



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 230.41*

15 March 2006

EMERGENCY PROCEDURES FOR STAFF SHORTAGES

1. **PURPOSE:** The purpose of this Directive is to establish procedures, identify areas of responsibilities, and set priorities for notification in the event of unanticipated actions or unusual events which result in staff personnel shortages at the Department of Military and Veterans Affairs three (3) long-term care facilities at Menlo Park, Paramus, and Vineland.
2. **APPLICABILITY:** This Directive applies to each Chief Executive Officer (CEO) delegated both the authority or responsibility to administer and operate long-term care facilities for the Department and all managers and supervisors employed at a home.
3. **REFERENCES:**

The Department of Military and Veterans Affairs Emergency Operating Procedures, dated 15 March 1990:

- Annex A: Veterans Affairs Emergency Preparedness
- Annex C: Severe Weather Emergency (NJARNGR 500-1/NJANGR 55-3)
- Annex F: Operation Plan Strike

4. **DEFINITIONS:**

- a. **Aligned Employees:** All employees whose titles are assigned to a statewide negotiating unit.
- b. **Appointing Authority:** For the purpose of this Directive, the Deputy Commissioner, Veterans Affairs.
- c. **Career Service:** Those positions and job titles subject to the tenure provisions of Title 11A, New Jersey Statutes.

****Supersedes Departmental Directive 230.41, 1 Nov 03.***

- d. Chief Executive Officer (CEO): A designated employee who, by title, manages a facility, formulates operational policies and practices, and reports to a Division Director.
- e. Component Manager/Supervisor: A designated manager/supervisor within any Division, facility, or sub-unit who formulates operational policies and practices and reports to a Senior Manager.
- f. Confidential Employees: Employees of a public employer whose functional responsibilities or knowledge in connection with the issues involved in the collective negotiations process would make their membership in any appropriate negotiating unit incompatible with their official duties.
- g. Control Center: An area established at both Department and facility level to receive and disseminate directions and information. This will include an Emergency Control Center and Resident Information Control Center.
- h. Direct Care Personnel: All Human Service Assistants and Human Service Technicians, RNs, LPNs, Social Service, Activities, and Food Service Staff.
- i. Emergency Control Center Communication Log: A record of all information, communications, and reports received or completed by the facility Emergency Coordinator to NJDMAVA (Figure 1).
- j. Emergency Coordinator: A management employee designated by a Division Director or designee to act as liaison with the Departmental Emergency Action Team.
- k. Employee: Any person holding an office or employed by the New Jersey Department of Military and Veterans Affairs and its subordinate organizations and operations.
- l. Essential Personnel: For the purpose of this Directive, all personnel assigned to a Department Veterans Memorial Home are considered essential employees.
- m. NJDMAVA: The New Jersey Department of Military and Veterans Affairs.
- n. Non-Aligned Employees: All employees whose titles have not been assigned to a statewide negotiating unit; or whose titles have been assigned to a unit but the employee has been designated “confidential” for employee relations purposes.
- o. Operational Status Report: Information reported by the facility to the Department that provides an overview of the facilities’ operational and staff status (Figure 2).
- p. Senior Manager: A designated employee who, by title, manages a sub-division, formulates operational policies and practices, and reports to a Division Director or CEO.
- q. Unclassified Service: Those positions and job titles outside of the Senior Executive Service not subject to tenure provisions of Title 11A, New Jersey Statutes, or Title 4A, unless otherwise specified.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

EMERGENCY CONTROL CENTER COMMUNICATION LOG

Reports/ Communication	Forwarded To	Date & Time	Remarks
Operational Status Report (q shift)	DMAVA Emergency Action Team DCVA Director/DVHS		
Media Control Center	PAO		
Public Statements			
CEO Information	Administrator, ER		
Emergency Coordinator	Contact County EOC, & DHSS. Coordinate Transportation		
Resident Information Ctr.	Notify family/ Guardians		
Business Manager	Notify Vendors		
Status Report – Life Safety Crisis	DMAVA Emergency Action Team, DHSS		
Call Off List (q shift/Dept.)	CEO		
Transportation Schedules			
Maintenance Reports: *Emergency Vehicle Readiness, *Essential Equipment Operational	CEO		
Resident Data: *Evacuation Plan *Furlough List *Transfer List	Director/DVHS Pharmaceutical Provider		
Volunteer Listing	CEO		

(Continued next page)

Figure 1

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
EMERGENCY CONTROL CENTER COMMUNICATION LOG

(continued)

