



New Jersey Office of
Emergency Management Directive

	EFFECTIVE DATE	NUMBER
	April 20, 2022	NJOEM-7 (2022)
	SUBJECT Qualifications, Authority and Scope of Responsibilities of Municipal Emergency Management Coordinators	
REFERENCE N.J.S.A. App.A:9-40.1; N.J.S.A. App.A:9-40.4; 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); New Jersey State Emergency Operations Plan	EXPIRES N/A	
	RESCINDS NJOEM 102	

Pursuant to N.J.S.A. App.A:9-40.1, each municipality is required to have a municipal emergency management coordinator, duly appointed by the governing body of the municipality for the statutory term. The Governor may remove any municipal emergency management coordinator for cause, and may appoint a temporary replacement. N.J.S.A. App.A:9-40.2.

The municipal emergency management coordinator is responsible for planning, activating and coordinating the conduct of emergency management operations within the municipality, N.J.S.A. App.A:9-40.4, and proclaiming a state of local disaster emergency when warranted pursuant to N.J.S.A. App.A:9-40.5. Duties also include chairing the Local Emergency Management Council pursuant to N.J.S.A. App.A:9-41 (or participating in a joint emergency management council pursuant to State Director of Emergency Management (State Director) directives) and complying with N.J.S.A.App:A9-43.2 through 43.4 regarding the development of municipal emergency operations plans subject to guidelines of the State Director.

N.J.S.A. App.A:9-40.1 requires municipal emergency management coordinators to complete certain training, including the “current approved Home Study Course.” However, this program is no longer offered by the Federal Emergency Management Agency (FEMA). Instead the municipal emergency management coordinators shall be required to complete FEMA’s “Independent Study” courses in emergency management which have replaced the Home Study Course. The FEMA Independent Study courses reflect the competencies required for emergency management professionals, including the emergency management program elements reflected in FEMA’s Comprehensive Planning Guide 101, version 3 (CPG 101).

NJOEM Directive 102 (1990), amplified and clarified the qualifications and duties of municipal emergency management coordinators. This Directive, NJOEM-7 (2022), rescinds and replaces Directive 102. It establishes the qualifications of municipal emergency management coordinators and deputy coordinators. It also details the responsibilities of the municipal emergency management coordinator, consistent with the competencies identified in: FEMA’s Independent Study program and CPG 101; the State Emergency Operations Plan (SEOP); NJOEM policies and directives; and State statutes, regulations and executive orders. This Directive also specifies training requirements for municipal emergency management

coordinators and deputy coordinators in addition to those set forth in Directive NJOEM-1 (2021), issued pursuant to Executive Order 248 (Murphy, 2021).

This Directive consists of the following numbered sections:

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I. Qualifications

A. A municipal emergency management coordinator shall:

1. possess a high school diploma or its equivalent;
2. satisfy the residency and other applicable position requirements of any relevant State or local statute or ordinance (including N.J.S.A. App.A:9-40.1);
3. have a minimum of two (2) 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. possess a valid New Jersey driver's license; and
5. complete National Incident Management System training pursuant to Directive NJOEM-1 (2021), and the following courses/continuing education requirements:
 - a. the NJOEM Basic Workshop in Emergency Management (within one (1) year of first appointment as required by N.J.S.A. App.A:9-40.1);
 - b. the FEMA Professional Development Series (within one (1) year of first appointment, in satisfaction of the Home Study Course requirement of N.J.S.A. App.A:9-40.1); and
 - c. 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, MIS 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.

