

BASIC WORKSHOP IN EMERGENCY MANAGEMENT

UNIT 2 HISTORY OF EMERGENCY MANAGEMENT



UNIT 2

HISTORY OF EMERGENCY MANAGEMENT

OBJECTIVES At the conclusion of this unit the participant will be able to:

1. List the laws that empower emergency management programs
 2. List the requirements, as mandated by N.J. State law, for being appointed and serving as a local/county emergency coordinator or deputy coordinator.
 3. Identify those individuals in their local/county governments who would assume positions of authority during times of emergency.
 4. Describe the role of the Local Emergency Planning Committee, list the members of this committee in their jurisdictions and their specific areas of responsibility.
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SCOPE

- C Evolution of Emergency Management
 - C Civil Defense and Disaster Control Act, Chapter 438 P.L. 1953 Appendix A-9-30 et. al.
 - C N.J. Executive Order 101
 - C Emergency Management Directives
 - C
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TEACHING METHODS - The instructor begins with an historical overview of emergency management. This will give the participant an understanding of how civil defense became emergency management and the steps involved in the process. The instructor should then discuss the sequence of events to review the evolution of emergency management. When discussing the Civil Defense and Disaster Control Act, the

instructor should focus on highlighted items contained within the text. Certain areas of the unit have been underlined and bolded to emphasize a point and to draw the participants attention to that area. The Directives should be discussed in detail and the areas of importance pointed out.

THE EVOLUTION OF EMERGENCY MANAGEMENT AND CIVIL DEFENSE

One of the basic functions of government is to protect the lives and property of its citizens. Normally, this function is performed in an efficient and effective manner by many different agencies on a daily basis. In most communities police, fire, emergency medical, health, welfare, public works and other governmental and volunteer organizations have specific duties and responsibilities.

In an emergency or catastrophic event, these organizations must pool their resources and work together as a team to mitigate the effects on a community. A coordinated, cooperative response to an emergency does not just happen, it requires planning, mitigation, response and recovery. This is what emergency management is all about.

The roles and responsibilities of the State Office of Emergency Management have changed over the years since the passage of the Civil Defense and Disaster Control Act of 1950. During the 1950's and 1960's, the state "Civil Defense" office was primarily responsible for coordination with its designated federal counterpart to disseminate information on civil defense, to maintain civil defense communications, and to provide for civil defense training programs.

The increase of technological disasters in the 1970's and 1980's precipitated the transition to an all-hazard approach to emergency management and the emergence of state offices with a much broader scope of responsibility. The State Office of Emergency Management office has evolved as being a small agency with limited planning, training, and response capabilities to its present status as an integral part of state government.

In 1916, Congress established the Council of National Defense (CNC), to direct State and local defense councils in war-related activities. At the end of World War I, civil defense activities were dissolved. By 1940, President Roosevelt reestablished the Council of National Defense to coordinate the rearmament effort, and issue guidance on blackouts and shelters.

In 1941, President Roosevelt abolished the CND and established the Office of Civil Defense (OCD). This was established to coordinate, on a regional and local level, volunteers, personnel and equipment exchange agreements, and evacuation plans. When World War II ended in 1945, the OCD was terminated.

The Civil Defense Act of 1950 was established and directed the Federal Civil Defense Administration to develop a system to protect life and property from attack-related emergencies. As passed in 1950, Civil Defense was mandated by Congress as primarily

a State and political subdivision responsibility, with the role of the Federal government primarily one for providing information, guidance, and assistance.

Over the next 25 years, emergency programs for specific hazards were scattered around the national government in various Federal agencies. During this time, the realization was growing that managing an emergency successfully included mitigation and recovery aspects, as well as preparation and response, and generic emergency management strategies could apply whether the emergency is a flood, earthquake, drought, fire, or a terrorist attack.

In 1958, the Civil Defense Act of 1950 was amended to make Civil Defense a joint Federal and State/local responsibility. It authorizes the provision of civil defense monies to State and local governments for civil defense staff personnel and administrative expenses on a matching basis not to exceed 50 percent. The purpose of this last modification was to provide financial incentives to State and local governments to hire emergency preparedness personnel and to build a nationwide cadre. Today this is known as the Emergency Management Assistance Program (EMA) and it is the largest program in the national civil defense budget.

In 1972, the Office of Civil Defense was abolished and the Defense Civil Preparedness Agency (DCPA) created. This was a result of a National Security Division Memorandum. This memorandum is also noted able in that it used the term “dual use” for the first time. Since each agency handling the different emergency programs had its own standards, regulations and procedures, the result was duplication of effort and ineffective emergency programs.

In 1979, at the initiation of President Carter, Congress established FEMA to bring a number of previously fragmented emergency programs into a coordinated structure of “Emergency Management.” Amendments to the Civil Defense Act, in 1980, mandated FEMA to work with the State and local governments to assist them in setting up emergency management programs. These amendments prescribed the coordination and support role that FEMA plays to State and local governments. Amendments to the Civil defense Act also provided for “Dual Use” of funds, meaning that Federal funding to the states maybe used to prepare for and respond to natural and technological emergencies to the extent that the use of funds is consistent with, contributes to, and does not detract from attack preparedness. Once all emergency programs were established under FEMA, work began to consolidate functional activities that were similar for all emergencies (such as evacuation or public education) into a unified planning effort.

On July 22, 1979, a Reorganization Plan was submitted to the Legislature to transfer the functions, powers and duties of the Office of Civilian Defense Director from the Department of Defense to the Department of Law and Public Safety.

On July 20, 1979, by Executive Order, President Jimmy Carter transferred to the Federal Emergency Agency (FEMA), all functions vested in the President that had been delegated or assigned to the Civil Defense Prepared Agency, the Federal Disaster Assistance Administration and the Federal Preparedness Agency, together with all functions vested in the President by the Earthquake Hazards Reduction Act of 1977.

The President's Executive Order stated that the Director of the FEMA will represent the President in working with State and local governments and the private sector to stimulate vigorous participation in civil emergency preparedness, mitigation, response, and recovery programs. The Director will develop policies which provide that all emergency management functions, resources and systems of executive agencies are integrated with organizations, resources and programs of state and local governments, the private sector and volunteer organizations.

On December 17, 1980, the Honorable Brendan Byrne, Governor of the State of New Jersey established the Office of Emergency Management in the Division of State Police, Department of Law and Public Safety. All of the functions, powers and duties of the Office of Civilian Defense Director in the Department of Law and Public Safety as provided in the Reorganization Plan dated July 22, 1979, will be exercised by the State Director of Emergency Management. Colonel Clinton L. Pagano, Superintendent, New Jersey State Police was appointed as the State Director.

In order to effectuate the powers of the Governor, the State Director of Emergency Management supervises, directs and controls the appointment of one or more deputies and/or assistants to control the daily activities of the State Office of Emergency Management. The function and staffing of the Office of Emergency Management will be as proposed from time to time by the State Director of Emergency Management with the approval of the Attorney General.

The Governor of New Jersey has the overall responsibility for Emergency Management activities in the State. On behalf of the Governor, The Adjutant General, and The State Director of Emergency Management, all activities and departments are coordinated, directed and controlled from the State Office of Emergency Management, Emergency Operations Center, located in the basement of the New Jersey State Police Headquarters building.

In 1987, Presidential Policy Guidance established that it is the US policy to include Civil Defense in its overall national security posture. Civil Defense will continue to support all-hazards emergency management and responsibility for civil defense is shared by Federal, State, and local governments. The States and localities are primarily responsible for natural and technological hazards and Civil Defense is not just attack-related, but is an element in the all-hazards preparedness framework.

Similarly, emergency management is not just concerned with natural and technological

hazards, but with national security hazards as well. Legitimate civil defense and legitimate emergency management should both be all-hazards. The primary difference is the priority civil defense gives to national security emergency preparedness. For all intents and purposes, good civil defense and good emergency management should be indistinguishable at the local level. Thus, from a good program designed exclusively to help State and local governments protect the population from nuclear attack, the civil defense program now provides the fundamental framework for an all-hazard “dual use” program of integrated emergency management at the Federal, State, and local levels.

Since the transition at the State level from Civil Defense/Disaster Control to Emergency Management, many municipal officials have endorsed the concept of comprehensive emergency management and have developed an integrated emergency management system which addresses all hazards.

Here is a breakdown of how emergency management evolved over the years.

- C August , 1916 -The Council of National defense was created.
- C April, 1917 - The United States Declares War and National Council establishes a State Council to promote establishment of State Defense Councils.
- C November, 1918 -Armistice, Dissolution of State and Local Defense Councils.
- C May, 1940 -The Office of Emergency Management was established by President Roosevelt. There is a Recreation of State and Local Councils.
- C November, 1940 - First Regional Conference on Civil Defense in New York City.
- C December, 1940 - Model Law to secure uniformity of Civil Defense organizations at a State Level.
- C February, 1941 - The Lanham Act was created.
- C May, 1941 - The Office of Civilian Defense is established in the Office of Emergency Management.
- C July, 1941 -The Official Civilian Defense was adopted.
- C December, 1941 - The Japanese attacked Pearl Harbor.
- C December, 1942 - Classes for Auxiliary Police and Regular Police in emergency duties conducted by the FBI (Federal Bureau of Investigation) in cities throughout the United States. Presidential Executive Order established the Facility Security Division in the Office of Civilian Defense. War Emergency Radio Services is

established.

