



PENNSYLVANIA EMERGENCY
MANAGEMENT AGENCY
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

EMERGENCY MANAGEMENT DIRECTIVE NO. D2002-4

SUBJECT:

EMERGENCY EQUIPMENT, MATERIALS AND SUPPLIES

DATE:

OCTOBER 21, 2002

I. **PURPOSE**

To prescribe Pennsylvania Emergency Management Agency (PEMA) policy concerning the loan and use of emergency engineering equipment to Commonwealth, county and municipal governments, and to prescribe procedures for requesting, issuing and returning such equipment.

II. **SCOPE**

PEMA resources may be made available to supplement local resources for the protection of life and property or the alleviation of human suffering and hardship. Emergency engineering equipment includes generators, pumps, pipe, (all these include related accessories) and Department of Military and Veterans Affairs (DMVA) water trailers.

III. **AUTHORITY**

Pennsylvania's Emergency Management Services Code, 35 Pa.C.S., Section 7313 (19) empowers the agency "to provide, from its own stockpiles or other sources, emergency operational equipment, materials and supplies required and available for essential supplementation of those owned, acquired and used by Commonwealth, county and local departments and agencies for attack and disaster operations."

IV. **POLICY**

A. Response to emergency and disaster situations is the responsibility of the lowest level of government affected. When a local government has committed all available resources to the emergency, it may request assistance from a higher level of government. The first request for assistance needs to be made to the appropriate county emergency management agency. If county resources are not available, the request should then be made to PEMA. The provision of Commonwealth resources is considered to be supplemental and necessary to address the immediate, temporary nature of the situation. Situations of this type are usually characterized as unforeseen, short-term events or interruptions impacting health and safety or property, which require resources beyond the capabilities of the local government. Loaned resources are not intended to provide permanent remedies to the existing problems. Requesting parties should develop and implement actions necessary to meet long-term needs or resolution of problems on a permanent basis.

B. Commonwealth resources may not be loaned to private sector, profit-making entities.

- C. Resources that must meet sanitary requirements are coordinated with the Department of Environmental Protection (DEP) and other agencies.
- D. Neither the Commonwealth nor any political subdivision thereof, except in cases of willful misconduct or gross negligence, shall be liable for the death or injury to persons or loss or damage to property while complying or attempting to comply with requests for provision of emergency resources.
- E. All resources will be loaned for a period of sixty (60) days. Loan requests, as well as requests to extend the term of the loan, must be submitted in writing, fully justified and forwarded through the appropriate PEMA Regional Office for review and comment to the State Emergency Operations Center (EOC) for approval/disapproval, or in the case of state agencies or departments, directly to the State EOC.

V. GENERAL PROCEDURES

- A. The Emergency Resource Request Form (Attachment 1, Part I) is to be used to request Commonwealth resources and must be submitted through the County Emergency Management Coordinator to the appropriate PEMA Regional Office, or in the case of state agencies and departments, to the State EOC.
- B. PEMA Regional Offices will review requests and provide appropriate commentary, sign the request (Attachment 1, Part II) and fax a copy to the State EOC to the attention of the Director, Bureau of Operations and Training. PEMA will approve/disapprove the request (Attachment 1, Part III) and return the form through the Regional Office to the County or directly to the requesting state agency or department. If approved, the Director, Bureau of Operations and Training will notify the Bureau of Administration to release the equipment from the storage facility. PEMA's Bureau of Administration will contact the requesting party to determine specific requirements and the most convenient location/time for pickup.
- C. Upon notification of PEMA approval, the requesting party assumes responsibility for the pickup and return of the requested equipment to include bearing in full all costs associated with transportation, use, maintenance, return, damage, destruction or loss of the equipment. The requesting party will issue a letter of authorization for his/her representative to present at the storage site, which authorizes the person to pick up the equipment and sign the Equipment Receipt and Loan Agreement (Attachment 2). A copy of the Equipment Receipt and Loan Agreement will be given to the authorized representative.

VI. WATER TRAILER PROCEDURES

- A. The primary responsibility for providing potable and non-potable water remains the responsibility of local water authorities and private companies. Local water authorities are expected to exhaust all possible resources to establish alternative potable water resources before requesting Commonwealth resources.
- B. DEP is not involved with the decision-making process but is available to make recommendations if required. In addition, DEP's primary role is to approve the potable water source that must be used to fill the water trailer and provide a determination if a health hazard exists.
- C. Validated requests for potable water distribution equipment will be coordinated between PEMA and DMVA. If the request is approved by PEMA and the water trailers are available from DMVA, the following procedures will be followed:

1. Water trailers will be delivered empty by the Pennsylvania Army National Guard (PAARNG) unit. The requesting party will complete the sanitation, initial filling and all subsequent refills of the water trailer using only the DEP approved water source. The requesting party shall ensure that the water trailer is sanitized prior to its return.
2. Although loaned to and used by the local jurisdiction, water trailers will remain under the operational control of the PAARNG at all times.
3. The water trailer must be kept in a secure area and located in a heated location during the winter.
4. The requesting party will advise PEMA of the termination of the emergency and subsequently coordinate with DMVA for the pickup and return of the water trailer.
5. DMVA policy requires county and local governments, *not included in a Governor's disaster emergency proclamation, or a PEMA approved emergency situation*, to reimburse DMVA for all costs associated with the lease, lease preparation, delivery, setup, and return of the water trailers, including DMVA personnel costs which could amount to approximately \$500 to \$600. The lease preparation fee is currently set at \$300 plus a daily lease fee of \$0.045 x the gallon size of the water trailer (i.e., 400 gallon water trailer costs of \$18.00 per day). The requesting party can avoid the costs associated with the National Guard delivery, setup, and return of the water trailer by using it's own equipment to pick up and return the equipment to the appropriate National Guard Armory. National Guard water trailers use a Pintle (construction) type hitch.

