiological Protection operations will be coordinated from the EOC by the Radiological Officer .

2. The Radiological Officer will verify and update EOC Radiological Protection recall rosters when necessary and review them yearly. A copy of the changes will be forwarded to the EMC, who will coordinate with concerned agencies and ensure proper replacement. See RPA-2

3. The Radiological Officer position at the EOC is capable of being operated continuously for the duration of an incident. Staffing will be scheduled by the Radiological Officer to accommodate 24 hour staffing utilizing 12 hour shifts. See RPA-2

B. Radiological Protection interaction varies extensively depending upon the nature of the radiological incident. The Radiological Officer will primarily interact with the Public Health Officer, Hazardous Materials Officer, and The Operations Officer at the EOC. This will be accomplished by personal interaction, telephone, fax, or written messages at the EOC. Contact with forces in the field, responding agencies, County and State and Federal agencies will be accomplished through telephone, fax, and radio communications available at the EOC.

1. The Radiological Officer or his representative will report to the EOC.

2. Procedures for reporting appropriate information to the County EOC during emergencies is via telephone, fax, or radio. Information and reporting links will be to the EOC and forces in the field. Information will be Municipal to County, and County to State.

C. Equipment for radiation hazard evaluation and exposure control is issued by the NJSP OEM Radiological Unit to the County, who in turn issues the equipment to Municipalities. Equipment maintenance or calibration is coordinated by the County OEM. Equipment needing maintenance or calibration is turned into the County by the municipality and in-turn is forwarded to the NJSP OEM Radiological Unit. Some municipal haz mat teams and the Camden County Health Department

Haz Mat Team have purchased additional radiological testing equipment.

D. Procedures for maintaining dose records for emergency radiological workers and ensuring that dosimeters are read and reported at appropriate intervals is a joint responsibility by the RADEF Officer and County Health Dept. Readings will be forwarded to the EOC for recording and filing. This service is provided to municipalities.

E. The system used for controlling the exposure of personnel is the use of RADEF instruments, site security and personnel decontamination to be performed by the available Haz Mat Unit and monitored by the County Health Dept. .

F. The method used for obtaining radiation exposure rates is by radiological dosimeters worn by members of the radiological response team. Dosimeters placed at predetermined locations within a municipality would identify rates of exposure in those areas. Assistance will be provided by the Camden County Health Dept. and the NJDEP.

G. Exposure Limits: Occupational Radiation Worker 5 R/Yr, Public .5R per Yr or 500 mR, Pregnant Rad Worker, .5R or 500 mR per Yr.

H. Inverse square law 2 X distance away divide reading by 4  
 $\frac{1}{2}$  distance to source times reading by 4

I. Transportation Index: Rad I at 3 ft., 0  
Rad II at 3 ft. 1mR/hr  
Rad III at 3 ft. 10 mR/hr

J. Comparison: Chest X-ray 30-50 mR  
Smoking 1.5 pks of cigarettes per day, 20 mR  
Blood cell damage 50-100 mR  
Mild Radiation Sickness, 100-200 REM  
200-400 REM Radiation Sickness, \* do not respond

K. Instruments Model 19 reads mR gamma only  
Model 13 reads 0-200 mR/hr, pancake reads alpha, beta and gamma

## **VI. RESPONSIBILITIES**

A. The Radiological Officer is responsible for implementing this annex and directing the Radiological Protection response.

B. There are no Guidelines on file that address how the Radiological Protection function will accomplish their emergency response.

C. There are mutual aid agreements for the County. As radiation is considered a hazardous material, the municipalities Gloucester City, Gloucester Township, Cherry Hill Township, Waterford Township and Bellmawr Borough will provide radiation detection and support if needed.

D. The Radiological Officer is responsible for ensuring that all emergency support services, vital facilities, and essential industries have trained radiological protection personnel (radiological response team personnel and radiological monitors).

E. The Radiological Officer is responsible for providing appropriate protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous chemical or radiological environment and identifying medical facilities with decontamination and evaluation capabilities.

F. The Radiological Officer is responsible for ensuring that radiological monitors are available to provide data to the EOC.

G. The Radiological Officer is responsible for providing the crisis training of radiological monitors for all public fallout shelters planned for use.

H. The Radiological Officer is responsible for the radiological training of the jurisdiction's field forces, maintaining equipment for radiation hazard evaluation and exposure control and maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.

## **VII. CONTINUITY OF GOVERNMENT FOR PUBLIC WORKS**

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

1. Radiological Officer
2. Deputy Radiological Officer

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

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

A. The Radiological Officer is responsible for maintenance of all records and reports required for the radiological protection functions in an emergency.

B. The Radiological Officer is responsible for records of expenditures for the radiological protection functions in an emergency.

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

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

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

B. The Radiological Officer is responsible for review and updating of the Radiological Protection Annex, Guidelines, and attachments based on deficiencies identified through, exercises and actual emergencies on an annual basis.

**X. DEFINITIONS**

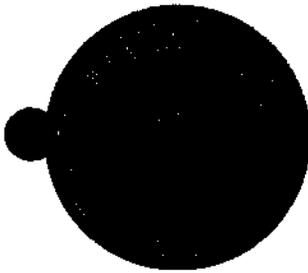
A. The terms and acronyms used are defined in the Basic Plan.

**XI. REQUIRED APPENDICES AND ATTACHMENTS**

All "on file" notations are located in the OEM office.

- |             |  |             |
|-------------|--|-------------|
| RPA 1 ..... | Municipal Radiological Increased Readiness<br>Actions attachment for jurisdiction. | [ On File ] |
| REA 2 ..... | Recall Duty Roster.  | [ On File ] |
| REA 3 ..... | Resource Equipment List.   | [ On File ] |

- # Resource Management



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd, Mayor  
Keith L. Walker, EMC*



Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL**

The Resource Managemnt Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and Camden Resource Officer and is hereby approved.

This Annex supersedes any previously written Resource Management Annexes.

Approval Date: 3/31/14

**Mayor**

**Resource Management Officer**

**Emergency Management Coordinator**



## II. AUTHORITIES AND REFERENCES

### A. Authorities

Federal: None

State: Section 3 P.L. 1971 c. 198 [40A: 11-6); "Cap Laws" References as  
a. Intended

County: None

Municipal: Purchasing Policies & Procedures (Resolution 1/23/89)

(RMA-3)

### B. References

Federal: None

State: None

County: None

Municipal: None

### III. PURPOSE

The purpose of this Resource Management Annex is to define and provide guidance for the development and operation of a viable resource management program during any emergency or disaster situation and to ensure completion of required emergency actions.

### IV. SITUATION

Resource Management Organization (RMO) is comprised of City department heads under the direction of the City of Camden Resource Officer

(RMA-1)

The RMO can be expanded to include resources from the private sectors as well as public sector through written and verbal mutual aid agreements.

(RMA-4 & 5)

The RMO could be expanded to include the County, State and Federal agencies.

The RMO has the capabilities to provide resources for routine municipal services and the ability to allocate their resources to deal with identified hazards.

BPA-6 & RMA-9)

A. The primary agencies for Resource Management within the City of Camden: Department of Public Works, Fire Department, Police Department, Camden County Board of Health Department and Emergency Medical Services (EMS)

The support agencies for Resource Management within the City of Camden are:

Construction Code Enforcement Office, Camden City Board of Education and City Administrative Offices

(See Respective Annexes)

B. There are eight (8) members of the municipal staff that are assigned to the Municipal RMO. They consist of:

Mayor	Part Time
Business Administrator	Full Time
City Clerk	Full Time
EMC	Volunteer
DEMC	Volunteer
Director of Public Works	Full Time
Police Chief	Full Time
Fire Chief	Full Time

**(RMA-.1)**

B. The following resources are routinely stockpiled by the City of Camden:

Construction Materials, Construction Equipment, Emergency Generators, Emergency Pumps, Communication Equipment, Fire Equipment, Road Maintenance Supplies, and Motor Fuel.