- C 1944 - Phase out of the Civilian Defense (Office terminated on June 30, 1944.)
- C 1946 -United States Strategic Bombing Survey recommends planning for Civilian Defense.
- C 1948 - Office of Civilian Defense Planning established.
- C 1949 - President Truman announces that the Soviet Union has detonated their own atomic bomb.
- C 1950 - South Korea is invaded. Public Law 774 - Federal Civil Defense Program Executive order 10186 creates the Federal Civil Defense Administration.
- C 1951- Public Law 920 - Federal Civil Defense Administration becomes an independent agency in the Executive Branch. Housing and Home Finance administration assigned to assist State and Local Governments in major disasters. Civil Defense Staff College opened in Olney, Maryland.
- C 1952 - All Federal agencies are ordered to develop Civil defense Emergency Plans coordinated with FCDA.
- C 1953 - Transfer of all major disasters assistance from Housing and Home Finance to FCDA.
- C 1954 - All FCDA Offices moved to "Safe Location"
- C 1958 - President Eisenhower's reorganization of FDCA becomes Office of Defense and Civilian Mobilization. Public Law 80-606, Civil Defense responsibility jointly vested between Federal, State, and Local Governments. Name changed from Office of Defense and Civilian Mobilization to Office of Civilian Defense Mobilization.
- C 1959 - President Kennedy transfers Civil Defense responsibility to Secretary of Defense.
- C 1961 - Berlin Wall Crisis -- Office of Civilian defense Mobilization becomes the Office of Emergency Management.
- C 1962 - Cuban Missile Crisis.
- C 1968 -Office of Emergency Planning becomes the Office of Emergency Preparedness; transfer of all CD activity to the Secretary of the Army.

- C 1972 - Secretary of Defense established Defense Civil Preparedness Agency. Responsible for disaster functions transferred to HUD, Treasury and GSA. Federal Disaster Administration created in HUD.
- C 1978 - Creation of the Federal Emergency Management Agency.
- C December 17, 1980, the Honorable Brendan Byrne, Governor of the State of New Jersey established the Office of Emergency Management in the Division of State Police, Department of Law and Public Safety. Colonel Clinton L. Pagano, Superintendent, New Jersey State Police was appointed as the State Director.

STATUTES IN EMERGENCY MANAGEMENT

FEDERAL

FEDERAL CIVIL DEFENSE ACT OF 1950

Establishes the Federal framework for providing fiscal assistance to the state's emergency management activities.

CIVIL DEFENSE AND DISASTER CONTROL ACT

(abbreviated version)

The original version of the Civil Defense Disaster Control Act - Emergency Management Act dated in its entirety can be found in the attachment section of this module.

APP. A:9-33, PURPOSE OF ACT

1. To provide for the health, safety and welfare of the people of the state.
2. Prevent damage and destruction of property during an emergency.

APP. A:9-33.1, DEFINITIONS

1. **DISASTER** - an unusual incident, natural or unnatural, which endangers the health, safety or resources of residents of one or more municipalities and, is too large or unusual to be entirely handled by regular municipal services.
2. **LOCAL DISASTER EMERGENCY** - Any disaster, natural or unnatural, other than enemy attack, limited to the extent that action by the Governor is not required.
3. **WAR EMERGENCY** - any disaster within the state, from enemy attack of imminent danger thereof.
4. **EMERGENCY** - Means and includes disaster and war emergency.

APP. A:9-34, EMERGENCY POWERS OF THE GOVERNOR

Governor can use all resources of state and local government and, can commandeer and use personnel services and privately owned property, to avoid or protect against any emergency, subject to future payment of reasonable value.

APP. A:9-36, INFORMATION MAY BE REQUIRED

The governor can require any person or business to furnish information to enable him/her to carry out the purposes of this act.

APP. A-9-37, CIVILIAN DEFENSE DIRECTOR

Responsibilities transferred to department of Law and Public Safety, Division of State Police from department of Defense.

APP. A:9-40, COOPERATION BY PUBLIC OFFICIAL

Every public official, regardless of capacity, shall cooperate with the Governor and his/her director in all matters affecting any emergency. The Governor makes, amends and rescinds orders, rules and regulations regarding this act.

APP. A-9-40.1, MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

1. In every municipality the mayor, or commissioner responsible for disasters control shall appoint and Emergency Management Coordinator.
2. He/she must be a resident of the municipality.
3. Must serve a term of three (3) years.
4. The EMC must complete approved courses within one (1) year of appointment.

APP. A:9-40.2, REMOVAL OF COORDINATOR

The Governor may remove any coordinator for cause.

APP. A:9-40.3, DEPUTY COORDINATOR

Each municipality coordinator must appoint a deputy with the approval of the mayor. Wherever possible, the deputy shall be from among the salaried employees of the municipality.

APP. A:9-40.4, DUTIES OF THE MUNICIPAL COORDINATOR

Shall be responsible for planning, activating, coordinating and the conduct of disaster control operations within the municipality.

APP. A:9-40.5, PROCLAMATION OF STATE OF LOCAL DISASTER EMERGENCY

The local Emergency Management Coordinator is empowered to proclaim a state of local emergency and to issue and enforce orders necessary to protect life and property. The Coordinator should confer with the mayor before making any proclamations.

APP. A-9-41, LOCAL DEFENSE COUNCILS

Every municipality shall have a Local Defense Council (LEPC), not more than fifteen (15) members which are appointed by the mayor. The Emergency Management coordinator is the LEPC chairperson and should be comprised of people who are directly responsible for or can assist in providing resources during an emergency.

APP. A:9-42.1, COUNTY EMERGENCY MANAGEMENT COORDINATOR AND DEPUTY

1. Every county shall appoint an Emergency Management Coordinator and Deputy.
2. Serve a term of three (3) years.
3. Appointee is subject to approval, supervision and control of the State Director.

APP. A:9-42.2, DUTIES OF THE COUNTY EMERGENCY MANAGEMENT COORDINATOR

Shall be responsible for planning, activating, coordinating and the conduct of disaster control operations within the county.

APP. A:9-43, OTHER LOCAL AGENCIES

1. Every political subdivision may, by resolution, create other agencies to help meet an emergency.
2. Other agencies must conform to the rules and regulations that may be adopted by the Governor. (i.e. Auxiliary Police, etc.)

APP. A:9-44, PRIVATE CIVILIAN DEFENSE AGENCIES TO BE APPROVED

Private agencies who help with activities connected with an emergency must be approved by the Governor.

APP. A:9-45, ORDERS, RULES, AND REGULATIONS

The Governor may make orders, rules, regulations to meet problems, presented by an emergency, including; blackouts and air raids, recruiting, training, duties and powers of volunteer agencies, persons and vehicles permitted to move during an emergency, the conduct of the civilian population during an emergency, evacuation of population, and municipal court clerk will post any such order, rule or regulation in a public place.

APP. A:9-45.1, OFFICERS TO PERFORM DUTIES IN ACCORDANCE WITH RULES AND REGULATIONS

Officers charged with emergency management duties shall perform in accordance with the rules and regulations.

APP. A:9-48, EMERGENCY COMMANDER

The Governor is in command of any emergency. He/she may designate another to take command and delegate all powers he/she deems necessary. The judgement of the Governor in such matters is conclusive.

APP. A:9-49, VIOLATIONS

Anyone who violates any provision of this act may be subject to a fine of not more than \$1,000, or not more than six (6) months in jail or both.

APP. A:9-50, AIDING AND ABETTING

Anyone who aids or abets another to violate this act is punished as a principal.

APP. A:9-51, EXTRAORDINARY EMERGENCIES; POWERS; COMPENSATION BOARDS; PROCEEDINGS FOR COMPENSATION

1. When, in the Governor's opinion, the control of any disaster is beyond the capabilities of local authorities, he/she may assume control of disaster control operations, proclaim an emergency and take any action necessary to end the emergency.
2. The Emergency Compensation Board for each county to be appointed by the Governor. Three (3) persons who award reasonable compensation for goods or services.
3. The Governor must issue proclamation declaring end of emergency.
4. Persons have one (1) year from end of an emergency to file for compensation.

APP. A:9-51.2, PROHIBITION OF CONSTRUCTION OR REPAIR OF BUILDINGS DURING AN EMERGENCY

Under certain conditions the local governing body, by ordinance, may prohibit construction or repair of buildings.

APP. A:9-52, LIABILITY FOR INJURY TO PERSONS OR PROPERTY

The state, political; subdivisions, agents, officers, representatives, including all volunteers while, in good faith, carrying out the provisions of this act or a person owning property which has been designated a shelter, shall not be liable for any injury or death to persons or damage to property.

APP. A:9-57.3, BENEFITS

1. \$45.00 per week for injury
2. \$3,000 death benefits

APP. A:9-60, MUTUAL AID AGREEMENTS BETWEEN POLITICAL SUBDIVISIONS

Two (2) or more political subdivisions may enter into mutual aid agreements for reciprocal aid and assistance in furtherance of any of the purpose of this act.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT

Enabling legislation for the development for the Federal Disaster Recovery Program.

44 CFR PART 350

Establishes policy and procedures for the review and approval by the Federal Emergency Management Agency (FEMA) of state and local emergency plans and preparedness for responses to incidents at commercial nuclear power plants. Review and approval of these plans and preparedness involves preparation of findings and determination of adequacy of the plans and capabilities of states and local governments to effectively implement the plans.

44 CFR PART 351

Assigns federal agency responsibilities for assisting state and local governments in emergency planning and preparedness for incidents at commercial nuclear power plants. Assigns responsibility to FEMA for all offsite nuclear emergency planning and response.

