

Subject: Standards For Municipal Emergency Management Coordinators

I.PURPOSE:

To provide standards for the position of Municipal Emergency management Coordinator.

II.LEGAL AUTHORITY:

The position of Municipal Emergency Management Coordinator is based on provisions of public laws and directives which carry the force of law.

A.New Jersey State Law: New Jersey Statutes Annotated (NJSA) Appendix A:9-33 et seq. (Chapter 251 P.L. 1942, as amended by Chapter 438, P.L. 1953). These laws set forth responsibilities, obligations and authorities.

1. **Appointment of Municipal Emergency Management Coordinator**
In every municipality of the State, the Mayor shall appoint a Municipal Emergency Management Coordinator, from among the residents of the municipality. The Municipal Emergency Management Coordinator shall serve for a term of three years. As a condition of appointment, and the right to continue for the full term of the appointment, the coordinator shall successfully complete the approved courses within one year of appointment. The Governor may remove a Municipal Emergency Management Coordinator at any time for cause.
2. **Duties of Municipal Emergency Management Coordinator**
 - a. The Municipal Emergency Management Coordinator shall be responsible for planning, activating, coordinating and the conduct of Emergency Management operations within the municipality.
 - b. The Municipal Emergency Management Coordinator shall be a member and shall serve as chairman of the local Emergency Management Council.
 - c. Each Emergency Management Coordinator shall appoint one and may appoint more than one Deputy Emergency Management Coordinators with the approval of the Mayor. Wherever possible, such Deputies shall be appointed from among the salaried officers of the municipality.

B.New Jersey Office of Emergency Management Directive #61, November 19, 1986, indicates:

1. Wherever, in the opinion of the Municipal Emergency management Coordinator, a disaster has occurred or is imminent in the municipality, the Municipal Emergency Management Coordinator shall proclaim a state of local disaster within the municipality.
2. The Municipal Emergency Management Coordinator, in accordance with regulations promulgated by the State Director of Emergency Management, shall be necessary to implement and carry out Emergency Management operations and to protect the health, safety, and resources of the residents of the municipality.

3. The County Emergency Management Coordinator shall be immediately advised of the proclamation of a state of local disaster emergency by the Municipal Emergency Management Coordinator and the action taken.

III. Qualifications

- A. The Municipal Emergency Management Coordinator shall have a minimum of two years experience in the planning, development, and administration of emergency response activities such as those provided by police, fire, rescue, medical or Emergency Management units either in the public or private sector or in the military service.
- B. Must be a resident of the municipality.
- C. Must have a good reputation and a sound moral character.
- D. The State of New Jersey, counties and municipalities are equal opportunity employers. All persons shall have the opportunity to obtain employment without the discrimination because of race, creed, color, national origin, ancestry, age, sex, marital status or physical handicap, subject only to conditions and limitations applicable alike to all persons.

IV. Basic Training for Municipal Emergency Management Coordinators

The Municipal Emergency Management Coordinator SHALL COMPLETE THE FOLLOWING COURSES:

- A. Within one year of appointment:
 1. EMERGENCY PROGRAM MANAGER- FEMA INDEPENDENT STUDY COURSE
 2. EMERGENCY MANAGEMENT WORKSHOP- BASIC
- B. 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.

V. Responsibilities

The Municipal Emergency Management coordinator is responsible for the provision of leadership in the field of Emergency Management at the municipal level of government. As such, the Coordinator is responsible for Emergency Management program administration and program development encompassing the four phases of Emergency Management, mitigation, preparedness, response and recovery. The Municipal Emergency Management Coordinator shall also be responsible for the following:

A. Program Administration

1. Insure that the Municipal Office of Emergency Management is available on a 24 hour basis.
2. Supervise the day to day operations of the Municipal Office of Emergency Management.
3. Insure that every municipality meets all the requirements for the Federal Emergency Management Agency's Emergency Management Assistance Program; including meeting goals agreed to in the annual work plan, maintaining a currently approved Municipal Emergency Operating Plan, and providing the New Jersey Office of Emergency Management with quarterly program status reports, if applicable.
4. Prepare, submit, and justify the annual Municipal Emergency Management budget. (EMA funded jurisdictions only)
5. Secure County, State and Federal technical and financial assistance available through the County Office of Emergency Management.
6. Personally attend at least 75% of the scheduled County Office of Emergency Management meetings. The Coordinator must assure representation at all other County Emergency Management meetings.
7. Maintain a continuing knowledge of all municipal, county, State and Federal laws and plans concerning Emergency Management.
8. Interact with County Emergency Management Coordinator regarding:
 - a. Municipal Operations Plans (EOP) review
 - b. All mutual aid agreements
 - c. Hazard Identification Capability Assessment & Multi-year Development Plan (NO LONGER REQUIRED)
 - d. The approval and scheduling of attendees for state and Federally sponsored Emergency Management courses, etc.
9. Maintain adequate files, records, and correspondence relating to Emergency Management activities.
10. Coordinate with the municipal agencies, departments, and bureaus regarding Emergency Management responsibilities.
11. Implement policies and procedures regarding Emergency Management.
12. Conduct quarterly staff members, providing advance notice to the County Office of Emergency Management.
13. Receive and react to weather emergency notifications.
14. Cooperate with National Warning System (NAWAS) program.
15. Comply with all directives, rules and regulations issued by the State Office of Emergency Management.

16. Conduct a minimum of one (1) exercise per year, providing a minimum thirty (30) day advance notice through the County Office of Emergency Management to the State Office of Emergency Management.

B. Program Development

Recruit, organize, coordinate and train a staff to administer the following Emergency Management functions and programs:

1. Alerting and Warning
2. Communications
3. Damage Assessment
4. Emergency Operations Center
5. Emergency Public Information
6. Evacuation
7. Fire and Rescue
8. Hazardous Materials
9. Emergency Medical
10. Law Enforcement
11. Public Health
12. Public Works
13. Radiological Protection
14. Resource Management
15. Shelter, Reception and Care
16. Social Services