

## **OFFICE OF EMERGENCY MANAGEMENT**

### **Section 1. Establishment**

The Office of Emergency Management is hereby established in the Borough of Manville in accordance with the provisions of N.J.S.A. App. A:9-41.

### **Section 2. Emergency Management Coordinator**

The Mayor shall appoint a Municipal Emergency Management Coordinator from among the residents of the Borough. The Municipal Emergency Management Coordinator shall serve for a term of three (3) years.

As a condition of appointment and the right to continue for the full term of the appointment, the Coordinator shall successfully complete the current approved Incident Command System Courses within one (1) year of appointment (and any required continuing education courses). The Emergency Management Coordinator shall be directly responsible to the Mayor. The duties and responsibilities of the Emergency Management Coordinator are as follows:

- a. Planning, activating, coordinating and conducting emergency management operations within the Borough of Manville.
- b. Serving as a member and a Chairman of the Local Emergency Planning Committee.
- c. Proclaiming a state of local disaster emergency plan when, in the Coordinator's opinion, a disaster has occurred, or is imminent in the municipality.
- d. Issuing and enforcing such orders as may be necessary to implement and carry out emergency management operations and to protect the health, safety and resources of the residents of the municipality in accordance with regulations promulgated by the State Director of Emergency Management.
- e. Providing leadership in the field of emergency management at the municipal level of government. As such, the Coordinator is responsible for Emergency Management Program, administration and program development encompassing the four (4) phases of Emergency Management – Mitigation, Preparedness, Response and Recovery. The Municipal Emergency Management Coordinator shall also be responsible for the following:

1. Program Administration.

- (a) Insure that the Municipal Office of Emergency management is available on a twenty-four (24) hour basis.
- (b) Supervise the day-to-day operations of the Municipal Office of Emergency Management.
- (c) Insure that the municipality meets all requirements for the Federal Emergency Management Agency's Emergency Management Assistance Program; including meeting goals agreed to in the annual work plan, maintaining a currently approved Municipal Emergency Operations Plan and providing the New Jersey Office of

Emergency Management with quarterly program status reports, if applicable.

- (d) Prepare, submit and justify the annual Municipal Emergency Management budget.
- (e) Secure County, State and Federal technical and financial assistance available through the County Office of Emergency Management.
- (f) Personally attend at least seventy-five (75%) percent of the scheduled County Office of Emergency Management meetings. The Coordinator must assure representation at all other County Emergency Management meetings.
- (g) Maintain a continuing knowledge of all municipal, county, state and federal laws and plans concerning emergency management.
- (h) Maintain adequate files, records and correspondence relating to emergency management activities.
- (i) Interact with the County Emergency Management Coordinator regarding:
  - 1. Municipal Emergency Operations Plan (EOP) review;
  - 2. All mutual aid agreements;
  - 3. Hazard Identification Capability Assessment.
  - 4. The approval and scheduling of attendees for state and federally sponsored emergency management courses, etc.
- (j) Coordinate with the municipal agencies, departments and Bureaus regarding their emergency management responsibilities.
- (k) Implement policies and procedures regarding Emergency Management.
- (l) Conduct at least two (2) L.E.P.C. meetings annually.
- (m) Receive and react to weather emergency notifications.
- (n) Cooperate with the National Warning System (NAWAS) Program.
- (o) Comply with all directives, rules and regulations issued by the State Office of Emergency Management.
- (p) Conduct a minimum of one (1) exercise per year, providing a minimum thirty (30) day advance notice through the County Office of Emergency Management to the State Office of Emergency Management.
- (q) Administration of Community Rating System.

## 2. Program Development.

- (a) Recruit, organize, coordinate and train a staff to administer the following Emergency Management functions and programs:
  - 1. Alerting, warning and communications
  - 2. Damage assessment
  - 3. Emergency operating center
  - 4. Emergency public information
  - 5. Evacuation
  - 6. Fire and rescue
  - 7. Hazardous materials
  - 8. Health and Medical

9. In-place shelter
10. Law enforcement
11. Public works
12. Radiological protection
13. Resource management
14. Social Services

### **Section 3. Deputy Emergency Management Coordinator(s).**

The Deputy Emergency Management Coordinator(s) shall be appointed by the Emergency Management coordinator with the approval of the Mayor. The Deputy Emergency Management Coordinator(s) shall be responsible directly to the Emergency Management Coordinator. Whenever possible, the Deputy Emergency Management Coordinator(s) shall be appointed from among the salaried officers or employees of the Borough of Manville.

The duties of the Deputy Emergency Management Coordinator(s) shall be prescribed by the Emergency Management Coordinator.

### **Section 4. Local Emergency Planning Committee (L.E.P.C.)**

The Mayor shall appoint an L.E.P.C. of not more than fifteen (15) members. The members of the L.E.P.C. shall hold office at the will and pleasure of the Mayor. The membership of the L.E.P.C. may consist of representatives from five (5) major groups:

- a. Borough Council
- b. Police, fire, first aid, health, environmental, public works, emergency management
- c. Broadcast or print media
- d. Community groups
- e. Owners/operators of facilities subject to SARA Title III

The L.E.P.C. shall assist the municipality in the development of emergency management plans.