PL-99-400 "SUPERFUND REAUTHORIZATION ACT"

Requires chemical handling facilities to prepare annual chemical inventories and maintain emergency response plans. It also requires an emergency planning structure be instituted for the state and local emergency planning committees.

FEDERAL PROPERTY ADMINISTRATION SERVICES ACT

Establishes the procedures for the transfer of excess and surplus federal property to the states.

DISASTER MITIGATION ACT OF 2000 (P.L. 106-390)

Officially signed into law on October 30, 2000 this law amends the Stafford Act and establishes a national program for pre-disaster mitigation, streamlines administration of disaster relief, controls federal costs of disaster assistance.

STATE

N.J.S.A. 26:2D-37 -RADIATION ACCIDENT RESPONSE ACT

Establishes the procedures for implementing protective actions in the event of an incident at a commercial nuclear power plant. Provides the basis for the Division to exercise operational control during any threatened or actual emergency. Review, approve or modify, in cooperation with the Department of Environmental Protection (DEP) , all radiation emergency response plans and procedures. Direct in cooperation with the DEP annual exercises of the plans and procedures. Taxes the owners of the commercial nuclear power plants to offset the costs of implementing the plans and procedures.

N.J.S.A. APPENDIX A:9-30 ET. SEQ. -NEW JERSEY EMERGENCY MANAGEMENT ACT

The procedure of this act is to provide for the health, safety and welfare of the State of New Jersey and to aid in the prevention of damage to and the destruction of property during any emergency.

N.J.S.A. 38A: 3-6.1 -AID TO LOCALITIES IN CIRCUMSTANCES WHICH THREATEN OR ENDANGER PUBLIC HEALTH, SAFETY OR WELFARE.

The Governor shall have the authority to order to active duty, with or without pay, in State service, such members of the New Jersey National Guard that in their judgement are necessary to provide aid in circumstances which threaten or are a danger to the public health, safety or welfare.

N.J.S.A. 38A: 20-3 -INTERSTATE CIVIL DEFENSE AND DISASTER COMPACT

The purpose of this compact is to provide mutual aid among the states in meeting any emergency or disaster from enemy attack or other cause (natural or otherwise) including sabotage and subversive acts and direct attacks by bombs, shellfire, and atomic, radiological, chemical, bacteriological means, and other weapons. The prompt, full and effective utilization of the resources of respective states, including such resources as may be available from the United States Government or any other source, are essential to the safety, care and welfare of the people.

N.J.S.A. 40A:14-54.1- AUTHORITY AT A FIRE SCENE

Fire Chiefs do not have any powers of supersession by virtue of the Statute 40A:14-54, with respect to any member of the New Jersey State Police while acting in their official capacities.

N.J.S.A. 40A:14-156.4 -SUSPENSION OF ACTS TO PROVIDE EMERGENCY ASSISTANCE; DECLARATION OF CIVIL DEFENSE AND DISASTER CONTROL EMERGENCY.

Suspension of acts to provide emergency assistance. The county emergency management coordinator may by express order suspend operation of the provisions upon declaration of a State of Emergency.

EXECUTIVE ORDERS/DIRECTIVES/OPINIONS - GOVERNOR

EXECUTIVE ORDER 101

Established an Office of Emergency Management in the Division of State Police, Department of Law and Public Safety. The Office of Emergency Management shall be under the supervision, direction and control of the Superintendent of the New Jersey State Police, who will act as the State Director of the Office of Emergency Management.

EXECUTIVE ORDER 161 - IMPLEMENTATION OF THE FEDERAL EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT.

Implementation of the State Emergency Response Commission who shall perform all duties prescribed by the federal "SuperFund Amendments and Reauthorization Act of 1986".

EXECUTIVE ORDER 39 - FUNCTIONS AND DUTIES OF THE STATE DIRECTOR

The Office of Emergency Management is the lead State agency in disaster recovery operations and it is responsible for coordinating State preparedness plans for major disasters.

EXECUTIVE ORDER 12 - DIRECTS EACH DEPARTMENT TO DEVELOP EMERGENCY PLANS

Directs State Departments to develop, coordinate and keep current a workable plan for the effective utilization of manpower and resources. Copies of these plans shall be forwarded to the Director of Emergency Management. The Director of Emergency Management is authorized to call upon any department, office, division or agency of the State to supply such statistical data, program reports and other information as he deems necessary.

OFFICE OF THE ATTORNEY GENERAL

MEMORANDUM -JOHN DECICCO, ASST ATTORNEY GENERAL--AUTHORITY AT A FIRE SCENE.

Fire Chiefs do not have any powers of supersession by virtue of the Statute 40A:14-54.1, with respect to any member of the New Jersey State Police, while acting in their official capacities.

EXECUTIVE ORDER No. 101

Whereas, On July 22, 1979, a Reorganization Plan was submitted to the Legislature pursuant to P.L. 1969, c.203, the Executive Reorganization Act of 1969, to transfer the functions, powers and duties of the Office of Civilian Defense Director from the Department of Defense to the Department of Law and Public Safety; and

Whereas, On July 20, 1979, by Executive Order Number 12148, the President of the United States transferred to the Federal Emergency Agency all functions vested in the President that had been delegated or assigned to the Civil Defense Prepared Agency, the Federal Disaster Assistance Administration and the Federal Preparedness Agency, together with all functions vested in the President by the Earthquake Hazards Reduction Act of 1977: and

Whereas, The President's Executive Order provides that the Director of the Federal Emergency Management Agency shall represent the President in working with State and local governments and the private sector to stimulate vigorous participation in civil emergency preparedness, mitigation, response, and recovery programs; and in executing the functions under this Order, the Director shall develop policies which provide that all civil defense and civil emergency functions, resources and systems of Executive agencies are integrated effectively with organizations, resources and programs of state and local governments, the private sector and volunteer organizations;

Now therefore, I Brendan Byrne, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and statutes of this State, do hereby order and direct:

1. In order to carry out the powers conferred upon me by the Laws of 1942, Chapter 251 (App. A:9-33 et seq.) and all amendments and supplements thereto, so as to cooperate with the civil, military and naval authorities of the United states and of other states for the purpose of enforcing the defense and emergency policies of the Federal Government and to confirm to the laws, orders, rules and regulations of the civilian, military and naval authorities of the Federal Government, there is hereby established an Office of Emergency Management in the Division of State Police, Department of Law and Public Safety.
2. All of the functions, powers and duties of the Office of Civilian Defense Director in the Department of Law and Public Safety as provided in the Reorganization Plan dated July 22, 1979 shall be exercised by the State Director of Emergency Management.
3. The Office of Emergency Management shall be under the supervision, direction and control of the State Director of Emergency Management and one or more deputies or assistants as may be necessary to effectuate the emergency powers of the Governor.

4. The function and staffing of the Office of Emergency Management shall be as proposed from time to time by the State Director of Emergency Management with the approval of the Attorney General.

Given, under my hand and seal this 17th day of December, in the year of our Lord, one thousand nine hundred and eighty, and of the Independence of the United States, the two hundred and fifth. (December 17, 1980)

Brendan Byrne, Governor

STATE AGENCY - DIRECTIVES ISSUED BY THE STATE OFFICE OF EMERGENCY MANAGEMENT

Directives 61, 74, 79, 84, 100, 101, 102, 103 and 104 can in their entirety can be found at the end of the unit in the attachment section

28 GOVERNOR'S PROCLAMATION ON AUXILIARY POLICE POWERS

Grants emergency management auxiliary police the power to enforce all New Jersey laws during emergencies and training exercises.

30 PROCEDURES FOR TRAINING AUXILIARY POLICEMEN WITH REGULAR POLICE FORCES

Directs that whenever auxiliary police are attached to the local police for training, they shall be under the direction of the Chief of Police and subject to the rules and regulations of the local police.

33 PROCEDURES IN REQUESTING AID AS A RESULT OF FIRES

The municipal fire chief needing additional assistance at a fire scene shall first call upon mutual aid, then county resources, and then state resources.

61 DUTIES AND POWERS FOR MUNICIPAL EMERGENCY MANAGEMENT COORDINATORS AND COUNTY EMERGENCY MANAGEMENT COORDINATORS

Municipal and county emergency management coordinators shall have complete authority to issue and enforce such orders as may be necessary to implement and carry out emergency management operations.

68 PROCEDURES FOR REPORTING CRASHED ENEMY AIRCRAFT AND PERSONNEL

This directive establishes standard operating procedures for action by all emergency management personnel in New Jersey in the event that any enemy aircraft is downed within the borders of the State of New Jersey.

70 IDENTIFICATION AND MOVEMENT OF NEW JERSEY ARMY AND AIR NATIONAL GUARD DURING EMERGENCIES

This directive states that all military personnel shall be allowed to travel during an emergency. They will identify themselves with a military ID card.

71 PROTECTION POLICY FOR NEW JERSEY SCHOOL POPULATION

Increased readiness actions, including closing of all schools, must be taken during periods of increased international tension. Specific plans must be developed to effectuate this directive.

73 MILITARY LIAISON WITH EMERGENCY MANAGEMENT AGENCIES

This directive establishes the properly designed sequence in which New Jersey National Guard assistance can be requested in support of civil authorities.

74 APPROVAL OF EMERGENCY MANAGEMENT EXERCISES

This directive requires that all emergency management exercises and drills must be approved by the State Office of Emergency Management to assure proper coordination.

76 CONTROL OF RADIATION TRAINING SOURCE SETS (RESCINDED)

This directive requires that custodians of all radiation training source sets establish a log card to be signed each time the source holder is opened.

