

BASIC WORKSHOP IN EMERGENCY MANAGEMENT

UNIT 4 ROLES OF GOVERNMENT



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OBJECTIVES - At the conclusion of this unit the participant will be able to:

1. Describe the roles of the state and federal government,
 2. State how the Federal Emergency management Agency is operates,
 3. Outline the Federal Response Plan,
 4. Identify the table of organization for the State Office of Emergency Management,
 5. State the roles of the county and local government,
 6. Know the roles of the emergency management coordinator.
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SCOPE

- C Role of the Federal Government, State, County and local Governments
 - C The Role of FEMA
 - C The Roles and Responsibilities of the Emergency Management Coordinator
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TEACHING METHODS - The instructor leads a lecture/discussion, supported by overhead visuals to describe the Roles of Government. The unit begins at the Federal Level and describes its breakdown, continuing on with State, County and Local Governments. The roles and responsibilities of an emergency management coordinator are also contained at the end of the unit.

ROLES OF THE STATE AND FEDERAL GOVERNMENTS

INTRODUCTION

This unit will examine the roles and responsibilities of the state and federal governments in emergency preparedness, response, recovery, and mitigation, with emphasis on the impact of state and federal programs on local government.

The state is the key for collecting information and assessing the problem, and then deciding the course of action to take. In other words, the state office of emergency management is the quarterback. The state determines the emergency management needs and capabilities of its political subdivisions and then channels state and federal resources to local government, including training and technical assistance, as well as operational support in an emergency.

The authority and responsibility for emergency management at the state level rest with the governor or his or her designated representative. The powers that are typically vested in the governor are; suspend states statutes, procure materials and facilities, direct evacuations, authorized release of emergency funds, activate emergency funds and reallocate state agency budgets for emergency work, issue state or area declarations and invoke appropriate state response, apply for and monitor federal disaster and emergency assistance.

For more information on the powers of the Governor, examine the Civil Defense and Disaster Control Act contained in the Basic Workshop manual titled Laws, Directives, Statutes and Acts.

The governor has statutory authority and responsibility for emergency management at the state level. On December 17, 1980, the Honorable Brendan Byrne, Governor of the State of New Jersey established the Office of Emergency Management in the Division of State Police, Department of Law and Public Safety. All of the functions, powers and duties of the Office of Civilian Defense Director in the Department of Law and Public Safety as provided in the Reorganization Plan dated July 22, 1979, will be exercised by the State Director of Emergency Management. Colonel Clinton L. Pagano, Superintendent, New Jersey State Police was appointed as the State Director.

The responsibilities of the state office of emergency management include but are not limited to the following:

- C developing and implementing an emergency management program,
- C coordinating the activities of other agencies in the development of the state emergency operations plan (EOP)

- C supporting and facilitating local government preparedness efforts,
- C coordinating state resources and activities during a disaster,
- C assuming any or all of the emergency powers of the governor and coordinating state recovery efforts, including federal disaster assistance.

Each state has a state emergency operating plan. This plan identifies the state emergency authorities, incorporates the statewide hazard analysis, and specifies the roles and responsibilities of state departments and agencies in mitigation, preparedness, response and recovery.

The state office of emergency management has an exercise and training function. Each state has FEMA funded training officer who coordinates the delivery of federally funded emergency management training programs throughout the state. The training courses are designed to enable communities to prevent disasters whenever possible, to achieve preparedness, to respond to disasters, and to be in a better position to recover from natural, technological or civil disasters. FEMA develops and delivers training and education programs to the states through the National Emergency Training Center (NETC) in Emmitsburg, Maryland, the site of the Emergency Management Institute and National Fire Academy.

The state office of emergency management is also responsible for coordinating all emergency training associated with exercises for the nations nuclear plants, or “fixed nuclear facilities.” The Nuclear Regulatory Commission requires each nuclear facility owner to be able to demonstrate an evacuation capability for a fixed radius surrounding the facility.

The state office of emergency management also promotes hazard awareness programs throughout the state. Training has promoted a closer relationship with industry, especially with respect to contingency planning for hazardous materials.

Local government has the primary responsibility for emergency response, but there are times that a disaster overwhelms the local municipalities capacity for effective response. The state office of emergency management operations function includes activities that are essential to a coordinated response in support of a local jurisdiction. The State Emergency Operations Center, located in the basement of Division Headquarters, River Road, West Trenton, is the state command post for coordination during disasters. When a disaster occurs, the state EOC becomes activated, and the Governor or authorized representative mobilizes and deploys state personnel, equipment and resources to the disaster scene in support of local government.

Throughout the Federal Government there exists a vast body of resources which can be

pulled together to plan as well as respond to emergency situations. FEMA is the agency that serves as the principal point of contact within the Federal Government for emergency management activities. As the Federal coordinator of emergency management activities, it is FEMA's task to pull these resources together. In a partnership with the state and local government, FEMA supports their preparedness efforts by providing national program operations. The jurisdiction will then be encouraged to prepare a multi-year development plan followed by annual plan increments as the process proceeds. By following this process, a community can establish an Integrated Emergency Management System with readiness to deal with both the common elements of preparedness and those requirements which are unique to those individual efforts.

In FEMA's commitment to IEMS rests the determination to capitalize upon the substantial body of experience in emergency management as well as the vast amount of in-place resources in communities throughout our Nation.

The federal government is responsible for

- C Legal authorities
- C Fiscal resources
- C Research
- C Technical information and services
- C Specialized personnel

The primary areas of federal involvement in emergency management are

- C Assistance
- C Regulations
- C Standards

FEDERAL EMERGENCY MANAGEMENT AGENCY

The Federal Emergency Management Agency (FEMA) is the central point of contact within the federal government for a wide range of emergency management activities in both peace and war. FEMA's mission statement reads, " under the direction of the president the mission of FEMA is to plan for and coordinate the protection of the civilian population and resources of the nation, to include planning for the *continuity of government* in time of emergency."

FEMA DIVISIONS - REGIONAL LEVEL

Operation Support Divisions

- C Administrative Services Branch
- C Information Systems Team

Response and Recovery Division

- C Human Services Team
- C Operations & Planning Team
- C Infrastructure Team

Mitigation Division

- C Community Mitigation Programs Branch
- C Hazard Identification & Risk Assessment Team

Preparedness, Training & Exercise Division

- C Training, Exercise & Evaluation Branch
- C State & Local Assistance Team

FEDERAL RESPONSE PLAN

The purpose of the Federal response Plan is to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant disasters. The plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the departments and agencies in providing Federal response assistance to supplement the State and local response efforts.

