

PRINCETON
RESOLUTION
APPOINTING EMERGENCY MANAGEMENT COUNCIL

WHEREAS, Federal and State regulations allow for the appointment of an Emergency Management Council; and

WHEREAS, Princeton wishes to comply with said regulations.

NOW, THEREFORE, BE IT RESOLVED by the municipality of Princeton, as follows:

The Mayor and Council of Princeton hereby appoints the following to the Princeton Emergency Management Council:

Robert Gregory	Emergency Management Coordinator
Captain Nick Sutter	Deputy Emergency Management Coordinator
Heather Howard	Police Commissioner
Bernard Miller	Council President
Patrick Simon	Councilman
Robert V. Kiser	Municipal Engineer
Paul Ominsky	Executive Director, Princeton University Public Safety
Elisa Neira	Director of Human Services
Robert Hough	Director of Infrastructure and Operations
Robert Bruschi	Municipal Administrator
Kathy Monzo	Assistant Municipal Administrator
Mark Scheibner	Citizen appointment
Grace Sinden	Citizen appointment
Dan Dingle	Public Safety Director, University Medical Center of Princeton at Plainsboro

I, Linda McDermott, Princeton Municipal Clerk, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Princeton Mayor and Council at its meeting held July 8, 2013.

Linda McDermott, Princeton Clerk

EMERGENCY MANAGEMENT COUNCIL LEDGER

(Please type or print clearly)

JURISDICTION: PRINCETON COUNTY: MERCER

DATE OF APPOINTMENT BY MAYOR / FREEHOLDERS:

NAME	WORKING TITLE	REPRESENTING GROUP				
		1	2	3	4	5
Robert Gregory	Emergency Management Coordinator		X			
Nick Sutter	Deputy Emergency Management Coordinator		X			
Heather Howard	Police Commissioner	X				
Bernard Miller	Council President	X				
Patrick Simon	Councilman	X				
Robert V Kiser	Municipal Engineer		X			
Paul Ominsky	Executive Director, Public Safety, Princeton University		X			
Elisa Neira	Director of Human Services		X			
Robert Hough	Director of Infrastructure and Operations		X			
Robert Bruschi	Municipal Administrator		X			
Kathy Monzo	Assistant Municipal Administrator		X			
Mark Scheibner	Citizen appointment				X	
Grace Sinden	Citizen appointment				X	
Dan Dingle	Public Safety Director, University Medical Center of Princeton at Plainsboro		X			

GROUP REPRESENTATION KEY

1. Elected Officials (Mayor/Freeholders)
2. Police, Fire, Emergency Management, First Aid, Health, Environmental, Hospital, and Public Works
3. Broadcast and Print Medias
4. Community Groups (Red Cross, Etc.)
5. Owners/Operators of Facilities Subject to Sara Title - III

PREPARED BY: _____ DATE: _____

PRINCETON EMERGENCY OPERATION PLAN

I. INTRODUCTION

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B. STATEMENT OF APPROVAL

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

Mayor Liz Lempert

Date

Robert Gregory

Date

C. DISTRIBUTION LIST

1. Elected Official
2. Emergency Management Coordinator

3. Emergency Management Council Members
4. Emergency Operations Center
5. Each individual responsible for a functional annex
6. County Office of Emergency Management
7. State of New Jersey Office of Emergency Management
8. Municipal Clerks Office/Business Administrator

D. RECORD OF CHANGES

E. PROMULGATION STATEMENT

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

Mayor Liz Lempert

Date

—

II. AUTHORITY

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

1. Federal

- a. Federal Civil Defense Act of 1950, as amended (P.L.81-920).
- b. The Natural Disaster Recovery Act, as amended (P.L. 91-606), 1969.
- c. The Robert T. Stafford Disaster Relief Act of 1974, (P.L. 93-288), as amended by (P.L. 100-707), 1988.

2. State

- a. Emergency Management Act, N.J.S.A., Appendix A:9-30 et seq. (Chapter 251, P.L. 1942, as amended by Chapter 438 P.L. 1953, Chapter 504, P.L. 1985, and Chapter 222, P.L. 1989).
- b. N.J.S.A. 40A:14-26 Emergency Assistance for Fire and Police Protection from Other Municipalities; Payment; Rights in Event of Death.
- c. Office of Emergency Management Directives No. 61, 73, 74, 77, 84, 96, 100, 101, 102, 103 and 104.