Reports/ Communication	Forwarded To	Date & Time	Remarks
List all other communications:			

Facility Emergency Coordinator

Date

Figure 1

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

OPERATIONAL STATUS REPORT

Facility: _____ Facility Coordinator: _____

Date of Report: ____/____/____ Time of Report: ____:____ M

Report covers period beginning: __:__ M(____/____) and ending __:__ M(____/____)

1. Current Operational Status:
 - _____ a. Operational
 - _____ b. Marginally Operational
 - _____ c. In-life safety crisis (see attached Status Report for Life Safety Crisis – Figure 7)

2. Projected Operational Status:
 - _____ a. Operational
 - _____ b. Marginally Operational
 - _____ c. Will enter Life Safety Crisis at approximately __:__ M on ____/____
(see attached Status Report for Life Safety Crisis – Figure 7)

3. Status of Access to Premises:
 - _____ a. Open
 - _____ b. Open Restricted
 - _____ c. Blocked

4. Number of Pickets: _____
5. Number of Employees Scheduled to Work: _____
6. Total Number of Volunteers Working: _____
7. Other Staffing Information:

	Normal Staff Attendance (Including Normal Call Offs)	Number of Scheduled Employees on Duty	Number of Employees from Other Shifts Held Over
Certified Nurses Aides	_____	_____	_____
Licensed Practical Nurses	_____	_____	_____
Registered Nurses	_____	_____	_____
Physicians	_____	_____	_____
Security	_____	_____	_____
Food Service	_____	_____	_____
Laundry	_____	_____	_____
Operating Engineers	_____	_____	_____
Maintenance/Housekeeping	_____	_____	_____
Clerical	_____	_____	_____
All other staff	_____	_____	_____

8. Total Number of Residents: _____

Emergency Coordinator

Figure 2

r. Unexpected Actions/Events: Any situation resulting in staff shortages of essential employees due to inclement weather or job action.

s. Facility: The three (3) New Jersey Veterans Memorial Homes.

5. **OBJECTIVE:** The objective of this Directive is to ensure that adequate direct care, appropriate supervision, and proper medical treatment is afforded the residents of the Department's residential facilities at Menlo Park, Paramus, and Vineland during periods of staff shortages.

6. **RESPONSIBILITIES:**

a. Director, Division of Veterans Healthcare Services (DVHS). The Director shall have the following responsibilities:

(1) Will ensure that each facility has prepared and semi-annually updated information for this contingency plan that will be forwarded through the Deputy Commissioner, Veterans Affairs to the Director, Human Resources.

(2) Will provide the Deputy Commissioner of Veterans Affairs (DCVA) with reports detailing shift assignments that identify critical staff shortages or other reports as required.

b. Chief Executive Officer (CEO): The CEO shall have the following responsibilities:

(1) Will determine the number of employees assigned to each work shift by occupational category to maintain a minimal acceptable level.

(2) Will assign all non-aligned employees a work shift by occupational category.

(3) Will designate an employee as Facility Emergency Coordinator and Resident Information Center for the facility.

(4) Will submit all reports through the Emergency Coordinators to ensure the Director, DVHS receives the appropriate information as scheduled.

(5) Semi-annually provide documentation to the Director that a review of the current contingency plan to address critical staff shortages has been completed.

(6) Shall ensure that an employee is continuously maintained at the control center in order to route all calls through to the appropriate staff.

(7) Will maintain a current listing of vendors, contact persons, products supplied, and scheduled delivery dates, as well as prepared vouchers.

(8) Will ensure that a three-day supply of medication has been requested upon initiation of an emergency action.

c. Facility Emergency Coordinators: Will maintain a twenty-four (24) hour Emergency Control Center throughout periods of staff shortages resulting from job actions.

d. Public Affairs Office: The Public Affairs Office shall immediately assume responsibility for responding to all inquiries from a Media Control Center located at (609) 530-6939 (Appendix A).

e. Director, Human Resources (HRD): The Department's Human Resources Director shall have responsibility for:

(1) Reviewing Central Support Staff qualifications of all non-aligned employees for special skills or licenses, which could be used to support the facilities during an emergency.

(2) Establishing a Departmental Emergency Action Team with staff from the Employee Relations Office, DVHS, and other personnel as necessary during periods of staff shortages.

f. Business Manager: At each facility, will ensure that vouchers for essential vendors are prepared in advance and periodically updated in accordance with the guidance of the Department's Fiscal Division (FD) to ensure continuous operations.