D. The following are available during an emergency from the private sector:

Building Materials, Communication Equipment and Repair Service, Construction Equipment, Food Supplies, Fuel (Motor, Natural and LPG), Medical Equipment Telephone Equipment, Towing, Transportation, Tree Removal Services, and Debris Removal Services

**(RMA-5 & 9)**

E. Unique resources for identified hazards within the City of Camden are:

Absorbent Materials - HAZMAT Incidents, Chlorine Kits - HAZMAT Incidents, Radiological Equipment/Personnel and Pumps used for flooding

**(BPA-6 & RMA-9)**

F. The communications capabilities of the members of the RMO are as follows:

Deputy OEM Coordinator:

Fire Chief:

Two-way radio-portable & mobile and Cellular Telephone

Police Chief:

Cellular Telephone and Two-way radio-mobile

Director of Public Works

Cellular Telephone

The following is a list of other municipal departments and/or mutual aid agencies which the RMO can communicate with through EOC by radio, phone, fax, and message, cellular telephones and internet:

Camden Police Department, Camden Fire Department, Camden DPW, United Water - Camden, Roads, Fleet Maintenance, SPEN-1, Camden County Fire Frequency - Mutual Aid Fire Departments, County OEM, Camden County Sheriff's Department, Mutual Aid Police Departments and All Governmental Agencies.

Mutual Aid Fire Departments:

All Camden County Fire Departments through Camden County Communications.

Mutual Aid Police Departments:

All Camden County Police Departments through Camden County Communications.

## V. OPERATION AND CONTROL

A. During periods of heightened risk, the RMO will be notified of the impending situation via department notification and OEM procedures.

(RMA-1)

Recall duty status to standby for possible deployment; Physical recall to the Municipal worksites; Department Heads will be requested to perform the following:

Attend Briefings, Check Status of Municipal Inventory of Resources, Check Status of Mutual Aid Inventory, Check Status of Private Sector Inventory, Prioritization of Resources, Anticipation of Potential Needs, Make Recommendations to RMO, and Actual deployment of municipal, mutual aid, and private sector resources.

1. Normally requests for additional resources from the Incident Commander will be routed through the Fire Headquarters (EOC) to the RMO for processing.

2. DEMC will be responsible for the verification of the recall roster for the members of the RMO.

(RMA-1)

All Department Heads shall maintain an internal recall roster for their respective sections of personnel and outside resources for their respective exes.

(RMA-1 &9)

3. The DEMC or designee will provide for RMO supervisory staffing on a 24-hour basis. This will be accomplished by assigning RMO personnel to 12-hour shifts.

(RMA-1)

B. The RMO is normally activated by the EMC.

(RMA-1)

The Incident Commander will request additional resources via the City of Camden (BOC) to the RMO.

The RMO will provide for the procurement of requests for resources from:

Municipal Owned Equipment, Municipal Mutual Aid, Private Sector Agreements, Volunteer Organizations Agreements, Camden County OEM, N. J. State OEM and FEMA

1. The DEMC will report to the City of Camden (BOC) to coordinate the resource management activities in conjunction with the RMO.
2. The procedures for reporting appropriate resource management information to the EOC during an emergency is as follows:

Requests for resources comes from the Incident Commander to the EOC via two-way radio and telephones,

All City of Camden departments will follow the City of Camden OEM, EOC procedures.

C. The City of Camden utilizes a municipal purchase/voucher system.

During emergencies, this system will be utilized when it is necessary to procure resources from the private sector or other agencies.

When necessary City of Camden Department Heads can make emergency purchases outside the normal purchase/ voucher procedure with the verbal approval of the City Resource Officer.

In the absence of the City of Camden Resource Officer, the following is a list of municipal personnel who can authorize such purchases:

Mayor, OEM/EMC and Incident Commander

(RMA-3)

D. The priority allocation of available resources and the implementation of resource control is the responsibility of the RMO.

The priority allocation of available resources will be accomplished in the following manner:

Resource request from Incident Commander.

Allocation through internal and external inventory lists.

The Mayor and/or City Resource Officer will advise Department Heads to prioritize routine services and equipment and to reallocate them to minimize the effects of the disaster.

(RMA-7)

All Department Heads will coordinate deployment of emergency equipment and/or personnel to the designated staging area(s).

(RMA-9)

The RMO will initiate recall of support agencies (private sector, mutual aid, and volunteers).

(RMA-4 & 5)

All Department Heads will maintain control of their personnel and inventories during emergencies.

The recall, activation and deployment of personnel and equipment will be determined by the Incident Commander and the RMO.

(RMA-9)

E. The following is a general overview of the procedures for procurement, recall and monitoring of equipment and personnel:

All Department Heads are required to provide the RMO with a list of personnel and equipment.

**Procurement:**

Incident generated requests for resources.

Review of municipal inventory for availability of equipment and/or personnel.

**(RMA-9)**

Utilization of municipal equipment and/or personnel.

Review of mutual aid, private sector, and volunteer resources.

**(RMA-4 & 5)**

Utilization of mutual aid, private sector, and volunteer resources.

**(RMA4 & 5)**

Use of purchase voucher system.

**(RMA-3)**

**Recall:**

Individual Department Heads shall be responsible for developing recall duty roster for respective department personnel.

Individual Department Heads are responsible to activate recall procedures. They will:

Inspect municipal equipment

Centralize municipal equipment

Stage municipal equipment as required by the Emergency Management Coordinator

Department Heads are responsible for a recall roster for outside resources from mutual aid, private sector, and volunteer agencies.

**Monitoring:**

Department Heads are responsible to monitor the recall, the activation, deployment and the return of municipal equipment and personnel.

The monitoring of the recall, the activation, the deployment and the return of mutual aid, private sector, and volunteer equipment and personnel, is the responsibility of the respective agency/ and Municipal Department Head.

**VI. RESPONSIBILITIES**

A. The City of Camden Resource Officer is responsible for implementing this annex and directing the Resource Management emergency response.

B. There are SOPs on file with respective departments that address how the Resource Management Organization will accomplish their emergency response.

However, Department Heads shall utilize existing Municipal Purchase Voucher System

Mutual Aid agreements for Resource Management functions are/as follows:

City of Camden Fire Department	Written
EMS	Written
City of Camden Police	Written
City of Camden DPW	Verbal

D. The Municipal Department Heads are responsible for providing the identification of potential resource needs relative to known hazards.

The Resource Management Officer will utilize the Municipal Purchase Voucher System to effect the coordination of these needs.

(See respective annexes)

E. The Municipal Department Heads are responsible for collecting and maintaining resource inventories of personnel, equipment and supplies from governmental, private and volunteer sectors and for identifying sources, location

and availability. The Department Heads will provide these lists to the DEMC and RMO for consolidation.

(RMA-4 & 5)

F. The Municipal Department Heads are responsible for the record keeping of expenditures for resources and manpower to support disaster response and/or recovery operations in accordance with their respective Departmental SOPs. Department Heads will forward these reports and records to the City Resource Management Officer.

G. The Municipal Department Heads are responsible for maintenance of accurate records of resources, expenditures, and supporting documentation to substantiate future damage assessment claims. The Department Heads will forward and consolidate these reports to the City Resource Management Officer.

#### VII. CONTINUITY OF GOVERNMENT FOR RESOURCE MANAGEMENT

A. There is a need for a line of succession for the person responsible for the Resource Management functions in order to ensure continuous leadership, authority and responsibility.

The EMC and the personnel working within this function will be kept informed.

B. Essential records and logs will be protected and preserved in accordance with standing departmental orders, records and logs pertaining to resource management will be forwarded to the City of Camden Office of Emergency Management to ensure that a complete record of the emergency is available for post operation analysis.

#### VIII. ADMINISTRATION AND LOGISTICS

A. The City of Camden Resource Management Office is responsible for the maintenance of all records and reports required for the resource management functions in an emergency.

B. The City of Camden Resource Management Officer is responsible for records of expenditures for the resource management functions.

C. The emergency procedure for obtaining supplies and equipment during an emergency will be in accordance with standing departmental SOPs.

The City of Camden Resource Management Officer will coordinate with the EMC/DEMC for all requests for supplies and equipment through mutual aid or from the Camden County OEM.

**(RMA-3)**

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

A. The City of Camden Resource Management Officer is responsible for the maintenance of the Resource Management Annex and for ensuring that the necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The City of Camden Resource Management Officer is responsible for review and updating of the Resource Management Annex, SOPs, and attachments based on deficiencies identified through drills and exercises and actual emergencies on an annual basis.