3. County

- a. Mercer County Ordinance #76-5, April 27, 1976.
- b. Mercer County Ordinance #79-27, January 16, 1980.
- c. Mercer County Ordinance #86-15, April 8, 1986.

4. Municipal

- a. Princeton Township Ordinance Chapter 5A, Sections 5A-1 through 5A-5.

B. References, guidance material and other documents

1. Federal

- a. FEMA Guide For Development of State and Local Emergency Operations Plans CPG 1-8.
- b. FEMA Guide For Review of State and Local Emergency Operations Plans, C L-8A.

- c. FEMA Disaster Operations, A Handbook for Local Government, CPG 1-6.
- d. FEMA Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG 1-7.

2. State

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

3. County

- a. None Available.

4. Municipal

- a. None Available.

III. PURPOSE

- A. The purpose of this Emergency Operations Plan is to protect life and property in emergencies by coordinating response activities of municipal and volunteer entities to ensure their optimum use. It provides for actions to be taken to mitigate, prepare for, respond to, and recover from the effects of an emergency.
- B. This plan is an all hazards approach to emergency management and covers natural disasters, technological disasters, and national security crises.

IV. SITUATION

- A. Princeton is in a temperate zone, and has a climate where seasons are in a reasonable balance.
 - 1. Princeton is approximately 18.28 square miles in size. A portion of the municipality is rural, a portion suburban and a portion is comprised of a bustling downtown area. The town is made up of single family houses, multi-family townhouses, apartments, offices various shopping areas and businesses. Princeton maintains a train station, is home to Princeton University and various other institutions, schools and places of worship.
 - 2. Princeton is located in the geographical northern end of Mercer County. It is located 55 miles from New York and 45 miles from Philadelphia. To the southwestern side of Princeton is Lawrence Township and the northeastern portion is bordered by South Brunswick Township. Located on the eastern side of Princeton is Lake Carnegie, which runs north and south, and which is 3.5 miles long, 800' wide and has an average depth of 6'-9'. Close to Lake Carnegie is the Delaware-Raritan Canal which also runs north and south, and is 5.1 miles long, 75' wide and 6'-8' in depth.

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The major routes through Princeton are Route 206, Route 27, Princeton Pike, Washington Road (Route 571) and Harrison Street.

6. Princeton has a borough form of government with a Mayor and Council.

B. The identified hazards which may occur in Princeton in order of probability are,

Flood Hazard to low lying areas in the southwest part of the municipality, bordering Stoneybrook between Mercer, Quaker and Province Line Roads.

Chemical/Nuclear Spill at Lewis Thomas Lab and/or Frick Lab on the Princeton University Campus. Used as research and teaching lab .

Chemical Spill involving chlorine gas at Stoneybrook Sewage Treatment Plant on River Road. Chlorine is stored there and used in sewage treatment.

Oil Spill potential at Whalco, 800 State Road. Storage of fuel oil in above ground tanks.

Gas Pipeline Explosion - Transcontinental gas pipeline which passes through the northeast and northwest sections of the municipality.

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

1. There will most likely be some warning of an attack or nuclear detonation.
2. There may not be any warning prior to a tornado or earthquake, but there should be some warning prior to most natural disasters.
3. Major transportation disasters are likely to happen in this jurisdiction.
4. Local industry does present the possibility of a major industrial disaster.
5. The jurisdiction is vulnerable to damage by a hurricane.
6. Mutual aid will be available from the contiguous municipalities.

V. OPERATIONS AND CONTROL

A. The Municipal OEM Director will be ultimately responsible for and will have the authority under local and state law to enforce the planning, activation, coordination and conduct of operations within the municipality during an emergency period. He/she will ensure the protection of lives and property during an emergency or disaster situation.