7. **PROCEDURES:**

a. Notification:

(1) All information will be forwarded only to and through the Facility Emergency Coordinator to and from the Department.

(2) At **NO TIME** during a job action is any representative of a Department component to enter into discussions with a union without prior specific approval of the Department Emergency Coordinator.

(3) **No** public statements are authorized for the Department without the approval of the Appointing Authority.

(4) When a CEO determines that a facility's staff level will not meet minimum Department of Health and Senior Services standards due to inclement weather, job actions, or other emergencies, he/she or their designee will immediately notify the Director, DVHS and Director, HRD.

(5) The Administrator, Employee Relations Office will be notified immediately by the CEO in all instances involving employee related job actions (Appendix A).

(6) After regular weekday business hours or on weekends and holidays, the Supervisor-in-Charge will officially notify the Department's Homeland Security Center of Excellence (HSCOE)/Joint Operations Center (JOC) who will then contact the Director, DVHS, Director, HRD, and the Administrator, Employee Relations Office (Appendix A).

(7) Upon receiving notification from a CEO or HSCOE/JOC, the Director, HRD, at the direction of the Deputy Adjutant General, will establish the Department Emergency Action Team.

(8) The CEO will have the Facility Emergency Coordinator initiate facility call-up procedures for management employees to report for duty.

(9) The Facility Emergency Coordinator shall contact the county Emergency Operations Center and give details of events, using the Facility Emergency Response Numbers located in the Emergency Operating Procedures Manual.

(10) The Facility Emergency Coordinator, at the direction of the CEO, will contact the New Jersey Department of Health and Senior Services and give details of events (Appendix A).

(11) In the event that the facility is unable to meet the medical needs of the residents, the CEO, with the concurrence of the Director, DVHS, will have the Facility Resident Information Center contact the appropriate family members or guardians and request that the resident be removed.

(12) The Departmental Emergency Action Team will be notified by the CEO should the administration/health treatment personnel indicate the facility is unable to meet the medical needs of the residents.

(13) The Departmental Emergency Action Team will receive immediate notification of any planned resident evacuation and will await the concurrence of the DCVA.

(14) The Business Manager, at the direction of the Facility Emergency Coordinator, shall notify all vendors scheduled for deliveries of the current emergency conditions and coordinate arrangements for access to the facility.

(15) The Facility Resident Control Center will contact volunteers for assistance only with the approval of the CEO.

b. Control Centers:

(1) Facility Emergency Control Center:

(a) Will coordinate personnel staff actions to maintain proper documentation using the Call-Off Form (Figure 3), and read the prepared Call-Off Statements "A," "B," and "C" (Figure 5). Notice To All Employees (Figure 4) is to be posted prominently on all bulletin boards.

(b) Will coordinate transportation for personnel reporting for duty (Figure 5).

(c) The Operational Status Report will be completed at the end of each shift assignment. This information will be forwarded by telephone to the Departmental Emergency Action Team within one (1) hour (Figure 2).

(d) The Status Report for Life Safety Crisis (Figure 6) will be completed when it has been determined by the CEO that the facility is in a possible Life Safety Crisis situation and evacuation is required. This information will be forwarded by telephone to the Departmental Emergency Action Team prior to start of implementation. Also, immediate notification to the Department of Health and Senior Services is required.

(e) Will be the sole point of contact for the facility to receive or disseminate information to the Department.

(2) Facility Resident Information Center:

(a) Will receive and disseminate all information concerning the residents' health and welfare to concerned family members.

(b) Will receive and disseminate all information pertaining to media inquiries through the Department's PAO (Appendix A).

c. Police Notification:

(1) The facility's security force is confined to an observation of events and reports events to the CEO.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

CALL-OFF FORM

NEW JERSEY VETERANS MEMORIAL HOME AT _____

Date	Time	Name	Department	Shift	Reason	Statement A-B-C (Figure 4)

Figure 3

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**NOTICE TO ALL EMPLOYEES**

1. All employees are considered essential and expected to report to work as scheduled or ordered.
2. Employees failing to report for normal duty will be considered in an unpaid status.
3. Employees participating in any job action may be subject to disciplinary action.
4. Any employee participating in a job action shall be considered absent without authorization.
5. Any job action or strike by State employees is unlawful.
6. Any picket lines that appear at the State facility should not serve as an impediment to employees reporting to work.
7. Appropriate measures will be taken to provide safe access to premises for all employees who desire to report to work.
8. During the period of any strike or job action, an employee who reports that he or she intends to be absent from work because of an alleged illness or injury may be required to submit an adequate and acceptable medical verification of that illness or injury, even if the period of sick leave concerned is limited to one day. If documentation is required, it must be provided within three (3) days of call out.
9. If an employee encounters difficulty in crossing a picket line, you must advise the facility of such difficulty by calling _____ (facility telephone number).
10. Parking on State-owned or leased property will be available only to on-duty employees.

