



New Jersey Office of Emergency Management Directive

	EFFECTIVE DATE August 31, 2022	NUMBER NJOEM-9 (2022)
	SUBJECT Local Emergency Management Councils for Municipalities	
REFERENCE N.J.S.A. App.A:9-40.1; N.J.S.A. App.A:9-40.4; N.J.S.A. App.A:9-41; N.J.S.A. App.A:9-43.2; N.J.S.A. App.A:9-43.3; N.J.S.A. App.A:9-43.4; FEMA Comprehensive Preparedness Guide 101, version 3, September 2021; New Jersey State Emergency Operations Plan; State Emergency Management Program Stakeholders Policy; Emergency Planning and Community Right-to-Know Act; Executive Order 161 (Kean, 1987); Executive Order 284 (Murphy, 2022); Directive 104 (1988)	EXPIRES Indefinite	
	RESCINDS	

Collaborative planning is the cornerstone of effective emergency management as evidenced by the Federal Emergency Management Agency’s (“FEMA”) whole community approach that advocates for preparedness and planning by all stakeholders and promotes resiliency and equity. This approach is reiterated in the most recent version of the FEMA Comprehensive Planning Guide, version 3, September 2021 (“CPG 101”) that provides guidelines on the development of an emergency operations plan (“EOP”) through the collaborative planning process. CPG 101 states that planning teams “must reflect the diversity of the community by including representatives from the jurisdiction’s departments and agencies, civic leaders, businesses and organizations.” Planning teams “should include those who can contribute diverse, vital perspectives and those who have significant roles in executing the plan.”

At the State level, collaborative emergency planning is facilitated through the State Emergency Management Program Stakeholders (“SEMPS”) group pursuant to the SEMPS policy. At the county level, Directive NJOEM-5 (2022) requires the County Emergency Management Coordinators to establish County Emergency Management Councils.

Pursuant to N.J.S.A. App.A:9-41 and 9-43.2 through 9-43.4, every municipality is required to establish a Local Emergency Management Council overseen by the Municipal Emergency Management Coordinator, and to prepare written emergency operations plans focused on all-hazards. This Directive, NJOEM-9 (2022), provides guidance for Local Emergency Management Councils that aligns with the collaborative planning process described in CPG-101 and currently in effect by the SEMPS and County Emergency Management Councils. This Directive also clarifies that this guidance pertains to any Joint Local Emergency Management Councils under any current or future directives.

Note: The responsibility to establish and chair the Local Emergency Management Council is distinct from, and independent of, any obligations that a Municipal Emergency Management Coordinator may have to support the implementation of the federal Emergency Planning and Community Right to Know Act (EPCRA) through a municipal or county Local Emergency Planning Committee (LEPC). Those responsibilities are set forth in Executive Order 161 (Kean, 1987) and Executive Order 284 (Murphy, 2022), as well as other guidance issued by the NJ State Emergency Response Commission (NJ SERC). The term “LEPC” applies only in the context of EPCRA. Nothing in Executive Orders 161 and 248 or any action by the NJ SERC shall be read to conflict with the obligations of Municipal Emergency Management Coordinators pursuant to N.J.S.A. App.A:9-41 and other relevant provisions of the emergency management statutes.

This Directive consists of the following numbered sections:

Page #

I.	Purpose.....	3
II.	Composition of Local Emergency Management Councils	3
III.	Responsibilities	4
IV.	Effect.....	4

I. Purpose

To clarify the requirements and standards for Municipal Emergency Management Coordinators to establish and chair Local Emergency Management Councils and to provide guidance on Council membership and activities.

II. Composition of Local Emergency Management Councils

- A. Each Municipal Emergency Management Coordinator shall oversee the Local Emergency Management Council, the composition of which shall be guided by N.J.S.A. App.A:9-41 and CPG 101 with a view toward inclusive planning and diverse stakeholder participation to represent the whole community. Members of the Council should include representatives from government, the private sector, volunteer organizations, community groups, and other stakeholders (as described in subsection II.C) who have a legitimate interest in planning and preparation for the mitigation of, response to, and recovery from emergency situations.
- B. The Municipal Emergency Management Coordinator serves as the Chairperson of the Local Emergency Management Council pursuant to N.J.S.A. App.A:9-41. Subject to the appointment requirements of N.J.S.A. App.A:9-41, the Council should be composed of individuals with appropriate experience to develop comprehensive, all-hazards emergency operations plans that address the community's needs, risk, vulnerabilities and capabilities.
- C. To foster collaborative planning and preparedness and align with CPG 101, membership of the Local Emergency Management Council should include representatives from the Municipality's elected officials and annexes to the municipal EOP. The Municipal Emergency Management Coordinator shall also recommend to the Mayor or Chief Executive Officer of the municipality appropriate representation on the Council from other key stakeholders. Examples of entities or groups that may be represented on the Council (or any working group or subcommittee of the Council) include but are not limited to:
 - private sector
 - hospitals/healthcare systems
 - education (public/private/K-12 and college or university)
 - critical infrastructure
 - major volunteer organizations/community groups that serve as supporting agencies to the EOP
 - faith-based organizations or inter-faith councils
 - agencies/entities that represent the interests of the individuals with disabilities and others with access and functional needs (DAFN), as well vulnerable populations
 - Long Term Care representatives
 - Community Emergency Response Teams (CERT) Program manager

III. Responsibilities

- A. The Local Emergency Management Council shall undertake the following responsibilities:
- meet at least two times per year, and as otherwise directed by the Chairperson, to address homeland security and all phases of emergency management
 - review the provisions of the municipal emergency operations plan and appendices periodically, but no less than once per year
 - revise and update the municipal emergency operations plan in conformity with State statutes (N.J.S.A. App.A:9-42.1 through 43.4), Executive Orders issued by the Governor, any current or future NJOEM directives, or any applicable federal statutes or regulations
 - participate in training and exercises pursuant to any current or future NJOEM directives, as well as local training and exercises with key stakeholder groups such as schools, long term care facilities, religious facilities and other entities, as appropriate
 - ensure inclusiveness in planning and preparedness for DAFN populations as well as vulnerable and traditionally underserved populations to achieve equity in mitigation, response, and recovery planning to align with federal guidance.
 - to the extent required by N.J.A.C. 6A:16-5.1, meet with the chief school administrator in the development of the school district's plans, procedures and mechanisms for school safety and security
- B. Pending any update of Directive 104 (1988), the guidance set forth herein shall apply to any Joint Local Emergency Management Council authorized pursuant to Directive 104.
- C. Due to homeland security concerns, the members of the Council (and any working group or subcommittee of the Council) agree that they are bound by and shall adhere to all applicable laws, regulations and executive orders governing the confidentiality of any and all emergency operations plans, including any portions thereof, annexes and supporting appendices. Members of the Council (and any working group or subcommittee of the Council) shall take all steps necessary to maintain the confidentiality of those records to the extent permitted by law, including but not limited to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., the common law, and Executive Order #21 (McGreevey, 2002).

IV. Effect

This order shall take effect immediately.



Patrick J. Callahan
Colonel
State Director of Emergency Management