

NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT

DIRECTIVE NO. 51 (Revised)

Directive No. 51, promulgated on November 3, 2010, is hereby revised and restated as follows:

SUBJECT: Development, Maintenance, Exercising and Management of Continuity of Operations Plans (COOPs) and the State Continuity of Government Plan (SCOG)

Pursuant to the State Emergency Management Program Stakeholders (SEMPS) policy, certain state departments and agencies serving as "SEMPS Members" have enhanced statewide emergency management responsibilities and serve in critical roles in support of Emergency Support Functions (ESFs), Incident and Support Annexes of the State Emergency Operations Plan (SEOP).¹ Accordingly, each SEMPS Member shall develop and maintain a Continuity of Operations Plan (COOP) to ensure that it can fulfill its responsibilities under the SEOP, despite impact to, or impairment of, the SEMPS Member's critical functions or facilities.

The New Jersey Office of Emergency Management (NJOEM) is designated as the state agency responsible for creating and maintaining a central repository for the SEMPS Member COOPs. An appropriate staff member from the NJOEM shall facilitate and monitor the submission and revision of SEMPS Member COOPs.

The NJOEM shall make available standardized templates to ensure that there is consistency in the design and content of all COOPs. Guidance will also be provided on Emergency Management Accreditation Program (EMAP) standards applicable to COOP. This standardization will expedite the review of plans, facilitate the implementation of those plans, and will serve to provide vital data for the State Continuity of Government (SCOG) Plan. COOP planning is an on-going process and the COOPs require periodic revisions. At a minimum, COOPs shall be revised, re-promulgated and resubmitted biennially to NJOEM for review.

COOPs should be exercised in an appropriate forum, ranging from a table-top to a full-scale exercise at least once every two years. The NJOEM will promote and facilitate COOP exercise training for emergency management program personnel. In accordance with the Homeland Security Exercise Evaluation Program, all exercises should include an after-action report and an improvement action plan.

In addition to coordinating the biennial review of the SEMPS Members COOPs, the NJOEM shall coordinate with the Executive, Judicial and Legislative Branches to

¹ The SEMPS policy is on file with the NJOEM Preparedness Bureau, and delineates the responsibilities of the SEMPS Members (e.g. the agencies represented by the NJESF Coordinators and certain other key agencies supporting multiple NJESFs), as well as other agencies and allied partners referred to as At Large Participants.

develop and maintain a SCOG Plan. In conjunction with representatives of the Executive, Judicial and Legislative Branches, NJOEM shall facilitate a biennial review, revision and re-promulgation of the SCOG.

02-25-16

Date



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