



MEMO FROM NJBA
NEW JERSEY BROADCASTERS ASSOCIATION
7 Centre Drive, Suite 12
Monroe Township, NJ 08831
(609) 860-0111 Fax: (609) 860-0110

To: All General Managers

From: Paul S. Rotella

Re: Essential Personnel ID Cards

The New Jersey Broadcasters Association, together with the New Jersey State Police, has agreed to issue Essential Personnel ID cards to members of your staff during an emergency. *The State has adopted a new procedure to apply for the same, which is for the benefit of all concerned.*

This ID will permit the carrier to traverse the roads of the State during a declared state of emergency.

It will be your responsibility to ensure that personnel carrying these cards are vital to your emergency operation.

Please complete the attached form for your employee (s) and mail to the NJBA. We will issue cards within sixty (60) days.

Kindly collect the card from anyone who leaves your employ and return to us so that the individual can be removed from both the Association and the State Police databases.

Please fax this form to (609) 860-0110 – Attention: Debbie DeGaeta

Thank you very much.

PLEASE NOTE THIS IS A PAID MEMBER BENEFIT

ESSENTIAL PERSONNEL CERTIFICATION FORM

I, _____, Station Manager for _____ station located at _____, do hereby certify that the following _____ (number) employee(s) are “Essential” to the emergency operation of my broadcast station. I understand that any willfully false information provided herein will result in suspension of these privileges and may subject me to punishment. Accordingly, please issue these people “Essential Personnel” identification cards.

General Manager Signature

Date

Broadcast Station Name

Name: _____

Address: _____

Phone Number: _____

Driver's License Number: _____ State of Issue: _____

Position: _____

Name: _____

Address: _____

Phone Number: _____

Driver's License Number: _____ State of Issue: _____

Position: _____

Name: _____

Address: _____

Phone Number: _____

Driver's License Number: _____ State of Issue: _____

Position: _____

Name: _____

Address: _____

Phone Number: _____

Driver's License Number: _____ State of Issue: _____

Position: _____

Name: _____

Address: _____

Phone Number: _____

Driver's License Number: _____ State of Issue: _____

Position: _____

**Additional Pages May be Included if Necessary, but Must be
Numbered and Listed in Certification.**

Please fax to (609) 860-0110 or e-mail to Debbie – debbie@njba.com



**PRIVATE SECTOR ESSENTIAL EMPLOYEE
CREDENTIALING WORKSHEET**

**New Jersey Broadcasters Association
NJBA/Communications Sector**

Company Name

Total Number of Company Employees

RDDDB Company GM or Entity Administrator

Phone Number

Fax Number

Email Address

TYPE OF ESSENTIAL EMPLOYEE	NUMBER OF ESSENTIAL EMPLOYEES THIS TYPE	NJOEM / OHSP APPROVAL <i>(for NJOEM / OHSP use only)</i>
Executive/Administration: Senior executive employees are responsible for ensuring the station is operational and functioning effectively for the benefit of customers, the public and governmental emergency response coordinators. To include: Senior Executive Staff, Public Information Officers, Emergency Management Personnel, Regional Engineering, Operations Management, Risk Managers and Crisis Management Representatives.	_____ _____	_____ _____ <i>(for NJOEM / OHSP use only)</i>
Facility Operations: Employees responsible for restoration of operations and/or maintenance of facilities/plants necessary to maintain broadcast/telecommunications operations. To include: Comm. Techs, Engineers, Switch Operations Personnel, Power SMEs, IT support staff, Facilities Management, Building Techs and their Management Teams.	_____ _____	_____ _____ <i>(for NJOEM / OHSP use only)</i>
Field Operations: Employees responsible for the restoration of operations and/or maintenance of the transmission and distribution infrastructure necessary to maintain telecommunications operations. To include: Installation and Repair Techs, Comm. Techs, Engineers, Power SMEs and their Management Teams.	_____ _____	_____ _____ <i>(for NJOEM / OHSP use only)</i>
Operations Support/Customer Service: Employees responsible for the essential support functions of the station and for maintaining the continuity of communications with customers, the public and vendors. To include: Customer/Network Operations personnel and senior on-air talent and reporters.	_____ _____	_____ _____ <i>(for NJOEM / OHSP use only)</i>

Date

NJOEM Approval – Signature



PRIVATE SECTOR ESSENTIAL EMPLOYEE CREDENTIALING WORKSHEET

Guidelines For Completing the NJBA Credentialing Worksheet

- Please **PRINT** or **TYPE** all information requested.
- The Company General Manager is the person responsible for completing this form and sending it to NJBA for approvals.
- Provide the **TOTAL NUMBER** of employees for the Company in the space provided.
- Provide the **NUMBER** of **ESSENTIAL EMPLOYEES** for each **TYPE** as determined for your Sector.

NOTE: The **TOTAL** for the **NUMBER of ESSENTIAL EMPLOYEES** for each **TYPE** should not exceed the total number of employees for the Company.

- Upon completion of the form **FAX** or **EMAIL** to **NJBA** for review and determination of the number of **APPROVED** Essential Employees from your Company by **TYPE**. **NJOEM / OHSP** will review the completed worksheet and determine the number of **APPROVED** Essential Employees per type the NJBA will be authorized to register in the Resource Directory Database (Rddb) for your Company.
- The number of **APPROVED** Essential Employees is the number of Essential Employees the NJBA is authorized to register in the Resource Directory Database (Rddb) and issue Essential Employee Verification cards for your Company.
- Please **DO NOT** register / issue more cards than you are authorized to issue as indicated on the worksheet returned to you.
- Companies who violate these guidelines will be **SUSPENDED** by the **NJSP** from this program.

FAX To: **DEBBIE DEGAETA**
New Jersey Broadcasters Association
609-860-0110

Email to: **DEBBIE DEGAETA**
debbie@njba.com

Questions: **DEBBIE DEGAETA**
609-860-0111