



STATE OF NEW JERSEY
OFFICE OF THE GOVERNOR
TRENTON
08625

BRENDAN T. BYRNE
GOVERNOR

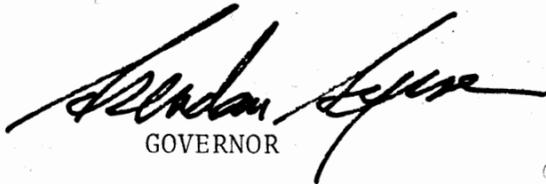
TO: All Department Heads, Agency Secretaries,
Executive Heads of Local Governments,
Emergency Management (CD-DC) Officials,
and Citizens of the State of New Jersey

The role of government is service. When disasters occurs, disrupting the normal functioning of communities and businesses, the government has an obligation to accelerate its service to reduce loss of life, and alleviate human suffering, and to expedite the rendering of aid and assistance. It becomes imperative that government provide for a comprehensive course of action in order to accomplish this task.

The State of New Jersey Emergency and Disaster Operations Plan has been formulated to serve as a blueprint for effective utilization of all State's resources and capabilities when the need arises.

I hereby direct that all involved governmental organizations recognize their assigned responsibilities and be prepared to execute them when so directed.

I further direct that the State of New Jersey Emergency Management (CD-DC), under the direction of the Superintendent of State Police, as statutorily charged, be responsible for the coordination of all response activities to ensure the accomplishment of government's duty to its citizens.


GOVERNOR

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**STATE OF NEW JERSEY
EMERGENCY AND DISASTER OPERATIONS PLAN**

This Plan was prepared under a Disaster Preparedness Grant, Section 201, Public Law 93-288, from the Federal Disaster Assistance Administration, U.S. Department of Housing and Urban Development.

Sample forms, documents, etc. relating to the Federal Disaster Assistance Program, together with a detailed SOP outlining procedures to be followed are contained in the New Jersey "Disaster Operations Field Manual," which supplements this Plan.

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**State of New Jersey
Emergency and Disaster Operations Plan**

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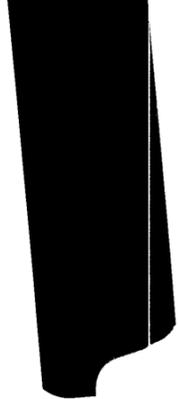
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FOREWORD

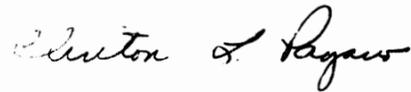
A primary mission of Government in an emergency, is to provide an organizational structure and the resources necessary to protect the lives and property of its citizens.

The unpredictable nature of disasters and the response time involved, are such, that in the final analysis, the county and local political jurisdiction must endure and be prepared to cope with the initial impact of natural and manmade disasters by utilizing their own personnel and resources. The degree to which a disaster is contained and the ultimate price that is paid in the loss of life and property will be based on the readiness and the capacity of county and local governments to respond to emergency situations.

The State of New Jersey Emergency and Disaster Operations Plan assigns missions, tasks and emergency functional responsibilities to State Departments and Agencies and volunteer relief organizations to assist county and local government in preparing for, responding to, and recovering from the devastating effects of natural or manmade disasters. It also defines the roles of local, county, State and Federal Governments in providing relief and assistance to disaster victims and local communities suffering damage.

Annexes to the Plan were developed and written by the specific State Departments charged by State law with those responsibilities. The annexes are keyed to the functions which must be performed by them during any emergency or disaster.

Coordination and response is critical to the implementation of this Plan. I am confident the respective Departments are prepared to meet any challenge.



Colonel Clinton L. Pagano
New Jersey State Police
Director of Emergency Management

DEFINITIONS

1. **Disaster Assistance Center (DAC)**—one-stop facility for providing individual disaster assistance in a disaster area.
2. **Emergency**—any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of a disaster.
3. **Federal Agency**—any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal government, including the United States Postal Service, but not including the American National Red Cross.
4. **Federal Coordinating Officer (FCO)**—in a Presidentially declared emergency or major disaster, the Federal Emergency Management Agency appoints a Federal Coordinating Officer to operate in the affected area and coordinate Federal assistance with efforts of State and local governments and private relief organizations.
5. **Federal Emergency Management Agency (FEMA)**—is an executive agency that serves as a single point of contact within Federal Government for Emergency Management activity.
6. **Governor's Authorized Representative (GAR)**—person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.
7. **Local Government**—political subdivision of the State.
8. **Major Disaster**—any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, caused damage of sufficient severity and magnitude to warrant major disaster assistance under P.L. 93-288, above and beyond emergency services by the Federal government, to supplement the efforts and available resources of the State, local government, and disaster relief organizations in alleviating damage, loss, hardship or suffering.
9. **Natural Disaster**—any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe resulting in damage, hardship suffering or possible loss of life.
10. **New Jersey Emergency and Disaster Operations**—a basic plan covering all general instructions for each level of government and including responsibility, function, organization, situation, etc., supported by annexes outlining detailed instructions for specific emergency tasks.

11. **Public Facility**—any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-Federal aid street, road or highway, and any other public building, structure or system, including those used exclusively for recreation purposes, and any park.
12. **Standard Operating Procedures (SOP)**—means a ready and continuous reference to those procedures which are unique to the agency and which are used for accomplishing broad or specialized functions. Augments State Plan.
13. **State Coordinating Officer (SCO)**—when assistance is provided under P.L. 93-288 in Presidentially declared emergencies and major disasters, the Governor designates a State Coordinating Officer to coordinate State and local assistance efforts with those of the Federal government.
14. **State Emergency Operating Center (EOC)**—facility with the necessary communications from which essential emergency functions are directed and controlled.

PLANNING FACTORS

I. VULNERABILITY ANALYSIS

- A. All areas of New Jersey are subject to natural disaster, the most common types being inland and coastal flooding. The most potentially serious disaster threat facing the State is a large hurricane that would cause tidal surges in the coastal areas and severe inland flooding generated by heavy rain in a short period of time. The following is a resume of major disasters, emergencies and other natural weather phenomena experienced in the State of New Jersey during the past few years:
1. During the period from 1971 to 1975, inclusive, the State of New Jersey experienced three major floods, a tropical storm and numerous other types of storms such as high winds and snowstorms. These storms claimed a total of 18 lives and caused damages totalling approximately 200 million dollars. On several occasions, certain areas of the State were declared "state of emergency" or "major disaster" areas by the President of the United States.
 2. Floods have proven to be the most destructive element in the State of New Jersey. The most destructive flood in recent years occurred on August 27, 1971, when Tropical Storm Doria ravaged the East coast of the United States, killing hundreds and causing millions of dollars in damages. New Jersey suffered six lives lost, and an estimated 140 million dollars in damage, and was declared a major disaster area. On August 2, 1973, the State was struck with its second major disaster in three years when rains severely flooded several central and northern counties. The storm claimed six lives and caused an estimated 6 million dollars in damage. Somerset, Middlesex, Union and Essex counties were declared major disaster areas by the President. On July 13-22, 1975, the State was again inundated with heavy flooding as a result of rainstorms over a period of several days. Six lives were lost and property damage was estimated at approximately 56 million dollars. In August 1976, Hurricane Belle ravaged the East coast with high winds and rains causing an estimated \$3,473,000 in damages.
 3. River floods are predictable, except in rare cases of flash floods, for which some advance warning is usually possible, giving people an opportunity to make preparations and to evacuate, if necessary.
 4. Winter storms and snowfall in New Jersey can create disaster conditions. Over the past several years they have posed no particular problem; however, in January 1977, as the result of ice conditions on the Delaware Bay and its tributaries and along the New Jersey coast six New Jersey counties were declared "major disaster areas" by the President. State, county, municipal and commercial organizations all possess adequate equipment to assist in snow removal operations.
 5. Small tornados and high velocity winds have occurred on occasion throughout various areas of the State and have caused some damage, generally in localized areas. These storms can be dangerous if ignored;

therefore, they should be watched closely in order to protect against unnecessary loss of life and destruction of property.

6. Forest areas, flammable pasture and crop lands of New Jersey are subject to periodic fires especially when conditions are aggravated by prolonged dry spells. Such fires are potentially dangerous as an uncontrolled fire is one of the most destructive forces caused by nature or by man. They are multiple killers of people, livestock, fish and wildlife. They destroy personal and real property, valuable timber, forage, essential agricultural field crops, watersheds and inestimable scenic and recreational values. Severe soil erosion, silting of stream beds and reservoirs, and flooding often are serious aftermaths of fires.
7. An earthquake is a shaking or trembling of the crust of the earth caused by underground volcanic forces or the breaking and shifting of rock beneath the surface. They are unpredictable and strike without warning and may range in intensity from slight tremors to great shocks and may last from a few seconds to as much as five minutes. This could come in a series over a period of several days. The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling objects and debris. Disruption of communications along with light and power lines, and gas, sewer or water mains can be expected. This State has experienced several minor earthquakes, located primarily in the northern counties, over the past years.
8. Transport by rail/truck of pesticides, dangerous cargoes (gasoline, chlorine, propane, etc.), and radioactive by-products and waste present an ever-present accident hazard potential in this heavily urbanized and transportation oriented State. Procedures for control at incident sites and effective cleanup methods must be developed and implemented to assure a minimum of danger both to the populace and to the environment.
9. Aircraft accidents, air and water pollution, and electric power brownouts/blackouts are continuing hazard possibilities. Programs and procedures to alleviate the effects caused by these situations require development to assure effective response in incident situations.
10. In the past, terrorist incidents have been isolated with only local impact. However, experts on terrorism predict an increase in the frequency of symbolic incidents, but more importantly, many predict an increase in the seriousness and scope of attacks by extremist groups. Terrorism could change from isolated events to coordinated attacks causing major property damage, extensive loss of life, severe disruptions to resources, disruptions to the continuity of government or situations of unique political significance. This new dimension of the threat could cause more serious and more significant social, economic and political consequences.

II. LOCAL PREPAREDNESS

- A. All communities should have an Emergency Operations Plan, which encompasses the performance of the following functions:
 1. Primary and alternate warning and communications systems.

2. **Firefighting** annex with mutual aid agreements.
 3. **Search, rescue** and evacuation annex especially for storm **devastated areas**.
 4. **First aid and medical support** annex.
 5. **Public Safety, security and traffic control** annex.
 6. **Emergency welfare services** annex, including **housing, mass feeding, clothing** and rehabilitation of victims.
 7. **Emergency transportation** annex.
 8. **Debris clearance** annex.
 9. **Snow removal** annex.
- B. Resources available to local government depend on the size of the community. Where resources are limited, assistance is available through coordination with county Emergency Management.
- C. The State of New Jersey, acting in concert with the Federal Government, will assist county and municipal governments in preparing disaster plans.

BASIC PLAN

I. AUTHORITIES

- A. New Jersey Statutes Annotated A:9-1 through A:9-63
- B. New Jersey Statutes Annotated A:10-1 through A:10-10
- C. New Jersey Executive Order No. 12, December 3, 1970
- D. New Jersey Directive No. 84, February 1, 1975
- E. New Jersey Emergency Resources Management Plan, September, 1968
- F. Federal Disaster Relief Act of 1974, Public Law 93-288

II. PURPOSE

This State Plan provides:

- A. Guidance to State and local governments regarding procedures, organization and responsibilities which will prevent, minimize and relieve personal suffering and hardship and repair property damage associated with disasters or the imminent threat thereof.
- B. A framework for State delivered support to local government's disaster operations.
- C. Identification and designation of responsibilities and roles and missions of State government agencies and local officials.
- D. An outline of actions required to be taken by State and local government before Federal disaster assistance programs can be implemented.

III. ORGANIZATION

A. General

State government shall establish policies and procedures to assure maximum utilization of all State resources to minimize loss of life and injury to the populace and destruction or damage to resources and facilities of the State during disasters.

B. Specific

- 1. State disaster operations are conducted from a centralized location known as the State Emergency Operating Center (EOC). The EOC is staffed and operated by designated representatives of State agencies, departments and commissions in accordance with the provisions of the State Plan.
- 2. Resources of State government, to include personnel, may be used for purposes of facilitating or performing disaster services as deemed necessary or desirable by the Governor.

IV. ASSUMPTIONS

- A. Disaster occurs.
- B. Local government is responsible for the safety and welfare of their constituents to the extent of their capabilities and resources in time of a threat or disaster.

- C. Local government **immediately informs** the State government and/or intervening levels of government **of** an impending or existing disaster within their jurisdiction.
- D. Direction of disaster operations is exercised by the lowest level of government affected to the extent of its capability.
- E. A request for **support** or assistance can be made of a **higher** level of government following determination that a disaster is of such severity and magnitude that effective response is beyond the capabilities of affected local government.
- F. **State government** responds to requests for assistance from local government as deemed appropriate by the Governor.
- G. In situations so requiring, a state of emergency may be proclaimed, the provisions of the State Plan invoked, and the EOC activated to provide for coordinated response by State government. Some situations require activation of the EOC and coordination of State support and assistance when no formal state of emergency has been declared by the Governor.

V. SITUATION

- A. Destructive forces affecting New Jersey are identified in the Vulnerability Analysis. These include natural and man-made forces that can create disaster situations of such scope and duration as to warrant implementation of the State Plan.
- B. Geography and its associated weather, together with the demographic and economic characteristics of the State, are principal factors in determining the types of destructive forces to which the State is susceptible and the levels of destruction they could cause.
- C. Disasters may occur in the State at any time and create varying degrees of damage, including human suffering, injury, death, and property damage. In a widespread disaster or a disaster which requires response support in excess of that available at the local level, State support can be requested and may be provided.

Disaster response at the State level is based upon the principle that local authorities bear the initial responsibility for disaster relief. 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 disaster.

VI. RESPONSIBILITY

A. State Government

- 1. State government has a four-fold mission in disaster situations. **These are:**
 - a. Warning of impending disaster.
 - b. Timely, effective employment of State resources in support of disaster operations of local government.
 - c. Coordination and direction of restoration and recovery operations in

the disaster area when such operations are beyond the capability of the level of government affected or when requested by proper local government authority.

- d. Assess the requirements for and procure support and assistance from adjacent States and the Federal government as necessary and appropriate.
2. Responsibility for disaster relief rests with State and local governments. Disaster assistance furnished local government is a supplement to and not a substitute for assistance that can be furnished by local government. When local resources are insufficient to cope with the effects of a disaster, the Governor may, when in his judgment the requirement exists to initiate extraordinary State government support operations, proclaim a state of emergency to exist. When a state of emergency has been proclaimed by the Governor, all elements of State government are directed to utilize their services, equipment, supplies and facilities to the maximum extent practicable and in accordance with the State Plan or as specifically requested by the Governor.
3. State disaster relief may be afforded local government in the absence of a proclamation of a state of emergency by the Governor **whenever**, in the opinion of the Governor, such assistance is needed for life-saving operations or to relieve suffering and hardship. Unless ordered by the Governor, such assistance is not provided when resources of local government are sufficient to cope with the disaster.
4. When a disaster occurs, it is the policy of this State to respond using local and State resources, quasi-public resources and resources of the Federal government which can be provided without a Presidentially declared emergency or a major disaster. However, if the size and severity of the disaster warrant, the Governor may request the President to declare that an emergency or a major disaster exists.

B. Local Government

1. Local government is responsible for pre-disaster planning and action when confronted with a disaster or potential disaster. All public officials have an inherent normal duty as well as a legal responsibility, to insure that their jurisdiction is prepared for any disaster.
2. When a disaster occurs or is imminent, local government takes immediate and effective steps to alleviate suffering and to protect life and property.

CONCEPT OF OPERATION

I. PURPOSE

The purpose of this document is to provide information and guidance to State governmental agencies and departments and to local government on the overall concept of the State's response to all disasters.

II. GENERAL

- A. The basis of this concept of operation is that prompt and effective response to disasters will be taken by local government employing both local resources and resources obtained by arranged agreements with neighboring jurisdictions, State and Federal activities locally sited, local chapters of quasi-governmental organizations and the local private sector. Most disasters are expected to be handled by local government.
- B. In disasters which require outside assistance, local government requests such assistance from the next higher echelon of government following a local state of emergency. State government assistance is provided as deemed appropriate by the Governor and as provided for in the State Plan.
- C. In disasters affecting State-owned property, the State agency having cognizance employs its own resources and those under prearranged agreements with other State agencies or local governments, Federal activities, quasi-governmental organizations and the private sector. The State agency having responsibility and cognizance initiates and maintains liaison with State EMA should a disaster occur, to facilitate implementation of the State Plan as necessary.

III. RESPONSIBILITY AND FUNCTION

A. Federal Government

- 1. Pre-disaster, disaster and recovery assistance by agencies of the Federal government is authorized under provisions of several applicable public laws, in addition to the Disaster Relief Act of 1974, Public Law 288, 93d Congress (P.L. 93-288). Federal disaster assistance is supplementary to, and not a substitute for, disaster response actions by State and local government.
- 2. Federal disaster assistance may be classified as:
 - a. Pre-disaster assistance in averting or lessening disaster effects.
 - b. Provision of assistance, including grants, essential community services, warning of further risks and hazards, public information and assistance in health and safety measures, technical advice on management and control, reduction of immediate threats to public health and safety, and distribution of medicine, food, and other consumable supplies of disaster assistance.
 - c. Donations or loans of Federally owned equipment and supplies.
 - d. The performance on public or private lands or waters of any emergency work or service essential to save lives and to protect and preserve property, public health and safety.

B. State Government

1. State government response to disasters is provided in accordance with the State Plan, augmented as deemed appropriate by the Governor or his designated representative. The provisions of the State Plan are effective immediately for planning at all levels and for all types of disasters.
2. When State government response to disasters is necessary, such response is at the direction of the Governor and under his authority.
3. The State EM Director coordinates activities among the various State agencies, counties and municipalities in preparing for and operating in disasters. Such activities may include immediate use of all facilities, equipment, manpower and other resources of the State to minimize or prevent injury or damage to persons or property in the State.
4. State disaster response actions may be accomplished with or without activation of the State Emergency Operating Center. The decision to activate the EOC is made by the Governor, the State Director, or their designated representatives. When activated, the EOC is staffed with personnel from the State agencies in accordance with the State Plan and other persons as necessary to provide assistance to the Governor. Under direction of the State Director, the EOC staff performs its duties through leadership of department or agency representatives assigned primary responsibility in designated areas. In lesser disaster situations, when the EOC is not activated, State response is accomplished in a similar manner, with similar staff duty responsibility, but with personnel located in their normal working areas.
5. Response to specific types of disasters or response in dealing with specific destructive forces may fall within the purview of a State agency having the normal responsibility in that particular area and having trained personnel and special equipment. Agencies in this situation are responsible for the technical operational aspects of response to these disasters. Supporting emergency services are provided in accordance with the procedures outlined herein. These situations are the subject of contingency plans which focus on the response requirements of a specific type disaster. A contingency plan generally involves several State agencies and local governments and may or may not involve activation of the EOC. In other cases, State assistance is required in seemingly minor disasters where they involve use of special techniques, equipment and expert personnel. Local government plans should include procedures for obtaining this expert assistance.
6. Automatic and routine response by State agencies to cope with effects of destructive forces as they affect State property, equipment and personnel under their cognizance or in fulfillment of their statutory duties is made in accordance with agency directives. The State Director is informed as deemed appropriate by the agency in minor disasters. When any type of agency action is taken in conjunction with more serious disasters, the State Director is informed by the appropriate agency to insure proper coordination.

C. Local Government

1. Disaster response plans at the State level are based on the principle that local authorities bear initial responsibility for disaster relief. Each level of government accomplishes 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 effects of the disaster.
2. Local government must therefore:
 - a. Conduct pre-disaster planning to provide for such functions as warning, public information, search and rescue, public safety, emergency medical care, provision of emergency shelter, evacuation, mass feeding and damage assessment. In some instances these functions are performed with supplemental prearranged assistance from neighboring jurisdictions, State and Federal activities locally sited, local chapters of quasi-governmental organizations and the local private sector.
 - b. Be prepared to perform the functions indentified above by planning, organizing and training designated organizations and individuals in the who, what, where and when requirements of disaster operations.

IV. LEVELS OF DISASTERS

A. Minor Disasters

Minor disasters are those which constitute most occurrences and which are within the response capabilities of local government, or in the case of State property, the cognizant State agency. In these situations, information should be provided to higher levels of government by local authorities. Mutual aid agreements and other understandings may be involved and the advice and consultation of appropriate State officials requested.

B. Local Disasters

1. A local state of emergency is proclaimed by a duly authorized local official or board and local resources are committed.
2. Extraordinary authorities under local ordinances are invoked as necessary.
3. Situational information is provided to higher levels of government, including the County Coordinator and State Director.
4. The Governor may respond to specific requests using selected State resources as he deems appropriate with or without proclaiming a state of emergency.
5. State agencies providing assistance to local government on their own authority or upon direction of the Governor coordinate such assistance with State EM.

C. Emergency Declared by the President

1. Based upon the Governor's finding that the situation is of such severity and

magnitude that effective response is beyond capabilities of the State and affected local government.

2. Declared by the President on the request of the Governor.

D. Major Disaster Declared by the President

1. Based upon the Governor's finding that the situation is of such severity and magnitude that effective response is beyond capabilities of the State and affected local governments.
2. Declared by the President on the request of the Governor.

V. DISASTER PHASES

State Government

A. Pre-Disaster Phase

1. Prepares plans at agency level to provide:
 - a. Intra-department/agency disaster response plans and procedures.
 - b. Agency annexes in support of the State Plan as specifically determined by the Governor or his designated representative.
 - c. Planning support to local government and/or other State agencies.
 - d. Contingency plans for specific types of disasters.
2. Assists local government within normal capabilities and areas of competence, by providing guidance and assistance in planning and organization to mitigate effects of destructive forces.
3. Reviews and validates the State Plan periodically and at the beginning of seasons of increased vulnerability to specific types of hazards.
4. Conducts training, education and exercise programs to assure a continuing capability to accomplish disaster response measures.

B. Pre-Impact Phase

Actions begin with the earliest sign of possible danger and is the time between initial warning and actual impact.

1. Establishes an on-going capability to monitor the situation.
2. Checks to assure that emergency communication and other operational systems in the EOC are operable.
3. Alerts key officials, to include local coordinators, and advises appropriate departmental and regional offices, political subdivisions and Federal agencies.
4. Establishes and maintains liaison with the National Weather Service (NWS), American National Red Cross, news media and others as appropriate.

C. Impact Phase

Is that period when the disaster actually strikes. This phase may be of limited or long duration.

1. Activates the EOC on a 24-hour basis and increases its manning as the situation warrants.
2. Checks communication ties with local jurisdictions that may be affected.
3. Activates emergency communication network as required.
4. Briefs key officials and alerts State agencies as deemed appropriate.
5. Continues liaison with NWS, FEMA, American National Red Cross, news media and others as deemed appropriate.
6. Dispatches personnel to threatened area and prepares to open and activate the Emergency Operating Center.
7. Organizes and prepares to dispatch damage assessment teams as required.
8. Prepares official bulletins for dissemination to the public and private sectors.
9. Relays NWS information to the public and provides additional instructions as warranted.
10. Prepares to request Presidentially declared emergency or major disaster, if warranted.
11. Provides assistance to local government upon request.

D. Disaster Phase

The period of response to immediate demands presented by the disaster. In case of no warning, actions of earlier phases must be compressed as rapidly as possible.

1. Keeps the Governor and other State officials informed as appropriate.
2. Queries affected jurisdictions to determine their ability to respond to the disaster and to anticipate the need for State and/or Federal augmentation resources.
3. Obtains information on the extent, location and servity of damages including number of casualties and number and location of evacuees.
4. Upon request dispatches damage assessment inspector(s) to assist and augment local efforts in the determination of magnitude of damages.
5. Based on available information, prepares state of emergency proclamation for the Governor and requests for Presidentially declared emergency or major disaster. Governor must activate the State Emergency and Disaster Operations Plan prior to making a request for Federal assistance.
6. As requested by local government, or if clearly beyond the capabilities of local government, provides assistance to protect people and property.
7. Coordinates State efforts with the Regional Office of the Federal Emergency Management Agency and with adjacent states, if applicable.
8. As appropriate, issues bulletins to the public advising of conditions and provides necessary instructions to persons in the affected areas.

E. Recovery Phase

Recovery actions are those taken when the threat of disaster has ended, the destructive force has dissipated, but residual effects remain. The actions described have three major objectives, which are described below as phases. These objectives are alleviation, rehabilitation and reconnaissance.

1. Alleviation

Alleviation includes all temporary means to reinstate family autonomy and to provide essential public facilities and services, to include human needs, protection of property and control of curiosity seekers.

- a. Insures that the public is advised on conditions and is provided with instructions on recovery measures.
- b. Cautions affected governments to maintain their emergency posture and to keep communication channels open.
- c. If requested by local government, or if clearly beyond their capability, provides assistance in damage assessment with trained personnel.
- d. Conducts State damage assessment and initiates surveys as necessary and deemed appropriate.
- e. Advises affected governments of the area-wide situation.
- f. Provides assistance as appropriate and directed, utilizing resources and capabilities of State agencies.
- g. Activates and staffs, in conjunction with FEMA, the Disaster Assistance Center(s) (DACs) and Disaster Field Offices (DFO).
- h. Determines need and, as appropriate, assures that measures are taken to re-establish essential public services, to include emergency medical care, sewage and garbage disposal, adequate potable water, gas and electric services, public transportation, telephone service, debris removal and the opening of schools. Maintains accurate records of expenditures and resources consumed.
- i. Coordinates efforts of neighboring State and quasi-governmental relief organizations.
- j. Makes decisions on priority of support efforts when more than one county-level jurisdiction is affected.
- k. If not already accomplished, and based on local and State damage assessment reports, proclaims a state of emergency and completes a request for a Presidentially declared emergency or major disaster, if warranted. Such request should emphasize the damage impact in addition to dollar amount involved.

2. Rehabilitation

Rehabilitation is the permanent restoration of private and public property and the full reinstatement of public services.

- a. At the earliest time, regardless of the phase of the disaster, the DCO

brings appropriate State agency representatives together with appropriate local, Federal and quasi-governmental officials, to establish priorities and to implement coordinated State, Federal and quasi-governmental assistance programs.

- b. Continues damage assessment and damage surveys as required.
- c. Determines conditions requiring further assistance, to include cleanup, debris removal and utility restoration.
- d. Continues to coordinate other outside assistance.
- e. Phases down EOC operations as conditions return to normal.
- f. Phases down DFO operations as conditions return to normal.

3. Reconnaissance

Reconnaissance encompasses on-the-scene technological and historical investigations and research to uncover residual hazards, advance knowledge of disaster phenomena, and provide feedback to improve future disaster operations.

- a. Prepares an after-action report of the disaster if State resources were committed. Input is obtained from all participating State agencies.
- b. Conducts final detailed reconnaissance of the disaster area.

VI. EMERGENCY OR MAJOR DISASTER DECLARED BY THE PRESIDENT

State Government

- A. State Coordinating Officer (SCO) maintains liaison with designated Federal Coordinating Officer (FCO).
- B. Plans for and provides space for the Federal DFO to be co-located with the State DFO in the disaster area.
- C. Cooperates with the FCO to provide consistent information to the public concerning types of recovery assistance available and locations of the DACs.
- D. Assists local authorities in requesting aid.
- E. Provides guidance for assistance to individuals.
- F. SCO coordinates State and local disaster assistance with those of the Federal government.
- G. Under the Federal-State agreement for emergencies and major disasters, monitors, checks and determines conformity of requests for Federal aid by individuals and localities, approves eligible requests and provides required progress reports.

STATE ORGANIZATION AND RESPONSIBILITIES

- I. **GOVERNOR**—As the Chief Executive of the State, the Governor is responsible for and authorized to:
 - A. Activate this plan and direct operations through the regularly constituted governmental structure.
 - B. Utilize and employ the available resources of the State Government and of each and every political subdivision of this State, whether men, properties or instrumentalities, and to commandeer and utilize any personal services and any privately owned property necessary to avoid or protect against any emergency, subject to future payment of the reasonable value of such services and privately owned property.
 - C. Determine supplemental assistance as required and requested by the governing body of any political subdivision of the State in the event of an emergency or disaster beyond local response capabilities.
 - D. Coordinate activities with FEMA, other Federal agencies and officials of other states including the entering into of mutual-aid agreements and compacts.
 - E. Request Federal assistance when damage impact and volume indicate that additional aid is required.
- II. **DEPARTMENT OF LAW AND PUBLIC SAFETY—ATTORNEY GENERAL**—The Attorney General is responsible for supervising and administering State EM activities through the Superintendent, New Jersey State Police (State EM Director).
- III. **STATE EM DIRECTOR**—Appointed by the Governor, the State EM Director is primarily responsible for planning, directing and coordinating emergency or disaster preparedness operations within the State. In order to accomplish his preparedness mission, the State Director has a State Staff and Regional Coordinators. The organization and responsibilities of the staff and coordinators are as follows:
 - A. **State EM Staff**
 1. Organization—As shown on PAGE A-19.
 2. The overall responsibility of the State Staff is to assist the Governor in carrying out his emergency responsibilities through his representative, the State EM Director. Following a Presidentially declared “emergency” or “major disaster,” the State EM staff are administration and policy advisors to the State Coordinating Officer (SCO). Secretarial personnel, office and communications equipment to support the staff are furnished by the State EM Office, and appropriate State Departments, on request.
 - B. **Regional Coordinators**—The State is divided into three regions (See PAGE A-20) with a Regional Coordinator assigned to each region. Appointed by the State EM Director, Regional Coordinators will:
 1. Advise and assist county EM coordinators in civil preparedness and program management.

2. Coordinate civil preparedness activities of county governments to interrelate with local government programs and activities.
 3. Assist coordination of State and county government emergency assistance response.
- IV. COUNTY BOARD OF FREEHOLDERS**—The Board of Chosen Freeholders in each county is responsible for appointing a County Coordinator and Deputy, subject to the approval of the State Director.
- V. COUNTY EMERGENCY MANAGEMENT COORDINATORS**—Appointed by the County Board of Freeholders, subject to the approval of the State Director, are responsible for:
- A. Establishing and equipping a County EOC.
 - B. Planning and coordinating EM operations to include evacuation of disaster affected areas within the county.
 - C. Activation of facilities, services and resources of county government in an emergency.
 - D. Processing requests for assistance from municipalities within the county and rendering direct aid to areas where needed.
 - E. Requesting assistance from State Director when county resources are inadequate to cope with an emergency.
 - F. Assigning a Damage Assessment Officer to coordinate the activities of the damage survey teams, and to collate damage assessment information.
- VI. MUNICIPAL EM LOCAL DIRECTORS**—Appointed by the mayor from among the residents of the municipality, will be responsible for:
- A. Establishing and equipping a municipal EOC.
 - B. Planning, activating, coordinating and conducting emergency operations within the municipality.
 - C. Coordinating the utilization of local resources and allied services and agencies in an emergency.
 - D. Implementing Mutual Aid Agreements, as appropriate.
 - E. Requesting assistance from the County Coordinator, when local resources are inadequate to cope with an emergency.
 - F. Assigning a Damage Assessment Officer to coordinate the activities of the damage survey teams, and to collate damage assessment information.
- VII. GOVERNOR'S ADVISORY COUNCIL FOR EMERGENCY SERVICES**—The Emergency Services Act of 1972 provides for the coordination of services in emergency situations through the creation of a Governor's Advisory Council of Emergency Services, and a fund from which emergency disbursements may be made.
- The Council is authorized to:
1. Review, evaluate and recommend to the Legislature any necessary changes

in any existing compact between this State and the Federal Government or between this State and any other State created for the purpose set forth in this Act or develop such compacts where they do not exist.

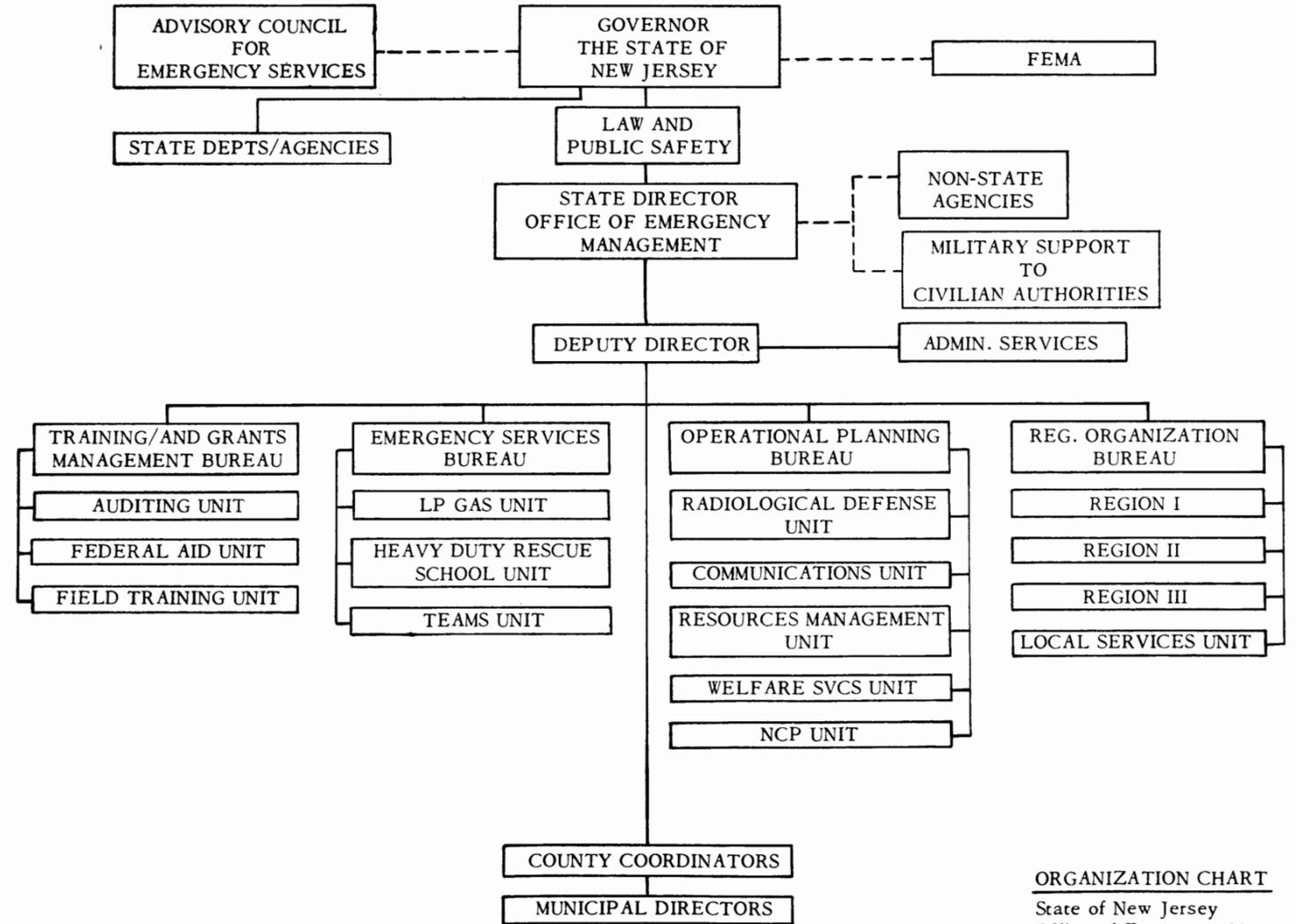
2. Review, evaluate and periodically recommend changes in existing emergency master plans.
3. Encourage and coordinate comprehensive services available through private organizations and intercommunity cooperations.
4. Authorize expenditures from the fund, created by an act, upon approval of the Governor to provide emergency relief deemed appropriate by the Council or to reimburse municipalities or counties for damages or excessive costs sustained as a result of an emergency.
5. Utilize the manpower, facilities and materials of the various State departments for the purposes of this act.

The members of the Council are:

Attorney General, Chairman
Chief of Staff, Department of Defense
Commissioner, Department of Community Affairs
Commissioner, Department of Environmental Protection
Commissioner, Department of Transportation
President of the Public Utility Commission



State of New Jersey

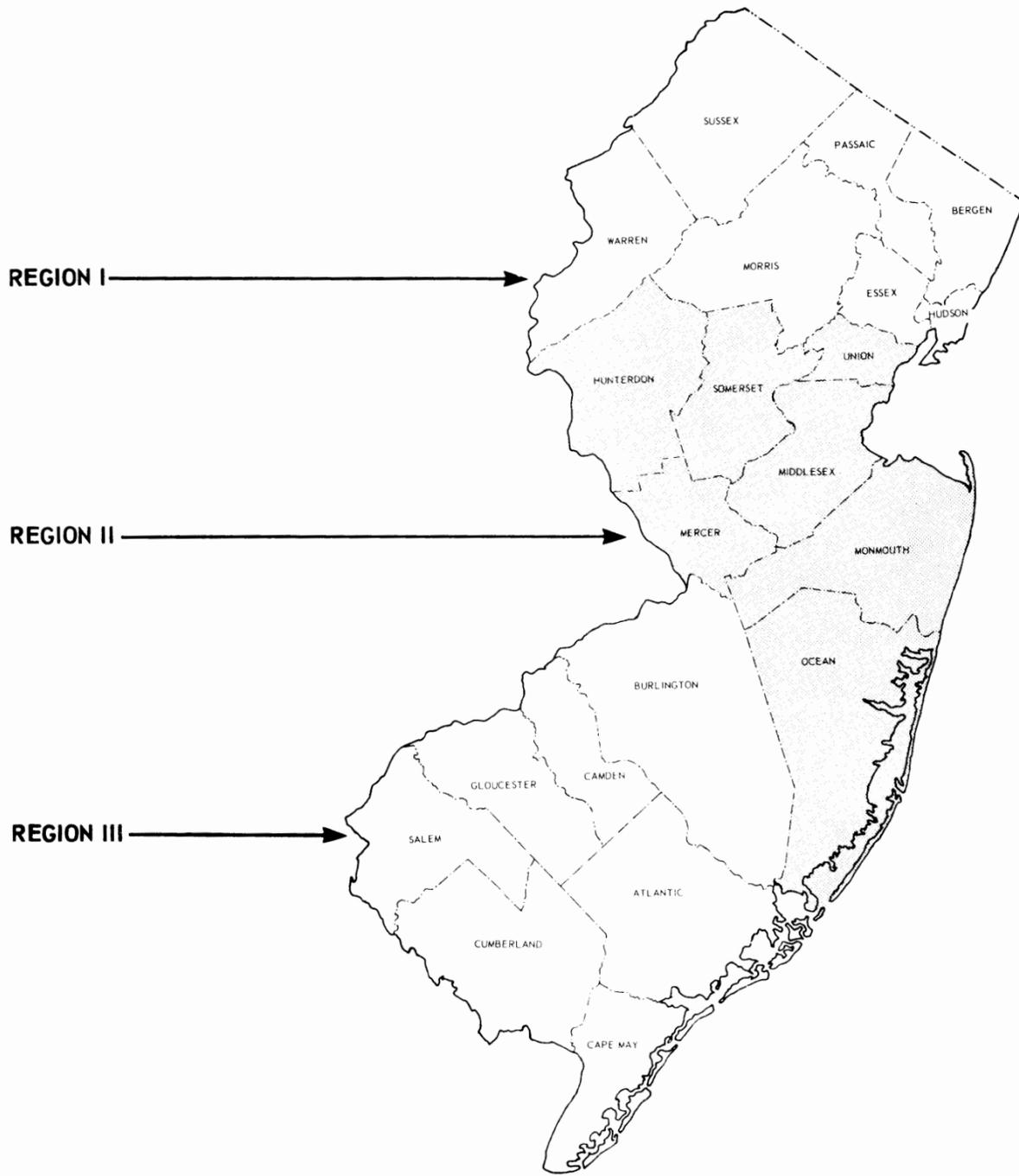


ORGANIZATION CHART
State of New Jersey
Office of Emergency Management

A-19



State of New Jersey
EMERGENCY MANAGEMENT



STATE EMERGENCY OPERATING CENTER (EOC)

I. EMERGENCY OPERATING CENTER

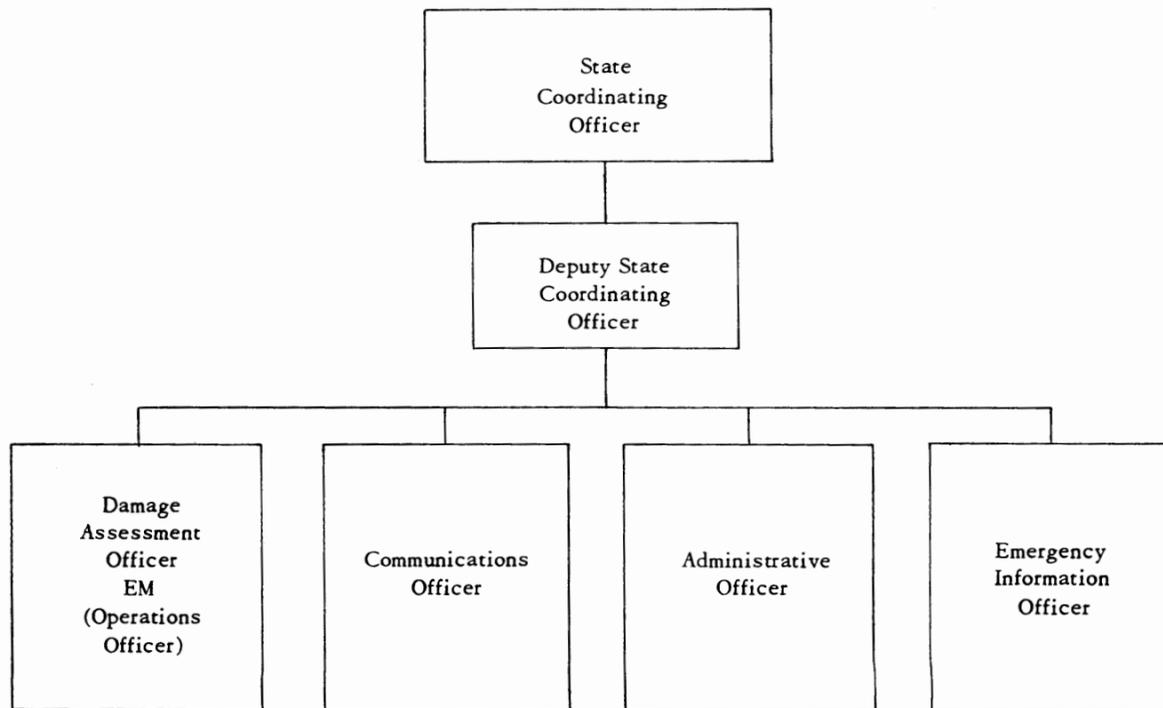
A. **Location**—The State EOC is located in the New Jersey Division of State Police Headquarters, West Trenton, New Jersey. The State Alternate EOC is located at Smithers Hall, Rutgers University.

B. Organization and Staffing

1. The State EOC natural disaster preparedness organization consists of representatives from each State Department/Agency (State Department-Defense Coordinator), (see PAGE A-26 for State organization), together with the staff indicated on the disaster organization chart below. State EM will furnish secretarial and necessary office and communications equipment to establish the EOC and conduct EM operations. State Departments/Agencies performing duty at the State EOC will be responsible for furnishing their own secretarial personnel and office equipment.
2. The number of State Department and staff personnel that will be used during disaster operations will depend upon the scope and magnitude of the disaster.



State of New Jersey



II. RESPONSIBILITIES

- A. **State Coordinating Officer (SCO)**—The State official designated by the Governor to act as his principal assistant in the coordination and supervision of the State disaster program. The SCO and State EM Director may be the same individual. During a Presidentially declared “major disaster” or “emergency,” the SCO is responsible for:
1. Immediately appraising the type of relief aid most urgently needed.
 2. Coordinating State relief activities with the Federal Coordinating Officer (FCO).
 3. Implementing the New Jersey Emergency and Disaster Operations Plan and complying with the Federal-State Agreement.
 4. Coordinating the administration of relief activities of State agencies and EM preparedness staff, as well as those of the American Red Cross, the Salvation Army, Seventh-Day Adventist, and other voluntary relief organizations which agree to operate under his advice or direction at the State level.
 5. Undertaking appropriate action to make certain that all of the State agencies are carrying out their appropriate disaster assistance roles under their own statutory authorities and operational policies.
 6. Receiving, consolidating and reporting damage assessment information to FEMA. This may involve a joint Federal-State assessment.
 7. Requesting and coordinating assistance from other states under State mutual-aid agreements, and from the Federal Government when the resources of New Jersey are inadequate to cope with an emergency.
- B. **Deputy State Coordinating Officer**—This individual is the alternate for the SCO and will fulfill all the responsibilities and obligations of the SCO. If appropriate, the Deputy SCO may also be the Deputy State Director EM.
- C. **Governor’s Authorized Representative**—The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an “emergency” or “major disaster.” The Governor’s Authorized Representative is responsible for:
1. Processing all project applications and accompanying documents from State and political subdivisions.
 2. Assisting county and municipal governments in completing project applications. Procedures for completing applications are contained in FDAA Handbook 3300.5, Handbook for Applicants.
 3. Reviewing project applications and recommending approval or disapproval.
 4. Certifying that applications meet Federal requirements, and the terms of the Federal-State Agreement.
 5. Maintaining records of project applications to ensure that they are submitted within the time limit prescribed by the disaster declaration and that project work is completed by the prescribed interim or final deadline.
- D. **Operations Officer**—The principal staff assistant to the SCO in operations and mission matters is responsible for:

1. Advising and assisting other staff officers in the operational aspect of their activities.
2. Coordinating the emergency functions of the State Department-Defense Coordinators, EM staff and voluntary agencies.
3. Directing the collection of data and narrative information to respond to the needs generated by the disaster, and if required, for the Governor's request for assistance.

E. Communications Officer

1. Maintains the communications equipment in the EOC in a state of readiness at all times, and will activate the communications center in an emergency situation, when directed by the individual responsible for directing the State response to the emergency or disaster.
2. Establishes communication with EM County Coordinator in the affected area as early as possible.
3. Works closely with his Federal counterpart at the Federal-State command center.

F. Administrative Officer

1. Provides administrative, secretarial and clerical assistance to State EM staff and State Department-Defense Coordinators.
2. Provides logistical support necessary for establishing a temporary Disaster Field Office including space, equipment and supplies.
3. Assists and works closely with the administrative representative from FEMA.

G. Emergency Information Officer (See Appendix XI)

III. EMERGENCY/DISASTER ASSISTANCE

- A. **Weather alert/warning notifications**—The State EM Office initially receives warnings of imminent emergency situations from the National Oceanographic and Atmospheric Administrative (NOAA) Weather Wire Service, Trenton Bureau; NOAA—Atlantic City Weather Service; the NOAA River Forecast Center in Harrisburg, Pennsylvania, or from the National Warning System. Notifications are then re-transmitted to all areas of the State to alert the public of an impending emergency situation.
- B. **Protective Measures**—The Corps of Engineers (COE) and the State Department of Environmental Protection (DEP) have the capability for providing certain pre-disaster assistance in known high risk disaster areas. For example, DEP has the facility for regulating waterflow through watersheds in major tributaries throughout the State, thus mitigating the effects of flooding. The COE has the capability to respond upon request to pre-determined, historically disaster-prone areas which required sandbagging, dune repair, and re-inforcement. These two agencies also have on-going programs designed to study, minimize and alleviate problem areas prior to the emergence of a disaster.
- C. **Evacuation**
 1. Municipal EM Directors have the primary responsibility for evacuation

planning and operations within their jurisdictions. These officials make determinations as to the necessity for evacuation and coordinate the activities of municipal police, road agencies and volunteer groups performing traffic control operations. Municipal evacuation plans must be forwarded for review and approval to county EM.

2. County EM Coordinators have the overall responsibility for coordination of evacuation operations county-wide.
3. State EM is responsible for responding to requests for assistance from County EM. Assistance rendered will include coordination of available State agency assistance in transportation, traffic control, temporary lodging, mass care centers and evacuated area security operations. (See Appendix VIII.)

D. Traffic Control

1. Municipal police forces have primary responsibility for traffic control within their municipality.
2. The State Police and police forces from neighboring communities will provide manpower for traffic control in communities without a police force and/or where the police force requires assistance.
3. EM Auxiliary Police, under the control and supervision of a municipal police chief, may be called upon to supplement municipal police.