The L.E.P.C. is authorized to assist in the supervising and coordination of disaster control activities.

### **Section 5. Community Emergency Response Team**

A Community Emergency Response Team ("CERT") is hereby established in the Borough of Manville. The Community Emergency Response Team shall be an entity within the Office of Emergency Management and shall be under the supervision and control of the Borough's Emergency Management Coordinator or his designee.

### **Section 6. Mission, Organization and Purpose**

The mission, organization and purpose of the Borough CERT program is to provide volunteer services in the areas of natural and other disasters under the direction of the Office of Emergency Management to supplement and assist police, fire and EMS response to a disaster.

## **Section 7. Membership**

CERT volunteers shall be approved by the governing body annually upon recommendation of the Emergency Management Coordinator. To be eligible, a volunteer must be eighteen (18) years of age and either reside or work in the Borough of Manville.

## **Section 8. Training**

All CERT volunteers will receive approximately twenty (20) hours of basic-level training as required by FEMA and will include:

- a. Disaster first aid
- b. Family disaster preparedness
- c. Disaster fire suppression
- d. Medical operations
- e. CERT Operations in WMD and Terrorism Incidents
- f. Disaster mental health
- g. Basic emergency management
- h. Disaster simulation – skills review

## **Section 9. Other Volunteers**

Other persons, who are not members of CERT, may volunteer to assist the Office of Emergency Management. These volunteers shall perform tasks as assigned by the Director of Emergency Management. They shall be appointed by the Mayor upon the recommendation of the Emergency Management Coordinator. During emergencies, spontaneous volunteers may be utilized by the Emergency Management Coordinator. All volunteers shall be under the control and direction of the Emergency Management Coordinator, or his or her designee.

## **Section 10. Construction**

Where consistent with the context in which used in this ordinance, words importing the singular shall include the plural; words importing the plural shall include the singular; and words importing one gender shall include all other genders.

## **Section 11. Inconsistency**

Should any provision of this ordinance be inconsistent with the provisions of any prior ordinances, the inconsistent provisions of said prior ordinances are hereby repealed, but only to the extent of such inconsistencies.

## **Section 12. Severability**

In the event that any provision of this ordinance or the application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction, such declaration of invalidity shall not affect any other provision or application of this ordinance which may be given effect and, to realize this intent, the provisions and applications of this ordinance are declared to be severable.

**Section 13. Purpose of Captions**

Captions contained in this ordinance have been inserted only for the purpose of facilitating reference to the various sections, and are not intended and shall not be utilized to construe the intent and meaning of the text of any section.

**Section 14. Effective Date**

This ordinance shall be effective upon final adoption, approval and publication in accordance with law.

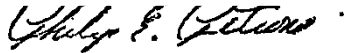
**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to establish the Office of Emergency Management in the Borough of Manville.

BOROUGH OF MANVILLE



Angelo Corradino, Mayor



ATTEST:

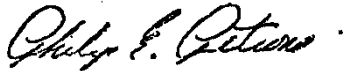
Philip E. Petrone, Borough Clerk

**ORDINANCE #2012-1124**

**FIRST READING:**

| Introduced | Seconded | Council         | Yes | No | Abstain | Absent |
|------------|----------|-----------------|-----|----|---------|--------|
|            | √        | ASHER           | √   |    |         |        |
|            |          | KOMOROSKI       | √   |    |         |        |
| √          |          | LYNN            | √   |    |         |        |
|            |          | ONDERKO         | √   |    |         |        |
|            |          | PETZINGER       | √   |    |         |        |
|            |          | SZABO           | √   |    |         |        |
|            |          |                 |     |    |         |        |
|            |          | MAYOR CORRADINO |     |    |         |        |

**PASSED** this 26<sup>th</sup> day of November, 2012



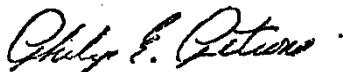
Attest:

Philip E. Petrone, Borough Clerk

**SECOND READING:**

| Introduced | Seconded | Council         | Yes | No | Abstain | Absent |
|------------|----------|-----------------|-----|----|---------|--------|
|            | √        | ASHER           | √   |    |         |        |
|            |          | KOMOROSKI       | √   |    |         |        |
| √          |          | LYNN            | √   |    |         |        |
|            |          | ONDERKO         | √   |    |         |        |
|            |          | PETZINGER       | √   |    |         |        |
|            |          | SZABO           | √   |    |         |        |
|            |          |                 |     |    |         |        |
|            |          | MAYOR CORRADINO |     |    |         |        |

**PASSED** this 10<sup>th</sup> day of December, 2012



Attest:

Philip E. Petrone, Clerk

