PRIVATE SECTOR

ESSENTIAL EMPLOYEE

REGISTRATION PROJECT

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POLICY AND PROCEDURES

GUIDELINES

10/08/2010 Version 1.1

ESSENTIAL EMPLOYEE REGISTRATION PROJECT

PURPOSE:

The New Jersey Office of Emergency Management and the Office of Homeland Security & Preparedness are promoting compliance with an Essential Employee Credentialing Program.

This program leverages the capabilities of the New Jersey Resource Directory Data Base (RDDB) to create a web-based registration and identification system for employees who are considered essential and who by nature of their employment responsibilities require travel authorization during a declared Governor's State of Emergency. Sectors aligned with National Response Framework Emergency Support Functions have an obligation, to the extent possible, to ensure continuity of services during an emergency situation. Although participation in the Essential Employee Credentialing Program is completely voluntary, it is crucial that your organization establish the necessary provisions to ensure continuity of essential services under all-hazards conditions.

Participation in this program requires those individuals within your organization who are essential for maintaining operations be identified and registered in the RDDB. Registered Essential Employees will be issued an *Essential Employee Verification Card* to keep in their possession for display to law enforcement upon request in the event of a travel ban. This credentialing service which is authorized by the NJ OEM and recognized by the law enforcement community comes at no cost to employers. Each organization should consider establishing written policy regarding the appropriate use of the Essential Employee Verification Cards by employees as these cards are the property of the NJ OEM.

New Jersey Resource Directory Database

WHAT IS THE RESOURCE DIRECTORY DATABASE (RDDB)

Through the Emergency Preparedness Information Network (EPINET) Program the New Jersey Office of Emergency Management is coordinating utilization and development of the Resource Directory Database or RDDB. This easy to use, web-based system is a critical

component of EPINET whereby State, County and Local entities have the capacity to inventory resources that would be needed in the event of a crisis. Additionally, the system has mapping capabilities to assist emergency management planners in the response to an event. RDDB is being expanded to include resources from representative companies from the private sector and volunteer agencies throughout the state. Resources to be registered include equipment, supplies and personnel. Working together with the E-team system, RDDB will allow the state to quickly dispatch and mobilize resources to an event in an efficient and timely manner.

ROLES AND RESPONSIBILITIES

THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT (NJOEM) will be responsible for the following functions in support of this project:

- Coordination and oversight for this project.
- Administration and technology support for the RDDB as necessary.
- Training on the use and functionality of RDDB to all authorized users.
- Working in collaboration with the NJ Domestic Security Preparedness Task Force, Infrastructure Advisory Group, Private Sector Working Groups a standardized description for each type of essential employee to be registered will be created and added to the RDDB as a selection for registering essential employees.
- Provide information to the New Jersey law enforcement and emergency management communities for familiarization with this program and its intended purposes.
- Establish the number of permanent essential employees allowed to be designated as essential, and registered in the RDDB per sector per company.
- Establish and maintain a methodology to add additional temporary essential employees to the allotment for any specific company or entity when operational conditions require more support from the specific type/s/ of essential employees a company can provide.
- Develop and provide a "Temporary Essential Employee Verification Document" that can be created online and issued to specific employees who are deemed essential for limited periods of time during an emergency. Documents will have a specific start and end date identifying the time period the employee named on the document is deemed to be an essential employee.

- Establish an Essential Employee Oversight Committee, comprised of selected representatives from the law enforcement, emergency management, state department and agency partners and private sectors to create and modify policy and procedures to regulate this project.