E. Security

1. Municipal police forces have primary responsibility for security and the maintenance of law and order within their municipalities.
2. State Police will respond to requests for security assistance in communities where there is no police force, or where police services are shared, upon request of the police chief or mayor through the county EM Coordinator.
3. The New Jersey National Guard, with concurrence from the State Police and on order of the Governor or Chief of Staff, New Jersey Department of Defense, will assist in providing disaster area security. Requests for such support will be made through appropriate channels by the county EM Coordinator.

F. Mass-Care Centers

1. Municipal governments, through the local EM Director, have primary responsibility for the establishment of mass-care centers.
2. County EM Coordinators assist municipal mass-care center operations, when requested by the local EM Director, by providing facilities to the municipality and coordinating assistance.
3. State EM monitors mass-care operations throughout the State and coordinates the assistance provided by State departments and voluntary agencies to centers, and to areas with insufficient resources.

G. Resources (See PAGES A-28-29).

H. Mortuary Services—The Department of Law and Public Safety, Office of State Medical Examiner, provides general supervision over county medical ex-

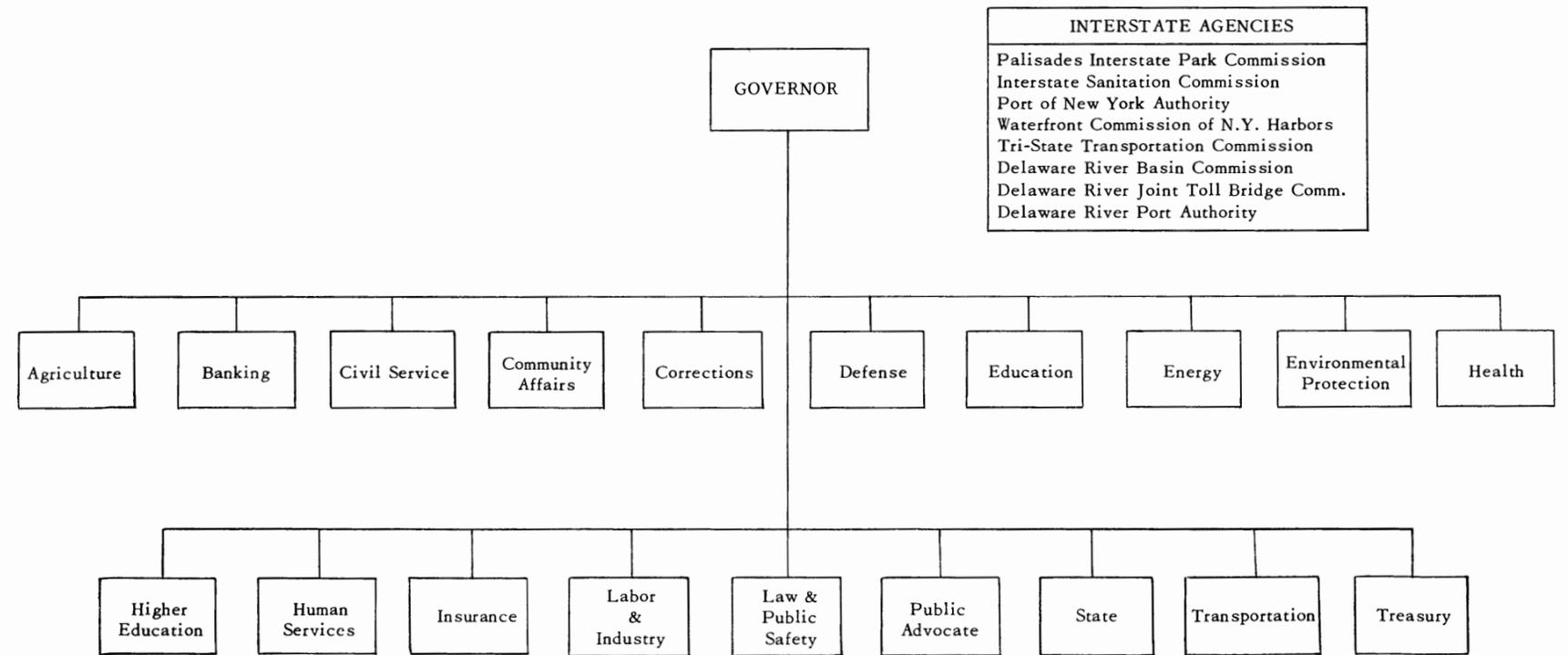
aminers' operations relating to the disposal of remains. The county medical examiner will be superseded only in instances involving violent, suspicious, unusual deaths and those which constitute a threat to public health.

- I. **Emergency Information**—The State Emergency Mgt. Information Officer, in coordination with the Governor's office, presents periodic releases and bulletins to the news media. If necessary, he may arrange for the Governor to broadcast releases over the Emergency Broadcast System.
- J. **Emergency Communications**—The State EM Office utilizes a variety of communication networks for providing alert/warning notifications to the public as well as maintaining contact with State, county and municipal government EM officials. Type and capability of communication equipment is addressed in Appendix III.
- K. **Search and Rescue**—County and municipal government have the primary responsibility of supervising and conducting search and rescue operations within their jurisdictions. If search and rescue operations cannot be carried out by county and municipal government, assistance should be requested through the County EM Coordinator to State EM.
- L. **Welfare Services**—The Department of Human Services, supported by volunteer relief agencies, provides and administers State, county and municipal welfare programs.
- M. **Temporary Housing**—The Department of Community Affairs administers the Federally funded Temporary Housing Program. The American Red Cross, acting within their jurisdiction, have the capability of providing emergency temporary housing for disaster victims.
- N. **Food Services**—The Department of Agriculture, supported by the Department of Health, Department of Defense (National Guard), and volunteer relief agencies, in coordination with the County EM Coordinator will insure that adequate, healthful and safe surplus food commodities are equitably distributed to eligible disaster victims.
- O. **Unemployment Assistance**—The Department of Labor and Industry administers the Federally funded Unemployment Assistance Program.
- P. **Crisis Counseling**—The Department of Health, supported by the Department of Human Services, the Department of Labor and Industry and volunteer relief agencies, will provide family and unemployment counseling, casework services and mental health and assistance to victims of a disaster.
- Q. **Legal/Consumer Services**—The Department of Law and Public Safety, supported by the Department of the Public Advocate, will provide investigators, attorneys, advice, arbitration and litigation for victims of a disaster.
- R. **Tax Assistance**—The Department of the Treasury provides tax consultants to advise disaster victims on matters involving the State Income Tax.



State of New Jersey

A-26





State of New Jersey

NATURAL DISASTER ASSISTANCE COORDINATION

PROBLEM	FEDERAL AGENCY	STATE DEPARTMENT
GENERAL DISASTER RELIEF		
Airports	Federal Aviation Administration	Transportation
Animals, Farm	Department of Agriculture	Agriculture
Bridges, Federal-Aid Highways	Bureau of Public Roads	Transportation
Bridges, Roads, Streets, Non-Federal	Bureau of Public Roads	Transportation
Businesses, rehabilitation loans	Small Business Administration	State EM
Clothing		Human Services (Welfare)
Crops	Department of Agriculture	State Emergency Board
Disease, Prevention	Public Health Service	Health
Drainage	Corps of Engineers	Environmental Protection
	Department of Agriculture	State Emergency Board
Drugs, Inspection & Supply	Food & Drug Administration	Health
Electric Power Generators Mobile	Army Material Command	State EM
		Defense
Electric Service & Equipment (Rural)	Rural Electrification Administration	
Emergency Care		Health
Employment	Department of Labor	Labor & Industry
Farms		
Loans for Buildings	Farm Credit Administration	Agriculture
Loans for Homes	Farmers Home Administration	
Food, Livestock	Department of Agriculture	Agriculture
Fires, Prevention	Forest Service	Environmental Protection
Foods, Emergency Feeding	Department of Agriculture	Agriculture
		Human Services (Welfare)
Food, Inspection	Department of Agriculture	Agriculture
Funds, Emergency	Federal Emergency Management Agency	State EM
Garbage	Environmental Protection Agency	Environmental Protection
Health, Protection	Public Health Service	Health
Housing, Veterans	Veterans Administration	Human Services
Housing, Loans	Federal Emergency Management Agency	Community Affairs
Levees	Corps of Engineers	Environmental Protection
	Department of Agriculture	Agriculture
Livestock	Department of Agriculture	Agriculture
Medical Care	Public Health Service	Health
Reimbursements, Disaster	Federal Emergency Management Agency	State EM
	Dept. of Health, Education, Welfare	Education
	Dept. of Health, Education, Welfare	Higher Education
Schools		Education
	Department of Agriculture	Agriculture
Seed	Federal Emergency Management Agency	State EM
Shelter		Community Affairs
		State EM
Supplies, Surplus	General Services Administration	Health
Vaccines	Public Health Service	Health
Water Supply	Environmental Protection Agency	Environmental Protection

COORDINATION-EMERGENCY PREPAREDNESS

Aircraft (Recon-Rescue)	Federal Aviation Administration	Transportation
Dikes, Repair/Modification	Department of Agriculture	Agriculture
		Environmental Protection
Sandbags	Corps of Engineers	State EM
Sprays, Vector Control	Environmental Protection Agency	Environmental Protection
Water Supply Emergency Equipment	Corps of Engineers	State EM
	Federal Emergency Management Agency	
Sewage Disposal	Environmental Protection Agency	Environmental Protection

DISASTER RELIEF & RECOVERY

Animals, Dead-Disposal	Environmental Protection Agency	Environmental Protection
Appraising & Estimating Damage	Corps of Engineers	Environmental Protection
	Bureau of Public Roads	Transportation
	Dept. of Health, Education, Welfare	Health
		Higher Education
		Education
	Federal Emergency Management Agency	Community Affairs
		Treasury
Debris Removal	Corps of Engineers	Environmental Protection
	Bureau of Public Roads	Transportation
	Dept. of Health, Education, Welfare	Health
	Department of Agriculture	State Emergency Board
Farms, Rehabilitation	Department of Agriculture	State Emergency Board
Inspection, Structural Damage	Corps of Engineers	Transportation
		Treasury
		Transportation
Land Clearing	Bureau of Public Roads	Environmental Protection
	Corps of Engineers	Transportation
	Bureau of Public Roads	
	Department of Agriculture	
Unemployment Insurance	Department of Labor	Labor & Industry
Veterans Loans	Veterans Administration	Human Services
Wells, Emergency	Environmental Protection Agency	Environmental Protection
	Corps of Engineers	Environmental Protection

COUNTY DISASTER OPERATIONS

I. ORGANIZATION—(See page A-32).

II. RESPONSIBILITIES

The county EM organization is based on existing services of county government supplemented by volunteers and volunteer agencies possessing skills necessary to round out the county EM organization. The functions of the county EM include:

- A. Assisting the municipalities of the county in aiding each other by coordinating municipal resources to ensure their most effective use.
- B. Developing municipal mutual-aid plans and coordination of operational procedures.
- C. Organizing and coordinating the resources of county government and its municipalities, when necessary, in emergency situations.
- D. Initiating and coordinating conduct of training.
- E. Administering to all municipalities in the County.
- F. Controlling and directing all operations within the County.

III. PLANNING

- A. Planning for disaster control at the county level is based on State EM plans. Copies of each plan will be on file at the County EOC.
- B. Copies of all municipal resource inventories will be filed at the County EOC and shall be updated annually.
- C. Copies of all potential municipal hazards will be filed and maintained at the County EOC.

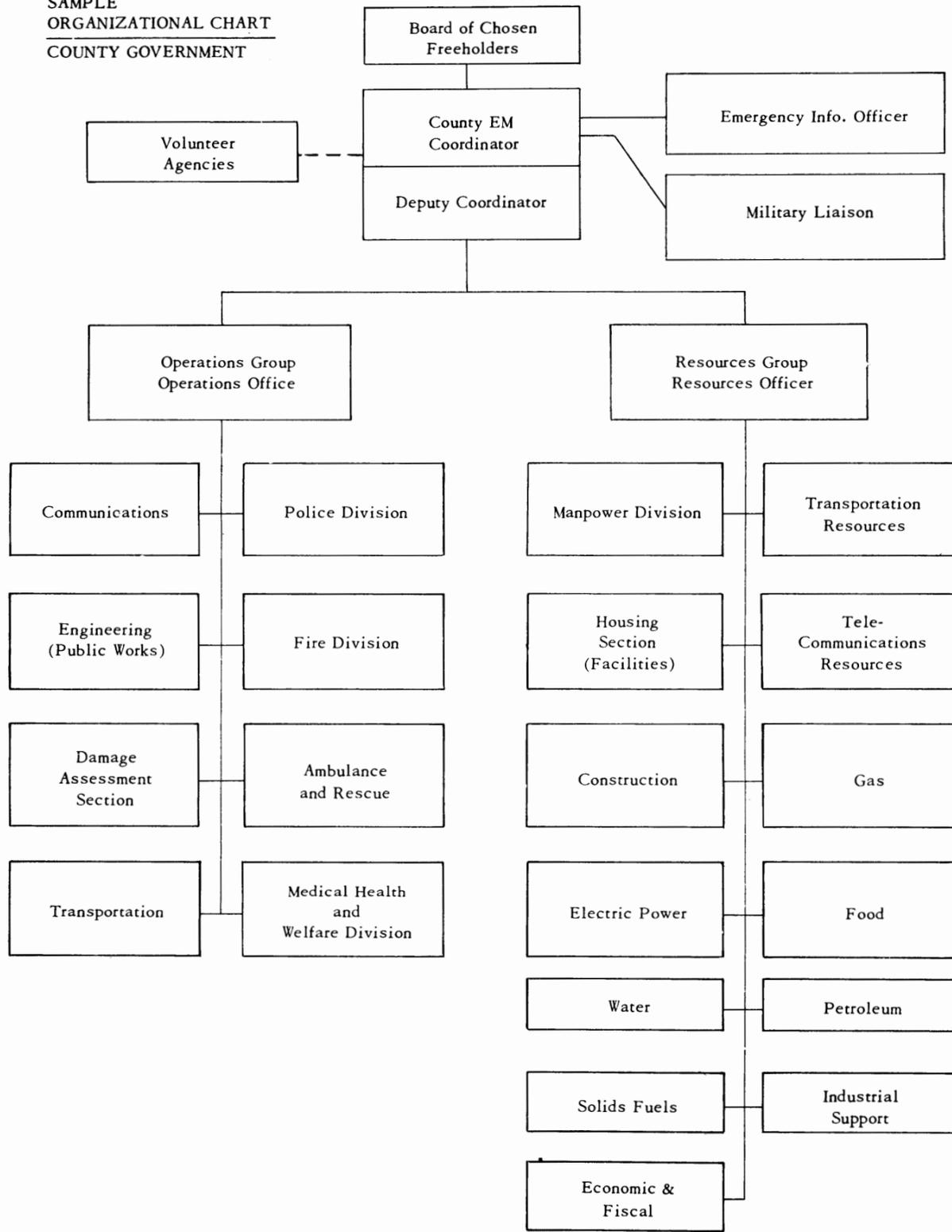
IV. EMERGENCY DECLARATION

- A. The County Coordinator may declare a “state of emergency” in the entire county if, in his judgment, as the result of natural or unnatural causes, conditions may present severe hazards to life and property, even though the Municipal EM Directors have not declared a “state of emergency” in their own municipalities. Municipal EM Directors will comply with the orders of the County EM Coordinator. The County Coordinator shall immediately advise the State EM Director of actions taken. (See sample proclamation form on page A-37)
- B. Whenever, in the County EM Coordinator’s opinion, a disaster or emergency has occurred or is imminent in any municipality in the county, or if a “state of local emergency” in a municipality should be extended to other municipalities within the county, the County Coordinator will proclaim a “state of emergency” within the county. He will immediately notify all municipalities in the county and State EM of the declaration of emergency. Within a reasonable period of time, the County Coordinator will report in writing to the State EM Director,

the date and time of the declaration of emergency and a brief description of the reasons leading to the declaration.

- C. Cessation of a state of emergency shall be ordered by the authority who proclaimed it.

SAMPLE
 ORGANIZATIONAL CHART
 COUNTY GOVERNMENT



MUNICIPAL DISASTER OPERATIONS

I. ORGANIZATION AND STAFFING

A. Organization—(See page A-38)

B. **Staffing**—The Municipal EM Local Director will be appointed by the mayor from among the residents of the municipality. Municipal staffing of the EOC will vary from community to community depending on the form of government and size of the community. Basically, the staff shall include, but shall not be limited to, the following municipal officials:

1. EM Director
2. Operations
3. Business Administrator or Manager
4. Police
5. Fire
6. Ambulance and Rescue
7. Public Works, Roads and Maintenance
8. Medical and Health
9. Welfare
10. Communications
11. Emergency Information
12. Damage Assessment

II. RESPONSIBILITIES

A. Local EM Director is responsible for:

1. Establishing, equipping, staffing and supervising an EOC.
2. Planning, activating, coordinating and conducting emergency operations within the municipality.
3. Coordinating the utilization of local resources and allied services and agencies in an emergency.
4. Implementing Mutual Aid Agreements, as appropriate.
5. Alerting and activating, as required, the municipal organization upon receipt of warning or notification of an emergency situation.
6. Requesting assistance from county EM when resources are insufficient to cope with an emergency.
7. Coordinating and directing assistance received through the county EM.
8. Providing county EM with periodic situation reports.

B. Operations Officer is responsible for:

1. Coordinating the emergency assistance functions of the municipal EOC staff and field forces.

2. Coordinating the use of the municipal resources to include voluntary agencies and the private sector.
 3. Maintaining a continuous analysis of the emergency situation in order to keep the local EM director informed of the situation.
 4. Preparing requests for assistance for transmittal to county EM.
- C. **Business Administrator**—(Director of Administration)—Maintains office records and performs the various administrative services that may be assigned; to include supply, economic controls, manpower and emergency information when the extent of these services does not justify a separate organization and service chief.
- D. **Police Director**—An active police chief or law enforcement officer is responsible for:
1. The conduct of traffic control and other police operations during an emergency.
 2. Directing the dispatch of police aid and assistance.
 3. Assuming control of police operations in the disaster area, when directed.
 4. Disseminating information and warning to individuals in the disaster area, when directed by the Municipal EM Director.
 5. Activating the public warning systems.
 6. Security and protection in the damaged area.
- E. **Fire Director**—The fire chief of the local area is responsible for:
1. Coordinating fire-fighting operations within the emergency area.
 2. Directing the dispatch of fire-fighting equipment.
 3. Assuming control of all fire-fighting operations in the disaster area, when directed.
 4. Coordinating local heavy rescue operations.
- F. **Rescue Director** is responsible for:
1. Organizing and training local government and volunteer forces as rescue teams.
 2. Coordinating local rescue operations, to include assistance from neighboring communities, State and other agencies.
- G. **Public Works Director** is responsible for:
1. Removal of Debris.
 2. Repairing storm sewers, streets and bridges.
 3. Maintaining water pressure and providing potable water.
 4. Providing for condemnation of unsafe structures and issuing permits for temporary occupancy.
 5. Maintaining regular disposal operations and depots for unclaimed damaged property.

- H. Health Officer**—The local health officer, or his designee, is responsible for:
1. Coordinating health and medical requirements during an emergency.
 2. Directing the dispatch of health aid and assistance equipment.
 3. Assuming control of health operations in the disaster area, when directed.
 4. Performing inoculations, food inspections, vector control operations and, in conjunction with County Medical Examiner, establishing emergency morgues, if required.
- I. Welfare Director** is responsible for:
1. Conducting welfare operations, utilizing and conserving local resources.
 2. Coordinating private welfare groups and church groups desiring to assist during an emergency.
- J. Communications Director** is responsible for:
1. Establishing communications with the County EOC.
 2. Coordinating and maintaining continuous communications at the EOC during an emergency.
 3. Training communication personnel to operate the communications equipment located in the EOC.
 4. Establishing a message center at the EOC.
- K. Emergency Information Director** is responsible for:
1. Coordinating and conducting public information operations during an emergency.
 2. Maintaining liaison with the press and radio during an emergency.
 3. Preparing news releases and instructions of public interest on the emergency situation.
- L. Damage Assessment Officer will:**
1. Coordinate the collection of damage assessment data from both public and private sectors.
 2. Coordinate the conduct of joint State-Municipal damage assessment surveys.
 3. Monitor reports furnished by damage survey teams in order to assist the municipal director in establishing priorities, evaluating relief needs, and providing necessary assistance.
 4. Consolidate information received in order to prepare Damage Assessment and Certification forms for submission to the county coordinator. Reports will be submitted by the most expeditious means within 24 hours after emergency/disaster occurs.
 5. Submit periodic situation reports to the county coordinator as requested.

III. OPERATING PROCEDURES

A. **Pre-Emergency Phase**—Commences with receipt of a warning at the EOC or designated warning center of an imminent emergency or disaster situation. Upon receipt of the warning the Municipal EM Director will:

1. Transmit the warning to municipal governmental officials (police, fire, public works, health, etc.)
2. Establish and maintain communications with the county EM Office.
3. Establish an EOC skeleton staff and monitor the progress of the impending or actual emergency situation in order to keep the county EM Office informed.
4. Meet with the local news media to review public information policy and to keep the public informed.
5. Brief key municipal officials and personnel on the situation and review emergency plans.
6. Take necessary measures to protect life and property as conditions permit.

B. **Emergency Phase**—When emergency conditions exist:

1. Operate EOC on 24-hour basis and increase manning.
2. Report situation to County EOC and maintain liaison with same.
3. Declare a "state of emergency," if warranted, and request assistance from county EM, if required.
4. Keep situation reports and damage assessments current with county EM and establish priorities for repair and restoration of essential services.
5. Keep public informed and provide instructions.

C. **Recovery Phase**—After the threat has ended and residual effects remain:

1. Assess the situation and determine needs of victims.
2. Conduct damage assessment surveys as required.
3. Report 1 and 2 to county EM on a regular basis.
4. Continue emergency operations.
5. Undertake repair of public property as practicable on a priority basis. Maintain accurate account of expenditures.
6. Keep the County EM, Coordinator advised and the public informed.
7. Use all available municipal resources to effect recovery.

IV. **VOLUNTEER ORGANIZATIONS**—The American National Red Cross, Salvation Army, Seventh-Day Adventist and other relief or disaster assistance organizations are organized, equipped and trained to provide State, county, and municipal governments with relief assistance during and after an emergency or disaster. The assistance rendered shall be coordinated with all agencies, through the County EM Coordinator, to preclude duplication of effort.

SAMPLE
PROCLAMATION

TO ALL CITIZENS AND PERSONS WITHIN THE MUNICIPALITY OF _____ NEW JERSEY, AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS OF MUNICIPAL GOVERNMENT OF _____, NEW JERSEY.

WHEREAS, pursuant to the powers vested in us by (Chapter 251 of the Laws of 1942, as amended and supplemented N.J.S.A. App. 9-30 et seq.; N.J.S.A. 40:48-1(6) and ordinances enacted pursuant thereto; N.J.S.A. 2A 126-4 et seq.; whichever law or laws apply) and by Ordinance adopted by the _____, we have declared that a local disaster emergency exists within the _____; and

WHEREAS, the aforesaid laws authorize the promulgation of such orders, rules and regulations as are necessary to meet the various problems which have or may be presented by such emergency; and

WHEREAS, by reason of the serious flooding conditions which presently exist in certain areas of the _____ which conditions may affect the health, safety and welfare of the people of the _____; and

WHEREAS, it has been determined that these areas of the _____ should then be declared disaster areas, and further that certain measures must be taken in order to insure that the authorities will be unhampered in their efforts to maintain law and order as well as an orderly flow of traffic and further in order to protect the persons and property of the residents affected by the conditions, and

WHEREAS, the following areas are designated disaster areas:

NOW THEREFORE, IN ACCORDANCE WITH the aforesaid laws, we do hereby promulgate and declare the following regulations shall be in addition to all other laws of the State of New Jersey and of the _____;

1. There shall be no through traffic traversing the aforesaid area except for the movement of police, fire, and such other vehicles as may be permitted by use or other authorized officials.

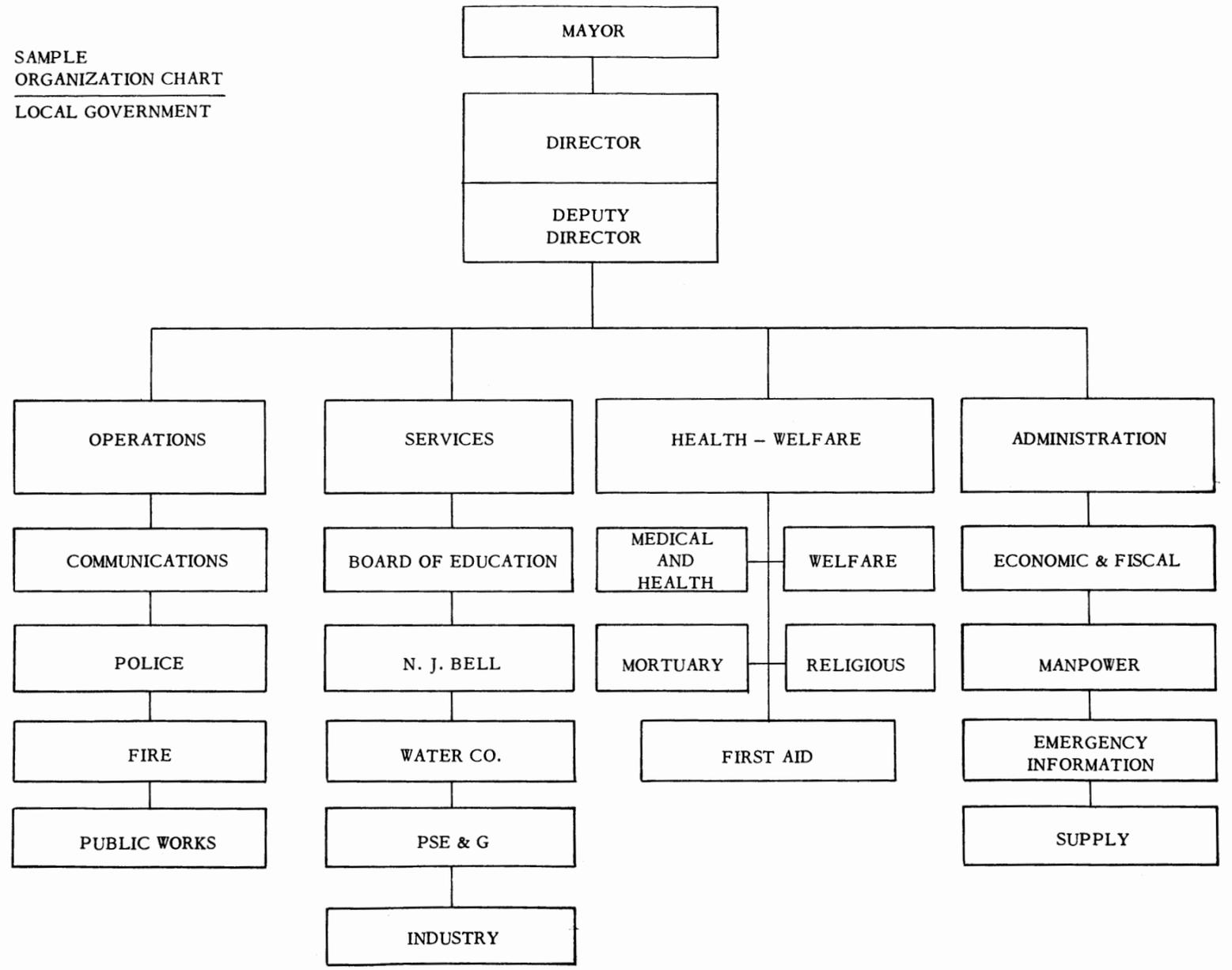
_____ MAYOR of _____, NEW JERSEY

_____ Director, _____ State Office of Emergency Management

Date: _____

Time: _____

SAMPLE
ORGANIZATION CHART
LOCAL GOVERNMENT



A-38

SUPPLEMENTAL FEDERAL ASSISTANCE

I. WITHOUT A PRESIDENTIAL DECLARATION

In many instances, disaster assistance may be obtained from the Federal Government without a Presidential declaration of a major disaster or an emergency. Federal agencies, to include major military installations, Corps of Engineers, Coast Guard, Small Business Administration, and Farmers Home Administration, are authorized to render emergency relief assistance commensurate with their capabilities and statutory authorities.

A. Request Procedures

1. Applicants will address request for assistance to the State EM Director through County EM channels.
2. Applicants should not apply directly to a Federal Agency.

B. Federal Assistance Available—Indicated below are examples of the kinds of Federal assistance that are available under Public Law 93-288. To assist applicants the request procedure is included with the assistance discussed.

1. **SEARCH AND RESCUE**—The U.S. Coast Guard can assist in search and rescue operations, evacuate disaster victims and transport supplies and equipment. The Commander, Third Coast Guard District has directed his local groups commanders to accommodate requests for assistance to the limit of their capability. At this point the Group Commander will refer the requesting parties to the appropriate EM EOC. Normal EM channels for requesting support should be followed, municipal to county to State. The State EOC will determine the priority of the request, coordinate provision of support with the Coast Guard, and maintain liaison with the requesting party.
2. **FLOOD PROTECTION**—The U.S. Corps of Engineers has the authority to assist in floodfighting operations and to protect, repair and restore Federally constructed flood-control works threatened, damaged or destroyed by a flood. Assistance is requested through the County EM Coordinator to the State EM.
3. **FIRE SUPPRESSION ASSISTANCE**—The Disaster Relief Act of 1974 authorizes the President to provide assistance, including grants, equipment, supplies and personnel to a State for the suppression of forest or grassland fires on public or private lands that threaten to become a major disaster. This authority has been delegated to the Administrator, FEMA. The Governor of a State must request such assistance through the FEMA Regional Director and should support his request with detailed information on the nature of the threat and the need for Federal assistance. The State Department of Environmental Protection maintains a Forest Fire Service section under the Bureau of Forestry that provides protection for the State's forest, bushlands, salt marshes and public or private property adjacent thereto.
4. **HEALTH AND WELFARE**—The Department of Health, and Welfare

can provide assistance to State and local welfare agencies and to State vocational rehabilitation agencies. The Public Health Service can aid States and communities in emergency health and sanitation measures. The Food and Drug Administration can work with state and local governments in establishing public health controls through the decontamination or condemnation of contaminated food and drugs. The Governor must request assistance through the FEMA Regional Director.

5. **EMERGENCY CONSERVATION MEASURES**—The Secretary of Agriculture may designate areas eligible for the Emergency Conservation Measures program of the Agricultural Stabilization and Conservation Service. This program provides for payments of up to 80 percent of the cost to rehabilitate farmlands damaged by a natural disaster. Assistance is requested through the County Freeholders to the Governor.
6. **EMERGENCY LOANS FOR AGRICULTURE**—In areas specified as eligible by the Secretary of Agriculture, under his own statutory authorities, the Farmers Home Administration may make emergency loans to assist established farmers, ranchers, nurserymen, and oyster planters in recovering from losses resulting from designated disasters. Assistance is requested at the Farmers Home Administration county office.
7. **DISASTER LOANS FOR HOMEOWNERS AND BUSINESS**—The Small Business Administration can provide both direct and bank-participation disaster loans to qualified homeowners and businesses to repair or replace damaged or destroyed private property when the SBA Administrator declares a “disaster loan area” under his statutory authority. Economic injury loans can help small firms suffering economic losses as a result of a disaster.
8. **REPAIRS TO FEDERAL AID SYSTEM ROADS**—The Federal Highway Administration, U.S. Department of Transportation, can provide assistance in a widespread disaster to restore roads and bridges on the Federal Aid System. Assistance is requested through the State Office of the Federal Highway Administration located in Trenton, New Jersey.
9. **TAX REFUND**—The Internal Revenue Service can furnish individuals suffering losses as the result of a major natural disaster or emergency with information on obtaining tax refunds and late filing of tax returns.
10. **PRIVATE AND/OR QUASI-GOVERNMENTAL RELIEF ORGANIZATIONS**—An essential element of any disaster relief effort is the assistance provided by private relief organizations in the distribution of food, medicine and supplies; the provision of emergency shelter; and the restoration of community services. The American National Red Cross provides grants and other types of assistance to individuals and families in disasters to meet their emergency needs. The Salvation Army, the Mennonite Disaster Service, and other charitable organizations and church groups also provide significant assistance to those in need of help.

II. REQUEST PROCEDURES FOR “EMERGENCY” DECLARATION ASSISTANCE

- A. The request for emergency assistance shall be made by the Governor, to the

President of the United States, through the FEMA Region II Director. The request will be prepared by the EM Director for the Governor's approval and signature.

- B. The Governor's request for emergency assistance will contain a certification describing those State, County and municipal efforts and resources which have been or will be used to alleviate the emergency including that for which no Federal funding will be requested. It will further specify the particular type and extent of Federal assistance required. State and local governments will provide the SCO with an estimated dollar amount expended to alleviate the damage, loss, hardship or suffering that resulted from the emergency. In addition, the request will indicate the damage impact (i.e., economic, social) on the area involved.
- C. The request will be submitted to the FEMA Region II Director, and based upon an investigation of the situation, which may include field assessments and consultations with State and Federal officials, the request, with funding recommendations, will be submitted through FEMA channels to the President.
- D. Upon determination by the President that an emergency exists which warrants Federal assistance, the Administrator, FEMA, shall immediately initiate action to provide Federal assistance in accordance with applicable laws and regulations and the Federal-State Agreement for the particular emergency.

III. REQUEST PROCEDURE FOR "MAJOR DISASTER" DECLARATION ASSISTANCE

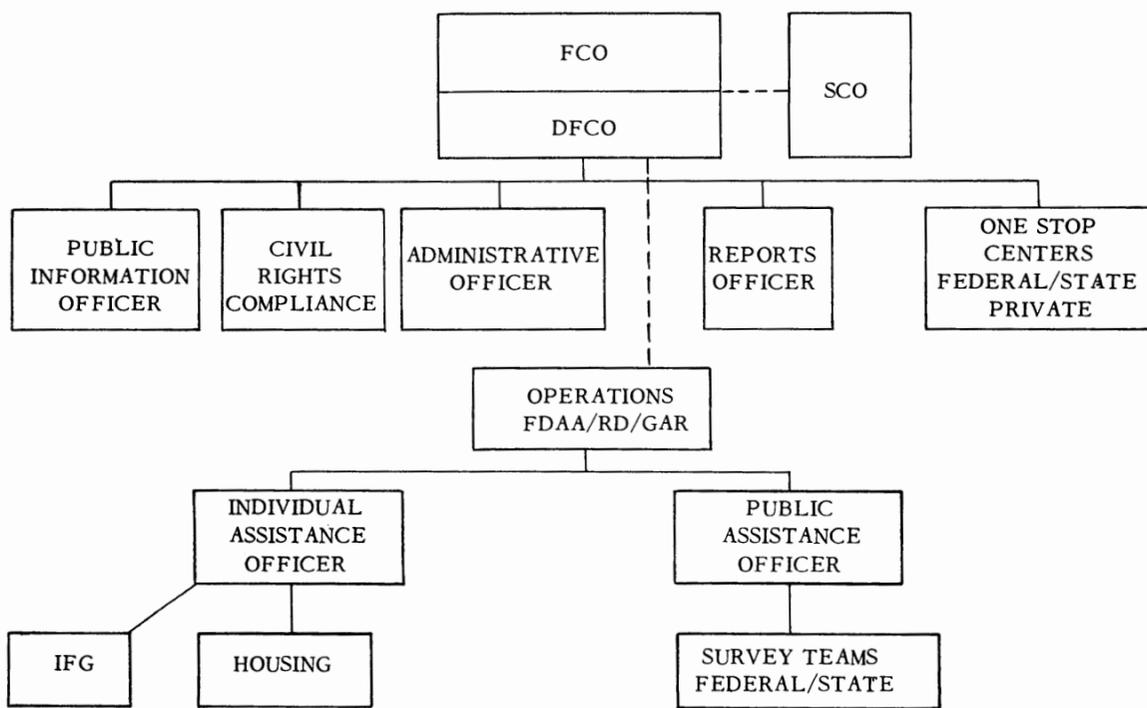
- A. Requests for disaster relief assistance shall be made by the Governor, to the President of the United States, through the FEMA Region II Director. Requests for assistance will be prepared by the State EM Director for the Governor's approval and signature.
- B. The request for disaster relief will include, at a minimum, the following:
 - 1. A statement requesting the declaration of a "Major disaster" under the provisions of the Disaster Relief Act of 1974.
 - 2. A description of the conditions surrounding the disaster causing extensive damage to life and property.
 - 3. A brief statement of dollar figure totals by category, of damage to private, public and agricultural properties within the State.

The request includes:

- a. Description of the incident, date(s) and names of counties affected.
- b. Specifics of the severity and magnitude in terms of persons and property.
- c. Total damage estimates in categories of public, private and agricultural properties.
- d. Date of activation of the State Plan.
- e. State and local efforts in terms of materials and personnel committed or to be committed.

- f. Finding that the situation is beyond the capability of State and local government.
- g. Statement of shortcomings.
- h. Certification of the total expenditures and obligations of State and local governments for this disaster for which no Federal reimbursement will be requested.
- i. Requests made directly to Federal agencies for assistance under their statutory authority and response to these requests in terms of assistance provided.
- j. Specific request for assistance, by type authorized under the Disaster Relief Act, with estimated costs in categories of public and individual assistance.
- k. List of counties to be designated as eligible for Federal assistance.
- l. Additional considerations which support the need for Federal assistance.
- m. A paragraph requesting Section 408-Individual and Family Grant Program assistance. State number of potentially needy victims. Assurance that the State will implement an approved administrative plan; and that the Grant Program will be made available throughout the disaster stricken area of the State.

DISASTER FIELD OFFICE ORGANIZATION



IV. DISASTER FIELD OFFICE(S)

- A. Organization and Staffing—(See chart below)
- B. Following the declaration of a “major disaster” or an “emergency” FCO may establish Disaster Field Offices (DFO’s) within the affected area. These centers are under the supervision of the FCO and SCO and are staffed with representatives from appropriate Federal/State agencies. DFO personnel, in addition to providing prompt assistance to disaster victims are responsible for advising the State on Federal project eligibility and on project applications, including the timely completion of accurate damage survey reports. The location of these offices will be closely coordinated with the SCO. Additionally, the location and telephone numbers of established DFO’s will be publicized to allow local applicants an opportunity to visit or call when problems arise.

V. FEDERAL-STATE AGREEMENT

The Department of Housing and Urban Development, FEMA, and the State of New Jersey have a continuing Federal-State Agreement for emergencies dated October 16, 1974. Additionally, response for each Federally determined “emergency” or “major disaster” will be in accordance with a separate Federal-State agreement prepared by FEMA. The agreement will specify the terms, type and extent of Federal assistance available to the State during an “emergency” or “major disaster” declared by the President. It will also identify the Governor’s Authorized Representative (GAR).

APPENDIX I

INDIVIDUAL ASSISTANCE

I. AUTHORITIES AND REFERENCES

- A. Public Law 93-288.
- B. General Order No. 63, U.S. Department of Labor, with revisions.
- C. Executive Order of the President, No. 11490, as amended.
- D. National Plan for Emergency Preparedness.
- E. Title 20, Code of Federal Regulations, Part 625—Disaster Unemployment.
- F. Federal Register, Volume 40, No. 103, Part III, May 28, 1975.
- G. FDAA Handbook 3300.3, Handbook for Disaster Assistance Center Managers, February 1975.
- H. FDAA Handbook 3300.5, Handbook for Applicants.
- I. New Jersey Public Law 1942, Chapter 251 (N.J.S.A. 9:33-1 et seq)
- J. State of New Jersey Administrative Plan for Individual and Family Grant Program.

II. MISSION

To delineate responsibilities and outline procedures to be followed pertaining to individual assistance to eligible persons as the result of an emergency or major disaster.

III. CONCEPT OF OPERATION

- A. After a "major disaster" has been declared by the President, the provisions of Public Law 93-288 become effective and, as such authorize the establishment of Disaster Assistance Centers ("one-stop" centers) to administer aid and assistance to disaster victims. A DAC will house, in one central location, representatives of appropriate Federal, State, local agencies, private relief agencies and other organizations that deal directly with the needs of the individual disaster victims.
- B. To provide a variety of assistance quickly and conveniently to persons adversely affected by a "major disaster," the FCO/SCO establishes DAC's depending on the magnitude of the catastrophe, and the anticipated requests for assistance.

IV. ORGANIZATIONS

The Individual Assistance Officer is the person directly responsible to the SCO for the coordination of the individual assistance effort to include such things as the establishment, location, operation, and staffing the DAC. It will have receptionists, registrars and representation from appropriate State Departments (Community Affairs, Labor and Industry, Health etc.)

V. INDIVIDUAL ASSISTANCE AVAILABLE

The following individual assistance programs will be available to all eligible "major disaster" victims through the DAC.

- A. **Emergency Needs.** Immediate shelter, food, clothing, medical aid, minor repairs, home cleanup and health services are provided by the political subdivision, American National Red Cross, Salvation Army, church groups and citizens or civic groups (See Appendix VII).
- B. **Temporary Housing.** For those disaster victims whose homes are uninhabitable, the Federal Government may provide temporary housing with no rental charge for up to 12 months of occupancy. Thereafter, fair market rentals, adjusted according to the financial ability of the occupant, would be established if eligibility continues. Those facing eviction or dispossession because of a disaster may qualify for the mortgage and rental assistance program. The temporary housing program is administered by the Department of Community Affairs.
- C. **Disaster Unemployment Assistance and Job Placement Assistance.** Those disaster victims not covered, or insufficiently covered, by State or private unemployment insurance programs and are unemployed as the result of a "major disaster," may qualify for Disaster Unemployment Assistance payments from the State Division of Employment Services.
- D. **Loan Programs.**
 1. **Small Business Administration Loans.** Loans are made for repair, replacement, refinancing or rehabilitation of real and personal property not covered by insurance or otherwise compensated for, without regard to the private credit available. Homeowners, businessmen, and others who have lost real or personal property should apply to the Small Business Administration.
 2. **Farmers Home Administration Emergency Loans.** Farmers, ranchers, and aquaculture operators who cannot obtain credit at reasonable rates elsewhere should apply at the Farmers Home Administration for emergency loans to cover losses, major adjustments, operating expenses, and other essential disaster-related needs.
- E. **Tax Assistance.** The Internal Revenue Service (IRS) assists disaster affected taxpayers in computing casualty loss credits based on disaster casualty losses, and in amending income tax returns, which would result in an immediate refund.
- F. **Social Security Assistance.** For social security recipients, representatives in the office will aid in expediting delivery of checks delayed by the disaster; and in applying for disability, death and survivor benefits under social security programs. Under the Social Security Act, emergency assistance and services to families can be provided by the U.S. Department of Health, and Welfare including funds (up to \$500) for repair of homes owned by public assistance recipients and shelter and medical care.
- G. **Veteran Administration Assistance.** The Veterans Administration (VA) will furnish assistance in processing claims associated with VA death benefits, pensions, insurance settlements, and adjustments to VA-insured mortgages.

- H. **Legal Services.** The Department of Law and Public Safety and the Department of the Public Advocate will furnish legal personnel to answer questions on disaster-related problems such as replacement of legal documents, transfer of ownership, titles or contract problems.
- I. **Crisis Counseling.** Referrals will be made to appropriate local and State Mental health agencies. The National Institute of Mental Health (NIMH) operates a referral program for those persons experiencing mental health problems as the result of a disaster. The State can request assistance from NIHM through FEMA. Crisis counseling will not be made available at the DAC.
- J. **Individual and Family Grant Program (IFGP):**
1. The IFGP is activated upon request of the Governor and administered by the State. The program is designed to provide grants of up to \$5,000 to individuals and families with disaster-related necessary expenses or serious needs which cannot be met by other governmental assistance or other means; such as insurance, banks, credit unions and local volunteer agencies.
 2. The Department of Community Affairs, Division of Local Government Services, is responsible for determining the need for emergency financial assistance to individuals and families and, where necessary, for securing assistance from FEMA to meet the identified needs. If regular State and Federal programs in effect do not meet all of the needs, the Department will prepare a project application for disaster grants to individuals and families. The project application must certify that a need for funds exists because all other available State, local and voluntary forms of assistance cannot meet the needs of the applicant. It must provide an accurate estimate of the number of persons requiring grants and the amount of funds required.
 3. The application will be sent to the GAR who will review it and forward it to the Governor for approval. The application will then be sent to FEMA for approval. If FEMA grants approval, the Department of Community Affairs, Division of Local Government Services will initiate and operate the Federal Individual and Family Grant Program.
 4. TAB E, of this appendix, contains a copy of the State of New Jersey administrative Plan for the IFGP. The plan is all encompassing and provides information on the purpose, scope, authority, eligibility, responsibilities and procedures pertaining to the IFGP.

TAB A

TEMPORARY HOUSING

I. AUTHORITY AND REFERENCE

Public Law 93-288. The "Disaster Relief Act of 1974."

II. MISSION

To describe responsibilities, policies and procedures for providing temporary housing assistance to disaster victims under Section 404 of the Act.

III. RESPONSIBILITIES

A. The Department of Community Affairs, Division of Housing and Urban Renewal, is the State agency responsible for emergency housing matters to include:

1. Identifying housing problems and needs for housing in the affected area.
2. Inspecting disaster affected homes, when requested, to determine their safety for habitation.
3. Assisting as requested in the implementation of Section 404 (b) and 404 (c) of the Act.
4. Providing staging areas, and sites complete with utilities, for mobile homes or other prefabricated dwellings.
5. Advising and assisting local government with housing problems, to include fiscal problems involved.
6. Assuring that the temporary housing furnished meets State Building Code requirements, and coordinating emergency housing needs with the Federal Government.

B. The Federal Government, through FEMA, will be responsible for implementing the temporary housing assistance program under Section 404 of the Act.

IV. CONCEPT OF OPERATION

A. As a result of the damage caused by a disaster, many homes may be damaged and residents forced to seek temporary housing and/or assistance. Some may find shelter with friends or family or may be afforded rental or temporary quarters, while others may be provided short term shelter in mass-care centers operated by county/municipal government or voluntary agencies. Additionally, some families may need help in locating suitable accommodations, financial assistance to pay rent or, where the housing is in short supply or has been substantially damaged in the disaster, mobile homes or other temporary structures may be required.

B. Each family has the responsibility to acquire temporary housing wherever possible. However, in those areas where families are unable to obtain adequate

shelter, Temporary Housing Assistance may be obtained under the provisions of Sections 404 of the Act through the Department of Community Affairs.

V. CONDUCT OF OPERATIONS

- A. When a "major disaster" is declared by the President, the Department of Community Affairs, through the SCO, will send representatives to the disaster area to survey the housing situation to determine the remaining available housing resources, emergency temporary housing requirements, and proposed temporary housing sites.
- B. The Department of Community Affairs will develop a plan for providing the necessary temporary housing and, if necessary, produce a formal request for assistance. The request will be sent through the SCO to the FEMA Region II Director.
- C. If the request is approved, authorized Federal assistance may be provided in the form of temporary housing, mortgage or rental payments or in the form of minimal repair to owner-occupied damaged structures.
- D. If circumstances warrant, the Governor may submit a request to the FEMA Region II Director to loan, sell or donate Federally-owned temporary housing units to the State for the purpose of housing disaster victims.
- E. The State may, when in its best interest, and upon determination of the Governor, assume management of long-term temporary housing provided by the Federal Government.
- F. State, county and municipal personnel involved in assigning temporary housing to eligible occupants will accomplish such assignments in an equitable and impartial manner without discrimination on the grounds of race, color, religion, nationality, sex, age or economic status.

VI. RELIEF ORGANIZATIONS

- A. The Red Cross can provide emergency shelter and they may pay for, or make down payments on, some basic essential household items such as bedding, cooking utensils and major appliances to allow an individual or a family to remain at home, or return home, as quickly as possible.
- B. The Salvation Army can provide emergency shelter, clothing, food, furniture and household supplies. Additionally, they will aid individual homeowners with cleaning and repairs at no charge.
- C. The Mennonite Disaster Service can aid individual homeowners with cleaning and repairs at no charge.
- D. Local church groups and other voluntary disaster assistance agencies are capable of providing food, clothing and household supplies.

TAB B

UNEMPLOYMENT/REEMPLOYMENT ASSISTANCE

I. MISSION

- A. To provide monetary assistance to individuals who become unemployed as the result of a major disaster.
- B. To provide reemployment services to individuals who become unemployed as the result of a major disaster.
- C. To effect emergency unemployment insurance or income maintenance programs for unemployed individuals under emergency conditions.