## X. DEFINITIONS

DEMC Deputy Emergency Management Coordinator  
EMC Emergency Management Coordinator  
EOC Emergency Operations Center  
CCCC Camden County Communications Center  
OEM Office of Emergency Management

## XI. REQUIRED APPENDICES AND ATTACHMENTS

All "on file" notations are located in the OEM office

RMA - 1 Recall Duty Roster (on file)  
RMA - 2 Drivers List for Trucks: Heavy Equipment (on file)  
"RMA - 3 Private Sector Reimbursement Procedures  
RMA - 4 Mutual Aid Agreement - Municipalities (on file)  
RMA - 5 Mutual Aid Agreement - Private Sector (on file)  
RMA - 6 Resource Management - SOP (on file)  
RMA - 7 Resource Distribution Center List (on file)  
RMA - 8 Purchasing Manual & Resource Inventory Directory (on file)

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# Shelter Reception & Care

●

●

**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**SHELTER, RECEPTION AND CARE ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL:**

The Shelter, Reception and Care Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator, Deputy Emergency Management Coordinator and the American Red Cross ( Camden County Chapter ) and is hereby approved.

This Annex supersedes any previously written Radiological Protection Annexes.

Approval Date: 3/31/14

Dana L. Redd, Mayor

Shelter Representative

Keith L. Walker, Emergency Management Coordinator  
Camden City

## II. AUTHORITIES AND REFERENCES

### A. Authorities: Laws, Ordinances, Regulations and Directives

**Federal:** American Red Cross National Charter

**State:** N.J.A.C. 5:23: NJ Uniform Construction Code

N.J.A.C. 5:18 and 18A: NJ Uniform Fire Safety Code

N.J.S.A. 10:82: Public Assistance Manual

N.J.S.A. 18A: Education Laws

N.J.S.A. 24: Food and Drug Laws

**County:** None

**Municipal:** None

### B. References

**Federal:** American Red Cross National Chapter -SOP's

**State:** NJOEM Shelter/Recreation and Care Annex Checklist

**County:** None

**Municipal:** None

### III. PURPOSE

The purpose of this Shelter/Reception and Care Annex is to define and to provide guidance for the development and operation of a viable shelter, reception and care program during any emergency or disaster situation affecting the municipality in order to ensure completion of required emergency actions.

### IV. SITUATIONS

The Shelter/Reception, and Care (SRC) group is comprised of:

City of Camden Department of Human Services

Board of Education School District of Camden.

The American Red Cross (Camden County Chapter)

The Emergency Management Coordinator (EMC)

The Deputy Emergency Management Coordinator (DEMC)

(SCRA-4)

They are responsible for developing and coordinating a list of shelter locations and personnel. They will also be responsible for: Pre-inspection of shelter spaces, physical opening of shelter spaces, providing for the reception of evacuees, performing reception and care functions

(SRCA-3)

A. The primary organizations for the SRC Group within the City of Camden are:

City of Camden Department of Human Services

Camden City Office of Emergency Management

School District of Camden

The support agencies for the SRC Group in the City of Camden are:

American Red Cross

Salvation Army

(SRCA-6)

The School District of Camden has a written Mutual Aid Agreement with the American Red Cross (Camden County Chapter) to provide Shelter Services.

(SRCA-6)

Pre-shelter inspections have not been conducted by the ARC and the Camden City OEM.

B. There are *approximately 10 staff persons* from City Department of Human Services that are available to provide and assist with the Shelter Services:

**Board of Education**

Business Administrator

Principals ( )

Custodians ( )

**Office of Emergency Management**

Emergency Management Coordinator (1)

Deputy E.M. Coordinator (1)

**Fire Prevention Bureau**

Inspector (1)

The **Police Department** will assign representatives to assist with the Law Enforcement Functions at the shelters.

Camden Emergency Squad will provide personnel to assist with the EMS functions at the shelters.

The City of Camden Department of Health and Human Services (DHS) will *coordinate* human services functions at the shelters.

**Municipal Offices** will supply personnel (i.e., secretaries) to assist in this operation to augment the municipal services assigned to the shelters.

(SRCA-4)

C. The following are services that volunteer organizations such as ARC or the Salvation Army have agreed to provide:

**AMERICAN RED CROSS**

Shelter Management

Mass Feeding

Shelter Registration

Clothing

Medical

Crisis Counseling

Referral Services

Alternative shelter services, (i.e., temporary housing, food and clothing vouchers)

**Salvation Army:**

Canteen Services

Emergency Housing

Missing Persons Contact

Emergency Feeding

Emergency Transportation

Counseling

(SRCA-6)

D. There are ( 8 ) primary congregate care shelters in Camden City. ???

See attachment

( SRCA - 2 )

The average number of spaces in congregate shelters in the City of Camden are 153 :

(SRCA-2)

There are ( 1 ) secondary congregate care shelter for Camden City.: ???

Seniors Citizens Center	Camden, N.J.	200
-------------------------	--------------	-----

The total average number of secondary congregate care shelter spaces are: 200.

(SRCA-2)

E. FEMA's publication N.A.P.B.-90 shows that Camden City lies within the **RISK AREA** where FEMA considers the provisions of Radiological Protection.

(SRCA-7)

F. Camden City has a resident population of 80,000 people, with a workday population of 11000. Anticipated shelter space is 1000 persons for resident population. Presently the primary and secondary shelters would be able to accommodate this population.

(BPA-6)

All shelters could be rendered unusable by a transportation related HAZMAT incident.

(BPA-6)

## V. OPERATIONS AND CONTROL

A. During periods of heightened risk the shelter/reception and care group will be:

Notified of the impending situation via telephone. Recalled to determine status for standby for possible deployment to shelters. Physical recall to standby at the shelter(s) and to conduct pre-opening inspections and procedures. Actual deployment to open the shelters to receive evacuees. (EMC/ARC will identify which shelters(s) are open and initiate registration procedures.)

(SRCA-4)

1. Direction and control for the SRC Group initially will emanate from the City EOC. When one (1) shelter is activated, direction and control shall emanate from the shelter to the City EOC. If more than one (1) shelter is activated, direction and control shall emanate from the City EOC. Upon Activation the EOC will support the SRC operations.

(SRC-2)

2. The Camden City Shelter Officer is responsible for the verification and annually updating of the current recall roster for SRC Group.

(SRC-2)

All affected municipal department heads and support agencies shall be required to furnish updated recall lists.

(SRC-4)

3. The Deputy Emergency Management Coordinator (DEMC) will insure supervisory staffing is available on a 24-hour basis for municipal employees as well as Board of Education personnel such as principals, school custodians, etc.

The American Red Cross and Salvation Army as well as the other voluntary groups will provide for 24-hour staffing pattern as per their agencies' SOP.

(SCRA-1)

B. Normally, the Police Department is notified by the Municipal EMC for a need to open an emergency shelter.

The Camden City Emergency Management Coordinator, Deputy Coordinator, or Shelter Officer would notify the American Red Cross of the need to activate a shelter.

The Camden City Emergency Management Coordinator or Deputy will notify the School District of Camden to be on standby.

The Camden School District, Board of Education will notify the school(s) Principal(s), and custodians to be on standby.

**(SRCA-4)**

As soon as a decision is made to open a municipal shelter support groups will be notified to open and staff the shelter(s).

**(SRCA-4)**

The actual opening of the shelter will be performed by the School Principal, Board of Education and or the custodian

**(SRCA-4)**

Management, reception and care actions in the shelter will be performed by the ARC.

**(SRCA-6)**

1. The American Red Cross will report to the City to coordinate the opening of the shelters. The American Red Cross will stay in contact with the School Principal(s), and the EOC. The American Red Cross will also be in contact with additional shelter custodians, Police, Fire, EMS, and Health Department personnel.

**(SRCA-4)**

2. During times of shelter activation a police officer and/or City employee will be assigned to the shelter and will establish communications with the City EOC via two-way radio and/or telephone.

C. The DEMC will access volunteer groups such as the ARC and the Salvation Army to perform Shelter Services through the activation of the recall roster via telephone.

(SRCA-4&6)

D. The crisis upgrading of municipal shelter(s) will be accomplished in the following manner:

Additional emergency supplies (i.e., food, cots, clothing, blankets, forms) will be provided by the ARC in accordance with their SOP's. The Camden City OEM will cause all initial emergency supplies to be provided. Increase of radiological protection factors will be accomplished by the Radiological Officer. Normally, the Radiological Officer will provide the shelter with personnel and equipment to monitor radiation levels.

E. The crisis marking of previously unmarked shelter facilities will be accomplished by:

The DPW will make municipal shelter signs at the DPW garage and will provide for their display. The ARC will augment the display of signs with their shelter marking placards

(SRCA-6)

F. The management of Reception and Care activities will be performed in the following manner:

Pre-inspection of municipal shelter(s) will be performed by the ARC, Emergency Management Coordinator.