77 RESTRICTED USES OF EMERGENCY MANAGEMENT (CIVIL DEFENSE) PERSONNEL, INSIGNE AND EQUIPMENT

This directive prohibits the use of insigne with the intent to deceive or mislead, or for the purpose of inducing the false impression that such person is engaged in the performance of an authorized emergency management activity.

79 RULES AND REGULATIONS - CITIZENS DUTY TO EVACUATE

Whenever the Governor or State, County or Municipal Emergency Management Coordinator determine that it is in the best interests of the public to evacuate an area, it is the duty of the public to comply.

81 RADIOLOGICAL EXPOSURE RECORDS (RESCINDED)

This directive requires the completion of a Group Radiation Exposure Record (SP-330) each time a Radiological Monitoring course is completed. A NJSP Emergency

Management Registration Card (SP-610) is required each time a source set is used.

84 DAMAGE ASSESSMENT REPORTING PROCEDURES

This directive provides guidance on the completion of the Preliminary Damage Assessment Report (PDAR) which provides reliable damage estimates which are used as a basis for applying for assistance.

86 USE OF NEW JERSEY NATIONAL GUARD ARMORIES IN DISASTER SITUATIONS

This directive provides guidance on the use of National Guard armories as command and control posts or shelters during emergencies.

89 FREQUENCY ALLOCATIONS

This directive contains a listing of "PRIME" Municipal EOC to County EOC Radio Amateur Civil Emergency Service (RACES) frequency assignments in the two, six and ten meter band.

94 FACILITY DELETIONS/REQUESTS FOR SURVEY

This directive outlines procedures to accomplish facility deletions, additions or data changes in several FEMA data bases. Copies of these data bases (listings) are periodically distributed for review by emergency management coordinators.

95 AUXILIARY POLICE TRAINING - FIREARMS

This directive states that the authorization for arming of Auxiliary Police rests solely with the local governing body and subject to the approval of the Chief of Police.

96 MUTUAL AID PROCEDURES - AUXILIARY POLICE

This directive states that Auxiliary Police personnel may be assigned in a municipality other than that of their residence.

97 RESIDENCY REQUIREMENTS - AUXILIARY POLICE

This directive states that all members of the Auxiliary Police must be residents of the municipality where they hold such membership.

98 AUXILIARY POLICE ON-THE-JOB TRAINING

This directive provides that Auxiliary Police personnel must undergo mandatory on-the-job training consisting of at least eight hours training each month.

99 RULES AND REGULATIONS CONCERNING RADIOLOGICAL EMERGENCY RESPONSE DEFRAIYABLE EXPENSES (PUBLIC LAW 1981, CHAPTER 302 - ASSEMBLY BILL NO. 966)

This directive contains the criteria for purchase requests based upon program reviews and evaluation of performance in annual exercises. It also spells out the specific procedures for preparing purchase request forms, as well as establishing deadline dates for submission, review and approval of equipment requests.

100 STANDARDS FOR COUNTY EMERGENCY MANAGEMENT COORDINATORS

This directive enumerates the duties and responsibilities of the county emergency management coordinator, the qualifications that the coordinator must possess and the courses that must be successfully completed by the incumbent within one year of appointment.

101 RULES AND REGULATIONS FOR THE DEVELOPMENT, SUBMISSION AND APPROVAL OF EMERGENCY OPERATIONS PLANS

This directive provides the guidelines and procedures for the development, submission, approval, updating and review of Emergency Operations Plans.

102 STANDARDS FOR MUNICIPAL EMERGENCY MANAGEMENT COORDINATORS

This directive enumerates the duties and responsibilities of the municipal emergency management coordinator, the qualifications that the coordinator must possess and the courses that must be successfully completed by the incumbent within one year of appointment.

103 ESTABLISHMENT OF COUNTY EMERGENCY MANAGEMENT COUNCILS

This directive establishes the requirement for the designation of County Emergency Management Councils and to provide guidance on council membership activities.

104 JOINT EMERGENCY MANAGEMENT COUNCILS

The purpose of this directive is to enable municipalities with special needs, resource deficiencies or geographical limitations to form Joint Emergency Management Councils as a method to provide an improved and comprehensive emergency management program for each of the participating municipalities.

ATTACHMENTS

ATT. #1	Directive 61	Duties and Powers of Municipal Emergency Management Coordinators and County Emergency Management Coordinators
ATT. #2	Directive 74	Approval of Emergency Management Exercises
ATT. #3	Directive 79	Rules and Regulations - Citizens' Duty to Evacuate
ATT. #4	Directive 84	Damage Assessment Reporting Procedures
ATT. #5	Directive 100	Standards for County Emergency Management Coordinators
ATT. #6	Directive 101	Rules and Regulations for the Development, Submission and Approval of Emergency Operations Plans
ATT. #7	Directive 102	Standards for Municipal Emergency Management Coordinators
ATT. #8	Directive 103	Establishment of County Emergency Management Councils
ATT. #9	Directive 104	Joint Emergency Management Councils
ATT. #10	An Act Concerning Emergency Management - 8/94	
ATT. #11	Information Bulletin 97-1: Scope and Enforcement of Emergency Travel Ban	

DIRECTIVE NO. 61

September 18, 1958 is hereby revised.

SUBJECT: DUTIES AND POWERS OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATORS AND COUNTY EMERGENCY MANAGEMENT COORDINATORS

I. DEFINITION OF STATE OF EMERGENCY

"Emergency" shall mean and include "disasters" and "war emergencies" as defined in Chapter 438, P.L. 1953, Section 3.

II. LOCAL DISASTER EMERGENCY

- A. Whenever, in his/her opinion, a disaster has occurred or is imminent in any municipality, the Municipal Emergency Management Coordinator of that municipality shall proclaim a state of local disaster emergency within the municipality. The municipal Emergency Management Coordinator in accordance with regulations promulgated by the State Director of Emergency Management, shall be empowered to issue and enforce such orders as may be necessary to implement and carry out Emergency Management operations and to protect the health, safety, and resources of the residents of the municipality.
- B. The County Emergency Management Coordinator shall be immediately advised of the proclamation of a state of local disaster emergency by the Municipal Emergency Management Coordinator and the action taken. In turn, the County Emergency Management Coordinator shall immediately notify the State Director.
- C. Whenever the disaster is confined to one municipality, the Municipal Emergency Management Coordinator shall have complete authority to issue and enforce such orders as may be necessary to implement and carry out Emergency Management operations. Any requests for assistance outside the municipality shall be directed to the County Emergency Management Coordinator, and all assistance sent to the aid of the municipality struck by disaster shall come under the authority of the Municipal Emergency Management Coordinator.

III. COUNTY DISASTER EMERGENCY

The County Emergency Management Coordinator is hereby granted authority to declare a state of emergency in the entire county if, in his/her judgment, as a result of natural or unnatural causes, conditions may present severe hazards to life and property, even though the Municipal Emergency Management Coordinators have not declared a state of local disaster emergency in their own municipalities. It shall be the duty of each Municipal Emergency Management

Coordinator to comply with the orders of the County Emergency Management Coordinators. The County Emergency Management Coordinator shall immediately advise the State Director of actions taken.

DIRECTIVE NO. 74

SUBJECT: APPROVAL OF EMERGENCY MANAGEMENT EXERCISES

Emergency Management exercises and drills are desirable and are encouraged at all levels to evaluate our planning and training programs, to sustain interest, and to improve our degree of readiness.

PRIOR APPROVAL TO CONDUCT EMERGENCY MANAGEMENT EXERCISES FUNCTIONAL OR FULL-SCALE WILL BE OBTAINED FROM THIS OFFICE TO ASSURE PROPER COORDINATION AND FOR RECORD PURPOSES.

Requests will be forwarded through County Emergency Management Coordinators and will include the date, time, type and area in which the exercise is to be conducted, together with a brief scenario outlining its content.

Planning for exercises which involve the public must provide for adequate advance publicity in order that surrounding communities, and other interested agencies, may be informed. As a general guide, the local Emergency Management Coordinator will be responsible for notification to local agencies; and the State Director will be responsible for State agency notifications.

In the event the proposed exercise will interrupt traffic on a county road, the County Emergency Management Coordinator will obtain permission for its use from the Board of Chosen Freeholders. **IF THE EXERCISE WILL INTERRUPT TRAFFIC ON A STATE HIGHWAY, APPROVAL WILL BE OBTAINED FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION THROUGH THIS OFFICE.**

In accordance with Federal Communications Regulations, Paragraph 97.193 (B), all messages which are transmitted in connection with exercises, drills, or tests shall be clearly identified as such by use of the words "THIS IS A DRILL" or "Test" as appropriate in the body of the message.

AN EXERCISE DATA REPORT, FEMA FORM 95-44, WILL BE SUBMITTED TO THE STATE DIRECTOR WITHIN 10 DAYS AFTER THE COMPLETION OF THE EXERCISE. The report should include the number of persons and agencies who participated, functions that were exercised, e.g., Communications, Rescue, Health, etc.; SOP's exercised such as alerting and mobilization procedures; identification of major problems encountered; and accomplishments.

Your attention is invited to the provisions of Section 39:4-197.1, Title 39, Revised Statutes, New Jersey Motor Vehicle and Traffic Regulations, which states:

"PROHIBITING NORMAL TRAFFIC ON COUNTY OR STATE HIGHWAY: CONSENT OF BOARD OF CHOSEN FREEHOLDERS OR HIGHWAY COMMISSIONER NECESSARY.

No municipality in the exercise of its power to regulate parades, processions or assemblages, shall prohibit normal traffic on any county or state highway without the

consent of the Board of Chosen Freeholders in the case of the county highway or the consent of the State Highway Commissioner in the case of a state highway."

