



## New Jersey Office of Emergency Management Directive

	EFFECTIVE DATE	NUMBER
	April 20, 2022	<b>NJOEM-6 (2022)</b>
	SUBJECT Qualifications, Authority and Scope of Responsibilities for County Emergency Management Coordinators	
REFERENCE N.J.S.A. App.A:9-42.1; N.J.S.A. App.A:9-42.2; N.J.S.A. App.A:9-43.2; N.J.S.A. App.A:9-43.3; N.J.S.A. App.A:9-43.4; Executive Order 161 (Kean, 1987); Executive Order 248 (Murphy 2021); Executive Order 284 (Murphy 2022), Directive NJOEM-1 (2021); FEMA Comprehensive Planning Guide 101 (version 3, September 2021); New Jersey State Emergency Operations Plan	EXPIRES  N/A	
	RESCINDS Directive 100	

Pursuant to N.J.S.A. App.A:9-42.1, each county is required to have a county emergency management coordinator, duly appointed by the county’s governing body for the statutory term. The county emergency management coordinators are subject to the approval, supervision and control of the State Director of Emergency Management (State Director). The State Director may remove any county emergency management coordinator for cause.

Duties of county emergency management coordinators include development, coordination and activation of county-wide mutual aid emergency management plans, and the activation of facilities and services of the county. N.J.S.A. App.A:9-42.2. In addition, the county emergency management coordinator shall ensure compliance with N.J.S.A.App:A9-43.2 through 43.4 regarding the development and approval of county emergency operations plans in accordance with guidelines of the New Jersey Office of Emergency Management (NJOEM).

NJOEM Directive 100 provided standards for the qualifications and duties of county emergency management coordinators, and prescribed training/continuing education requirements as authorized by N.J.S.A. App.A:9-42.1. This Directive, NJOEM-6 (2022), rescinds and replaces Directive 100. This Directive establishes the qualifications of county emergency management coordinators and deputy coordinators. It also details the responsibilities of the county emergency management coordinator, consistent with: the competencies and emergency management program elements identified in the Federal Emergency Management Agency (FEMA) Independent Study program and Comprehensive Planning Guide 101 (version 3, September 2021); the State Emergency Operations Plan (SEOP); NJOEM policies, procedures and directives; and State statutes, regulations and executive orders. This Directive also specifies training requirements for county emergency management coordinators and deputy coordinators in addition to those set forth in Directive NJOEM-1 (2021), authorized by Executive Order 248 (Murphy, 2021).

This Directive consists of the following numbered sections:

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**I. Qualifications**

- A. A county emergency management coordinator must be a full-time county employee with responsibilities in emergency management.
- B. A county emergency management coordinator shall:
  - 1. have a bachelor’s degree from an accredited college or university (may substitute relevant professional experience; one (1) year equals 30 credit hours);
  - 2. satisfy the residency and other applicable position requirements of any relevant State or county statutes or ordinances;
  - 3. have a minimum of three (3) years of experience in the planning, development, and administration of emergency response activities such as those provided by emergency management, police, fire, rescue or medical personnel either in the public or private sector or in the military service;
  - 4. complete FEMA’s Professional Development Series prior to appointment;
  - 5. possess a valid New Jersey driver’s license; and
  - 6. complete National Incident Management System (NIMS) training pursuant to Directive NJOEM-1 (2021), as well as the following courses/continuing education requirements:
    - a. the NJOEM Basic Workshop in Emergency Management (within one year of first appointment);
    - b. complete the FEMA Basic Academy or the FEMA Advanced Professional Series within the following time frames:
      - i. Individuals appointed after the date of this Directive must complete the training required in sub-paragraph 6.b. during the first term of appointment.
      - ii. All other individuals currently serving in this position must complete the training required in sub-paragraph b. within three (3) years from the date of this Directive.
      - iii. The NJOEM State Training Officer may extend the time for completion of the training required by sub-paragraph 6.b. for good cause.



- c. complete 24-hours of continuing education every 12 months (based upon the date of appointment or re-appointment), unless extended for good cause by the NJOEM State Training Officer.
  - i. Qualifying classes include the following categories:
    - 1. disaster/emergency management, homeland security, incident command system courses;
    - 2. general management courses: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, management information systems applications, business communications, and public speaking; or
    - 3. other classes approved by the NJOEM State Training Officer.
  - ii. The course participation hours for the classes identified in subparagraphs a. and b. above can be applied to satisfy the continuing education requirement within any given 12 month period.
  - iii. The NJOEM State Training Officer is authorized to develop and disseminate guidance for permitting instructor hours to satisfy a portion of the continuing education requirement up to 12 hours per 12 month reporting period.
  - iv. NJOEM Emergency Response Bureau personnel are responsible for verifying compliance. Any questions regarding whether or not a course shall qualify for purposes of this sub-section c. shall be determined by the NJOEM State Training Officer.