1. Emergency Management Chain of Command
 - a. Emergency Manager (Incident Commander (IC) in EOC)

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- b. Chief of Police or Designee (IC for all police operations)
 - c. Municipal Administrator
 - d. Assistant Municipal Administrator
 - e. EMS Chief or Designee (IC for all medical and/or rescue operations)
 - f. Fire Chief or Designee (IC for Fire Operations)
 - g. Health Officer (responsible for shelter plans and reception locations)
2. Actions to be implemented during periods of heightened risk:
 - a. Emergency Management direction and control will emanate from the Police Department's Communications Desk initially. Once the EOC is staffed, approximately 15 to 30 minutes after activation, coordination and control will go through EOC. Princeton also has the capabilities of setting up a mobile communications unit, which can also duplicate, augment, or act apart from the Police Desk.
 - b. Once a declaration of an emergency has been made by the Emergency Management Coordinator, activation of the Emergency Operations Center staff will be done by telephone recall, or paging on the fire frequency. Once the incident has been terminated, personnel will be released by the Emergency Management Coordinator. A schedule will be made by the coordinator or his designee to facilitate 24 hour coverage.
 3. Reduction or temporary curtailing of public services would be completed by notification of the proper authority. Police services determined to be of low priority and Department of Public Works services such as vehicle and road maintenance may have to be curtailed.
 4. When the Emergency Management Coordinator, or his/her designee determine that an emergency condition exists in Princeton, the Mercer County Office of Emergency Management, Mayor, Council, the Princeton Administrator and all personnel listed on the Emergency Management Contact List will be notified. BPA-5 (proclamation) will be signed by the Mayor and the Emergency management Coordinator and put in effect. The disaster annex of the municipality will be specified on BPA-15. All personnel and agencies notified of the emergency will be notified when the emergency is terminated.

B. Phases of Emergency Management

1. Mitigation

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

2. Preparedness

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

3. Response

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

4. Recovery

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

VI. RESPONSIBILITIES

- A. The Emergency Management Coordinator is responsible for implementing this plan and directing the emergency response.
- B. A functional area responsibility matrix has been developed and is attached as Appendix BPA-3. This matrix includes:
 - 1. The individual responsible for developing each annex.
 - 2. The primary and support agencies responsible for each annex.

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- C. The major tasks assigned to each functional annex are listed in Appendix BPA-4.
- D. For each of the annexes listed on the Responsibilities Matrix (BPA-4) it shall be incumbent upon the responsible individual to prepare and distribute Standard operating Procedures (SOP's) and an Operational Checklist pertaining to their emergency management function.

VII. CONTINUITY OF GOVERNMENT

- A. There is a need for a line of succession to the office of the Mayor/Chief Executive Officer and the Emergency Management Coordinator to assure continuous leadership in an emergency and this line is as follows:
 - 1. Mayor
 - a. Council President
 - b. Council Member, by seniority
 - 2. Emergency Management Coordinator
 - a. Deputy Emergency Management Coordinator
 - b. Princeton Administrator
 - c. Chief of Police or Officer in Charge
- B. The person responsible for each annex (emergency function) must establish a line of succession and ensure personnel in that function and the Emergency Management Coordinator are kept informed of that line of succession.
- C. Reporting procedures to other levels of government during an emergency are as follows:
 - 1. During times of emergency, all department heads shall direct and coordinate all resource requests through the Municipal Office of Emergency Management. The Office of Emergency Management shall prioritize all municipal resource requests and direct them to the affected area. All resource requests that exceed municipal capability shall be directed to, and be coordinated by, the County Office of Emergency Management. The County Office of Emergency Management shall periodically advise the State Office of Emergency Management of all

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such requests. The State will request resources from the Federal Government or private agencies if required.

2. When the local Emergency Operations Center is activated, the following agencies, depending on scope and severity, shall be notified:
 - a. All municipal department heads.
 - b. Other agencies with emergency responsibilities.
 - c. County Office of Emergency Management function
 - d. State Office of Emergency Management (by the County).

D. Individual department heads are responsible for the protection and preservation of all vital records received or generated by or through their departments. These vital records will be stored in locked, fireproof files as specified by SOP 92-1. Vital records are those non-replaceable records of the municipality for which there may be a future need and shall include, but be limited to:

1. Tax Records
2. Real estate maps and records
3. Birth certificates
4. Marriage licenses
5. Death certificates

VIII. ADMINISTRATION AND LOGISTICS

- A. Accurate detailed records of all actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function will keep accurate detailed records of actions taken during 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 the County or higher levels of government and for starting and maintaining a significant events log of the emergency.

