

**TOWNSHIP OF SOUTH HACKENSACK  
OFFICE OF EMERGENCY MANAGEMENT**

To : Mayor Romano and Township Committee

From: Michael J Ward Coordinator

Re: Monthly Report

Date: August 14, 2008

**THE FOLLOWING IS WHAT HAS TRANSPIRED OVER THE PAST MONTHS**

The 20/20 Mitigation Plan that has been in the works since last year is complete. The Meadowlands Commission has sent the plan to the state for approval. Once this is approved we will be notified and an ordinance will need to be created to adopt this. I will be attending a county meeting in September regarding the progress.

NIMS' training is continuing. Our main list has been updated as well as copies of certificates on file. Committee members need to take ICS 100 IS 700 and ICS 402 ICS for Executives. We are still in compliance and able to receive funds as we have several certified in all ICS courses and an active training program. The ICS 300 is 24 hours long and the heads of the departments are required to take this class. All other responders need to be to the level of ICS 200. At this time we have several township employees and or volunteers certified in ICS 300. I have sent another letter to the department heads, would like to discuss how we will proceed this year and upcoming years. Incident Command Classes have been set up throughout the county, I will be sending a list to each department heads, and some of these sessions will require payment. The next part of the NIMS program will be position training. I will be attending a state meeting to discuss this and where we are going.

Over the past couple months I attended several meetings. They were on EMS& OEM. I attended a special session with Bergen County OEM regarding the new scanning system that will be utilized at scenes of emergency. This is an accountability system that will be used to track resources as well as personnel. Attended a session from the National Sheriff Assoc. regarding the jail evacuation and their evacuation routes that may impact the South Hackensack Area.

**There will be 2 Conferences in October followed by the League of Municipalities in November in which I will be attending.**

**The Office of Emergency responded to several incidents this past month and has placed reports on file at the office. The Office of Emergency Management has logged a total of 175 Hours this past month. 40 Hours have been dedicated to training and 36 hours attending meetings.**

**There were two severe storms in which township departments were involved, I would like to congratulate each department for their response and their professionalism during these dangerous storms. Once again our emergency services worked for the better of the community.**

**The Office of Emergency Management maintains daily checks of the Green Street Ditch and twice weekly checks of The Saddle River Ave Bridge,**

**Met with Gail of Memorial School to update their emergency operations plan. It has not been updated in some time; the new additions will be added. We are also looking at doing several exercises with the school to test their plan.**

**On a sadder note The Director Jerry Schwartz of the Bergen County EMS Training Center died this past month, I attended his wake and funeral. Very moving, family was very appreciated the show of emergency vehicles.**

**Our office is located in the Ambulance Building, our phone number is still 201-440-1815 ext 165 please leaving message and someone will return you call. I am still setting up the office and files. All databases have been updated.**

**I have been working with Linda and Kevin with sending information for the website; more information will be forthcoming shortly. Several new articles have been placed on the web-site under the public safety icon with the dept. for OEM. The web-site is [www.southhackensacknj.org/oem](http://www.southhackensacknj.org/oem)**

**Please check the website frequently as there will be more articles coming up on the spring season to include Hurricane Season. We are also looking into an e-mail notification list to be used in times of storms and emergencies,**

**When I am not in the area either on vacation or attending a class, the town is not without coverage. Chief Frew is available and is in communications with me. If anyone would like to volunteer to assist with emergency management, please call our office at 201-440-1815 ext.165.**

**As you can see the Office of Emergency Management is being placed into more and more situations involving planning, preparedness, response, recovery and mitigation.**

**Information on all types of hazards is available at our office. Please call or e-mail [michaelshoem1@aol.com](mailto:michaelshoem1@aol.com).**

## **South Hackensack Safety Committee Report:**

**As a reminder safety is the responsibility of everyone managers, supervisors, employees, volunteers and our residents and business community. If anyone sees any safety hazards please report them to either the police department, DPW, Township Clerk or OEM.**

**Safety Tips were sent to department heads and committee to review and send to employees.**

**Loss Control Report received and reviewed, corrections were made and Commerce was notified.**

**Memo to all department heads to discuss the In House Training Program that is provided to all municipal employees. At a suggestion I met with each department head to see what they needed.**

**Safety Incentive Report sent in to Commerce.**

**Right to Know Survey for the township was done in July by Commerce Risk. New fire extinguisher program sent to Mayor for approval. Just last week met with Commerce Rep in regards to the MSI database. All information will be inputted than each department head will be able to track and register their employees or volunteers for classes.**

**Also a video program will be set up for 2009.**

**Yours in Preparedness**

**Michael J Ward  
Emergency Manager/ Safety Delegate**