



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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DEPARTMENTAL BULLETIN NO. 4-09

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DMAVA EMPLOYEE (800) NUMBER EMERGENCY HOT-LINE (IASD)

1. This Bulletin applies to all employees within the New Jersey Department of Military and Veterans Affairs (DMAVA).
2. Effective 1 July 2004, the Department instituted a toll free telephone number for employees to call in the event of a declared state of emergency, closing or delayed opening due to inclement weather or other emergency situation(s).
3. The purpose of the toll free number is to provide additional information and guidance to employees for such events as: closing the building due to an unforeseen event; instructions for employees to report to alternate work locations; reporting requirements during a state of emergency, etc.
4. Instructions for accessing the toll free employee emergency hotline are contained in Enclosure No. 1 of this bulletin. Managers and supervisors are instructed to give this bulletin the widest dissemination possible to insure that all employees are aware of the emergency hotline number (**866-232-5798**) and call-in procedures.
5. Messages will be administered as follows: State employees, the Director, Human Resources; Federal and National Guard employees, the J-1 Human Resources Office at JFHQ.
6. Questions or inquiries concerning this bulletin should be addressed to the State Human Resources Director at (609) 530-6885 or the Federal Human Resources Director at 609-562-0852.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

Barbara Neardis

for DAVID S. SNEDEKER
Chief Information Officer
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**DEPARTMENT OF
MILITARY AND VETERANS AFFAIRS**

EMERGENCY HOTLINE

866-232-5798

DMAVA Emergency Information Instructions:

1. Employees dial **866-232-5798**, you will then hear the following message:

You have reached the New Jersey Department of Military and Veterans Affairs Emergency Information Number. Please listen to the following menu choices and select an appropriate option:

State Employees – Press 1

Federal Employees – Press 2

National Guard Employees – Press 3

2. Employees will press the appropriate number to hear a pre-recorded message providing further instructions or details regarding the emergency and/or inclement weather reporting requirements.