



STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS

EGGERT CROSSING ROAD, CN 340
TRENTON, NEW JERSEY 08625-0340

NJARNGR 525-1
NJANGR 55-2

NJARNG REGULATION
NO. 525-1*
NJANG REGULATION
NO. 55-2*

1 November 1991

Military Operations (Army)
Operations (Air)

EMERGENCY NOTIFICATION TO NJ DEPARTMENT OF MILITARY & VETERANS' AFFAIRS
(NJDMAVA) DURING NON-DUTY HOURS

1. PURPOSE. This regulation establishes procedures, responsibilities, and guidance in the notification of emergencies/incidents to the New Jersey Department of Military & Veterans' Affairs (NJDMAVA) during non-working hours (1630-0800 hours Monday through Friday, holidays and 1630 hours Friday to 0800 hours Monday).

2. APPLICABILITY. The procedures and guidelines contained herein are applicable to all units of the New Jersey National Guard.

3. RESPONSIBILITIES.

a. NJDMAVA:

(1) Establish and maintain twenty-four hour phone coverage.

(2) Provide NJDMAVA Duty Officer to coordinate NJANG activities during non-duty hours.

(3) Provide major commands, and those civilian agencies concerned, with a monthly roster of those officers assigned duty officer responsibility.

b. NJDMAVA Duty Officer:

(1) Be available by commercial telephone during tour of assigned duty or within range of Air Page Service.

(2) Keep NJDMAVA Answering Service informed of the telephone number where he/she can be reached at all times if not at home, or Air Pager telephone number.

(3) Be thoroughly knowledgeable of NJARNG emergency response procedures.

(4) Perform all other duties/assignments as contained in the NJDMAVA Duty Officer Procedural Guide.

c. NJNG Units/Commanders:

(1) Major commands will forward to this headquarter, ATTN: POTO-MS, a monthly duty officer/NCO roster one week prior to the beginning of each month.

*This regulation supersedes NJARNGR 525-1/NJANG 55-2, 1 December 1987.

1 Nov 91

(2) Per established NJDMAVA regulations and guidelines, promptly inform NJDMAVA of the circumstances in reference to any of the following subjects:

- (a) Accidents, convoy/military vehicles, aircraft and others.
- (b) Convoy movement information as required annually for Annual Training periods.
- (c) Emergency repairs at Armories/installations (ARNG only).
- (d) Forcible entry with or without loss of weapons/equipment.
- (e) Suit or threat of suit against NJNG, including medical malpractice.
- (f) Request for disabled military vehicle assistance (ARNG only).
- (g) Any incident which would be cause for a serious incident report.
- (h) Any domestic emergency in which the NJNG could become operational.
- (i) Any direct notification of Federal mobilization from official source, less NJDMAVA.

(3) Additionally, units could receive direct requests for assistance from police, civil defense or civilian agencies based on established emergency support plans developed and coordinated by the Plans, Operations and Military Support Section (POTO-MS). NJ State Police request for emergency assistance in support of county/community request. If such requests are received, notification to the NJDMAVA Duty Officer will be made immediately by the individual/unit receiving the request.

4. PROCEDURES:

a. Telephone Communications:

(a) Answering Service - will provide NJDMAVA Duty Officer home phone number or will take necessary report and forward it to the NJDMAVA Duty Officer. NJDMAVA Emergency Number (24 hours) is 609-888-1900 (Account #165).

(b) Those major command headquarters provided with the roster/schedule of NJDMAVA Duty Officer may call Duty Officers direct at the listed number on roster. If no answer, contact Answering Service via the NJDMAVA Emergency Number. Please indicate information and/or request is for Account #165.

1 Nov 91

NJARNGR 525-1
NJANGR 55-2

b. Reports:

(a) NJNG Units/Commanders. Upon receipt of a support request (para 3c(2) or notification to NJDMAVA of any of the subjects listed in para 3c(3), a telephonic report to the NJDMAVA Duty Officer will follow the format as below, omitting paragraphs for which no current information is available:

(1) Type Emergency and Location. Identify as listed in paras 3c(2) & (3). Report location by city and county.

(2) Source of Request/Information. Identify by name, address, telephone number and title of public official or agency requesting National Guard assistance or notification.

(3) Scope of Emergency/Incident. Magnitude of situation, damage to property, threats to life and property and other information as applicable and appropriate.

(4) Logistics. Report anticipated or established requirements for equipment and supplies by type and quantity.

(5) Casualties. Report deaths and injuries, to include cause.

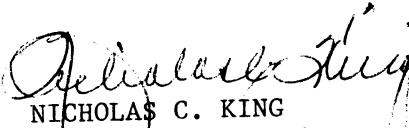
(6) Other. Include other information considered appropriate but not provided for elsewhere in this report format.

(b) NJDMAVA Duty Officers. Will make reports IAW guidance contained in NJDMAVA Duty Officer Procedural Guide.

(c) It is essential that official record of events/incidents which occur be recorded. DA Form 1594 (Daily Staff Journal or Duty Officer's Log) will be used by all commands and NJDMAVA Duty Officer to officially record these events/incidents and activities associated with them.

(POTO-MS)

OFFICIAL:


NICHOLAS C. KING
Major, NJANG (Ret)
Chief Administrative Services

VITO MORGANO
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, A3, B, C, D, E, F