(SRCA-2)

The opening of the municipal shelter(s) will be performed by the Principal and/or the custodians

(SRCA-4)

The Registration of shelter occupants at the municipal shelter(s) will be performed by the ARC utilizing their SOP's.

Staffing of the municipal shelter(s) will be performed by:  
School Custodian(s), ARC/Shelter Coordinator, The Salvation Army, DHS Director, Fire Department, Police Department, EMS, Municipal employees and Volunteers

Additional lodging will be performed by:  
Camden City OEM, DHS, The ARC and The Salvation Army

Feeding will be performed by:  
The ARC, The Salvation Army and Volunteers

Pertinent information for evacuees shall be accomplished through the utilization of the ARC's SOP's and their forms.

**INFORMATION ON EVACUEES OR MISSING PERSONS SHALL NOT BE RELEASED AT THE SHELTERS.**

**THIS INFORMATION SHALL BE RELEASED THROUGH THE PUBLIC INFORMATION OFFICE AND THE OEM.**

Health Services will be provided by the Board of Health, part-time nurses and the Visiting Nurse Service (VNS).

The Board of Health will provide sanitary inspectors to check on food handling procedures.

Fire inspections will be conducted by the Camden Fire Prevention Bureau.

Referral services will be accomplished by:

Department of Human Services

Crisis counseling will be provided by:

The ARC and The Salvation Army

Municipal Department Heads will perform those services deemed necessary by the Shelter Coordinator.

**(SRCA-6)**

## **VI. RESPONSIBILITIES**

A. The Camden City Shelter Officer is responsible for implementing this annex and directing the Shelter, Reception and Care emergency response.

B. The following are the SOP's that address how the Shelter, Reception and Care functions will accomplish their emergency response:

The ARC - Reception, Feeding, Lodging

The Salvation Army - Feeding

There are no municipal SOP's.

(SRCA-6)

C. Mutual aid agreements for the Shelter, Reception and Care functions, including Red Cross, Salvation Army, etc., are as follows:

(SRCA-3)

The ARC - Written

The Salvation Army - Written

School District of the Camden - Written

D. The Radiological Officer is responsible for the provision of in-place fallout shelter protection for each person within the threatened area.

E. The Radiological Officer is responsible for identifying those facilities suitable as public fallout shelters which are contained in the National Facilities Listing and the allocation of fallout shelter space to the public.

F. The Radiological Officer is responsible for coordinating the use of expedient fallout shelters where fallout shelters and up gradable shelters are inadequate.

G. The American Red Cross & Camden City OEM are responsible for the shelter needs of the institutionalized or special needs groups. This is accomplished with the assistance of the Local Assistance Board.

(SSA-4)

H. The American Red Cross and Camden City OEM are responsible for designating shelter facilities in the reception area with the shortest commuting distance to the hazardous area for essential workers and their families.

I. The American Red Cross and Camden City OEM are responsible for providing acquisition of additional equipment and supplies when needed at shelter sites.

(SRCA-6)

J. The American Red Cross -(Camden County Chapter) Director, is responsible for assigning trained shelter managers and staff to all facilities during any period of lodging or fallout shelter occupancy.

(SRCA-6)

K. The American Red Cross -(Camden County Chapter) Director, is responsible for assigning responsibilities (individual and/or organizations) for emergency mass feeding operations.

(SRCA-6)

L. The Radiological Officer is responsible for maintaining shelter areas free from contamination.

(RA-1)

## **VII. CONTINUITY OF GOVERNMENT FOR SHELTER, RECEPTION & CARE**

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

Deputy Emergency Management Coordinator

ARC/Shelter Coordinator -

Business Administrator, School District of the Camden

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

## **VIII. ADMINISTRATION AND LOGISTICS**

- A. The City Shelter Coordinator is responsible for maintenance of all records and reports required for the shelter, reception and care functions of an emergency.
- B. The City Shelter Coordinator is responsible for records of expenditures for the shelter, reception and care functions in an emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders.

The ARC/Shelter Coordinator will coordinate with the Office of Emergency Management for all requests of supplies and equipment through mutual aid and/or the County Office of Emergency Management.

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

- A. The City Shelter Coordinator 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.
- B. The City Shelter Coordinator is responsible for review and updating of the Shelter, Reception and Care Annex, SOP's, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

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

ARC - American Red Cross

CES - Camden Emergency Squad

DEMC - Deputy Emergency Management Coordinator

DPW - Department of Public Works

EMC - Emergency Management Coordinator

EMS - Emergency Medical Services

EOC - Emergency Operations Center

PCC - Camden Police Communications Center

DHHS - City of Camden Department of Human Services

OEM - Office of Emergency Management

VNS - Visiting Nurse Service

## **XI. REQUIRED APPENDICES & ATTACHMENTS**

All " on file " notations are located in the OEM office.

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

SRCA 2 Shelter List. (include location)

SRCA 3 Mutual Aid Agreements. ( on file )

SRCA 4 Recall/Duty Roster. ( on file )

SRCA 5 Nuclear Attack Appendix (Standardized Text Available)

SRCA 6 ARC/SA Agreements ( on file )

SRCA-1

SHELTER SOP'S

There are no municipal SOP's that address how the Shelter, Reception and Care will accomplish its assigned tasks. However, the ARC (American Red Cross) and the SA (Salvation Army) SOP's are attached and will be utilized in times of an Emergency.

## SRCA-2

### SHELTER LIST

There are .... emergency shelters in Camden These shelters are capable of feeding and sleeping people.

**Contact Person:**

Chris Obero Interim BA (Authorize for use) 856-966-2036

Steve Nicolella, Director of B&G (Open Facility) 856-966-4626

Emergency: 856-448-5583

Dave Brown (alternate) 856-966-4626 Emergency: 856-298-9882

**Primary:**

Name of Shelter: HB Wilson School

Address: 2550 S. 8<sup>th</sup> St

Name: of Shelter: Early Childhood Development Center

Address: 1602 Pine St

Contact Person: **Same as above**

Name: of Shelter: Octavious V. Catto

Address: 3100 Westfield Avw

Contact Person: **Same as above**

Name: of Shelter: Thomas H. Dudley

Address: 2250 Berwick St

Contact Person: **Same as above**

Name: of Shelter: Creative Arts Morgan Village Academy

Address: 990 Morgan Blvd.

Contact Person: **Same as above**

**Secondary:**

Name of Shelter: North Camden Community Center Gymnasium

Address: 6<sup>th</sup> and Erie Streets, Camden, NJ

Contact Person: Christine Jones-Tucker, BA (Authorize Use)

856-757-7150 Emergency: 609-847-0789

Arthur Thompson, Director DHS (Open Facility)

856-757-7317 Emergency: 609-330-2425

Primary and secondary have the following:

Toilets, showers, auditorium, gymnasium and feeding areas

Primary shelters DO have back up generators.

Secondary shelter DO NOT have back up generators

SRCA-3

MUTUAL AID AGREEMENTS

Contact Red Cross Chapter that serves your jurisdiction to have them get a contract with your Board of Education.

Utilize the standard Mutual Aid agreement information

SRCA-4

RECALL/DUTY ROSTER

Utilize standard recall/duty roster information

SRCA-5

NUCLEAR ATTACK APPENDIX

See attached. Provided by the NJSP-OEM.

SRCA-6

RED CROSS/SALVATION ARMY AGREEMENTS

Get agreement forms & information from the Red Cross Chapter serving your jurisdiction.

Attach copies of Red Cross & Salvation Army contracts.

- Social  
Services

**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**SOCIAL SERVICES ANNEX**

**I. INTRODUCTION**

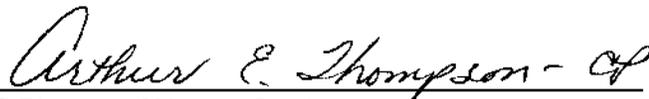
**A. STATEMENT OF APPROVAL:**

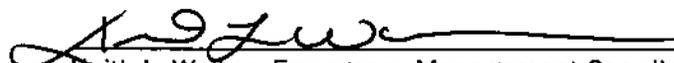
The Social Services Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator, the Local Assistance Board and the DHS Director and is hereby approved.

This Annex supersedes any previously written Radiological Protection Annexes.