II. RESPONSIBILITIES

- A. The Commissioner of Labor and Industry, as Executive Director of Employment Security activities is the State Manpower Director, and is responsible for:
 1. Maintaining liaison and providing assistance to regional employment/unemployment offices in areas where a natural disaster has been proclaimed by the President.
 2. Providing the SCO with a preliminary estimate by county, of the unemployment assistance required, to assist the Governor in requesting Federal assistance.
 3. Publicizing, through various news media, information concerning the filing of applications for disaster unemployment assistance.
 4. Insuring that the provisions of Public Law 93-288, Section 407, are adhered to, such as:
 - a. Providing natural disaster unemployment assistance as promptly as possible after the President notifies the Governor that a "major disaster" has been declared, and including the date of the declaration.
 - b. Providing unemployment assistance to an individual as long as the individual's unemployment was caused by a "major disaster," or until the individual is reemployed in a suitable position, but no longer than one year after the "major disaster" was declared.
 - c. Providing reemployment services under other laws to individuals who are unemployed as a result of a "major disaster."
 - d. Effecting emergency unemployment insurance or income maintenance.
 5. Application for disaster unemployment or reemployment assistance to individuals who become unemployed as the result of a "major disaster" will be received primarily at Disaster Assistance Centers, when they are established. Otherwise, applications for this assistance will be processed through the network of Employment Claims Officers located throughout the State.

TAB C

EMERGENCY WELFARE SERVICES

I. AUTHORITIES AND REFERENCES

- A. Public Law 93-288.
- B. Department of Human Services, Assistance Standards Handbook, July 1977 as amended.
- C. Department of Institutions and Agencies, General Assistance Manual, January 1977 as amended.
- D. Department of Institutions and Agencies, Medicaid Only Manual (Aged, Blind and Disabled), July 1976.
- E. Department of Institutions and Agencies, Food Stamp Manual, February 1976 as amended.
- F. Department of Institutions and Agencies, Public Assistance Manual, April 1975 as amended.

II. MISSION

To assist people in need before, during and after an emergency or disaster, by providing immediate essentials consisting of emergency food, clothing, lodging, registration and inquiry, social services and financial assistance.

III. ORGANIZATION

- A. See Division of Public Welfare Organizational chart on page I-10.
- B. See local/county organizational chart on page I-11.
- C. See Municipal Welfare Center organization chart on page I-12.

IV. CONCEPT OF OPERATION

All welfare resources such as facilities and personnel at the State, county and municipal levels are incorporated into the emergency welfare program. Each county and municipal welfare organizational structure will be compatible to ensure uniformity and continuity of operation. Each level and activity will be capable of operating independently if an emergency should necessitate. All State, county and municipal employees will be assigned emergency functions, as need necessitates, which may or may not differ from their normal responsibilities.

V. RESPONSIBILITIES

- A. The Commissioner, Department of Human Services, is responsible to the Governor for supervision and control of all emergency welfare programs to include the following:
 - I. Mobilize all governmental welfare resources within the State.

2. Coordinate those emergency services necessary to preserve human lives and sustain survivors with food, clothing, lodging and financial assistance.
 3. Provide assistance for recording and reporting displaced persons and to reunite families whenever and wherever possible.
 4. Provide trained personnel to provide technical assistance and help with registration and inquiry.
 5. Coordinate the loan of welfare-used equipment from State Departments and Federal agencies as appropriate.
- B. The Director, Division of Public Welfare, is responsible for coordinating and supervising the overall program of income maintenance. To discharge its responsibilities, the Bureau of Local Operations, Division of Public Welfare, has an Emergency Welfare Section to coordinate fiscal and management services of the program. Additionally, representatives from the Field Service Section are assigned to specific counties as consultants to county welfare coordinators on matters of policy and procedure interpretation.
- C. County and municipal welfare directors/coordinators are responsible to the Commissioner, Department of Human Services, for coordination of emergency activities with appropriate government officials at their level of government. They assist and coordinate the services and resources of all welfare agencies, including quasi-governmental (American National Red Cross) and non-governmental (Salvation Army, etc.).

VI. EMERGENCY WELFARE ASSISTANCE

- A. The following forms of Emergency Welfare Assistance are available through the various county and municipal welfare agencies in the State to those individuals or families that meet the normal financial criteria, and have suffered substantial property/personal losses as a result of a fire, flood or other natural disaster emergency over which there was no control or opportunity to plan for in advance:
- *1. Lodging and temporary shelter.
 2. Emergency food, clothing and household furnishings allowance (aid to families with dependent children).
 3. Welfare Assistance Centers for displaced persons.
 - *4. Child welfare for disaster victims.
 - *5. Emergency financial assistance to disaster victims.
 - *6. Family rehabilitation and social services.
 7. Food stamp program for disaster victims.
 - *8. Food and clothing supply points in the disaster areas.
- * In accomplishing the above tasks, existing disaster relief capabilities of the American National Red Cross, the Salvation Army and other relief or disaster assistance organizations will be utilized to the maximum extent, consistent with applicable laws, formal agreements and memoranda of understanding.

- B. Emergency services similar to those outlined above are available under the General Assistance Program administered by municipal welfare agencies through the local assistance boards.

VIII. ASSISTANCE PROGRAMS

- A. The following are a few of the ongoing Federal/State funded programs supervised by the Division of Public Welfare and administered by the county welfare agencies; these programs provide victims extra or additional subsistence during an emergency or disaster:

- 1. **Aid to Families with Dependent Children (AFDC).**

- Assistance for children and families with children under age 18 (or children under 21 who are in school) deprived of support or care due to absence from the home of one or both natural or adoptive parents or because of inadequate income of resources for the support of the family. The AFDC Program is administered at the county level and is Federal/State funded. For "Emergency Assistance" provided under the AFDC program see Section 530, Assistance Standards Handbook, July 1977.

- 2. **Food Stamp Program**

- A program intended to provide an opportunity for all low income families to achieve a better diet by adequate purchase of food through normal channels of trade. The Food Distribution and Food Stamp Program(s) of the Food and Nutrition Services, U.S. Department of Agriculture, can be converted immediately to serve people affected by disasters. For "Food Stamp Program" see Food Stamp Manual w/revisions, February 1976.

- B. In addition to the assistance programs previously mentioned, the following General Assistance Programs are available through county or municipal welfare offices:

- 1. **Medical assistance for the aged.**
 - 2. **Cuban Refugee Program.**
 - 3. **Nursing homes (Medicaid) assistance.**
 - 4. **Indo-Chinese Refugee Program.**
 - 5. **American Repatriate Program.**
 - 6. **Supplemental Security Income Program.**

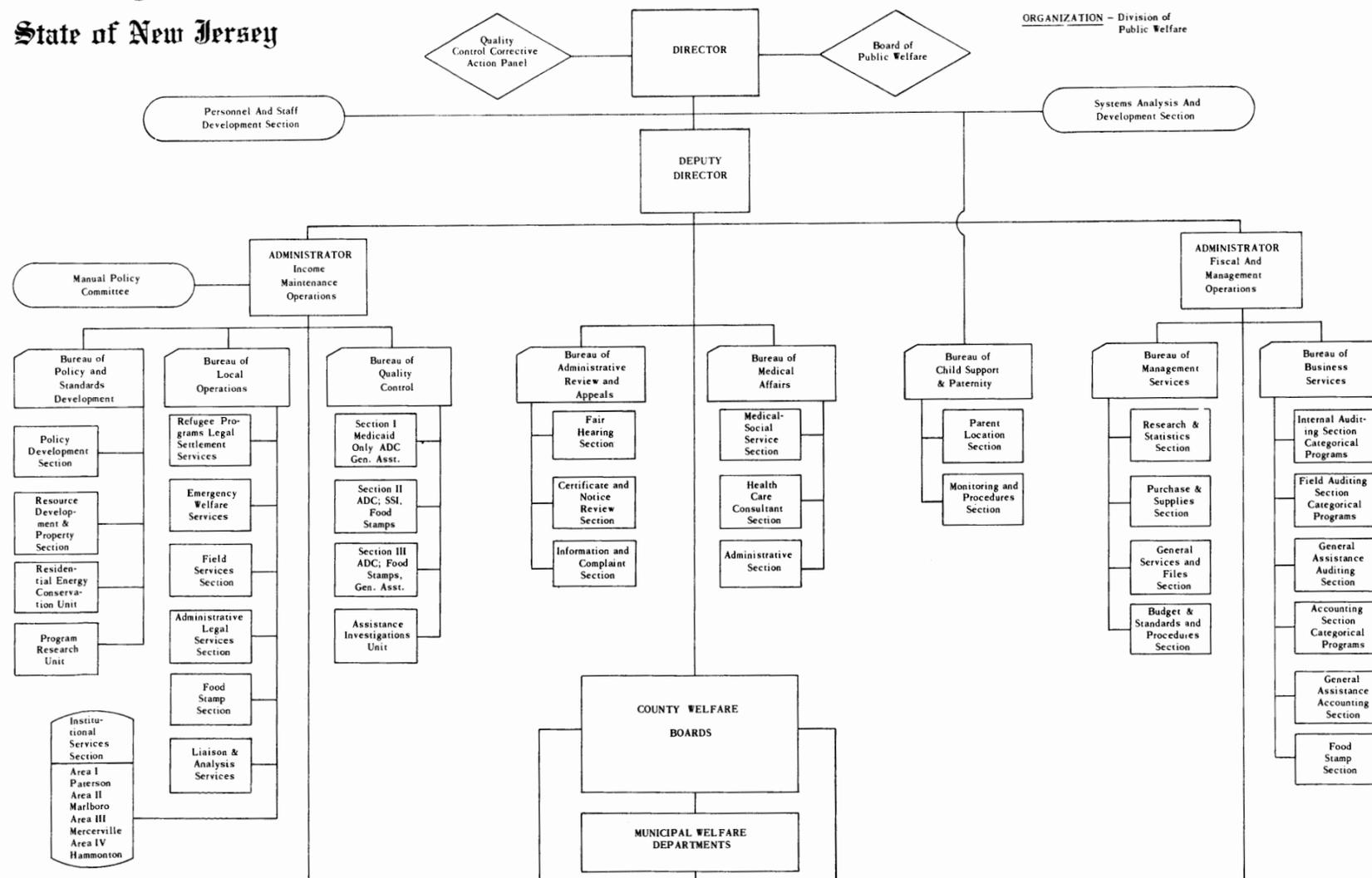


State of New Jersey

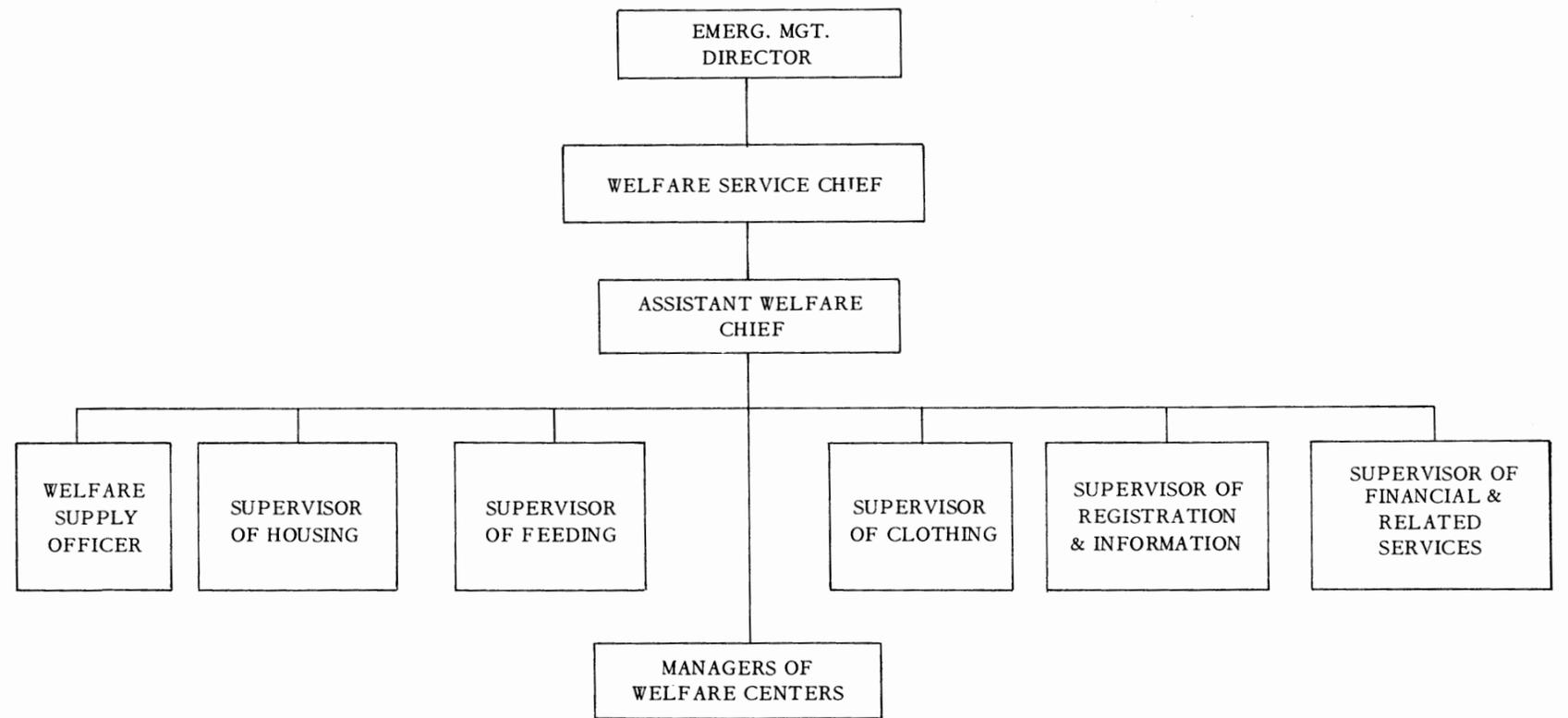
DEPARTMENT OF HUMAN SERVICES
Division of Public Welfare

ORGANIZATION - Division of Public Welfare

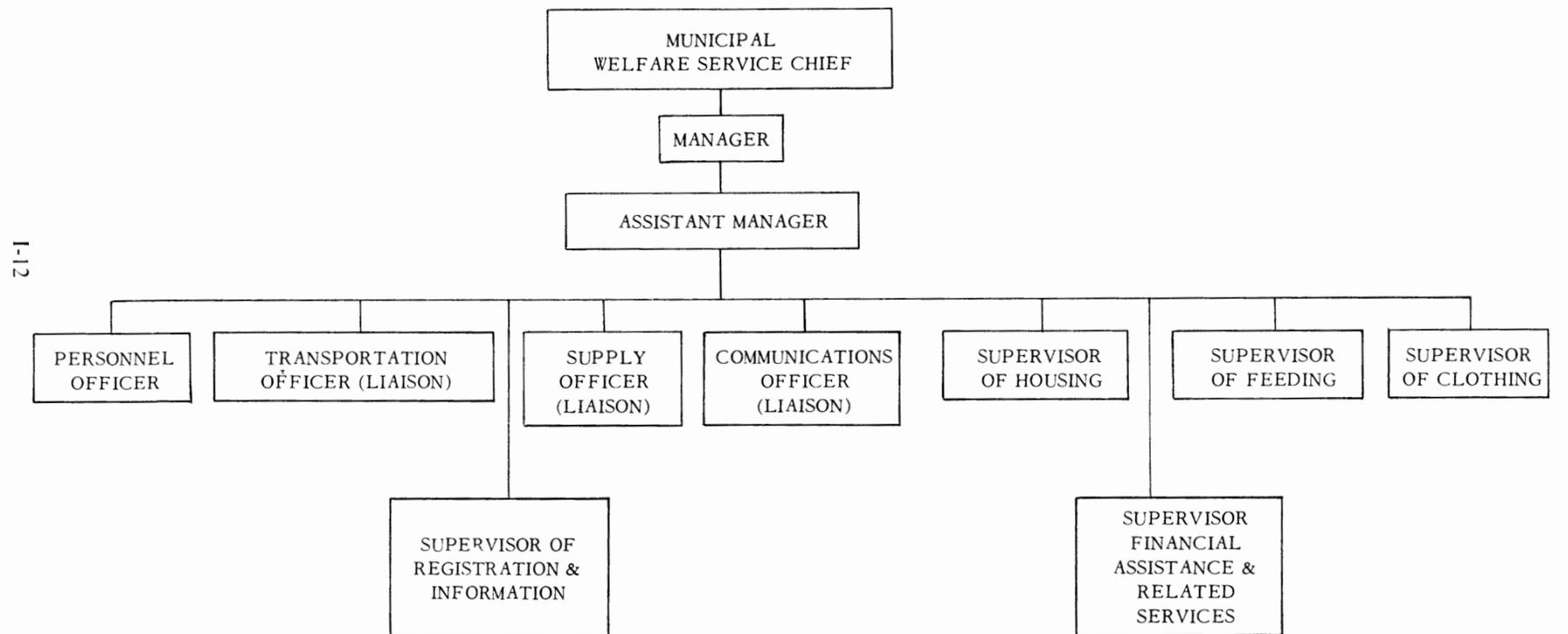
I-10



LOCAL/COUNTY ORGANIZATION CHART



WELFARE CENTER ORGANIZATION CHART



I-12

TAB D

HEALTH AND MEDICAL ASSISTANCE

I. MISSION

To provide emergency health and medical assistance to victims of an emergency or disaster.

II. CONCEPT OF OPERATION

County and municipal medical facilities are the primary source for care of victims of an emergency or disaster. The New Jersey Department of Health and allied State agencies are responsible for responding to health emergencies and providing the State EM Director with appropriate health and preventative medical specialists. When additional assistance and facilities are needed, the Department of Health, in collaboration with the New Jersey Medical Society, New Jersey Nurses Association, New Jersey Hospitals Association, county and municipal health officers, shall provide direction for additional emergency health facilities and manpower.

III. RESPONSIBILITIES

- A. Municipal and County Governments have primary responsibility for the following, during an emergency or disaster:
 1. Assigning a county/municipal health director/coordinator to the municipal/county EOC.
 2. Responding to requests for assistance originating from within the political subdivision.
 3. Expanding epidemic surveillance, prevention and control activities and providing situation reports on such to the next higher echelon of government.
 4. Investigating complaints regarding contamination of potable water or milk supplies in cooperation with the New Jersey Department of Environmental Protection (potable water) or the New Jersey Department of Agriculture (milk).
 5. Coordinating the inspection of disaster-affected housing to determine its sanitary safety for habitation.
 6. Providing situation reports to the State Health EM Coordinator concerning actual or anticipated severe vector and/or rodent control problems.
 7. Gathering and evaluating health situation reports from health resource agencies within the political subdivision and intermittent reporting on such to the next higher echelon of government.
 8. Preparing estimates of health resource requirements for health and medical care activities, facilities and programs for the political subdivision and forwarding these estimates to the next higher echelon of government.

9. Preparing and maintaining vital statistics and casualty and health situation reports and supplying such reports to the next higher echelon of government.
 10. Maintaining coordination with local chapters of volunteer agencies that are capable of providing health and medical supplies and manpower during an emergency or disaster.
- B. State Government**—The Department of Health will be responsible for providing the following assistance during an emergency or disaster:
1. Assigning a representative from the Department to the State EM staff to coordinate health and medical operations.
 2. Responding to requests for health assistance received through county health agencies.
 3. Expanding epidemic prevention, control and immunization activities.
 4. Inspecting and testing potable water in cooperation with the New Jersey Department of Environmental Protection, and for inspecting and testing milk in cooperation with the New Jersey Department of Agriculture.
 5. Providing inspectors to inspect and approve housing in the disaster area for sanitary safety, prior to the return of the residents.
 6. Establishing measures and procedures for effective vector and rodent control in the disaster area.
 7. Gathering and evaluating situation reports received from local health resource agencies in order to determine immediate and continuing health requirements, and placing demands on the proper agencies.
 8. Defining essential health survival activities and facilities in order to provide the necessary resources for their maintenance, repair and operational support.
 9. Preparing estimates of health resource requirements for health and medical care activities, facilities and programs.
 10. Assuring the safety and purity of surviving stocks of food and drugs, prior to the resumption of production.
 11. Ensuring the availability of potable water resources for human consumption, essential health facilities, and food and drug industries.
 12. Preparing and maintaining vital statistics, and casualty and health situation reports.
- C. American National Red Cross**—The area representative is on the State EM Staff. The American National Red Cross is responsible for providing emergency medical and welfare assistance to disaster victims. (See Appendix VII.)
- D. Federal Assistance**—If State and local capabilities are exceeded, the following forms of Federal assistance may be requested by the State, through FEMA.
- The Public Health Service (PHS) of the U.S. Department of Health, and Welfare has a statutory obligation to provide assistance to the State when the

public health is threatened. PHS professional, technical and/or supporting personnel may be detailed to the State to provide disaster assistance services. These appropriate services may include, but are not limited to:

1. Medical teams
2. Nursing teams
3. Epidemiological teams
4. Technical and laboratory teams

The PHS may utilize, lend or distribute its material resources to States and political subdivisions for disaster assistance purposes, when a "major disaster" is declared by the President, or upon receipt of a justified State request, in the event that local and State resources are inadequate to meet urgent disaster health needs.

TAB E

STATE OF NEW JERSEY
ADMINISTRATIVE PLAN
FOR
INDIVIDUAL AND FAMILY GRANT PROGRAM

I. PURPOSE

The purpose of this plan is to set forth the administrative procedures and describe the organization for implementing the Individual and Family Grant Program subsequent to a major disaster declaration by the President.

II. AUTHORITIES

- A. Public Law 93-288—The Disaster Relief Act of 1974 and the rules and regulations thereto as promulgated by the Federal Department of Housing and Urban Development.
- B. FEMA Regulations (24 CFR 2205.48)

III. GENERAL

Following an emergency declaration by the Governor and a major disaster declaration by the President, State and Federal disaster assistance programs are made available to the State and local governments and disaster victims suffering loss or damage in the designated disaster area. Subsequent to approval of his request to the Federal Emergency Mgt. Agency (FEMA), the Governor makes available the Individual and Family Grant Program (IFGP) to those disaster victims whose necessary expenses or serious needs cannot be met by governmental programs, or from other means. The IFGP is a State administered program, 75 percent Federally funded and 25 percent State funded. The maximum grant to an individual or family not to exceed \$5,000.00.

IV. DEFINITIONS

- A. **“Necessary expense”** means the cost of an item or service essential to an individual or family to mitigate or overcome an adverse condition caused by a major disaster.
- B. **“Serious need”** means a requirement for an item or service essential to an individual or family to prevent or reduce hardship, injury, or loss caused by a major disaster.
- C. **“Family”** means a social unit comprised of husband, and wife and dependents, if any, or a head of household, as these terms are defined in the Internal Revenue Code of 1954.
- D. **“Individual”** means a person who is not a member of a family, as defined in subparagraph (C) of this section.

- E. **"Assistance from other means"** means assistance including monetary or in-kind contributions from other governmental programs, insurance, voluntary or charitable organization, or from any sources other than those of the individual or family.
- F. **"Federal Coordinating Officer"** (FCO) means the person appointed by the Administrator, FEMA, to coordinate Federal assistance in a major disaster.
- G. **"State Coordinating Officer"** (SCO) means the individual appointed by the Governor to coordinate State and local disaster efforts with those of the Federal Government.
- H. **"State Administrator"** (SA) for the IFG will be the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs.
- I. **"Administrative Panel"** means a group consisting of representatives from the SCO's office, the Division of Public Welfare and the designee of the SA.
- J. **"Appeal Authority"** means the person(s) who makes decisions on appeals.
- K. **"National Eligibility Criteria"** means the standards prescribed by FEMA regulations which must be applied uniformly by states in determining eligibility for grants.

V. ASSIGNMENT OF RESPONSIBILITIES

The Director of the Division of Local Government Services will be the Governor's authorized representative for the implementation of the Individual and Family Grant Program. The State Administrator will maintain close coordination with the FCO and provide him with such reports as he may require. All State agencies assigned responsibilities under Paragraph VII of this plan will be subject to the general guidance of the SA. The SA will prepare and distribute to appropriate agencies a fact sheet (Attachment A) containing pertinent information for the effective administration of the IFGP.

VI. ELIGIBILITY

A. General

- 1. In order to qualify for a grant under this section, an individual or family representative must certify:
 - a. that application has been made to other available governmental programs for assistance to meet a necessary expense or serious need and that neither he nor they have been determined to be qualified for such assistance or, for demonstrated reasons, any assistance received has not satisfied any such necessary expense or serious need.
 - b. that with respect to the specific necessary expense or serious need or portion thereof for which application is made, neither he, nor to the best of his knowledge, any member of his family, has previously received or refused assistance from other means.
 - c. that should the individual or family receive a grant, and assistance from other means later becomes available to meet the necessary expense or serious need, the individual or family shall refund to the State that part

of the grant for which financial assistance from other means has been received.

2. Individuals or families who incurred a necessary expense or serious need in the major disaster area may be eligible for assistance under this section without regard to their residency in the major disaster area or within the State in which the major disaster had been declared.
3. Individuals or families otherwise eligible for assistance under this section must obtain flood insurance, as required by Subpart E of FEMA Regulations 24 CFR 2205.
4. Applications must be filed within 60 days following the date on which the major disaster was declared except as noted in Section VIII, Paragraph B.
5. Disaster victims who normally apply to the Small Business Administration (SBA) for disaster loan assistance may be considered to have been denied such assistance if they are able to certify that they:
 - a. own no real estate;
 - b. suffered only personal property damage;
 - c. are unemployed; and
 - d. derive more than 50 percent of their income from social security or welfare payments.
6. Farmers, ranchers, and persons engaged in agriculture who are qualified to apply to the Farmers Home Administration (FmHA) must submit proof of the denial of such loan assistance from the FmHA before they may be considered eligible for grant assistance. If applicants have been denied such loan assistance because, in FmHA's determination, they are able to obtain necessary credit from other sources, they will be considered ineligible for grant assistance for those items or services for which assistance may be provided by the FmHA's Emergency Loan Program.

B. Eligible Categories

Assistance may be made available to meet necessary expenses or serious needs by providing essential items or services in the categories set forth below:

1. Medical or dental.
2. Housing. With respect to private owner-occupied primary residences (including mobile homes), grants may be authorized to:
 - a. repair, replace, rebuild,
 - b. provide access,
 - c. clean or make sanitary, or
 - d. remove debris from such residences.

Any debris removal will be limited to the minimum required to remove health hazards or protect against additional damage to the residence.

3. Personal Property.
 - a. Clothing.

- b. Household items, furnishing or appliances.
 - c. Tools, specialized or protective clothing or equipment which are essential to or a condition of a wage earner's employment.
 - d. Repair, clean, or sanitize any eligible personal property item.
4. Transportation.
- a. Grants may be authorized to provide transportation by public conveyance provided that the requirement for this transportation was the direct result of the disaster.
 - b. Grants may be authorized to repair, replace or provide private transportation, if the loss or requirement for this transportation, was the direct result of the disaster, and transportation by public conveyance is inadequate or unavailable.
5. Funeral expenses.
Grants for funeral expenses will be based on minimum expenditures for interment or cremation.

C. Ineligible Categories

Assistance will not be made available for any item or service in the following categories:

- 1. Business losses, including farm businesses.
- 2. Improvements or additions to real or personal property.
- 3. Landscaping.
- 4. Real or personal property used exclusively for recreation.
- 5. Financial obligations incurred prior to the disaster.
- 6. Any necessary expense or serious need or portion thereof for which assistance was available from other means but was refused by the individual or family.

D. Other Categories

Should the State determine that an individual or family has an expense or need not specifically identified as eligible, the State shall provide a factual summary to the Regional Director, FEMA, and request a determination.

VII. ORGANIZATION AND FUNCTIONS

All State agencies charged with responsibilities under this plan will insure compliance with Section 2205.13, Non-Discrimination in Disaster Assistance, and Section 2205.15, Duplication of Benefits, of the FEMA Regulations. The agencies designated will perform the following functions:

A. Notifying Potential Applicants

The Director of the Division of Local Government Services shall publicize the availability of the IFG Program to potential applicants by:

- 1. coordinating PIO activities with other agencies, and the FCO;

2. providing news releases to local and State newspapers, radio and television stations (see Attachment B);
3. notifying local governments, private welfare and welfare related agencies and other agencies; and
4. establishing outreach programs.
5. ensuring that potential grant applicants are made aware of the closing date for filing applications by providing a minimum of three news releases to all newspapers with coverage in the disaster area. Detailed guidance and administrative instructions are contained in Appendix A-1—Public Information to Annex A.

B. Establishing Application Centers

The Director of the Division of Local Government Services will staff the Federal/State Disaster Assistance Centers (DAC) for the purpose of accepting grant applications. Subsequent to the closing of the DAC's, the Director of the Division of Local Government Services will provide other locations for the purpose of accepting applications. In determining suitable locations, consideration should be given to: (1) the location of disaster victims and their proximity to local State Offices; and (2) the number of disaster victims the office might be required to serve.

C. Interviewing Applicants, Receiving Grant Applications

The Director of the Division of Local Government Services will be responsible for interviewing applicants, receiving applications, and establishing case files. Applications will be taken for sixty days following a major disaster declaration from any disaster victim desiring to apply for grant assistance. The interviewer will fully explain the scope and purpose of the program to each applicant and will ensure that each applicant clearly identifies on his/or her application (Attachment C) the specific needs or expenses for which he or she is seeking assistance. An application will not be considered complete without a signed Disclosure Form (Attachment D). A case file containing all pertinent documents will be established for each applicant. Those applicants who own no real estate, sustain only personal property damage and meet the employment and income criteria contained in SBA Regulations Section 123.11, will complete the Certification of Eligibility (Attachment K) prior to making application for grant assistance. The completed Certification of Eligibility will be retained in the applicant's case file and will be considered the equivalent of a denial of a request for loan assistance from the Small Business Administration in determining an applicant's eligibility for assistance.

D. Verifying Necessary Expenses or Serious Needs

The Director of the Division of Local Government Services will be responsible for the verification of the necessary expenses and serious needs for which grant assistance has been requested. A field trip(s) will be made by a verifier as required, to verify the serious needs or necessary expenses for which grant assistance has been requested. The verifier will categorize the serious needs and necessary expenses into eligible categories and attach the necessary documentation to the verification form (see Attachment E). The verification form will be attached to the application and will become a part of the case file.

In those cases where verification cannot be made, the verifier will so state on the form. When verification is complete, the case file will be sent to the Administrative Panel.

E. Determining Eligibility

An Administrative Panel will review each application and determine eligibility and grant amounts. All determinations shall be made in accordance with the eligibility and grant amounts. All determinations shall be made in accordance with the eligibility criteria of Section VI of this plan and Attachment F, Guidance in Determining Grant Amounts.

The determination of eligibility and monetary award authorized by the panel shall be indicated on the application form and returned to the Division of Local Government Services for further processing.

F. Notifying Applicants of Grant Approval/Disapproval

The Division of Local Government Services will notify every applicant by letter of the eligibility determination made on their application. In grant approval cases, the letter (see Attachment G) will state: that the application has been approved; the amount of the approved grant; and the purpose for which the grant has been made. In grant disapproval cases, the letter (Attachment H) will state that the application has been disapproved and the reasons for the disapproval. In all cases, the letter will inform the applicant of the right to appeal the decision to the Director, Division of Local Government Services at 363 West State Street, Trenton, New Jersey 08625. Appeals must be made within 20 calendar days.

G. Appeal Procedures

The SA will consider each appeal within 15 calendar days of receipt. All determinations by the SA will be final. Each applicant will be notified by letter of the result of his/her appeal (see Attachment I and J).

H. Disbursement Procedures

The Director of the Division of Local Government Services will insure that all grants are disbursed within 10 working days after being approved by the Administrative Panel or the SA.

I. Verification of Grant Expenditures

A representative sampling of not less than 5 percent of disbursed grants will be selected by the Director of the Division of Local Government Services for review. The purpose of the review of these grants is to verify that grant funds have been expended to meet the necessary expenses or serious needs for which the grant was made. Those cases in which grant funds have been used for unauthorized expenditures will be referred to the State Attorney General for prosecution.

J. Reports

The Directors of all designated agencies will provide the SA with such reports as he may require.

K. Auditing

The Director of the Division of Local Government Services will ensure that both program and financial audits are performed. All disbursements for which the State requests reimbursement will be subject to Federal audit.

VIII. TIME LIMITATIONS

In the implementation of this plan the following time limits will be adhered to:

- A. Applications will be accepted for 60 days following the date on which the major disaster was declared.
- B. Applications filed after the 60 day filing period, but within 90 days following the date on which the major disaster was declared will be reviewed by the Division of Local Government Services to determine whether the late filing was the result of extenuating circumstances or conditions beyond the control of the individual or family. If it is determined that good cause existed for the late filing, the application will be accepted. If such determination cannot be made, the application will be rejected.
- C. No application will be accepted if it is filed more than 90 days following the date on which the major disaster was declared.
- D. All administrative activities, including the submission of final reports and vouchers to the FEMA Regional Director will be completed within 180 days following the date on which the major disaster was declared.
- E. The closing date for the filing of applications will be advertised at least three (3) times in major newspapers throughout the State.
- F. The Regional Director may extend any time limitation set forth above for a period not to exceed 30 days. The Administrator may further extend any of the above time limitations.

IX. ADMINISTRATIVE PLAN REVIEW

The Director of the Division of Local Government Services will review, in coordination with FEMA Regional Director, the State Administrative Plan for the Individual and Family Grant Program every January to insure compliance with State and Federal laws and regulations and other FEMA program guidance.

Attachments

- A. Fact Sheet
- B. Sample Public Information Release
- C. State Application Form
- D. Disclosure Form
- E. Verification Form
- F. Guidance in Determining Grant Amounts
- G. Sample Approval Letter
- H. Sample Denial Letter
- I. Sample Appeal Decision Letter—Approval
- J. Sample Appeal Decision Letter—Denial
- K. Certification of Eligibility

**STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES**

FACT SHEET

Please read this material before completing application. It is relevant to your request to be considered for aid under the Individual and Family Grant Program for disaster relief assistance contained in Section 408 of the Disaster Relief Act of 1974.

The Individual and Family grant program is an assistance program which is designed to meet the necessary expenses and/or serious needs of persons who were adversely affected by the damage of . **NECESSARY EXPENSES** means the cost of a service or material item required by an individual for family to reduce or overcome an adverse condition resulting from the storm of , which if not alleviated by Federal assistance, will result in serious need. **SERIOUS NEED** means extreme hardship injury or loss caused by a major disaster which may be alleviated by assistance pursuant to Section 408 of the Disaster Relief Act of 1974.

Income producing properties (businesses, leased homes, etc.) are **not eligible** for grants made under this act.

In making an application for assistance pursuant to Section 408 of the Disaster Relief Act of 1974, the individual or family must be able to satisfactorily establish that the:

1. loss, damage or serious need listed is a direct result of the major disaster;
2. loss, damage or serious need which is heightened is a direct consequence of the major disaster; and
3. attempts either through other provisions of this Act or by other means by the applicant to meet serious needs have been unsuccessful.

The following are the eligible and ineligible categories:

ELIGIBLE CATEGORIES

Assistance may be made available to meet necessary expenses or serious needs by providing essential items or services in the categories set forth below:

1. Medical or dental.
2. Housing. With respect to private owner-occupied primary residences (including mobile homes), grants may be authorized to:
 - a. repair, replace, rebuild,
 - b. provide access,
 - c. clean or make sanitary, or
 - d. remove debris from such residences.

NOTE: Two different estimates are required for all structural repairs.

Any debris removal will be limited to the minimum required to remove health hazards or protect against additional damage to the residence.

3. Personal Property

- a. clothing
- b. Household items, furnishings or appliances
- c. Tools, specialized or protective clothing or equipment which are essential to or a condition of a wage earner's employment.
- d. Repair, clean, or sanitize any eligible personal property item.

4. Transportation

- a. Grants may be authorized to provide transportation by public conveyance provided that the requirement for this transportation was the direct result of the disaster.
- b. Grants may be authorized to repair, replace or provide private transportation, if the loss or requirement for this transportation was the direct result of the disaster, and transportation by public conveyance is inadequate and unavailable.

5. Funeral Expenses

Grants for funeral expenses will be based on minimum expenditures for interment or cremation.

INELIGIBLE CATEGORIES

Assistance will not be made available for any item or service in the following categories:

1. Business losses, including farm businesses.
2. Improvements or additions to real or personal property.
3. Landscaping (*Damage caused by fallen trees are, however, eligible*).
4. Real or personal property used exclusively for recreation.
5. Financial obligations incurred prior to the disaster.
6. Any necessary expense or serious need or portion thereof for which assistance was available from other means but was refused by the individual or family

In determining the amount of the individual and family grant in the eligible categories listed, the following guidance is provided.

Medical or Dental. All medical or dental expenses should be verified by the attending physician or dentist as have been made necessary by the major disaster.

Housing. Any request for a grant under this category should include cost estimates from contractors. The State may establish requirements in terms of the number and level of detail required of such estimates.

Clothing. Limited to the number and types of clothing articles essential for the daily needs of the individual.

Household items, furnishings or appliances. Eligible are those items which are essential for the functioning of the household, taking into consideration the size of the family and any other significant consideration.

Tools, specialized or protective clothing or equipment which are essential to or a condition of a wage earner's employment.

Repair, clean or sanitize any eligible personal property. Any item of personal property that may be eligible for replacement should be repaired, cleaned or sanitized in lieu of replacement, if the State determines such action is economically feasible.

Public Transportation. The grant amount should be limited to the period during which this transportation is required, but for a period not to exceed one year from the date of declaration.

Private Transportation. The amount of the grant should be based on the particular requirements of the individual or family and may include any type of conveyance common to the society or culture. The State may establish an upper limit on expenditures in this sub-category. In the case of private passenger automobiles, it is recommended that this upper limit approximate the retail cost of a three year old compact automobile. Comparable upper limits should be established for other types of transportation.

Funeral Expenses. In addition to insurance, consideration should be given to benefits available from the Veterans Administration, Social Security Administration, and State agencies when grant amounts are determined.

Utilization. All those who receive a grant pursuant to the Individual and Family Grant Program will receive a certification form along with their grant check which lists which items are eligible for financial assistance. This certification of eligible items is the only list of approved spending items and each grantee must spend (or have a written, fully executed contract for said approved items) within sixty (60) working days after receipt of their certification and grant check.

Receipts for all work must be maintained for 6 months after the work is completed or item purchased. The grantee agrees to allow the State to inspect all approved work and receipts therefor.

Individual and Family Grants Available to Eligible Disaster Victims

Individuals and families who have necessary expenses or serious needs due to the flooding that occurred on _____ may be eligible for grants of up to \$5,000 according to the Governor announcement today. The Governor stated that after reviewing the extent of the damage and the amount and type of assistance available, he requested additional assistance from the Federal Government. This additional assistance, known as the Individual and Family Grant Program, will be administered by the State and is 75 percent Federally funded and 25 per cent State funded.

The purpose of the grants was described by the Governor as being designed to meet those necessary expenses or serious needs not covered or fully met by the available local, State, and Federal assistance programs or from other means. He emphasized that disaster victims who have suffered necessary expenses or serious needs due to the disaster should apply for grant assistance immediately at the Disaster Assistance Centers.

The State Department of Community Affairs will be ready to accept grant applications at the centers beginning on _____

STATE OF _____
INDIVIDUAL AND FAMILY GRANT PROGRAM
APPLICATION FORM

CASE NO. _____

Applicant _____ SSN* _____

Pre-Disaster Address _____ FDAA- _____ -DR

Current Address _____ Pre-disaster Homeowner _____

Current Renter _____
Homeowner _____

Current Telephone _____ Renter _____

Application Made on Behalf of:

- _____ Self Only
- _____ Self/Spouse
- _____ Self/Family

Names

Ages

Insurance Coverage

Type

Insurer

Home _____

Personal Property _____

Medical/Dental _____

Vehicle _____

Other _____

None _____

Statement of Necessary Expenses and Serious Needs

Personal Property

*Your Social Security number is required to insure against duplication of benefits and as a means of case identification.

Housing

Transportation

Medical/Dental

Funeral Expenses

Other

CERTIFICATIONS

I certify:

1. that application has been made to other available governmental programs for assistance to meet the necessary expenses or serious needs identified in this application; and I understand that I may receive a grant only when determined to be not qualified for such assistance, or, for demonstrated reasons, any assistance received does not satisfy the necessary expenses or serious needs identified herein.
2. that with respect to the specific necessary expenses or serious needs or portions thereof for which application is made, neither I, nor to the best of my knowledge, any member of my family, has previously received or refused assistance from other means.
3. that should I or family receive a grant, and assistance from other means later becomes available, I or my family shall refund to the State of _____ that part of the grant for which assistance from other means has been received.

I am aware:

1. that any individual who fraudulently or willfully misstates any fact in connection with a request for assistance under the Disaster Relief Act of 1974 shall be fined not more than \$10,000 or imprisoned for not more than one year or both for each violation.
2. that any individual who knowingly violates any other regulation under the Disaster Relief Act of 1974 shall be subject to a civil penalty of not more than \$5,000 for each violation.
3. that whoever knowingly misapplies the proceeds of a grant obtained under Section 408 of the Disaster Relief Act of 1974 shall be subject to a fine in an amount equal to one and one-half times the original principal amount of the grant.
4. that I may be required to purchase flood insurance in accordance with the Flood Disaster Protection Act of 1973 for the purpose of insuring any building or contents purchased or rehabilitated with the proceeds of any grant funds obtained through this application, if flood insurance is available and if such building or contents is or will be located in a designated special flood hazard area.

DISCLOSURE STATEMENT

I hereby authorize any Federal, State, or local government agency or disaster assistance organization to disclose to _____ all information in my case file either provided by me, obtained collaterally, or originated by the agency or organization in conjunction with my request for disaster assistance.

Applicant _____ Date _____

Application Taker _____ Date _____

The grant program is administered without discrimination on the basis of race, religion, sex, color, age, economic status, or national origin.

STATE OF _____
INDIVIDUAL AND FAMILY GRANT PROGRAM
VERIFICATION FORM

Date of Verification _____

CASE NO. _____
FDAA- _____ -DR

Applicant _____
(Last Name) (First Name) (Middle Initial)

Instructions for Verifier: All necessary expenses or serious needs listed by the applicant must be verified to determine: (1) that the expense or need is disaster-related; (2) that assistance from other governmental programs is not available or is insufficient to meet the necessary expense or serious need; and (3) that assistance from other means has not been received or refused to meet the expense or need.

All findings must be supported by documentation and on-site visits as appropriate. For example, receipts for services rendered or estimates of work to be performed should be obtained and attached to this form. In addition, a complete summary of the facts related to the case should be made in the space provided (Paragraph 9, Comments).

1. Personal Property Expenses/Needs

Expenses/Needs Disaster-Related Yes _____ No _____

A. Clothing

Describe Expense/Need (Attach itemized list if necessary): _____

Amount Provided by Insurance \$ _____

Amount Provided by Governmental Programs (Attach Documentation) \$ _____

Amount/Items Provided by Other Means (Attach Documentation) \$ _____ Items: _____

B. Household Items, Furnishings, Appliances

Describe Expense/Need (Attach itemized list if necessary): _____

Amount Provided by Insurance \$ _____

Amount Provided by Governmental Programs (Attach Documentation) \$ _____

Amount/Items Provided by Other Means (Attach Documentation) \$ _____ Items: _____

C. Tools, Specialized or Protective Clothing, Equipment

Describe Expense/Need: _____

Individual and Family Grant Program – Verification – continued

Is the applicant a wage earner? Yes _____ No _____

Applicant's Occupation _____

Are the items described above essential to, or a condition of, the applicant's employment? Yes _____ No _____

Amount Provided by Insurance \$ _____

Amount Provided by Governmental Programs (Attach Documentation) \$ _____

Amount Provided by Other Means (Attach Documentation) \$ _____

D. Repair, Clean, Sanitize Personal Property Items

Describe Expense/Need: _____

Amount Provided by Insurance \$ _____

Amount Provided by Governmental Programs (Attach Documentation) \$ _____

Amount Provided by Other Means (Attach Documentation) \$ _____

2. Housing Expenses/Needs

Owner-occupied Primary Residence Yes _____ No _____

Expenses/Needs Disaster Related Yes _____ No _____

A. Repair _____ Replace _____ Rebuild _____ (Check appropriate box)

Describe Expense/Need: _____

Cost per Contractor's Estimate \$ _____

Amount Provided by Insurance \$ _____

Amount Provided by Governmental Programs (Attach Documentation) \$ _____

Amount Provided by Other Means (Attach Documentation) \$ _____

B. Provide Access

Describe Expense/Need: _____

Cost per Contractor's Estimate \$ _____

Amount Provided by Insurance \$ _____

Amount Provided by Governmental Programs (Attach Documentation) \$ _____

Amount Provided by Other Means (Attach Documentation) \$ _____

Individual and Family Grant Program – Verification – continued

C. Clean/Sanitize

Describe Expense/Need: _____

Cost per Contractor's Estimate \$ _____
Amount Provided by Insurance \$ _____
Amount Provided by Governmental
Program (Attach Documentation) \$ _____
Amount Provided by Other Means
(Attach Documentation) \$ _____

D. Debris Removal

Describe Expense/Need: _____

Is the debris to be removed considered a health hazard? Yes _____ No _____
(Attach statement from appropriate health authority)

In your opinion, will the removal of the debris protect the residence from additional damage? Yes _____ No _____

Cost per Contractor's Estimate \$ _____
Amount Provided by Insurance \$ _____
Amount Provided by Governmental
Programs (Attach Documentation) \$ _____
Amount Provided by Other Means
(Attach Documentation) \$ _____

3. Transportation Expenses/Needs

A. Public Transportation

Expense/Need Disaster Related Yes _____ No _____

Describe Expense/Need: _____

Estimated Cost (not to exceed cost for one year) \$ _____

B. Private Transportation

Expense/Need Disaster Related Yes _____ No _____

Repair _____ Provide _____ Check appropriate space

Describe Expense/Need: _____

Estimated Cost \$ _____
Amount Provided by Insurance \$ _____
Amount Provided by Governmental
Programs (Attach Documentation) \$ _____

ATTACHMENT E (CONT.)

Individual and Family Grant – Verification – continued

Amount Provided by Other Means (Attach Documentation) \$ _____

For Repair: has applicant proof of ownership? Yes _____ No _____

4. Medical Expenses

Disaster-Related Yes _____ No _____

Total Amount \$ _____ Amount Covered by Insurance \$ _____

Estimate of Continuing Expenses \$ _____ (Must be supported by statement of Physician)

5. Dental Expenses

Disaster-Related Yes _____ No _____

Total Amount \$ _____ Amount Covered by Insurance \$ _____

Estimate of Continuing Expenses \$ _____ (Must be supported by statement of dentist)

6. Funeral Expenses

Disaster-Related Yes _____ No _____

Total Amount \$ _____ Amount Covered by Insurance \$ _____

Amount Covered by Insurance, Social Security or VA benefits \$ _____

7. Other Expenses/Needs

Disaster-Related Yes _____ No _____

Describe Expense/Need: _____

Provide additional information below for the Administrative Panel to make a determination of eligibility and grant amount:

8. Flood Insurance Required? Yes _____ No _____

9. Comments: (Summarize the case including comments that might assist the Administrative Panel in making its determination. Include any information regarding assistance that has been refused by the applicant.)

_____ Date

_____ Signature of Verifier

GUIDANCE IN DETERMINING GRANT AMOUNTS FOR ELIGIBLE CATEGORIES

In determining the amount of the Individual and Family Grant in the eligible categories listed in Section 2205.43(c) (2) the following guidance is provided:

Note: Insurance. Any insurance settlements must be considered and grant awards in any category reduced by the amount of the insurance entitlement.

(c) (2) (i) **Medical or Dental.** All medical or dental expenses should be verified by the attending physician or dentist as having been made necessary by the major disaster.

(c) (2) (ii) **Housing.** Any request for a grant under this category should include cost estimates from contractors. The State may establish requirements in terms of the number and level of detail required of such estimates.

(c) (2) (iii) (aa) **Clothing.** Limited to the number and type of clothing articles essential for the daily needs of the individual.

(c) (2) (iii) (bb) **Household items, furnishings or appliances.** Eligible are those items which are essential for the functioning of the household, taking into consideration the size of the family and other significant consideration.

(c) (2) (iii) (cc) **Tools, specialized or protective clothing or equipment which are essential to or a condition of a wage earner's employment.**

(c) (2) (iii) (dd) **Repair, clean or sanitize any eligible personal property.** Any item of personal property that may be eligible for replacement should be repaired, cleaned or sanitized in lieu of replacement, if the State determines such action is economically feasible.