POST PROMINENTLY ON ALL BULLETIN BOARDS

Figure 4

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**CALL-OFF STATEMENTS****Statement A:**

Statement to be read to EMPLOYEES WHO **CALL IN AND REQUEST TIME OFF** IMMEDIATELY PRIOR TO OR DURING A JOB ACTION:

“We are in an emergency situation due to lack of coverage. You are not excused from duty, and your absence may result in loss of pay and possible administrative action.”

Statement B:

Statement to be read to EMPLOYEES WHO **CALL IN SICK** IMMEDIATELY PRIOR TO OR DURING A JOB ACTION:

“We are in an emergency situation due to lack of coverage. Sick leave will only be granted if you provide acceptable medical verification which is due no later than three (3) days from this call out.”

Statement C (Oral Warning to Remain on Duty):

Statement to be read to EMPLOYEES WHO **WALK OFF DUTY** AS PART OF JOB ACTION:

“Your leaving duty will create an emergency situation due to lack of coverage. You are not excused from duty, and your absence may result in loss of pay and possible administrative action.”

Figure 5

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**STATUS REPORT FOR LIFE SAFETY CRISIS**

Facility: _____

Date: _____ Time of Report: _____:_____ M

Facility Coordinator: _____

Department Coordinator: _____

Entered Crisis at _____:_____ M on ____/____

Life Safety Check List

Critical Issues: (Whose absence would precipitate a life threatening situation)

A. Administrative Services

- ___ 1. Accessibility of key administrators: CEO, Clinical Director.
- ___ 2. Communications integrity among key administrators sufficient to maintain interaction among them.

B. Buildings and Maintenance Services

- ___ 1. A licensed operator is on site for 24-hour coverage in the powerhouse.
- ___ 2. A plumber and electrician are on site 8 hours daily, 5 days per week and available on call with access.

C. Food Services

- ___ 1. Able to safely prepare, deliver, and serve three meals per day to meet residents dietary needs, with at least 40 ounces of nourishing fluid per 24 hours.

D. Health Care Services (On Site)

- ___ 1. Physician coverage to maintain basic emergency service.
- ___ 2. Nursing coverage to maintain basic needs.
- ___ 3. Pharmacist coverage to maintain basic needs.
- ___ 4. Able to access pharmaceuticals (Unit Dose System).
- ___ 5. Emergency pharmaceutical supply.
- ___ 6. Direct care personnel to meet basic needs (even with redistribution).
- ___ 7. Ambulance emergency transport.

E. Household Service

- ___ 1. Adequate bed linen/bed clothing for total nursing care patients/residents/clients/members.
- ___ 2. Adequate supplies to maintain personal hygiene (towels, soap, toilet tissue, etc.).
- ___ 3. Ability to move soiled linen, clothing, trash, and garbage from all patient/client areas to isolated/controlled collection points at least once per 24 hours.
- ___ 4. Ability to remove heavily soiled linen and clothing and garbage at 48 - 72 hours.

Figure 6

Departmental Directive No. 230.41

15 March 2006

(2) When assistance is required, appropriate notification to the state/county/local police authority is to be initiated by the CEO for the following situations:

- (a) If picketers trespass on state property.
- (b) If picketers prevent access to the facility.

d. Transportation:

- (1) The facility will provide transportation onto state grounds.
- (2) Each facility will designate parking for private vehicles and pickup areas for personnel reporting for duty (Figure 7).
- (3) A transportation schedule will be developed and maintained by the Engineer in Charge of Maintenance/designee.
- (4) The Engineer in Charge of Maintenance/designee will identify, assign, and maintain a list of state vehicles for transporting employees.

e. Residential Services:

- (1) The CEO shall have a plan for reassignment of all staff to critical work areas within the facility.
- (2) When the CEO determines there is a staff shortage, employees on duty will be ordered to remain on grounds until the completion of required overtime. Emergency food, rest areas, and transportation to and from work areas will be provided.
- (3) When direct care staff shortages occur, management or exempt staff will be assigned to direct care functions.
- (4) Overtime shall be authorized to all eligible employees after the normal work shift has been completed.
- (5) Staffing coverage shall attempt to achieve the Department of Health and Senior Services' acuity requirement.
- (6) Volunteers shall be recruited to augment direct care staff. These volunteers will only assist under the direction of a Department employee. The volunteers shall be assigned to areas consistent with their ability.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**EMPLOYEE PICK UP SCHEDULE**

Upon the onset of a Job Action, required non-aligned personnel will be requested to report for duty immediately. At the same time, appointed drivers shall be advised to prepare vehicles for transportation. The remainder of non-aligned personnel will be contacted at least one (1) hour prior to normal scheduled arrival and advised of change in work schedule. During this contact, arrangements for pick up times and locations will be reviewed. Any employee reporting for their normal tour of duty who does not have access to the grounds should contact the Emergency Control Center for transportation. The following schedule will be implemented during the emergency:

Transportation will be available from 6 a.m. to 8 a.m. at thirty (30) minute intervals; and again from 6 p.m. to 8 p.m. at thirty (30) minute intervals or as needed.

The following are the personnel pick-up sites for the facilities:

Menlo Park:	Woodbridge Armory 625 Main Street Woodbridge, NJ 07095 (Appendix – B)
Paramus:	Teaneck Armory Teaneck and Liberty Roads Teaneck, NJ 07666 (Appendix – C)
Vineland:	Vineland Armory 2560 South Delsea Drive Vineland, NJ 08360 (Appendix – D)

Figure 7

f. Consolidation/Evacuation:

(1) The CEO, with the concurrence of the Director, DVHS, shall initiate, within 24 hours of a staff shortage, the Resident Evacuation Plan sending residents to community medical and nursing home facilities or alternative placement.

(2) The CEO will approve the furlough of any resident after conferring with the Medical Director:

(a) Medications and medical supplies shall be provided, as necessary.

(3) The Medical Director shall identify and maintain a listing of priority hospitals or nursing homes that meet specific resident medical needs.

(4) The remaining resident population will be consolidated at the direction of the CEO.

g. Department Inventory:

(1) Medical/Nursing:

(a) A three-day supply of essential/critical medical/nursing items shall be available for the current resident population.

(b) Upon notification of the CEO, the medical staff shall request a three-day supply of unit dose medication from the pharmaceutical provider.

(c) A supply of personal need items, such as Attends and undergarments, will be made available.

(d) Evaluation by the on-duty physician shall be completed to determine residents for a drug holiday/holidays.

(2) Food Service:

(a) A three-day supply of food reserve requiring minimal cooking and preparation shall be maintained by the Food Service Supervisor/designee.

(b) When a facility physician or dietitian has determined that the medical dietary needs of the residents cannot be met and an alternative diet is not feasible, evacuation may be required as defined in Paragraph 8 and 10 of the Procedures, Section a. Notification.

(c) Food items known to be capable of microorganism growth will be avoided in the absence of appropriate sanitation (e.g., refrigeration).

(d) The Food Service Supervisor/designee will authorize the use of disposable products.

(3) Housekeeping:

(a) The Housekeeping Supervisor/designee shall maintain a supply of linens that is at least three times the number of the total resident population.

(b) The Housekeeping Supervisor/designee shall maintain one (1) week's supply of household cleaning supplies and materials.

(c) The Housekeeping Supervisor/designee shall make maximum use of the facility's laundry equipment should outside laundry services not be available.

(4) Maintenance:

(a) The Engineer in Charge of Maintenance/designee shall certify to the CEO that vehicles identified for emergency use are in operating condition.

(b) The Engineer in Charge of Maintenance/designee shall identify and inspect essential equipment that is in operating condition and certify to the CEO their operational status as requested.

(c) The Engineer in Charge of Maintenance/designee shall ensure emergency equipment is available and operable.

(d) Immediately upon notification, the Engineer in Charge of Maintenance/designee shall inspect the facility for their operating condition.

(5) Business Office:

(a) The Business Manager shall have vouchers prepared for necessary operational materials, supplies, and food items.