PRIVATE COMPANIES that utilize the RDDB to register their essential employees will be responsible for the following functions:

- Identify an Entity Administrator for their company who will be the primary person responsible for managing the access and use of the RDDB functions. This person will receive training as needed from NJOEM on RDDB usage and responsibilities.
- Identify and assign additional Resource Administrators for their company within the RDDB who will be responsible for the entry of the specific essential employees from the company.
- Registration of each Entity and Resource Administrator as a user for the My New Jersey portal. This is on an individual by individual basis. User name and passwords may be chosen by the registrant who must also include address, phone number, e-mail address and a security question in case of a lost password.
- Registration of each essential employee from their company in the RDDB. Entry of all required data/information for the essential employee, ensuring that the essential employee name entered in RDDB matches exactly with the name as written on their Verification Card. Required Data includes:

  - Full Name
  - Date of Birth (Month/Day/Year).
  - Driver's License Number (where applicable)
  - Company ID number
  - Contact Phone Number
  - E-mail address

- While not required at this time, RDDB also provides the option to include a scanned copy of the essential employee's driver's license, company issued identification credentials or other government issued identification document.

- Issue the permanent Essential Employee Verification Card to all registered essential employees from the company.
- Validation of registered essential employee status with the company on a periodic basis as determined by NJOEM.
- Identify and enter on a temporary basis, additional essential employees determined to be necessary and authorized by NJOEM for registration in RDDB as essential.
- Obtain and issue a Temporary Essential Employee Verification Document to appropriate personnel using the format and guidelines established by NJOEM for this purpose.
- Establish internal company policy and guidelines to ensure all requirements of this program as outlined herein are adopted by the individual private company as part of their internal policies and procedures.
- *__Recover__* and *__destroy__* all issued **Essential Employee** identification from employees who leave company employment or are no longer considered essential.
- Adherence to all guidelines and policies established to regulate this project.

REGISTERED PERMANENT ESSENTIAL EMPLOYEES will have the following duties and responsibilities:

- Enter their name on issued Essential Employee Verification Card exactly as displayed on their issued driver's license, or on any other government issued identification card if the employee does not have a driver's license. Name should be IMPRINTED or PRINTED clearly in large block letters on the card.
- *__Laminate__* the card after employee's name is printed on card.
- Present the Essential Employee Verification Card, their company issued identification card, and their drivers license (or other government issued identification card) to any law enforcement or emergency services official who queries the status of the employee as an essential employee.
- Return their issued Essential Employee Identification Card to their employer if their employment is terminated or their designation as an Essential Employee ends.
- Persons issued an Essential Employee Verification Card acknowledge that the card is issued for the specific and only purpose of assisting them in gaining access to secured work areas during an emergency response. Any other use of the card is

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STRICTLY PROHIBITED. An essential employee found to be abusing the card will have their essential employee registration status revoked by NJOEM.

TEMPORARY ESSENTIAL EMPLOYEES REGISTERED IN THE RESOURCE DIRECTORY DATABASE (RDDB)

- Will present their temporary Essential Employee Verification Card, their company issued identification card, and their drivers license (or other government issued identification card) to any law enforcement or emergency services official who queries the status of the employee as a temporary essential employee.
- Persons issued a Temporary Essential Employee Verification Card acknowledge that the card is issued for the specific and only purpose of assisting them in gaining access to secured work areas during an emergency response. Any other use of the card is STRICTLY PROHIBITED. An essential employee found to be abusing the card will have their essential employee registration status revoked.

LAW ENFORCEMENT PERSONNEL QUERYING THE DATABASE to check the essential employee status of anyone in their jurisdiction presenting either a *permanent* or *temporary* **Essential Employee Verification Card** or **Document** should do the following during an emergency travel ban:

- Contact their department RDDB coordinator or:

<div align="center">

New Jersey State Police
Regional Operations Intelligence Center (ROIC)
609-963-6900 – Option 3

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- Upon satisfactory verification of a person's essential employee status, provide assistance, access and support as deemed safe and necessary based on the actual emergency conditions in the impacted emergency area, to the essential employee in the performance of their job functions.
- This card is not intended to grant access to law enforcement secured areas without further authorization procedures as deemed necessary.

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FOR MORE INFORMATION

PRIVATE SECTOR COMPANIES interested in obtaining more information about the **Essential Employee Credentialing Project** or the **NJ Resource Directory Database (RDDB)**, please contact:

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