



New Jersey Office of Emergency Management Directive

REFERENCE NJSA App.A:9-40 NJSA App.A:9-40.5 NJSA App.A:9-41 NJSA App.A:9-42-2 NJSA App.A:9-45 NJSA App.A:9-51	EFFECTIVE DATE January 14, 2022	NUMBER NJOEM-2 (2022)
	SUBJECT Emergency Declaration Notification	
	EXPIRES Indefinite	
		RESCINDS Directive #61 (1958)

The purpose of this Directive is to establish procedures and guidelines for municipal and county emergency management coordinators and New Jersey Office of Emergency Management (NJOEM) personnel regarding notification procedures for an emergency declaration.

This Directive consists of the following numbered sections:

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I. State Procedures

- A. The Governor is authorized by statute to proclaim a state of emergency for the entire State, or any portion thereof:
 - 1. during, or after any incident which, in the opinion of the Governor, cannot be controlled or managed in its entirety by the counties and the municipalities affected by the incident; or
 - 2. in preparation for any incident which, in the opinion of the Governor, will not be entirely controllable or manageable by the counties and the municipalities anticipated to be affected by the incident.
- B. The Governor may, based upon the conditions present, or anticipated to be present for the incident, expand or limit the areas of the State declared to be under the state of emergency.
- C. NJOEM shall make recommendations and provide assistance with situational awareness or other information required by the Governor's Office or the Office of the Attorney General to evaluate the need for, and to prepare, the Emergency Declaration. In making its recommendations and providing situational awareness, NJOEM shall consult with key members of the State Emergency Management Program Stakeholders (SEMPS) group, the counties and other entities.
- D. Upon declaration of a state of emergency by the Governor, NJOEM shall promptly notify and distribute the proclamation to the county offices of emergency management, State departments and agencies, and the SEMPS. NJOEM shall also publish the information through the NJOEM Public Information Officer (PIO).
 - 1. Any administrative orders issued by the State Director shall also be subject to the aforementioned notifications.
- E. Following any amendment or rescission of the state of emergency, NJOEM shall notify the county offices of emergency management, State departments and agencies and the SEMPS, and disseminate the information through the NJOEM PIO.

II. County Procedures

- A. A county emergency management coordinator is authorized to declare a state of emergency in the entire county or any portion thereof during or in anticipation of an incident, if, in the county coordinator's judgment, conditions may present severe hazards to life and property. The county emergency declaration shall not conflict with any provision of the Governor's emergency declaration or any order thereunder.
 - 1. A county coordinator may declare a county state of emergency even though the municipal emergency management coordinators have not declared a state of local disaster emergency in their own municipalities.
 - 2. When feasible, the county coordinator shall advise and consult with the chief elected official for the county and appropriate members of the county emergency management council, in advance of issuing an emergency declaration.

3. During a county level state of emergency, a county coordinator is 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 county.
- B. Upon declaring a county state of emergency, the county emergency management coordinator shall promptly notify the State Director (through the NJOEM Emergency Response Bureau (ERB)), the members of the county emergency management council, the municipal emergency management coordinators within the affected county and the public.
- C. The county coordinator, working with the ERB Regional Representative, shall ensure that a copy of the signed proclamation declaring a county state of emergency is submitted to the State Emergency Operation Center (SEOC) pursuant to SEOC procedures.
- D. Upon modifying or rescinding the declaration, the county emergency management coordinator shall immediately notify the State Director (through the NJOEM ERB), the members of the county emergency management council, the municipal emergency management coordinators within the affected county, and the public. A copy of the signed proclamation rescinding the declaration must be submitted to the SEOC pursuant to SEOC procedures.
- E. A county coordinator must also notify the State Director (through the NJOEM ERB) and the county emergency management council if any municipality within the county issues or rescinds a declaration of local disaster emergency.

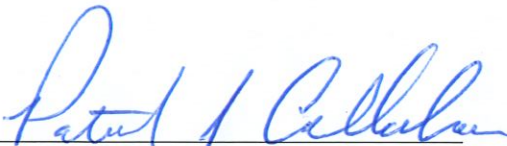
III. Municipal Procedures

- A. A municipal emergency management coordinator shall proclaim a state of local disaster emergency if, in the coordinator's opinion, a disaster has occurred or is imminent and conditions may present severe hazards to life and property. The municipal emergency management coordinator is 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. The local disaster emergency declaration shall not conflict with any county-level or state-level emergency declaration or any orders in connection with same.
 1. When feasible, the municipal emergency management coordinator shall consult with the governing authority for the municipality and the local emergency management council in advance of issuing an emergency declaration, but the coordinator is authorized to issue the declaration.
- B. Upon declaring a state of local disaster emergency, the municipal emergency management coordinator shall:
 1. immediately notify the members of the local emergency management council and the county office of emergency management (who will notify NJOEM and the county emergency management councils); and

2. submit a copy of the signed proclamation declaring the state of local disaster emergency to the county office of emergency management and to the SEOC pursuant to SEOC procedures.
- C. Upon modifying or rescinding the declaration, the municipal emergency management coordinator shall immediately notify the members of the local emergency management council and the county office of emergency management. A copy of the signed proclamation rescinding the declaration must be submitted to the county office of emergency management and to the SEOC pursuant to SEOC procedures.
- D. In the event of a declared county state of emergency, it shall be the duty of each municipal emergency management coordinator to comply with the orders of the county emergency management coordinator.

IV. Effect

This order shall take effect immediately.


Patrick J. Callahan
Colonel
State Director of Emergency Management