(c) (2) (iv) (aa) **Public Transportation.** The grant amount should be limited to the period during which this transportation is required, but for a period not to exceed one year from the date of declaration.

(c) (2) (iv) (bb) **Private Transportation.** The amount of the grant should be based on the particular requirements of the individual or family and may include any type of conveyance common to the society or culture. The State may establish an upper limit on expenditures in this sub-category. In the case of private passenger automobiles, it is recommended that this upper limit approximate the retail cost of a three year old compact automobile. Comparable upper limits should be established for other types of transportation.

(c) (2) (v) **Funeral Expenses.** In addition to insurance, consideration should be given to benefits available from the Veterans Administration, Social Security Administration, and State agencies when grant amounts are determined.

ATTACHMENT G

Case No.
FEMA DR#

Dear

Your application for grant assistance for disaster-related necessary expenses or serious needs as provided by the "Individual and Family Grant Program," has been received and reviewed by the State of New Jersey Administrative Panel. The Panel has determined that you are eligible for grant assistance. In order to receive the grant, you must sign and return the attached certification indicating your acceptance of the grant and your intent to spend the grant funds for the items or services indicated.

In the event you are not in agreement with the above decision, you have the right to appeal. Requests for appeal must be made in writing to _____, within 20 days of receipt of this letter. Failure to sign and return the certification or appeal the decision may result in your disqualification.

Sincerely,

ATTACHMENT H

Case No.
FEMA DR#

Dear

Your application for grant assistance for disaster-related necessary expenses or serious needs, as provided by the "Individual and Family Grant Program," has been received and reviewed.

The State of New Jersey Administrative Panel has determined, after a careful review of your application, that you do not qualify for grant assistance under the provisions of Section 408, Individual and Family Grant Program, Public Law 93-288, the Disaster Relief Act of 1974, for the following reason(s):

In the event you wish to appeal the above decision, you must make your request in person or in writing to _____, within 20 days of receipt of this letter.

Sincerely,

ATTACHMENT I

Case No.
FEMA DR #

Dear

I have made a careful review of your grant appeal, the decision made by the State of New Jersey Administrative Panel, and your application and have concluded that you are eligible for grant assistance. In order to receive your grant, you must sign and return the attached certification indicating your acceptance of the grant and your intent to spend the grant funds for the items or services indicated.

Failure to sign and return the certification may result in your disqualification.

Sincerely,

CERTIFICATION

I certify that application has been made to other available governmental programs for assistance to meet the necessary expense(s) or serious need(s) indicated below and that neither I nor any member of my family has been determined to be qualified for such assistance, or that any assistance received has not satisfied any such necessary expense(s) or serious need(s). I will use the grant funds for the item(s) or service(s) listed below:

Item or Service	Dollar Value
-----------------	--------------

Total Grant Amount \$ _____

Signature (Applicant)

Date

ATTACHMENT J

Case No.
FEMA DR#

Dear

I have made a careful review of your grant application, the decision made by the State of New Jersey Administrative Panel, and your appeal. I regret to inform you that I must affirm the decision of the Administrative Panel denying you grant assistance.

Sincerely,

CERTIFICATION OF ELIGIBILITY

Individual and Family Grant Program Section 408 of PL 93-288

The following certification is made because of my intention to file an application with the _____ for a grant to meet disaster-related necessary expenses or serious needs. This certification is made in lieu of obtaining a denial of eligibility for disaster loan assistance from the Small Business Administration.

I, _____, certify, on behalf of myself and my family, that all the following statements are true and accurate:

1. I/We own no real estate.
2. I/We have suffered only personal property damage.
3. I (and my spouse) am/are unemployed.
4. More than 50% of my/our family's income is derived from welfare payments/social security payments.

In making this certification, I am aware that any individual who fraudulently or willfully misstates any fact in connection with a request for assistance under PL 93-288 shall be fined not more than \$10,000 or imprisoned for not more than one year, or both, for each violation.

(Signature) (Date)

Full Name & Signature of Interviewer (DATE)

(State)

APPENDIX II

PUBLIC ASSISTANCE

I. AUTHORITIES AND REFERENCES

- A. Public Law 93-288—Disaster Relief Act of 1974
- B. Public Law 84-99, Flood Control Act of 1941
- C. FDAA Booklet 3300.5, “Handbook for Applicants”

II. MISSION

To delineate the responsibilities of the Public Assistance Officer, identify the categories of eligible public assistance work and discuss the application procedure for public assistance following a Presidentially declared “emergency” or “major disaster.”

III. GENERAL

Public assistance is that part of the “emergency” or “major disaster” relief program in which the Federal Government supplements the efforts and available resources of the State of New Jersey, county and municipal governments to restore public facilities and services. Public assistance includes emergency financial or technical assistance for debris removal, and permanent repair or replacement of public or designated private nonprofit facilities damaged or destroyed by a “major disaster.” Public facilities include any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-Federal aid street, road or highway, and any other public building structure or system. This includes those used for educational or recreational purposes.

IV. RESPONSIBILITIES

- A. **Governor’s Authorized Representative**—The person named by the Governor in the Federal-State Agreement to execute, on behalf of the State, all necessary documents for disaster assistance following the declaration of an “emergency” or “major disaster,” to include review of all project applications and recommendations for approval or disapproval. The Governor’s Authorized Representative also certifies that applications meet Federal requirements and the terms of the Federal-State Agreement.
- B. **Public Assistance Officer (PAO):**
 - 1. Has the overall responsibility for coordinating Federal disaster relief assistance to those public entities and private nonprofit organization making application for disaster assistance.
 - 2. Maintains liaison and coordination with Federal, State, county and municipal personnel performing public assistance functions. The PAO is normally colocated in the Command Center with the SCO and FCO.
 - 3. Represents the State public assistance effort at State-Federal coordination briefing and plans public assistance effort.

4. Schedules, attends and conducts briefings for applicants.
5. Attends and instructs State inspectors at Federal-State inspectors (survey teams) briefing and directs State agencies to furnish inspectors for survey teams.
6. Establishes schedule of inspections with applicants for State-Federal teams and monitors progress for control.
7. Directs, monitors and instructs applicants in requirements for inspections and project applications.
8. Expedites, reviews and approves project applications.
9. Monitors and briefs applicants as required in order to expedite completion of Federal requirements for grants.
10. Follows-up all grants until project chose-out.

V. CATEGORIES OF ELIGIBLE WORK

- A. Public Assistance is grouped under two main types, emergency work and permanent work and is further broken into categories as follows:

- Category A—Debris Clearance
- Category B—Protective Measures
- Category C—Road System
- Category D—Water Control Facilities
- Category E—Public Building and Related Equipment
- Category F—Public Utilities
- Category G—Facilities Under Construction
- Category H—Private Nonprofit Facilities
- Category I—Other (not in above categories)

B. Emergency Work

1. Emergency work is normally the responsibility of the State under the provisions of the act and may be reimbursed by the Federal government when the FEMA Regional Director determines it is in the best public interest. In extraordinary circumstances and when requested through FEMA, the Regional Director may assign Federal agencies to assist in the emergency work if it is beyond the capabilities of the State and if it is necessary to prevent suffering and hardship or to remove threats to safety of life or property (For detailed procedure see Chapter 5, Handbook for Applicant).
2. If emergency work is to be performed by a Federal agency, local government must provide the Federal government with unconditional rights of entry and authorization for work performed and must agree to indemnify the Federal government against any claims arising from the work.

C. Permanent Resortation of Damaged Facilities

The State may submit applications for financial assistance under the act to repair, restore or replace public facilities which were destroyed in a major disaster. The State may also submit applications on behalf of private nonprofit organizations which are educational, utility, emergency, medical or custodial care facilities, including facilities for the aged and disabled.

VI. APPLICATION PROCEDURES FOR PUBLIC ASSISTANCE

- A. **Applying for Assistance.** As soon as possible following a Presidentially declared "emergency" or "major disaster," the State and Federal Public Assistance Officers will schedule a briefing at a location in the disaster area, to inform prospective applicants, public officials and authorized designated agents of the types of assistance available, how to apply, necessary procedures and requirements to be met, including detailed identification of damaged facilities.
- B. **Notice of Interest Form.**
1. At the briefing, the State Public Assistance Officer will instruct the applicants on completing a Notice of Interest Form and Resolution Forms. The Notice of Interest Form, and a detailed list of damages with a local map keyed to the list of damages, documents the applicant's desire for assistance and indicates the type(s) of damage suffered. The Resolution Form designates application's agent. The Notice of Interest Form will be completed at the applicants briefing and will be given to the State Public Assistance Officer prior to the inspection.
- C. **Inspector's Briefing.** Shortly after the applicants' briefing the State Public Assistance Officer will schedule a briefing for State and Federal inspectors. The Public Assistance Officer will establish the time and location of the meeting, notify State inspectors as well as the Federal Public Assistance Officer who in turn will ensure the attendance of Federal inspectors (See Chapter 4, Federal Disaster Assistance Program Eligibility Handbook, 3300.6, for responsibilities and procedures for inspectors.) Each State and Federal response agency will maintain an agency coordinator, responding to the PAO, at the DFO.
- D. **Site Inspections.**
1. Following the inspectors' briefing, inspection teams will expeditiously visit each site for which the applicant is responsible on a scheduled basis. During these visits a detailed estimate of costs is determined using the Damage Survey Report located at Appendix 6 in the Applicants' Handbook.
 2. Knowledgeable individuals (not necessarily authorized representatives) must be available to identify damage and accompany inspection teams. Insured items and actual or anticipated settlements must be identified during inspection. Damaged sites will be inspected only one time, so all information must be ready and available. Applicants may appeal any Damage Survey Report recommendation with which they do not concur (See FEMA Handbook 3300.5 for appeal procedure).
- E. **Project-Application**
1. Project applications must be submitted to FEMA within five days, or to State Public Assistance Officer in a lesser period, if so prescribed by the FEMA Regional Director, following completion of all inspections on applications.
 2. Completed project applications, indicating funding options (categorical, flexible funding or in-lieu contributions) and requests for fund advances are submitted to the Governor's Authorized Representative (GAR) for review and approval.

3. Project applications are reviewed and a detailed analysis is prepared by the GAR at the DFO. Those applications recommended for approval by the GAR are forwarded to FEMA for review, analysis, approval/disapproval. FEMA reviews the applications and returns two copies to the GAR along with a cover letter to the applicant commenting on the application and/or explaining any deviation from the amount requested. The GAR will return one copy to applicant.
 4. Project applications not approved by the GAR or FEMA may be modified and resubmitted/appealed (See FDAA Handbook 3300.5 for appeal procedure) within 60 days.
- F. **Project Administration.** Several weeks after project applications are approved and each applicant has had a chance to review the approval letter, another meeting of all applicants is scheduled by the GAR, to answer any questions on the approved project application and to explain in detail the need to establish record-keeping and documentation systems to provide an appropriate audit trail. FEMA representatives usually attend this meeting.
- G. **Interim Inspections.** Interim inspections to assist the applicant may be conducted at the request of the applicant, State or Federal agencies of FEMA.
- H. **Final Inspections.** Final inspections are required for each applicant when all work in a particular category is completed. Applicants will request final inspections through the GAR. Teams will be dispatched to inspect completed work items to ensure compliance with the original scope of work outlined in the Disaster Survey Report.
- I. **Summary of Documentation:** Will be conducted by FEMA/State for all applicants.
- J. **Audits.** Audits will be required for applications in excess of \$25,000 and for all private nonprofit applications in order to maintain essential record-keeping and audit trail. A meeting will be scheduled by the GAR approximately one year after the declaration to assist applicants who are subject to audit in preparing their claims for reimbursement. FEMA representatives usually attend this meeting.
- K. **Appeals.** Applicants can appeal a Federal decision 60 days after notification (See FDAA Handbook 3300.5 for appeal procedure). A letter from the applicant with appropriate supporting facts to FEMA through the GAR is usually sufficient for reconsideration. If the FEMA Regional Director denies the appeal, the applicant may submit an appeal to the Administrator, FEMA within 60 days.

APPENDIX III

COMMUNICATIONS

I. AUTHORITIES AND REFERENCES:

- A. Public Law 93-288
- B. New Jersey Communications Training & Operations Manual for CD
- C. New Jersey Emergency Broadcast System Plan
- D. New Jersey EM RACES Plan
- E. New Jersey Emergency Resources Management Plan

II. SITUATION:

- A. Emergency communication systems are essential to:
 - 1. Warn the public
 - 2. Direct and control emergency operations
 - 3. Provide emergency information guidance to the public
 - 4. Communicate between levels of government
- B. Communications within the State of New Jersey depend upon restricted commercial telephone lines, State NAWAS circuit, teletype, and radio resources. These systems provide some redundancy to survive major natural and/or war caused disasters.

III. MISSION:

- A. To provide procedures for warning the State of New Jersey and its citizens of potential natural disaster situations.
- B. To provide support of emergency operations.
- C. To provide a communications network for the dissemination of emergency disaster information and intelligence to facilitate State and political subdivision preparation for and mitigation of the effects of a disaster or emergency.

IV. OPERATIONAL NETWORKS:

- A. **EBS—Emergency Broadcast System**—A volunteer program of the Broadcast Industry which allows the use of its facilities to transmit emergency information as prescribed by the President, Governor of the State, or authorized county and municipal head of government.
- B. **NAWAS—National Warning System**—Federal portion of the Civil Defense Warning System used to disseminate warnings and other emergency information from the warning centers or regions to warnings points within the State (See chart on page IV-6).
- C. **RACES—Radio Amateur Civil Emergency Service**—An organized amateur radio

system established to provide radio communications needed by Federal, State and local governments in time of emergency.

- D. **State Warning Points**—State NAWAS telephone speaker installations located in strategic emergency response facilities throughout the State. (See chart on page IV-7.)
- E. **State CD Attack Warning System**—Primary Civil Defense Warning System within the State of New Jersey. Consists of State NAWAS circuit coordinated teletype, NJIS (N.J. Criminal Justice Information System), telephone and radio networks.
- F. **CDNATS—Civil Defense National Teletype System**—Teletype computer access for emergency and administrative traffic with FEMA, and their regional offices and the 50 states, territories and possessions.
- G. **CDNARS—Civil Defense National Radio System**—A high-frequency radio network used as backup to CDNATS and CDNAVS, providing voice and radio teletype communications on a national and worldwide basis.
- H. **CDNAVS—Civil Defense National Voice System**—Comprised of dedicated leased landline circuits supporting and complementing the CDNATS.
- I. **NJANG NET—New Jersey Army National Guard**—A radio system providing radio communications between State Headquarters, State EOC and each National Guard Armory within the State.
- J. **New Jersey State Police Network**—Comprised of radio, NJIS and teletype systems providing Statewide communications, including radio station to station and cruiser to cruiser capabilities.
- K. **National Oceanographic and Atmosphere Administration (NOAA)**—Provide mariners, through the NWS, with continuous broadcasts of the latest weather information available. These NOAA VHF-FM Radio Weather Transmissions repeat taped messages every four to six minutes with periodic amendments every two or three hours. These transmissions can usually be received up to 40 miles from an antenna site. Frequencies for these transmissions are 162.550, 162.475 and 162.40 MHz, which are above the commercial FM frequencies, which end at 108 MHz, therefore, special tuners or receivers are required.
- L. **National Weather Service (NWS)**
A teletype circuit which provides one-way communications from the U.S. National Weather Service.
- M. **New Jersey FM Defense Network**—Provides emergency mass spontaneous communications with the State's population through the New Jersey Broadcasters Association's (NJBA) Emergency Radio network in cooperation with the two major news wire services, Associated Press and United Press International. Only the Governor, State FM Director, or the Chief of the Weather Bureau may activate the network.
- N. **New Jersey Public Broadcasting Authority (PBS) Radio Network**—This two-way radio-telephone system is controlled by PBS station in Ewing Township and has capability of communicating with PBS base stations in Camden, Trenton, New Brunswick and Montclair, the state EOC, and with PBS news vehicles in those areas.

- O. **New Jersey Department of Transportation**—The Maintenance and Operations Radio System is a network of VHF voice radio base and mobile stations which provide Statewide coverage. A base station for this system is located in the State EOC.
- P. **Bureau of Forestry, Department of Environmental Protection Net**—This system's basic utilization of its mobile radio system is for operational control purposes by the New Jersey Forest Fire Service during the suppression of forest fires. It has Statewide coverage and a base station is located in the State EOC.

V. ORGANIZATION

The following State agencies, quasi-public and private organizations comprise the emergency communications organization for the State of New Jersey.

A. State agencies

- 1. Bureau of Forestry Net
 - 2. New Jersey State Police Network (radio, NJCJIC computer and teletype)
 - 3. New Jersey Department of Transportation Net
- B. The New Jersey Bell Telephone Company together with six other privately owned telephone companies operating within the State.
- C. RACES—A statewide volunteer amateur radio net.

VI. CONCEPT OF OPERATION:

- A. The State EM will integrate all available State Agencies, quasi-public and private organization communications capability to include common use commercial telephone in support of natural disaster operations.
- B. Commercial telephone systems—will be the primary means of directing and coordinating emergency operations. RACES nets will provide the secondary communications means for direction and coordination of emergency operations. State agency and quasi-public nets will be used primarily as an auxiliary reporting system on a regional or area basis.
- C. Warning information will be received at the State level over the NAWAS system and further disseminated throughout the State over the State Attack Warning System in accordance with the New Jersey Attack Warning Plan.
- D. **Emergency Broadcast System (EBS)** (See page IV-2 for warning policy)
 - 1. EBS is composed of AM, FM, and TV Broadcast stations and nongovernment industry entities operating on a voluntary organized basis during emergencies at National, State, county or local levels.
 - 2. The State of New Jersey has statewide coverage by EBS system which provides the President, the Federal Government, the Governor, county and local government officials with an expeditious means of communicating with the general public during emergencies.
 - a. **National Level**—emergency action notification messages will be released at this level upon request of the White House. The emergency message is disseminated from the originating point to the control points of the

major radio and television networks and is further disseminated to network affiliates within the State.

- b. **State Level**—the dissemination arrangements for emergency action messages at this level originate from state primary network station (Radio Station WTTM, Trenton, N.J.) which then disseminates the information in accordance with the designated operational area coverage.

VII. RESPONSIBILITIES:

A. State Office of Emergency Management

1. Plans and supervise communication systems and procedures utilized in the State EOC, to include State agency networks.
2. Provide overall coordination in the field of emergency communications planning and operating.
3. Maintain liaison with Federal, State, quasi-public, volunteer and commercial agencies which have emergency communications responsibilities.
4. In coordination with the New Jersey Army National Guard, provide communications support appropriate to that agency's mission and capability.

B. County EM Coordinator

Develop and maintain an emergency communications capability to include:

1. Landline communications to State EOC, State Regional EM office, neighboring county EOC's and mutual aid agencies.
2. Radio communications with State EOC, and such other agencies deemed appropriate.
3. Communication liaison with relief agencies (Red Cross, etc.) private business and industry which have emergency functions.
4. Procedures under which local media (radio, newspaper, etc.) may be utilized for dissemination of emergency information to the public.
5. Utilization of capabilities of amateur radio organizations.

C. Municipal EM Director

Develop and maintain an emergency communications capability to include:

1. Landline communication to County EOC, neighboring municipality EOC's and mutual aid agencies.
2. Radio communications with County EOC, field mobile units, and such other agencies as deemed appropriate.
3. Communication liaison with relief agencies (Red Cross, etc.), private business and industry which have emergency functions.
4. Procedures under which local media may be utilized for dissemination of emergency information to the public.
5. Utilization of capabilities of amateur radio organizations.

VIII. FEDERAL EMERGENCY COMMUNICATION ASSISTANCE:

- A. Under the provisions of Section 415, Disaster Relief Act of 1974 (PL 93-288), the Director, Region II FEMA, is authorized to establish emergency communications during or in anticipation of an emergency or major disaster (except war-caused) to supplement the communication capability of State, county and local governments.
- B. Requests for Federal Emergency Communications Assistance will be coordinated within the State by the State EM Communications Officer. Requests will be forwarded to the Director, Region II, FEMA, or to the Federal Coordinating Officer (FCO) at the Disaster Field Office, if established.
- C. The State EM Communications Officer will request that Federal Emergency Communications Assistance be discontinued immediately when the essential emergency communication needs of affected disaster areas have been met.

APPENDIX IV

WARNING

I. AUTHORITIES AND REFERENCES

- A. Public Law 93-288
- B. Civil Preparedness Guide (CPG) 1-14
- C. New Jersey Communications Training & Operations Manual for EM
- D. New Jersey Emergency Broadcast System Plan
- E. New Jersey Attack Warning Plan

II. SITUATION

- A. **Peacetime**—New Jersey is subject to periodic natural and man-made disasters. Some of these disasters are of a type which allow for advance warning, such as a hurricane, while others may strike with little or no opportunity for advance warning, i.e., tornadoes, oil spills or an industrial accident.
- B. **Wartime**—Warning is the key to survival in an emergency attack, conventional or otherwise. Damage limitation studies conducted by the Department of Defense indicate that an adequate warning system coupled with a Nationwide fallout shelter system and/or a Crisis Relocation Program (CRP) could save the lives of millions of Americans. Since every area of the country could be subjected to the hazards of radioactive fallout, each political subdivision in New Jersey must have an effective warning system.

III. DEFINITIONS

A. Warning (General)

The dissemination to appropriate government officials and to the general public of a forecast of climatic disturbances, a report of man-made disasters, or warning of enemy attack.

B. Warning Points

- 1. NORAD—North American Air Defense Command—Primary National Warning Center
- 2. Alternate National Warning Center, Olney, Md.
- 3. New Jersey State Police Headquarters, W. Trenton
- 4. NWS—National Weather Service

C. Weather Warning Terms

- 1. **Hurricane Watch**—An announcement for specific areas that a hurricane or hurricane condition poses a threat to coastal and inland communities.
- 2. **Hurricane Warning**—A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less: (a) Sustained winds 74 miles per hour (64 knots) or higher; (b)

Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

3. **Severe Weather Watch**—Atmospheric conditions indicate severe weather is possible, but has not yet occurred.
4. **Severe Weather Warning**—A series of weather conditions have developed with the potential to cause serious damage and possible loss of life.

D. Emergency Attack Warning Signals

1. **“ATTENTION” Signal**

- a. A steady tone of 3 to 5 minutes of sirens. On horns it will be a steady blast for 3 to 5 minutes.
- b. This signal shall mean “Listen for Essential Emergency Information.”

2. **“ATTACK WARNING” Signal**

- a. A 3 to 5 minute wavering tone or sirens, or a series of short blasts or horns or other devices—repeated as necessary.
- b. This signal shall mean that an actual attack against this country has been detected, and that **protective action (TAKE COVER) should be taken immediately.**
- c. **This signal shall also be used in case of an accidental missile launch.**

E. Communications Warning System

1. **EBS—Emergency Broadcast System**—A volunteer program of the Broadcast Industry which allows the use of its facilities to transmit emergency information as prescribed by the President, the Governor of the State or authorized local head of government.
2. **NAWAS—National Warning System**—Federal circuit of the Civil Defense Warning System used to disseminate warnings and other emergency information from the warning centers or regions to warning points in each state. State NAWAS circuit used to communicate between the state warning point and warning points within the state.
3. **State Warning Point**—State NAWAS telephone speaker installation at State Police Division Headquarters, West Trenton, N.J.
4. **State EMA Attack Warning System**—Primary Civil Defense Warning System within the State of New Jersey.
5. **CDNATS—Civil Defense National Teletype System**—Teletype computer access for emergency and administrative traffic with FEMA Regions I and II and in all State level EM offices.
6. **CDNAVS—Civil Defense National Voice System**—Dedicated line telephone system to FEMA Regions I and II and all State level EM offices.
7. **CDNARS—Civil Defense National Radio System**—Radio voice and teletype backup systems to CDNATS and CDNAVS.
8. **RACES—Radio Amateur Civil Emergency Service**—An organized amateur

radio system established to provide radio communications needed by Federal, State and local governments in time of emergency.

IV. MISSION

To provide for the development and maintenance of a warning system and to establish procedures for rapid dissemination of warning information (through the warning system) to State, county and local government officials and the general public in order to provide maximum protection to the citizens of the State in the event of any disaster.

V. ORGANIZATION

A. Weather Warnings

The National Weather Service (NWS) forecasts weather conditions and originates severe weather watches and warnings which are disseminated on an around-the-clock basis through the Weather Wire Service Teletypewriter System, to radio and television stations, newspapers, newswire services, and other interested agencies. River level summaries and forecasts indicate daily river stages and forecasts for principal rivers, and flood reports and forecasts are provided as indicated. Severe weather information is further disseminated to interested agencies and each political subdivision of the State through appropriate State EM communications media.

B. Enemy Attack Warnings

The source of warning of an enemy attack on the United States is the North American Air Defense Command (NORAD). Upon indication of an attack, NORAD initiates the warning information over the National Warning System (NAWAS) which is transmitted into New Jersey through appropriate routing systems and is received at the State Warning Point located in the State EOC, located in the Headquarters, New Jersey Division of State Police in West Trenton. The warning is then disseminated to all political subdivisions of the State by the New Jersey EM Attack Warning System, a coordinated communications system comprised of integrated NAWAS, teletype, radio, NJCJIS computer and telephone networks.

VI. CONCEPT OF OPERATION

A. General

1. Warning information of enemy attack is received at the State Warning Point.
2. Warning information of predicted or actual natural disasters, is originated by the National Weather Service or the State EM.
3. County governments will be warned of predicted natural or man-made disasters and enemy attack by means of State EM communications systems. County/local officials are responsible to issue official warnings to the general public in accordance with locally developed warning plans.
4. Unofficial warning of an impending disaster will not be disseminated until it is authenticated.

B. Statewide Warning System

Warnings are disseminated throughout the State over the communications system described below.

1. **Primary System**—The New Jersey EM Attack Warning System. This system transmits to all political subdivisions within the State in accordance with the New Jersey Attack Warning Plan. The State NAWAS circuit is used as the primary system. The State Police teletype system and the NJCJIS are also used.
 - a. The State NAWAS is a landline (wire) network of telephones and loudspeaker type instruments. Tab B outlines the network and locations of this State's 27 NAWAS points.
 - b. The State NAWAS system, in addition to providing initial warning, also provides voice communication for direction, control and information gathering. It can be used for warning redundant to the Attack Warning System and then become an operational network.
2. **Supporting Systems**—Emergency Broadcast System (EBS)
 - a. EBS is an integral part of the warning system and could under certain conditions, and with proper authority, be utilized in supplementing the warning system. Alerting and warning information over EBS could be vitally important to many localities throughout the State.
 - b. National Weather Service Offices may activate the EBS in their warning area to issue warnings **WHEN**: Emergency short fused severe weather situations pose a threat to the safety of life and property.
 - c. The EBS may best be used for the following warnings: Tornado, severe thunderstorm, flash flood, and hurricane warnings with unexpected course changes or short lead times.
 - d. With discretion of the issuing Weather Service Office and it's local policy: hurricane or tropical storm local action statements and warnings, flood warnings, blizzard warnings, and coastal flood warnings.

C. Procedures

1. County EM Coordinators and municipal EM Directors and other personnel holding warning responsibilities will be aware of the public warning procedures of Federal agencies described below:
 - a. The Federal Emergency Management Agency will provide warnings of attack to key radio stations in the Emergency Broadcast System at the same time NAWAS warnings are disseminated through the State EM Attack Warning System.
 - b. The National Weather Service will furnish severe weather watches and warnings to radio and television broadcasting stations at the same time this information is transmitted to the State EOC.
2. Public broadcast of both attack and disaster warnings may occur prior to receipt of this information by county and local EM organizations through EM Channels. Public Broadcast of such warnings does not relieve EM personnel of their warning responsibilities.

3. EM personnel will not make emergency weather forecasts. Their responsibility is to disseminate watches and warnings developed by the National Weather Service and the Federal-State River Forecasting Service, and to report actual occurrences within their area of jurisdiction.

VIII. RESPONSIBILITIES

A. State EM

1. Design, test, evaluate and provide overall coordination of statewide warning system.
2. Identify reliable systems and equipment for relaying warning and other emergency information to political subdivisions not served by NAWAS or county wide dispatch and alerting systems.
3. Assist all levels of State government in the preparation of warning plans.
4. Conduct a monthly test of the State EM Attack Warning System and correct deficiencies as appropriate.

B. New Jersey State Police

1. Establish and maintain, on a 24-hour basis, the State Warning Point for receipt of warning information over NAWAS.
2. Disseminate warning and warning information received over NAWAS to all political subdivisions via the State Attack Warning System.
3. Notify the State EM Staff Duty Officer of warnings during non-duty hours.

C. State Agencies and Volunteer organizations

These agencies with internal communications networks, i.e., New Jersey Department of Transportation, New Jersey State Police, Bureau of Forestry, RACES and others with a communication capability will be prepared to assist upon request in the dissemination of warning information.

D. County/Municipal Governments

1. Develop and distribute warnings and alerting plans to supplement the State warning system.
2. Maintain a training program for personnel who have a warning function.
3. Test the warning system (sirens, horns) at least once a week.
4. Develop an educational program to assure that local citizens are familiar with, can identify and can react to warning signals.

TAB A

DEPARTMENT OF DEFENSE

FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL WARNING SYSTEM

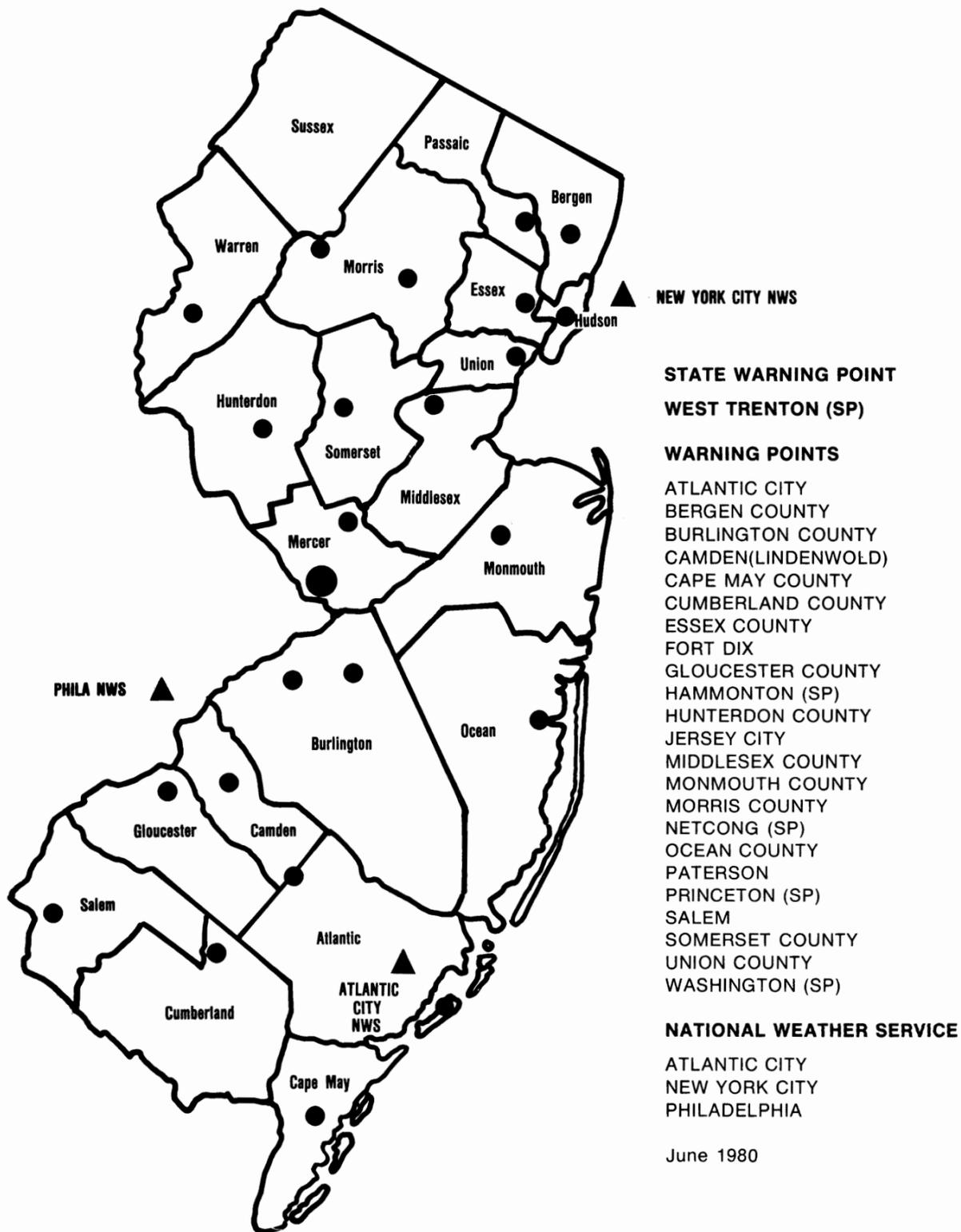


9-AI

- Warning Centers
- ★ Regional Offices
- State Warning Points
- Warning Points

- Control Circuit
- = Warning Circuits

**STATE OF NEW JERSEY
NAWAS
(NATIONAL WARNING SYSTEM)**



June 1980

APPENDIX V

DISASTER ANALYSIS AND MITIGATION

I. GENERAL

Disaster protection begins with recognition and understanding of the kinds of natural disasters likely in a given area and the vulnerability of the area to those disasters. Based on this understanding, all levels of government can establish objectives for achieving protection against the threats. Under the Federal system of government it is essential that the disaster preparedness programs be a cooperative and concerted effort involving Federal, State, and local government. Programs resulting from such cooperative effort require the application of science and technology, development of plans and organizations, allocation of resources, and education of the public.

II. VULNERABILITY ANALYSIS

Vulnerability analysis is a prerequisite to effective disaster preparedness. The variety in types and frequency of natural disasters and the differences in effect and damage make it clear that an assessment of vulnerability must be made for each community as a first step in formulating regulations, plans, and programs to reduce hazards and prepare for disasters. (See Attachment I).

Over half of the population of the United States is located on or near its coastlines, and the percentage is increasing. These areas are the most vulnerable to catastrophic disasters—earthquakes on the West Coast and hurricanes on the Gulf and East Coasts—and are therefore being systematically analyzed to determine vulnerability and to develop specific and realistic preparedness plans.

III. PREDICTION AND WARNING

The value of past investment in prediction and warning capabilities is clearly demonstrable. Despite the increasing property losses, there has been a notable decline in lives lost when such capabilities have been established and used, notably for hurricanes and tornadoes.

IV. PUBLIC INFORMATION

Public awareness of the threats posed by the various natural disasters is essential to preparing for them and reducing their destructive effects. This awareness can be achieved by making information about disasters—and what to do if one occurs—readily available and easily understandable. When appropriate, information campaigns should coincide with the peak time for “seasonal” occurrences, such as hurricanes, tornadoes, floods, and fires. However, knowing about the hazards and what to do in the event of a disaster provides only limited assurance that an individual will respond on the basis of his knowledge. Governments and individual citizens, therefore, have a shared responsibility to create conditions more likely to assure public responses that will reduce losses to life and property.

It has been found that the public responds most readily to those sources of

information that are used routinely and frequently, such as radio, television, newspapers, and the telephone book.

V. DISASTER MITIGATION

Like protection, disaster mitigation begins with an estimate and appreciation of an area's vulnerability to natural disasters. The objective of mitigation is to find ways to reduce the vulnerability of people and property to damaging effects.

A. River Floods

The flooding of land adjoining the normal course of a stream or river has been a natural occurrence since the earth took its present form. What makes a flood a disaster is man's occupancy of the flood plain. The economic attractiveness of the level, fertile land of the flood plain along these natural routes of communication has encouraged development of flood-prone areas despite their potential for disaster. As these lands have been developed, the public demand for protection from economic losses caused by the inevitable floods has grown.

Despite efforts over the years to provide protection for developed areas, losses from floods continue to mount. Since 1936, more than \$9 billion of Federal funds have been spent on flood protection and prevention measures. The Water Resources Council, in its First National Assessment (1968), predicted that flood losses would increase to an annual \$55 billion by the year 2020 barring any major improvements in existing flood protection and prevention programs. The annual losses in recent years have been variously estimated as from \$1.5 to 2 billion. The steady increase in the annual flood losses has been attributed mainly to expanded investment in flood-prone areas.

Measures taken to provide protection from floods, or more properly to reduce the losses from floods, fall into two categories: flood control measures and flood emergency measures.

Flood control measures are those of a permanent nature, deliberately planned and executed over a period of time and based on the expectancy of floods of various magnitudes. These measures include land treatment in the watersheds to abate water runoff; engineering works such as dams and reservoirs to regulate the river flow and levees, channel treatment, and floodways to keep flood waters out of specific areas; and finally, regulations for land use to insure the most economical use of the flood plain, considering the hazard involved.

Flood emergency measures are those of a temporary nature, taken on an emergency basis when warning is received of impending floods that endanger unprotected areas of what will exceed the protection afforded by permanent works. Included are emergency land treatment of watersheds suddenly denuded by fire or other natural causes; emergency engineering measures such as building temporary levees or improving permanent levees, clearing channels by reducing obstacles or ice jams, and flood-fighting actions after arrival of the flood; evacuation of people and property from endangered areas; and rescheduling of production, transportation, and other service activities to minimize interruptions and loss from the flood.

Vital to the effectiveness of emergency measures are timely and accurate prediction and warning of the flood event and the preparedness—the know-how

and the wherewithal—of the endangered communities and populace to take the appropriate actions.

B. Hurricanes and Storm Surges

The hurricane brings devastation by wind, flood-producing rain, and—most lethal of all—the storm surge.

Since the beginning of this century, the toll in lives exacted by hurricanes in the United States had lessened despite the increasing population density along the Gulf and Atlantic Coasts. In effect, lives are being saved by improved prediction and warning, while property losses continue to rise. There is a growing concern, however, that increasing population density, inadequate evacuation routes, ineffective building codes, and insufficient safe refuge may lead to a major hurricane catastrophe along the Atlantic and Gulf Coasts.

The greatest loss of life associated with hurricanes is from drowning, by a ratio of about nine to one. A secondary but serious danger is electrocution caused by fallen power lines. Often accompanying hurricanes are tornadoes, adding their characteristically severe winds to those of the storm. In addition, a hurricane that has spent its initial force may still bring damaging precipitation and dangerous flash floods.

Hurricane Betsey in 1965 ushered in the era of the billion dollar hurricane, causing \$1,420,500,000 in property damage—slightly exceeded in 1969 by Camille, with \$1,420,700,000 in damage. Hurricane Camille, perhaps more than any other disaster, prompted a thorough reappraisal of the country's preparedness for disasters and in particular for hurricanes.

Predict and warn—these two words succinctly define the purpose of the hurricane warning service.

The National Hurricane Center (NHC) at Miami has the overall responsibility for operations and meteorological analyses related to the position, intensity, and movement of hurricanes in the Atlantic, the Caribbean, and the Gulf of Mexico. NHC coordinates four Hurricane Warning Offices (HWO's), which are responsible for maintaining a close watch on potential hurricane development in their areas of responsibility and for issuing advisories and bulletins to the general public and to disaster and rescue agencies in threatened areas.

Large-scale surface and upper-air analyses and forecasts are prepared manually and by computer every 6 hours at the National Meteorological Center. These surface and upper-air observations, with those from other agencies and governments, form the backbone of the analyses. This information is supplemented with additional weather data reported from ships, aircraft, and weather satellites. Special reconnaissance flights also seek out and penetrate the hurricane. A detailed hurricane forecast is then prepared by NHC or by an HWO after consultation with NHC. This forecast is based upon NHC statistical and dynamic techniques and programmed for the computer. Once a hurricane nears landfall, a coastal radar network extending from Maine through Texas keeps constant surveillance of the hurricane's position and movement.

Public advisories and bulletins by the Warning Offices give the hurricane's position, intensity, direction, and rate of movement, as well as the areas declared under a hurricane watch or warning. They also include a statement of the effects

to be expected from the storm. Marine, aviation, and military advisories are prepared to provide needed special information.

Forecasts and warnings are given immediate and widespread distribution by all available communications, including teletypewriter, radio, telephone, newspapers and television. Warnings and advisories are available simultaneously at all weather stations on the Gulf and Atlantic Coasts by special hurricane teletypewriter circuits. Local weather offices are responsible for ensuring local distribution of advisories and bulletins and for preparation of Statewide or local effects of the hurricane.

C. Forest and Grass Fires

In purely economic terms, federally owned forest resources yielded approximately \$500 million from timber sales, royalties, and grazing forest lands in 1970. When these yields are considered along with the incalculable ecological benefits of the forests, it is apparent that a viable fire preparedness program is essential for the protection of these valuable resources.

Although wildland (including brush and tundra) fires are an ever-present threat to life, the fact that loss of life has been relatively low can be attributed to improved local preparedness and emergency actions, which are becoming increasingly important as residential development increases in urban and rural areas.

Protection includes those programs, procedures, and techniques that are required in the prevention, prediction and warning, and suppression of wildland fires. The protection programs are a combined team effort of Federal, State, local, and privately operated fire protection agencies. The ultimate goal is the systematic reduction of the amount of wildland acreage burned each year.

The organizations of the Federal and State wildfire control agencies are designed to meet the peculiar conditions in their specific areas of responsibility and thus vary widely. Agencies of the Departments of the Interior, Agriculture, Defense, and Commerce are participants in Federal interagency fire control agreements. Additionally, the U.S. Forest Service, in the Department of Agriculture, has cooperative agreements with 50 States, and the Bureau of Land Management, in the Department of the Interior, with 13 States. Federal support to the States includes financial assistance, training, inspection, implementation of research knowledge and technology, and development and procurement of fire equipment. Additionally, Federal and State agencies have joint procurement contracts with private operators for use of aircraft in fire suppression activities.

D. Frost and Freezes

Many factors affect the success or failure of agriculture, but none plays a more decisive role than weather. Annual losses attributed to weather are estimated at \$11 billion. Based on 30 years' experience, frosts and freezes have accounted for 10 percent of these losses. Frosts and freezes constitute a milder form of catastrophe than other types of disasters; however, the economic impact on agricultural industries and communities can be severe.

In extreme instances, certain plants can be completely destroyed, or injured to the extent that recovery may take months or years. Economic losses are borne by the agribusiness community and the consumer, as well as by the producer.

Since frosts and freezes cannot be prevented, protection lies in prediction, warning, and preparedness procedures. The Federal Government provides frost and freeze predictions and warnings; however, protection measures for crops are primarily the concern of the producer.

E. Drought

Drought has been recognized as a prime cause of human misery since the beginning of recorded history. While generally associated with semiarid and arid climates, drought can occur in areas that normally enjoy adequate rainfalls and moisture levels. Regardless of its focus, prolonged and intensive drought produces the same results: extensive crop failure, premature sales of livestock resulting in shortage or disappearance of potable and industrial waters, and increases in the debt burdens of individual victims and governments in the affected areas.

The term "drought" has been commonly applied, rather inconsistently, to three major forms of dryness: (1) a natural condition caused by less-than-average precipitation over a certain period of time, (2) a natural condition under which the average precipitation is low, and (3) nature's failure to fulfill the wants or meet the requirements of man. The definition used in this report is that drought is a meteorological phenomenon and occurs during a period when precipitation is significantly less than the long-term average and when this deficiency is great enough and continues long enough to affect mankind. Drought is thus measured in terms of the duration and magnitude of the departure from the average climate in the area under consideration. The effects of drought are measured in the various sources of water—soils, lakes, streams, and surface and underground reservoirs—upon which man depends for his supplies. Depending upon the extent to which a drought reduces these supplies with respect to the developed demand, the effects of droughts may be mild, moderate, or severe.

Disaster protection, as it relates to drought, cannot be discussed in the same manner as can protection from the more abruptly occurring violently destructive types of disaster. The state of the art relative to prediction and warning of drought conditions is not such that it can be considered part of a viable protection program. Occurrence of drought does not require that evacuation be undertaken or first aid be provided. People are not suddenly rendered homeless or without food and clothing. The effect of drought is basically economic, and this effect develops over a prolonged period. Drought does resemble other types of disaster in that victims can be deprived of their livelihoods and communities can suffer economic decline.

Drought-protection methods fall into three categories: (1) those passive procedures that are taken well in advance of drought danger and that are designed to avoid losses; (2) those Federal, State, and local alleviation programs that shield an area from the effects of drought by early preparation (storage, conservation, and reuse of water; improvement of water supplies; weather modification to induce increased precipitation; and avoidance of high water-use activities in particularly hazardous areas); and (3) those emergency measures that provide relief after drought conditions become severe (economic and material assistance to sustain the inhabitants and emergency measures to supply water by piping or hauling).

F. Land Use and Construction

Averting or lessening the potential effects of natural disasters can be achieved by regulating the use to which land is put and the materials and methods employed in the design and construction of physical facilities. For example: "Much of the debris in (the Lubbock tornado) originated from buildings. This debris consisted of broken glass, masonry veneer, wood cladding, copings, clay roofing tiles, and metal roof and wall panels. This in turn caused damage and generated additional debris as it struck buildings in its path. Obviously one way to reduce the loss of life, limb and property is to pay more attention to the design of these elements."

Similar examples could be cited in reference to other natural disasters, such as siting housing developments and utility structures on identified geological faults, on potential slide areas or unstable fills, or on flood plains.

Except on Federal lands or, in certain instances, where Federal funds are involved, the regulation of land use and of construction materials has traditionally resided in the States, with frequent delegation to counties, municipalities, or other local government units through general enabling legislation. The resulting restrictions on property rights have been sanctioned by the Supreme Court in at least two landmark decisions rendered in 1920's. Federal Government concern with safe land use and adequate construction practices is based on both humanitarian and economic considerations. With the continuing concentration of a large percentage of the Nation's population in urbanized areas susceptible to natural disasters, great numbers of people are in jeopardy. There is also need to protect public funds expended in recovery and rehabilitation efforts after disasters, in the form of loans and grants for construction of educational, health, and transportation facilities and for other purposes, and in guaranteeing loans made by private institutions for a variety of reasons.

With the focus on disaster mitigation, we examine the feasible means to bring about a more purposeful and effective cooperative venture in this field between the Federal Government and State and local jurisdictions.

As in other areas, an understanding of the vulnerability to disaster of a geographic location is prerequisite to effective action directed toward achieving safer land use.

The results of vulnerability analyses are generally presented in the form of "risk maps," which portray the type and degree of hazard represented by a particular natural phenomenon in a given geographic location. Earthquake risk mapping, for example, identified faults and the underlying geological conditions of the locality, flood plain mapping indicated the areas likely to be covered by water during floods of given magnitudes, and forest-cover mapping estimates the vulnerability of woodlands to fire.

The Federal Government is now engaged in risk mapping. The National Oceanic and Atmospheric Administration (NOAA), Department of Commerce, and the U.S. Geological Survey (USGS), Department of the Interior, have ongoing programs to identify hazards and earth conditions in areas susceptible to earthquakes, tsunamis, landslides, and volcano activities, mostly in the Pacific States and in Hawaii. The work of the U.S. Army Corps of Engineers and the Soil Conservation Service (SCS) in mapping flood hazards is extensive. NOAA also is conducting a program to identify and map coastal areas likely to be flooded as a result of hurricanes and storm surges.

PRELIMINARY HAZARD ANALYSIS

Procedures

1. Prepare Form HA-1, using all available information concerning the HISTORY of the various types of disaster emergencies in the jurisdiction analyzed. Use the best sources of information and judgement in the determination of the rating assigned to the type of disaster under POTENTIAL.
2. Make a list of the potential disaster situations in order of severity, starting with the worst in terms of frequency of occurrence, amount of damage to persons and property, complexity of problems, etc. (Information from HA-1.)
3. Prepare form HA-2 for each type of hazard. Consider each hazard on the basis of the functions which would probably be necessary to meet the situation. Determine the resources now available to perform each function, and the agency which has primary responsibility to respond. List contact personnel, with appropriate information.
4. Make a list of disaster functions for which no adequate capability exists at this time. Assign priorities for remedial action or planning. (Information from HA-2.)
5. Report the results of your HAZARD ANALYSIS to your local government, the local emergency council, and other groups which have interest in adequate disaster operations planning.
6. Make plans for necessary action steps to find resources which will eliminate the uncovered parts of your DISASTER PLAN.

ATTACHMENT I

LIST OF HAZARD SITUATIONS

A list of hazard situations, brought about by weather, accident, medical emergency or human action, which may have a potential in a local jurisdiction; and for which pre-planning should be done.