The borrowing facility is also responsible for:

- a. Servicing the equipment, to include sanitation of water trailers, upon acceptance from and prior to return to appropriate National Guard armory.
- b. Refilling of the water trailer.
- c. Providing a statement that the borrowing activity will assume all responsibilities, liabilities, and costs related to the movement, use, care, security, loss damage, and repair of the loaned/leased equipment.
- d. Providing a statement that funds are available to cover reimbursable costs.
- e. Providing a statement that an adequate bond will be furnished if required. Bonds, if required, must be adequate enough to cover the replacement of the equipment (i.e., a 400 gallon water trailer replacement cost would be \$12,900.00).

VII. INFORMATION

For further information or questions, please contact PEMA's Bureau of Administration, Facilities Management, at 717/651-2016 or the PEMA Chief Counsel at 717/651-2010.

VIII. **RESCISSION**

This Directive rescinds PEMA Emergency Management Directive No. D2000-7, Emergency Equipment, Materials and Supplies, dated September 1, 2000.

David L. Smith
Director

Attachments: Emergency Resource Request Form
Equipment Receipt and Loan Agreement

Distribution: PEMA Bureau Directors
PEMA Regional Coordinators
Office of the State Fire Commissioner
State Fire Academy
PEMA Chief Counsel
State Agencies and Departments
DMVA, Military Support to Civilian Authority (Operations)
County Coordinators

PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY
2605 INTERSTATE DRIVE
HARRISBURG, PENNSYLVANIA 17110-9364

EMERGENCY RESOURCE REQUEST FORM

PART I		(To be completed by requesting entity)	
Date	Statement of Situation: (include private, local, county, or state resources already in use and mutual aid)		
Purpose (Intended use and justification)			
RESOURCES REQUIRED		QUANTITY	
1.			
2.			
3.			
Jurisdiction Assignment:			
Point of Contact:		Phone: (Home) _____ (Office) _____	
Address Where Equipment Will Be Located:			
Number of People/Facilities Serviced:		Expected Duration of Loan: From: _____ To: _____	
Requesting Entity Signature:			
PART II		Regional Review (To be completed by PEMA Regional Office)	
Forwarded:	Approved	Disapproved	Date:
Augmenting Justification/Comments:			
Regional Coordinator Signature:			
PART III		(To be completed by PEMA Administration staff for PEMA-owned equipment/ To be completed by PEMA Operations staff for water trailers)	
DEP APPROVAL OF WATER SUPPLY			
Date:	Time:	Water Request Verified:	
Approved Source Location By DEP:			
NOTIFICATION OF PEMA ADMINISTRATIVE STAFF			
Date:	Time:	Facilities Management Employee Contacted:	
EQUIPMENT ISSUED		EXPECTED RETURN	Date:
			Time:

cc: 1) PEMA Regional Office 2) PEMA Bureau of Operations and Training 3) PEMA Bureau of Administration

PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY
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EQUIPMENT RECEIPT AND LOAN AGREEMENT

PEMA CONTROL NO: _____ DATE: _____

REQUESTING PARTY:

(Name of political subdivision, water authority or other party)

ISSUING PEMA AGENT: _____

STOCKPILE LOCATION: _____

ITEM NO.	EQUIPMENT DESCRIPTION	UNIT	QUANTITY SHIPPED	QUANTITY RETURNED

RESPONSIBILITY OF REQUESTING PARTY: To return, on or before _____ (date), all listed items of equipment to the Pennsylvania Emergency Management Agency (PEMA) emergency stockpile described above. All equipment shall be returned in good serviceable condition that is acceptable to PEMA. The requesting parties shall bear, in full, all costs associated with the transportation, use, and maintenance of all listed items of equipment; said cost to include replacement of any and all listed items of equipment which may be damaged, destroyed, or lost during transport or use. Specifications for the replacement of equipment shall be determined by PEMA.

PEMA ISSUING OFFICER:

REQUESTING PARTY REPRESENTATIVE:

NAME: _____
(Print)

NAME: _____
(Print)

TITLE: _____

TITLE: _____

SIGNATURE: _____

SIGNATURE: _____

AUTHORIZATION FROM:

NAME: _____

DATE: _____

DISTRIBUTION: 1) Issuing Officer 2) Requesting Party Representative 3) PEMA Regional Office 4) Requesting Party
5) PEMA Bureau of Administration