FEMA oversees and coordinates the response of twenty-seven (27) federal agencies and departments and the American Red Cross in delivering immediate, comprehensive help to save lives and protect property. Federal teams help state/local authorities identify needs, direct response activities and mobilize personnel, equipment and other resources to meet state/local needs. After the disaster, FRP partners supplement State and local recovery activities, and help identify mitigation opportunities.

Functional annexes of the Federal Response Plan are as follows:

- C Emergency Support Function #1 - Transportation Annex
- C Emergency Support Function #2 - Communications Annex
- C Emergency Support Function #3 - Public Works & Engineering Annex
- C Emergency Support Function #4 - Firefighting Annex
- C Emergency Support Function #5 - Information and Planning Annex
- C Emergency Support Function #6 - Mass Care Annex
- C Emergency Support Function #7 - Resource Support
- C Emergency Support Function #8 - Health & Medical Services
- C Emergency Support Function #9 - Urban Search and Rescue
- C Emergency Support Function #10 - Hazardous Materials Annex
- C Emergency Support Function #11 - Food Annex
- C Emergency Support Function #12 - Energy Annex

ACTIVATION PROCESS OF THE FRP

1. Local/County governments seek assistance from State
2. State Emergency Operations Center Activated
3. Governor declares a State of Emergency
4. FEMA Regional Director notified
5. Governor requests Presidential Declaration (of emergency)
6. FEMA director contacted and advises President Catastrophic Disaster Response Group, Emergency Support Team and Other Federal Agencies alerted.
7. President Declares Emergency/Major Disaster

8. Federal Coordinating Officer appointed, State Coordinating Officer assigned
10. Disaster Field Office established, (supports emergency response team)

STATE GOVERNMENT

The role of the state office of emergency management is similar in many ways to that of the local agency. For example, the state office must have an effective organization and develop and maintain necessary plans, facilities, and equipment. On a day to day basis, it must manage an active, ongoing emergency management program at both the State and local levels.

The state is in a unique position to ascertain through contact with local officials the emergency management needs of its political subdivisions, assess State and Federal Government resources, and facilitate the acquisition, application and coordination of those resources.

The state provides direct guidance and assistance to its local jurisdictions in program development and channels Federal guidance and assistance down to the local level. In an emergency, the State Office ensures a coordinated response through the combined efforts of local government, State and Federal agencies, and private sector organizations.

State governments have a strong mandate to prepare for and respond to disasters. This is translated into: legislated authorities, strong gubernatorial powers, source of laws affecting emergencies (ie: traffic safety codes, State fire regulations), enforcer of national laws such as Title III of SARA, legislative and executive authorities for state emergency programs and the responsibility to develop and maintain programs in comprehensive emergency management.

Some of the responsibilities are as follows:

- C Supplement and facilitate local efforts before, during, and after emergencies.
- C Serve as a link between those in need of assistance and those who can assist.
- C Analyze all resources within the State.
- C Analyze Federal resources
- C Acquire, apply, and coordinate those resources.
- C Issue State/local emergency declarations
- C Authorize State response actions (ie: personnel, equipment/materials)

- C Activate emergency contingency funds &/or reallocate budgets for emergency activities
- C Applying for and monitoring Federal assistance
- C "Make such orders rules and regulations as may be necessary to adequately meet the various problems presented by any emergency."
- C Matters pertaining to the conduct of the civilian population of this State during:
- C Organization, recruiting, training, conduct, duties and powers of volunteer agencies
- C Methods of evacuation and course of conduct of civilian population during evacuations
- C "Any matter that may be necessary to protect the health, safety, and welfare of the people or that will aid in the prevention of loss to and destruction of property"
- C All rules, orders and regulations are binding upon all political subdivisions, public agencies, public officials, and public employees of this state.
- C Governor is in command of any actual or threatened disaster
- C Governor is authorized to designate the person to be in charge or take command anywhere in this state and delegate to this commander any and all powers deemed necessary
- C Governor can assume control of any emergency management operation
- C Governor can take control of or employ the personal services or property of any citizen or resident of this state, or any firm or business operating in this state, or the property of any nonresident located in the state, for the purpose of securing the defense of the state or protecting the public health, safety, or welfare, providing that personal services and property be re-compensated.
- C The governor must issue a proclamation declaring an end to any emergency declaration and suspend the extraordinary powers conferred to the office during a declaration.

NJ STATE OFFICE OF EMERGENCY MANAGEMENT

The State Office of Emergency Management is organized to provide the following functions.

Established in the Division of State Police, Department of Law & Public Safety (Executive Order 101, December 17, 1980)

Under the supervision, direction and control of the State Director of Emergency Management - Superintendent of the State Police

Function and staffing of the Office of Emergency Management shall be as proposed from time to time by the State Director with the approval of the State Attorney General

TABLE OF ORGANIZATION

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STATE DIRECTOR - State Police Superintendent (Colonel)

DEPUTY STATE DIRECTOR - Emergency Management Section Supervisor (Major)

ASSISTANT DEPUTY STATE DIRECTOR - Assistant Emergency Management Section Supervisor (Captain)

- C Administration
- C Grants Management

BUREAU'S AND UNITS WITHIN THE OEM

EMERGENCY MANAGEMENT BUREAU

- C North Region Unit
- C Central Region Unit
- C South Region Unit
- C Radiological Emergency Response Planning & Technical Unit
- C Domestic Preparedness/Haz. Mat. Emer. Response Planning Unit
- C Field Training Unit
- C Aviation Unit

OPERATIONAL PLANNING BUREAU

- C Preparedness and Mitigation Unit
- C Response and Recovery Unit

COMMUNICATION BUREAU

- C Planning & Emergency Communications Unit
- C Office of Emergency Telecommunications Services (OETS)
- C Radio/electronics Maintenance Unit
- C Telecommunications Unit
- C Federal Surplus Property Unit
- C Systems Support Unit

OPERATIONAL DISPATCH BUREAU

- C Operational Dispatch Unit - North
- C Operational Dispatch Unit - Central
- C Operational Dispatch Unit - South
- C Operational Dispatch Unit-Turnpike Region
- C Operational Dispatch Unit-Parkway Region

DESCRIPTION OF ROLES AND RESPONSIBILITIES

SECTION SUPERVISOR

The Emergency Management Section Supervisor holds the rank of Major and also serves as Deputy State Director, Office of Emergency Management. The Section is under the command of the Superintendent, who is the State Director, Office of Emergency Management. The Section organizes, directs, staffs, coordinates and reports the activities of the Emergency Management Bureau, Operational Planning Bureau, Operational Dispatch Bureau, and the Communications Bureau. The Supervisor and staff facilitate the flow of information to and from the various bureaus supervised and serve as a conduit for communication with other Division entities. The Section is also responsible for planning, directing and coordinating emergency operations within the state which are beyond local control.