Approval Date: 3/31/14

  
\_\_\_\_\_  
Dana L. Redd, Mayor

  
\_\_\_\_\_  
DHS Director of Human Services

  
\_\_\_\_\_  
Keith L. Walker, Emergency Management Coordinator  
Camden City

## **II. AUTHORITY AND REFERENCE**

### **A. Laws, Ordinances, Regulations, Resolutions and Directives**

**Federal:** None

**State:** N.J.A.C. 10:85-1.1 - (b. Chapter 1 of Title 44-Poor Revised Statutes) State Law Chapter 8 of Title 44 Revised Statutes.

N.J.A.C. 40A Municipalities and Counties - Section 5.4 Statutory Audit of Municipality.

N.J.A.C. 44:8-112 Submission of Fiscal Reports

P.L. 98-502 Audit Guidance Standards

N.J.A.C. 10:82 Public Assistance Manual

N.J.A.C. 10:81 Public Standards Handbook

N.J.A.C. 10:87 Food Stamp Manual

**County:** None

**Municipal:** None

### **B. References, Guidance Materials and Other Documents**

**Federal:** As cited in the Basic Plan

**State:** N.J.S. Assistance Manual - Guide Regulations

NJOEM Social Services Annex Checklist 1/90

Agreement with the American Red Cross

Agreement with the Salvation Army

**County:** None

**Municipal:** None

### III. PURPOSE

The purpose of this Social Services Annex is to define and to provide guidance for the development and operation of a viable Social Services Program during any emergency or disaster situation affecting the municipality in order to ensure completion of required emergency actions.

### IV. SITUATIONS

The Social Services Organization (SSO) is comprised of the Camden City Department of Human Services (DHS) and one (1) Full-time DHS Director. There are no full time personnel.

A. Primary Social Services Agencies which provide service to the City of Camden are:

City of Camden Department Human Services (DHS)

Camden County Department of Human Services and Welfare

New Jersey State of Human Services and Family Development

(SSA-1)

Support Social Services Agencies for the City of Camden are:

Salvation Army

The American Red Cross (ARC)

Volunteer Organization Active in Disaster (VOAD)

Board of Health, Camden County

Churches within Camden City

B. There are (4) full-time jurisdictional employees available to provide social services assistance.

The Department of Human Services ( DHS ) consists of (6) Divisions with a full- time DHS Director and assistance will be solicited from the Salvation Army and the American Red Cross to augment the staff.

(SSA-2)

C. The services that volunteer organizations have agreed to provide are:

**American Red Cross:**

Food, Clothing, Counseling, Shelter and Referral

(SSA-5)

**Salvation Army:**

Food, Clothing, Counseling, Shelter and Referral

(SSA-5)

D. The special programs that will be available in an emergency situation(s) are:

Family Services - Camden County Family Services

Special Interest - Mental Health - The Camden County United Way

(SSA-1)

E. The DHS through the DHS Director has access to emergency purchasing/vouchering through the City's Purchasing Bureau with approval of the Business Administrator.

The DHS has access to the following through the ARC & Salvation Army:

Food, Shelter(s), Clothing, Transportation, Counseling Services, Mobile Canteens Communications (ARC), Medical and Nursing Care, Blood, Household Furnishings, Personal Occupational Supplies, Wheelchairs, Bedpans and Crutches

(SSA-6)

F. The City of Camden's Municipal Welfare responsibilities rest with Camden County.

(BPA-6)

**V. OPERATIONS AND CONTROL**

A. During periods of heightened risk, the Social Service Organization (SSO) will be:

Notified of impending situation via telephone by the OEM Coordinator. Recall Standby Status. The DHS Director will notify the Social Services Support Groups to place on standby status. Physical recall The DHS Director and support group personnel would be recalled to standby at either the Shelter(s), Municipal Building(s) or Disaster Center(s)-(DAC) Actual deployment of Support Personnel

(SSA1&2)

1. Direction and Control for the Social Services Group normally emanates from the DHS Director's Office. When the EOC is activated, Direction and Control shall emanate from the EOC. When DAC is activated, Direction and Control shall emanate from the DAC

2. The DHS Director will maintain and verify the recall lists. The list shall be updated annually and kept on file in the DHS Director's Office and the OEM.

(SSA-1, 2 & 6)

3. There are ( 4 ) full-time person(s) in the SSO. The DHS Director will rely on other Camden City employees and Support Agencies to augment their staffing on a 24-hour basis.

Depending on the nature and severity of the disaster, staffing patterns will be developed on a 12-hour schedule shift.

(SSA-2)

B. The DHS (SSO) normally interacts with the following agencies:

**Camden County Metro Police Department (Initial Notification) \*\*\*\*\***

Camden City Fire Department

Camden County Board of Health

Camden Emergency Squad

American Red Cross Shelter Coordinator

Camden County Board of Human Services

1. The DHS Director and/or designee will report to the EOC when activated to coordinate social services activities.

2. The DHS Director has no communication capabilities (i.e., portable/mobile radios) and normally forwards any information to the EOC via telephone. However, if necessary, a radio can be supplied to the DHS Director from the EOC.

C. The DHS Director is responsible for the coordination and the distribution of Food and Clothing to Disaster victims. Normally, the DHS Director would contact the Social Services Support Agencies for Food and Clothing.

(SSA-1)

However, during large scale operations, the DHS Director would coordinate with ARC and Salvation Army and utilize the SOPs of those organizations. Distribution Centers are outlined in the Shelter Annex (Appendices).

D. The DHS Director has a pager and cellular telephone but no portable/mobile two-way radio.

Normally, communication is accomplished via the telephone and a two-way radio could be supplied by the EOC.

The two-way radio that is supplied by the EOC has Channel 1 ( 155.805 ) The DHS Director could then communicate with the following City Agencies:

Administration

**Police Communications Center \*\*\*\*\***

Fire Department

Department of Public Works

Camden Emergency Squad

E. The DHS and/or DHS Director shall not handle inquiries on the status of individuals injured or missing.

The DHS and/or DHS Director could assist in compiling information in times of emergency.

**\*\*SPECIAL NOTE: Any inquiry such as missing persons will be handled by the EPIO (Emergency Public Information Group).**

Normally the PIO Group would follow the Camden Police Department SOPs on the handling and inquiring of missing persons.

F. Crisis augmentation of SSO personnel will be derived from the following: Volunteers, ARC, Salvation Army and Municipal Employees

(SSA-2&6)

G. The DHS Director will access volunteer groups through the written and verbal mutual aid agreements. This is normally accomplished by telephone notification.

(SSA-1&5)

## **VI. RESPONSIBILITIES**

A. The DHS Director is responsible for implementing this Annex and for directing the Social Services Emergency Response.

B. The DHS Director utilizes as SOPs the guidelines and operating procedures as outlined in the **General Assistance State Regulation Manual** and SOPs included but not limited to Food Services, Counseling, Health Related Services, Emergency Assistance and General Assistance Programs

(SSA-3)

**C. At present the City of Camden has no written mutual aid agreements for Social Services activities.**

The DHS Director is not a member of the Camden County Welfare DHS Directors Association. However, this organization could still provide Mutual Aid personnel during times of emergency.

(SSA-7)

The DHS does not receive any mutual aid from surrounding municipalities.

There are verbal mutual aid agreements with the American Red Cross (Camden County Chapter) to provide social services functions during emergency situations. (See Shelter/Reception and Care Annex) **DHS Director would like to have this in writing. \*\*\*\*\***

D. The DHS Director is responsible for ensuring that Social Service personnel are available to assist at shelter/congregate care facilities. Normally, this would be accomplished with the assistance of the American Red Cross.

E. A list of special needs groups is outlined in Appendices.

(SSA-4)

The DHS Director is responsible for ensuring that agency clients have access to evacuation transportation in coordination with the Emergency Management Coordinator, Evacuation Coordinator, Deputy Emergency Management Coordinator and Shelter Coordinator.

The Camden City SSO has no buses to provide for transportation of evacuees who are transportation dependent.

(SSA-4)

During times of emergency, the following resources are available:

ARC

Municipal Owned Vehicles

(EA-5)

## **VII. CONTINUITY OF GOVERNMENT FOR SOCIAL SERVICES**

A. There is a need for a line of succession for the person responsible for the social service functions in order to ensure continuous leadership, authority and responsibility.

The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

Camden City Director of Human Services

Camden City DHS Bureau Heads

(SSA2&7)

B. Essential records and logs will be protected and preserved in accordance with the standard operating procedures.

(SSA-3)

The American Red Cross central records and logs will be protected and preserved in accordance with their SOPs.