(6) Volunteer Coordinator:

(a) A current listing of volunteers with home telephone numbers and addresses shall be given to the CEO for additional assistance during the emergency.

h. Personnel Leave:

- (1) Pending vacations may be canceled for operational need.
- (2) Employees on vacation, compensatory time, administrative leave, or on regularly scheduled days off shall be notified to report for duty.
- (3) Requests for time off during the Job Action shall be approved only by the CEO. Sick call requests during a Job Action shall require a medical certificate of illness within three (3) days of an employee's return to work.

i. Shift Assignments:

- (1) The CEO shall arrange employee work schedules not to exceed 12 hours, except for extreme circumstances.
- (2) The standard emergency shifts are designated as follows:
 - 7 a.m. to 7 p.m.
 - 7 p.m. to 7 a.m.
- (3) The CEO will ensure that sufficient sleeping quarters are made available for emergency personnel wishing to remain at the facility.

PHONE LIST

HSCOE/JOC	609-530-7010
24-Hour Emergency Number (after normal work hours)	800-241-5727
Deputy Commissioner, Veterans Affairs	609-530-7062
Director, Veterans Healthcare Services	609-530-6967
Director, Human Resources Division	609-530-6885
Department Employee Relations Administrator	609-530-6820
Employee Relations Office	609-530-6749
Chief Executive Officer - Menlo Park	732-452-4102
Director of Nursing Services – Menlo Park	732-452-4132
Director of Social Services – Menlo Park	732-452-4269
Chief Executive Officer – Paramus	201-634-8525
Director of Nursing Services – Paramus	201-634-8506
Director of Social Services – Paramus	201-634-8538
Chief Executive Officer – Vineland	856-405-4207
Director of Nursing Services – Vineland	856-405-4337
Director of Social Services – Vineland	856-405-4218
Facility Resident Information Center (CEO and ACEO/Clinical Services):	
Menlo Park	732-452-4102
	732-452-4103
Paramus	201-634-8525
	201-634-8527
Vineland	856-405-4207
	856-405-4208
Facility Emergency Control Center (Personnel Officer):	
Menlo Park	732-452-4256
Paramus	201-634-8531
Vineland:	856-405-4259
Facility Emergency Control Center/Transportation (Personnel Assistant):	
Menlo Park	732-452-4250
Paramus	201-634-8532
Vineland	856-405-4258
Department Media Control Center	609-530-6950
New Jersey Department of Health	800-792-9770
After 4:30 p.m. on weekdays	
and on weekends/holidays	609-392-2020

APPENDIX - A

DIRECTIONS**N.J. VETERANS MEMORIAL HOME (MENLO PARK)**

**132 EVERGREEN ROAD
EDISON, NJ 08818-3013
TEL. NO. (732) 452-4102**

From Garden State Parkway South (coming from North Jersey):

Take Exit 131 - Iselin/Metuchen/Metro Park
Bear to the right onto Lincoln Highway (Rt. 27)
At second traffic light, turn left onto Evergreen Road (approximately 1 to 1-1/2 miles)
The facility entrance is located on the left-hand side after the second railroad underpass.

From Garden State Parkway North (coming from South Jersey):

Take Exit 131B - Metro Park
Follow jughandle around to Thornall Road
Follow Thornall Road to second traffic light (you will pass Metro Park on right hand side).
Left at second traffic light turn left onto Evergreen Road
the facility entrance is located at the bend in the road on the left-hand side after the railroad overpass.

From Route 1 North and South:

Go to the Menlo Park Mall (Parsonage Road. approximately 2 miles from 287)
If you are coming North, take the jughandle across Rt. 1
Turn right at the second light onto Oakwood Avenue (Roosevelt Hospital is on the left)
Approximately 1/4 mile on Oakwood (road curves to become Evergreen Road)
The facility entrance is on the right
If you are traveling South, turn right onto Parsonage Road.

N.J. Turnpike North (coming from South Jersey):

Take Exit 10, follow signs to Rt. 287
Take off at Rt. 1 North
Follow above directions from Route 1.

N.J. Turnpike South (coming from North Jersey):

Take Exit 11 to Garden State Parkway North
Follow directions above from Garden State Parkway North.

Parking

(There are two parking lots)

ADMINISTRATION PARKING: Bear right off Main Street and park in the lot to your right. Enter "Administration" door and turn right to Conference Room.

BUILDING 2 PARKING: Follow Main Street around the bend in road and make right hand turn into parking lot. Enter building, turn right and follow signs for the Conference Room.

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(732-452-4250)

APPENDIX - B (MENLO PARK)

DIRECTIONS

WOODBIDGE ARMORY (MENLO PARK)
625 MAIN STREET
WOODBIDGE, NJ 07095

From Turnpike North and South:

Take Exit 10
Follow ramp 514 East (ramp ends on Main Street)
Turn left on Main Street
Go two miles; Armory is on the right.