Due to increased oversight by the Federal Government and Department, the Section Supervisor created a grants coordinator for all EMS grants and funding sources. The Section manages 16 distinctive grants and the distribution of Federal Emergency Management Agency (FEMA) funds. This funding is distributed to municipal, county and state agencies.

COMMUNICATION BUREAU

The Communications Bureau Chief provides various communication services to the Division of State Police and numerous allied state agencies which services include a multi-million dollar radio communications system, telecommunications systems, radio frequency coordination to state, county, and municipal public safety agencies, and the statewide 9-1-1 Emergency Telephone System.

The Communications Bureau organizes, directs, staffs, coordinates, and oversees the activities of the Telecommunications Unit, Radio Electronics Maintenance Unit, the Planning and Emergency Communications Unit, Federal Surplus Property Unit, System Support Unit and the Office of Emergency Telecommunications Services. The Bureau coordinates all administrative functions between the Emergency Management Section and the units. The Bureau is responsible for providing professional and technical support to various bureaus within the Emergency Management Section and other entities within the Division.

OFFICE OF EMERGENCY TELECOMMUNICATIONS SERVICES (OETS)

The Office of Emergency Telecommunications Services (OETS) is responsible for the planning, design, implementation, and coordination of the Statewide 9-1-1 Emergency Telephone System and generally ensuring the viability of the network. OETS is responsible for the ongoing maintenance of the Statewide 9-1-1 network, monitoring the performance of the \$94,000,000 contract with Bell Atlantic to ensure contract requirements are met, and monitoring the network design to keep pace with the emergence of additional local exchange providers.

OETS is responsible for approving and coordinating connections to the 9-1-1 network, integrating the cellular telephone network into the 9-1-1 network, and continuously work with private industry, other states, and the Federal Communications Commission to resolve the problems introduced by wireless telephones.

OETS is also responsible for planning, implementing, and coordinating a Statewide public education program and auditing training courses for call takers throughout the state.

PLANNING & EMERGENCY COMMUNICATIONS UNIT

The Planning and Emergency Communications Unit is responsible for providing radio frequency coordination services to state, county, and municipal public safety agencies. This coordination is designed to mitigate interference between agencies and to plan for future telecommunications needs of the public safety entities. All spectrum management activities are consistent with initiatives on the federal level.

TELECOMMUNICATIONS UNIT

The Telecommunications Unit is responsible for all Division telecommunication systems and services. The Telecommunications Unit coordinates all State Police telephone communications statewide including new equipment, repair of existing equipment, new telephone lines, and over-all security and maintenance of the system. The unit is responsible for Division pagers, cellular phones, and maintaining the systems which support these services. The Unit also assists in criminal and internal investigations when requested.

RADIO/ELECTRONICS MAINTENANCE UNIT

The Radio/Electronics Maintenance Unit is responsible for the statewide radio communications system. This multi-million dollar network serves the State Police and numerous other allied state agencies including the Department of Agriculture, Corrections, Human Services, Labor, Military and Veteran's Affairs, the Division of Criminal Justice, Gaming Enforcement, Fiscal and Resource, the Atlantic City Expressway, the Attorney General's Office, the Commission of Investigations, the Department of Environmental Protection's Communications and Transportation Units, the Garden State Parkway, the New Jersey Turnpike Authority, and the New Jersey Exposition Authority.

This unit is also responsible for closed circuit television, voice recordings, and other miscellaneous electronic equipment for the Division

SYSTEMS SUPPORT UNIT

The Unit's main function is to oversee the design, implementation and use of automation in the Emergency Management Section in addition to providing technical assistance to Emergency Management Agencies statewide.

The Unit - Administers Local Area Networks (LAN) for the Emergency Management Section at Division Headquarters, Federal Surplus Property Warehouse - Somerville, Aviation Unit - Mercer Field and Radiological Monitoring Unit - Rocky Hill. The Systems Support Unit also provides direct management support for LANs in Cape May and Warren Counties under the Survivable Crisis Management Project in which the State EOC would be relocated in time of crisis. The System Support Unit also provides management support for LAN's in the Nuclear Power Plant Counties - Ocean, Cumberland and Salem Counties.

FEDERAL SURPLUS PROPERTY UNIT

The Federal Surplus Property Unit (F.S.P.U.) was established in response to the adoption of 41 CFR.101-44, the Federal Property Management Regulations and the need to create a "fair and equitable" distribution of Federal Surplus Property to State and local governments and to certain non-profit, tax exempt health and educational activities and providers of assistance to homeless individuals.

The F.S.P.U. obtains property from the federal Government through various Defense Reutilization and Marketing Offices (DRMO) on a bi-weekly and monthly accumulation cycle basis. During Federal/DOD screening cycles Northstar property is screened, allocated and acquired for all Drug Law Enforcement Agencies of the State. During

Donation screening cycles property is screened and approved for allocation by the General Services Administration to the State of New Jersey through the F.S.P.U. for ultimate donation to the eligible agencies. These items of property are then transported to the Somerville Distribution Center where they are inventoried and warehoused. A handling fee is assessed to each piece of property reflecting direct and reasonable indirect costs of the agency's activities.

The F.S.P.U. administers the transfer of surplus DOD property to participating Drug Law Enforcement Agencies of Program Northstar, authorized by the National Defense Reauthorization Act, Sec. 1208. These agencies screen property at the various DRMO's and then forward requesting documentation to the F.S.P.U.. After approval, documentation is forwarded to the Counter Drug Support Office, Ft. Belvoir, Va., where transfer documents are generated for ultimate property pick-up by the requesting agency.

OPERATIONAL DISPATCH BUREAU

The Operational Dispatch Bureau Chief organizes, directs, staffs, coordinates and reports the activities of the Operational Dispatch Units - North, Central, South, Turnpike and Parkway regions. This entity facilitates the flow of information to and from the units supervised and serves as a conduit for communication with other Division entities.

The Operational Dispatch Bureau provides the following support services to the entire Division of State Police: Operational Dispatch Unit (Receives and dispatches land and Cellular 911 calls. Responsible for radio communications and emergency call boxes within State Police areas of jurisdiction. Access and disseminate information obtained from NCIC, SCIC, NJLETS, NLETS and the New Jersey Division of Motor Vehicles Information System).