C. A deputy county emergency management coordinator shall also be required to meet the standards of Section I.B.

## **II. Duties and Authority of the County Emergency Management Coordinator**

The county emergency management coordinator shall administer the county's emergency management program and provide oversight and guidance for municipal offices of emergency management within the county. The county emergency management coordinator shall:

- 1. maintain proficiency in the profession of emergency management, and participate in appropriate federal, State and local meetings, trainings, conferences, and exercises to develop and enhance subject matter expertise;
- 2. establish and oversee a county office of emergency management, and recruit, organize, coordinate and train deputies and staff to administer the county office of emergency management and oversee the functions and programs described in Section III;
- 3. comply with federal, State and local statutes, rules, procedures and authorities pertaining to emergency management, adhere to the guidance of the State Director and NJOEM, and collaborate with NJOEM personnel assigned to assist the county;

4. establish and implement policies and procedures with respect to the county's emergency management program to ensure effective coordination and oversight of all programs and functions described in the county Emergency Operations Plan (EOP) including all Emergency Support Function (ESF) annexes and incident and support annexes;
5. coordinate the review and update of the county EOP and comply with the NJOEM EOP approval process pursuant to N.J.S.A.App:A9-43.2 through 43.4, NJOEM procedures, and State Director directives;
6. chair the County Emergency Management Council in accordance with directives issued by the State Director;
7. in accordance with the authority set forth in directives of the State Director, when warranted, proclaim (and then rescind) a county-level state of emergency, implementing emergency protective measures and issuing all orders required to support life safety and to facilitate preparedness, response and recovery;
8. participate in, and attend the meetings of, the New Jersey County Emergency Management Coordinators Association;
9. if the county is designated as an emergency planning district or is part of a multi-county emergency planning district, appoint and remove members to the Local Emergency Planning Committee established pursuant to Executive Orders 161 (Kean, 1987) and 284 (Murphy, 2022) (implementing the federal Emergency Planning and Community Right-to-Know Act (EPCRA));
10. comply with N.J.S.A. 52:14E-15(a)(2) regarding the appointment of the county fire coordinator; and
11. perform, or ensure the performance of, other duties and tasks necessary to administer the county's emergency management program.

### **III. Oversight of the County Emergency Management Program**

The county emergency management coordinator shall lead the county emergency management program and oversee the county office of emergency management in accordance with all relevant federal, State and local laws, regulations, procedures and authorities, including State Director directives. The county coordinator shall ensure the efficient administration of the following responsibilities, duties and functions:

1. equipping, staffing, operating, and maintaining a primary county emergency operations center, identifying an alternate site, and developing the capability to conduct emergency operations virtually in the event that the primary county emergency operations center is impaired or inaccessible;
2. facilitating meetings and activities of the County Emergency Management Council (chaired by the county emergency management coordinator) and ensuring the Council's participation in the emergency management program, in accordance with directives of the State Director;
3. coordinating the preparation, periodic review and biennial update of an approved county emergency operations plan, as well as any appendices and plans in support thereof;

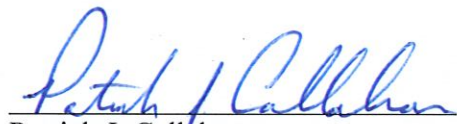


4. identifying competencies, capabilities and resources to support all elements of the county EOP, including annexes and appendices, and identifying gaps;
5. pursuant to directives of the State Director, conducting emergency management exercises and training of the county EOP and procedures, and developing, disseminating, training and exercising procedures about the county's resource request process and situational awareness reporting for key stakeholders, municipal coordinators and members of the county emergency management council;
6. providing guidance and oversight to the municipal emergency management coordinators within the county and reviewing municipal emergency operations plans in conformance with State Director directives and NJOEM guidance;
7. conducting planning meetings at least four times per year to include participation of the municipal emergency management coordinators;
8. coordinating with NJOEM for preparedness, response, recovery and mitigation activities;
9. acquiring, maintaining and deploying emergency management equipment;
10. developing, coordinating and activating mutual aid emergency management plans;
11. activating emergency management facilities and services as are available from the resources of the county government;
12. Ensuring effective programmatic support for all functions within the county EOP, *including but not limited to*:
  - a. implementing a public information and alert and warning system to disseminate timely and effective communications regarding incidents or threats to public safety;
  - b. facilitating public health and mass care services, including but not limited to: emergency sheltering; points of distribution (PODs) and bulk distribution of mass care and health supplies; mental health support for individuals impacted by disasters and emergencies; reunification and family assistance centers; and pandemic support;
  - c. coordinating intra-county sheltering and evacuation operations in conjunction with municipal emergency management coordinators and any supporting county and municipal agencies and organizations;
  - d. supporting intra-state and interstate sheltering and evacuation activities, and identifying, reviewing and evaluating potential emergency shelter locations, reception centers, and sheltering capabilities and gaps;
  - e. coordinating response to hazardous materials incidents;
  - f. implementing debris management and other public works programs necessary to support the emergency management program; and
  - g. facilitating search and rescue operations in accordance with directives issued by the State Director.

13. developing, adopting and updating a hazard mitigation plan and ancillary plans that may be required to comply with federal and State mitigation requirements;
14. performing damage assessments and providing post incident data to NJOEM as may be required by State Director directive or otherwise;
15. supporting recovery efforts in coordination with the State, federal and local partners, including applications for federal assistance;
16. interacting with the municipal, State, and federal government for preparedness, response and recovery activities in connection with the State's nuclear power plants as well as those of adjacent states;
17. applying for, receiving and expending or distributing, as appropriate, any grants, gifts, loans, or other funds made available to the county for emergency management services;
18. supporting implementation of the relevant provisions of EPCRA and related State statutes, regulations and executive or administrative orders, as well as guidance issued by the New Jersey State Emergency Response Commission;
19. coordinating plans to provide services to at-risk individuals (N.J.S.A. App.A:9-43.18) when extreme temperature conditions occur within the county;
20. complying with all orders and directives of the State Director, as well as all applicable policies and procedures of NJOEM; and
21. performing all such other functions and undertaking any action necessary to support the county's emergency management program.

#### **IV. Effect**

This directive rescinds and replaces Directive 100. This order shall take effect immediately.

  
Patrick J. Callahan  
Colonel  
State Director of Emergency Management