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

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Camden City Director of Human Services is responsible for maintenance of all records and reports required for the Social Services functions in an emergency.

The American Red Cross will be responsible for their records and reports in accordance with their SOPs.

B. The Camden City Director of Human Services is responsible for records of expenditures for the Social Services functions in an emergency according to SOPs.

The American Red Cross will be responsible for records of expenditures made in accordance with their SOPs.

C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with the General Assistance Manual.

(SSA-3)

The Camden City Director of Human Services will coordinate with the Emergency Management Coordinator all requests for supplies and equipment through mutual aid.

(SSA-1)

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

A. The Camden City Director of Human Services is responsible for the maintenance of the Social Services Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

B. The Camden City Director of Human Services is responsible for review and updating of the Social Services Annex, SOPs and attachments based on deficiencies through drills, exercises and actual emergencies on an annual basis.

## **X. DEFINITIONS**

<b>ARC</b>	American Red Cross
<b>DAC</b>	Disaster Assistance Center
<b>DEMC</b>	Deputy Emergency Management Coordinator
<b>DHS</b>	Department of Human Services
<b>DPW</b>	Department of Public Works
<b>EMC</b>	Emergency Management Coordinator
<b>EMS</b>	Emergency Medical Service
<b>EOC</b>	Emergency Operations Center
<b>RES</b>	Camden Emergency Squad

**IX. REQUIRED APPENDICES/ATTACHMENTS**

All " on file " notations are located in the OEM office.

**SSA #1 Primary and Support Agencies ( on file EOC )**

**SSA #2 Recall/Duty Roster ( on file EOC )**

**SSA #3 Social Services SOPs ( on file EOC )**

**SSA #4 Special Needs Groups List ( on file EOC )**

**SSA #5 Agreements ( on file EOC )**

SSA-1

PRIMARY/SUPPORT AGENCIES LIST

Camden County Board of Health

Name: Dr. Cho  
Address: 600 Market Street, Camden, NJ  
Phone: 856-374-6000

Division of Child Protection & Permanency  
(Formerly Division of Youth and Family Services)

Name: On Call Social Worker  
Child Abuse Hotline 1-877-652-2873  
Camden City Local Office 1-800-982-7412 /856-338-5530

American Red Cross

Chapter: Camden County  
Name: Rick Paul, Director of Emergency Services  
Address: 320 Cooper Street, Camden, NJ  
Phone: 856-365-7100

Salvation Army

Name: Rose Mejias  
Address: 915 Haddon Avenue  
Phone: 856-338-1700

SSA-2

RECALL/DUTY ROSTER

UTILIZE STANDARD RECALL/DUTY ROSTER FORMAT

1. Name: Director DHS  
Phone: 856-757-7317 - Office  
609-330-2425 - Cellular
  
2. Name: Cynthia Paige, Emergency and Senior Services  
Phone: 856-757-7056 - Office  
609-330-2413
  
3. Name: Catherine Dunbar, Chief Community Org. Specialist  
Phone: 856-757-7065 - Office  
856-964-3648 - Home
  
4. Name: Janean Gooden - Recreation  
Phone: 856-968-6406 - Office  
856-379-5852 - Cellphone

SSA-3

SOCIAL SERVICE SOP'S

Standard Operating Procedures will be those utilized by the individual support agencies supporting this annex including but not limited to the following:

Director of Human Services

General Assistance State Regulation Manual

County Division of Human Services

On file with ..... County

American Red Cross

On file with the American Red Cross

Salvation Army

On file with the Salvation Army

SSA-4

## SPECIAL NEED GROUPS

IDENTIFY THESE PEOPLE/GROUPS WITHIN YOUR JURISDICTION

1. Handicapped
2. Senior Citizen Population
3. Medically Needy

### **Handicapped**

Name: Lewis Friedner  
Address: Camden County Office on Disabled  
Phone: 856-225-5232  
Emergency: None

### **Senior Citizens/Neighborhood Services**

Name: Catherine Dunbar  
Address: Neighborhood Services (Community Centers)  
Phone: 856-757-7605  
Emergency: 856-964-3648

Name: Cynthia Paige  
Address: 1000 N. 6<sup>th</sup> Street, Camden, NJ  
Phone: 856-757-7056  
Emergency: 609-330-2412

Facility Name: Abigail House  
Name: Steven Shon  
Address: 1105 Linden St., Camden NJ  
Phone : 856-365-8500

### **Area Hospitals and Medical Facilities**

Hospital Name: Cooper Hospital  
Name: John Sheridan/Andienne Kirby  
Address: One Cooper Plaza, Camden, NJ  
Phone: 856-342-2121 - Day  
None: Night

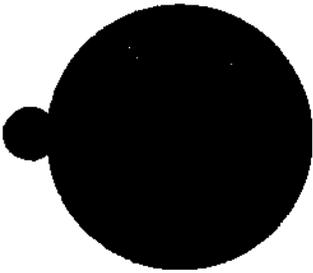
Hospital Name: Our Lady of Lourdes  
Name: Ahmed Salahuddin, Director of Safety  
Address: 1600 Haddon Avenue  
Phone: 856-757-3562 - Day  
None - Night

**SSA-5**

RED CROSS/SALVATION ARMY AGREEMENTS

Get a copy of the agreements from Red Cross & Salvation Army and attach them here.

# Terrorism



**CITY OF CAMDEN  
OFFICE OF EMERGENCY MANAGEMENT**

*Dana L. Redd  
Mayor*



Keith L Walker – Public Works  
Coordinator

Patrick J Keating – Public Works  
Deputy Coordinator

Edward Glassman – Fire Dept.  
Deputy Coordinator

Captain Albert Handy – Police Dept.  
Deputy Coordinator

Donald Fisher – EMS  
Deputy Coordinator

**TERRORISM ANNEX**

**I. INTRODUCTION**

**A. STATEMENT OF APPROVAL:**

The Terrorism Annex of the City of Camden Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Chief of Police, and is hereby approved.

This Annex supersedes any previously written Terrorism Annexes.

Approval Date: 3/31/14

*Dana L. Redd*  
Dana L. Redd, Mayor  
Camden City

*Capt. Handy*  
Annex Manager

*Keith L Walker*  
Keith L Walker, Emergency Management Coordinator  
Camden City

B. Background: In June 1995, the White House issued Presidential Decision Directive 39 (PDD-39), "United States Policy on Counterterrorism. "PDD-39 directed a number of measures to reduce the Nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to detect, prevent, defeat and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39, a classified document delineated the two major components of crisis management and consequence management.

1. **Crisis Management** includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The laws of the United States assign primary authority to the Federal Government to prevent and respond to acts of terrorism; state and local governments provide assistance as required. Crisis management is primarily a law enforcement response. Based on the situation, a federal or state crisis management response may be supported by technical operations, and by federal/state consequence management that may operate concurrently.
2. **Consequence Management** includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism. The laws of the United States assign primary authority to the states to respond to the consequences of terrorism; the Federal government provides assistance as required.
3. **The concept of terrorism**, as envisioned in this Annex, applies to a broad spectrum of activities encompassing deliberate overt or surreptitious efforts to destroy the public infrastructure, disrupt commerce and industry, intimidate citizens, undermine confidence in government authority, and, in its ultimate form, create significant casualties among an unsuspecting population. The threat of terrorism is a reality both within and outside the boundaries of the State of New Jersey and this jurisdiction and includes but is not limited to:
  - a. Weapons of Mass Destruction (WMD): (A) any destructive device; any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one quarter ounce; a mine or device similar to the above; (B) poison gas; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or

radioactivity at a level dangerous to human life.

- b. Cyber Terrorism: any deliberate threat to destroy the National Information Infrastructure with its critical information systems, to include illegal intrusions into government computer networks and protected computers.
- c. General Terrorism: encompasses, but is not limited to assassination, kidnapping, hostage taking, industrial sabotage, destruction or disruption of food and water supplies, physical violence resulting in injury or death, non-violent but intense intimidation or harassment against federal, state or local employees; and deliberate disruption of primary and secondary education, lines of communication, public utilities and financial institutions.

