

DIRECTIVE NO. 101

February 7, 2012

**SUBJECT: RULES AND REGULATIONS FOR THE DEVELOPMENT,
SUBMISSION AND CERTIFICATION OF EMERGENCY
OPERATIONS PLANS**

I. PURPOSE:

Chapter 222, Public Law 1989 mandates the development and approval of Emergency Operations Plans for all municipalities, counties and the State. The purpose of this revised Directive is to implement the provisions of this law and to provide guidance and procedures for development, submission, certification, updating and review of Emergency Operations Plans.

II. AUTHORITY:

Emergency Management Act, N.J.S.A., Appendix A:9-30 et seq. (Chapter 251, P.L. 1942, as amended by Chapter 438, P.L. 1953, Chapter 405, P.L. 1985 and Chapter 222, P.L. 1989)

III. EMERGENCY OPERATIONS PLAN DEVELOPMENT:

- A. The State Office of Emergency Management has adopted a State Emergency Operations Plan and will review and update the Plan every two years. It also has issued guidelines for county and municipal Emergency Operations Plans. The guidelines detail the requirements to be met for a Plan to be certified by the State Office of Emergency Management. The guidelines applicable to a Plan are subject to change without the issuance of a revised Directive 101. As of the issuance of this revised Directive 101, the guidelines are in the form of a revised State Emergency Operations Plan Checklist dated 2011 for the development of county Emergency Operations Plans. As of the issuance of this revised Directive 101, the State Emergency Operations Plan Checklist dated 1990 or the revised Checklist dated 2011 may be used for municipal Emergency Operations Plans.

- B. All newly developed and updated county Emergency Operations Plans shall encompass guidance as set forth in the Federal Emergency Management Agency's Comprehensive Preparedness Guide, (CPG 101) and as identified by the 2011 Checklist. CPG 101 integrates concepts from the National Incident Management System (NIMS) and the National Response Framework (NRF), and it incorporates recommendations from the 2005 Nationwide Plan Review. The Emergency Support Function (ESF) format is the plan structure used in the NRF. It begins with a Basic Plan, includes unique Appendices that support the whole plan, addresses individual ESF Annexes, and then attaches separate Support or Incident Annexes. The Basic Plan provides an overview of the jurisdiction's

emergency management system. It briefly explains the hazards faced by the jurisdiction, as well as the jurisdiction's capabilities, needs and demands, and the jurisdiction's emergency management structure. It also reviews expected mission execution for each emergency phase and identifies the agencies that have the lead for a given ESF. The Basic Plan then outlines the ESFs activated during an emergency.

Each county in the Non-UASI regions shall develop a Plan using the ESF format as identified by the 2011 Checklist. These Emergency Operations Plans must be submitted for initial certification directly to the State Office of Emergency Management no later than September 1, 2012. Each county in the Northern New Jersey UASI region shall be developing a Plan using the ESF format as identified by the 2011 Checklist by July 1, 2013. These Emergency Operations Plans must be submitted for initial certification to the Regional Office of Emergency Management in accordance with Section IV, Paragraph B, no later than July 1, 2014. The municipal Emergency Operations Plans may continue to use the existing SLG 101 format as identified by the 1990 Checklist or may adopt the revised CPG 101 guide with the ESF format as identified by the 2011 Checklist.

- C. Each county and municipality shall prepare, adopt, and maintain an Emergency Operations Plan that meets the requirements of the State Emergency Operations Plan guidelines and Checklist that are applicable to it, including all required annexes and attachments.
- D. County and municipal Emergency Operations Plans that are hereafter certified by the State Office of Emergency Management will require re-certification by the State Office of Emergency Management every four years, as set forth in Section IV.
- E. Pending submission and certification of a county Emergency Operations Plan that is in compliance with Section III, Paragraph B, each county Plan must be reviewed and updated annually by the County Office of Emergency Management and the Local Emergency Planning Committee to ensure that all requirements of the State Checklist dated 1990 are met and that the information in the Plan is current. Following certification of a county Emergency Operations Plan that is in compliance with Section III, Paragraph B, each county Plan must be reviewed and updated annually by the County Office of Emergency Management and the Local Emergency Planning Committee to ensure that all requirements of the guidelines and State Emergency Operations Plan Checklist that are applicable to the Plan are met. Each municipal Emergency Operations Plan must be reviewed and updated annually by the Local Emergency Planning Committee to ensure that all requirements of the guidelines and State Emergency Operations Plan Checklist that are applicable to the Plan are met. The guidelines and Checklists applicable to a Plan are subject to change without the issuance of a revised Directive 101. Updates and changes to any Plan should be reflected in the record of changes in

the Emergency Operations Plan and submitted with the Emergency Operations Plan as part of quadrennial re-certification.

- F. The State Office of Emergency Management shall review all county and municipal Emergency Operations Plans and either certify, conditionally certify, or not certify the Plan in writing within 60 days of receipt. The State Office of Emergency Management will state the reasons for not certifying a Plan or conditionally certifying a Plan, and in the case of conditional certification, will specify the necessary amendments or revisions to the Plan. If the State Office of Emergency Management fails to act within 60 days of receipt, the Plan shall be considered certified by the State Office of Emergency Management.

IV. EMERGENCY OPERATIONS PLANS QUADRENNIAL STATE APPROVAL AND RE-CERTIFICATION:

- A. Each municipality shall submit a completed Emergency Operations Plan to the State Office of Emergency Management for re-certification every four years. The Plan must first be submitted to the County Office of Emergency Management and then to the Regional Office of Emergency Management. The State Office of Emergency Management must receive the Plan no later than four years from the prior date of State certification or re-certification.

- 1. The County Office of Emergency Management shall review the Plan for compliance with the State Emergency Operations Plan guidelines and Checklist applicable to the Plan.

- a. If the Plan does not meet the requirements for certification, it shall be returned to the municipality with the reasons for disapproval stated in writing.

- b. If the Plan meets the requirements for certification, the Plan will be forwarded to the Regional Office of Emergency Management with signed written review comments including the following statement:

This Plan has been reviewed by _____ of the _____
(reviewer's name) (county name)

County Office of Emergency Management and meets the requirements of the State Emergency Operations Plan guidelines and Checklist applicable to the Plan.

- 2. The Regional Office of Emergency Management will review the Plan for compliance with the State Emergency Operations Plan guidelines and Checklist applicable to the Plan.

- a. If the Plan does not meet the requirements for certification, it shall be returned to the County Office of Emergency Management with the reasons for disapproval stated in writing.
 - b. If the Plan meets the requirements for certification, the Plan will be forwarded to the State Office of Emergency Management for review.
- B. Each county shall submit a completed Emergency Operations Plan to the State Office of Emergency Management for re-certification every four years. The Plan must first be submitted to the Regional Office of Emergency Management. The State Office of Emergency Management must receive the Plan no later than four years from the prior date of State certification or re-certification.
 1. The Regional Office of Emergency Management shall review the Plan for compliance with the State Emergency Operations Plan guidelines and Checklist applicable to the Plan.
 - a. If the Plan does not meet the requirements for certification, it shall be returned to the county with the reasons for disapproval stated in writing.
 - b. If the Plan meets the requirements for certification, the Plan will be forwarded to the State Office of Emergency Management for review.

VII. DIRECTIVE STATUS:

- A. Directive No. 101 dated March 15, 1990, is hereby revised effective immediately, Joseph R. Fuentes, Colonel, State Director of the New Jersey Office of Emergency Management.



Joseph R. Fuentes
Colonel
Superintendent