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**NJ TRANSIT**  
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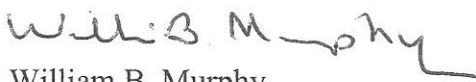
Patrick Reilly  
General Chairman  
United Transportation Union  
48 Main Street, Suite 2C  
Netcong, NJ 07857

Dear Mr. Reilly:

The attached procedures have been developed by the Critical Incident Response Team (CIRT), in order to address stress related issues affecting Train Service employees involved in accidents resulting in a serious injury or fatality while operating a train.

If requested, this policy will be reviewed and renewed with agreed upon changes on a yearly basis.

Sincerely,

  
William B. Murphy  
Deputy General Manager  
Labor Relations/Administration

I concur:

  
Patrick Reilly  
General Chairman - UTU

cc: K. O'Conner  
S. Klejst

**NJ TRANSIT Rail Operations  
Transportation Department  
Procedures Governing Critical Incidents  
Train Service Employees**

In the event of a critical incident (i.e.: striking, a trespasser by a NJ TRANSIT train resulting in serious injury or death to an individual), the following will be in effect for train service employees.

The Rail Operations Center (ROC) will notify the following in the appropriate order: VP&GM, DGM Transportation, Division General Superintendent, NJ TRANSIT Police, Transportation Department Supervision, Road Foreman of Engines, Office of Public Information, the Mechanical and Engineering Trouble Desks and the Safety Department Duty Officer.

Train Dispatcher will communicate with crew for a preliminary assessment of situation to determine exact location, circumstances, and condition of crew, passengers, train and adjacent track(s).

Upon the arrival of transportation supervision, they will assess the situation and notify Rail Operations Center (ROC) with the details of the incident. The supervisor will also briefly interview crew to determine their condition and if medical treatment is required. If necessary, an extra service or yard crew will be directed to the incident location.

The two members of the train crew (hereby referred to as the train crew) that were designated by the conductor to make the initial assessment in accordance with the TRO-12 will be relieved. The train crew may be required to move the train after the incident to allow medical personnel to gain access to the individual and/or to allow for the safe removal of the passengers. The ROC will notify the Crew Caller to order a replacement for the train crew to cover the balance of the assignment if another train crew is not available. Supervision will also assist as needed in moving equipment until the train crew is relieved or extra service arrives.

The Assistant Chief Dispatcher on duty at the time of the occurrence will notify EAP of the full name, home address and home telephone number of the train crew. This information is to be retrieved from the Crew Caller Office (201-246-2263).

Once this information has been received, the ACD will call EAP 1-800-338-2673 and leave this information with the operator, counselor or leave a message on the tape, EAP staff will initiate contact with the train crew within 24 hours of the

incident. After notifying EAP, the time that the message was left is to be entered on the Notification List.

The supervisor at the scene will inform the train crew that EAP services are available to them. If the train crew elects to take advantage of EAP services, they need to contact the EAP Office at (908) 272-4256 or 1-800-338-COPE. The appointment must be scheduled within 48 hours of the incident or the next business day should the incident take place on a weekend or scheduled holiday. The train crew will be paid the earnings of their assignment while attending required meetings/sessions with EAP provided the appointment is scheduled within the aforementioned timeframe. It is understood that once the EAP Counselor determines that the employee is fit for service, he(s) is required to report as directed.