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

- C. There are written and/or verbal mutual aid agreements with the following:
 - 1. Lawrence Township
 - 2. West Windsor Township
 - 3. Hamilton Township
 - 4. Ewing Township
 - 5. Trenton
 - 6. Hopewell Township
 - 7. Mercer County
 - 8. Volunteer Organizations Active in Disasters (VOAD)
 - 9. Princeton and Trenton American Red Cross Chapters

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 and exercises.

X. DEFINITIONS

ARC American Red Cross

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

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**RESPONSIBILITY MATRIX
PRINCETON**

FUNCTION	EXECUTIVE GROUP	EMERGENCY MGMT	POLICE DEPARTMENT	FIRE DEPARTMENT	EMERGENCY MEDICAL	HEALTH DEPART	PUBLIC WORKS	ENGINEER DEPART	HUMAN SERVICES	VOLUNTEER ORGANIZ	PUBLIC INFO
ALERT WARNING & COMMUNIC		S	P								
DAMAGE ASSESSMENT								P			
EMERGENCY MEDICAL					P					S	
EMERGENCY OP CENTER		P	S								
EMERGENCY PIO	P	S									
EVACUATION		S	P								
FIRE & RESCUE				P	S						
HAZARDOUS MATERIALS				P						S	
LAW ENFORCEMENT			P								
PUBLIC HEALTH						P					
RADIOLOG PROTECTION				P	S		P				
RESOURCE MGMT	P										
SHELTER RECREATION & CARE		S							P	S	
SOCIAL SERVICES	S								P	S	

P = Primary Responsibility S = Support Responsibility

ANNEX	RESPONSIBLE AGENT BY TITLE	MAJOR TASKS ASSIGNED
Alert, Warning Communications	Chief of Police or Officer in Charge	Alert Emergency Personnel Warn Community Coordinate and Supervise Procedure
Damage Assessment	Construction Official	Determine Damage Incurred Anticipate Recurring Costs
Emergency Operating Center	Emergency Management Coordinator	Coordinate Emergency Operation Provide Administrative and Logistical Support
Emergency Medical Service	EMS Supervisor	Provide First Aid Services Alert and Warning
Public Information	Municipal Administrator	Gather and Disseminate Information Rumor Control
Evacuation	Chief of Police or Officer in Charge	Coordinate and Conduct Evacuation
Fire	Emergency Management Coordinator	Fire Suppression Alert and Warning Rescue
Hazardous Materials	Emergency Management Coordinator	Coordinate Control Clean Up of HazMat Incidents
Law Enforcement	Chief of Police or Officer in Charge	Enforce the Laws Alert and Warning Evacuation
Public Health	Senior Health Official	Provide Public Health and Sanitation Services
Public Works	Director of Infrastructure and Operations	Debris Removal Restoration of Utilities and Street Repair
Radiological	Emergency Management Coordinator	Provide Information on Radiological Hazards Maintain Equipment Train Personnel
Resource Management	Assistant Municipal Administrator	Provide Social Services Support in Mass Care Shelters Casualty Notification
Social Services Reception and Care	Director of Human Services	Obtain, Open and Operate Shelters for Mass Care

PROCLAMATION

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

WHEREAS, pursuant to the powers vested by (Chapter 251 of the laws of 1942), as amended and supplemented, N.J.S.A. App. A:9-30 et seq.; N.J.S.A. 40:48-1(6); N.J.S.A. 2C:33-1 et seq.; whichever law or laws apply, a local disaster emergency is declared to exist within the boundaries of Princeton, and

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

WHEREAS, by reason of the conditions which currently exist in certain areas of Princeton, which may affect the health, safety and welfare of the people of Princeton, and

WHEREAS, it has been determined that these areas of Princeton should then be declared disaster areas and further that certain measures must be taken in order to insure that the authorities as well as maintaining an orderly flow of traffic, and further in order to protect the persons and property of the residents affected by the conditions, and

WHEREAS, the following areas are designated disaster areas:

THEREFORE, IN ACCORDANCE WITH the aforesaid laws, it is promulgated and declared that the following regulations shall be in addition to all other laws of the State of New Jersey and Princeton.