A. Weather Conditions

1. Tornadoes and wind storms
2. Floods (streams or low-lying areas)
 - a. Flash floods caused by sudden, heavy downpour of rain
 - b. Anticipated floods caused by rains or snow-melt in the watershed area
3. Blizzard or very heavy snowfall
4. Earthquake
5. Drought or extended dry spell causing water shortage

B. Accident Emergencies

1. Fires (multiple buildings; industrial; forests; grass)
2. Explosions (industrial; gas line; chemicals; other)
3. Transportation facilities
 - a. Airplane wreck
 - b. Train wreck
 - c. Motor vehicle; automobile, bus, truck, other
 - d. Boat accidents
4. Transportation failures
 - a. Power transmission lines
 - b. Water lines
 - c. Gas lines
5. Collapse of building structure or bridges

C. Medical Emergencies

1. Mass poisoning
2. Subversive destruction

D. Nuclear Emergencies

1. Nuclear materials production or assembly
2. Transportation of nuclear materials.

INSTRUCTIONS FOR COMPLETING PRELIMINARY ANALYSIS WORKSHEET

(Form HA-1)

1. Identify the geographic area (jurisdiction).
2. Add to the list of Form HA-1 any recognizable hazards which are not already listed.
3. HISTORY—Assign a rating to each type of disaster listed on the basis of its history in the area during the past ten years:

0—No disasters of this type.

1—One or two occurrences; slight damage; few persons involved; few problems; easily handled.

2—Few occurrences; minor damage; more persons involved; some difficult problems; minor expense.

3—Several occurrences; some major damage; many victims involved; several problems; major expense.

4—Frequent occurrences; extensive damage; large number of victims; many problems; heavy expense.

5—Frequent occurrences; very heavy damage; large number of victims; many complex problems; very large expense.

POTENTIAL—Assign a rating to each type of disaster on the basis of its possibility or probability in the area. Consider all factors, including past history, in your determination of the rating assigned. Factors might include: construction of new homes in low-lying areas; increased airline traffic; the addition of industrial plants; increased traffic on streets and highways; possibilities of air and water pollution; and civil disturbance situations.

PRELIMINARY HAZARD ANALYSIS WORKSHEET

Form HA-1

Jurisdiction _____ State _____

Specific Disaster Hazard	HISTORY					POTENTIAL						
	0	1	2	3	4	5	0	1	2	3	4	5
WEATHER	_____											
Tornado-Wind Storm	_____											
Flash Flood	_____											
Anticipated Flood	_____											
Blizzard	_____											
Earthquake	_____											
Drought	_____											
ACCIDENTS	_____											
Fires	_____											
Explosion	_____											
Airplane Wreck	_____											
Train Wreck	_____											
Motor Vehicle Wreck	_____											
Boat Accident	_____											
Power Failure	_____											
Water Failure	_____											
Gas Failure	_____											
Structure Collapse	_____											
MEDICAL	_____											
Mass Poisoning	_____											
Extreme Smog	_____											
Epidemic	_____											
Water Pollution	_____											
HUMAN ACTION	_____											
Civil Disturbance	_____											
Subversive Destruction	_____											
NUCLEAR	_____											
Material Production	_____											
Transportation	_____											
OTHER	_____											
_____	_____											
_____	_____											
_____	_____											
_____	_____											
_____	_____											

INSTRUCTIONS FOR COMPLETING PRELIMINARY ANALYSIS OF EACH HAZARD

(Form HA-2)

1. Prepare a separate Form HA-2 for each type of emergency which is a possibility in the geographic area studied.
2. Identify the type of disaster listed on HA-1.
3. Assign a priority for action in comparison with other disaster situations on the basis of need for such action.
4. List all functions which might be needed in this type of disaster emergency; consider all possibilities.
5. List the responsible agency or primary resource to carry out the functions listed.
6. List names, addresses and phone numbers (business and home) of the persons with whom you would have contact regarding the function involved.
7. Give particular attention to functions for which there seems to be no resource or those which you believe to be inadequate.

PRELIMINARY ANALYSIS OF EACH HAZARD

Form HA-2

DISASTER HAZARD _____ PRIORITY _____

EXPECTED FUNCTIONS	PRIMARY RESOURCE	CONTACTS
Warning	_____	_____
Evacuation	_____	_____
Rescue	_____	_____
Damage Survey	_____	_____
Fire Protection	_____	_____
Property Protection	_____	_____
Traffic Control	_____	_____
Public Information	_____	_____
Designate Hazard Areas	_____	_____
Care of People: Shelter	_____	_____
Feeding	_____	_____
Clothing	_____	_____
Medical	_____	_____
Welfare Inq.	_____	_____
Public Health & Sanitation	_____	_____
Care of the Dead	_____	_____
Debris Removal	_____	_____
Utilities Services	_____	_____
Communications	_____	_____
Transportation	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX VI

DAMAGE ASSESSMENT PROCEDURES

I. AUTHORITIES AND REFERENCES

- A. New Jersey Executive Order No. 12, December 3, 1970.
- B. Disaster Relief Act of 1974, Public Law 93-288, May 22, 1974.

II. PURPOSE

To establish procedures for the assessment and reporting of damage to public and private property resulting from disasters.

III. SCOPE

- A. Includes damage assessment responsibilities of government officials immediately following a disaster.
- B. Provides a system for reporting information to appropriate officials and agencies regarding type of damage which occurred during emergency.
- C. Outlines procedures for developing data re State, county and municipal government expenditures of funds and commitment of resources and equipment to alleviate the effects of a disaster for which no Federal reimbursement will be required.
- D. This section does not include the damage survey procedures involved in Project Applications for Federal Assistance after a Presidential Declaration.

IV. DEFINITIONS

Damage assessment—A systematic analysis of the nature of damage to public and private property which identifies the problem resulting from the occurrence based upon actual observation and inspection. It is performed on an urgent basis to provide an initial estimate of damage. The two methods most commonly used in assessing damage are the “windshield” survey and the “on-the-spot” damage assessment.

- A. A “**windshield**” damage assessment is a quick visual overview of the affected area for determining disaster impact and particular problem areas.
- B. An “**on-the-spot**” damage assessment is a block by block inspection throughout the affected area to accurately determine the magnitude and extent of damage.

V. SITUATION

When a disaster of such magnitude occurs that it could result in a Presidential Declaration, a damage assessment of public and private property will be required for each affected local political subdivision to determine the extent of that damage. This information will provide a basis for:

- A. The determination of actions necessary, the establishment of priorities among essential actions, and the allocation of State, county, and local government resources in the disaster area during the early stages of the recovery effort.

- B. The Governor's decision whether to:
 - 1. Request assistance from Federal agencies under statutory authority in other than a Presidentially declared Emergency or Major Disaster.
 - 2. Request a Presidential Declaration of Emergency or Major Disaster as provided for under PL 93-288.

VI. CONCEPT OF OPERATIONS

- A. Damage assessment is the responsibility of county and local government, primarily the responsibility of the County EM Coordinator and the local Director. County Coordinators will obtain collected data from local directors and submit a consolidated county report to the State Director. This data will include damage impact (i.e., social, economic, disruption), people problems, and a dollar estimate of damages. Damage assessment should be initiated as soon as the disaster damage has reached a peak and can be estimated with a reasonable degree of accuracy. It should be conducted separately from life saving and property protection operations. Damage assessment methods include aerial inspection and drive-through (windshield) survey. Photo interpretation may be an ancillary method.
- B. Damage will be assessed by pre-arranged teams, using local resource people. In this connection, U.S. Department of Agriculture County Emergency Boards routinely gather information on damage to farm residences, buildings, crops, livestock, etc., which they forward through channels to the U.S. Department of Agriculture. Local Red Cross can assist particularly in casualty information and in determination of requirements for shelter and housing and other needs of the people. To eliminate duplication of effort, the capabilities of these organizations should be integrated into local plans for collection of damage assessment information. If the magnitude and severity of the damage requires, damage assessment assistance to local governments may be requested through normal Emergency Management channels. The State Damage Assessment Coordinator then can request professional and technical personnel to be provided by appropriate State agencies to operate as State Damage Assessment Teams.
- C. The severity and magnitude of the situation will dictate the type of damage assessment to be performed, "windshield" and/or "on-the-spot" and the method to accomplish the assessment. In a localized emergency/disaster, the initial damage assessment often produces all the information that is necessary for planning and conducting an effective disaster assistance operation. In widespread and concentrated emergency/disaster situations, the "windshield" survey will precede the "on-the-spot" detailed damage assessment.
- D. Within 72 hours after a disaster, or when conditions permit, Damage Assessment Reports will be prepared by local EM Officials and submitted to County EM Coordinators. The standard Damage Assessment Report Form will be used for this purpose. The information obtained will be used to direct priority attention to areas of concentrated damage and to give the State a basis for gauging the impact of the disaster on the State, counties and municipalities, and the private sector. The data will also provide a basis to the Governor for requesting supplemental assistance from the Federal Government through FEMA.

- E. The Governor may choose to request Federal aid. The President, as the result of the Governor's request, may declare a Major Disaster which will result in Federal aid to designated counties. Only after a Presidential Declaration will joint Federal-State survey teams inspect the damage on a scheduled basis to verify the damage assessment data and determine the exact amount of damage.

VII. RESPONSIBILITIES

A. State EM

1. Has overall responsibility for the coordination of damage assessment for the State of New Jersey.
2. Is responsible for making recommendations to the Governor concerning submission of a request for a Presidential Declaration.
3. If, in the opinion of the Governor a Presidential Declaration request is warranted under Section 301 of PL 92-288, it will prepare a letter recommending such declaration.
4. Responsible for consolidation of damage assessment reports from State agencies and political subdivisions and preparation of the State Damage Assessment Report, and, if necessary, the formation of State Damage Assessment Teams. Appropriate State agencies may be requested to provide experienced personnel to conduct damage assessment. This assignment may be either on an individual agency basis to document damage and to correlate damage reports from other sources, or as a member of a State Damage Assessment Team to assist county and municipal governments in assessing and classifying damage.
5. State Damage Assessment Teams will operate in accordance with the following guidelines:
 - a. Adequacy of representation will be assured.
 - b. Will assist county and municipal governments in conducting damage assessments and preparing necessary reports.
 - c. Will maintain liaison with parent agency to avoid duplication of damage assessments conducted by respective agency.
6. Provide assistance to county and municipal governments in conduct of training relative to damage assessment procedures and preparation of reports.

B. State Agencies

1. Coordination and support of the damage assessment functions at the State level will be accomplished by assistance from all State agencies.
2. Each agency will conduct damage assessment surveys and prepare required reports regarding damage to State-owned property under its cognizances.
3. The following agencies will maintain a list of available personnel for assignment as members of State Damage Assessment teams:
 - a. **Department of Agriculture**—farm and agriculture damage.
 - b. **Department of Community Affairs**—community re-development and recreational facilities.

- c. **Department of Environmental Protection**—State-owned flood control; park, forest and recreational facilities and public water supply and sewer disposal systems and facilities.
- d. **Department of Transportation**—State, Federal-aid and other highway systems and facilities, and damage to key air, rail and bus transportation systems and facilities.

C. County EM Coordinators

1. Prepare SOP's to accomplish damage assessment responsibilities outlined in this plan.
2. Consolidate damage assessment reports from political subdivisions and prepare required reports for submission to State EM.
3. Establish a damage assessment capability as an integral part of the county emergency organization. A suggested source list for team membership includes:
 - a. City/County Engineers
 - b. Personnel of Utility Companies
 - c. Police and Fire Officials
 - d. County Agricultural Agents
 - e. County Health Officials
 - f. Red Cross Officials
 - g. Tax Officials
 - h. Building Inspectors
 - i. Real Estate Appraisers
 - j. Contractors
 - k. Professional Engineering Associations
4. Coordinate with governmental officials the assessment of damage to public and private property. Collect information as to number of casualties, homeless, mass care requirements, and county expenditures and obligations for emergency public assistance.
5. Maintain records of damage assessment reports and documentation of damage to include photographs and sketches.

D. Municipal EM Director

Develop a damage assessment capability to include, generally, the duties and responsibilities outlined in C, above.

VIII. DAMAGE ASSESSMENT REPORTS

Sample forms, documents, etc. relating to the Federal Disaster Assistance Program, together with a detailed SOP outlining procedures to be followed are contained in the New Jersey "Disaster Operations Field Manual," which supplements this Plan.

APPENDIX VII

AMERICAN NATIONAL RED CROSS, SALVATION ARMY, SEVENTH-DAY ADVENTISTS AND CIVIL AIR PATROL

I. AUTHORITY AND REFERENCE

Public Law 93-288

II. MISSION

To render comprehensive emergency disaster relief services, within their capabilities, to persons suffering from the results of a natural disaster/emergency. These services may consist of:

- A. Medical and nursing aid
- B. Home repairs and restoration
- C. Referral services for relief assistance
- D. Search and rescue operations
- E. Emergency transportation
- F. Services to disaster workers
- G. Spiritual ministry and counseling
- H. Mass and individual feeding
- I. Temporary and/or emergency shelter
- J. Distribution of clothing, food, furniture and household supplies
- K. Registration and identification

III. RESPONSIBILITIES

- A. Volunteer organizations are responsible for providing disaster relief assistance in accordance with Statements of Understanding and/or Joint Agreements between the State of New Jersey and the volunteer agency concerned.
- B. In extending disaster relief assistance, volunteer agencies will cooperate with and coordinate its activities with all agencies, public and private, state and national level, whose activities are directed toward the alleviation of disaster-caused suffering and needs.
- C. Additional definitive responsibilities peculiar to the volunteer agency concerned are outlined in Tabs A through D, together with information regarding organization, concept of operation and command and control.

TAB A

AMERICAN NATIONAL RED CROSS

I. AUTHORITIES AND REFERENCES

- A. U.S. Public Law 4, 58th Congress, January 5, 1905, as amended, 36 U.S.C.
- B. U.S. Public Law 93-288, Disaster Relief Act of 1974.
- C. Memorandum of Understanding between FDAA and the American National Red Cross, October 12, 1973, with amendment September 4, 1974.
- D. Statement of Understanding between the State Of New Jersey and the American National Red Cross. (See Page 156).

II. ORGANIZATION (See organization chart on page VII-7).

III. CONCEPT OF OPERATION

- A. See "Red Cross Disaster Policies", page VII-8.
- B. The American National Red Cross (ANRC) is a voluntary organization dedicated to provide for the welfare of people on a national basis before, during and after a catastrophe. It is a quasi-governmental organization, operating under Congressional charter, and officered in part by governmental appointments. Its funds are disbursed under the security of governmental audits. Emergency/disaster assistance is financed solely through publicly donated funds.
- C. The ANRC aid to disaster victims is not dependent upon a Presidential Declaration of a major disaster but is provided, regardless of the size of the catastrophe, the number of people involved or the commitments of any other voluntary governmental agencies.
- D. In the event of an emergency/disaster in the State of New Jersey, the ANRC will work closely with the Department of Human Services, Division of Public Welfare, as well as State EM.

IV. RESPONSIBILITIES

In addition to the responsibilities set forth in the attached Statement of Understanding the ANRC may also provide any or all of the services indicated below before, during and after an emergency/disaster.

A. Pre-Emergency Phase:

1. Recruit and train volunteers.
2. Assist in disseminating warnings of approaching or impending emergency/disaster.
3. Assist in movement and storage of household furnishings.
4. Assist in warning, rescue and evacuation of people.

5. Provide emergency information concerning welfare of evacuees.
6. Promote National Flood programs.
7. Assist the news media in issuing precautionary measures to be taken by persons in the path of a disaster.
8. Assist government with pre-disaster surveys of hazardous areas.

B. Emergency Phase:

1. Provide damage assessment surveys of the affected areas.
2. Establish and administer mass-care centers and provide medical and nursing coverage.
3. Provide food at fixed and mobile feeding stations.
4. Augment resources of public health and hospital facilities by recruiting additional physicians and nurses.
5. Establish first aid stations.
6. Assist in transporting the sick and injured.
7. Assist in securing additional medical supplies.
8. Provide whole blood and its derivatives when needed.
9. Meet the immediate needs of persons requiring food, clothing, essential household furnishings and other basic needs.
10. Provide welfare and inquiry service on a continuing basis for those families in need of such service.

C. Recovery Phase:

1. The ANRC affords assistance to victims based upon disaster-caused need, not loss. Dependent on an evaluation of needs and resources available, assistance may include:
 - a. Food, clothing and other maintenance, until the family income is restored or other regularly constituted benefits are obtainable to the community.
 - b. Emergency shelter and temporary housing up to 30 days following a disaster or until other resources are available to meet the need.
 - c. Repair or rebuilding of owner-occupied homes and other essential structures.
 - d. Household furnishings through purchase of basic items essential to family living.
 - e. Medical and nursing care for those injured or made ill because of a disaster, or whose condition was aggravated by a disaster.
 - f. Occupational supplies and equipment.

IV. COMMAND AND CONTROL

- A. The ANRC will insure that an appropriate liaison official is designated to

function at the State EOC in the event it is activated as a result of an emergency/disaster situation.

- B. The ANRC will keep the appointed SCO or his designated representative for a particular emergency/disaster advised of actions taken and will maintain continuous liaison to insure effective assistance is being given disaster victims.
- C. The ANRC will coordinate its family service activities through the Department of Human Services, Division of Public Welfare and augments its existing staff by recruiting sufficient staff and volunteers to meet existing needs.
- D. The ANRC will, upon request from the appointed SCO, provide personnel to assist in or assume responsibility for coordinating the services of other voluntary agencies during and after a catastrophe.
- E. The ANRC will furnish its own supplies.

Statement of Understanding Between The State of New Jersey and the American National Red Cross

PURPOSE:

The purpose of this statement of understanding is to provide a frame of reference within which the State of New Jersey, its agencies, counties and municipalities, and the American National Red Cross will cooperate to carry out assigned responsibilities for disaster preparedness and relief in the event of natural or manmade disaster or enemy attack.

AUTHORITY:

The State of New Jersey, in cooperation with the Federal government, is responsible for the development and execution of civil preparedness programs and for providing assistance to local governments in their development of disaster preparedness plans and capabilities. In conducting these operations, the State of New Jersey will encourage all county and municipal agencies of government to cooperate with agencies established by laws of the United States.

THE AMERICAN NATIONAL RED CROSS

The Act of Congress incorporating the Red Cross as an instrumentality of the Federal government (Public Law 4, 58th Congress) established its charter and required Red Cross to undertake relief activities for the purpose of mitigating human suffering caused by disaster and obligates the Red Cross to develop and carry out measures to prevent such suffering. In maintaining a state of preparedness to carry out its responsibilities, the Red Cross works closely with governments at State and local levels to assure maximum coordination and mutual support.

Scope of American National Red Cross Disaster Services

1. The American Red Cross meets the urgent needs of identified disaster victims by providing food, clothing, shelter, first aid, and other basic elements for human comfort and survival. Shelter, feeding stations, and emergency aid stations are

established as required, and disaster victims needing medical care are referred to available medical facilities. The Red Cross provides blood and blood products to disaster victims and handles inquiries from concerned families outside the disaster area.

2. In providing this assistance, the Red Cross helps disaster victims to utilize the resources of Federal, State and local agencies to meet their needs. If such resources are not available, or families are not eligible for such assistance, the Red Cross may provide the additional help required to meet disaster-caused needs.
3. Assistance to local disaster victims is provided by the nearest chapter and division. Each division and chapter is responsible for developing and maintaining an immediate response capability consistent with the disaster hazards within its jurisdiction. When necessary, the resources of the local chapter and division are supplemented by those of neighboring chapters, division, or the National Organization, in the form of funds, trained personnel, supplies and equipment.
4. Red Cross aid to disaster victims is not dependent on a Presidential declaration of a major disaster or the commitment of any other voluntary or governmental agencies.
5. Red Cross assumes administrative and fiscal responsibility for its disaster function but will not assume fiscal responsibility for disaster services within its sphere which are provided by any other public or private organization, unless such services are specifically authorized by an appropriate American National Red Cross representative.
6. The Red Cross recognizes that the responsibility for the development and execution of a plan of civil defense for the protection of life and property is the responsibility of the Federal Government, the State of New Jersey and its political subdivisions. The American National Red Cross, as an instrumentality of the Federal Government, offers all appropriate assistance at the Federal, State, and local levels in developing plans and readiness for a national emergency. This assistance includes national and chapter staff with experience in mass care, first aid, motor transport, nursing aid, and social welfare service.
7. The Red Cross has agreements with government, professional, and private agencies which provide for a method of communicating and understanding of each others role in disaster.

Cooperation among these agencies is essential to eliminate unnecessary duplication of service. Many private and voluntary agencies rely on Red Cross for information and coordination for a more efficient operation.
8. With the State of New Jersey having an implementation role in the delivery of service to disaster victims in time of presidential declared disasters, the Red Cross offers to assist with this function in its planning and implementation.

Implementation

State of New Jersey

Acting through The State Office of Emergency Management will encourage local civil preparedness agencies and other departments of government charged with emergency

functions, to work closely with Red Cross divisions and chapters and involve and support them to the maximum extent possible, in disaster preparedness planning and operations at State and local levels.

AMERICAN NATIONAL RED CROSS

Will encourage its divisions and chapters to work with State and local civil preparedness agencies toward comprehensive disaster preparedness at the State and local level, and toward provision of mutual support in time of disaster.

Therefore, it is agreed that:

Cooperating arrangements for planning, exchange of information and continuing liaison regarding preparedness for disaster operations will be developed and maintained by the agencies of the State of New Jersey, coordinated by the State Office of Emergency Management and the American National Red Cross and its divisions. Local counterparts of the two organizations will be encouraged to make similar arrangements.

IN WITNESS WHEREOF, the parties hereto have executed this Statement of Understanding on the dates indicated

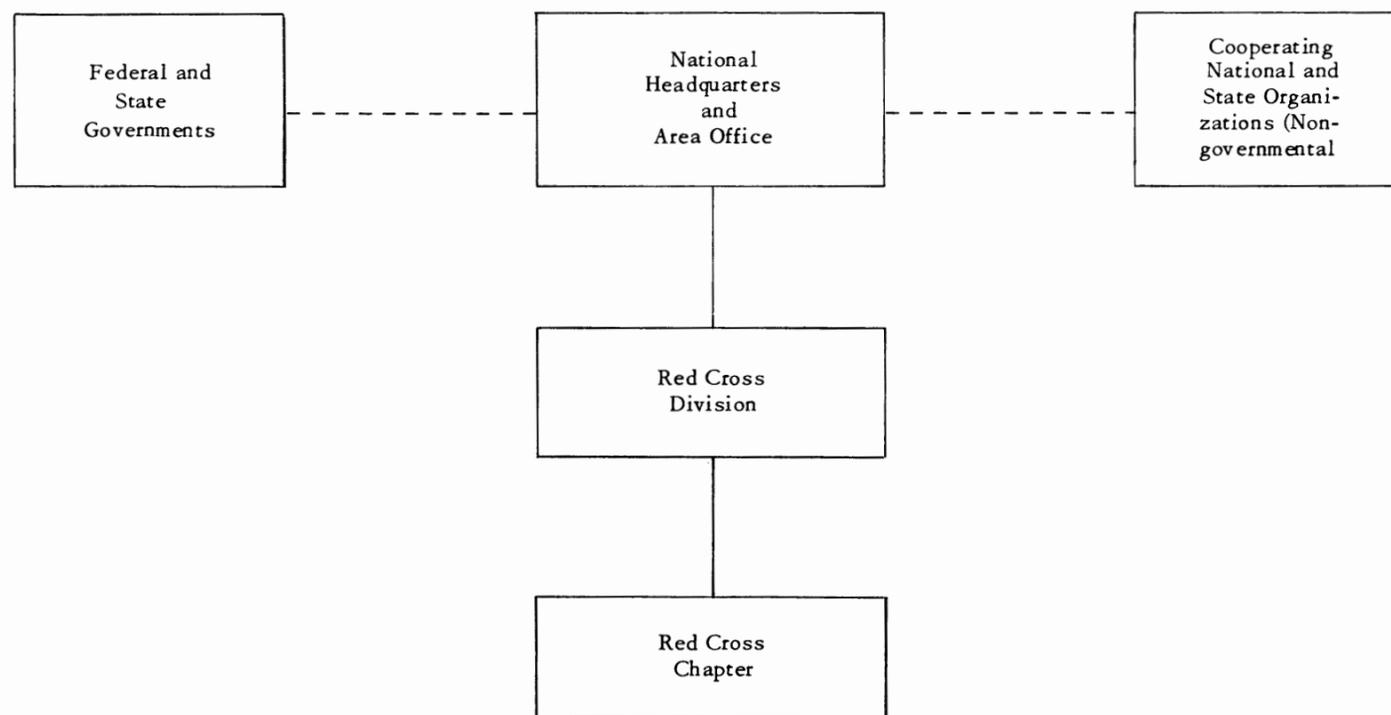
STATE OF NEW JERSEY

AMERICAN NATIONAL RED CROSS

Governor

Area Manager

AMERICAN NATIONAL RED CROSS ORGANIZATION



RED CROSS DISASTER POLICIES

On April 13, 1953, the Board of Governors of the American National Red Cross adopted the following mandatory policies governing disaster relief activities which are quoted in part:

- a. The Red Cross endeavors to avoid all duplication of the work of other agencies and in the discharge of its obligations recognizes the responsibilities of government in disasters. The Red Cross does not assume responsibility for governmental functions but supports the work of government authorities in alleviating the distress resulting from disasters.
- b. The Red Cross has undertaken to establish cooperative understandings and agreements with other agencies, governmental and nongovernmental, with regard to the services to be rendered to persons in need as a result of a disaster and considers such planning a preparedness measure essential to the conduct of the most effective mobilization and extension of relief when a disaster has occurred.
- c. It is the policy of the Red Cross in conducting a disaster relief operation always to avail itself of the services of volunteers and to mobilize and utilize fully local resources.
- d. In the conduct of its disaster relief services, the Red Cross represents all the people of the United States and extends aid without regard to racial, religious, political or other affiliation.
- e. The Red Cross never confiscates supplies or commandeers services.
- f. Red Cross relief to disaster victims is extended only as necessary to supplement the actual and potential resources of the families and individuals affected.
- g. Need and not loss is the basis upon which assistance to disaster sufferers is given through the Red Cross.
- h. The Red Cross does not make loans to families or individuals having needs as a result of a disaster; its assistance is an outright gift from the American people, with no obligation to repay on the part of the recipient.
- i. In meeting disaster-caused needs, the Red Cross is not restricted by any rigid categories of relief but extends its assistance in the form that will most directly contribute to the rehabilitation of victims.
- j. When the need created by a disaster can be adequately met by the application of local resources, the appropriate Red Cross Chapter is expected to assume responsibility for extending relief. However, in disaster situations creating needs greater than local resources can meet, the national organization will assume responsibility and provide necessary additional resources.
- k. Situations caused by economic, political, and social maladjustments, including the usual hazards of industry and agriculture, are not considered to be within the responsibility of the Red Cross for disaster preparedness and disaster relief. However, where there is suffering and want from any cause and fundamental human needs are not being met, Red Cross Chapters may participate in community action in extending relief.
- l. The Red Cross does not directly assist commercial or industrial concerns, nor does

it directly aid educational, charitable or religious organizations, since these are supported from public funds or themselves seek contributions for their work.

- m. Red Cross disaster relief is financed solely through funds donated by the American public. All Red Cross disaster assistance is an outright gift with no obligation for repayment. The Red Cross may not accept payment for disaster assistance or services rendered to disaster victims or emergency workers.
- n. Disaster assistance is available from the Red Cross in the following categories:
 - Emergency First Aid
 - Temporary Shelter
 - Food
 - Clothing
 - Personal comfort items
 - Funds for basic maintenance, such as, rent, fuel, utilities
 - Funds for medical, nursing or hospital care
 - Household furnishings
 - Repair or rebuilding of owner-occupied homes
 - Occupational supplies and equipment
- o. Immediately following a disaster, the Red Cross must frequently care for large numbers of persons in temporary shelters that are usually established schools, armories, churches or other suitable buildings. The Red Cross provides food and emergency medical service in all Red Cross operated shelters. In addition, the Red Cross establishes feeding stations when needed and utilizes mobile canteens to serve victims and workers in the disaster area.
- p. Cots and blankets are provided from the Red Cross stocks or are obtained on loan by the Red Cross area office from the U.S. Public Health Service. By arrangement with the Department of Defense, military supplies and equipment can be made available to the Red Cross on requests channeled through the Red Cross area office to the Department of the Army. The Red Cross has a fleet of disaster vehicles, many of them equipped with radio, auxiliary generators and auxiliary lights, that are stationed in strategic locations around the country and that can be mobilized for a given situation. The U.S. Department of Agriculture makes available to the Red Cross USDA-donated foods for use in mass feeding.
- q. Assistance to individual families is provided as rapidly as families are able to make final plans for their living arrangements. Disaster victims in need of assistance are urged to make their needs known at the nearest Red Cross disaster relief office.
- r. In addition to the kinds of assistance described above, the Red Cross makes available many personal services to disaster victims and their families. These services include welfare inquiry, family counseling and referral, assistance with transportation and other special services related in individual's needs.

TAB B

SALVATION ARMY

I. ORGANIZATION

- A. The Salvation Army is a religious and charitable organization dedicated to alleviating human distress during the emergency period of a disaster. It is authorized activity to assist State and local government, and as such is permitted to operate in a disaster area. It operates on a self-sustaining basis and assumes all administrative and financial responsibility in providing assistance as a result of a natural disaster.
- B. In the event of a natural emergency/disaster in the State of New Jersey, the Salvation Army will work closely with the Department of Human Services, Division of Public Welfare, as well as State Emergency Management.
- C. The Salvation Army is organized around the basic unit, an area (zone), that is identified by an area number. An area (zone) is a geographic location which outlines a specific geographic jurisdiction, and is under the supervision of an Area Director. Area Directors receive guidance from, and report to, a Divisional Commander who is located at a centralized Division Headquarters (See page VII-13).
- D. The Salvation Army does not provide competitively nor with any thought of displacing other organizations, nor does it consider its resources and personnel adequate for the major task of long-term rehabilitation following a major disaster.

II. CONCEPT OF OPERATION

- A. The Salvation Army emergency services organization is diversified, immediately available, and functions with extreme mobility and adaptability.
- B. The Salvation Army has available self-generated radio equipped mobile canteens, trucks, station wagons, and vans, plus a limited radio communication system to expedite relief assistance.
- C. The Salvation Army rehabilitation and recovery assistance, within available resources includes:
- D. The Salvation Army rehabilitation and recovery assistance, within available resources includes:
 - 1. Providing assistance to bridge the gap between what the victim is able to accomplish, and what the individual actually needs to resume normal living. Disaster-caused need and not loss is the basis upon which assistance is afforded.
 - 2. Providing food, clothing and other maintenance until the family income is restored or other regularly constituted benefits are obtainable in the community.
 - 3. Purchasing basic household furnishings essential to family living.

4. Providing trained personnel for:
 - a. Administration and supervision of disaster relief operations.
 - b. Survey of disaster damage.
 - c. Disaster casework.
 - d. Personal inquiry and other related services.

IV. COMMAND AND CONTROL

The Salvation Army will keep the SCO, or his designated representative, advised of actions taken and will maintain continuing liaison to insure effective assistance to disaster victims.

Memorandum of Understanding Between The Salvation Army and New Jersey Office of Emergency Management Relating to Disaster Relief Operations

The spiritual motivation of the Salvation Army traditionally finds its expression in service to those in need. Nowhere is this more exemplified than in time of Emergency Disaster. When disaster strikes all resources of the organization are readily available for use to the fullest extent.

Experience has proven the interdependence of all organized community resources in time of emergency; each organization performing its own peculiar function with due recognition and respect for the traditional rights and responsibilities of others associated in the overall task.

While non-military defense is the responsibility of every citizen, government is expected to provide leadership and direction. Recognizing this concept of universal responsibility, The Salvation Army pledges its entire resources of personnel, equipment and facilities to function in a supportive role under duly constituted Emergency Management.

This memorandum recognizes the responsibility and authority of the New Jersey State Office of Emergency Management in matters pertaining to emergency disaster situations.

The Salvation Army conducts a wide variety of programs housed in many facilities through the State. It does not, however, consider its resources and personnel adequate for the major task of long-term rehabilitation following enemy action.

On the other hand, The Salvation Army personnel and organization represent a well disciplined, cohesive, mobile force. For this reason, Salvation Army personnel and material remain under the Salvation Army chain of command, within the duly constituted civil defense authority.

To the extent these resources are available, at the local level, The Salvation Army will endeavor to provide the following services:

- a. Mobile Canteen Services.

- b. Emergency Feeding Service and Shelter Care in Salvation Army or other facilities.
- c. The collection and distribution of food, clothing, and other supplies on an emergency basis.
- d. Assistance in Registration, Identification, and Collateral Services.
- e. Counseling and Morale Building Services, Group Work, etc.
- f. Spiritual Ministry.

Personnel of the Salvation Army will be encouraged to participate as requested at the planning and command level as well as in direct service operations.

The New Jersey Office of Emergency Management, in welcoming The Salvation Army's participation in Emergency Management activities, recognized that its many and varied programs for human betterment constitutes a substantial resource in the development of a National capability for emergency welfare services in time of enemy action.

FOR THE SALVATION ARMY:

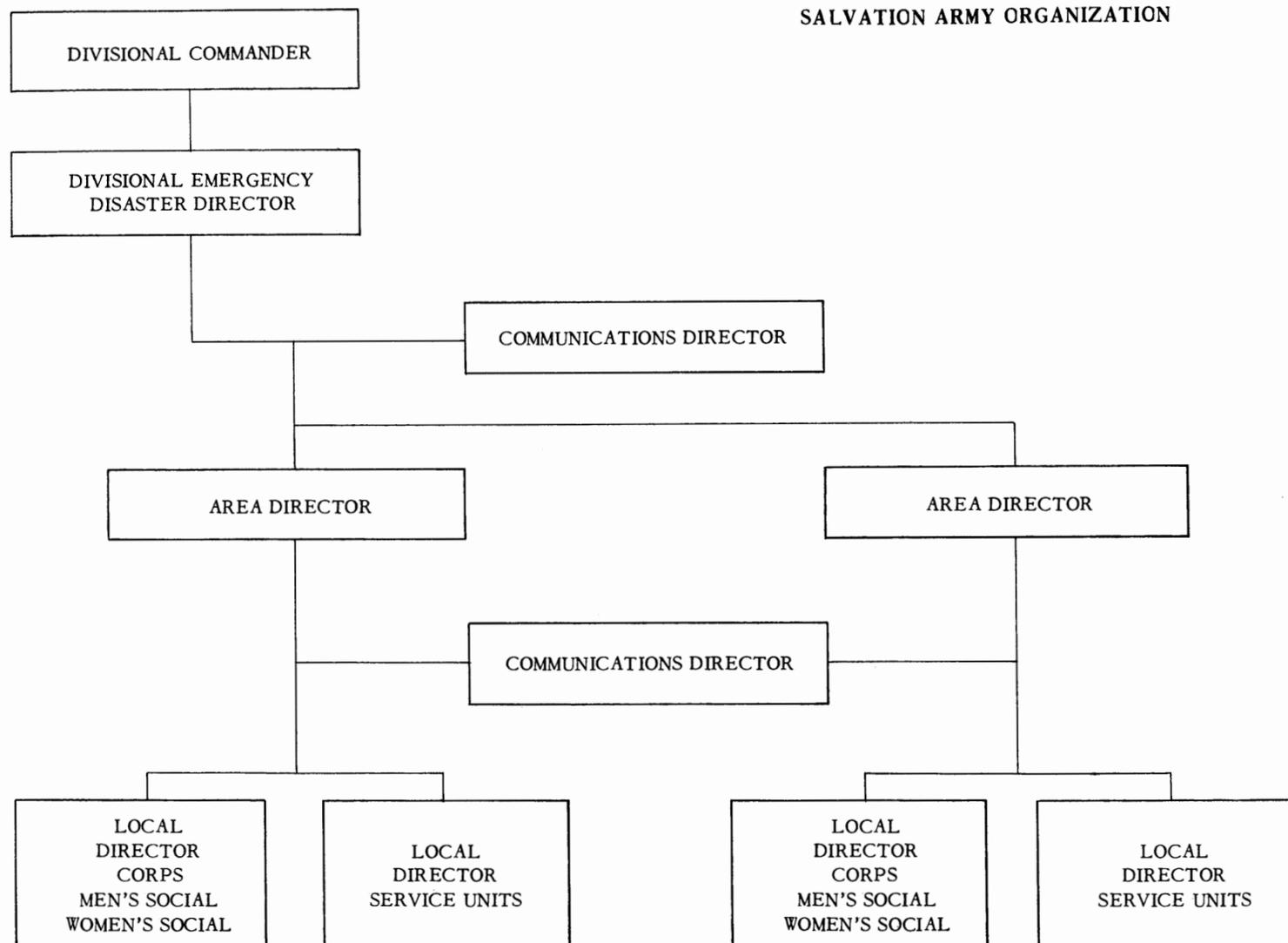
Brigadier Raymond J. Wilson
Divisional Commander/State of New Jersey

**FOR THE NEW JERSEY STATE OFFICE OF
EMERGENCY MANAGEMENT:**

Clinton L. Pagano, Col.
Superintendent

Date: 14 July 1976

SALVATION ARMY ORGANIZATION



VII-13

TAB C

SEVENTH-DAY ADVENTIST

I. ORGANIZATION

- A. The New Jersey Conference of Seventh-Day Adventist, through its fifty church organizations in the State, has the capability of rendering disaster relief assistance in emergency situations. It is an authorized activity to assist State and local government, and as such is permitted to operate within a disaster area. It operates on a self-sustaining basis and assumes all administrative and financial responsibility in providing assistance as a result of a natural disaster.
- B. In extending assistance, the Seventh-Day Adventist will cooperate with and coordinate its activities with all agencies, public and private, state and national level, whose activities are directed toward the alleviation of disaster-caused suffering and need.
- C. In extending assistance to disaster victims, the Seventh-Day Adventist will cooperate and coordinate its activities closely with the State Department of Human Relations, Institutions and Agencies, Division of Public Welfare, as well as the State EM. Those municipalities and counties in which Seventh-Day Adventist churches or other facilities are located should establish coordinated procedures for their cooperative participation in disaster relief activities.

II. CONCEPT OF OPERATION

The Seventh-Day Adventist organization is capable of providing limited disaster relief assistance which consists mainly of providing trained personnel for utilization in the areas of mass feeding and care of disaster affected persons together with maintaining a stockpile of essential relief supplies such as used clothing, bedding, etc.

III. RESPONSIBILITIES

- A. To make disaster relief service a special project of Community service in each church.
- B. To provide a stockpile of emergency relief supplies in each church, with the emphasis on individual packets.
- C. To give practical training to members in various lines of disaster relief services as follows:
 - 1. Emergency clothing distribution
 - 2. Emergency feeding
 - 3. First aid
 - 4. Rescued
 - 5. Interviewing, information and referral
 - 6. Cleanup and rehabilitation
- D. To develop an emergency disaster service plan for every church.

- E. To establish through personal contact a working, cooperative relationship between leaders of the Seventh-Day Adventist community services and officers of government and other voluntary agencies engaged in disaster relief.

IV. COMMAND AND CONTROL

Requests for Seventh-Day Adventist participation in disaster relief activities will be obtained telephonically by the Director or Operations Officer, State EM, directly to the Seventh-Day Adventist Disaster Relief Coordinator.

TAB D

CIVIL AIR PATROL (CAP)

I. ORGANIZATION

The Civil Air Patrol (CAP) is a volunteer civilian auxiliary agency of the U.S. Air Force and as such is required to conform to Air Force and CAP regulations, policies and procedures, and concept of operations. The New Jersey Wing of CAP is comprised of five groups with a total of 32 Squadrons located throughout the State. The CAP operates under the supervision of a Wing Commander and his staff.

II. RESPONSIBILITIES

- A. The CAP provides assistance when requested by appropriate civil authorities. Assistance provided will be in accordance with the current joint agreement between the State of New Jersey and the CAP.
- B. Local-State civil authorities are responsible for initiating request for CAP assistance through the State EM. The State EM must then formally request CAP assistance as follows:
 1. If assistance required is search and rescue only, request will be made directly to Headquarters, Aerospace Rescue and Recovery Center (ARRC), Scott AFB, Illinois, telephone No. 800-851-3151 (24-hours operation), who will provide mission approvals directly to the CAP Wing Headquarters concerned.
 2. All other types of CAP assistance will be requested directly from Headquarters, Eastern Air Force Reserve Region (AFRR) at Dobbins AFB, Georgia, telephone No. 404-424-8811 or 2627 (Staff Duty Officer), who will provide mission approvals directly to the CAP Wing Headquarters concerned.
- C. In the event of a natural disaster/emergency, the CAP will work closely with the State EM.

III. CONCEPT OF OPERATION

- A. Type of CAP assistance required may vary depending upon the extent of the disaster, the capabilities of local and State government, various nonmilitary Federal agencies, and civilian relief organizations such as the American Red Cross.
- B. CAP participation during natural disasters will be approved by the appropriate Air Force and consistent with Air Force Policy.
- C. CAP participation during natural disasters on behalf of local or State civil authorities, when Air Force mission authorization is not granted, will be decided by the CAP Wing Commander based on agreements and commitments.
- D. CAP operations are conducted on a mission-essential basis only and are terminated as soon as the capabilities of civil authorities permit.

- E. Units of the New Jersey Wing, CAP, are available to be utilized during a natural disaster/emergency, and are prepared to perform all or part of the following:
 - 1. Aerial radiological monitoring.
 - 2. Courier and messenger services.
 - 3. Aerial control direction and surveillance of surface traffic.
 - 4. Light transport flights for emergency personnel and supplies.
 - 5. Aerial photographic and reconnaissance flights.
 - 6. Search and rescue.
 - 7. Radio communications.
 - 8. Aerial damage estimation and evaluation.
 - 9. Other services within the capabilities of the CAP.

IV. COMMAND AND CONTROL

- A. The CAP Wing Commander Commands and controls all State-wide CAP operations from their Headquarters at McGuire AFB, NJ.
- B. Communications between CAP Headquarters and the State EM is primarily telephonic. In the event telephone communications service becomes disrupted, the State EM Communications Officer has the capability to contact the CAP through the RACES system.

Joint Statement to Designate Duties, Responsibilities, and Relationship in Preparation for and during a Civil Defense Emergency by Air Between

**New Jersey Wing, Civil Air Patrol
and
New Jersey State Office of Emergency Management**

- 1. One of the objects and purposes of Civil Air Patrol outlined by an Act of Congress is to provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.
- 2. Cooperation between the New Jersey Wing, Civil Air Patrol and the New Jersey State Emergency Management is within the powers and duties of these organizations to insure that the preparation of the state will be adequate to deal with natural disasters or enemy attack and to provide for adequate Emergency Management.
- 3. Procedures for requesting military assistance: Prior to requesting military assistance, Local/state civil authorities should ascertain that available resources are being used and that the additional assistance required is beyond the capability of civil and non-military federal resources. Local authorities (city, county, etc.) should initially direct their requests to their state civil authority which will then formally request military assistance from HQ First U.S. Army or 14th Air Force Region. When sufficient time is available, all

requests for disaster assistance will be forwarded to the appropriate HQ First U.S. Army. In turn, the Army will task the 14th Air Force Reserve, which will provide the proper mission authorization. If a disaster strikes without warning, the Army HQ may be by-passed and requests made directly to 14th Air Force Reserve.

4. During an emergency declared by the Governor or the Director of the New Jersey State Office of Emergency Management, the New Jersey Wing, Civil Air Patrol will employ its facilities personnel, and equipment to support the New Jersey Emergency Management consistent with its missions as a volunteer civilian auxiliary of the United States Air Force. The manner in which Civil Air Patrol personnel, property, and equipment will be utilized as organized units in Emergency Management will be determined by the Commander or Acting Commander, New Jersey Wing, Civil Air Patrol. Such Commander will be responsible for keeping the Fourteenth Air Force Reserve (AFRES) informed of his action.

5. This agreement defines the areas of participation by the New Jersey Wing, Civil Air Patrol in Emergency Management in conformation with the New Jersey Emergency Operations Plan in order to insure the most effective utilization of the preferred manpower and other resources. It extends to all administrative and command levels of the New Jersey Emergency Management within the state and to all subordinate units of the New Jersey Wing, Civil Air Patrol.

6. Units of New Jersey Wing, Civil Air Patrol will be available to be utilized during a declared Emergency Management emergency and will be prepared to perform all or part of the following:

- a. Aerial radiological monitoring
- b. Courier and messenger service
- c. Aerial control direction and surveillance of surface traffic
- d. Light transport flights for emergency personnel and supplies
- e. Aerial photographic and reconnaissance flights
- f. Search and Rescue
- g. Radio communications
- h. Aerial damage estimation and evaluation
- i. Other services within the capabilities of Civil Air Patrol

7. Subordinate units of New Jersey Wing, Civil Air Patrol located within the jurisdiction of a County or City Emergency Management Agency will participate in the local Emergency Management organization as a unit with specific Emergency Management functions primarily as outlined in paragraph 5 above. Civil Air Patrol units serving with local Emergency Management Agencies will serve under their own Unit Commander, in coordination and cooperation with the local Director of Emergency Management, subject to orders of the Commander or Acting Commander, New Jersey Wing, Civil Air Patrol and provisions of paragraph 3 above.

8. During an Emergency Management emergency, State and local Director of Emergency Management Agencies may request units, personnel, and use of equipment of CAP units, subject to the provisions of paragraph 3 above. AF Reserve Regions will coordinate this action with Regional DCPA-DOD Directors.

9. Civil Air Patrol personnel, when engaged in Emergency Management matters, will

be recognized by Civil Defense personnel in like manner to all military personnel, by presentation of current Civil Air Patrol identification cards. Civil Air Patrol vehicles, aircraft and/or other equipment will be recognized by Emergency Management personnel upon presentation of current Civil Air Patrol identification care of the Civil Air Patrol member in charge of such equipment.

10. Members of the New Jersey Wing, Civil Air Patrol when engaged in Emergency Management activities, will be enrolled in Emergency Management and will be furnished with an official Emergency Management identification card certified to by their Civil Air Patrol unit commander. Civil Air Patrol members thus participating in Emergency Management will serve operationally as stated in paragraph 3 above, and will be covered by the statutory provisions of Chapter 12, Public Law 1952, State of New Jersey.

11. State and locally owned Emergency Management property, equipment and supplies may be loaned and/or issued to Civil Air Patrol units on a memorandum receipt. Title to property, equipment and supplies will be retained by State or local Emergency Management Agencies. Emergency Management decals must be affixed to property and equipment in accordance with federal regulations prescribed by the Federal Emergency Management Agency, Department of Defense. Property, equipment and supplies will be used and/or operated in accordance with written agreement executed at time property equipment, and supplies are loaned and/or issued to Civil Air Patrol units. Civil Air Patrol units will be responsible to Emergency Management Agencies for items for which they have signed memorandum receipts.

May 24, 1977

/s/ Ri Nakamura, Colonel, CAP
Commander, New Jersey Wing, CAP

APPENDIX VIII

EVACUATION

I. AUTHORITY AND REFERENCE

State of New Jersey Emergency Highway Traffic Regulation Plan.

II. MISSION

To outline responsibilities and procedures involving emergency evacuation of personnel and property from possible hazardous conditions as a result of an emergency/disaster. Reference IA, above, empowers the Governor to set forth such orders, rules and regulations as deemed necessary to effect evacuation in emergency situations.

III. RESPONSIBILITIES

A. Municipal Government

1. Emergency evacuation:

- a. **Municipalities have the responsibility to supervise and conduct all emergency evacuation within their area.** In disasters such as floods where warning or predictions may precede flood conditions by 24 to 48 hours, officials should issue evacuation orders at the earliest possible time, giving public instructions on areas and dispersal from assembly areas to mass shelters, other housing and/or high ground.
- b. All municipal government resources should be organized to assist in emergency evacuation.
- c. Emergency plans should designate sources of emergency evacuation and reception areas, shelters or emergency lodging and vehicles for providing transportation, if required. Such plans should give detailed procedures on registration or evacuees as well as appointing of shelter managers and providing for security in the evacuated area. A training program is necessary for personnel involved in the above functions and an auxiliary police force may be required to provide the necessary security in disaster situations.
- d. Municipal evacuation plans must be forwarded to County EM Coordinators for review and approval.