From Route 1 North and South:

From Route 1, turn onto Ford Avenue
Proceed approximately 1 mile; turn left onto Main Street and Woodbridge Avenue
Bear right over Parkway through second light.
Armory is on the right.

From the Armory to the Home:

Turn left onto Main Street
Continue over Parkway to second traffic light; turn right at light onto Ford Avenue
Proceed straight approximately one mile to Route 1
At Route 1, turn left
Continue on Route 1 to first jughandle past White Castle
Turn right into jughandle, then left onto Lafayette Street
Turn right at light onto Parsonage Road
Continue on Parsonage Road to first traffic light
Turn right onto Evergreen Avenue Road and proceed 1/4 mile to facility on right

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(732-452-4250)

APPENDIX - B (MENLO PARK Cont'd)

DIRECTIONS

N.J. VETERANS MEMORIAL HOME (PARAMUS)
1 VETERANS DRIVE
PARAMUS, NJ 07653-0608
TEL. NO. (201) 634-8200

From the South:

Take the Garden State Parkway North to Exit 165 (Oradell - Toll is \$.25)
Pay toll and bear right onto Oradell Avenue
Proceed to the stoplight and make a right hand turn onto Pascack Road
Go approximately 1,000 yards and make a right hand turn onto Veterans Drive.
Home will be on your right
Turn into the driveway to the main entrance
The facility is located across from the Bergen Pines Regional Medical Center.

From the North:

Follow the Garden State Parkway South to Exit 165
Bear left as you pull onto the exit ramp
Follow ramp under the overpass
Make the first right hand loop onto Oradell Avenue
Follow Oradell Avenue to the stoplight
Make a right hand turn on Pascack Road
Follow Pascack Road the next right hand turn
Bear right onto Veterans Drive
Home will be on the right
The facility is located across from the Bergen Pines Regional Medical Center.

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(201-634-8532)

APPENDIX - C (PARAMUS)

DIRECTIONS

TEANECK ARMORY (PARAMUS)
TEANECK AND LIBERTY ROADS
TEANECK, NJ 07666

From Turnpike North and South:

Take Turnpike to I-95/I-80
Exit I-80 to Teaneck Road
Exit right on Teaneck Road North
Armory is located at Teaneck and Liberty on right.

From Parkway North and South:

Take Parkway to Exit 159
Take Route 80 East to Degraw/Ft. Lee Exit
Take Degraw Avenue to Teaneck Road
Go right to Teaneck and Liberty

From the Armory to the Home:

Turn left onto Teaneck Road South
Turn right onto Route 4 West
Make right at Forest Avenue (Routes 3 and 59) North
Turn left at Ridgewood Avenue
Turn right onto Pascack Road
Bear left to facility.

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(201-634-8532)

APPENDIX – C (PARAMUS Cont'd)

DIRECTIONS

N.J. VETERANS MEMORIAL HOME (VINELAND)
524 NORTHWEST BOULEVARD
VINELAND, NJ 08360-2895
TEL. NO. (856) 405-4200

From Turnpike:

Take Exit 7 - Bordentown
Proceed on Route 206 South towards Atlantic City
In Hammonton, take Route 54 through Hammonton
At second traffic light after leaving Hammonton (Hess Station on left, Midway Inn across street on right) cross intersection to Wheat Road
Proceed on Wheat Road to 4-way stop
Cross railroad tracks and make an immediate left
Facility is approximately 3/4 mile on the right.

From Route 295:

Take Route 295 South to Atlantic City Expressway (Exit 28 - Hammonton)
Take Route 54 South from Expressway through Hammonton
At second traffic light after leaving Hammonton (Hess Station on left, Midway Inn across street on right) cross intersection to Wheat Road.
Proceed on Wheat Road to 4 way stop
Cross railroad tracks and make an immediate left
Facility is approximately 3/4 mile on the right.

