



A STUDENT-CENTERED VISION FOR HIGHER EDUCATION

To: New Jersey Institutions of Higher Education
From: Donna Fletcher Lugo, Director of Executive Services
Date: June 8, 2022
Subject: Reminder: Emergency Operations Plans were due June 1, 2022

This is a reminder that all institutions of higher education are required to resubmit emergency operations plans to the State every five years pursuant to N.J.S.A. 18A:3b-69. The enclosed notice was shared with all governing boards on multiple occasions earlier this year. **Institutions were required to submit plans on or before June 1, 2022** to the Office of the Secretary of Higher Education at oshe.eop.account@oshe.nj.gov.

Any institution that has not yet resubmitted its emergency operations plan must do so immediately.



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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BRIAN K. BRIDGES, PH.D.
SECRETARY OF HIGHER EDUCATION

January 14, 2022

Dear Colleagues,

Pursuant to NJ Rev Stat § 18A:3B-69 (2016), a copy of which is enclosed with this correspondence, the governing board of each institution of higher education is required to submit an emergency operations plan to the Office of the Secretary of Higher Education, the New Jersey Office of Homeland Security and Preparedness, the New Jersey Department of Health, and the New Jersey Office of Emergency Management every five years for review and approval. We understand that you updated your plans when the COVID-19 pandemic hit, but now it is time to update your entire plan to meet the requirements for higher education institutions to resubmit their emergency operations plans every five years.

In order to comply with NJ Rev Stat § 18A:3B-69, the governing board of each higher education institution shall submit a current emergency operations plan to the attention of **Donna Fletcher-Lugo, Director of Executive Services**, Office of the Secretary of Higher Education at oshe.eop.account@oshe.nj.gov on or before **June 1, 2022**. Each institution's president **must submit a certification** by memorandum with the plan. A template for that certification is enclosed with this correspondence.

Also attached is a checklist of areas that should be addressed when reviewing your plan. This is not an inclusive list, so please feel free to provide any additional information that supports your plan.

The aforementioned agencies will review submissions and, if needed, make recommendations to the institution for necessary improvement. Written confirmation of receipt of and any subsequent recommendations will be provided via email to each institution of higher education.

Thank you for your continued support to ensure the safety and security of our higher education institutions.

Sincerely,

Brian K. Bridges, Ph.D.
Secretary of Higher Education
Office of the Secretary of Higher Education

Laurie R. Doran
Acting Director
New Jersey Office of Homeland Security
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Enclosures