2. Emergency transportation:

- a. Municipalities have the responsibility to supervise and conduct all emergency transportation operations within their own jurisdiction.
- b. All municipal government resources should be organized to assist in emergency transportation.
- c. Emergency plans should designate sources of emergency transportation and types of vehicles available.

- d. A volunteer organization of personnel with trucks and station wagons should be formed to supplement municipal government resources. Normally, the local school systems with their school buses provide a good source of emergency transportation. Use of these buses in emergencies should be prearranged and be a part of the local emergency operations plan.
 3. When it become apparent that municipal and volunteer resources cannot meet the emergency requirements, the county should be asked to assist.
- B. County Government:**
1. Primary responsibility for coordination of county-wide evacuation is assigned to the County EM Coordinator.
 2. County EM coordinators will formulate county-wide evacuation plans including designated exit routes, sources of emergency reception areas, shelters or emergency lodging and, where feasible, vehicles for emergency transportation.
 3. When it becomes apparent, in an emergency situation, that municipal, volunteer and county resources cannot meet the emergency requirements, the State should be asked to assist.
 4. Immediately after assistance from the Sate has been requested, county EM officials should prepare themselves and their staff to coordinate the State Assistance upon arrival. It is important to remember that municipal authorities are still responsible and that the county and State are only providing assistance.
- C. State Government:**
1. Primary responsibility for providing transportation during an emergency/disaster evacuation situation has not been given to any particular State Agency; however, the N.J. State Police has the capability of providing evacuation assistance.
 2. The New Jersey National Guard has the capability of providing a limited number of trucks with drivers, but only in extreme emergencies, and only after all other resources have been depleted. The National Guard Commander will accept any mission he feels he can complete, but National Guard personnel will take orders only from their supervisors. National Guard assistance will be requested through EM channels to the State Director.
 3. The New Jersey Department of Corrections may provide buses for emergency transportation purposes, where feasible.
 4. The New Jersey Department of Transportation may provide trucks for emergency transportation purposes, where feasible.

APPENDIX IX

FLOOD AND OTHER INSURANCE

I. AUTHORITIES AND REFERENCES

- A. Flood Disaster Protection Act of 1973
- B. National Flood Insurance Act of 1968
- C. HUD Handbook 3300.6
- D. FDAA Handbook 3300.5

II. MISSION

To outline responsibilities, procedures and requirements for obtaining and maintaining flood and other insurance.

III. RESPONSIBILITIES

- A. The Federal Insurance Administrator (FIA), HUD is responsible for administering the National Flood Insurance Program.
- B. The FEMA Regional Director is responsible for insuring that eligibility requirements and procedures for flood and other insurance comply with the policies outlined in other established regulations.
- C. Within the State of New Jersey, specific questions pertaining to Flood and Other Insurance procedures and requirements should be referred to the Department of Environmental Protection, Bureau of Water Resources.

IV. REQUIREMENTS

- A. **Flood Insurance:** The Flood Disaster Protection Act of 1973 requires, under certain conditions, that flood insurance to be obtained and maintained as a condition for the approval of Federal financial assistance. This flood insurance requirement applies to Federal financial assistance for the permanent repair or restoration of any building or mobile home which is located in an identified flood hazard area within a community, which is participating in the flood insurance program, and for which flood hazard boundary map has been published.
- B. **Other Insurance:** The Act provides that any applicant for assistance under Section 402 or 419 of the act shall, with respect to any property to be replaced, restored, repaired, or reconstructed, obtain and maintain such types and extent of insurance as may be reasonably available, adequate, and necessary to protect against future loss to such property.

APPENDIX X

TRAINING AND EDUCATION

I. MISSION

To briefly outline a training/education program for selected State, county and municipal personnel involved in natural disaster operations.

II. FUNCTIONS

A. Federal:

1. The Regional Director, FEMA, will conduct periodic seminars, training sessions and conferences with State EM officials in order to provide guidance and information on natural disaster programs and policies.
2. FEMA is organized to provide technical personnel, training literature and aids that may be requested for use during training sessions.

B. State:

1. State EM will conduct seminars and training programs, to include refresher training, for selected State, county and municipal government personnel involved in natural disaster operations.
2. The State will assist Regional and county coordinators, when requested, in the conduct of training at the county and municipal level.
3. To properly support the State disaster preparedness program, State agencies involved in disaster operations are responsible for developing and implementing a training program that meets the agencies specific needs.

III. PROCEDURE

- A. State EM personnel involved in disaster operation will receive training in EOC operations, to include assisting disaster victims, processing project applications, conducting damage assessment surveys and preparing damage survey reports. Training will be presented by designated State EM personnel, semiannually.
- B. State agencies that perform damage surveys will receive training annually, or as necessary, on conducting damage surveys and preparing damage survey reports. Training will be given by representatives from the State technical services.
- C. State Region Coordinators, county coordinators and selected political subdivision EM personnel will receive a seminar presentation in their respective regions, on Public Law 93-288, relating to assisting applicants, conducting damage assessments and other pertinent information applicants, disaster operations. The seminar will be presented annually, or as necessary, by personnel from EM. Regional and county coordinators are responsible for developing and administering a training program designed to meet the requirements of political subdivisions in their area of responsibility.
- D. Municipal representatives (mayors, city managers, city engineers, business managers, etc.) will receive a seminar on preparing and assisting potential

project applicants in the preparation of project applications. The seminar will be presented annually, or as necessary, by representatives from the State Division of EM.

- E. The State will conduct a one day simulated disaster exercise to test emergency operation procedures and responses. Supporting State agencies will be required to participate in the exercise and voluntary activities will be invited to participate. The exercise will be conducted annually to determine areas for training revision and to update the *New Jersey Emergency and Disaster Operations Plan*.

APPENDIX XI

EMERGENCY INFORMATION

I. MISSION

To set forth responsibilities and operating procedures for public information activities at State level during emergency or disaster conditions.

II. RESPONSIBILITIES

- A. Although the Governor, or his press secretary, may release pertinent information as an "emergency" or "major disaster" situation dictates, the SCO, under the direction of the Governor, is normally responsible for the overall EM information effort at State level.
- B. The State EM Emergency Information Officer, under the direction of the SCO, will carry out the State Emergency Information Program.
- C. The EM Emergency Information Officer will coordinate with the Federal Emergency Information Officer in order to preclude conflict in reporting news and to insure accurate, timely information is being provided to the public.
- D. State agencies having specific tasks to perform that require the dissemination of information and instructions to the public will coordinate their news releases with the State EM Emergency Information Officer. These releases should be disseminated through all available media. Examples of State agencies with information responsibilities are as follows:
 1. State Health Department insures that public announcements are made pertinent to major health hazards, protection and treatment, medical and first-aid treatment.
 2. State Highway Commissioner/County Highway departments disseminate policy information on debris clearance for both public and private property. They also provide information on conditions of roads, streets and bridges.
 3. State and County Welfare Departments provide information on emergency welfare services to include the location of emergency shelters, food, clothing and other emergency services.
 4. N.J. State Police/local law enforcement agencies provide information on public safety, security and traffic control.
 5. State Unemployment Division will provide information on unemployment compensation and employment assistance.

III. GENERAL PROCEDURES

- A. Federal, State, county and municipal government is responsible for dissemination of information concerning emergency or disaster operations, within its respective echelon of government. (CAUTION: When a municipality calls on county for mutual aid, the higher echelon will assume information duties.)

- B. Coordinating news releases between levels of government is imperative, in order to insure that accurate and timely information is being provided to the public.
- C. To dispel rumors, build public confidence and good-will, and help prevent public unrest, information personnel must issue clear, concise and timely information and instructions to the general public.
- D. The State EOC is the focal point for collecting, evaluating and disseminating emergency public information.

ANNEX B

DEPARTMENT OF AGRICULTURE

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1948, Chapter 447 (N.J.S.A. 4:1-1 thru 4:1-41)
- B. Memorandum of Understanding with the U.S. Department of Agriculture (USDA) dated December 20, 1979.
- C. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. Prevent the introduction and/or dissemination of livestock, poultry and plant diseases of economic importance and/or transmissible potential to man. Also, to prevent the introduction or spread of pests.
- B. Conserve, protect and develop soil, water, and other related and renewable resources.
- C. Prevent the distribution and sale of unwholesome and/or adulterated red meat and poultry slaughtered and/or processed in New Jersey without USDA inspection.
- D. Supervise the milk and agricultural production products industries for the protection of producers and the public.
- E. Supply New Jersey's schools, elderly feeding organizations, institutions and other related agencies with agricultural food commodities secured through Federal sources, and to provide food commodities involving mass feeding to the American Red Cross, Salvation Army, and/or local government agencies in the event of an emergency situation.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

A. Pre-Emergency

- 1. The Food Distribution Section will:
 - a. Alert key personnel.
 - b. Review Department emergency SOP.
 - c. Pre-plan mass feeding operations.

B. Emergency/Post-Emergency

The Food Distribution Section will:
Place mass feeding operations into effect, as required.

C. Recovery

- 1. The Division of Animal Health will:
Coordinate activities pertaining to the control of diseases in livestock and

poultry. Also, assist in the prevention of the spread of pests and coordinate, when necessary, on matters involving red meat and poultry found unfit for human consumption and make proper disposition thereof.

2. The Division of Rural Resources will:
Coordinate the conservation, protection and development of soil, water and other related resources. Coordination is maintained with appropriate County Disaster Committees, comprised of County USDA representatives, to ensure that counties suffering agriculture losses prepare a Damage Assessment Report. Assist in the obtaining of low interest loans or grants for eligible farmers.
3. The Division of Plant Industry will:
Coordinate and govern the orderly recovery of farming operations related to fruits, vegetables and grain crops. Provide expertise to farmers in plant pest control, spray materials and fertilization practices and prevents the marketing of crops that do not meet the New Jersey standards for human and/or animal consumption.
4. The Food Distribution Section will:
Coordinate mass feeding programs utilizing USDA food commodities and other appropriate food resources. This food will be made available to the Red Cross, Salvation Army and local government agencies for mass feeding operations.
5. The Division of Dairy Industry will:
Coordinate and govern the farming operations and related industries involved with milk and its various by-products. Set forth policies and control standards for all dairy products for human and/or animal consumption.

V. COMMAND AND CONTROL

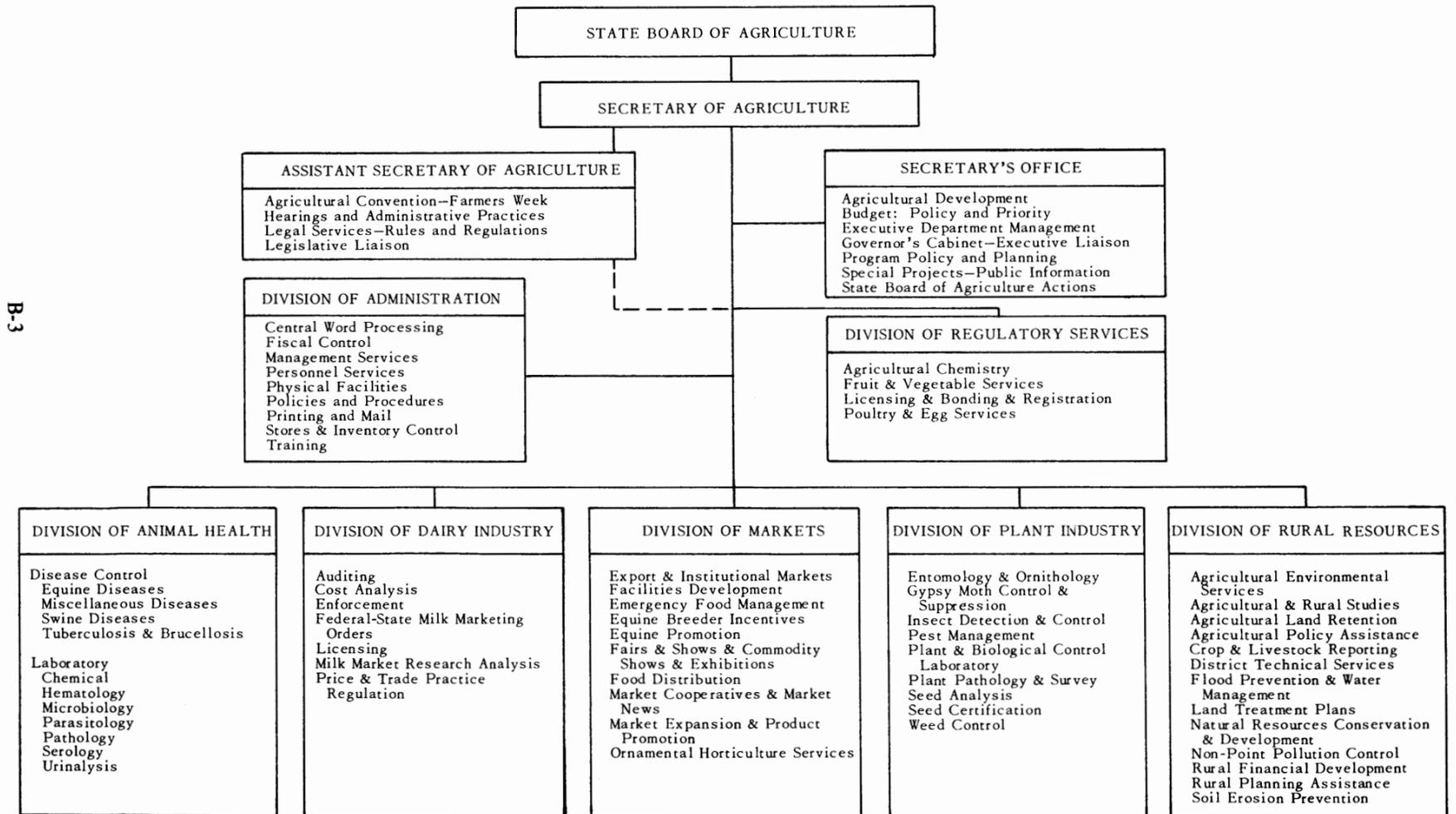
- A. The Secretary of Agriculture is in charge of the Department. The Assistant Secretary serves for, and in the absence of, the Secretary.
- B. Instructions on specific actions to be taken in the event of an emergency will be issued by the Secretary, depending on the situation.
- C. Key personnel will be notified by the best means available.
- D. The Secretary will assign personnel to the Emergency Operating Center, should the Governor direct such action.
- E. The EM Director may contact any office of the Department directly for advice in an emergency situation.
- F. The Department Defense Coordinator will provide liaison between the Department of Agriculture and EM.
- G. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF AGRICULTURE

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ANNEX C

DEPARTMENT OF BANKING

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1970, Chapter 11 (N.J.S.A. 17:1B-1 et seq)
- B. U.S. Public Law 93-288, "the Disaster Relief Act of 1974"
- C. N.J.A.C. 3:1-3.1
- D. Emergency Preparedness Measures

II. MISSION

- A. To supervise and regulate State-chartered commercial banks, consumer credit institutions and savings and loan associations.
- B. To regulate the activities of consumer credit institutions such as check cashiers sales finance companies, pawnbrokers, and home repair contractors.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

A. Pre-Emergency/Real Estate Commission

- 1. Establish and maintain liaison with the Director, EM regarding Department responsibilities under the *State of New Jersey Emergency and Disaster Operations Plan*.
- 2. Establish and maintain liaison with those governmental agencies that the Department will interact with during an emergency/disaster situation.
- 3. Activate Department contingency plans to include alerting key personnel, reviewing resource listings and informing the Commissioner, Department of Banking that an emergency situation is imminent.

B. Emergency/Post-Emergency

- 1. Collect, and centrally report, to the Director, EM, situation reports on damage to financial institutions and agencies, including major disruption, particularly of services rendered by such institutions and agencies.
- 2. Assist, as requested by the Governor or Director, EM, in arrangements for the temporary emergency supply of banking and savings and loan services in disaster area.
- 3. Supply, to governmental agencies statewide, professional advice and assistance relating to the financial aspects of economic recovery within the disaster area.
- 4. Administer any emergency activities necessary to provide for the operational integrity of banking and savings and loan procedures in the State.

5. Provide representatives for duty at the Disaster Assistance Centers (“one-stops”) to advise disaster victims on matters pertaining to consumer credit involving State-regulated consumer credit institutions.

C. Recovery

Continue to perform functions listed above in “b. Emergency” until relieved of duty by the Governor or Director, EM.

V. COMMAND AND CONTROL

- A. The order of succession in the Department will proceed as follows in emergency situations:
 1. The Commissioner
 2. Assistant to the Commissioner
 3. Deputy Commissioner of Administration
 4. Deputy Commissioner of Banking
 5. Deputy Commissioner of Savings & Loan
 6. Assistant Deputy Commissioner of Banking
 7. Assistant Deputy Commissioner of Savings and Loan
- B. The Commissioner will delegate personal assignments through memoranda, bulletins and reports so that Department staff and the public will be kept informed on banking matters.
- C. Key personnel will be alerted via telephone by the person receiving the emergency information.
- D. Otherwise, employees will contact their immediate supervisors for instructions.
- E. The Department Defense Coordinator will provide liaison and coordination between the Department of Banking and EM.
- F. The Director, EM, may contact any division or bureau of the Department directly for advice and/or information, in an emergency situation.
- G. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.

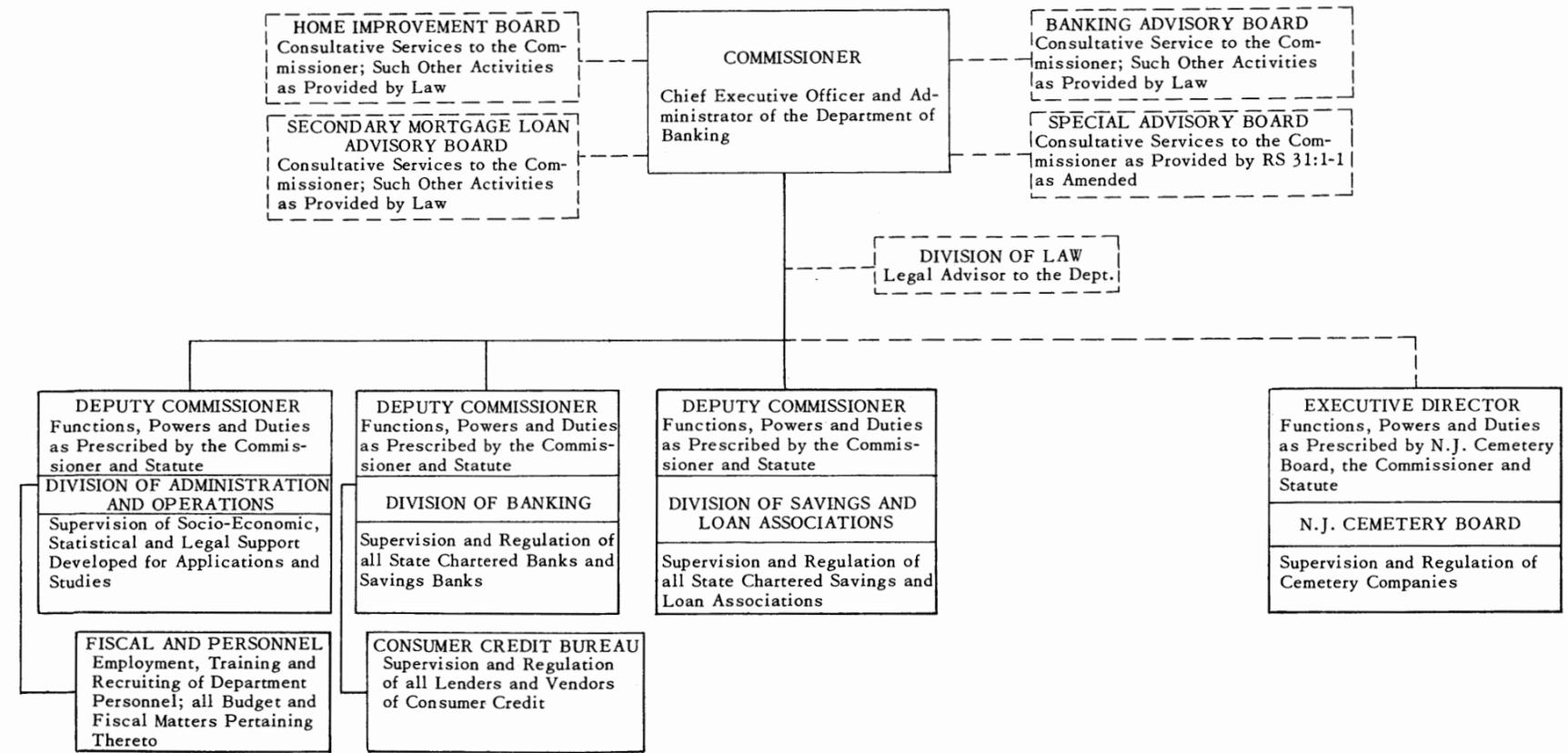


State of New Jersey

DEPARTMENT OF BANKING

ORGANIZATION CHART

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ANNEX D

DEPARTMENT OF CIVIL SERVICE

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1908, Chapter 156 (N.J.S.A. 11:1-1 et seq)
- B. N.J. Constitution (1947), Article VII, Section i, Paragraph 2
- C. U.S. Public Law 93-288, the “Disaster Relief Act of 1974”

II. MISSION

Develop and administer an effective personnel management system based on merit and sound management principles that fosters the objectives of government; and insures equitable treatment to employees; and that serves the best interests of the public.

III. ORGANIZATION

The President of the Civil Service Commission and the Chief Examiner and Secretary are responsible for the operation of the Department of Civil Service. An organization chart is attached showing the various divisions of the Department and their functions.

IV. RESPONSIBILITIES

- A. **Pre-Emergency**
The Division of Administration will:
Alert key personnel and review Department **emergency SOP**.
- B. **Emergency/Post-Emergency**
The Division of Administration will:
Assist in the recruitment of limited term employees required by State agencies for the performance of clerical and stenographic work in the administration of disaster assistance.
- C. **Recovery**
All divisions will continue functions listed above in “B. Emergency/Post-Emergency,” until relieved of duty by the Governor, or Director, EM.

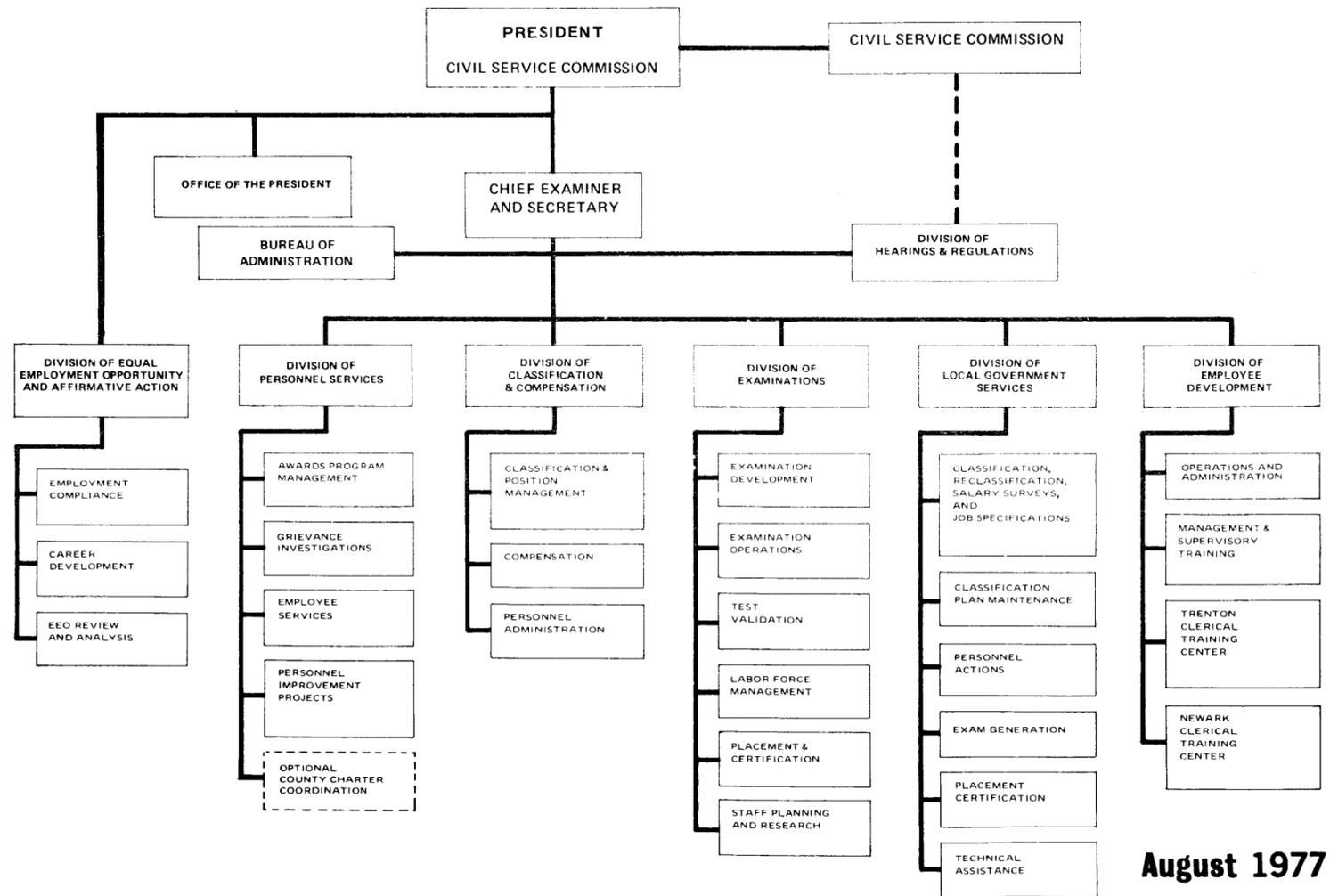
V. COMMAND AND CONTROL

- A. The Department of Civil Service order of succession is as follows:
 - 1. President—Civil Service Commission
 - 2. Chief Examiner & Secretary, Civil Service
 - 3. Director of Employee Development
 - 4. Director of Personnel Services
 - 5. Director of Classification and Compensation

- B. Employees must contact immediate supervisors for work assignments.
- C. The Director, EM, may contact any subagency of the Department directly for advice or information, in an emergency situation.
- D. The Department Defense Coordinator will provide liaison and coordination between the Department of Civil Service and EM.
- E. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey
DEPARTMENT OF CIVIL SERVICE



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ANNEX E

DEPARTMENT OF COMMUNITY AFFAIRS

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1966, Chapter 293 (N.J.S.A. 52:27D1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"
- C. "State of New Jersey Administrative Plan for Individual and Family Grant Program."

II. MISSION

- A. To maximize the production, rehabilitation and improved management of housing units within sound neighborhood environments.
- B. To ensure that temporary housing for disaster victims is constructed and maintained in accordance with sound code enforcement regulations.
- C. To provide support to establish land use policy, including the design of Growth Management Policy, and preparation of necessary legislative proposals.
- D. To provide technical assistance to improve the administrative, fiscal and planning capabilities of local governments in order to promote better efficiency and economy.
- E. To provide assistance to all municipalities and counties seeking funds through various Federal and State Programs, and in particular, to assist in community development goals.
- F. To operate a comprehensive program for the aged by administering Federal and State funds and providing State-aid matching funds and offering technical assistance.

III. ORGANIZATION (See attached organizational chart).

IV. RESPONSIBILITIES

A. Pre-Emergency

- 1. Establish and maintain liaison with the Director, EM regarding Department responsibilities under the *State of New Jersey Emergency and Disaster Operation Plan*.
- 2. Establish and maintain liaison with those governmental agencies that the Department will interact with during an emergency/disaster situation.
- 3. Activate Department contingency plans to include alerting key personnel, and informing the Commissioner, Department of Community Affairs, that an emergency/disaster is imminent

B. Emergency

- 1. Division of Administration—Assign a pre-designated Assistant Com-

missioner to the Emergency Operating Center (EOC), if requested, to advise the Governor and Director, EM.

C. Emergency/Post Emergency

1. Division of Administration
 - a. Inspect Department-owned buildings, facilities and equipment and report all known damages to EM, through the Department Defense Coordinator.
 - b. Conduct, when requested by the Director, EM, damage assessments of public and private housing and report findings to EM through the Department Defense Coordinator.
 - c. Conduct, when requested by the Director, EM, field surveys to determine, in terms of the necessary number of units, temporary housing requirements.
 - d. Conduct, when requested by the Director, EM, inspections of disaster-affected homes to determine their safety for habitation.
 - e. Act as Statewide coordinator for emergency temporary housing operations and provide assistance in locating emergency or replacement housing for displaced families.
2. Division of Local Government Services
 - a. Inspect Department-owned buildings, facilities and equipment and report all known damages to EM, through the Department Defense Coordinator.
 - b. Act as liaison with local government officials in the scheduling of damage assessment surveys involving Department personnel.
 - c. Receive applications for, and give advice regarding the Federal/State "Individual and Family Grants Program."
3. Division of Human Resources
 - a. Inspect Department-owned buildings, facilities and equipment and report all known damages to EM, through the Department Defense Coordinator.
 - b. Conduct, when requested by the Director, EM, field surveys to determine the need for specialized community services.
 - c. Provide clerical, administrative and bi-lingual personnel for the administration of various programs.
4. Division on Aging—Inspect Department-owned buildings, facilities and equipment and report all known damages to EM through the Department Defense Coordinator.

D. Recovery

1. Division of Administration—Continue functions listed in "B. Emergency/Post-Emergency" until relieve of duty by the Governor or Director, EM.

2. Division of Housing and Urban Renewal
 - a. Conduct, when requested by the Director, EM, joint damage assessments of housing with local and Federal officials in preparation for the Damage Survey Report.
 - b. Provide technical assistance in locating areas for use in the establishment of temporary mass dwellings and develop plans for such sites.
 - c. Work with potential non-profit or limited dividend sponsors who would invest in new housing development to accommodate displaced persons.
 - d. Provide architectural skills.
3. Division of Local Government Services
 - a. Plan and coordinate the sharing of essential governmental services such as public safety, sanitation and health care delivery, at the county, regional or multi-municipal level.
 - b. Provide personnel with expertise in matters involving the management of elementary functions of local governments to operate departments on a coordinated and programmatic basis.
 - c. Provide elementary fiscal records of local governments and advise on State steps to be taken, if necessary, to restore these governments.
 - d. Review legislative controls affecting local governments to determine their utility in light of a public emergency.
 - e. Conduct audits of emergency funding to determine fiscal integrity.
4. Division of State and Regional Planning
 - a. Plan and coordinate the sharing of such essential governmental services as public safety, sanitation and health care delivery, at the county, regional or multi-municipal level.
 - b. Provide technical assistance in locating areas for use in establishment of temporary mass dwelling units and develop plans for such sites.
 - c. Work with potential non-profit or limited dividend sponsors who would invest in new housing to accommodate displaced persons.
 - d. Analyze the disaster area and make recommendations for improvement in the site.
5. Division of Human Resources
 - a. Provide personnel with expertise in community organization to be channeled into this activity in the disaster areas.
 - b. Provide expertise in identifying problems which are particularly acute to the poor and disadvantaged members of society.
 - c. Maintain communication and coordinate with the County Office(s) of Legal Services.
6. Division on Aging
 - a. Provide technical assistance in identifying problems which are particularly acute to the poor and disadvantaged members of society.

- b. Maintain communication and coordinate with the County Office(s) on aging.

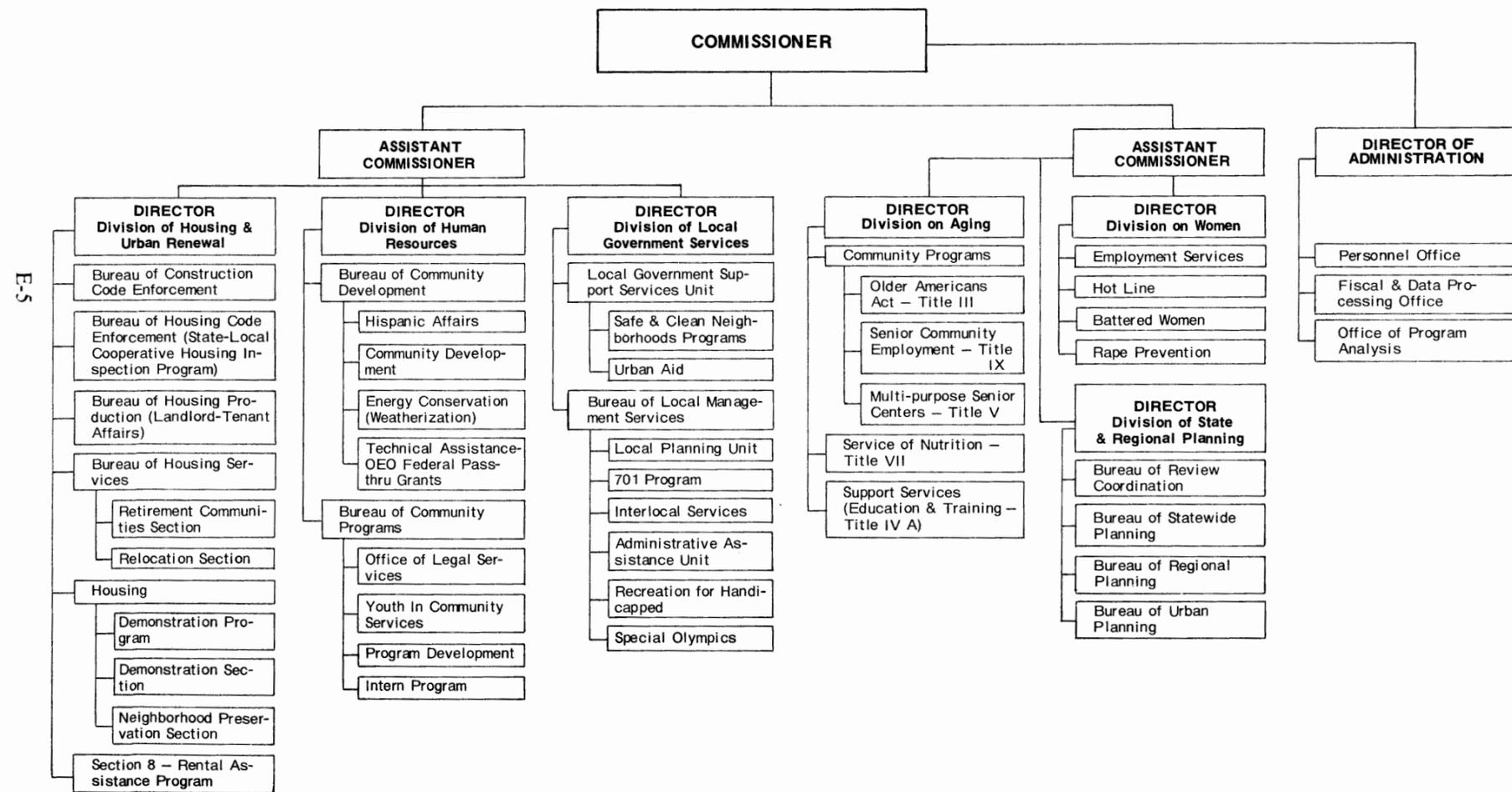
V. COMMAND AND CONTROL

- A. Department order of succession in emergency situation:
 - Commissioner
 - Assistant Commissioner—Intergovernmental Liaison/Administration
 - Assistant Commissioner—Housing/Planning
 - Assistant Commissioner—Local Government/Human Resources
 - Director of Administration
- B. Employees must contact immediate supervisors for work instructions in emergency/disaster situations.
- C. The Department Defense Coordinator will coordinate and act as liaison between the Department of Community Affairs and EM.
- D. The Director, EM, may contact any bureau of the Department directly for advice or information in an emergency situation.
- E. This annex is to be effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS



ANNEX F

DEPARTMENT OF CORRECTIONS

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1976, Chapter 98 (N.J.S.A. 30:1B-1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To protect the public and to provide for the custody, care, discipline, training, and treatment of persons committed to State correctional institutions or on parole.
- B. To supervise and assist in the treatment, training and protection of persons in local correctional and detention facilities, so that such persons are detained from society and are prepared for release and reintegration into the community.
- C. To provide medical assistance and health services to correctional institutions.
- D. To assist the individual institutions and agencies in making their Emergency Management plans operational.
- E. To cooperate with other law enforcement agencies of this State to encourage a more unified system of Emergency Management.

III. ORGANIZATION (See attached organizational chart of the Department).

IV. RESPONSIBILITIES

- A. **Pre-Emergency**
The Division of Administration will:
Alert institutions and agencies of impending emergency and have personnel stand by.
- B. **Emergency/Post-Emergency**
The Division of Administration will:
 - 1. Provide assistance to State institutions in the form of cash grants and/or supplies, making certain that all inmates and patients are sheltered, clothed, and fed.
 - 2. Provide medical, sanitary, and laundry facilities to the public, whenever feasible.
 - 3. Conduct damage assessments of the institutions and agencies and report on these to the Director, EM, through the Department Defense Coordinator.
 - 4. Make available transportation and emergency equipment where needed, as possible.

C. Recovery

1. **The Division of Administration will:**
Conduct damage assessments (detailed estimates) in conjunction with Federal officials.
2. Make recommendations for, and inspection of repair work to be done on departmental facilities.

V. COMMAND AND CONTROL

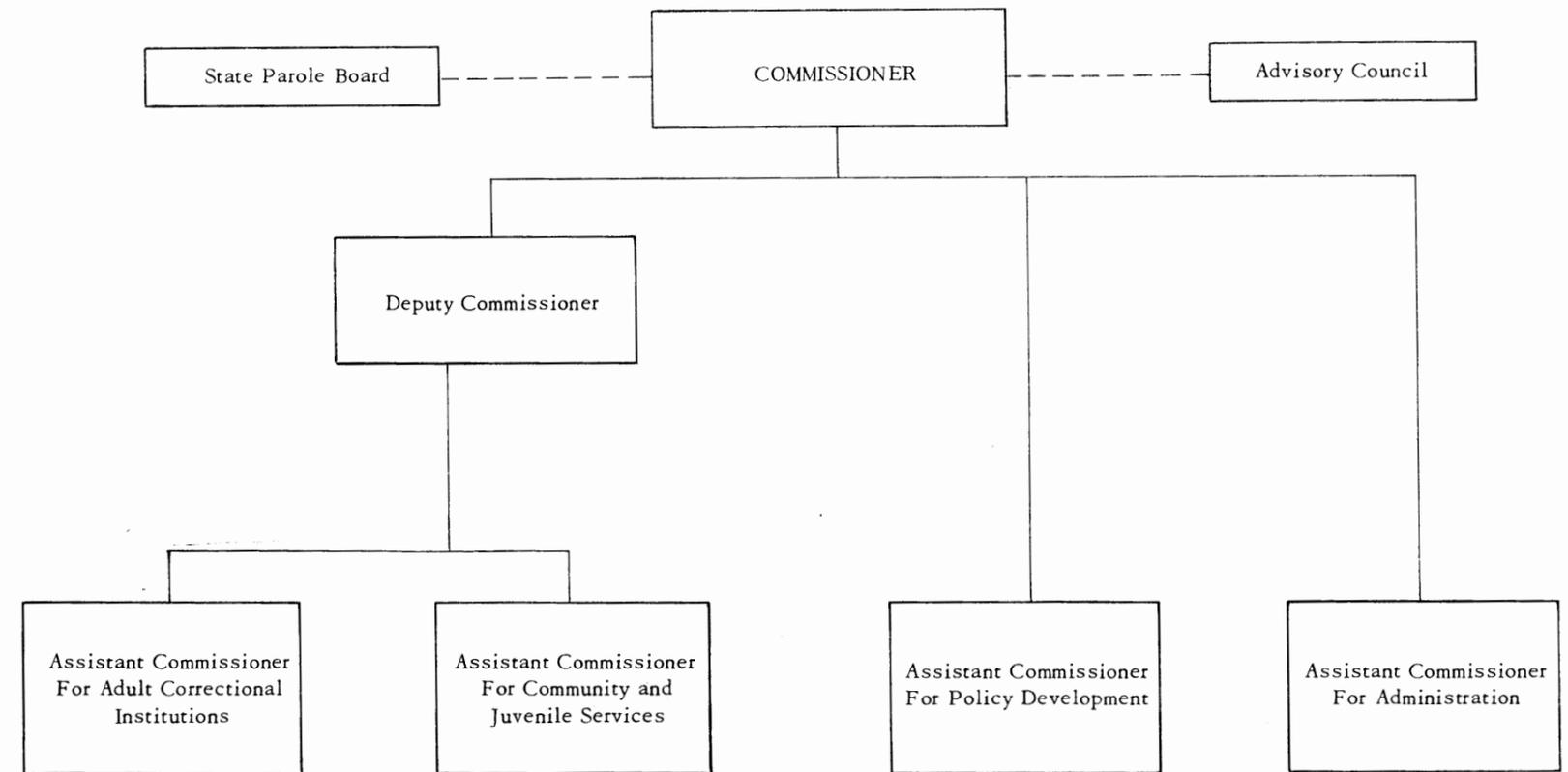
- A. The Commissioner of Corrections, or a designated representative will be in charge of emergency operations.
- B. The Chain-of-Command and/or of succession with the Department is:
 1. Commissioner
 2. Deputy Commissioner
 3. Assistant Commissioner for Administration
 4. Assistant Commissioner for Adult Correctional Institutions
 5. Assistant Commissioner for Community and Juvenile Services
 6. Assistant Commissioner for Policy Development
 7. Department Defense Coordinator
- C. The Department Defense Coordinator is authorized to contact and commandeer help from any Division, Bureau, or Institution within the Department to the extent of their ability to respond.
- D. Employees should remain on duty and contact immediate supervisors for work instructions.
- E. The Department Defense Coordinator will provide liaison and coordination between the Department of Corrections and EM.
- F. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF CORRECTIONS

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ANNEX G

NEW JERSEY DEPARTMENT OF DEFENSE (NATIONAL GUARD)

I. AUTHORITIES AND REFERENCES

- A. U.S. Public Law 93-288, the "Disaster Relief Act of 1974."
- B. New Jersey Public Law 1963, Chapter 109 (N.J.S.A. 38:1A).
- C. State of New Jersey Emergency and Disaster Operation Plan
- D. Army Regulation 500-70.
- E. NJANG Regulation 500-50.

II. GENERAL

- A. New Jersey Department of Defense (NJDOD) is a principal department in the Executive branch of the State government. The Department consists of two military branches—the Army National Guard (ARNG) and the Air National Guard (ANG).
- B. The Department is staffed to provide for the planning, operational employment, and logistical support required for the commitment of New Jersey National Guard (NJNG) forces during State and National emergencies and for re-constitution of the State Selective Service System. (See organizational chart—Tab A).

III. COMMAND AND CONTROL

- A. In the event of natural disaster, the assistance of the NJNG will be authorized by the Governor; he may order to State active duty all or any part of the NJNG that he may deem necessary.
- B. In the event of a sudden disaster, NJNG commanders will contact The Chief of Staff, NJDOD by the most expedient means available. When conditions preclude communications with The Chief of Staff, and delay could result in loss of life, increased suffering and/or property damage, NJNG commanders will take such action as the situation warrants and notify NJDOD as soon as possible.
- C. The NJNG, when committed, will supplement, not replace local authorities. The military forces committed will be in a support role and will normally operate on a mission assignment basis throughout the NG established chain of command. NJNG troops will not be employed as a labor force except in the most extreme emergency.

IV. TYPE EMERGENCY SERVICE

A. Communications

Local communications—Military type communications within the disaster area

headquarters site when jointly occupied by military, Federal Emergency Management Agency and other public officials.

B. Debris clearance

Provide personnel and equipment for emergency cleanup and repairs. Provide dozers, front-end loaders, and graders, with operators, to clear debris from damaged areas and roadways.

C. Evacuation

1. Medical evacuation—Helicopter evacuation of casualties from outlying areas inaccessible to ground vehicles. Provide ground ambulance evacuation of patients.
2. Disaster victim evacuation—Helicopter evacuation of disaster victims from outlying inaccessible or endangered areas to care and control facilities. Ground evacuation for mass displacement of disaster victims.
3. Disaster victim administration—Assistance to local government in coordinating the processing and control of disaster victims and in supervising the establishment, administration, and operation of temporary shelters.

D. Search and Rescue

1. Aerial search and rescue—Search and rescue service using rotary wing aircraft to locate and remove persons to safe areas or rescue centers.
2. Mobile search and rescue—Coordinated search and rescue service using ground transportation to locate and remove persons to safe areas or rescue centers.

E. Food

1. Mass feeding—Field type dining facilities operated by NJNG personnel. Emergency subsistence is not available within National Guard assets.
2. Water supply—Potable water for emergency drinking and cooking purposes. Water hauling capability and chemicals for water purification.

F. Health, Medical and Sanitation

1. Emergency first aid treatment—Within limitations, emergency first aid treatment to injured or sick by medical personnel.
2. Medical sorting—Receiving, sorting, and providing emergency or resuscitative treatment for patients until evacuated.

G. Housing and Shelter

Emergency housing—Housing may be provided at various National Guard Armories provided those facilities are not required for operations by the National Guard. Limited tentage, not required for National Guard operations, may also be erected for emergency shelter.

H. Protection of Life and Property

1. Maintenance of law and order—When authorized by proper authority, assist local police agencies in maintaining law and order.
2. Prevention of looting and plundering—When authorized by proper author-

ity, NJNG forces will assist local civilian authorization prevention of looting and plundering in the disaster areas.

3. Firefighting—Assistance in suppression of forest fires by providing bulldozing equipment with operators to clear firebreaks. Units to provide a work force by firefighting activities. NJARNG helicopters to supplement existing aircraft of the Bureau of Forestry, Department of Environmental Protection when necessary, during forest fire operations per established guidance.

I. Streets, Roads and Bridges

Emergency cleaning and repair—Emergency cleaning and limited repairs to streets, roads and bridges utilizing engineer troop effort. Replace damaged bridging with temporary types i.e., floating and/or panel bridges when equipment is available.

J. Transportation and Traffic Control

Emergency land and air transportation—Land transportation for the movement of personnel and supplies utilizing military vehicles not required for the accomplishment of primary missions. Emergency airlift for the movement of supplies utilizing military aircraft not required for accomplishment of primary missions.

K. Emergency Flood Control

Specialized engineer equipment with operators, such as dozers, roadgraders, front loaders, power shovels, scrapers, dump trucks, and cranes. Also units to provide a work force for filling sandbags and construction of emergency barriers.

L. Others

1. Emergency power supply—Generators from available resources.
2. Emergency demolitions—Explosives and trained personnel to perform necessary demolition tasks to include blasting ice masses threatening bridges and dams or creating firebreaks.

V. RESPONSIBILITIES

A. Pre-emergency

1. Provide planning assistance for implementation of NJNG forces.
2. Provide radio communications to various armories throughout the State.
3. On order, mobilize NJNG forces.
4. Provide evacuation transportation and shelter as listed in para IV above.
5. Provide liaison with requesting State departments, and EM agencies at county level, if required.

B. Emergency/Post Emergency (see para IV above)

Provide assistance as stated. Capabilities could be hampered by weather or disaster situation.

C. Recovery Operations

In addition to those areas covered in para IV above, conduct damage estimation and damage assessment surveys, in conjunction with State and Federal officials, of NJDOD installations and facilities in preparation for the Damage Survey Report.