1. There shall be no through traffic traversing the aforesaid area(s) except for the movement of Police Fire, EMS or any other such vehicles as may be permitted by use or by authorized officials of this municipality.

EMERGENCY MANAGEMENT COORDINATOR

DATE

MAYOR

TIME

DEPARTMENT OF EMERGENCY MANAGEMENT

STANDARD OPERATING PROCEDURE 92-1

Purpose: The purpose of this directive is to provide for the security of all files generated from an emergency or disaster.

1. All reports, records and receipts generated from an emergency are to be completed within five (5) working days from the termination of the recovery phase of an incident.
2. All annex coordinators will be required to file a copy of these reports to the Emergency Management Coordinator at the end of the fifth working day.
3. All annex coordinators will be required to submit copies of any expenses generated from the emergency to the finance department as per directive 92-2.
4. All completed reports will be stored in locked, fire and water proof files, for a minimum of ten years or longer if litigation is emanate.
5. Files will be discarded after approval from the Emergency Management Coordinator.

PRINCETON

DEPARTMENT OF EMERGENCY MANAGEMENT

STANDARD OPERATING PROCEDURE 92-2

EMERGENCY PURCHASES AND CONTRACTS

Any purchases, contract or agreement may be made, negotiated or awarded for a contracting unit without public advertising for bids and bidding therefore, notwithstanding that the cost or contract price will exceed the amount set forth in , or the amount calculated by the Governor pursuant to, section 3 of P.L. 1971. c. 198 © 40A:11-3), when an emergency affecting the public health, safety or welfare requires immediate delivery of the articles or the performance of the services; provided that the awarding or making of such purchases, contracts or agreements are made in the following manner:

- A. A written requisition for the performance of such work or labor, or the furnishing of materials supplies or services is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence and the need for invoking this section, certified by the officer or director in charge of the department wherein the emergency occurred, or such other officer or employee as may be authorized to act in place of said officer or director, and the contracting agent or his deputy in charge, being satisfied that the emergency exists, is hereby authorized to award a contract for said work or labor, materials, supplies or services.
- B. Upon the furnishing of such work or labor, materials, supplies or services, in accordance with the terms of the contract or agreement, the contractor furnishing such work or labor, materials, supplies or services shall be entitled to be paid therefor and the contracting unit shall be obligated for said payment. The governing body of the contracting unit shall take such action as shall be required to provide for the payment of the contract price.
- C. The governing body of the contracting unit may prescribe additional rules and procedures to implement the requirements of this section.

PRINCETON

DEPARTMENT OF EMERGENCY MANAGEMENT

STANDARD OPERATING PROCEDURE 92-3

Purpose: The purpose of this directive is to establish a procedure for the accurate reporting of messages to the EOC staff.

1. All phone messages that cannot be transferred to the individual will be written in a message log.
2. The Emergency Operations Center will be responsible for maintaining two empty, carbon copy, message logs to be used only during an emergency/disaster.
3. All messages will have the date, time, name and number, if applicable, and the name of the person taking the message.
4. All priority messages will be delivered to the appropriate person immediately.
5. In the event that a priority message cannot be delivered due to the absence of that individual, the designee for that service coordinator will be notified and given the message.
6. All messages logged for an incident will be maintained as per Emergency Management Directive 92-1.

PROCLAMATION

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

WHEREAS, the local disaster emergency proclamation issued on the _____ day of pursuant to the powers vested by the laws of the State of New Jersey is no longer necessary.

