



# New Jersey Office of Emergency Management Directive

	EFFECTIVE DATE January 31, 2022	NUMBER NJOEM-5 (2022)
	SUBJECT County Emergency Management Councils	
REFERENCE N.J.S.A. App.A:9-41; 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; FEMA Comprehensive Preparedness Guide 101, version 3, September 2021; New Jersey State Emergency Operations Plan; State Emergency Management Program Stakeholders Policy; Emergency Planning and Community Right-to- Know Act; Executive Order 161 (Kean, 1987); Executive Order 284 (Murphy, 2022)	EXPIRES  Indefinite	
	RESCINDS Directive 103 (1987)	

Collaborative planning is the cornerstone of effective emergency management as evidenced by the Federal Emergency Management Agency’s (“FEMA”) whole community approach that advocates for preparedness and planning by all stakeholders and which also promotes resiliency and equity. This approach is reiterated in the most recent version of the FEMA Comprehensive Planning Guide, version 3, September 2021 (“CPG 101”) that provides guidelines on the development of an emergency operations plan (“EOP”) through the collaborative planning process. CPG 101 states that planning teams “must reflect the diversity of the community by including representatives from the jurisdiction’s departments and agencies, civic leaders, businesses and organizations.” Planning teams “should include those who can contribute diverse, vital perspectives and those who have significant roles in executing the plan.”

At the State level, collaborative emergency planning is facilitated through the State Emergency Management Program Stakeholders (“SEMPS”) group pursuant to the SEMPS policy. N.J.S.A. App.A:9-41 mandates collaborative planning at the municipal level, by requiring every municipality to establish Local Emergency Management Councils.

At the county level, NJOEM Directive 103 (1987) requires the County Emergency Management Coordinators to establish multi-sector County Emergency Management Councils, borrowing concepts from the federal Emergency Planning and Community Right-to-Know Act (“EPCRA”) and Executive Order 161 (Kean, 1987).<sup>1</sup> Subsequent to that time, various versions of CPG 101 have provided guidance for emergency managers regarding appropriate emergency management stakeholder inclusion, as well the content and format of emergency operation plans. Moreover, references to the EPCRA in Directive 103 have led to confusion regarding the appropriate guidance for County Emergency Management Councils. Accordingly, this Directive rescinds and

<sup>1</sup> Executive Order 161 was amended and clarified by Executive Order 284 (Murphy, 2022).

replaces Directive 103, and clarifies that CPG 101 guides the composition, purpose, and administration of the County Emergency Management Councils, not the EPCRA or Executive Orders 161 and 284.

This Directive consists of the following numbered sections:

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## **I. Purpose**

To clarify the requirements and standards for County Emergency Management Councils and to provide guidance on council membership and activities.

## **II. Composition of County Emergency Management Councils**

- A. Each County Emergency Management Coordinator shall oversee the County Emergency Management Council, the composition of which shall be guided by CPG 101 with a view toward inclusive planning and diverse stakeholder participation to represent the whole community. As described in subsection C. below, members of the council shall include representatives from government, the private sector, volunteer organizations, community groups, etc. with a legitimate interest in planning and preparation for the mitigation of, response to, and recovery from emergency situations.
- B. The County Emergency Management Coordinator shall serve as the Chairperson of the County Emergency Management Council. The Coordinator shall ensure that the Council is composed of individuals with appropriate experience to develop comprehensive, all-hazards emergency operations plans that address the community's needs, risk, vulnerabilities and capabilities, and that such plans are inclusive and equitable.
- C. Membership in the County Emergency Management Council must include: appropriate representation from the county's elected officials; the coordinators of each emergency support function (ESF) to the county EOP; and the coordinators of any incident or support annexes to the county EOP. The County Emergency Management Coordinator shall also ensure appropriate representation on the Council from other key stakeholders, selected at the coordinator's discretion. Examples of entities or groups that may be represented on the Council (or any working group or subcommittee of the Council) include but are not limited to:
- private sector
  - hospitals/healthcare systems
  - education
  - critical infrastructure
  - major volunteer organizations/community groups that are supporting agencies to the EOP
  - faith-based organizations or inter-faith councils
  - agencies/entities that represent the interests of the DAFN community and vulnerable populations

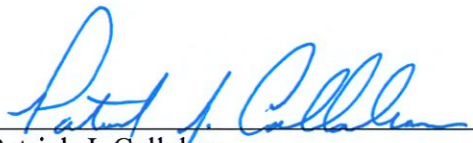
## **III. Responsibilities**

- A. The County Emergency Management Council shall undertake the following responsibilities:
- meet at least twice per year, and as otherwise directed by the Chair, to address homeland security and all phases of emergency management

- review the provisions of the county emergency operations plan and appendices periodically, but no less than once per year
  - revise and update the county emergency operations plan in conformity with State statutes (N.J.S.A. App.A:9-42.1 through 43.4), Executive Orders issued by the Governor, and pursuant to any current or future NJOEM directives
  - participate in training and exercises pursuant to any current or future NJOEM directives
  - ensure inclusiveness in planning and preparedness for individuals with disabilities and others with access and functional needs, as well as vulnerable and traditionally underserved populations
  - maintain equity in mitigation, response, and recovery planning
- B. Due to homeland security concerns, the members of the Council (and any working group or subcommittee of the Council) shall take all steps necessary to maintain the confidentiality of all emergency operations plans, annexes and supporting appendices. Members must comply with any existing or future State statutes, executive orders, rules, administrative orders, or directives to protect against the public disclosure or release of emergency operations plans, or any portions thereof, including but not limited to the Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), the common law, and Executive Order # 21 (McGreevey, 2002).

#### **IV. Effect**

This directive rescinds and replaces Directive 103 issued August 7, 1987. This order shall take effect immediately.

  
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Patrick J. Callahan  
Colonel  
State Director of Emergency Management