



Alert Warning & Communications Annex
BOROUGH OF MADISON
Morris County, New Jersey

I. INTRODUCTION

STATEMENT OF APPROVAL

The Alert Warning & Communications Annex of the Borough of Madison Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Emergency Management Deputy Coordinator.

This annex supersedes any previously written Alert Warning & Communications Annexes.

Approval Date: July 31, 2018

Emergency Management Coordinator
John P. Rafter

Emergency Management Deputy Coordinator
Joseph M. Longo



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II. AUTHORITIES AND REFERENCES

A. Authorities (Laws, Ordinances, Regulations and Directives):

Federal: As cited in Basic Plan

State: OEM Directive 89, Frequency Allocation

County: None

Municipal: Madison Police Department Rules and Regulations, Policies and Procedures.

B. References:

Federal: **FEMA:** Outdoor Warning Systems Guide, CPG 1-17, 3-1-1980.

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



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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

- A. The Borough of Madison Police Department is the lead agency for Alerting, Warning and Communications.
- B. The Borough of Madison Police Headquarters is located at 62 Kings Road and has Thirty Four (35) full-time Law Enforcement personnel.
- C. The Primary Communications Center for the Borough of Madison is located at Police Headquarters.
- D. The Borough of Madison Police Headquarters has back-up generator capability and at present there is a back-up system for the Communications Center.
- E. Within the Borough of Madison no air horn warning device or outside siren system exists.
- F. The Madison Police Communication Center is NAWAS's point within the Borough of Madison and is manned 24 Hours a day.
- G. A warning flow chart for Municipal Emergency Activation is kept on file at the Madison Police Communications Desk and this chart includes the activation of Administrative and Operational personnel.
- H. During times of emergency, the Madison Police Department has the capability to perform route alerting.
- I. This is normally accomplished at the direction of the Police Chief / designee with the assistance from the following agencies:
 - 1. Madison Fire Department
 - 2. Madison Department of Public Works
 - 3. Madison Volunteer Ambulance Corps



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4. Mutual Aid Departments

- J. Route alerting is normally accomplished via mobile public address systems, door to door notifications or the Morris County Rave (Reverse 9-1-1) System.
- K. Route alerting could be augmented by the use of the Morris County Rave system, local radio stations, Cablevision of Morris, the Emergency Broadcast System (EBS) and the Borough of Madison website and social media.
- L. The following is a list of additional warning methods available to the Borough of Madison:
 - 1. Local Radio and Cable TV Stations:
 - a. WDHA – 105.5. FM
 - b. WMTR – 1250 AM
 - c. Cablevision of Morris
 - d. Verizon FiOS 1
 - 2. The paging systems for emergency services are:
 - a. Tone-alert radio pagers for the Madison Fire Department and MVAC.
 - b. Text message alerts from Keystone CAD system. (PD, FD & MVAC)
 - 3. Cell phones for key administrative personnel.
 - 4. The Morris County Rave System.
 - 5. Madison Police Communications Center has NJLETS
 - 6. The Borough of Madison has the Passaic River Valley Warning System (formerly IFLOWS) with a back-up at Morris County OEM
- M. The following is a list of Communications frequencies and the agencies which have access to those frequencies through Madison Police Department



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1. Channel 1 - frequency 476.3250
 2. Channel 2 - frequency 477.0250
 3. SPEN - frequency 154.6800
Common frequency for police agencies for emergencies/hotline within range of the Borough, including the New Jersey State Police.
 4. MIRS - Morris Interoperable Radio System
A Digital Trunked Radio System operating on a number of UHF Frequencies.
 5. R.A.C.E.S. (2 meter amateur radio)
- N. Sensitive, intelligence related information will be gathered and when necessary, on a need to know basis, disseminated through the law enforcement representative.

V. OPERATIONS AND CONTROL

- A. During periods of heightened risk, the personnel of the Madison Police Department will follow their established Directives with regard to notifications and will:
1. Notify supervisors of impending conditions (i.e. Demonstrations, etc.)
 2. Notify department heads and the mayor as necessary in accordance with desk procedures
 3. Recall status for standby
 4. Will ascertain standby status of police shift supervisor(s)
 5. Actual physical recall of police department personnel
 6. Check communications equipment
 7. Deploy as needed
- B. Initial direction and control for Alerting, Warning and Communications shall emanate from the Madison Police Communications Center.
- C. All municipal communications will be handled through the Madison Police Communications Center and the Madison Police Communications Center will



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support the Incident Command Post.

- D. When the Emergency Operations Center has been activated, Direction and Control will continue to emanate from the Madison Police Communications Center.
- E. The police chief/designee is responsible for the verification of the current recall roster for the alert and warning group.
- F. The police chief/designee will provide for supervisory staffing in order that the alerting, warning and communications functions are maintained
- G. The police department communications operator would be responsible for notifying the patrol commander and detective bureau commander of any changes in the status of the Homeland Security Alert System. They in turn would be responsible for additional notifications up the chain of command. These notifications would be made via telephone or radio.
- I. The Madison Police Communications Center is responsible for all alerting, warning and communications functions and provides dispatching for all the emergency services.
- J. The municipal department heads are notified by the Madison Police Communications Center via the use of text messaging and the telephone when necessary.
- K. The Madison Police Communications Center supports the Incident Command Post, two-way radios and/or telephone.
 - 1. The police chief/designee is responsible for assigning a representative to report to the Emergency Operations Center when it has been activated.
 - 2. The Madison Police Communications Center will serve as the Emergency Operations Center and all pertinent information shall be relayed to the Emergency Operations Center via two-way radio, telephone and/or messenger.