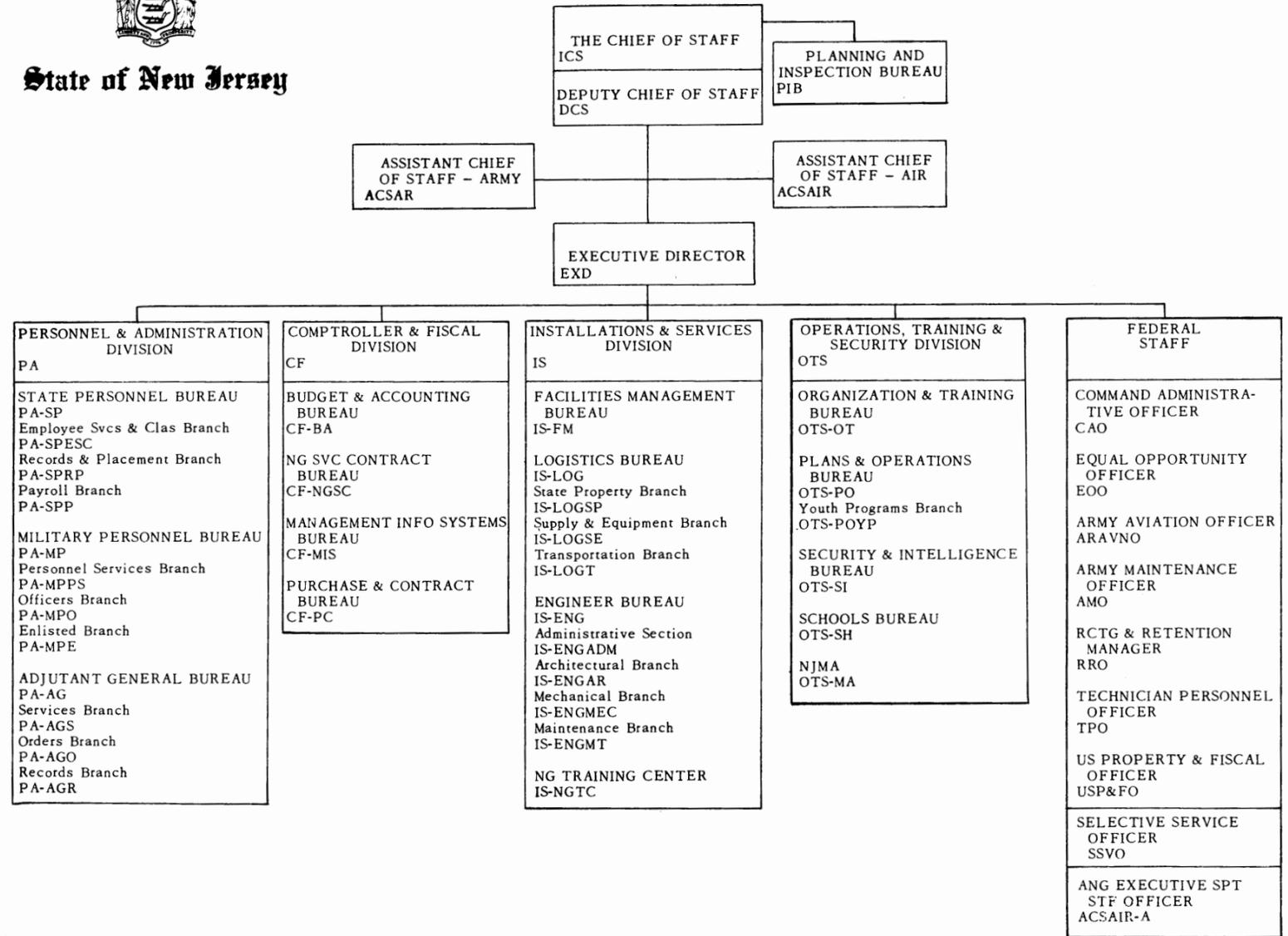
VI. REQUESTS FOR MILITARY ASSISTANCE

- A. Normally, requests for military support will be accepted no lower than the Director, Emergency Management, NJ or Headquarters NJDOD. Headquarters, NJDOD will determine the resources necessary to support an emergency request. NJNG personnel and equipment are limited and determinations on commitment will be based on indications that the emergency situation is, or is in imminent danger of becoming beyond the control of civilian agencies operating at their maximum capability. Such NJNG commitments will come after all available local and other State sources have been utilized.
- B. In the absence of, or upon the severe disruption of communications with Headquarters, NJDOD or Headquarters, 50th Armored Division and in consideration of the situation and requirements for military operations, NJNG units will respond to requests for assistance from County EM authorities. The policies stated in para VI-A relating to NJNG equipment and personnel will still apply.
- C. This annex is to become effective immediately, and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF DEFENSE



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ANNEX H

DEPARTMENT OF EDUCATION

AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1950, Chapter 254 (N.J.S.A. 18A:4-1 to 4-10)
- B. New Jersey Department of Defense Directive Number 71
- C. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

MISSION

To provide general supervision of public and private primary and secondary educational institutions and all educational interests of the State in emergency/disaster situations.

ORGANIZATION (See attached organizational chart).

RESPONSIBILITIES

A. Pre-Emergency

The Office of the Commissioner of Education will: **Review Department emergency/disaster plan and alert key personnel.**

B. Emergency/Post-Emergency

1. The Division of Property will:
Survey Department-owned buildings, facilities and equipment and report all known damages to the Department Defense Coordinator who will forward such reports to State EM.
2. The Division of Administration and Finance will:
Conduct and coordinate damage assessment surveys of Department-owned buildings, and private and public primary and secondary and educational institutions, facilities and equipment with Federal officials.
3. The Deputy Commissioner, Office of School Approvals and County Services.

Gather information and data concerning disaster-related disruption of public and private primary and secondary educational systems.
4. The Division of Field Services will:
Coordinate among EM, the N.J. Department of Agriculture, county and municipal schools and volunteer agencies on matters pertaining to the use of school emergency inventories of Federal donated surplus food commodities to be employed in mass feeding operations.

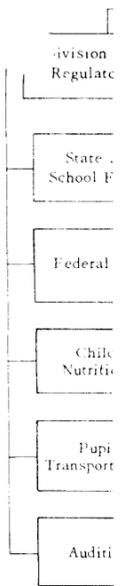
C. Recovery

1. All divisions will continue with functions listed above until relieved of duty by the Governor or Director, EM.

2. The Division of Administration and Finance will:
 - a. Disseminate, as requested, specialized information concerning the availability of emergency financial assistance provided by the U.S. Department of Health, Education and Welfare to public and private primary and secondary educational institutions.
 - b. Conduct damage assessments conjointly the Federal/State and local officials, at the request of the Director, EM.

V. COMMAND AND CONTROL

- A. The emergency order of succession for the Department of Education is as follows:
 1. The Commissioner
 2. Deputy Commissioner
- B. The Commissioner will communicate with Department employees via memoranda, messengers and/or bulletins in an emergency situation.
- C. Employees must contact immediate supervisors for work instructions in emergency situations.
- D. The Department Defense Coordinator, Department of Education will coordinate and act as liaison between the Department of Education and State EM.
- E. The State Director, EM, may contact any division of the Department of Education directly for information or advice in an emergency situation.
- F. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



ANNEX I

DEPARTMENT OF ENERGY

I. AUTHORITIES AND REFERENCES

- A. Laws of New Jersey 1948, Chapter 90
- B. Laws of New Jersey 1977, Chapter 146
- C. New Jersey Administrative Code, Title 14
- D. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To administer public utility, energy and related statutes, administrative codes, rules and regulations as they pertain to the furnishing of essential services by the public utility and other entities under the jurisdiction of the Department of Energy in a safe, adequate and proper manner at reasonable rates to the parties availing themselves of such services.
- B. To regulate, conjointly with Federal and other State government agencies, certain businesses, defined in Title 48:2-13 as public utilities, i.e., railroad, street railway, traction railway, auto-bus, canal, express, subway, pipeline, gas, electric, light, heat, power, water, oil, sewer, solid waste collection, solid waste disposal, telephone or telegraph and owning or operating plant or equipment for public use under privileges granted by the State, or any political subdivision thereof; and certain other business activities not classified as public utilities (to include CATV and Public Movers). This regulatory activity includes inspections and investigations pertaining to accidents, service outages, accounting practices, financial conditions, price rates and customer relations.
- C. To collect, collate and analyze information relating to the determination of the availability of energy supplies and develop mechanisms to insure a fair and equitable distribution of existing energy supplies.
- D. To plan for allocation of energy forms in short supply and for conservation of energy, and to study new methods of production and potential new sources.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

- A. Pre-emergency
 - 1. The Division of Engineering will:
 - a. Investigate accidents involving auto-buses, trains, gas explosions and other incidents involving interruptions of service, injury to persons or damage to property in accordance with the Board of Public Utilities "Accident Investigation Manual."
 - b. Collect and centrally report to EM information received from all public

utilities concerning their knowledge of any conditions or incidents which may adversely affect their ability to render safe, adequate and proper service. These reports should include such data as: area expected to be affected, type of utility service, number of customers or population, if known, estimates of possible damage, expected length of interruption and any other known pertinent details.

B. Emergency/Post-Emergency

The Division of Engineering will:

1. Receive outage reports from the utility companies and energy facilities and transmit the information contained in these reports to EM through the Department of Energy's Defense Coordinator. The information provided to EM should include the extent of damage, number of customers affected, the number of sites lost; whether in whole or in part, and estimates as to the amount of time required to restore at each site.
2. Conduct damage assessments for Department-owned buildings, facilities and equipment and report findings to EM through the Department Defense Coordinator.

C. Recovery

1. The Division of Engineering will:
 - a. Continue to submit progress reports through the Department Defense Coordinator to EM indicating the progress of services restoration operations.
 - b. Conduct damage assessments, of Department-owned buildings, facilities and equipment and cooperate with Federal officials in the preparation of the Damage Survey Report.
2. The Division of Engineering and the Division of Common Carriers will: Participate in the motor transportation and telecommunications phases of the "State of New Jersey Emergency Resources Management Plan."
3. The Office of the Commissioner will:

If necessary, for the public health and welfare, authorize the allocation of available electric power, gas supplies, water and fossil fuels in accordance with the priority of need. The Department will further authorize, as needed, the intergration of transportation, solid waste collection and disposal services or will propose an Executive Order authorizing such procedures.

V. COMMAND AND CONTROL

- A. In an emergency, the succession of command within the Department of Energy shall be as follows:
1. Commissioner, Department of Energy
 2. President, Board of Public Utilities
 3. Senior Commissioner, Board of Public Utilities
 4. Junior Commissioner, Board of Public Utilities
 5. Director, Division of Energy Planning and Conservation

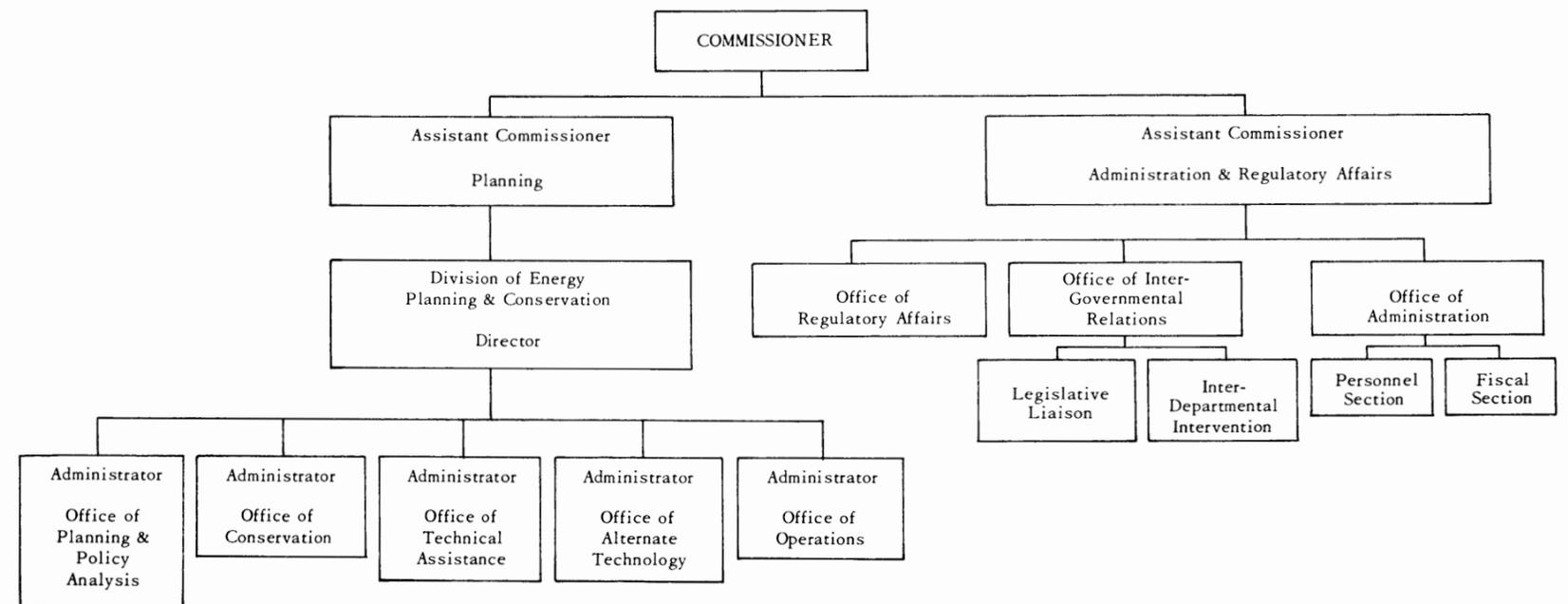
6. Chief Regulatory Officer, Board of Public Utilities
7. Chief Officer, Board of Public Utilities
8. Secretary, Board of Public Utilities
9. The Board of Public Utilities' Division Directors in the following order:
 - a. Director, Division of Engineering
 - b. Director, Division of Common Carriers
 - c. Director, Division of Accounts
 - d. Director, Division of Rates
 - e. Director, Division of Audits
 - f. Director of Administration
 - g. Director of Office Management
- B. The Department of Energy's Defense Coordinator will act as the liaison between the Department and EM on all matters relating to emergency activities.
- C. In the absence of the Department Defense Coordinator, the Director of the Board of Public Utilities' Division of Engineering will assume the responsibility for the Defense Coordinator's function. Subsequent assumption of these duties will proceed from the Director, Division of Engineering to each succeeding Division Director as indicated by the succession list in Paragraph V.A. 1 through 9 above.
- D. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.

DATED: March 15, 1978



State of New Jersey

DEPARTMENT OF ENERGY



ANNEX J

DEPARTMENT OF ENVIRONMENTAL PROTECTION

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1970, Chapter 33 (N.J.S.A. 13:1D-1)
- B. New Jersey Public Law 1975, Chapter 232 (N.J.S.A. 13:1D-29)
- C. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To protect the marine environment, save lives and property, and enforce all laws on State waters and contiguous land areas, to maintain aids to navigation on State waterways and promote boating safety.
- B. To provide construction funds, engineering expertise and construction of shore protection devices and maintenance dredging of State waterways.
- C. To reduce storm and flood damage by providing consultation on climatic and weather conditions, by monitoring rainfall and flood stages telemetrically and issuing early warnings.
- D. To reduce flood stages through operation of State-owned water storage and transmission facilities.
- E. To assess storm and flood related damage, particularly the cost of debris removal, protective measures and damage to public property.
- F. To determine the potability of water supplies possibly contaminated and to supervise sterilization of contaminated supplies.
- G. To document flood levels and discharges for use in planning future development.
- H. To estimate the cost of debris removal and rehabilitation of public facilities and to determine, by inspection, that rehabilitation projects are properly completed.
- I. To enforce regulations to ensure that a landfill fire is fought until it is extinguished.
- J. To safeguard persons and property on State forest and park lands and to conduct presuppression and suppression activities to prevent and extinguish forest fires.
- K. To minimize unnecessary radiation exposure to the public.
- L. To provide a mechanism for a coordinated response to spills so that polluting material can be contained, neutralized and removed, and the effects on the environment mitigated.
- M. To ensure that any pesticide release resulting from an accident will be contained and disposed of in such a manner as to minimize the contamination of the environment and the hazard to the public.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

A. Coastal Flooding and Earthquakes in the event of the occurrence of coastal flooding the Division of Marine Services will take the following actions:

1. Pre-emergency
 - a. Alert field station commanders and other progressively increasing stages of readiness, as necessary.
 - b. Perform increased storm watch manning functions, including but not limited to: establishing continuous liaison with local authorities, commitment of Marine Police in clearing waterways of all boats, assisting boaters in distress and assisting other State and local uniformed elements with resident evacuations.
2. Emergency/Post-Emergency
 - a. Assist in the patrolling of evacuated coastal areas to prevent looting and vandalism.
 - b. Render condition reports from affected coastal areas to the Department Defense Coordinator at the State EOC.
 - c. Keep abreast of coastline damage being suffered.
 - d. Render reports concerning damage conditions to the Department Defense Coordinator, through the Chief, Marine Police.
 - e. Participate in damage assessment surveys, and prepare general cost estimates for repair of disaster-related damages, as arranged by the Department Defense Coordinator.
3. Recovery
 - a. Provide assistance in returning residents to storm evacuated areas, as possible.
 - b. Support State and Federal agencies undertaking storm damage assessments (e.g. provide boats and radio contact to facilitate damage inspections).
 - c. Dispatch field personnel to perform visual on-the-ground inspections of affected coastal communities to verify the damage reports received during the storm, and submit reports to the Department Defense Coordinator.
 - d. Advise and assist local governments on matters relative to their application for State funds available under the Shore Protection Program, depending on the availability of State funds.
 - e. Accompany U.S. Army Corps of Engineers and/or Federal Emergency Management Agency representatives on detailed inspections of affected communities damage assessments to ascertain their eligibility for Federal supplementary assistance.

B. Non-Coastal Flooding and Earthquakes

In the event of a severe storm, earthquake, tornado, hurricane and/or related

flooding, The Division of Water Resources will take the following actions:

1. Pre-Emergency
 - a. Alert key personnel.
 - b. Establish contact with National Weather Service and call back intermittently for updating of information.
 - c. Adjust water control facilities (water storage levels, gate openings and flows) as the situation dictates.
 - d. Monitor river levels by telephone calls to telemetric river level gauges and plot these data versus storm data received from the National Weather Service to initiate the flood forecast process.
2. Emergency/Post-Emergency
 - a. Provide representatives to the State Emergency Operating Center (EOC) to establish direct liaison with the National Weather Service; and, continue monitoring with additional staff assigned to the EOC, or field locations, as required.
 - b. Conduct field investigations of damage and flood stages, mark flood crests and level flood crest marks to sea level datum.
 - c. Provide preliminary estimates of flood damages and debris clearance costs with assistance from county officials, at the request of State EM.
 - d. Investigate complaints identified by local officials concerning possible contamination of public water supplies.
 - e. Determine, in coordination with the State EM Office, manpower requirements, and, request additional staff required to conduct damage assessments.
3. Recovery
 - a. Survey damage to public drainage, flood control and hydraulic structures, water supply storage and distribution facilities, and sewage collection and treatment facilities with representatives of other appropriate agencies.
 - b. Schedule damage surveys and final inspections and assist Federal counterparts in the preparation of Damage Survey Reports and final inspection reports in the following categories:

Category A—Debris Clearance—U.S. Army Corps of Engineers (U.S.A.C.E.)

B—Emergency Protective Measures—U.S.A.C.E.

D—Water Control Facilities—U.S.A.C.E.

E—Public Buildings and Related Equipment—U.S.A.C.E.

F—Public Utilities—U.S. Environmental Protection Agency

I—Parks and Recreational Facilities—U.S.A.C.E.

- C. **Inland and Coastal Flooding** In the event of a severe storm, earthquake, tornado, hurricane and/or related flooding, the Division of Parks and Forestry, Historic

Sites Section will report on the status of public and private areas, sites, structures and objects located in a Presidentially declared "disaster area" which are listed on or classified as "eligible" for inclusion in the National Register of Historic Places.

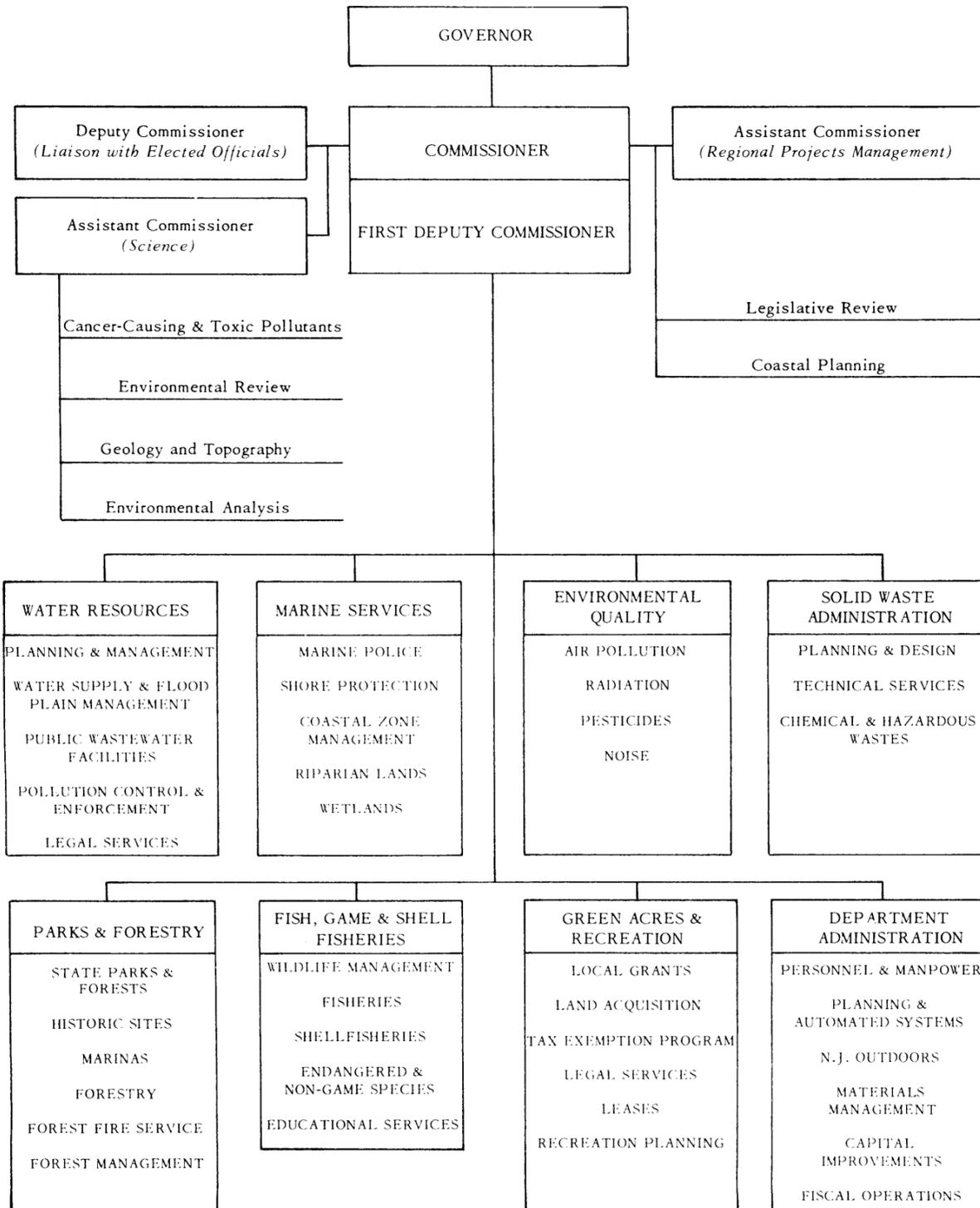
- D. **Oil and Hazardous Material Spills** (See the Department of Environmental Protection "Civil Defense and Disaster Control Plan" Section II, 2A and 2B).

V. COMMAND AND CONTROL

- A. The Department order of succession to official positions is as follows:
1. Commissioner
 2. 1st Deputy Commissioner
 3. 2nd Deputy Commissioner
 4. Assistant Commissioner
 5. Director, Division of Environmental Quality
 6. Director, Division of Marine Services
- B. Employees must contact immediate supervisors for work assignments, in emergency situations.
- C. The Department Defense Coordinator will report to the State EOC to provide liaison between the Department of Environmental Protection and other Federal and State agencies, upon request of the Director, EM.
- D. The Director, EM, may contact any bureau of the Department of Environmental Protection directly for information, advice, liaison or coordination assistance, in an emergency situation.
- E. This annex is to be effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey



ANNEX K

DEPARTMENT OF HEALTH

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1947, Chapter 177 (N.J.S.A. 26A-1 et seq)
- B. New Jersey Administrative Code, Title 8—Chapter 51 (N.J.A.C. 8:51)
- C. U.S. Public Law 93-288, the “Disaster Relief Act of 1974”

II. MISSION

- A. To direct disaster health relief actions through the county and municipal health agencies in order to minimize the hardship and suffering of disaster victims.
- B. To develop emergency standards and guidelines, and provide technical assistance to State agencies, regions, counties and municipalities on general sanitation problems and to furnish the public with emergency information on anticipated sanitation problems through the news media.
- C. To provide specialized consultation in order to deliver nursing, medical social work and health aid services.
- D. To reduce, control and/or eliminate any insect-or animal-borne diseases.
- E. To provide essential analytical and diagnostic laboratory services to Department programs, physicians, clinical and hospital laboratories and local health departments and agencies for the control and surveillance of diseases and sickness.
- F. To provide a system for registration of deaths and other vital statistics and to furnish certified copies of disaster reports of such to the State Director, EM as requested.
- G. To provide information on medical health care facilities to the State Director, EM, through coordination with the New Jersey Hospital Association.
- H. To coordinate the acquisition of necessary health and medical personnel through the coordination with the New Jersey Medical Association and the New Jersey Nurses Association.

III. ORGANIZATION (See attached organizational chart).

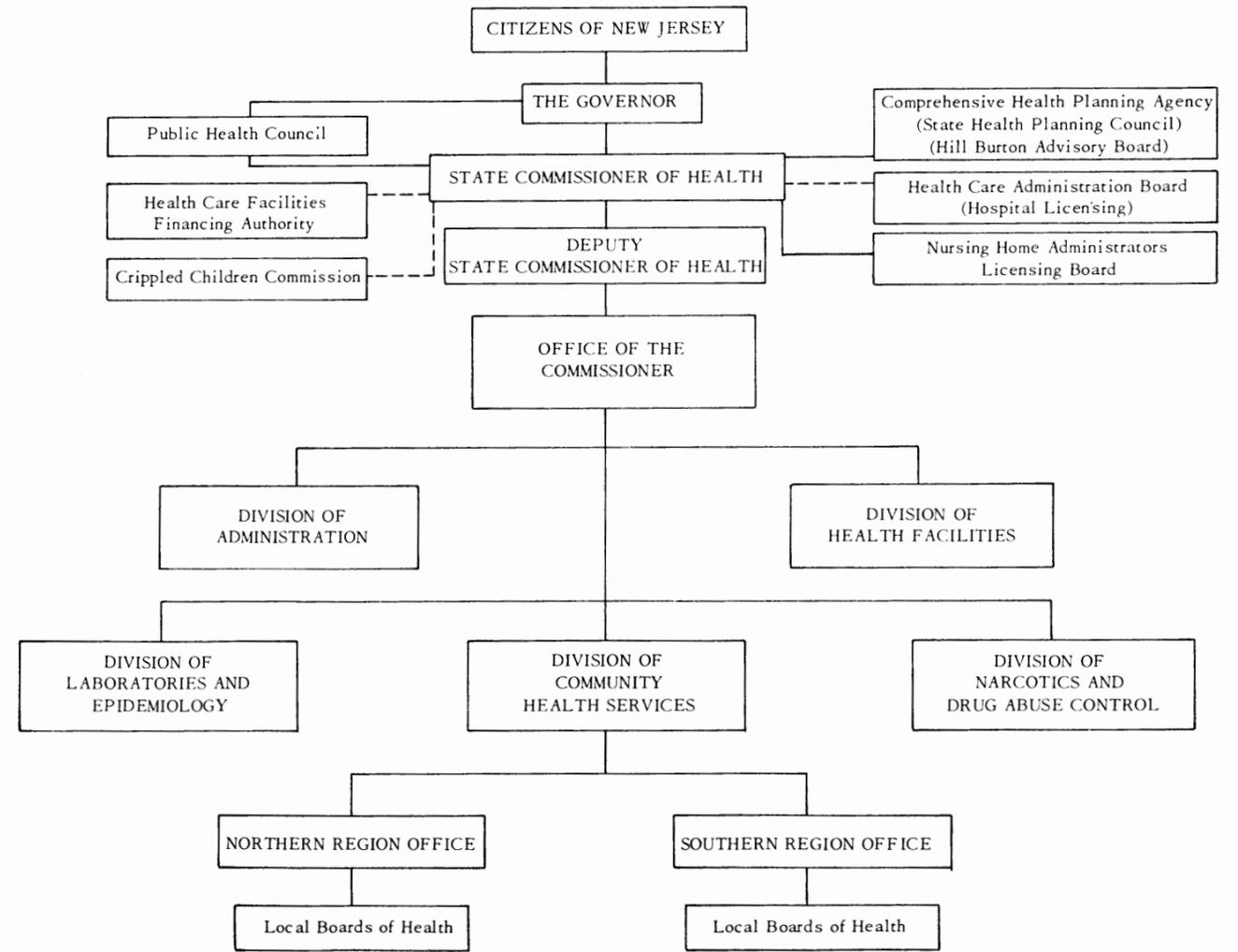
IV. RESPONSIBILITIES

- A. Pre-Emergency
The Office of Emergency Medical Services will:
 - 1. Establish and maintain liaison with the State Director, EM, regarding Department responsibilities under the *State of New Jersey Emergency and Disaster Operations Plan*.
 - 2. Establish and maintain liaison with those government agencies that the Department will interact with during an emergency/disaster situation.

3. Activate Department contingency plans to include alerting key personnel, reviewing resource listings and informing the Commissioner, Department of Health that an emergency/disaster situation is imminent.
- B. Emergency/Post-Emergency**
1. The Office of Emergency Medical Services will:
 - a. Monitor health situation reports of county and municipal officials directly concerned on public health hazards, actual or potential for verification and appropriate formal certification as to the existence of such hazards in preparation for State request of Federal assistance. Reports will be forwarded to State EM.
 - b. Coordinate the acquisition of medical and health personnel, equipment and supplies required for use in State, county and municipal disaster relief operations.
 - c. Coordinate with the State and county medical examiner agencies and the State Mortician Association for the establishment of temporary mortuary services and facilities.
 - d. Establish liaison among State, county, municipal and private health and medical agencies and the U.S. Public Health Service.
 - e. Provide guidance for hospital expansion, discharge and transfer of patients and for collecting and dispensing of medical supplies.
 - f. Initiate formal requests for the assistance of Federal and private agency counseling services for disaster-affected individuals.
 2. The Division of Health Planning and Resources Development will:
Direct and provide personnel to conduct hospital inspections and damage assessments of health and medical care facilities Statewide.
 3. The Division of Community Health Services will provide:
 - a. Statewide coordination, and advice on State, county and municipal medical, health and sanitation operations.
 - b. Rehabilitation and related services for disabled survivors.
 - c. Enforcement of standards pertaining to the safety of drugs, food and milk for public consumption.
 - d. Personnel to inspect mass feeding centers, markets, restaurants and food processing plants and order disposal or embargo of damaged foodstuffs.
 4. The Division of Administration will:
Provide the Director, EM, with situation reports on vital statistics casualties and health problems.
 5. The Division of Laboratories and Epidemiology will:
 - a. Conduct epidemic surveillance and expand epidemic control and immunization activities.
 - b. Analyze potable water samples submitted by county and municipal



State of New Jersey
DEPARTMENT OF HEALTH



ANNEX L

DEPARTMENT OF HIGHER EDUCATION

I. AUTHORITY AND REFERENCES

- A. New Jersey Public Law, Chapter 302, (N.J.S.A. 18A:3-1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

The normal functions of the Department of Higher Education are to supervise and/or coordinate the educational activities of the public institutions of higher education in New Jersey, including Rutgers—The State University, the College of Medicine & Dentistry of New Jersey, the New Jersey Institute of Technology, nine State Colleges, and seventeen County Community Colleges. The Central staff performs the supervisory and/or coordination function for public institutions of higher education and higher education offices and installations in natural emergency/disaster situations.

III. ORGANIZATION

The Department of Higher Education is supervised by the Chancellor of Higher Education under the Board of Higher Education. Organizationally, under the Chancellor, the Central Office staff consists of one Vice-Chancellor, four Assistant Chancellors, and a number of Office Directors. (See attached organizational chart)

IV. RESPONSIBILITIES

A. Pre-Emergency

The Office of Personnel Policies (under the supervision of the Assistant Chancellor) will provide:

Information concerning an impending natural disaster to the Chancellor, Vice Chancellor or Department Defense Coordinator. The information will immediately be transmitted to each Central Office employee through the several Office Directors. It will be the responsibility of the Office Directors to notify the personnel under their supervision and guide them during the emergency. It also will be the responsibility of the Directors of the Institutional Offices (Rutgers-NJIT, Medical Education, State Colleges, Community Colleges, and Independent Colleges) to notify all institutions in their sphere of operation of the impending emergency and to maintain regular liaison with those institutions through the President or designee. Where possible, the Chancellor and Department Defense Coordinator will review the emergency plans of the Department to determine their applicability to the pending emergency and to make *ad hoc* modifications where required.

B. Emergency/Post Emergency

The Office of Personnel Policies will: during and immediately following the period of the emergency, under the direction of the Department Defense

Coordinator, perform the following activities:

1. Collect data and information on interruption of services to public institutions of higher education in the State and report findings to EM through the Department Defense Coordinator.
2. Collect data and information on damages to physical plants and facilities of public institutions of higher education Statewide and report findings to EM through the Department Defense Coordinator.
3. Collect data on casualties and fatalities at public institutions of higher education.

C. Recovery

The Office of Personnel Policies during the period of recovery from a natural disaster, the Department Defense Coordinator will perform the following activities:

1. Continue to collect and report information and data as described above in "B. Emergency/Post Emergency".
2. Coordinate damage assessments by institution personnel and Federal and State officials on institutions of higher education.

V. REPORT

As soon as possible after the resumption of "normal" working operation, the Office Directors of the Department of Higher Education will prepare and submit to the Chancellor or his or her designee a written report concerning the effect of the natural disaster on the operations of his or her area of responsibility. The report will contain information to the status of the work force, vital resources, assigned equipment and supplies, and all other information deemed necessary to determine the overall ability of the Department and institutions within its jurisdiction to continue and/or resume operations. The Chancellor will, as soon as feasible after the resumption of normal operations, prepare and submit a written report to the Governor and provide a copy to the Director, State Office of Emergency Management.

VI. COMMAND AND CONTROL

The organizational lines of responsibility and means of communication are outlined elsewhere. (See "III. ORGANIZATION"). Coordination with other departments, such as with the Department of Education with which the Department of Higher Education shares a building, will be handled by the Department Defense Coordinator, by delegation from the Chancellor.

VII. The following constitutes a directory of personnel at the Department who have a responsibility for administering the Department's "Natural Disaster Annex":

Title

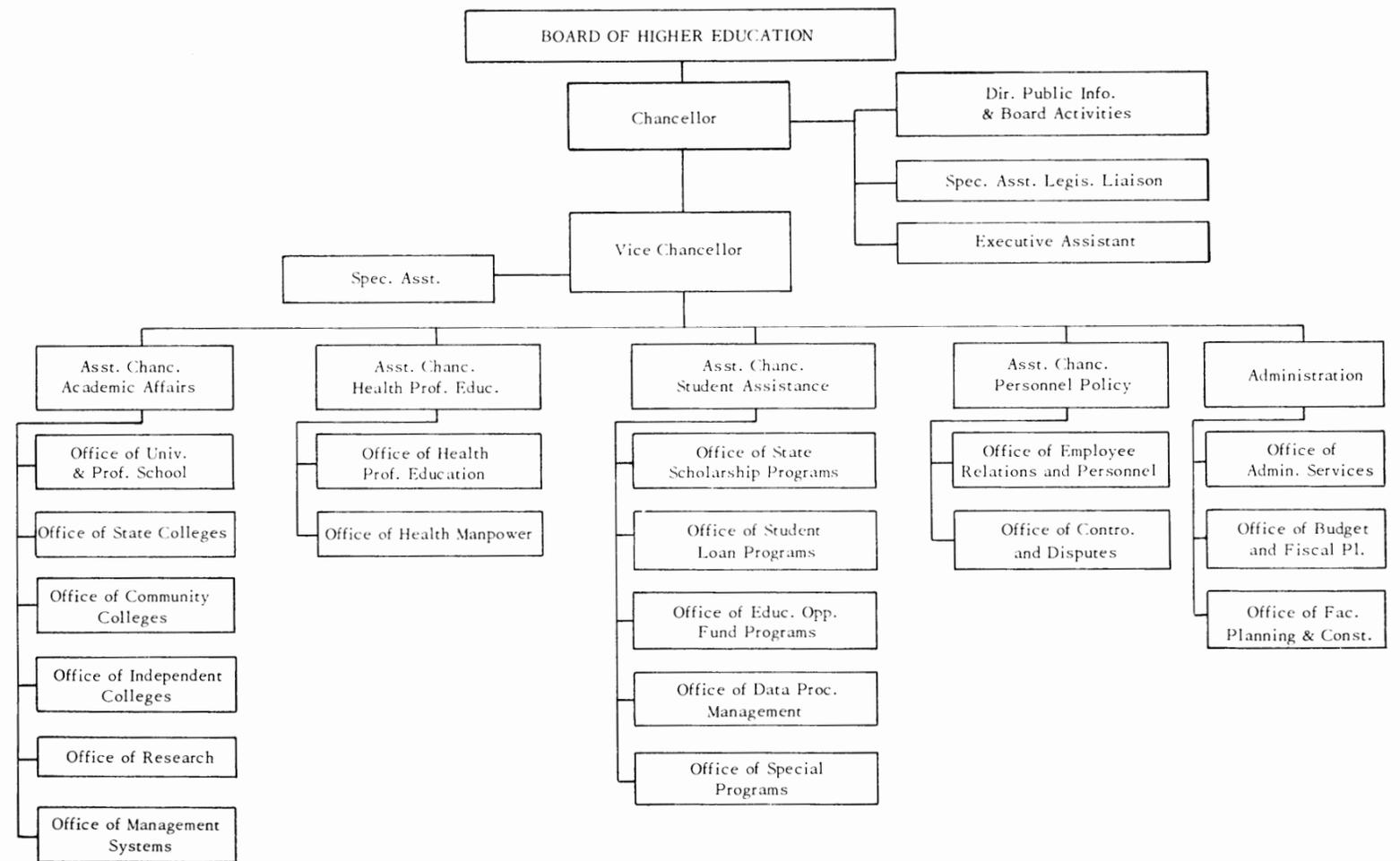
- A. Chancellor
- B. Vice Chancellor
- C. Assistant Chancellor, Personnel Policies

VIII. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF HIGHER EDUCATION



ANNEX M

DEPARTMENT OF HUMAN SERVICES

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1976, Chapter 98 (N.J.S.A. 30:1A-1)
- B. Public Law 93-288, the "Disaster Relief Act of 1974."

II. MISSION

- A. To administer and supervise the State's institutions (mental hospitals, schools for the retarded, and soldiers homes).
- B. To administer and supervise the several units of the Division of Youth and Family Services, and day care training centers for the retarded.
- C. To deliver income security to the blind and visually impaired.
- D. To provide income maintenance to public indigents.
- E. To provide housing and nursing services to disabled veterans and their families.
- F. To provide medical assistance and health services to the economically disadvantaged.

III. ORGANIZATION

- A. See organization chart at Appendix I for central offices of the Department.
- B. See Directory at Appendix II for key personnel.

IV. RESPONSIBILITIES

- A. The Division of Public Welfare
 - 1. Pre-Emergency:
 - a. Alert welfare agencies throughout the State of impending emergencies and inform key personnel of any specific responsibilities and duties they should perform.
 - b. Review existing plans and programs in order to ensure that immediate essentials such as emergency clothing, food, lodging, social services and financial assistance can be provided those eligible people in need of assistance.
 - 2. Emergency/Post Emergency
 - a. Mobilize all governmental welfare resources within the State, and execute those emergency public assistance-maintenance assistance programs necessary to relieve suffering and sustain survivors.
 - b. Provide emergency welfare assistance to eligible individuals and families in the form of cash grants or necessary essentials such as clothing and shelter, if available.

- c. Administer or supervise the emergency distribution of food stamps to qualified individuals and families in accordance with Federal regulations.
 - d. Provide representation to the State EOC, if requested.
3. Recovery:
- a. Assist individuals and families adjust during an emergency situation and provide care for unaccompanied children, the aged, the infirm, the handicapped and other persons or groups requiring specialized care.
 - b. Coordinate fiscal and management programs under the public assistance and Food Stamp Program.
 - c. Provide assistance for recording and reporting displaced individuals and families.
 - d. Provide assistance to county welfare coordinators on matters of policy and procedure interpretation.
 - e. Provide representatives for duty at the Disaster Assistance Centers ("one stop center") to advise and assist victims on matters pertaining to public welfare.
 - f. Monitor the Federal/State funded programs administered by county and municipal welfare agencies.
- B. The Division of Institutional Support Services**
1. Pre-Emergency:
- a. Establish and maintain liaison with Plans and Operations Bureau, EM, regarding Department responsibilities under the *State of New Jersey Emergency and Disaster Operations Plan*.
 - b. Establish and maintain liaison with those governmental agencies that the Department will interact with during an emergency/disaster situation.
 - c. Activate contingency plans to include informing the Commissioner, key personnel and institutions that may be involved, that an emergency/disaster is imminent.
2. Emergency/Post Emergency
- a. Coordinate support services with State EM and those State Departments and voluntary agencies that interact with the Department.
 - b. Provide feeding facilities, emergency shelter, medical facilities, sanitary and laundry facilities for disaster victims, whenever feasible.
 - c. Provide emergency bus transportation, equipment and supplies whenever feasible.
 - d. Provide representation to the State EOC, if requested.
 - e. Conduct damage assessments of Department-owned buildings, facilities and equipment. Report findings to State EM (**Damage Assessment Officer**).

3. Recovery:
 - a. Continue to perform support functions listed in 2. above "Emergency/Post Emergency" until relieved by Governor or Director EM.
 - b. Conduct, when requested by EM joint Federal/State damage assessments of Department-owned buildings, facilities and equipment.

V. COMMAND AND CONTROL

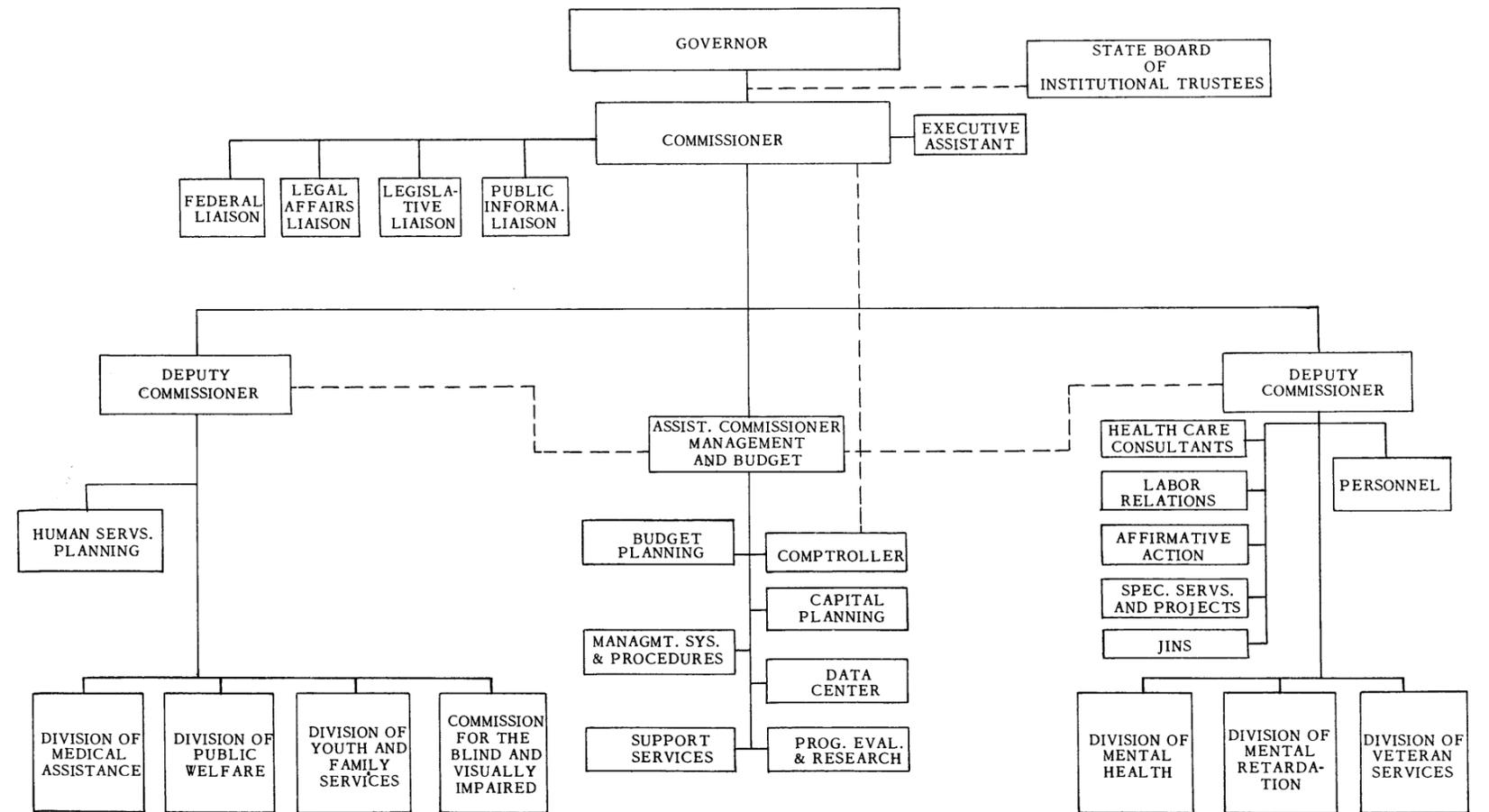
- A. The Commissioner of Human Services, or a designated representative will be in charge of emergency operations.
- B. The Chain-of-Command and/or order of succession within the Department is as follows:
 1. Commissioner
 2. Deputy Commissioner for Operations.
 3. Deputy Commissioner for Agencies.
 4. Assistant Commissioner, Management And **Budget**.
 5. Director, Institutional Support Services.
 6. Director, Division of Mental Retardation.
 7. Director, Division of Veterans Programs.
 8. Director, Division of Mental Health.
 9. Director, Division of Public Welfare.
 10. Director, Division of Medical Assistance.
 11. Director, Division of Youth and Family Services.
- C. The Director, Emergency Mgt. is authorized to contact and **commandeer help** from any Division, Bureau or Institution within the Department to the extent of their ability to respond.
- D. Employees should contact their immediate supervisors for instructions relative to their responsibilities during an **emergency** or disaster situation.



State of New Jersey

DEPARTMENT OF HUMAN SERVICES

M-4



ANNEX N

DEPARTMENT OF INSURANCE

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1970, Chapter 12 (N.J.S.A. 17:1C-1 et seq)
- B. "Questions and Answers on the National Flood Insurance Programs"
- C. "Consumer's Guide on Fire Insurance"
- D. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To assure that insurance coverage is available to the public.
- B. To protect the public from unlawful and unfair practices by insurers, agents, brokers and solicitors.
- C. To protect the public from loss due to insolvencies of insurance companies of New Jersey.
- D. To assure insurance rates and policy provisions.

III. ORGANIZATION (See attached organizational chart).

IV. RESPONSIBILITIES

A. Pre-Emergency

The Real Estate Commission will:

Review the Department's emergency plans, alert key personnel and inform the Commissioner, Department of Insurance, that an emergency/disaster situation is imminent.

B. Emergency/Post-Emergency

1. The Office of the Commissioner, Department of Insurance will:

Act as counsel to the Governor and Director, EM, on insurance matters, if necessary.

2. The Real Estate Commission will:

Report on damages to Department-owned or-leased buildings, facilities and equipment to EM.

3. The Division of Actuarial Services and the Division of Investigations and Complaints will:

Coordinate with EM, if necessary, and provide personnel for duty at the Disaster Assistance Centers ("one-stop centers") in matters involving property-liability insurance and life, accident and health insurance.

4. The Division of Administration will:

Provide clerical personnel for duty at the Disaster Assistance Centers in the disaster area.

C. Recovery

All divisions will continue with functions listed above in "B. Emergency/Post-Emergency" until relieved of duty by the Governor, or Director, EM.