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

EMERGENCY MANAGEMENT COORDINATOR

DATE

MAYOR

TIME

HAZARD ANALYSIS CHART

	Frequency	Predictability Low, Medium, High	Approximate Warn. Time
Earthquake	<u>1/10</u>	<u>low</u>	<u>0</u>
Landslide	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Tsunami	<u>---N/A</u>	<u>N/A</u>	<u>N/A---</u>
Flood	<u>6/1</u>	<u>High</u>	<u>2 Hrs</u>
Hurricane	<u>2/10</u>	<u>High</u>	<u>24-48 Hrs</u>
Storm	<u>6/1</u>	<u>Medium</u>	<u>3-6 Hrs</u>
Human Epidemic	<u>0/10</u>	<u>Medium</u>	<u>24-48 Hrs</u>
Animal Epidemic	<u>2/10</u>	<u>Medium</u>	<u>24-48 Hrs</u>
Plant Epidemic	<u>0/10</u>	<u>Low</u>	<u>Unknown</u>
Rural Fire	<u>0/10</u>	<u>Low</u>	<u>0</u>
Urban Fire	<u>1/10</u>	<u>Low</u>	<u>0</u>
Levee/Dam Failure	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Aircraft Wreck	<u>1/10</u>	<u>Low</u>	<u>10 Mm</u>
Train Wreck	<u>0/10</u>	<u>Low</u>	<u>0</u>
Shipwreck	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Multi-vehicle Wreck	<u>1/10</u>	<u>Low</u>	<u>0</u>
Building Collapse	<u>0/10</u>	<u>Low</u>	<u>0</u>
Power Failure	<u>3/1</u>	<u>Medium</u>	<u>0-6 Hrs</u>
Gas Failure	<u>0/10</u>	<u>Low</u>	<u>Unknown</u>
Water Supply Failure	<u>1/10</u>	<u>Low</u>	<u>2 Weeks</u>
Chemical Spill	<u>3/1</u>	<u>Low</u>	<u>0</u>
Nuclear Spill	<u>0/10</u>	<u>Low</u>	<u>0</u>
Oil Spill	<u>10/1</u>	<u>Low</u>	<u>0</u>
Air Pollution	<u>5/1</u>	<u>Medium</u>	<u>24 Hrs</u>
Water Pollution	<u>0/10</u>	<u>Low</u>	<u>24 Hrs</u>
Civil Disturbance	<u>0/10</u>	<u>Low</u>	<u>12 Hrs</u>
Nuclear War	<u>0/10</u>	<u>Low</u>	<u>12-24 Mrs</u>
Other:	<u>---</u>	<u>---</u>	

VULNERABILITY ASSESSMENT

- I. Transportation Systems located throughout Princeton:
- A. Princeton has a host of highways that transect the Municipality at different angles. These major traffic routes would be:
 - 1. Route 571 which runs east to west
 - 2. Route 206 which runs north to south
 - 3. Princeton Pike which runs north to south
 - 4. Route 27 which runs north and south
 - B. New Jersey Transit has a rail line going from Princeton's Dinky Station to Princeton Junction Station and travels east and west between Princeton and West Windsor Township.
 - C. Princeton does not have any airports, but has three waterways, Carnegie Lake, Delaware-Raritan Canal and Stoney Brook.
 - D. The Transcontinental pipeline runs across the northern portion of the municipality, from east to west. See BPA-2 for location.
- III Princeton has a community pool which is open for approximately three months, various ballfields and a shopping center.
- IV. Employment statistics and use at peak times:
- Community Park Pool Members 475 Staff 10
- Princeton Shopping Center presently has 53 stores with a total of 1,100 persons on site.
- Baseball field- 400 persons
- Princeton University
- Princeton Central Business District
- V. Below is a list of major employers within Princeton:
- A. Governmental Employers:
 - 1. Municipality of Princeton

B. Private Sector Employers:

1. Princeton University
2. Commodities Corp.
3. Caliper Assessments, Inc.
4. Church and Dwight

VI. Educational Facilities located in Princeton:

1. John Witherspoon School
2. Community Park School
3. Riverside School
4. Littlebrook School
5. Hun School
6. Princeton Day School
7. Stuart Country Day School
8. Princeton University
9. St. Paul's School
10. The Lewis School
11. The YWCA
12. The Princeton Theological Seminary
13. Rider University Westminster College of the Arts
14. Institute for Advanced Studies

VI. Day Care Facilities

1. Princeton Nursery School
2. University League Nursery
3. The First Presbyterian Church of Princeton

VIII. Nursing Care Facilities

1. Princeton House
2. Tenacre Foundation

XI. Special Facilities

A. Senior Citizens Housing

1. Redding Circle
2. The Holly House

X. Weather Conditions

A. Severe Storms

Princeton encounters approximately 6 severe storms annually that would damage buildings, restrict traffic patterns due to trees in the roads and disrupt power to residents from falling wires. It can be expected the telephone communications can be disrupted also from these storms.