OPERATIONAL DISPATCH UNIT - NORTH

This entity is responsible for radio communications, answering emergency telephone lines for all Troop "B" Stations. Monitor and redirect all 911 incoming cellular calls in the Troop "B" area. Answering point for the Department of Transportations northern terminus call boxes. Access and disseminate information obtained from NCIC, SCIC, New Jersey Law Enforcement Telecommunications System, National Law Enforcement Telecommunications System, and the New Jersey Division of Motor Vehicles Information System. Enlisted supervisors are the assistant Troop "B" duty officers after normal work hours.

OPERATIONAL DISPATCH UNIT - CENTRAL

This entity is responsible for radio communications, answering emergency telephone lines for all Troop "C" Stations. Monitor and redirect all 911 incoming cellular calls in the Troop "C" area. Answering point for the Department of Transportation Central New Jersey area call boxes. Access and disseminate information obtained from NCIC, SCIC, New Jersey Law Enforcement Telecommunications System, National Law Enforcement Telecommunications System and the New Jersey Division of Motor Vehicles Information System. Enlisted supervisors are the assistant Troop "C" duty officers after normal work hours.

OPERATIONAL DISPATCH UNIT - SOUTH

This entity is responsible for radio communications, answering emergency telephone lines for all Troop "A" Stations. Monitor and redirect all 911 incoming cellular calls in the Troop "A" area. Answering point for the Department of Transportation southern terminus call boxes. Access and disseminate information obtained from NCIC, SCIC, New Jersey Law Enforcement Telecommunications System, National Law Enforcement Telecommunications System and the New Jersey Division of Motor Vehicles Information System. Enlisted supervisors are the assistant Troop "A" duty officers after normal work hours.

OPERATIONAL DISPATCH UNIT-TURNPIKE REGION

This entity is responsible for radio communication for all turnpike stations. They answer all emergency lines into Troop "E". Access and disseminate information obtained from NCIC, SCIC, New Jersey Law Enforcement Telecommunications System, National Law Enforcement Telecommunications System and the New Jersey Division of Motor Vehicles Information System. Enlisted supervisors are assistant Troop "D" duty officers after normal work hours.

OPERATIONAL DISPATCH UNIT-PARKWAY REGION

This entity is responsible for radio communication for all parkway stations. They answer all emergency lines into Troop "D". Access and disseminate information obtained from NCIC, SCIC, New Jersey Law Enforcement Telecommunications System, National Law Enforcement Telecommunications System and the New Jersey Division of Motor Vehicles Information System. Enlisted supervisors are assistant Troop "E" duty officers after normal work hours.

OPERATIONAL PLANNING BUREAU

The Operational Planning Bureau provides the following services to the entire Division of State Police: maintenance and operation of the State Emergency Operating Center, monitoring and warning of severe weather conditions likely to affect the State of New Jersey, planning liaison and assistance in the development of various elements of the State Emergency Operations Plan and its associated procedures, coordination with the Federal, county and municipal governments in the development of plans and procedures, coordination of the State effort to develop damage and needs assessments following emergency incidents and the administration of State and Federal disaster assistance programs.

The Operational Planning Bureau Chief organizes, directs, staffs, coordinates and reports the activities of the Preparedness and Mitigation Unit and the Response and Recovery Unit. This entity facilitates the flow of information to and from the units supervised and serves as a conduit for communication with other Division entities.

The Bureau is to insure the State government, its constituent departments, volunteer agencies, quasi-governmental agencies, and New Jersey's county and municipal governments are prepared to respond in a coordinated fashion to any human caused or natural disaster, or emergency situation that may threaten the public health or safety. It is further charged to coordinate State or local interaction with the Federal government and other states' agencies as related to emergency management.

The duties and responsibilities of the Operational Planning Bureau are based on the mandates of the Emergency Management Act (N.J.S.A. App. A:9-33 et. seq.). The purpose of the act is to provide for the health, safety and welfare of the State of New Jersey and to aid in the prevention of damage to and the destruction of property during any emergency. The act gives extraordinary power to the Governor to use all the available public and private resources of the State to fulfill its purpose. In 1976, the functions, powers and duties of the Office of State Director of Emergency Management were transferred to the Department of Law and Public Safety in recognition of the primary role played by the Division of State Police in emergency situations.

PREPAREDNESS AND MITIGATION UNIT

The Preparedness and Mitigation Unit is responsible for all activities of the Bureau related to emergency operations during management. This includes administration of the hazard mitigation element of the Federal Disaster Assistance Program and funding provided through Cooperative Agreement with FEMA, coordination of activities of the State Hazard Mitigation Team, natural hazards planning, regular revisions of the State Emergency Operations Plan, and the provision of guidance for plan preparation.

RESPONSE AND RECOVERY UNIT

The Operational Planning Bureau Response and Recovery Unit is responsible for the Infrastructure and Human Services elements of the Federal Disaster Assistance Program and to coordinate damage and needs assessment related activities performed in response to expected or actual emergency situations. The Unit is also responsible for maintenance of the State Emergency Operations Center, its facilities and equipment, liaison and coordination with the various State Executive Departments, as well as with the Federal government to ensure compatibility between the Federal Response Plan and the State Emergency Operations Plan. The Unit also maintains records on the status of county and municipal Emergency Operations Plan.

EMERGENCY MANAGEMENT BUREAU

The Emergency Management Bureau organizes directs, staffs, coordinates and reports the activities of the Field Training Unit, Domestic Preparedness/ Hazardous Materials Emergency Response Planning Unit, North, Central, South Regional Units, Aviation Unit and the Radiological Emergency Response Planning and Technical Unit. The Bureau Chief is the Auxiliary Police Coordinator for the State of New Jersey. This Bureau is responsible for the D.E.P. hotline notifications and development of DP/ hazardous materials training programs. The Bureau receives and manages numerous federal grants for training and exercising. This Bureau develops and oversees all emergency management and incident management training for the State Office of Emergency Management.

The Emergency Management Bureau Chief organizes directs, staffs, coordinates and reports the activities of the Field Training Unit, the DP/Hazardous Materials Emergency Response Planning Unit, Radiological Emergency Response Planning and Technical Unit, Aviation Unit and North, Central and South Regional Units.

This entity also serves in the capacity as State Emergency Management Training Officer with regard to those training activities sponsored by the Federal Emergency Management Agency. This entity facilitates the flow of information between the units supervised. The Bureau Chief serves as the section's representative to the Division's Training Committee and as the supervisor of the Emergency News Center during nuclear power plant exercises and emergencies. The Bureau Chief also serves as the Superintendent's representative on the National Institute of Environmental Health Consortium, the Division of Motor Vehicles Emergency Light Committee, and when requested on the Union-Middlesex County Hazardous Material Advisory Council and the State Emergency Response Commission.