## II. AUTHORITY AND REFERENCES

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

#### 1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L.-288, as amended (P.L. 100-107)
- b. The Federal Civil Defense Act of 1950, as amended (P.L. 81-920)

#### 2. State

- a. The Emergency Management Act, N.J.S.A.AppA: 9-33 et seq
- b. The Radiation Accident Response Act, N.J.S.A. Title 26: 2D-37
- c. New Jersey Executive Order No. 39, January 14, 1954
- d. New Jersey Executive Order No. 12, December 3, 1970
- e. New Jersey Executive Order No. 1978-1, January 12, 1978, by Attorney General William F. Hyland
- f. New Jersey Executive Order No. 101, December 17, 1980

g. New Jersey Executive Order No. 115, January 14, 1994

3. County

a. Chapter II of New Jersey State Sanitary Code, N.J.A.C. 8:57-1.1 and 8:57-1.12

B. References, guidance material and other documents

1. Federal

- a. The Federal Response Plan, 9230.1-PL, April 1999
- b. Presidential Decision Directive 39, U.S. Policy on Counter terrorism, (Classified)
- c. Presidential Decision Directive 39, Domestic Deployment Guidelines (Classified)
- d. Presidential Decision Directive 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas (Classified)
- e. Federal Bureau of Investigation WMD Incident Contingency Plan
- f. Health and Human Services Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism

2. State

- a. State of New Jersey Emergency Operations Plan (EOP), 1995
- b. State of New Jersey Emergency Procedures Directory, 2000

3. County

- a. County of Camden Emergency Operations Plan (EOP), 2005

4. Municipal

- a. Camden City Emergency Operations Plan (EOP), 2005

### III. PURPOSE, SCOPE AND POLICIES

A. **Purpose:** The purpose of the Terrorism Incident Annex is to describe the jurisdiction's operations plan to develop an enhanced level of preparedness and a scope of actions based on intelligence indicators in order to respond to terrorist incidents within or in close proximity to the jurisdiction. This Annex:

1. Provides for the systematic sharing of terrorism-related intelligence information from federal, state, county and local sources and the orderly progression and monitoring of preparatory measures in advance of a terrorist incident.
2. Provides for the coordination and full integration of federal, state and local resources during the occurrence of an incident(s) involving acts of terrorism, which produce major consequences that overwhelm or negate the response capabilities of state and local governments.
3. Provides for the establishment and continued maintenance of law and order throughout the response and recovery/reconstruction phases following a terrorism emergency.
4. Provides for the integration of crisis management and consequence management throughout the unfolding of a terrorist incident.
5. Reviews existing casualty and damage assessment mechanisms at the state and local level to ensure that all capabilities are captured and integrated in the planning process. Refines existing damage assessment capabilities to achieve an increased level of sensitivity toward the recognition and rapid reporting and analysis of damage resulting from acts of terrorism.

B. **Scope:**

1. This Annex applies to all threats or acts of terrorism within the City of Camden.
2. This Annex applies to all agencies within the City of Camden.
3. This Annex builds upon the concepts and procedures contained in the jurisdiction's Emergency Operations Plan (EOP) by addressing unique policies, assumptions, structures and actions that will be applied to crisis and consequence management as required.

4. This Annex will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential terrorist incident.
5. This Annex may be activated at the direction of the Emergency Management Coordinator. Under certain circumstances, information available at the federal or state level may precipitate a Governor's Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor's Emergency Proclamation, this jurisdiction will immediately evaluate the requirement for a local emergency declaration.
6. It is essential that the provisions of this Annex be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Annex must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

**C. Policies:**

1. At the federal level, the Department of Justice is designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice assigns lead responsibility for operational response to the Federal Bureau of investigation (FBI). Within that role, the FBI operates as the on-scene manager for the Federal Government. It is FBI policy that crisis management will involve only those federal agencies requested by the FBI to provide expert guidance and/or assistance, as described in the PDD-39 Domestic Deployment Guidelines (classified) and the FBI WMD Incident Contingency Plan.
2. The Federal Emergency Management Agency (FEMA) is designated as the lead agency for consequence management within U.S. Territory. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the federal response. It is FEMA policy to use the Federal Response Plan structures to coordinate all federal assistance to state and local governments for consequence management.
3. State Policies:
  - a. Lead agency responsibility for counter-terrorism planning resides with the Department of Law and Public Safety as delegated to the New Jersey Office of

Emergency Management. All state agencies will support response and consequence management activities as required.

- b. The Governor has appointed the Adjutant General as the Executive Agent for the State of New Jersey for all matters pertaining to any Weapons of Mass Destruction response.
- c. In August 1999, Governor Whitman established a multi-disciplined committee to exercise oversight of counter terrorism planning and preparedness within the state. The New Jersey Domestic Preparedness Planning/Coordinating Group (NJDPP/CG), composed of selected state agencies, federal counterparts, outside agencies and the private sector, convenes monthly to exercise its charter which includes:
  - i. Creating a mechanism for the sharing of terrorism-related intelligence information among federal, state and local authorities.
  - ii. Identifying needs and exploring the availability of resources for staffing, training and equipping jurisdictions to cope with the threat of terrorism.
  - iii. Coordinating efforts and providing guidance for state and local government to achieve an acceptable level of preparedness for counter terrorism operations.
  - iv. Developing training, exercising and technical assistance protocols for all terrorism issues in the State of New Jersey.
  - v. Orchestrating threat and needs assessments efforts statewide and serving as the central applicant for terrorism planning and equipment grants from all federal sources.
- d. It is State policy that New Jersey must be prepared simultaneously to conduct both crisis and consequence management operations in a terrorism incident environment.

#### 4. Jurisdiction Policies:

- a. It is the policy of the jurisdiction, that, in the event of a terrorism incident, initially, all available assets will be committed to the crisis management role until the establishment of federal authority and the arrival of state and federal assistance. The jurisdiction will then revert to the crisis management role with support from county, state and federal resources.
- b. This jurisdiction has developed an expedited protocol for the issuance of local emergency proclamations related to a terrorism incident. (See Basic Plan)
- c. This jurisdiction, in anticipation of a substantial influx of federal and state assets during a terrorism incident, will pre-designate and facilitate availability of sites for command posts, marshaling and staging areas.
- d. This jurisdiction will provide qualified representation to a Joint Information Center (JIC), should such a facility be established during a terrorism incident.
- e. This jurisdiction will capture and document cost data for the deployment and continued operations of all its assets throughout any terrorism incident.
- f. This jurisdiction will, in accordance with established protocols, share terrorism-related intelligence information with federal, state and local governments.
- g. All crisis and consequence management activities contained in this Annex shall be conducted in accordance with the Incident Command System (ICS).

#### IV. SITUATION

A. The Terrorism Incident organization in Camden City is the following:

1. There are 397 full-time sworn personnel in the Camden County Police Department.
2. No temporary employees will be used.

3. Additional Support is available city of Camden municipal employees, including: Camden City Administration, Fire Department, Department of Public Works, Human Services and
4. Additional Support is available from various county, state and federal agencies that will respond as per the Emergency Operations Plan.
5. The Camden County Police Department and City of Camden have various vehicles and equipment available to respond to a terrorism incident. This includes:
  - a. Marked and unmarked police vehicles
  - b. Command Posts (2)
  - c. Fire apparatus
  - d. Two and Four Wheel Drive capability are available
6. Communications will be accomplished through portable, mobile radios, and cellular phones.
7. Special law enforcement capabilities will be available through Camden County Police Department and/or partner agencies.
  - a. Camden County Police Department
    - i. Arson/Haz-Mat Investigations
    - ii. K-9 teams
    - iii. Hostage Negotiation Team
  - b. Camden County Sherriff's Department
    - i. SERT Team
    - ii. Crisis Negotiators
    - iii. Bomb Squad
    - iv. K-9 Teams
    - v. Render Safe
  - c. Camden County Prosecutors office
    - i. Arson/Hazmat Investigations
    - ii. Terrorism Incident Investigation
  - d. Camden County Department of Health
    - i. Haz-Mat Response Team
  - e. New Jersey State Police
    - i. SWAT Teams
    - ii. K-9
    - iii. Marine Unit

B. Components/divisions of the Terrorism Incident Organization in Camden City include

1. Law Enforcement
  - a. County
  - b. State
  - c. Federal
2. Communications
  - a. Camden County Police Department Communications Center
    - i. Police
  - b. Camden County Communications Center
    - i. Fire
    - ii. EMS
3. Emergency Management
  - a. City
  - b. County
  - c. State
4. Health and Human Services
  - a. City
  - b. County
5. Public Works Departments
  - a. City
  - b. County

C. Communications capability is identified in the Alert, Warning and Communications Annex of the Camden City Emergency Operations plan (EOP).