Directive No. 74 dated May 10, 1973 is hereby revised

DIRECTIVE NO. 79

SUBJECT: RULES AND REGULATIONS - CITIZENS' DUTY TO EVACUATE

January 11, 1968 is hereby revised.

Whenever the Governor, The State Director, Office of Emergency Management, County Emergency Management Coordinator, or Municipal Emergency Management Coordinator shall declare an emergency as defined in NJSA App. A:9-33, et seq, and whenever the aforementioned parties shall determine that it is in the interest of the health, welfare and safety of the public to evacuate an area, it shall be the duty and obligation of each individual within the disaster area as declared by the aforesaid parties to evacuate said area as directed in accordance with the plans and directions of Emergency Management personnel.

Any person who refuses to evacuate an area in accordance with the mandates of a legally declared emergency order may be charged with a violation of Appendix A:9-49, and removed from the area. (*VIOLATIONS*) - *Anyone who violates any provision of this act may be subject to a fine of not more than \$1,000, or not more than six (6) months in jail or both.*

DIRECTIVE NO. 84

February 1, 1975.

SUBJECT: DAMAGE ASSESSMENT REPORTING PROCEDURES

Damage assessment is the systematic process of gathering preliminary estimates in dollars and general descriptions of the locale, type and severity of damage sustained by both the public and private sectors in an emergency or disaster. It is the basis for determining the need for State and Federal assistance, and the types of assistance necessary for recovery from the effects of the occurrence.

The Preliminary Damage Assessment Report (PDAR), serves two purposes.

1. It provides reliable damage estimates which are used as a basis in applying for assistance, and where justified, the Governor's request for a Presidential Disaster Declaration.
2. It provides for the effective implementation of State and Federal disaster relief programs, should a Declaration be made.

PDAR's shall be compiled by the Municipal Emergency Management Coordinator and forwarded to the County Emergency Management Coordinator no later than 24-hours after a disaster. A final detailed version should also be prepared and forwarded with 72-hours. Both submissions are to be forwarded by the County Office of Emergency Management to the State Office of Emergency Management as soon as received. The final PDAR must accurately reflect the magnitude of damage as it may eventually be incorporated on a Statewide PDAR.

In situations where it is impossible to prepare and submit the PDAR within the specified time frame (flood waters still present for example), the Municipal Emergency Management Coordinator should inform the county so the State Office of Emergency Management can be notified not to exclude their respective report when making submissions to FEMA.

For procedures on all phases of disaster reimbursement, refer to the Disaster Operations Field Manual, which is contained in your emergency operations plan EOP.

DIRECTIVE NO. 100

SUBJECT: STANDARDS FOR COUNTY EMERGENCY MANAGEMENT COORDINATORS

I. PURPOSE

To provide standards for the position of County Emergency Management Coordinator.

II. LEGAL AUTHORITY

The position for County Emergency Management Coordinator is based on provisions of public laws and directives which carry the force of the law.

- A. State Law: New Jersey Statutes Annotated (NJSA) Appendix A:9-33 et/seq. (Chapter 251, P.L. 1942, as amended by Chapter 438, P.L. 1953). These laws set forth responsibilities, obligations and authorities.

Appointment of County Emergency Management Coordinator

In every county of this State, the Board of Chosen Freeholders shall appoint a County Emergency Management Coordinator, which appointment shall be subject to the approval of the State Emergency Management Director and thereafter shall be subject to his/her orders. The State Director shall exercise supervision and control of all such appointees, who may be removed by said State Director for cause.

Duties of County Emergency Management Coordinator

The County Emergency Management Coordinator shall be responsible for the development, coordination, and activation of county-wide mutual aid and emergency management plans and for the activation of emergency management facilities and services available from the resources of county government.

- B. New Jersey Office of Emergency Management Directive #61 - November 19, 1986, indicates:

County Emergency

The County Emergency Management Coordinator is granted authority to declare a State of Emergency in the entire county if, in his/her judgment, as a result of natural or unnatural cause, conditions may present severe hazards to life or property, even though the Municipal Emergency Management Coordinators have not declared a State of Emergency in their own municipalities. It shall be the duty of each Municipal Emergency Management Coordinator to comply with the orders of the County Emergency Management Coordinator. The County Emergency Management Coordinator shall immediately advise the State Emergency Management Director of actions taken.

III. QUALIFICATIONS

- A. The County Emergency Management Coordinator should be a full-time county employee with responsibilities in emergency management.
- B. The County Emergency Management Coordinator shall:
 - 1. Possess a high school diploma its equivalent.
 - 2. Be a county resident.
 - 3. Have a minimum of three (3) years' experience in the Emergency Management field.
 - 4. Possess a valid New Jersey driver's license.
- C. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause the employer undue hardship, such persons may not be eligible.
- D. The State of New Jersey, counties and municipalities, are equal opportunity employers. All persons shall have the opportunity to obtain employment without discrimination because of race, creed, color, national origin, ancestry, age, sex, marital status or physical handicap, subject only to conditions and limitations applicable alike to all persons.

IV. BASIC TRAINING FOR COUNTY EMERGENCY MANAGEMENT COORDINATORS

The County Emergency Management Coordinator shall complete all of the following courses:

- A. Within one year of appointment:
 - 1. Introduction to Emergency Management
 - 2. Emergency Management Workshop - Basic
 - 3. Emergency Planning
 - 4. Emergency Management, U.S.A. (correspondence course)
 - 5. Emergency Program Manager (correspondence course)
- B. Within two years of appointment:

1. Leadership and Influence
2. Decision Making and Problem Solving
3. Effective Communications
4. Creative Financing

C. Continuing Education

Following the completion of the first two years' courses, the County Emergency Management Coordinator must complete 24 classroom hours of Emergency Management continuing education per year. The courses to be taken by the County Emergency Management Coordinator must be approved by the State Emergency Management Director or Deputy Emergency Management Director.

V. RESPONSIBILITIES

The County Emergency Management Coordinator is responsible for the provision of leadership in the field of Emergency Management at the county level of government. As such, he/she is responsible for emergency management program administration and program development encompassing the four phases of emergency management-mitigation, preparedness, response and recovery. The County Emergency Management Coordinator shall be responsible for the following:

A. Program Administration

1. Insure that the County Office of Emergency Management is available on a 24-hour basis.
2. Supervise the day-to-day operations of the County Office of Emergency Management.
3. Insure that the county meets all requirements for the Federal Emergency Management Agency Emergency Management Assistance Program; including meeting goals agreed to in the annual work plan, maintaining a currently approved County Emergency Operations Plan, and providing the New Jersey Office of Emergency Management with quarterly program status reports.
4. Prepare, submit, and justify the annual emergency management budget.
5. Secure technical and financial assistance available through other State and Federal programs.
6. At a minimum, conduct quarterly meetings with Municipal

Emergency Management Coordinators.

7. Maintain a continuing knowledge of all municipal, county, State and federal laws and plans concerning emergency management.
8. Maintain adequate files, records and correspondence relating to emergency management activities.
9. Coordinate with Municipal Coordinators within the county, for example: municipal Emergency Operating Plan (EOP) review, Hazard Identification Capability Assessment and Multi-Year Development Plan (HICA/MYDP), the scheduling of attendees for New Jersey Office of Emergency Management courses, etc.
10. Coordinate with the county agencies, departments, and bureaus regarding their emergency management responsibilities.
11. Implement policies, procedures and State Directives regarding emergency management.

B. Program Development

Recruit, organize, coordinate, and train a staff to administer the following emergency management functions and programs.

1. Direction and Control
 - a. Develop an Emergency Operating Center (EOC) as a site from which key officials can direct and control operations during an emergency.
 - b. Develop training programs for emergency response personnel.
 - c. Develop exercise programs to test response capabilities.
 - d. Assist in the establishment of mutual aid or cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency.
 - e. Facilitate the formulation of Municipal Emergency Management Councils.
 - f. Develop county-wide mutual aid agreements.
 - g. Work closely with Municipal Coordinators offering information and assistance. Observe municipal operations.

- h. Maintain close liaison with county and municipal government officials to assure their understanding and support of emergency management activities.
- i. Schedule training courses at the county level and encourage staff members and Municipal Coordinators to take advantage of courses offered at State and Federal levels.
- j. Attend State and Regional meetings and seminars.
- k. During the recovery period, work with State OEM on recovery operations.

2. Emergency Public Information

- a. Establish an emergency public information system and develop a public education program.
- b. Keep the mission and activities of emergency management in the public view, utilizing the media and personal appearances before civic groups.
- c. Maintain and restore channels of communication to the public.
- d. Keep residents advised of the situation regarding movement from shelters back to homes, roads closed, feeding evacuees, providing temporary housing, welfare and unemployment assistance, location of Disaster Assistance Centers, etc.

3. Communications

- a. Coordinate, plan, develop and maintain an adequate emergency communications systems.
- b. Establish a system to alert key public officials and warn the public of an impending or continuing emergency or disaster.

4. Warning

Coordinate, plan, develop and maintain an adequate all-hazard emergency warning system which also addresses the needs of special groups such as hearing and mobility-impaired, non-English speaking, and others.

5. Law Enforcement

Coordinate and plan with law enforcement officials for the purpose of maintaining law and order, saving lives and protecting property during emergencies.

6. Fire Service

Coordinate and plan with fire services for the purpose of saving lives and protecting property primarily during fire emergencies.

7. Emergency Medical Services

Coordinate and plan with emergency medical service providers to address the immediate needs of casualties during emergencies.