DP/HAZARDOUS MATERIALS EMERGENCY RESPONSE PLANNING UNIT

The DP/HMERP Unit is responsible for the development, maintenance and administration of all hazardous materials emergency response training courses for the 300,000 identified local, county and state first responders. Additionally, the DP/HMERP Unit acts as co-chair of the New Jersey State Emergency Response Commission (SERC), sits on numerous committees representing the NJSP with various governmental, trade and professional organizations, maintains an interagency hazardous materials notification and response system with the N.J.-D.E.P., and is the recipient and manager of numerous grants pertaining to hazardous materials training and planning.

The Domestic Preparedness program is incorporated in the Domestic Preparedness / Hazardous Materials Emergency Response Planning Unit. (It) is primarily responsible for the development, delivery and coordination of planning and training programs for comprehensive, statewide preparedness to incidents of terrorism and

mass casualties / fatalities.

This comprehensive preparedness includes administrative supervision of federal terrorism funding. These monies are to be used in support of planning, training and exercising initiatives, as well as the acquisition and distribution of response equipment for jurisdictional entities throughout the state.

The coordination and administrative support of Incident Command System (ICS) training, as sponsored through the State Office of Emergency Management, is also a program responsibility.

The personnel assigned to this program are also directly responsible for the administrative oversight of the state's search and rescue initiative. This organization has adopted the title of the New Jersey Task Force 1 (NJTF1). Specifically, unit personnel manage equipment acquisition, inventory and maintenance for Task Force resources. Additional administrative duties include establishing and ensuring operational "standards of performance" for Task Force members, based on the National Fire Protection Agency Standard #1670. Unit personnel must also identify and deliver regular training/exercising for the members, so as to maintain certifications and functional currency. Unit personnel must also maintain a data base on task force members, relative to their membership/participation.

Unit personnel are also operationally capable and equipped to respond to Anthrax incidents throughout the state, in support of county and local jurisdictions and in partnership with other state agencies and the Federal Bureau of Investigation.

FIELD TRAINING UNIT

The Field Training Unit is responsible for conducting training in emergency management courses for state, county, municipal, and private sector individuals who have emergency management responsibilities or responsibilities in related fields. These training programs are designed to assist the public and private sector in their ability to mitigate, plan for, respond to, and recover from the effects of natural and technological events. All training is consistent with training initiatives on the federal level.

NORTH REGIONAL UNIT

The North Region coordinates emergency management activities throughout the northern seven (7) counties and two hundred and six (206) municipalities. Thirty-one (31) of these two hundred and six (206) political subdivisions receive Emergency Management Assistance (EMA) Funding.

Statewide, EMA funded jurisdictions result in a unique relationship with Regional personnel who interact with them on a regular basis to assure their compliance with the EMA Work Plan. This Plan describes the content of the agreement by which they are funded. Regional personnel meet with and evaluate all EMA funded jurisdictions for year-end reports, development and review of Emergency Operation Plans (EOPs), exercises, and performance review of semi-annual and final EMA claim forms.

CENTRAL REGIONAL UNIT

The Central Region coordinates emergency management activities throughout the central seven (7) counties and one hundred and ninety -two (192) municipalities. Thirty-five (35) of these one hundred and ninety-two (192) political subdivisions receive Emergency Management Assistance (EMA) Funding.

SOUTH REGIONAL UNIT

The South Region coordinates emergency management activities throughout the southern seven (7) counties and one hundred sixty seven (167) municipalities. Twenty-four (24) of these one hundred sixty seven (167) political subdivisions receive Emergency Management Assistance (EMA) Funding.

AVIATION UNIT

The Aviation Unit of the bureau provides emergency medical evacuations (Medevac) transportation of seriously injured victims of motor vehicle, industrial and recreational accidents, etc. to trauma centers. It also provides air support for the various commands within the Division of State Police, as well as other law enforcement agencies that

request assistance, in accomplishing numerous police activities.

It is the responsibility of the Aviation Unit to provide emergency medical evacuations (medevac) for:

1. On-scene medevac transportation of seriously injured victims of motor vehicle, industrial, and recreational accidents, etc., to trauma centers.
2. Inter-hospital medevac transportation of seriously ill patients to specialty care facilities such as burn centers, re-implantation centers, cardiac centers, etc.

The Aviation Unit will provide air support for the various commands within the Division of State Police and other law enforcement agencies that request assistance in accomplishing the police mission. Airborne operations include the detection and apprehension of criminal and traffic violators, provide expeditious search and rescue capabilities, aid disabled motorists, facilitate traffic flow by identifying congested areas and suggesting solution alternatives. Additionally, the Aviation Unit will provide alert notification in selected areas of the State's Emergency Planning Zones, and provide surveillance of evacuation areas in the Emergency Planning Zones.

Upon request, the Aviation Unit provides transportation for the State's Chief Executive Officer and other officials to facilitate the completion of their duties.

The Aviation Unit is responsible to maintain its fleet of aircraft in compliance with all applicable Federal Aviation Regulations, airworthiness directives, manufacturer's service bulletins, and Aviation Maintenance Manual procedures, and insure that all Aviation Unit maintenance technicians are properly trained and certified to maintain Unit aircraft in an airworthy condition at all times.

The Aviation Unit assures that all pilots are properly trained and proficient by complying with Aviation Unit performance standards as outlined in the Operations Manual, and all pilots meet F.A.A. recency of experience requirements with regard to night operations, instrument currency, and flight reviews.

RADIOLOGICAL EMERGENCY RESPONSE PLANNING AND TECHNICAL UNIT

The Radiological Emergency Response Planning and Technical Unit develops radiological emergency response plans and procedures for protecting the populations in the areas located within ten miles of the nuclear power plants located in New Jersey. They develop and conduct an annual exercise of the Radiological Emergency Response Plan for each area affected by a nuclear power plant located in New Jersey. They also coordinate the interaction of the State, county, municipal and federal governments in preparing for response activities to incidents at a nuclear power plant.

The Radiological Emergency Response Planning and Technical Unit (RERP&T) is responsible for a number of tasks identified in the Radiation Accident Response Act, 26:2D-37. These tasks center upon the development, maintenance, and exercise of the State's Radiological Emergency Response Plan. This is also a requirement of the federal government according to 44 CFR 350, Review and approval of Radiological Emergency Response Plans.

The Unit develops, coordinates, conducts, and evaluates an annual exercise of the Plans for the Salem/Hope Creek Plant and the Oyster Creek Plant. The exercise tests each major component of the Plans and serves to measure the adequacy of those plans and the skills of the responders. Exercises are required annually under the Radiation Accident Response Act. The Federal Emergency Management Agency (FEMA) requires the State to conduct exercises biennially.