D. Additional volunteer resources may be available through

1. RACES (Radio Amateur Civil Emergency Service).
2. Camden County CERT (Community Emergency Response Team)

E. Critical facilities within Camden City

1. State Assets

- a. US Federal Court House; 1 John Gerry Plaza
- b. Verizon Switching Facility; 12 N. 7<sup>th</sup> Street
- c. L3 Communications; 1 Federal Street
- d. South Jersey Port Corporation
  - i. 2500 South Broadway
  - ii. 2<sup>nd</sup> & Becket (Becket St Terminal)
- e. Walter Rand Transportation Center; 100 N. Broadway
- f. River Line; 527 MLK Blvd.
- g. PSE&G Natural Gas Facility
- h. State Metals Inc.; 941 South 2<sup>nd</sup> Street
- i. Rutgers University; 303 Cooper Street
- j. Warehouse Service Inc.; 1501 Admiral Wilson Blvd.

2. Local Assets:

- a. CCMUA; 1645 Ferry Ave.
- b. Pavonia Yard; 27<sup>th</sup> & Sherman
- c. CoGen Plant; 570 Chelton Ave.
- d. Cooper Hospital; 1 Cooper Plaza
- e. Ben Franklin Bridge; Rt. 30 & BFB Plaza
- f. PATCO Ferry Station; 2600 Ferry Ave.
- g. Battleship NJ; 62 Battleship Place
- h. MGS Corp. (Natural Gas Facility); 2575 Mt. Ephraim
- i. Our Lady of Lourdes Hospital; 1600 Haddon Ave.
- j. Virtua/West Jersey Hospital; 1000 Atlantic Ave.
- k. Adventure Aquarium; 1 Aquarium Drive
- l. Rowan University Medical School; 401 S. Broadway
- m. Camden County Correctional Facility; 330 Federal St.
- n. Coriel Institute; 403 Haddon Ave.
- o. Camden County Hall of Justice; 101 S. 5<sup>th</sup> St.
- p. Camden City Hall
- q. Camden County Administration Bldg; 520 Market St.
- r. Susquehanna Center; 1 Harbor Blvd.

3. Special Interest:

- a. Ambivan Medical Transport; 1492 Haddon Ave.
- b. Armed Forces Recruiting Station; 2600 Mt. Ephraim

F. To secure County & State Facilities, law enforcement personnel will be stationed to monitor designated entrances and personnel in those facilities.

**V. OPERATIONS AND CONTROL**

A. Terrorism Incident actions to be taken during periods of heightened risk include:

1. Terrorism Incident direction and control will emanate from the EOC with assistance from the Camden County Police Department Communications Center and Camden County Communications Center. The Chief of Police or his designee will direct law enforcement activities and coordinate with other emergency response groups. An on-scene Command Post will be established with an Incident Commander who will coordinate on-scene response activities with the EOC.
2. Verification of current recall rosters will be accomplished by reviewing the rosters semi-annually for update by the Annex Director and Emergency Management Coordinator. The Chief of Police or designee will maintain recall rosters.

3. Terrorism Incident Group staffing in the EOC will be handled by using two twelve hour shifts to cover a 24-hour period.
- B. The Terrorism Incident Group interacts with other emergency groups during an emergency as follows:
1. The Chief of Police or his designee will report to the EOC during an emergency.
  2. During an emergency, the Annex director will verify information from forces in the field who will report appropriate information, including casualties, evacuations, damage assessment, etc. to the EOC primarily by radio or telephone as back-up.
  3. The National Incident Management System/ICS will be implemented to maintain control of the incident and responding personnel.
- C. The Camden County Police Department Communications will dispatch personnel according to general order at the direction of the Incident Commander or the Emergency Operations Center.
- D. When more than one jurisdiction's forces are utilized, the National Incident Management System/ICS will be utilized. All mutual aid jurisdictions will fall under the control of the Incident Commander.
- E. When credible information is received on the likelihood of an impending terrorist incident, personnel will be dispatched as described in the Camden City Emergency Operations Plan.
- F. Notification of key and essential personnel will be accomplished by use of either telephone from the EOC staff and appropriate City Directors as outlined in the Emergency Operations Plan.
- G. Information on a terrorism incident would be released to media sources through the Emergency Public Information Group as outlined in the Emergency Operations Plan.

## **VI. RESPONSIBILITIES**

- A. The Chief of Police is responsible for implementing this Annex and directing the Terrorism Incident response.
- B. The following are the SOPs that address how the Terrorism Incident function will accomplish their emergency response.
  1. Applicable General Orders of the Camden County Police

Department will be followed in the event of an emergency response to a Terrorism Incident.

C. Mutual aid agreements for the Terrorism Incident function are as follows:

1. Mutual Aid will be used as outlined in the Camden County Critical Incident Response Guidelines.

D. The Camden City Emergency Management Coordinator is responsible for conducting the jurisdiction's threat and needs assessments to document the requirements for Federal and State resources.

E. The Camden County Police Department is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters.

## **VII. CONTINUITY OF GOVERNMENT FOR TERRORISM INCIDENT**

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

1. Camden County Police Department

- a. Chief of Police
- b. Assistant Chief
- c. Deputy Chiefs
- d. Emergency Management Liaison
- e. Police Captains

B. Essential records and logs will be protected and preserved in accordance with standing jurisdictional orders. Records and logs pertaining to a Terrorism Incident will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation. This is particularly important in the event of a terrorism incident site that is also a crime scene.

## **VIII. ADMINISTRATION AND LOGISTICS**

A. The Terrorism Annex Manager is responsible for the maintenance of all records and reports required for the Terrorism Incident functions in

an emergency.

- B. The Terrorism Annex Manager is responsible for records of expenditures for the Terrorism Incident functions in an emergency.
- C. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing jurisdictional orders as outlined in the Camden City Emergency Management Plan, Resource Management Annex.
- D. The Terrorism Annex Manager will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the County Office of Emergency Management.
- E. The following specialized state-level assets will be activated immediately upon notification of a terrorism incident and will be deployed as required for crisis and consequence management operations as the situation develops:
  - 1. Department of Environmental Protection (DEP) Bureau of Emergency Response (BER) Teams, the state's first line of Haz-Mat response.
  - 2. Department of Environmental Protection (DEP) Bureau of Nuclear Engineering (BNE) Teams, the state's first line of nuclear response.
  - 3. New Jersey State Police Bomb Squad
  - 4. State Police Tactical Emergency and Mission Specialist Teams (T.E.A.M.S.)
  - 5. State Police Rapid Deployment Teams (Damage Assessment)
  - 6. New Jersey National Guard Civil Response Team (Light) for WMD nuclear and chemical incidents
  - 7. New Jersey Task Force I, Urban Search and Rescue Team
  - 8. New Jersey Office of Homeland Security and Preparedness
  - 9. Camden County Prosecutors Office Terrorism Unit
- F. The following county-level assets will be activated immediately upon notification of a terror incident and will be deployed as required for crisis and consequence management operations as the situation develops:

1. Camden County Prosecutors Office
2. Camden County Sheriff's Department Bomb Squad
3. Camden County Health Department – Haz-Mat Team
4. Camden County Office of Emergency Management

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

- A. The Terrorism Annex Manager is responsible for the maintenance of the Terrorism Incident Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.
- B. The Terrorism Annex Manager is responsible for review and updating of the Terrorism Incident Annex, SOPs, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

#### **X. DEFINITIONS**

- A. The following terms and acronyms were used in addition to those defined in the Basic Plan:
  1. EOC – Emergency Operations Center
  2. NIMS – National Incident Management System
  3. WMD – Weapons of Mass Destruction

#### **XI. RESOURCE LIST**

- A. In addition to those listed within the Resource Management Annex, the following resources are available to the City of Camden:
  1. FBI
  2. FEMA Response Team
  3. US Coast Guard
  4. US Marshals Office
  5. Camden County Sheriff's Department
  6. Delaware River Port Authority Police
  7. New Jersey Transit Police
  8. Rutgers University Police Department
  9. Rowan University Police Department
  10. Camden County Prosecutor's Office

11. Camden County Health Department / Hazardous Material Task Force
12. New Jersey Department of Corrections
13. Camden County Corrections Department
14. Camden County Probation Department
15. New Jersey State Police
16. New Jersey State Parole
17. New Jersey Division of Criminal Justice
18. New Jersey Army National Guard
19. Camden County Sheriff's Department
20. Camden County Prosecutors Office
21. Camden County Office of Emergency Management