8. Emergency Public Health Services

Coordinate and plan with public health providers for the purpose of protecting public health during emergencies and mass care situations.

9. Public Works

a. Coordinate and plan with public works providers for the purpose of maintaining services during emergencies.

b. Identify resource deficiencies and work with appropriate officials on measures to correct times.

10. Shelter

Coordinate, plan, and develop a shelter system.

11. Evacuation

Coordinate, plan and develop county-wide evacuation with Municipal Emergency Managers and adjacent County OEM's.

12. Emergency Social Services

a. Coordinate and plan with emergency social service providers.

b. Establish and maintain a shelter, reception and care system.

13. Resources Management

a. Coordinate with industry to develop industrial emergency plans and capabilities in support of local government plans.

- b. Coordinate the municipal construction inventory program.
- c. Maintain an up-to-date general knowledge of the disaster resources' capability of each element of county government.
- d. Maintain supervision over county emergency management operational equipment. Acquire equipment needed for improved operations.
- e. Inventory manpower and material resources from government and private sector sources that would be available in an emergency.
- f. Identify resources deficiencies and work with appropriate officials on measures to correct them.

14. Hazard Materials Protection

- a. Coordinate, plan and develop a hazardous materials protection program with municipalities and industries.
- b. In conjunction with Municipal Coordinators and industry representatives, identify potential sites and analyze the effects of hazards that threaten the jurisdiction.
- c. Work with Municipal Coordinators, industry representatives, and officials in developing a hazard mitigation program to eliminate or reduce potential hazards.

15. Radiological Protection

- a. Coordinate, plan and develop radiological protection programs with municipalities and industries.
- b. Supervise the development and maintenance of a county and municipal radiological system.

16. Damage Assessment

- a. Coordinate, plan and develop a county and municipal damage assessment program.
- b. Develop a method for consolidation of county and municipal damage assessment reports.
- c. Coordinate, with government officials, the assessment of damage to public and private property.

- d. Maintain records of damage assessment reports and documentation of damages including photographs and sketches.

DIRECTIVE NO. 101

March 15, 1990

**SUBJECT: RULES AND REGULATIONS FOR THE DEVELOPMENT,
SUBMISSION AND APPROVAL OF EMERGENCY OPERATIONS
PLANS**

I. PURPOSE:

Chapter 222, Public Law 1989 mandates the development and approval of Emergency Operations Plans for all municipalities, counties and the State. The purpose of this revised Directive is to implement the provisions of this law and to provide the guidelines and procedures for development, submission, approval, updating and review of Emergency Operations Plans.

II. AUTHORITY:

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 405, P.L. 1985 and Chapter 222, P.L. 1989)

III. EMERGENCY OPERATIONS PLAN DEVELOPMENT:

A. The State Office of Emergency Management has adopted a State Emergency Operations Plan, issued guidelines for county and municipal Emergency Operations Plans, and will review and update the Plan and the guidelines every two years. The guidelines are in the form of a Checklist for the development of county and municipal Emergency Operations Plans and detail the requirements necessary for an approved Plan.

B. Each county and municipality shall prepare and adopt an Emergency Operations Plan that meets the requirements of the State Emergency Operations Plan Checklist, including all required annexes and attachments, within one year of the date of this revised Directive. Those counties and municipalities with a current State approved Emergency Operations Plan do not have to adopt and submit for approval a revised Emergency Operations Plan that meets the requirements of the revised State Emergency Operations Plan Checklist until the next required revision date specified in their current State approval letter. However, all Plans submitted for initial approval or recertification after September 30, 1990 shall meet the requirements of the State Emergency Operations Plan Checklist dated 1990 or subsequent.

C. County and municipal Emergency Operations Plans approved by the State Office of Emergency Management as meeting the requirements of the State Emergency Operations Plan Checklist dated 1990 or subsequent will require review at the next higher level Office of Emergency Management

after two years, as set forth in Section V., and recertification by the State Office of Emergency Management after four years, as set forth in Section VI.¹

V. EMERGENCY OPERATIONS PLANS INITIAL REVIEW & APPROVAL:

A. Each municipality shall submit their completed Emergency Operations Plan to the State Office of Emergency Management for approval via the county and regional Office of Emergency Management for review.

1. The County Office of Emergency Management will review the Plan for compliance with the State Checklist.

a. If the Plan does not meet the requirements for approval it shall be returned to the municipality with the reasons for disapproval stated in writing.

b. If the Plan meets the State Checklist requirements for approval the Plan will be forwarded to the regional Office of Emergency Management with signed written review comments including the following statement:

This Plan has been reviewed by _____ of the _____
(reviewer's name) (county name)
County Office of Emergency Management and meets the requirements of the State Emergency Operations Plan Checklist for approval.

2. The Regional Office of Emergency Management will review the Plan for compliance with the State Checklist.

a. If the Plan does not meet the requirements for approval it shall be returned to the county with the reasons for disapproval stated in writing.

b. If the Plan does meet the State Checklist requirements for approval the Plan will be forwarded to the State Office of Emergency Management with signed written review comments including the following statement:

This Plan has been reviewed by _____ of the _____
(reviewer's name) (region name)
region Office of Emergency Management and meets the

¹ Submitted to the County OEM every (4) four years for review (1996 revision)

requirements of the State Emergency Operations Plan Checklist for approval.

- C. The State Office of Emergency Management shall review all county and municipal Emergency Operations Plans and either approve, conditionally approve or disapprove the Plan within 60 days of receipt. The State Office of Emergency Management will state the reasons for disapproval in writing and in the case of conditional approval, will specify the necessary amendment to the Plan. If the State fails to act within 60 days of receipt, the Plan shall be considered approved by the State Office of Emergency Management. **(REVIEWED AT THE REGIONAL OFFICE)**

V. EMERGENCY OPERATIONS PLANS BIENNIAL REVIEW & UPDATE

- A. Each municipal Emergency Operations Plan approved by the State as meeting the requirements of the State Emergency Operations Plan Checklist dated 1990 or subsequent, must be reviewed and updated after two years by the municipal Office of Emergency Management to ensure that all requirements of the current State Emergency Operations Plan Checklist are met and that the information in the Plan is current.

- 1. The municipality shall forward the updated Plan to the County Office of Emergency Management for review and approval not later than two years from the date of State approval or recertification.²

- 2. The County Office of Emergency Management shall check the updated municipal Emergency Operations Plan for currency and compliance with the current State Emergency Operations Plan Checklist.

- a. If the Plan does not meet the requirements for currency and compliance it shall be returned to the municipality with the reasons for non-compliance stated in writing.

- b. If the Plan does meet the requirements for currency and compliance the County Office of Emergency Management shall return the approved Plan to the municipality with signed written review comments including the following statement:

This Plan has been reviewed by _____ of the _____
(reviewer's name) (county name)
County Office of Emergency Management and meets the requirements of the State Emergency Operations Plan Checklist for currency and compliance.

² Required as of 1996 every (4) years.

C. Each County Emergency Operations Plan approved by the State as meeting the requirements of the State Emergency Operations Plan Checklist dated 1990 or subsequent, must be reviewed and updated after two years by the county Office of Emergency Management to ensure that all requirements of the current State Emergency Operations Plan Checklist are met and that the information in the Plan is current.

1. The county shall forward the updated Plan to the Regional Office of Emergency Management for review and approval not later than two years from the date of State approval or recertification.³

2. The Regional Office of Emergency Management shall check the updated county Emergency Operations Plan for currency and compliance with the current State Emergency Operations Plan Checklist.

a. If the Plan does not meet the requirements for currency and compliance it shall be returned to the county with the reasons for non-compliance stated in writing.

b. If the Plan does meet the requirements for currency and compliance the Regional Office of Emergency Management shall return the approved Plan to the county with signed written review comments including the following statement:

This Plan has been reviewed by _____ of the _____
(reviewer's name) (region name)
Regional Office of Emergency Management and meets the requirements of the State Emergency Operations Plan Checklist for currency and compliance.

VI. EMERGENCY OPERATIONS PLAN QUADRENNIAL STATE RECERTIFICATION:

A. Each municipal Emergency Operations Plan approved by the State as meeting the requirements of the State Emergency Operations Plan Checklist dated 1990 or subsequent, must be reviewed, updated and submitted to the State Office of Emergency Management for recertification after four years from the date of initial approval or last State recertification. The Emergency Operations Plan must meet all requirements of the Emergency Operations Plan Checklist current at that time and the information in the Plan must be current.

³ Required as of 1996 every (4) years.

1. Each municipality shall submit their updated Emergency Operations Plan to the State Office of Emergency Management for recertification via the county and regional Office of Emergency Management for review and approval not later than four years from the date of the last State approval or recertification.

2. The County Office of Emergency Management shall check the updated municipal Emergency Operations Plan for currency and compliance with the current State Emergency Operations Plan Checklist.
 - a. If the Plan does not meet the requirements for currency and compliance it shall be returned to the municipality with the reasons for non-compliance stated in writing.

 - b. If the Plan does meet the requirements for currency and compliance the County Office of Emergency Management shall forward the approved Plan to the regional Office of Emergency Management with signed written review comments including the following statement:

This Plan has been reviewed by _____ of the _____
 (reviewer's name) (county name)
 County Office of Emergency Management and meets the requirements of the State Emergency Operations Plan Checklist for currency and compliance.

3. The Regional Office of Emergency Management will review the Plan for compliance with the State Checklist.
 - a. If the Plan does not meet the requirements for approval it shall be returned to the municipality with the reasons for disapproval stated in writing. A copy of the disapproval will be provided to the county.

