

## DIRECTIVE NO. 51

**SUBJECT:** Strategic Planning Policy: Development, Maintenance, Exercising and Management of Continuity of Operations (COOP) Plans

Each State Department, Agency and Authority shall develop and maintain a Continuity of Operations Plan (COOP) to ensure it can fulfill its responsibilities under the State Emergency Operations Plan (EOP) and associated Emergency Support Functions (ESFs). The New Jersey Office of Emergency Management (NJOEM) is hereby designated as the state agency responsible for creating and maintaining a central repository for all State Department, Agency and Authority COOP plans.

The New Jersey Office of Emergency Management shall also prepare an executive State Continuity of Government (SCOG) Plan for New Jersey State Government based on the recommendations of each respective Department, Agency and Authority as delineated in their COOP(s). The SCOG plan will be reviewed annually by the NJOEM and forwarded to the Office of the Governor, to ensure that the essential functions of government are sustained.

The Deputy State Director of Emergency Management shall appoint a Strategic Planning Manager to oversee the SCOG Plan and each Department, Agency and Authority Head shall designate a Continuity Program Manager to oversee that entity's COOP planning effort. The Department, Agency or Authority Head shall be responsible for approving their respective COOP. An appropriate staff member from the NJOEM shall facilitate and monitor the submission and revision of all State Department, Agency and Authority COOPs.

COOP planning is an on-going process and the COOPs require periodic revisions, however all plans shall be submitted to NJOEM for a biennial review. This submission cycle will be consistent with the review of the State EOP which shall be updated as necessary, but shall be formally reviewed by each respective ESF primary agency at least every two years.

During calendar years in which the State EOP and COOP's are not being formally reviewed, the COOP should be exercised in an appropriate forum, ranging from a table-top to a full-scale exercise, as deemed appropriate by the Strategic Planning Manager. Exercise training for emergency management program personnel will be provided by NJOEM commensurate with the Five Year Training and Exercise Strategy. In accordance with the Homeland Security Exercise Evaluation Program, all exercises should include an after-action report and an improvement action plan. Departments, Agencies and Authorities are encouraged to exercise their own COOPs more frequently, based on specific needs and/or emergent circumstances.

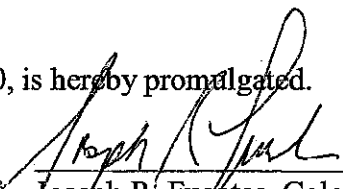
Revisions to the State EOP that create a "draft" or "interim" status for any specific Emergency Support Function, Annex or Attachment to the State EOP, will be considered operational by the State Director of Emergency Management, until such time as those documents can be formally incorporated into the State EOP, through the Primary Agency Authority promulgation process.

The NJOEM shall develop a standardized template to ensure that there is consistency in the design and content of all COOPs. This standardization, utilized by continuity program managers and continuity team members will expedite the review of plans, facilitate the implementation of those plans and will serve to provide vital data for the State Continuity of Government Plan. The prescribed template shall be compatible with Federal Emergency Management Agency (FEMA) guidelines, however the template may include necessary adaptations to meet specific inter-governmental needs.

The NJOEM shall work with county and municipal governments to ensure that their COOPs are consistent with the state's strategic planning policy. The NJOEM and state agency personnel that have completed FEMA's Continuity of Operations Managers Course and/or FEMA's COOP Planners Workshop, shall provide COOP training to local governments in an effort to assist those partners with local continuity planning.

There is established a State Continuity Advisory Group under the direction of the NJOEM Strategic Planning Manager. This advisory group shall include a member from the Office of Homeland Security and Preparedness, the Department of Law and Public Safety and the Civil Service Commission. Other members of the advisory group may be included as deemed necessary, at the direction of the Deputy State Director of the Office of Emergency Management. The advisory group shall facilitate the exchange of ideas and best practices related to overall emergency planning, develop and enhance the standardized COOP template, develop and deliver appropriate COOP training, and design exercises to test completed plans. The State Continuity Advisory Group shall be responsible for monitoring corrective action plans, encourage state and local government continuity planning and ensure that all planning efforts are consistent with the state's strategic planning policy.

Directive No. 51, dated November 3, 2010, is hereby promulgated.



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Joseph R. Fuentes, Colonel  
Superintendent  
State Director  
Office of Emergency Management



NEW JERSEY STATE POLICE  
EMERGENCY MANAGEMENT SECTION  
MEMORANDUM



TO : Colonel Joseph R. Fuentes, Superintendent  
LTC J. Hatfield, Deputy Superintendent of Homeland Security  
FROM : Major D. McNulty, Commanding Officer, Emergency Management Section  
Capt. C. Schulz, Executive Officer, Emergency Management Section  
Lt. G. Georgeles, Bureau Chief, Recovery Bureau  
SUBJECT : Directive No. 51

DATE: 11/03/10

11/23/10

Forward to Appropriate Personnel for Action:

- ☐ Investigation Conducted & Complainant Contacted
- ☐ Reviewed & Comments Are Attached
- ☐ AG Referral Response Attached
- ☐ Review and Approval
- ☐ FYI & Further Action
- ☐ FYI, Note and File
- ☒ For Superintendent's Signature

EMS Doc Track #: P300/10/52 351004

Due

COMMENTS:

The attached Directive No. 51 requires that each State Department, Agency and Authority develop and maintain a Continuity of Operations Plan in order to ensure that it can fulfill its responsibilities under the State Emergency Operations Plan and associated Emergency Support Functions. Furthermore, the Directive requires that the State Office of Emergency Management develop an Executive Continuity of Government Plan for the State of New Jersey, that the Deputy State Director appoint a Strategic Planning Manager to oversee the development of said plan and that a State Continuity of Advisory Group be established under the direction of the State Strategic Planning Manager.

Directive No. 51 also determines that all revisions to the State Emergency Operations Plan, Emergency Support Functions, Annexes or Attachments (or associated plans) that are in a "draft" or "interim" status be considered operational by the State Director until such time as those documents can be formally incorporated into the State Emergency Operations Plan through the promulgation process.

The promulgation of Directive No. 51 by the State Director of Emergency Management, will further the New Jersey Office of Emergency Management's goal to attain accreditation by the Emergency Management Accreditation Program.

Submitted for your review and consideration.

GG:ap

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