The Unit reviews and revises the RERP&T Plans based upon the following criteria:

- C exercise evaluations
- C revised federal guidance
- C changing demographics

The Unit develops, maintains, and exercises Standard Operating Procedures (SOP's) which provide guidance on specific tasks identified in the Plans.

The Unit develops, provides, and evaluates training to emergency responders on the specific tasks and SOP's identified in the Plans.

The Unit is responsible for that element of the Radiation Accident Response Act which allows for the purchase of equipment necessary for State, county, and municipal governments to implement the missions assigned to them in the Plans.

RERP&T Unit serves as technical Advisor to the State Director of Emergency Management and the Governor's Office in incidents or exercises involving Radiological materials in transit or at fixed facilities.

To support of the State Office of Emergency Management's RERP&T function by calibration, certification, retrofit, repair, stockpiling and inventory control of radiation protection equipment.

Maintains a National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program certification for dosimetry.

Responds on a 24 hour basis to all radiological incidents or potential incidents that occur in or threaten New Jersey.

Maintains a Nuclear Regulatory Licensed radiological protection program for all licensable radioactive material in the custody of the State Office of Emergency Management.

Conducts multi-level radiological training for State, County, Municipal and Private Sector personnel.

Supervises and monitors all radiological exposures to State Police personnel.

COUNTY GOVERNMENT

The County Office of Emergency Management is responsible for the development, coordination, and activation of county-wide mutual aid and emergency management plans and for the activation of emergency management facilities and services available from the resources of county government. (Directive 100, Kline Bill-Assembly Bill No. 1459).

Under direction and supervision of county emergency management coordinator and deputy. (Appointed by the County Board of Chosen Freeholders, subject to the approval of the State Director of Emergency Management).

- C Maintain County EOP (Review & update all annexes/appendices)
- C Insure county meets requirements for federal assistance programs
- C Conduct (at minimum) quarterly meetings with local coordinators.
- C Develop/provide/coordinate training and exercise programs for county and local programs.
- C Assist local programs with their emergency plans/reviews.
- C Develop county-wide mutual aid agreements.
- C Authorize aid to a non-contiguous municipality during time of emergency or disaster.
- C Declare a State of Emergency (even if municipal coordinators have not done so). Conditions must present severe hazards to life and property.
- C Coordinate all county and local emergency management activities with the State Office of Emergency Management.
- C Establish a County Emergency Management Council Membership chosen and directed by the County Coordinator.
- C Structured to include representation from public and private sectors and volunteer organizations, who have a legitimate interest in planning for and responding to emergency situations. (Emerg. Mgt. Act, Sara Title III, Directive #103)
- C Members chosen from but not limited to: elected officials, emergency

management staff, emergency medical services, fire service, law enforcement, health agencies, industry groups, public works, volunteer organizations, community groups, media.

C Recommendations for acquisition of resources

C Develop rule of operations for public service, committee activities (notifications), public meetings response to public comments/concerns, prepare/assist in preparation of county EOP and assist municipal planning councils (LEPC's)

MUNICIPAL GOVERNMENT

Municipal government is recognized as the first line of official public responsibility for emergency management activity. In an emergency, State and Federal Governments can be counted on for major support only when the damage has been annually widespread and severe.

The role of the local emergency management agency, as the focus of the planning effort, is to develop and maintain an ongoing program of mitigation, preparedness, response and recovery. It is not a separate unit or action group separate from the normal functions of government, standing by to “save the day” in the event of an emergency.

The emergency management agency serves the chief executive by working with departments of local government and private sector organizations in the development of plans and capabilities responsive to those hazards which seriously threaten the jurisdiction. Prior to a crisis, hazard mitigation programs can reduce the vulnerability of people and property. In a crisis, effective response is often a result of what has been accomplished prior to the emergency.

ROLES AND RESPONSIBILITIES

1. Mayor or commission/council appoints a municipal emergency management coordinator. (Three year term)
2. Responsible for the planning, activating, coordinating and conduct of emergency management operations within the municipality.
3. Prepare, review and update municipal EOP.
4. Conduct and coordinate training and exercises within municipality and mutual aid communities/agencies.
5. Coordinate efforts with county Office of Emergency Management.
6. Authority to declare a local state of emergency. "Empowered to issue and enforce such orders as necessary to implement and carry out emergency management operations and to protect the health, safety, and resources of the residents of the community."
7. Create a Local Emergency Planning Council. Members are appointed by the mayor/commissioner. Not more than fifteen members. Municipal coordinator

serves as chairman. The purpose is to assist local government in identifying and establishing various local volunteer agencies needed to meet the requirements of all local emergency management activities. Authorized to establish organizations to assist in supervising and coordinating the emergency management operations of the municipality.

ROLES AND RESPONSIBILITIES OF AN EMERGENCY MANAGEMENT COORDINATOR

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The emergency management coordinator's role is to use and implement a variety of resources, techniques and skills to reduce the probability and impact of extreme events and to bring quick restoration to the community.

Emergency management coordinators are "key players" in an emergency or disaster situation. **THEY DO NOT NEED TO BE "IN CHARGE", BUT RATHER, SUPPORT SOMEONE IN CHARGE AND INSURE HE/OR SHE HAS ACCESS TO THE PROPER RESOURCES**, skills, and knowledge necessary to manage the situation effectively.

The most important aspect of an effective emergency management coordinator is making sure that the responsibility, authority, and channels of communication are clearly defined **BEFORE** the emergency happens.

The goal of OEM is the rapid restoration of normal routines. Efforts must be made to anticipate the range of different hazards and to develop counter measures to lessen the impacts. Written emergency operations plans are merely parts of the broader process that involves knowledge, planning, training, and public education.

Lets take a look at the following statements: (Discussion Questions)

PREPAREDNESS IS THE FOUNDATION OF EMERGENCY MANAGEMENT.

To prepare is to organize for emergency response before an event. This means persons that are assigned responsibilities such as damage assessment, alert and warning are identified and assigned to departments are capable of performing them. It means that hoe these responsibilities are going to be performed have been worked out before hand

PREPAREDNESS IS A CONTINUOUS PROCESS.

The emergency operations plan is only a small part of the process. It is a serious mistake that because the EOP is written that preparedness is complete. Plans need to be kept up-to-date and must change with the conditions and requirements.

PREPAREDNESS REDUCES UNKNOWNNS DURING AN EMERGENCY.

The goal of preparedness is to anticipate problems and project possible solutions. It is almost impossible to prevent a disaster from occurring. But once it does happen, it is possible to soften the impacts on the physical and social

environment. This happens by isolating the range of problems that might occur and then defining the possible solutions.