 - b. If the Plan does meet the State Checklist requirements for approval the Plan will be forwarded to the State Office of Emergency Management with signed written review comments including the following Statement:

This Plan has been reviewed by _____ of the _____
 (reviewer's name) (region name)
 region Office of Emergency Management and meets the requirements of the State Emergency Operations Plan Checklist for approval.

B. Each County Emergency Operations Plan approved by the State as meeting the requirements of the State Emergency Operations Plan Checklist dated 1990 or subsequent, must be reviewed, updated and submitted to the State Office of Emergency Management for recertification after four years from the date of initial approval or last State reclassification. The Emergency Operations Plan must meet all requirements of the Emergency Operations Plan Checklist current at that time and the information in the Plan must be current.

1. Each county shall submit their updated Emergency Operations Plan to the State Office of Emergency Management for recertification via the regional Office of Emergency Management for review and approval not later than four years from the date of the last State approval or recertification.
2. The Regional Office of Emergency Management will review the Plan for compliance with the State Checklist.
 - a. If the Plan does not meet the requirements for approval it shall be returned to the county with the reasons for disapproval stated in writing.
 - b. If the Plan does meet the State Checklist requirements for approval the Plan will be forwarded to the State Office of Emergency Management with signed written review comments including the following Statement:

This Plan has been reviewed by
_____ of the _____
(reviewer's name) (region name)
Region Office of Emergency Management and meets the
requirements of the State Emergency Operations Plan
Checklist for approval.

C. The State Office of Emergency Management shall review all county and municipal Emergency Operations Plans submitted for recertification and either approve, conditionally approve or disapprove the Plan within 60 days of receipt. The State Office of Emergency Management will state the reasons for disapproval in writing and in the case of conditional approval, will specify the necessary amendments to the Plan. If the State fails to act within 60 days of receipt, the Plan shall be considered approved and recertified by the State Office of Emergency Management.

VII. DIRECTIVE STATUS:

A. Directive No. 101 dated September 2, 1986, is hereby revised effective immediately. Justin J. Dintino, Colonel, State Director Office of Emergency

Management

DIRECTIVE NO. 102

March 15, 1990

SUBJECT: STANDARDS FOR MUNICIPAL EMERGENCY MANAGEMENT COORDINATORS

I. **PURPOSE:**

To provide standards for the position of Municipal Emergency management Coordinator.

II. **LEGAL AUTHORITY:**

The position of Municipal Emergency Management Coordinator is based on provisions of public laws and directives which carry the force of law.

A. New Jersey State Law: New Jersey Statues Annotated (NJSA) Appendix A:9-33 et seq. (Chapter 251 P.L. 1942, as amended by Chapter 438, P.L. 1953). These laws set forth responsibilities, obligations and authorities.

1. **Appointment of Municipal Emergency Management Coordinator**

In every municipality of the State, the Mayor shall appoint a Municipal Emergency Management Coordinator, from among the residents of the municipality. The Municipal Emergency Management Coordinator shall serve for a term of three years. As a condition of appointment, and the right to continue for the full term of the appointment, the coordinator shall successfully complete the approved courses within one year of appointment. The Governor may remove a Municipal Emergency Management Coordinator at any time for cause.

2. **Duties of Municipal Emergency Management Coordinator**

a. The Municipal Emergency Management Coordinator shall be responsible for planning, activating, coordinating and the conduct of Emergency Management operations within the municipality.

b. The Municipal Emergency Management Coordinator shall be a member and shall serve as chairman of the local Emergency Management Council.

c. Each Emergency Management Coordinator shall appoint one and may appoint more than one Deputy Emergency Management Coordinators with the approval of the Mayor.

Wherever possible, such Deputies shall be appointed from among the salaried officers of the municipality.

B. New Jersey Office of Emergency Management Directive #61, November 19, 1986, indicates:

1. Wherever, in the opinion of the Municipal Emergency management Coordinator, a disaster has occurred or is imminent in the municipality, the Municipal Emergency Management Coordinator shall proclaim a state of local disaster within the municipality.
2. The Municipal Emergency Management Coordinator, in accordance with regulations promulgated by the State Director of Emergency Management, shall be necessary to implement and carry out Emergency Management operations and to protect the health, safety, and resources of the residents of the municipality.
3. The County Emergency Management Coordinator shall be immediately advised of the proclamation of a state of local disaster emergency by the Municipal Emergency Management Coordinator and the action taken.

III. Qualifications

- A. The Municipal Emergency Management Coordinator shall have a minimum of two years experience in the planning, development, and administration of emergency response activities such as those provided by police, fire, rescue, medical or Emergency Management units either in the public or private sector or in the military service.
- B. Must be a resident of the municipality.
- C. Must have a good reputation and a sound moral character.
- D. The State of New Jersey, counties and municipalities are equal opportunity employers. All persons shall have the opportunity to obtain employment without the discrimination because of race, creed, color, national origin, ancestry, age, sex, marital status or physical handicap, subject only to conditions and limitations applicable alike to all persons.

IV. Basic Training for Municipal Emergency Management Coordinators

The Municipal Emergency Management Coordinator SHALL COMPLETE THE FOLLOWING COURSES:

- A. Within one year of appointment:

1. EMERGENCY PROGRAM MANAGER- FEMA INDEPENDENT STUDY COURSE
2. EMERGENCY MANAGEMENT WORKSHOP- BASIC

B. Continuing Education

Following the completion of the first years' courses, the Municipal Emergency Management Coordinator must complete 24 hours of Emergency Management Continuing Education per year. All courses taken by Municipal Emergency Management Coordinator must be submitted to and approved by the County Emergency Management Coordinator.

V. Responsibilities

The Municipal Emergency Management coordinator is responsible for the provision of leadership in the field of Emergency Management at the municipal level of government. As such, the Coordinator is responsible for Emergency Management program administration and program development encompassing the four phases of Emergency Management, mitigation, preparedness, response and recovery. The Municipal Emergency Management Coordinator shall also be responsible for the following:

A. Program Administration

1. Insure that the Municipal Office of Emergency Management is available on a 24 hour basis.
2. Supervise the day to day operations of the Municipal Office of Emergency Management.
3. Insure that every municipality meets all the requirements for the Federal Emergency Management Agency's Emergency Management Assistance Program; including meeting goals agreed to in the annual work plan, maintaining a currently approved Municipal Emergency Operating Plan, and providing the New Jersey Office of Emergency Management with quarterly program status reports, if applicable.
4. Prepare, submit, and justify the annual Municipal Emergency Management budget. (EMA funded jurisdictions only)
5. Secure County, State and Federal technical and financial assistance available through the County Office of Emergency Management.

6. Personally attend at least 75% of the scheduled County Office of Emergency Management meetings. The Coordinator must assure representation at all other County Emergency Management meetings.
7. Maintain a continuing knowledge of all municipal, county, State and Federal laws and plans concerning Emergency Management.
8. Interact with County Emergency Management Coordinator regarding:
 - a. Municipal Operations Plans (EOP) review
 - b. All mutual aid agreements
 - c. Hazard Identification Capability Assessment & Multi-year Development Plan (NO LONGER REQUIRED)
 - d. The approval and scheduling of attendees for state and Federally sponsored Emergency Management courses, etc.
9. Maintain adequate files, records, and correspondence relating to Emergency Management activities.
10. Coordinate with the municipal agencies, departments, and bureaus regarding Emergency Management responsibilities.
11. Implement policies and procedures regarding Emergency Management.
12. Conduct quarterly staff members, providing advance notice to the County Office of Emergency Management.
13. Receive and react to weather emergency notifications.
14. Cooperate with National Warning System (NAWAS) program.
15. Comply with all directives, rules and regulations issued by the State Office of Emergency Management.
16. Conduct a minimum of one (1) exercise per year, providing a minimum thirty (30) day advance notice through the County Office of Emergency Management to the State Office of Emergency Management.

B. Program Development

Recruit, organize, coordinate and train a staff to administer the following

Emergency Management functions and programs:

1. Alerting and Warning
2. Communications
3. Damage Assessment
4. Emergency Operations Center
5. Emergency Public Information
6. Evacuation
7. Fire and Rescue
8. Hazardous Materials
9. Emergency Medical
10. Law Enforcement
11. Public Health
12. Public Works
13. Radiological Protection
14. Resource Management
15. Shelter, Reception and Care
16. Social Services

VI. This Directive shall be effective immediately.

Clinton L. Pagano
State Director
Office of Emergency Management

DIRECTIVE NO. 103

August 7, 1987

SUBJECT: ESTABLISHMENT OF COUNTY EMERGENCY MANAGEMENT COUNCILS

I. PURPOSE:

To establish the requirement for the designation of County Emergency Management Councils and to provide guidance on council membership and activities.

II. LEGAL AUTHORITY:

The requirement to establish a County Emergency Management Council is based on State law, Federal law, and Governor's proclamation.

- A. State Law: New Jersey Statutes Annotated (NJSA) Appendix A:9-33 et seq. (Chapter 251 P.L. 1942, as amended by Chapter 438, P.L. 1953). This law requires that every county, through its emergency management coordinator, develop a county wide emergency operations plan.
- B. Federal Law: "*The Emergency Planning and Community Right-to-Know Act of 1986*" (P.L. 99-499) requires that each State appoint a State Emergency Response Commission; that the Commission designate emergency planning districts and local emergency planning committees for each district; and that the local committees prepare emergency response plans.
- C. Governor's proclamation: Executive Order #161, signed on February 12, 1987, establishes New Jersey's State Emergency Response Commission and assigns responsibility for the emergency planning provisions of the Federal law to the New Jersey Office of Emergency Management. The Executive Order also specifies that emergency planning will accomplish in a manner consistent with the provisions of NJSA Appendix A:9-33.