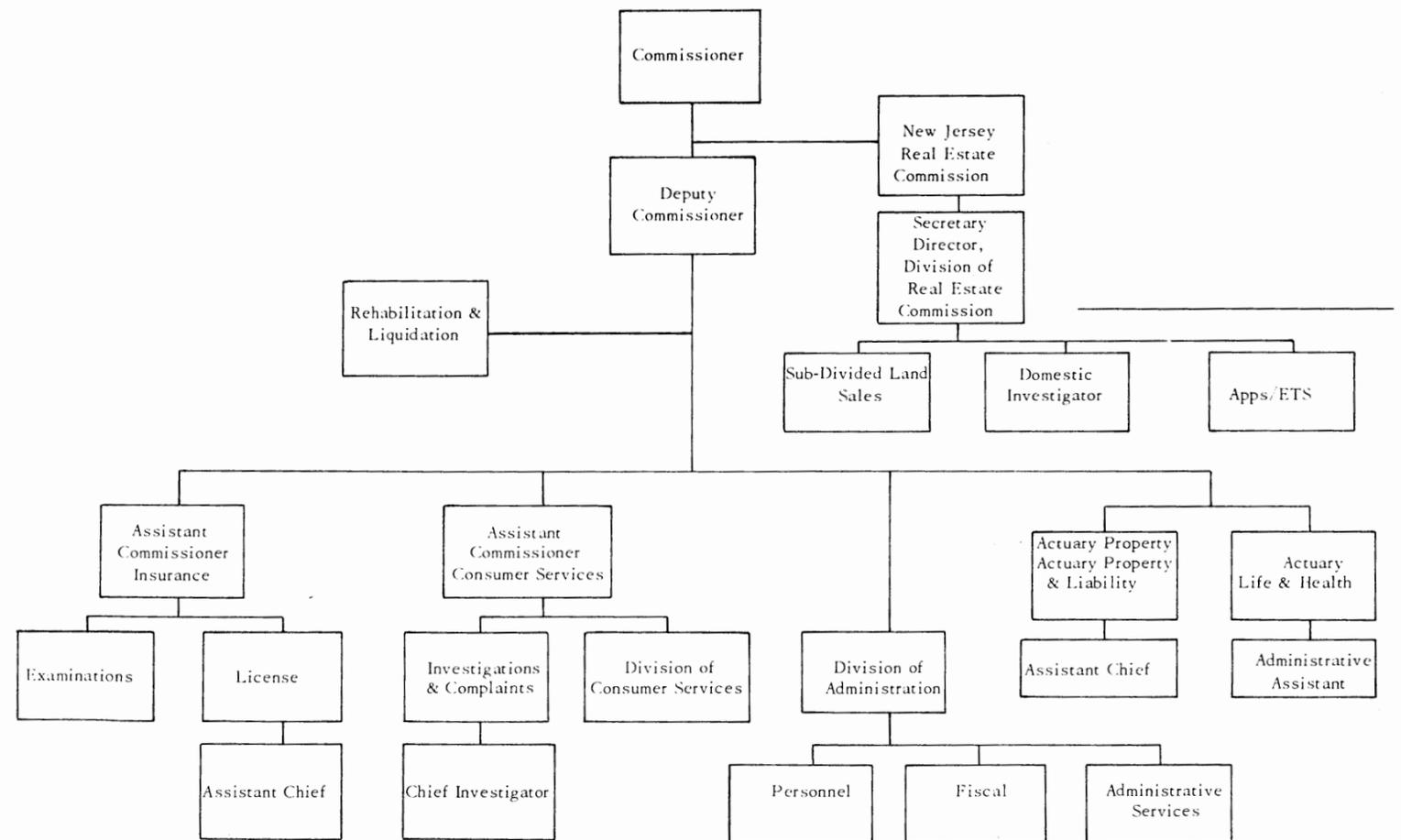
V. COMMAND AND CONTROL

- A. The Commissioner of Insurance is in charge of the Department's emergency operations, N.J.S.A./52:14A-1 provides for the order of succession to official positions.
- B. Memoranda, bulletins and annual records will be used to issue instructions and to keep the staff and public informed on insurance and real estate matters.
- C. Key personnel will be alerted by telephone by the person receiving the emergency information.
- D. All employees must contact their immediate supervisors for instructions during an emergency.
- E. The Director, EM, may contact any Division of the Department directly for advice or information in an emergency situation.
- F. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF INSURANCE



NJ

ANNEX O

DEPARTMENT OF LABOR AND INDUSTRY

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1948, Chapter 446 (N.J.S.A. 34:1A-1 et seq)
- B. New Jersey Public Law 1936, Chapter 270 (N.J.S.A. 43:21-1 et seq)
- C. New Jersey Title 58, A:9-33 to A:9-57
- D. Wagner Peyser/National Employment System Act of 1933, CH. 4-9, 48 STAT 113
- E. 15 U.S.C. Sections 1021-1024
- F. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To provide economical security and medical assistance to unemployed and/or disabled workers.
- B. To develop and rehabilitate manpower for employment opportunities.
- C. To enforce workplace regulations.
- D. To minimize public employer-employee disputes, to resolve such disputes when they arise and to enforce statutory rights of public employees.
- E. To compile, analyze and disseminate labor market and economic data for distribution, and to facilitate decision making in the public and private sectors.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

- A. Pre-Emergency
 - 1. The Division of Employment Services will:
Review files of skilled and unskilled workers currently available for work. These files can be augmented by soliciting information on other workers who may be made available for call in case of emergency.
 - 2. The Division of Administrative Services will:
Provide to the State Office of Emergency Management current listings of Central and local manpower offices managers' and supervisors' names and home telephone number for emergency use.
- B. Emergency/Post-Emergency
 - 1. The Division of Employment Services will:
Recruit and allocate manpower consistent with the Governor's determination of priority use of resources.

2. The Division of Unemployment and Disability Insurance will:
Publicize Unemployment Insurance and Disaster Unemployment Assistance Program(s) and provide personnel to administer programs from Disaster Assistance Center(s).
3. The Division of Vocational-Rehabilitation Services will:
Provide crisis counseling assistance at multi-service Disaster Assistance Center(s).
4. The Division of Planning and Research will:
Compile and analyze data on the economic impact of the disaster, and estimate the number of persons unemployed due to the emergency and the related costs.
5. The Division of Workplace Standards will:
If necessary and requested, examine public buildings for hazardous conditions and/or examine boilers prior to refiring. Provide, upon request, health and safety consultation services to the private business sector.
6. The Division of Administrative Services will:
Report damage to Department-owned buildings to State Office of Emergency Management.

C. Recovery

1. All divisions will continue functions listed above in "B. Emergency/Post-Emergency."
2. The Division of Unemployment and Disability Insurance will:
Process Unemployment Insurance and Disaster Unemployment Assistance payments.
3. The Division of Economic Development will:
Set up mobile Information Center as a communications and operating center at the disaster site. Provide linguists. Maintain liaison with hotel, motel and restaurant groups.

V. COMMAND AND CONTROL

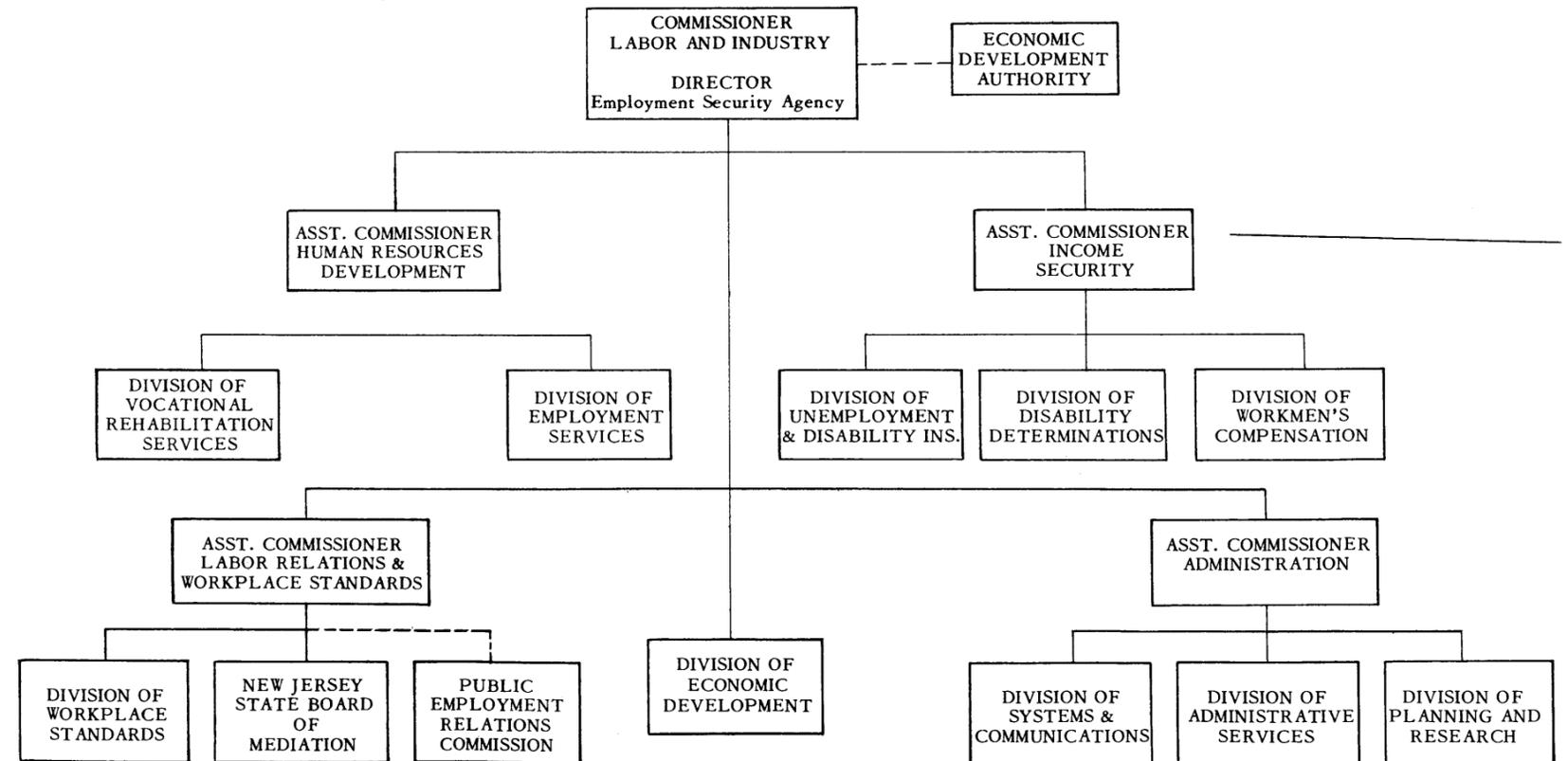
- A. The Department is headed by the Commissioner of Labor and Industry and staff. Divisions are headed by directors and staff. (See attached organizational chart.) The Chief Operating Officer and Acting Commissioner in the Commissioner's absence is the Assistant Commissioner for Administration.
- B. The Departmental order of succession in emergency situations is as follows:
 1. Commissioner of Labor and Industry
 2. Assistant Commissioner for Administration
 3. Assistant Commissioner for Income Security
 4. Assistant Commissioner for Labor Relations and Workplace Standards
 5. Coordinator of Manpower Program Services

- C. Normal departmental liaison with the State Office of Emergency Management will be provided by the Department Defense Coordinator.
- D. The Department Defense Coordinator will notify the Commissioner, Department of Labor and Industry, who will alert his staff. Staff members will alert the Central Office and local office units involved.
- E. The Commissioner, in his capacity as Executive Director of the Employment Securities activities, is State Manpower Director. He will operate through key personnel and the local offices.
- F. The Department Defense Coordinator will ensure that normal chain-of-command channels are followed to the maximum extent feasible. However, in an emergency, Emergency Management can contact any Labor and Industry Department officials directly for information or for advice.
- G. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF LABOR AND INDUSTRY



O-4

ANNEX P

DEPARTMENT OF LAW AND PUBLIC SAFETY

I. AUTHORITIES AND REFERENCES:

- A. N.J. Constr. Art. 5, §4, Paragraphs 1 and 3
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"
- C. New Jersey Public Law 1944, Chapter 20 (N.J.S.A. 52:17A-1 et seq)
- D. New Jersey Public Law 1948, Chapter 439 (N.J.S.A. 52:17B-1 et seq)
- E. New Jersey Public Law 1950, Chapter 70 (N.J.S.A. 39:4-213 thru 215)
- F. New Jersey Public Law 1941, Chapter 393 (APP A:9-30 et seq)
- G. 24 CFR 2205 (FDAA-HUD)

II. FUNCTION OF DEPARTMENT OF LAW AND PUBLIC SAFETY:

- A. **General Function**—The Department of Law and Public Safety is a principal cabinet level, department of State government (N.J.S.A. 52:17B-1) headed by the Attorney General (N.J.S.A. 52:17B-2) who is the principal legal advisor and attorney of the State. The Attorney General renders legal advice to State officials and agencies and is responsible for the enforcement of the criminal laws of the State. (N.J.S.A. 52:17A-1, 2 and 52:17B-4).

The Department of Law and Public Safety consists of nine major operational Divisions,¹ five commissions or boards,² the Office of the Attorney General (Administrative Division),³ Police Training Commission,⁴ Office of the State Medical Examiner,⁵ and the Emergency Management function thru the State Office of Emergency Management situated in the Division of State Police.⁶

The Attorney General is the Executive head of the Department of Law and Public Safety and its various Divisions, Commissions, Boards, etc., (N.J.S.A. 52:17B-4).

- 1. Division of Criminal Justice, N.J.S.A. 52:17B-97 thru 117.
Division of Law, N.J.S.A. 17A-4 and 52:17B-5.
Division of Consumer Affairs, N.J.S.A. 52:17B-118 thru 141.
Division of Civil Rights, N.J.S.A. 52:17A-4(d) & 10:5-1 thru 28.
Division of Motor Vehicles, N.J.S.A. 52:17B-19.
Division of State Police, N.J.S.A. 52:17B-9.
Division of Alcoholic Bev. Control, N.J.S.A. 52:17B-15.
Division of Systems & Communications, Executive Order #2 (Kugler, 3-18-71).
Division of Gaming Enforcement, N.J.S.A. 5:12-55.
- 2. Executive Commission on Ethical Standards, N.J.S.A. 52:13D-21.
Violent Crimes Compensation Boards, N.J.S.A. 52:4B-3.
Election Law Enforcement Comm., N.J.S.A. 19:44A-4.
Racing Commission, N.J.S.A. 5:5-22.
SLEPA, Executive Order #4, August 1968.
- 3. N.J.S.A. 52:17B-3
- 4. N.J.S.A. 52:17B-66 thru 77.

5. N.J.S.A. 52:17B-78 thru 94.
6. Executive Directive 1978-1 (Hyland).

The Attorney General has, in addition to the powers and duties already enumerated and designated by the Legislature, those powers and duties required and imposed by the Constitution of the State of New Jersey, the common law and such inherent powers as are required to protect the public interest though not explicitly authorized by the Legislature.

- B. Emergency Response Function**—For the purposes of preparing for and responding to emergency situations such as natural or man-made disasters, or catastrophes or civil unrest, the Department of Law and Public Safety is the principal and leading response agency. In particular, the Divisions of State Police, Criminal Justice, Motor Vehicles and Law have early and immediate responsibilities in responding to emergency situations such as, but not limited to, those outlined above.

The Division of State Police, Emergency Management, located at Division Headquarters on River Road, West Trenton (at the junction of River Road and I-95), which houses the State Office of Emergency Management is the primary agency through which **all** emergency situations should be reported and coordinated. An Emergency Procedures Directory, published by the Governor's Advisory Council on Emergency Services, chaired by the Attorney General, is available at the Division of State Police to insure prompt and efficient contact with the appropriate key personnel and State Agencies to deal with emergencies.

The Emergency Response Functions of the Department of Law and Public Safety include but are not limited to: (this list is not ordered by priority)

- Receive and transmit warnings regarding emergency situations.
- Provide efficient and reliable communications through emergency and regular channels for law enforcement and appropriate agencies in affected areas statewide.
- Supervise and maintain law and order and assist as needed or required local, county or other duly constituted law enforcement or Emergency Management Agency in affected areas or adjacent communities.
- Provide law enforcement services to areas where such services are unavailable or required or necessitated by virtue of an emergency or disaster.
- Provide, or assist in providing, emergency services such as first aid treatment or equipment, e.g., helicopters or other vehicles, as needed for treatment and/or transportation and/or evacuation of injured or others affected by the emergency or disaster.
- Develop and administer a coordinated statewide system of response to natural or man-made disasters or catastrophes or civil disorders through the Office of Emergency Management of the Division of State Police.
- To assist with Traffic Control on State Highways, municipal or county roads and other roadways to reduce the risk of death, injury or property damage.
- To protect life and property during emergencies and/or disasters such as forest fires, floods, hurricanes or other hazardous and dangerous situations.

—Assist in the movement of hazardous materials on **State Highways** and other roadways.

—Provide for the movement of oversize and excess weight vehicles and equipment (e.g., heavy construction vehicles) to and from affected areas.

—Provide legal services, counsel and advice to all **State Agencies and Officers** regarding the legal aspects, implications and problems connected with and/or resulting from an emergency or disaster situation.

—As required or requested, draft **Emergency Proclamations, Executive Orders, Rules and Regulations** and suggest appropriate legislative actions to alleviate or mitigate emergency or disaster related problems or consequences.

—Provide legal and investigative assistance and advice in criminal and civil matters and related administrative actions including but not limited to matters pertaining to **Civil Rights, Consumer Affairs and Alcoholic Beverage sales and consumption**.

—Assist in the inspection and examination of structures, roads, bridges, tunnels and adjacent facilities in affected areas.

—Pursuant to N.J.S.A. App. A:9-30 et seq., institute and implement procedures as required and requested by the Governor.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

A. Pre-Emergency

The Division of State Police will:

1. Receive emergency/disaster warnings and transmit the warnings to the EM Office or duty officer.
2. Assist on request, with plans and manpower for traffic control in evacuation operations.
3. Assist, on request, with emergency protective measures to include the control of traffic to be rerouted from potentially hazardous areas.
4. Provide emergency communications.
5. Establish and maintain liaison with the Director, EM, regarding Department responsibilities under the *State of New Jersey Emergency and Disaster Operations Plan*.
6. Establish and maintain liaison with governmental agencies sharing emergency responsibilities with the Department.
7. Activate the Department standard operating procedure to include the alerting of key personnel.
8. Activate EM standard operating procedure.

B. Emergency

In the emergency period, the Division of State Police will, upon request, take the following actions:

1. Continue with functions listed in "A. Pre-Emergency," as necessary.

2. Assist in emergency transportation operations with plans and manpower for traffic control.
3. Assist with the emergency care of the injured.
4. Assist in search and rescue operation with other cooperating agencies.
5. Maintain law and order to include the prevention of looting.
6. Prevent further injuries to casualties and the loss of life.
7. Collect, identify and dispose of the dead with other cooperating agencies.
8. Cooperate in the restoration of public utilities by relaying outage reports to the proper authorities.
9. Assist with traffic control in forest fire suppression operations with local authorities.
10. Assist in hazardous material management operations on State highways with the Department of Transportation and the Department of Environmental Protection.
11. Provide information on damages to Department-owned buildings, facilities and equipment to EM to include a report on any disruption of services resulting from the emergency/disaster situation.
12. Activate EM standard operating procedure.

C. Emergency/Post-Emergency

1. The Division of State Police will:
 - a. As soon as possible after the emergency situation is under control, the Division will coordinate and conduct damage assessments of Department-owned buildings, equipment and facilities with State and/or Federal officials.
 - b. Activate EM standard operating procedure.
2. The Division on Civil Rights will:

Provide field representatives and attorneys to advise and assist requesting disaster victims on their civil rights as defined in U.S. Public Law 93-288, the "Disaster Relief Act of 1974."
3. The Division of Consumer Affairs will:

Provide investigators, attorneys, advice, arbitration and litigation for disaster victims who require such consumer services.
4. The Division of Alcoholic Beverage Control will:

Inspect and dispose of disaster-affected alcoholic beverages, if necessary.
5. The Division of Criminal Justice will:

Provide requested legal and investigative assistance in criminal and civil matters.
6. The Division of Law will:
 - a. Provide assistance to State departments in matters pertaining to Administrative Law and the general operation of the State government.

- b. Assist the Division of Criminal Justice, if possible, with criminal prosecutions to include such offenses as theft and looting.
 - c. Provide investigators to handle matters concerning consumer protection for requesting disaster victims.
7. The Office of State Medical Examiners will:
- Supervise Statewide operations for emergency mobilization of facilities for processing bodies from disaster-related fatalities which are violent, suspicious, unusual or which constitute a threat to the public health.
8. Activate EM standard operating procedure.
- D. Recovery
- 1. All Divisions will:
Continue with functions listed above in "B. Emergency" and "C. Emergency/Post-Emergency" until relieved of duty by the Governor, or Director, EM.
 - 2. The Division of State Police will:
Coordinate matters pertaining to damage assessments on Department-owned buildings, equipment and facilities with State and Federal officials, if necessary, in preparation for the Damage Survey Report.
 - 3. Activate EM standard operating procedure.

V. COMMAND AND CONTROL

- A. The Department chain of command and/or order of succession in emergency situations is as follows:
 - 1. Attorney General
 - 2. First Assistant Attorney General
 - 3. Director Division of Law
 - 4. Director Division of Criminal Justice
- B. Employees must contact their immediate supervisors for work instructions in emergency situations.
- C. The Department Defense Coordinator will act as liaison and will coordinate between the Department of Law and Public Safety and EM.
- D. The Director, EM, may contact any bureau of the Department directly for information and advice in an emergency situation.
- E. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.

ANNEX Q

DEPARTMENT OF THE PUBLIC ADVOCATE

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1974, Chapter 27 (N.J.S.A. 158:A-1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974."

II. MISSION

To provide representation for New Jersey resident natural disaster victims in their dealings with departments and agencies of the State government, other governmental agencies and regulated industries.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

- A. Pre-emergency
 - 1. The Disaster Coordinator will alert Division of Citizen Complaints and Dispute Settlement personnel and/or the Assistant Commissioner that an emergency/disaster situation is imminent.
- B. Emergency/Post-Emergency
 - 1. The Division of Citizen Complaints and Dispute Settlement will provide necessary personnel for "one-stop" Disaster Assistance Centers to advise disaster victims on their dealings with governmental agencies.
- C. Recovery
 - Continue with function listed in "B. Emergency/Post-Emergency."

V. COMMAND AND CONTROL

- A. The Department emergency chain of command is as follows:
 - 1. Commissioner
 - 2. Assistant Commissioner
 - 3. Director, Division of Citizen Complaints and Dispute Settlement
 - 4. In absence, Defense Coordinator
- B. The Commissioner will communicate with all offices via memoranda or bulletins.
- C. The Director, EM, may contact the Assistant Commissioner or any Division of the Department in his/her absence directly for advice in emergency situations.
- D. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.

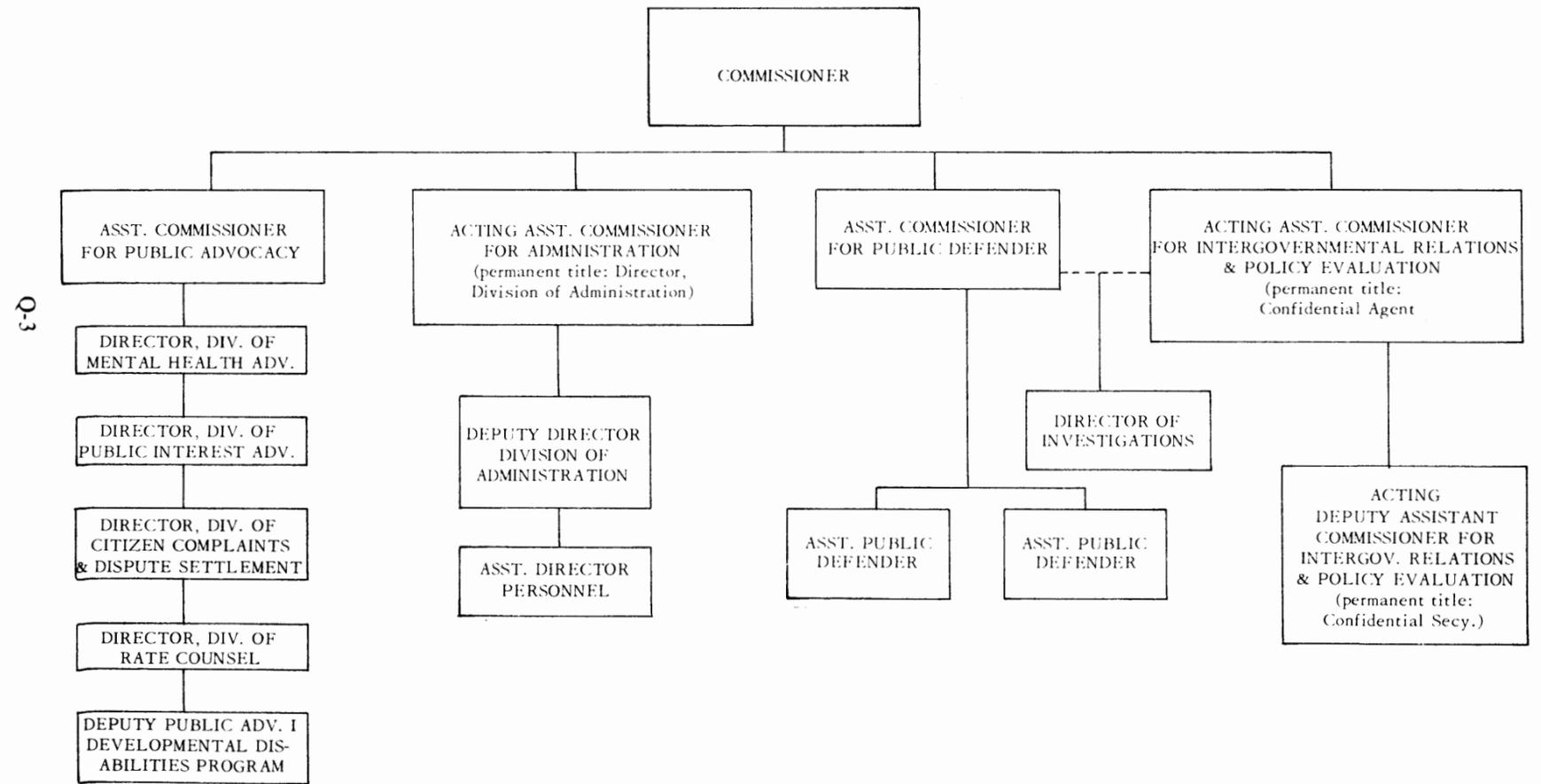
VI. MISCELLANEOUS

Office of the Public Defender

- A. The Office of the Public Defender is a branch of the Department of the Public Advocate (see I, A, above).
- B. The Public Defender will provide necessary personnel to represent eligible persons accused of crimes related to natural disasters.



State of New Jersey
DEPARTMENT OF THE PUBLIC ADVOCATE
ORGANIZATIONAL CHART*



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*from Commissioner to Asst. Directors

ANNEX R

DEPARTMENT OF STATE

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1948, Chapter 445 (N.J.S.A. 52:16A-1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To provide for the recording, filming, processing and control of documents and administrative practices for the State of New Jersey.
- B. To insure the public's right to know about all the rules which may affect them.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

A. Pre-Emergency

The Office of the Secretary of State will:

Review Department emergency plans and alert key personnel.

B. Emergency

The Office of the Secretary of State will:

1. Provide State and local government officials with copies of prior emergency proclamations, if requested by EM, for use in drafting of various types of emergency proclamations.
2. Provide stenographic and clerical personnel for duty at "one-stop" Disaster Assistance Centers, if necessary and feasible, to expedite delivery of disaster relief by Federal and State officials.

C. Recovery

Continue with functions listed in "B. Emergency" until relieved of duty by the Governor, or Director, EM.

V. COMMAND AND CONTROL

- A. The Assistant Secretary, Department of State will be in charge of the Department in the absence of the Secretary and the chain of command will proceed as follows:
 1. Executive Assistant
 2. Chief of Administration
- B. Policy guidance, instructions and information will be passed by office memoranda and/or notices on the bulletin board, in emergency situations.

- C. Key personnel will be alerted by telephone, by the person receiving the emergency information.
- D. The Director, EM may contact any bureau of the Department directly, in an emergency situation.
- E. The Department Defense Coordinator will provide liaison and coordination between the Department of State and EM.
- F. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF STATE

SECRETARY OF STATE

ASSISTANT SECRETARY OF STATE

EXECUTIVE OFFICER

COUNCIL OF THE ARTS
EXECUTIVE DIRECTOR

ASSISTANT CHIEF

COMMERCIAL RECORDING

GOVERNMENTAL RECORDING

CHIEF OF ADMINISTRATION

DIRECTOR DIVISION OF ADMINISTRATIVE PROCEDURE

CORPORATION RECORDING & FILING SECTION

CERTIFICATE & CORRESPONDENCE SECTION

CORPORATION INFORMATION SECTION

ANNUAL REPORTS SECTION

MICROFILM SECTION

UNIFORM COMMERCIAL CODE SECTION

TRADE NAMES SECTION

COLLECTION AGENCIES TRADEMARKS & CHANGE OF NAME SECTION

ELECTIONS SECTION

LAWS, COMMISSIONS & NOTARIES PUBLIC SECTION

PUBLICATIONS SECTION

BUDGET & ACCOUNTS

BOOKKEEPING SECTION

STOCK ROOM

PERSONNEL SECTION

MAIL & FORMS SECTION

PLANNING (Functional)

POSITION CLASSIFICATION

TRAINING (Functional)

ADM. CODE

NJ REGISTER

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ANNEX S

DEPARTMENT OF TRANSPORTATION

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1966, Chapter 301 (N.J.S.A. 27:1A-1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To continue essential public rail, bus and air transportation facilities.
- B. To operate and maintain Federal-aid and State transportation facilities in order to provide safe and expeditious movement of people and goods.
- C. To provide assistance to county and municipal road agencies, upon request, where feasible.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

A. Pre-Emergency

- 1. The Department Defense Coordinator, Department of Transportation (DoT) Office of Investigative Services will:
 - a. Establish and maintain liaison with EM regarding responsibilities under the *State of New Jersey Emergency and Disaster Operations Plan*.
 - b. Establish and maintain liaison with those governmental agencies that the DoT will interact with in emergency/disaster situations.
 - c. Activate DoT contingency plans to include the alerting of key personnel.
- 2. The Division of Construction and Maintenance will:
Effect, upon request by EM, emergency protective measures to include the installation of signs and barricades to reroute traffic from flood prone areas.

B. Emergency/Post-Emergency

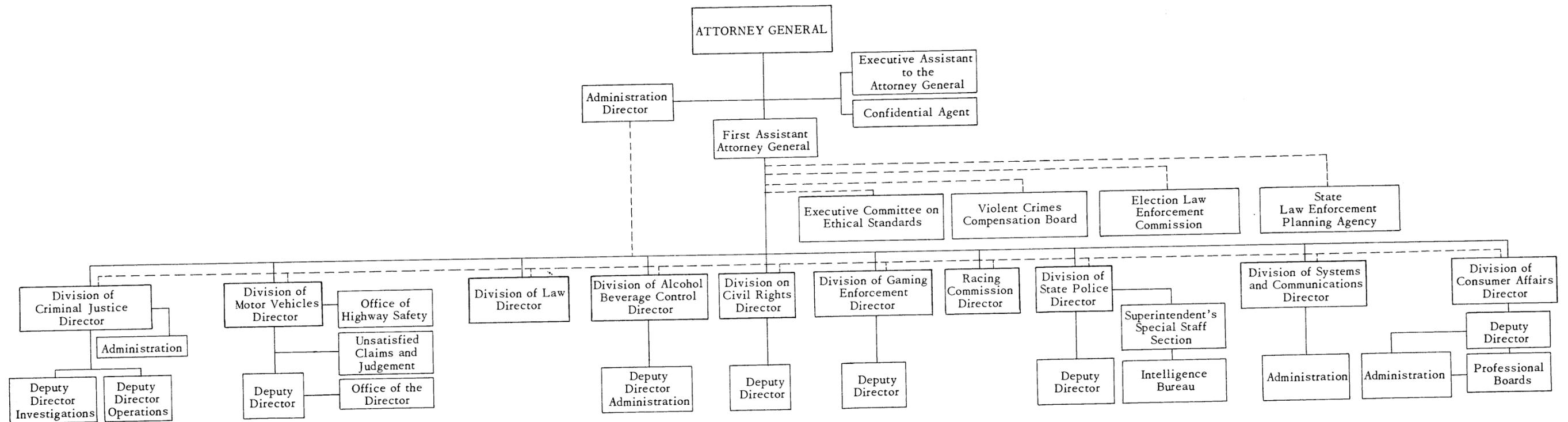
- 1. The Department Defense Coordinator, DoT Office of Investigative Services will:
 - a. Contact Division of Central Services, DoT, concerning disaster-related damages to Department-owned buildings, facilities and equipment and report findings to EM through the Department Defense Coordinator.
 - b. Contact the Division of Construction & Maintenance for information on disaster-related damages to, debris on, and the resultant disruption of accessibility to Interstate, Federal-aid, State, county and municipal bridges, highways, turnpikes, roads, streets and related facilities, and report findings to EM through the Department Defense Coordinator.



State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY

TABLE OF ORGANIZATIONS
1979



- c. Contact Division of Commuter Services for information on disaster-related damages and the resultant disruption of services to key air, rail and bus systems and related equipment and facilities, and report findings to EM through the Department Defense Coordinator, DoT.
2. The Division of Construction and Maintenance will:
 - a. Assist, as requested by EM, in the supply of critically needed motor fuels and transport services.
 - b. Reopen, repair and reconstruct disaster-damaged Federal-aid and State highways, bridges and facilities.
 3. The Division of Transportation Operations and Local Aid will:
 - a. Coordinate and conduct damage assessments of disaster-related damages to, and debris on Interstate, Federal-aid, State, county and municipal bridges, highways, roads, streets and related facilities conjointly with local government officials. Report findings to EM, through the Department Defense Coordinator, DoT.
 - b. Assist county and municipal road agencies with high priority repair and restorative work, where possible, where local capabilities are exceeded.
 4. The Division of Aeronautics will:

Coordinate employment of assistance available from the Civil Air Patrol and the Federal Aviation Administration relating to the use of manpower, aircraft, vehicles and equipment for use in emergency airlift and search and rescue operations.
 5. The Division of Commuter Services will:

Coordinate transportation assistance available from motor, rail and water common carriers.
 6. The Division of Commuter Services conjointly with Division of Aeronautics will:
 - a. Coordinate and conduct damage assessments of disaster-related damages to key air, rail and bus systems, and related facilities and equipment conjointly with county and municipal officials. Report findings to EM through the Department of Defense Coordinator, DoT.
 - b. Evaluate the amount of effort required to repair key disaster-damaged air, rail and bus systems and determine priority sequences for repair and restorative work.
- C. Recovery
1. All Divisions will continue with functions listed above until relieved of duty by the Governor, or Director, EM.
 2. The Division of Aeronautics will:
 - a. Employ DoT list of aircraft available for use in providing logistical support to isolated areas of the State.
 - b. Originate and control all flight activities of aircraft used for emergency air transport in the *State and Regional Disaster Airlift Plan*.

3. The Division of Central Services will:
Coordinate and conduct damage assessments of disaster-affected DoT-owned buildings, facilities and equipment conjointly with Federal officials in preparation for the Damage Survey Report.
4. The Division of Transportation Operations and Local Aid and the Division of Construction & Maintenance will:
Coordinate and conduct damage assessments of disaster-affected Interstate, Federal-aid, State, county and municipal bridges, highways, roads and streets conjointly with Federal, county and municipal officials in preparation for the Damage Survey Report.
5. The Division of Accounting and Auditing will:
Assess the DoT's total disaster response in terms of personnel, equipment, supplies and facilities for which no Federal reimbursement will be requested, and submit findings to EM through the Department Defense Coordinator, DoT.

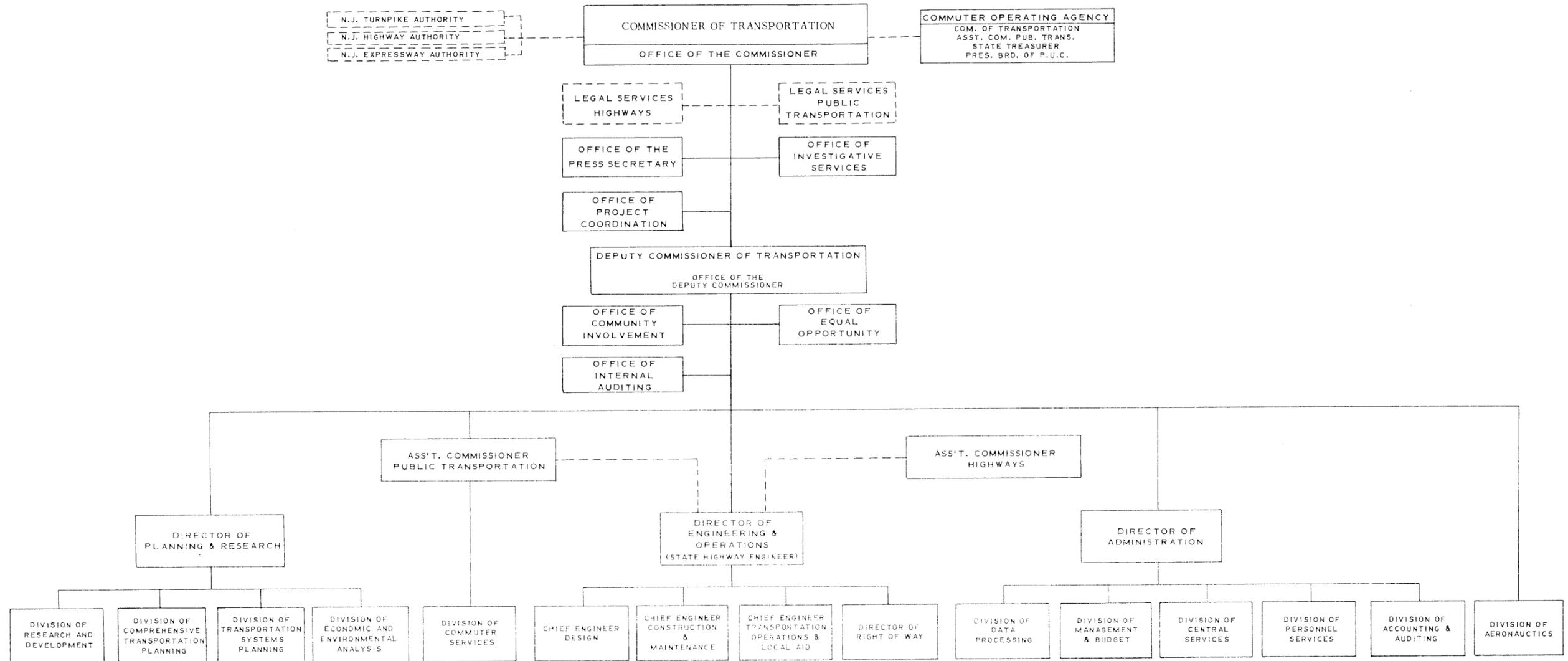
V. COMMAND AND CONTROL

- A. The Department order of succession in emergency situations is as follows:
 1. Commissioner of Transportation
 2. Deputy Commissioner
 3. Assistant Commissioner of Public Transportation
 4. Assistant Commissioner of Highways
 5. Director, Division of Engineering & Operations (State Highway Engineer)
 6. Director, Division of Transportation Planning & Research
 7. Director, Division of Administration
- B. The Commissioner will communicate with personnel by memoranda, bulletins, or messenger in emergency situations.
- C. Employees must contact immediate supervisors for work instructions.
- D. The Department Defense Coordinator will provide liaison and coordination between the Department of Transportation and EM.
- E. The Director, EM, may contact any bureau of the Department directly for advice or information, in an emergency situation.
- F. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.



State of New Jersey

DEPARTMENT OF TRANSPORTATION



ANNEX T

DEPARTMENT OF THE TREASURY

I. AUTHORITIES AND REFERENCES

- A. New Jersey Public Law 1948, Chapter 92 (N.J.S.A. 52:18A-1 et seq)
- B. U.S. Public Law 93-288, the "Disaster Relief Act of 1974"

II. MISSION

- A. To allocate public resources so that the maximum possible public benefit is effected, to assure that the resulting allocation of public resources is implemented, to provide fiscal control and to monitor and improve management of State programs.
- B. To administer the tax laws of the State so that all properly due taxes are collected.
- C. To plan, program, design and supervise the construction of buildings and facilities for the various State agencies.
- D. To operate a Central Motor Pool fleet at the lowest possible cost and also provide the State agencies with safe operating vehicles.
- E. To serve as staff for the Economic Policy Council and assist in its task of providing the Executive Branch with information and advice on economic issues.
- F. To invest and reinvest as effectively as possible funds of the various State agencies.
- G. To provide maintenance for the preservation and protection of the buildings in the Capitol Complex.

III. ORGANIZATION (See attached organizational chart)

IV. RESPONSIBILITIES

- A. Pre-Emergency: The Department Defense Coordinator, Department of the Treasury (Office of the State Fire Marshal) will:
 - 1. Establish and maintain liaison with the Director, EM, regarding Department responsibilities under the *State of New Jersey Emergency and Disaster Operations Plan*.
 - 2. Establish and maintain liaison with those governmental agencies that the Department will interact with during an emergency/disaster situation.
 - 3. Activate Department contingency plans to include alerting of key personnel.
- B. Emergency/Post-Emergency
 - 1. The Department Defense Coordinator (Office of the State Fire Marshal) will:
 - a. Report to EM, at the earliest feasible point, information and data

concerning major damages to Department-owned Capitol Complex buildings, facilities and equipment.

- b. Provide specialized fire fighting equipment such as two 100-foot aerial trucks, ten pumpers, self-contained breathing apparatus, lighting equipment, small generators, small pumps and welding machines.
2. The Division of Building and Construction will:
 - a. Coordinate and conduct, at the earliest feasible point, damage assessments of disaster damaged State-owned buildings and facilities in cooperation with other State agencies.
 - b. Act as liaison in the rental of heavy construction equipment with general contractors Statewide. Also, estimate costs, keep records of time and materials expended, and provide all other types of construction management.
 - c. Provide personnel to conduct damage assessments on all State-owned buildings, facilities and equipment in cooperation with State and/or Federal officials.
 3. The Division of Purchase and Property will:
 - a. Report to EM, through the Department Defense Coordinator, on disaster-caused damages to Department-owned property.
 - b. Develop sources of materials such as blankets, clothing and various other supplies to be used in temporary shelters.
 - c. Provide computer printouts of all State-owned and leased properties to EM for use in selection of mass care facilities.
 - d. Assign or assist in the assignment of State-owned vehicles to State agencies, via the General Services Bureau.
 4. The Division of Budget and Accounting will:

Collect and report to the Governor, or Director, EM, upon request, data and information concerning estimated potentially serious **State revenue** losses attributable to the effects of (large scale) disasters.
 5. The Division of Administration will:

Assist in coordination of all Divisions of Treasury.
 6. The Office of Public Employee Relations will:

Negotiate and arbitrate with public employee unions, relocate offices of public employment, and act as liaison among disaster areas residents, the Department of the Treasury and the Department of Law and Public Safety, obtain help from the Police Benevolent Association, Fish and Game Officers and campus patrols. Also, advise EM on what employee groups can and cannot legally do.
 7. The Division of State Lottery will:

Provide field offices of approximately 1,000 square feet each in East Orange, Freehold and Atlantic City for use in command centers and eight vans with drivers for emergency transportation.
 8. The Division of Taxation will:

Provide approximately 800 permanently assigned cars with drivers located in Newark, Paramus, Neptune, Cherry Hill and Vineland.

C. Recovery

1. All Divisions: Continue with functions listed above until relieved of duty by the Governor, or Director, EM.
2. The Division of Budget and Accounting will:
 - a. Provide the Governor advice and assistance in matters relating to the receipt, custody, disbursement and accounting of funds contributed to the Governor or State for use in disaster relief.
 - b. Administer, overall, the allocation of available funds to State agencies for use in authorized disaster assistance activities.
 - c. Assist in funding funds throughout the State for recovery operations.
3. The Division of Building and Construction will:

Coordinate and conduct damage assessment surveys of State-owned building and installations conjointly with State and Federal officials for the Damage Survey Report.
4. The Division of Data Processing and Telecommunications will:

Restore normal SCAN Network System and CENTREX telephone services to all State Departments.
5. The Division of Taxation will:

Provide trained personnel to supply New Jersey State Income Tax advice to disaster victims from "one-stop" Disaster Assistance Centers.
6. The Division of Administration will:

Develop various kinds of printed material for public information purposes.

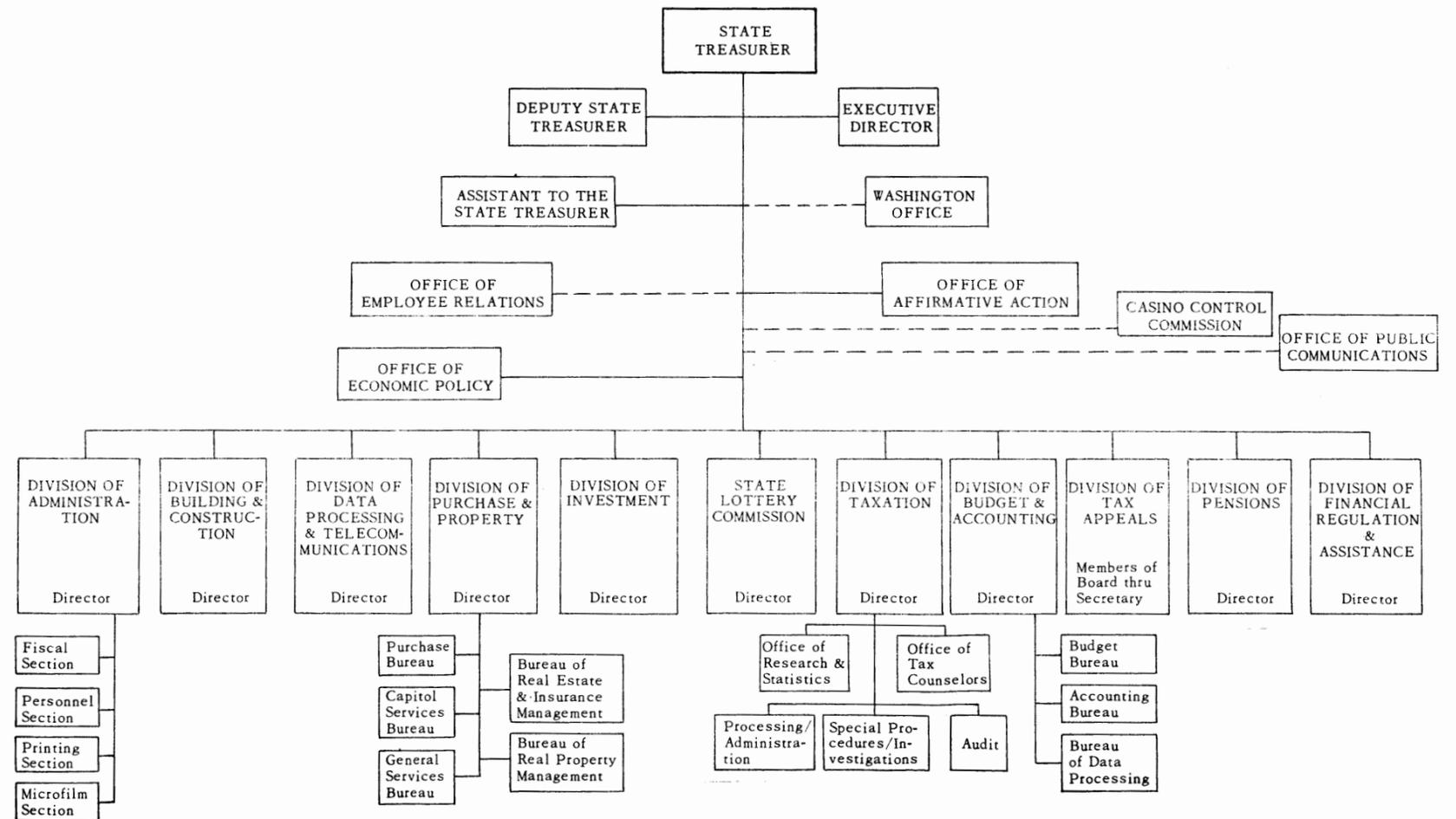
V. **COMMAND AND CONTROL**

- A. The Department emergency order of succession is as follows:
 1. State Treasurer
 2. Executive Director
 3. Director of Administration
 4. Director, Budget and Accounting
 5. Director, Purchase and Property
- B. The Treasurer will communicate with Department employees by memoranda, bulletins or messengers in emergency situations.
- C. Employees must contact immediate supervisors for work instructions.
- D. The Department Defense Coordinator, Department of the Treasury, will provide liaison and coordinate between the Department and EM.
- E. The Director, EM, may contact any bureau of the Department directly for information and advice in an emergency situation.
- F. This annex is to become effective immediately and supersedes and cancels all previously authorized plans.





State of New Jersey
DEPARTMENT OF TREASURY



T-4

