



New Jersey Office of Emergency Management Directive

	EFFECTIVE DATE January 14, 2022	NUMBER NJOEM-3 (2022)
	SUBJECT Resource Requests and Situational Awareness	
REFERENCE NJSA App.A:9-36; NJSA App.A:9-40; NJSA App.A:9-40.4; NJSA App.A:9-40.6; NJSA App.A:9-42.2; NJSA App.A:9-43.1; NJSA App.A:9-43.3 Executive Order 101 (Byrne, 1980) New Jersey State Emergency Operations Plan State Emergency Operations Center Procedures	EXPIRES N/A	
	RESCINDS N/A	

The New Jersey Office of Emergency Management (NJOEM) Preparedness Bureau/State Emergency Operations Center (SEOC) Unit has primary responsibility for operating the SEOC, including establishing procedures for processing resource requests and providing situational awareness.

Providing and maintaining situational awareness is critical to emergency management response efforts for any emergency or disaster. The SEOC Unit and support staff manage integrated real-time information and monitor changing conditions. The information gathered and analyzed supports informed decision-making for response operations and recovery. Situational awareness reporting also ensures the best and most efficient use of internal and external resources statewide. Accordingly, it is essential that there is strict conformance with all procedures pertaining to situational awareness and resource support at the State, county, and municipal level.

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I. Definitions

- **Resource Request:** a formal process for requesting human and material resources to assist municipalities, counties, and the State before, during or after an incident or planned event.
- **Situational Awareness:** the monitoring and analysis of critical information about an incident or planned event to develop a common operating picture. Situational awareness is shared with incident stakeholders through briefings, Situation Reports (SitRep) and other methods.

II. Resource Request Procedures

The resource request process is a progressive process. Agencies and entities should exhaust all resources at their level, including mutual aid, before proceeding to a higher level. Accordingly, all levels of government are encouraged to enter into mutual aid agreements with appropriate stakeholders, including but not limited to, other jurisdictions, non-governmental organizations (NGOs), the private sector, and other key partners.

A. State

1. NJOEM is responsible for developing and disseminating resource request procedures in accordance with the State Emergency Operations Plan (SEOP), and conducting resource request training and exercises. These procedures also include emergency back-up procedures if the primary system is not operational.
2. The SEOC shall process all resource requests for any incident or planned event pursuant to its standing procedures. The SEOC shall work with the Emergency Response Bureau to facilitate county OEM resource requests. If necessary and appropriate to support local response activities, in accordance with the SEOP, the SEOC will request resources from New Jersey Emergency Support Function (NJ ESF) agencies, federal agencies, or other states and territories through mutual aid or the Emergency Management Assistance Compact (EMAC). The SEOC will also support State procurement and donations management activities when appropriate.
3. NJ ESF agencies/allied partner offices of emergency management are required to submit and fulfill resource requests pursuant to SEOC procedures and to participate in SEOC training and exercises.

NOTE: New Jersey National Guard (NJNG) resources deployed to any incident will remain under NJNG command. Missions will be executed through the NJNG chain of command.

B. County

1. County offices of emergency management are responsible for: (1) submitting resource requests for county needs, and (2) processing and fulfilling or elevating municipal resource requests.
 - a. County offices of emergency management shall develop, disseminate, and provide training and exercising with respect to the resource request and fulfillment process for county partners and municipal stakeholders.
2. After a county office of emergency management has exhausted local resources, mutual aid agreements and resources from contiguous counties, the county may request resources through the SEOC. Resource requests to the SEOC must be submitted and processed pursuant to SEOC resource request procedures.
 - a. County offices of emergency management shall inform their assigned Emergency Response Bureau Region Representatives about any resource requests submitted. However, the formal communication to the SEOC pursuant to SEOC procedures is required to initiate fulfillment of the request.
 - b. Region Representatives will assist in the coordination and resolution of any resource requests between the SEOC and the County OEM.
3. Appropriate personnel from the county offices of emergency management shall participate in SEOC trainings and exercises to maintain knowledge about the SEOC resource request processes.

C. Municipal

1. Municipal offices of emergency management should first request resources from contiguous municipalities unless there is a formal agreement with another noncontiguous municipality in place.
 - a. During a state of local disaster emergency, any requests for assistance from noncontiguous municipalities within the county or for any resources outside the county must be directed to the county emergency management coordinator.
2. After a municipality has exhausted local resources, mutual aid agreements and resources from contiguous municipalities, the municipality may request resources through the county office of emergency management using the platform mandated by the county office of emergency management.
3. A municipality may not request resources directly from the SEOC.
4. Upon request, personnel from the municipal offices of emergency management shall participate in training and exercises regarding the resource request processes.

III. Situational Awareness Procedures

A. State

1. NJOEM shall be responsible for State-level situational awareness, including:
 - a. Developing and disseminating situational awareness reporting procedures in accordance with the SEOP and conducting training and exercises on those procedures; and
 - b. collecting, vetting, analyzing and distributing situational awareness for incidents and planned events.
2. For incidents and planned events, the SEOC will communicate to the NJ ESF agencies and partners, county offices of emergency management and other key stakeholders about relevant situational awareness reporting criteria.
3. State agencies and allied partner offices of emergency management shall provide all information requested by the SEOC in the manner and timeframes prescribed.
4. Personnel from the NJ ESF agencies and other key stakeholders shall participate in SEOC training and exercises regarding situational awareness reporting procedures.

B. County

1. Pursuant to SEOC procedures or upon request by NJOEM, county offices of emergency management shall maintain and provide situational awareness reporting on preparedness, response, and recovery activities within the county before, during and after an incident or planned event.
2. County offices of emergency management shall provide all information requested by NJOEM in the manner and timeframes prescribed and participate in briefings and conference calls.
3. Personnel from the county offices of emergency management shall participate in SEOC training and exercises regarding situational awareness reporting procedures.
4. County offices of emergency management shall develop, disseminate, and conduct training and exercises with respect to situational awareness reporting procedures for county stakeholders, as well as municipal offices of emergency management.

C. Municipal

1. Municipal offices of emergency management shall provide situational awareness for any incident or planned event to their respective county offices of emergency management pursuant to standing procedures and established practices within the county. Municipal offices of emergency management may also be required to provide additional information such as incident action plans upon request. The county offices of emergency management will then provide situational awareness to NJOEM.

2. Municipal offices of emergency management shall provide all information requested by the county office of emergency management within the specified timeframes by using the reporting platform mandated by the county office of emergency management, and they shall participate in briefings and conference calls upon request.
3. Personnel from municipal offices of emergency management and their stakeholders will participate in situational awareness training and exercises.

IV. Effect

This order shall take effect immediately.



Patrick J. Callahan
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State Director of Emergency Management