B. Tornadoes

Tornadoes have been encountered in Princeton, but Princeton has not had any tornadoes in a few years. Damage from high winds, reading hurricane levels, have been encountered over recent years.

C. Hurricanes

Princeton has encountered several hurricanes in ten years. The high winds and rain that are associated with these storms have damaged the property.

XI. Other Consideration

- A. Princeton has approximately one SARA Title III facility and Right-to-Know facility. This facility is listed in the Hazardous Materials Annex. This facility has an in-house emergency response team to handle any contingency.
- B. Princeton does not have specialty teams. In the event of a Hazardous Materials Incident, Hamilton Township's HazMat Team will be requested to respond. Building collapse is an issue which has not been addressed within Mercer County.

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I. INTRODUCTION

- | | |
|---------------|---|
| <u>BP -1-</u> | A. Include a Table of Contents which lists all sections of the Basic Plan, and identifies annexes, appendices and tabs. (Standardized Text Available) |
| <u>BP -2-</u> | B. Include an Approval Statement and dated approval signatures of the chief executive and Emergency Management Coordinator of the jurisdiction. (Standardized Text Available) |
| <u>BP -3-</u> | C. Include a Distribution List identifying officials who will receive a copy of the Plan. (Standardized Text Available) |
| <u>BP -4-</u> | D. Include a Record of Changes for recording changes to any portion of the EOP (possibly in chart form). (Standardized Text Available) |
| <u>BP -5-</u> | E. Provide a Promulgation Statement describing the planning process, - usually a letter signed by the chief executive introducing the emergency operating plan and giving it status as an authoritative document. (Standardized Text Available) |

II. AUTHORITY AND REFERENCES

- | | |
|------------------------------|--|
| <u>BP-6- Sect II, Para A</u> | A. List laws, ordinances, regulations, resolutions, and directives that establish the legal basis for planning, implementing, and carrying out emergency responsibilities. (Standardized Text Available) |
| <u>BP-7- Sect II, Para B</u> | B. List references, guidance materials, and other documents used in developing this plan. (Standardized Text Available) |

III. PURPOSE

- | | |
|-------------------------------|---|
| <u>BP-7- Sect III, Para A</u> | A. State emergency management goals including minimization of suffering, prevention of loss of life, protection of property, and coordination of response agencies. (Standardized Text Available) |
|-------------------------------|---|

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BP-7- Sect III, Para B B. Describe types of situations covered including natural disasters, technological disasters and national security crises. (Standardized Text Available).

IV. SITUATION

A. Give brief description of your jurisdiction including:

BP-8- Sect IV, Para A1 1. State the size of your jurisdiction in square miles and discuss whether your town is urban suburban, or rural.

BP-8- Sect IV, Para A2 2. List county in which located and contiguous municipalities and counties (if applicable).

BP-8- Sect IV, Para A3 3. Identify topographical characteristics including rivers, lakes, ocean, bays, mountains, and dams.

BP-8- Sect IV, Para A4 4. State seasonal, permanent, and workday populations.

BP-8- Sect IV, Para A5 5. List primary transportation routes inside and bordering your jurisdiction. Include roads, railways, waterways, and airports.

BP-8- Sect IV, Para A6 6. Describe your jurisdiction's form of government.

BP-8- Sect IV, Para A6 B. List the identified hazards, in order of probability, which may impact your jurisdiction. Make reference to your detailed Hazard and Vulnerability Analyses in BPA-6 and BPA-7.

BP-9- Sect IV, Para C 1-6 C. List relevant planning assumptions that refine the planning basis by stating parameters considered applicable to particular emergency situations. (Standardized Text Available)