PREPAREDNESS IS AN EDUCATIONAL ACTIVITY.

If a plan is going to work, those involved in emergency response must be familiar with it and must teach other individuals, groups, and organizations what their roles will be. In other words, the emergency management coordinator is a trainer who ensures the written plan can be put to work for and by the people who may have to implement it.

PREPAREDNESS IS BASED ON KNOWLEDGE.

Emergency management coordinators must know the difference between myths and reality in preparing for a disaster.

PREPAREDNESS EVOKES APPROPRIATE ACTION.

Preparedness is sometimes seen as a way to increase the speed of response in an emergency. Speed is important, but appropriateness of response is a far more important overall goal.

Over the years, disaster researchers have documented how people will respond to disaster warnings. When danger is recognized as imminent and personally threatening, people seek safety and their behavior is generally adaptive. People usually take actions to protect themselves, their families, and others. Because people can be assumed to act rationally when threatened, a key responsibility of emergency management coordinators is to get warning messages out in a timely manner to the public.

An all-hazards alerting system is an important part of emergency management. It should include notification of key officials, notifying the community at large, provisions for handicapped individuals and people not speaking native languages.

ASK YOURSELF THE FOLLOWING QUESTIONS:

1. Are weather indicators of potential emergencies monitored continuously?
2. Can key emergency personnel be notified rapidly? What if they are out of town?
3. Who is responsible for alerting the public about an actual or potential emergency situation?
4. Has the role with the media alerting the public been coordinated?

5. Has the general public been educated about the meaning of alerting signals and actions to take?
6. Are there special provisions for alerting the special population groups such as handicapped or institutionalized people or those speaking non-native languages?

IF YOU ANSWERED NO OR I DON'T KNOW TO THESE QUESTIONS, THERE IS A PREPAREDNESS PROBLEM THAT NEEDS TO BE ADDRESSED.

Many other emergency management needs can be identified by the same question-and-answer method.

1. What are the roles of elected officials? Have official or unofficial responsibilities during a disaster been designated?
2. Is the planning process a continuous process? Who is responsible for emergency management planning and training? Do planners work with other departmental and community groups in performing planning functions?
3. Has an all-hazard approach been considered?
4. What are the connections between the management of "routine" emergencies and disasters?
5. Are there formal and informal cooperative agreements (mutual aid) with local, county and state governments?
6. What are the requirements for receiving outside assistance?
7. Have procedures been developed and implemented to gather and record disaster-related information?

The point of these questions is that communities do not respond to a disaster in a vacuum. Preparedness is essential for an effective emergency management program. Without prior thought and planning, information retrieval can be a problem during the emergency period.

There is a tendency to base emergency planning on general than on specific functions. We write emergency operation plans that are sometimes too detailed. When an EOP has been developed and placed on the shelf, it creates a false impression that the community is prepared. Preparedness is more than just a plan, it encompasses all of the following:

1. Meetings to share information.

2. Drills and exercises to go over specifics.
3. Updating plans and strategies as conditions change.
4. Formulating mutual aid agreements.
5. Maintaining an up-to-date resource list.
6. Engaging in public education.
7. Engaging in emergency management training.
8. Mobilizing emergency personnel and resources.
9. Warning the public.
10. Assessing the damage.

The role of the emergency management coordinator is not easily performed or understood. Nor is it an accepted role in many local jurisdictions.

What does it take to be a good emergency management coordinator?

Why are successful coordinators perceived as such by key local officials who lead others in the emergency management community?

HERE ARE REASONS WHY!

PROFESSIONALISM

Successful coordinators were perceived as having established a legitimate program are seen as being integrators, mediators, facilitators, or compromisers rather than autocrats. They have a special knowledge. They are familiar with legislation, operating rules and regulations, and key federal and state agencies. Successful coordinators have developed and sustained an image of commitment to their profession and have been recognized for their efforts by outside organizations such as the National Coordinating Council of Emergency Managers (NCCEM)

INDIVIDUAL QUALITIES

Emergency management coordinators that have been associated with success were noted with the following qualities; communication skills, organizational

ability, human relations skills, and control under stress. Other skills include but are not limited to; prior military experience, ability to work with volunteers or technical background or training.

EMERGENCY MANAGEMENT ACTIVITIES

Three characteristics are associated with success.

1. The coordinator's approach to disaster preparedness and the increased visibility of the program within the community,
2. The dedicated professionals that work hard in their community to improve emergency management capability.
3. To be able to network with top elected officials, local governments, local businesses, the mass media, voluntary organizations, and governmental agencies at the state and federal levels.

LOCAL EMERGENCY MANAGEMENT DUTIES DURING NON EMERGENCY PERIODS

1. Identify and analyze the effects of hazards that threaten the jurisdiction
2. Work closely with local government departments and community organizations to develop emergency operations plans and capabilities.
3. Inventory personnel and material resources from government and private sector sources that would be available in an emergency.
4. Assist in the establishment of mutual aid agreements to provide needed services, equipment, manpower, or other resources in the event of an emergency.
5. Coordinate with industry to develop industrial emergency plans and capabilities in support of local government plans.
6. Develop a hazard mitigation program to eliminate or reduce potential hazards.
7. Develop a public education program.
8. Develop and emergency operations center (EOC) a site which key officials can direct operations during an emergency.
9. Establish a public information system.

10. Develop and maintain emergency communications systems.
11. Establish a system to alert key public officials and warn the public in the event of an emergency.
12. Establish and maintain shelter and reception and care systems.
13. Develop a training program for emergency response personnel.
14. Develop a program of tests and exercises.

EMERGENCY OPERATIONS CENTER

The Emergency Management Office should be located in an area where day to day activities of the local jurisdiction occur. The EOC is a protected site with necessary communications from which key governmental officials; i.e., mayor, council members, heads of departments and agencies, and emergency management staff members may conduct and direct emergency operations during natural disasters, man-made incidents or attacks. Experience dictates that public officials will make emergency decisions rapidly and effectively if they have an adequate EOC facility to work in. A properly organized EOC has proven highly effective in all types of emergencies.

Local jurisdictions should be give attention to existing facilities to which they may make inexpensive modifications; i.e., Police or Fire Headquarters, or a municipal building.

OFFICE PROCEDURES

1. Set up a procedure for logging.
2. Set up files containing training records, emergency plans and exercises, equipment records, shelters, etc.
3. Ensure a file is set up to ensure submission of reports and prompt replies to correspondence from State and County OEM.
4. Establish a library of Federal and State publications, and emergency management Directives.
5. The Municipal Coordinator will not, alone, be able to develop, manage, and direct the emergency management operations of all phases of the Emergency management program.
6. The Coordinator should recruit, organize, and train a staff to assist in his/her efforts.