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

II. Duties and Authority of the Municipal Emergency Management Coordinator

The municipal emergency management coordinator shall lead the emergency management function at the municipal level. The municipal 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 the municipal office of emergency management, and, when applicable, recruit, organize, coordinate and train deputies and staff to administer the municipal 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 maintain an active cooperative working relationship with the County Office of Emergency Management of the county in which the municipality is located, to implement all elements of the municipality's emergency management program;
4. establish and implement policies and procedures with respect to the municipality's emergency management program to ensure effective coordination and oversight of all programs and functions described in the municipal emergency operations plan (EOP);
5. coordinate the review and update of the EOP pursuant to N.J.S.A.App:A9-43.2 through 43.4, NJOEM procedures and directives issued by the State Director;
6. chair the Local Emergency Management Council (or participate in a joint emergency management council if applicable) in accordance with N.J.S.A. App.A:9-41 and directives issued by the State Director;
7. in accordance with the authority set forth in directives of the State Director and N.J.S.A. App.A:9-40.5, when warranted, proclaim (and then rescind) a municipal-level state of emergency, implementing emergency protective measures and issuing all orders required to support life safety and to facilitate preparedness, response and recovery operations;

8. attend 75% of all scheduled County Office of Emergency Management meetings for municipal coordinators and assure representation at all other county emergency management meetings as deemed necessary by the County Coordinator; and
9. perform, or ensure the performance of, other duties and tasks necessary to administer the municipality's emergency management program.

III. Oversight of the Municipal Emergency Management Program

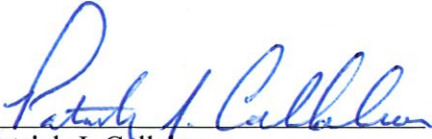
The municipal emergency management coordinator shall lead the municipal emergency management program and oversee the municipal office of emergency management in accordance with all relevant federal, state and local laws, regulations, procedures and authorities, including State Director directives. The municipal emergency management coordinator shall collaborate with municipal agencies and other stakeholders to ensure the efficient administration of the municipality's emergency management budget to support the following responsibilities, duties and functions:

1. equipping, staffing, operating, and maintaining a primary municipal emergency operations center, identifying an alternate site, and developing the capability to conduct emergency operations virtually in the event that the primary municipal emergency operations center is impaired or inaccessible;
2. coordinating the preparation and periodic review of an approved municipal emergency operations plan, as well as any appendices and plans in support thereof, that reflects the municipality's hazards, risks, capabilities and gaps;
3. conducting at least two (2) meetings per year with the Local Emergency Management Council in accordance with directives of the State Director, and conduct other planning meetings as necessary, providing advance notice to the County Office of Emergency Management;
4. pursuant to directives of the State Director, conducting and/or participating in emergency management exercises and training;
5. acquiring, maintaining and deploying emergency management equipment;
6. developing, coordinating and activating mutual aid emergency management plans;
7. activating emergency management facilities and services as are available from the resources of the municipal government;
8. Ensuring effective programmatic support for all functions within the municipal 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, and cooperating with the National Warning System (NAWAS);
 - 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 municipal sheltering and evacuation operations, and supporting any county/regional/State sheltering and mass care response activities for affected residents of the municipalities;
 - d. implementing debris management and other public works programs necessary to support the emergency management program;
 - e. facilitating search and rescue operations in accordance with directives issued by the State Director; and
 - f. supporting damage assessments and recovery efforts.
9. supporting county and local plans to provide services for at-risk individuals (N.J.S.A. App.A:9-43.18) during extreme weather conditions;
 10. when applicable, supporting the implementation of the relevant provisions of the Emergency Planning and Community Right-to-Know Act (EPCRA) and related State statutes, regulations and executive or administrative orders, as well as guidance issued by the New Jersey State Emergency Response Commission;
 11. securing county, state and federal technical and financial assistance as may be required for promoting and/or implementing the emergency management functions within the municipality, and if the municipality is an Emergency Management Agency Assistance (EMAA) funded agency, satisfying all program goals, work plans and guidelines established by the State for such funding;
 12. supporting municipal hazard assessments and identifying critical infrastructure;
 13. if applicable, developing, adopting and updating a hazard mitigation plan and ancillary plans required to comply with federal and State mitigation requirements;
 14. 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;
 15. complying with all orders and directives of the State Director, applicable policies and procedures of NJOEM; and relevant guidance and orders of the county office of emergency management in which the municipality is located.
 16. performing all such other functions and undertaking any action necessary to support the municipality's emergency management program.

IV. Effect

This directive rescinds and replaces Directive 102. This order shall take effect immediately.


Patrick J. Callahan
Colonel
State Director of Emergency Management