From Garden State Parkway:

Take Garden State Parkway to Atlantic City Expressway Exit. Proceed West to Atlantic City Race Track
At Race Track Circle, take Route 40 West through Mays Landing
Follow Route 40 West to Richland
Cross railroad tracks
Turn left at blinking light, Route 540 West, which is Landis Avenue
Follow Landis Avenue to railroad tracks (Northwest Boulevard)
Turn right before crossing tracks
Facility is approximately 1/2 mile on left side of tracks

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(856-405-4258)

APPENDIX - D (VINELAND)

DIRECTIONS

N.J. VETERANS MEMORIAL HOME (VINELAND)
524 NORTHWEST BOULEVARD
VINELAND, NJ 08360-2895
TEL. NO. (856) 405-4200

From 42 North/South Freeway to Route 55:

Take 42 North/South Freeway from Benjamin Franklin and Walt Whitman Bridges to Route 55
Follow Route 55 to Garden Road, Exit 35A
Proceed on Garden Road to the first traffic light at Route 47 (Delsea Drive)
Continue straight through intersection on Garden Road to the 4-way stop sign
This is Northwest Boulevard (also known as Railroad Boulevard)
Turn right onto the Boulevard; do not cross the railroad tracks
Travel approximately 1¼ miles to a 4-way stop sign
This is Wheat Road and the Boulevard
Proceed straight to the next 4-way stop sign
This is Oak Road and the Boulevard
Continue to travel straight
The facility is approximately ½ mile on the right side of Northwest Boulevard

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(856-405-4258)

APPENDIX – D (VINELAND Cont'd)

DIRECTIONS**VINELAND ARMORY (VINELAND)
2560 SOUTH DELSEA DRIVE
VINELAND, NJ 08360****To Armory from New Jersey Turnpike:**

Take Exit #7 - Bordentown; proceed on Route 206 South
In Hammonton at intersection of Routes 206/30/54, take Route 54 South to intersection of Routes 54 and 40
Cross Route 40 and take first left (Route 655 - Lincoln Avenue)
Follow Route 655 South to Grant Avenue (second right after Texaco Station with traffic light)
Turn right on Grant Avenue and follow until road ends at Route 47
Make a left on Route 47 and make the next right
Armory is approximately 200 feet down Route 47.

To Armory from Parkway:

Take Garden State Parkway to Atlantic City Expressway
Take Exit 38
Proceed West on the Atlantic City Expressway to the Atlantic City Race Track
Exit at 12E
Proceed on 575 South to Route 322
Turn right on Route 322 and bear right to jughandle for Route 40
Take Route 40 West through Mays Landing
Follow Route 40 West to Route 552
Turn left on 552 and proceed West to Sherman Avenue (horse farm on right)
Turn right onto Sherman Avenue, Route 552 (Primary)
Proceed to Route 47
Turn right onto Route 47 and turn left into the Armory parking lot.

From the Armory to the Home:

Turn right on Route 47 to Sherman Avenue, Route 552
Turn left on Sherman Avenue to East Boulevard
Turn left on East Boulevard and proceed past Park Avenue to Fennimore Avenue
Turn left on Fennimore Avenue and cross railroad tracks
On other side of railroad tracks, make left
Turn onto Northwest Boulevard to facility entrance and turn right into driveway.

FACILITY EMERGENCY CONTROL CENTER/TRANSPORTATION
(856-405-4200)

APPENDIX - D (VINELAND Cont'd)

The proponent office for this Directive is the Director, Division of Veterans Healthcare Services (DVHS), NJDMAVA. Users are invited to submit comments for improvements directly to NJDMAVA, ATTN: DVHS, PO Box 340, Trenton, NJ 08625-0340

OFFICIAL:

GLENN K. REITH
Major General, NJARNG
The Adjutant General



DAVID S. SNEDEKER
Chief Information Officer
Acting Director, Information and Administrative
Service Division

Encl

DISTRIBUTION: A, A1, S: NJVMH-MP (5), NJVMH-P (5), NJVMH-V (5)

EMERGENCY PROCEDURES FOR STAFF SHORTAGES**TABLE OF CONTENTS**

<u>TITLE</u>	<u>PAGE NUMBER</u>
Purpose	1
Applicability	1
References	1
Definitions	1
Figure 1: Emergency Control Center Communications	3
Log	4
Figure 2: Operational Status Report	5
Objective	6
Responsibilities	6
Procedures	7
Figure 3: Call-Off Form	10
Figure 4: Notice to All Employees	11
Figure 5: Call-Off Statements	12
Figure 6: Status Report for Life Safety Crisis	13
Figure 7: Employee Pick Up Schedule	15
Appendix-A: Phone List	19
Appendix-B: Directions – Menlo Park	20
Appendix-B: Directions – Woodbridge Armory	21
Appendix-C: Directions – Paramus	22
Appendix-C: Directions – Teaneck Armory	23
Appendix-D: Directions – Vineland	24
Appendix-D: Directions – Vineland Armory	26