

To: New Jersey Institutions of Higher Education
From: Donna Fletcher Lugo, Director of Executive Services
Date: April 27, 2022
Subject: Reminder: Emergency Operations Plan due June 1, 2022

This is a reminder that all institutions of higher education are required to resubmit emergency operations plans every five years pursuant to N.J.S.A. 18A:3b-60. The enclosed notice was shared with all governing boards earlier this year. **Institutions must submit plans on or before June 1, 2022** to the Office of the Secretary of Higher Education at oshe.eop.account@oshe.nj.gov.



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
and Preparedness

Enclosures

[On Institution Letter]

Memorandum for the Record

This memorandum certifies that the Board of Trustees of [add institution's name] adopted on [date of adoption] an institutional Emergency Operations Plan (EOP) and that the EOP is guided by PL 2011 c.214. [Institution name] agrees to review, update and submit this certification every five years, unless an emergency incident occurs at [Institution name], in which case the EOP shall be reviewed immediately and recertified by its governing board.

Additionally, [institution name] certifies that it has completed its annual Campus Safety and Security Self-Assessment Survey as of [date] and shall continue to update its survey response annually before July 1. The institution shall also participate in an on-site assessment by peer reviewers once every five years.

[signed by the President]

[enclose a copy of the board's certification]

JUSTIA

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2016 New Jersey Revised Statutes

Title 18a - Education

Section 18A:3B-69 - Emergency Operations Plan For Institutions Of Higher Education.

Universal Citation: NJ Rev Stat § 18A:3B-69 (2016)

18A:3B-69 Emergency operations plan for institutions of higher education.

1. a. The governing board of each institution of higher education shall develop and coordinate an emergency operations plan to ensure the continuity of essential institution functions under all circumstances. The plan shall:

(1) identify a baseline of preparedness for all potential emergencies, including pandemics, to establish a viable capability to perform essential functions during any emergency that disrupts normal operations; and

(2) be coordinated with State and local authorities including, but not limited to, the State Office of Emergency Management, local law enforcement officers, county and local health officers, county offices of emergency management, and other emergency responders.

b. The plan shall include, but not be limited to, the following components: identification of essential functions, programs, and personnel; procedures to implement the plan; delegation of authority and lines of succession; identification of alternative facilities and related infrastructure, including those for communications; identification and protection of

vital records and databases; and schedules and procedures for periodic tests, training, and exercises. The plan shall be consistent with the local emergency operations plan of the municipality in which the institution is located.

c. The governing board of the institution shall adopt and submit for review an emergency operations plan to the Secretary of Higher Education, the State Office of Emergency Management, the Department of Health, and the Office of Homeland Security and Preparedness within six months of the effective date of this act. **The governing board shall review, update, and resubmit the plan to the offices every five years. If an emergency incident occurs at an institution during the five-year period, the plan shall be reviewed immediately.**

d. The Office of Homeland Security and Preparedness, the State Office of Emergency Management, the Department of Health, and the Secretary of Higher Education shall review the emergency operations plan submitted by an institution of higher education pursuant to subsection c. of this section and, when necessary, shall in coordination with other State agencies make recommendations to the institution for improving the plan that are deemed necessary.

e. Any plan prepared pursuant to this section shall not be considered a government record as defined in section 1 of P.L.1995, c.23 (C.47:1A-1.1) and shall not be available for public inspection, copying, or the purchase of copies.

L.2011, c.214, s.1; amended 2012, c.17, s.73.

Disclaimer: These codes may not be the most recent version. New Jersey may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or adequacy of the information contained on this site or the information linked to on the state site. Please check official sources.