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V. OPERATIONS AND CONTROL

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

- | | |
|------------------------------|---|
| <u>BP-9 Sect V, Para A1</u> | 1. Describe the Emergency Management chain of command. |
| <u>BP-9 Sect V, Para A2</u> | 2. Describe actions to be implemented during periods of increased risk. |
| <u>BP-9 Sect V, Para A2a</u> | a. Describe from where Emergency Operations Direction and Control will emanate. |
| <u>BP-9 Sect V, Para A2b</u> | b. Describe arrangements for the activation and release of emergency response personnel and provide for 24 hour staffing during emergency conditions. |
| <u>BP-9 Sect V, Para A3</u> | 3. Describe how your jurisdiction uses the Incident Command System (ICS) to handle emergency situations or identify a time table for adoption of the ICS. |
| <u>BP-9 Sect V, Para A4</u> | 4. Provide for reducing and/or temporarily curtailing public services. |
| <u>BP-10 Sect V, Para A5</u> | 5. Discuss the process of declaring and Terminating an emergency including the issuance of an emergency proclamation. (Also refer to BPA-5) |

B. Phases of Emergency Management (Standardized Text Available)

- | | |
|------------------------------|--|
| <u>BP-10 Sect V, Para B1</u> | 1. Describe mitigation phase activities. |
| <u>BP-10 Sect V, Para B2</u> | 2. Describe preparedness phase activities. |
| <u>BP-10 Sect V, Para B3</u> | 3. Describe response phase activities. |

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BP10, Sect V, Para B4

4. Describe recovery phase activities.

VI. RESPONSIBILITIES

BP 10, Sect VI, Para A

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

BP 11, Sect VI, Para B

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

BP 11, Secti VI, Para C

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

Required Annexes:

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

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BP 11, Sect VI, Para D

D. Require assigned organizations, agencies and individuals to prepare standard operating procedures (SOPs) and operational checklists. (Standardized Text Available)

VII. CONTINUITY OF GOVERNMENT

BP 11, Sect VII, Para A

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

BP 11, Sect VII, Para A1

1. Mayor / Chief Executive

BP 11, Sect VII, Para A2

2. Emergency Management Coordinator

BP 11, Sect VII, Para B

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

BP 11, Sect VII, Para C

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

BP 11-12, Sect VII, Para C1

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

BP 12, Sect VII, Para C2

2. List agencies notified when the EOC is activated.

BP 12, Sect VII, Para D

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

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VIII. ADMINISTRATION AND LOGISTICS

BP 12, Sect VIII, Para A

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

BP 12, Sect VIII, Para B

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

BP 12-13, Sect VIII, Para C

C. List mutual aid and other written agreements (other than provided for in Title 40 which mandates mutual aid between emergency services) with voluntary organizations and other federal, state, local and private organizations. (Standardized Text Available)

IX. PLAN DEVELOPMENT AND MAINTENANCE

BP-12 Sect IX, Para A

A. Identify the office or individual, by title, responsible for maintenance of the Basic Plan and for ensuring necessary changes and revisions to the Plan are prepared, coordinated, approved, and distributed. (Standardized Text Available)

BP-12 Sect IX, Para B

B. Provide for annual review of the Basic Plan and all annexes and for updating the Plan based on deficiencies identified through drills and activities (Standardized Text Available).

X. DEFINITIONS

BP-13, Sect X

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

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XI. REQUIRED APPENDICES AND ATTACHMENTS
(These attachments do not have to be included with the Plan unless so noted, but must be available for review by county or regional personnel.) (Standardized Text Available)

<u>On file OEM</u>	BPA 1 Resolutions, letters or other documents appointing the Emergency Management Coordinator and the Emergency Management Council. (On file)
<u>On file OEM</u>	BPA2 List of map(s) for the jurisdiction that show the following (on file in central location):
<u>In OEM BPA-2</u>	- Industries, which impact emergency preparedness, bulk oil and gas storage locations, and petroleum pipelines.
<u>In OEM BPA-2</u>	- Highways, railways, power transmission lines and generating stations.
<u>In OEM BPA-2</u>	- Schools, rest homes, special populations.
<u>Attachment BPA-3</u>	BPA3 Responsibility Matrix. (Include with Plan)
<u>BPA-4</u>	BPA 4 Functional Annex Tasks and Responsibility Assignments. (Include with Plan)
<u>BPA-5 5+5-1</u>	BPA 5 Sample emergency proclamation for the jurisdiction. (Include with Plan)
<u>BPA 6+6a</u>	BPA 6 Hazard Analysis. (Include with Plan)
<u>BPA 7 + 7a</u>	BPA7 Vulnerability Assessment Plan)