BASIC TRAINING FOR EMERGENCY MANAGEMENT COORDINATORS

The Municipal Emergency Management Coordinator shall complete the following courses:

WITHIN ONE YEAR OF APPOINTMENT: REQUIRED!

1. Emergency Program Manager- FEMA Independent Study Course
2. Emergency Management Workshop- Basic

CONTINUING EDUCATION

Following the completion of the first years' courses, the Municipal Emergency Management Coordinator **must complete 24 hours of Emergency Management Continuing Education per year.** All courses taken by Municipal Emergency Management Coordinator must be submitted to and approved by the County Emergency Management Coordinator.

EMERGENCY MANAGEMENT COMMUNICATIONS SYSTEMS

If a Communications Officer is not already on your staff, a person familiar with the areas communications equipment and communications system should be appointed. An Emergency Communications Development Plan should be prepared. It serves as an excellent tool to assist in developing and updating the communication system.

The plan should include:

- C Determine what you have. An inventory of public communications networks, both radio and wire
- C Determine what you need. Find out the communication traffic requirements of each department.
- C Make sure the communications plans and procedures are current.

Warning is a joint responsibility of the Federal, State, County and local governments. There should be a warning system to warn the public. (1) Establish a warning point, (2)

provide a warning facility, (3) prepare a plan and (4) inform the public.

RESOURCES

COORDINATING COMMUNITY RESOURCES

In emergency management, the sharing of critical resources and establishing relationships with outside organizations, is one of the most important aspects of coordination. Coordination is a vital component when implementing the four phases of emergency management: mitigation, preparedness, response and recovery. **MITIGATION** is stronger when the entire community in hazard vulnerability assessments. **PREPAREDNESS** is strengthened by mutual aid agreements and other forms of inter jurisdictional planning. **RESPONSE** is more effective when key government agencies and private organizations cooperate with each other. **RECOVERY** is usually faster when roles and responsibilities are allocated across the widest resource base. Therefore, coordination channels resources into a common direction for the benefit of the community. Coordination is the cooperation of independent agencies for the purpose of eliminating gaps in service delivery and duplication of services.

Coordination and integration are many times used interchangeably, even though they mean different things. Coordination, as we have stated before, means to bring into common action or to harmonize. Integration means to draw separate parts together into a unified whole. It is important that we do not get these two concepts misunderstood. FEMA has developed IEMS, a management strategy to implement comprehensive emergency management. The concept of IEMS focuses on functions that are common in all disasters, i.e., damage assessment, communication, evacuation, etc., and to promote partnerships with outside jurisdictional boundaries. Coordination is the key in establishing and maintaining these partnerships.

There are several factors that facilitate coordination. They are as follows:

1. Shared goals or expectations about what the organizations will do or will not do. Organizations with common interests interact more often than not in different situations.
2. Shared leaders. It is important for leaders to perceive that they have similar interests and that some type of interaction is necessary to achieve common goals.
3. Diversity of roles. Diversity in rolls and skills stimulates communication and innovation. When this occurs, new ideas are brought to the table.

4. Similarity in technologies and resource needs. Emergency management coordinators can take advantage of already established patterns of cooperation. Coordinators can do this by compiling a list of organizations and the critical services they offer, their goals, technologies, resources, and noting viable exchanges between one organization and another.

A key part of the Emergency Management program is the timely availability and efficient use of resources; i.e., trucks, personnel, pumps, generators etc. The coordinator is responsible for developing a list of resources available within the municipality.

The planning process includes;

- C Inventorying municipal resources
- C Researching additional resources needed available from higher levels of government and the private sector. This should include the shortfalls.
- C Oversee the distribution of resources within the municipality.

Municipal authorities bear the responsibility for emergency response. Each level of government accomplishes the functions for which it is responsible, requesting assistance from the next higher level of government only after resources at the requesting level have been expended and/or are clearly inadequate to cope with the effects of the emergency. Therefore, all requests for resources to meet the needs of the municipality in an emergency are routed to the County Office of Emergency Management.

EMERGENCY PUBLIC INFORMATION

The Emergency Public Information program is divided into two general categories, public information activities during day-to-day activities and public information during an emergency.

The Municipal Emergency management Coordinator needs the support of the community and public officials. A good emergency public information program is vital to gain support.

Day to Day Operations:

1. Appoint an Emergency Public information Officer (PIO)
2. Generate news releases such as meetings, exercises, training etc.
3. Prepare reports to inform public officials of the activities of your office.

4. Maintain a PIO file.
5. Visit your local radio station and newspapers.

Effective emergency public information can save lives, alleviate suffering and hardship, protect property and aid in the recovery. During an emergency a well organized public information program will ensure that rumors are minimized and correct information, in the right amount, will reach the public.

There are three prime factors to be kept in mind when releasing information;

1. Make sure the news is factual
2. Treat all news media equal
3. Clear all information with the EMC and Chief Executive if possible.

ATTACHMENTS

ATT. #1 Meeting Summary Report

ATT.#2 Incident Action Report - IAR

(Insert name of municipality here)
OFFICE OF EMERGENCY MANAGEMENT
MEETING SUMMARY REPORT

NAME : TIME :

DATE OF MEETING : PAGES:

LOCATION OF MEETING :

SUBJECT :

ATTENDEES

List all persons in attendance here.

DISCUSSIONS

Give a brief description of what happened here.

(Insert name of municipality here)
Office of Emergency Management

INCIDENT ACTION REPORT

1. **INCIDENT LOCATION :** (where did incident occur?)
2. **INCIDENT DATE/TIME:** (what time did it happen?)
3. **REPORTED DATE/TIME** (what time was it reported?)
4. **NOTIFIED BY:** (who notified you?)
5. **INCIDENT TYPE:** (Haz-Mat , Fire, Utility, Weather, Mass Casualty, Other)
6. **MATERIALS INVOLVED:** (what kind?)
7. **INJURIES:** (were there any injuries?)
8. **EVACUATIONS:** (were there any evacuations?)
9. **AGENCIES/PERSONS CONTACTED:** (who was contacted?)
10. **SITUATION STATUS:** ((what is the situation at the scene?)
11. **AGENCIES ON SCENE:** (Police, Fire, Haz-Mat, OEM, EMS, Health/DEP, Other:)
12. **REQUEST FOR COUNTY / REGIONAL ASSISTANCE:** (did the NJSP-OEM or County respond?)
13. **REPORT FILED BY:** (name of person) **DATE:**