III. Implementation

In order to facilitate the preparation of the required County Emergency Operations Plan, the County Emergency Management coordinator is directed to establish a County Emergency Management Council. This body will be structured to include representatives of those public, private sector, and volunteer organizations with a legitimate interest in planning for and responding to emergency situations.

Membership should include, at a minimum, representatives with appropriate experience and expertise from the following groups:

1. Elected Officials
2. Emergency Management
3. Emergency Medical Service
4. Fire Service
5. Health Agency/Environmentalists
6. Industry Groups
7. Law Enforcement
8. Public Works
9. Volunteer Organizations/Community Groups
10. Media

The County Emergency Management Coordinator shall serve as chairperson of the Council.

The Council is responsible to:

1. Establish rules of operation including provisions for:
 - a. Public notification of committee activities
 - b. Public meetings
 - c. Public comments
 - d. Response to public comments
 - e. Plan distribution
 - f. Public requests for identification
2. Designate an official as coordinator of information.
3. Evaluate the need for resources to develop, implement, and exercise the emergency operations plan.
4. Make recommendations regarding what resources are required and how they can be provided.

5. Prepare and submit an emergency plan in conformance with the guidance materials provided by this office
6. Provide assistance to municipal emergency management councils in the preparation of their emergency operations plans.

Membership on the council is to be reported in writing to the New Jersey Office of Emergency Management upon appointment and annually thereafter.

This Directive supplements Directive 100, Section V and shall be effective immediately.
Clinton L. Pagano

DIRECTIVE NO. 104

March 31, 1988

SUBJECT: JOINT EMERGENCY MANAGEMENT COUNCILS

I. PURPOSE:

To enable municipalities with special needs, resource deficiencies or geographical limitations to form Joint Emergency Management Councils as a method to provide an improved and comprehensive Emergency Management program for each of the participating municipalities.

II. ELIGIBILITY:

2.1 Municipalities wishing to form a joint emergency management council must demonstrate an extraordinary need which must meet one or more of the following criteria:

2.1.1 Limitations of geography; such as, a municipality surrounded by another municipality or a municipality located on a peninsula, which thereby greatly reduces direct mutual aid assistance.

2.1.2 Limitations of population which do not provide an ample pool of residents to plan for, or respond to an emergency in an acceptable manner.

2.1.3 Limitations of resources in several areas which cause a municipality to seek assistance from other jurisdictions for planning and emergency response.

2.1.4 Limitations of other factors or circumstances which, in the opinion of the State Director, warrant that approval of a joint emergency management council.

III. PROCEDURE

3.1 Municipalities must make application on their official letterhead with supporting documentation demonstrating need to the State Director

3.2 Application shall be submitted through the County and regional State Offices of Emergency Management for the review and concurrence of each Coordinator

3.3 The State Director will review the application and if in his opinion there is a clear demonstration of need, approval will be given and notification forwarded to each municipal coordinator and to the county and regional coordinator

- 3.4 On approval, each participating municipality shall be resolution, agree to the formation of and the participation in a joint council.
- 3.5 Each municipality shall, by resolution, appoint an Emergency Management Coordinator and Deputy.
- 3.6 The participating Emergency Management Coordinators shall select an Executive Coordinator approved by the governing bodies of each of the participating municipalities by resolution.
- 3.7 The Executive Coordinator shall be chairperson of the Joint Emergency Management Council and shall have responsibility for all planning, programs and activities of the joint emergency management council.
- 3.8 The duties and responsibilities of the municipal emergency management coordinators shall be as stated in state statute (N.J.S.A. A:0-33 et seq.), and also include coordinating the full participation of municipal agencies and resources in planning, programs and emergency response of joint emergency management council.

IV. MEMBERSHIP OF JOINT EMERGENCY MANAGEMENT COUNCIL

- 4.1 The membership of the joint emergency management council shall be selected by the municipal emergency management coordinators, with approval by resolution of the participating municipalities. The coordinators of each municipality shall be members and the executive Coordinator shall be the chairperson of the joint emergency management council.

Other members should include representatives from the key emergency response agencies from within the participating jurisdictions which shall conform to State criteria.

- 4.2 The responsibility of the joint emergency management council is to ensure that all the emergency management requirements of each municipality are met and that the joint Emergency Operations Plan equally meets the needs of each municipality.

V. THE JOINT EMERGENCY OPERATIONS PLAN

- 5.1 The participating municipalities shall together, develop an Emergency Operations Plan that coordinates all resources of each jurisdiction for use during an emergency or disaster in one or all municipalities.

- 5.2 The plan shall conform to state criteria for plan development and submission. It shall have the approval of each mayor and each coordinator.

Clinton L. Pagano.

INFORMATION BULLETIN 97-1
SCOPE AND ENFORCEMENT OF EMERGENCY TRAVEL BAN

March 1, 1997

Emergent circumstances, particularly hazardous road conditions, can arise where it may be necessary to temporarily prohibit nonessential travel on selected State roadways. Because of the Statewide impact of this kind of restriction, it is important that the public, business and industry understand the reasons for prohibiting nonessential travel, how the prohibition will be implemented and enforced, and the role they can play to ensure its success.

Authority, Rationale, Implementation

Under New Jersey law, the Governor has the authority to declare a State of Emergency and to exercise the Governor's emergency powers with the assistance of and by delegation to the State Director of Emergency Management. N.J.S.A. App.A:9-37. The Superintendent of the New Jersey State Police serves as the State Director of the Office of Emergency Management (OEM). The Division of State Police and the OEM are agencies of the Department of Law and Public Safety, which is headed by the Attorney General.

During a declared State of Emergency, it may be necessary to impose restrictions on travel on selected State roadways. These restrictions may be imposed pursuant to the Governor's emergency powers, N.J.S.A. App. A:9-45. Additionally, the Attorney General has certain emergency traffic control authority which the Attorney General may separately invoke to enforce travel restrictions. N.J.S.A. 39:4-213. Such restrictions are intended to protect the public from hazardous conditions. These restrictions will also enable police, fire and emergency medical and emergency management personnel to execute their duties efficiently and expeditiously. Travel restrictions, in a blizzard situation, expedite snow removal and reduce the hazards to authorized emergency personnel traveling the roadways. They also expedite the maintenance, repair or restoration of vital public utilities and transportation and communication systems. In some circumstances it is critical to the State's emergency management efforts that only essential travel by emergency personnel, authorized to abate the emergency or protect the health, safety and welfare of the public, be permitted.

Essential travel includes travel by police, fire and emergency medical services (EMS) and authorized emergency management personnel to perform assigned duties. Travel in motor vehicles other than ambulances or other emergency vehicles for the purpose of obtaining or providing emergency medical treatment may also be authorized as essential upon advising police authorities with jurisdiction of the circumstances. Other essential travel for purposes authorized by the State Director will include, but not be limited to travel to maintain public utilities, communications, and fuel supplies.

Once an emergency travel restriction is deemed necessary, the State Director will communicate the decision to all police departments, county and municipal emergency management coordinators, State department and supporting agency coordinators and major media outlets in the State. The State Director will also provide all supplemental information, including the State Director's determinations as to the parameters of permissible essential travel. Penalties for violations may be imposed under the Emergency Management Act N.J.S.A. App. A:9-33 et. seq. or the emergency traffic control authority of the Attorney General N.J.S.A. 39:4-215. Local authorities will be advised to exercise discretion in the enforcement of the travel restrictions in their jurisdictions. Discretion will be predicated on local road conditions, exigent circumstances, and the need to ensure the health and safety of individuals.

Essential Travel and Exceptions

Because of their role in emergency operations, travel by authorized emergency personnel during a State of Emergency is essential. Authorized emergency personnel includes personnel of the State, County and Municipal Offices of Emergency Management. It also includes the personnel of supporting organizations in the public and private sector authorized by the State Director to perform assigned duties during the State of Emergency. Employees in the public and private sector with duties and responsibilities, the performance of which is essential to the public's health, safety and welfare, may also be authorized to travel. Government and private sector entities should review or, if necessary develop, an emergency operations plan that identifies essential operations, employees who are responsible for these operations and procedures to help reduce travel. This plan should be discussed with municipal and county emergency management coordinators. This process will enable local emergency management officials to more fully prepare the jurisdiction's emergency plan in the event of travel restrictions.

The following personnel **may be considered** essential or **may be eligible** for a travel restriction exemption:

- Police, fire and emergency medical services and authorized emergency management personnel,
- Other persons providing emergency medical treatment or other assistance necessary to prevent an immediate threat to life,
- Designated emergency government employees,
- Persons who are employed, contracted, or responsible for performing duties necessary to:
 - ensure maintenance of acceptable conditions at facilities providing health and medical care, veterinary and/or daily residential care facilities,

- prevent an immediate danger to the public safety arising from unattended chemical, industrial or other processes involving hazardous materials,
- restore, maintain, or safely operate a public utility, transportation or communication system,
- permit operations of a business for the purpose of providing fuel, heating, electrical, plumbing and other services necessary to prevent an immediate threat to the health, safety, and welfare of the public,
- conduct news reporting activities.

These descriptions are meant to provide general guidance to the public and local authorities who will be called upon to exercise discretion in the enforcement of travel restrictions at the local level.

Carl A. Williams, Colonel
State Director
Office of Emergency Management