The Public Warning System for identified hazards is the Morris County Rave System.

The Emergency Public Information Group will coordinate, after conferring with the appropriate department head(s), the release of all public Information and warning through the media (Print, radio, television - broadcast and cable).

The Borough of Madison Police Department is responsible for route alerting and/or door to door notification.



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After conferring with the incident commander, EMC/DEMC and mayor the police chief will notify his personnel as well as any support personnel as to the message to be delivered to the public.

The Borough of Madison has no hospitals, one (1) nursing home and one (1) assisted living facility.

There is large population of non-English speaking persons however this does account for an increase in the daytime work force.

The Borough of Madison schools will be notified in person or via the telephone.

Any persons with special needs such as the blind, hearing impaired and handicapped shall be notified by the director of Humans Services and Welfare.

Potential terrorist targets will use the police department Counter Terrorism Liaison Officer as the primary point of contact. The Counter Terrorism Liaison Officer will handle all communications before, during and after a terrorist incident.

The EBS is normally activated by the Morris County Emergency Management Coordinator.

If the county coordinator is not available, the Madison Emergency Management Coordinator shall notify the state Office of Emergency Management.

The EBS Activation procedures are outlined in the following Appendix

The following is a list of succession of who can activate the EBS through Morris County OEM:

1. Emergency Management Coordinator
2. Deputy Emergency Management Coordinator
3. Chief of Police
4. Mayor

The key emergency operational personnel will be alerted from the Madison Police Communications Center via the following methods:

1. Telephone
2. Tone-alert radios
3. Cell Phones



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4. Text message alerts via borough email system
5. Morris County Rave System (Reverse 9-1-1)

Terrorist related information will be received at the local law enforcement level through the municipal Counter Terrorism Liaison Officer. That officer will be responsible for dissemination of this information as needed.

VI. RESPONSIBILITIES

- A. The Chief of Police or his designee is responsible implementing this annex and directing the Alerting, Warning and Communications emergency response.
- B. The following are the SOPs that address how the Alerting, Warning and Communications functions will accomplish their emergency response:
 1. Borough of Madison Police Department Orders/Memorandums



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2. Borough of Madison Police Department Rules and Regulations
 3. Borough of Madison Police Department Policy and Procedure manual
- C. Mutual Aid Agreements for the Alerting, Warning and Communications functions are as follows:
1. Florham Park Police Department for emergency dispatch of police, fire and EMS and police vehicles for route alerting and warning
 2. Morris Township and Chatham Borough PD's (Personnel and vehicles for route alerting and warning)
- D. An area map which displays existing outdoor warning devices and the area of coverage for each unit is attached. None currently exist
- E. A test of the New Jersey Attack Warning System (without sirens) is authorized once each month by the State Director. These are originated at the State Warning Point via NAWAS, Fax and SPEN radio.
- F. No alert warning sirens currently exist in Madison.
- G. Procedures for obtaining telephone services during emergencies when phone services are down.
- H. To ensure that communications procedures are established including the use of Message Logs and Message Forms.(see: EOCA)
- I. The radio equipment is under a maintenance contract. The generators are tested every Wednesday by Madison Fire Department personnel. Maintenance is being performed by the assigned vendor.

VII. CONTINUITY OF GOVERNMENT FOR ALERTING, WARNING & 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.
- B. The Emergency Management Coordinator and the personnel working within these functions will be kept informed of the following line of succession:
 1. Chief of Police
 2. Patrol Commander (or other designated by Chief)



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

VIII. ADMINISTRATION AND LOGISTICS

- A. The Chief of Police or designee is responsible for maintenance of all records and reports required for the alerting, warning and communications functions in an emergency.
- B. The Chief of Police or designee 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:
 - 1. Municipal purchasing procedures
- D. The Chief of Police or designee will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police or designee 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 Chief of Police or designee 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.



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X. REQUIRED APPENDICES / ATTACHMENTS

AWCA 1 KEY PERSONNEL TELEPHONE LIST

Lists are located in the EOC as well as Dispatch

AWCA 2 WARNING FLOW CHART OEM DISASTER/EMERGENCY

Lists are located in the EOC as well as Dispatch

AWCA 3 OUTDOOR WARNING SYSTEM

At this time there is no existing outdoor warning system in place.

ACWA 4 WARNING DEVICE DEFICIENCIES

None

**ACWA 5 FREQUENCIES AVAILABLE AT THE MADISON
POLICE COMMUNICATIONS CENTER**

Lists are located in the EOC as well as Dispatch

ACWA 6 RECALL/DUTY ROSTER

Lists are located in the EOC as well as Dispatch

ACWA 7 SAMPLE ALERTING AND WARNING MESSAGES

None

AWCA 8 EBS ACTIVATION PROCEDURES

Requested through Morris County OEM

AWAC 9 ALERTING AND WARNING PROCEDURES

Located in the EOC as well as Dispatch