

	<p>PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY 2605 Interstate Drive Harrisburg, Pennsylvania 17110-9364</p>	<p>EMERGENCY MANAGEMENT DIRECTIVE NO. D2003-1</p>
<p>SUBJECT: TRAINING AND TEST AUTHORIZATION REQUESTS</p>		<p>DATE: February 23, 2003</p>

I. PURPOSE

This Directive is intended to describe the procedures that counties and their political subdivisions need to follow when submitting the Training Authorization Request Form (PEMA-TAR-1) to PEMA. Once the emergency management test, drill, or exercise described in the PEMA-TAR-1 has been approved by PEMA, that approval makes certain medical and/or compensation benefits available to the duly enrolled emergency management volunteers who participate in the approved test, drill or exercise.

II. AUTHORITY

- A. The Emergency Management Services Code (35 PA. C.S. § 7101-7707), as amended.

III. COMPANION DIRECTIVES

- A. Emergency Management Directive No. D2000-1, Official Enrollment of Emergency Management Volunteers.
- B. Emergency Management Directive No. D2000-3, Compensation for Accidental Injury.

IV. GENERAL

- A. Training events, exercises, and emergency management operations are required of state, county, and local governments by commonwealth and federal laws. Training is necessary to prepare for such exercises and events. The purpose of these operations, training, and/or exercises is to enable elected and appointed officials at all levels of government to assess and improve their emergency preparedness and response capabilities. A comprehensive training and exercise program should be viewed as an important component of a well-rounded emergency management program. It affords a tool to measure operational readiness and should serve as a means to identify planning, operational, and resource shortfalls. Such a program also assists in clarifying responsibilities, enhancing coordination and interaction, and developing greater individual and staff proficiency.

B. The conduct of operations, training, tests, drills or exercises may result in an emergency management volunteer being injured. When such an injury does occur, the emergency management volunteer will be entitled to receive the benefits set forth in Section 7706 of the Emergency Management Services Code provided that he or she meets three requirements:

1. The volunteer, prior to the time of injury, had been duly enrolled in a county or local emergency management organization.
2. The volunteer is not eligible to receive benefits under the Workmen's Compensation Law from his employer or municipality for the accidental injury sustained during the emergency management operation, training, test, drill or exercise.
3. The emergency management test, drill, exercise, training or operation was authorized by PEMA.

C. The information set forth below shall govern PEMA's required authorization of the emergency management training, test, drill, exercise or operation.

1. Emergency management training activities shall be deemed authorized when:
 - (a) A PEMA employee or an employee of another Commonwealth or federal department or agency, as specifically approved by PEMA, is serving as the actual instructor of the training activity; or
 - (b) An official Training Authorization Request Form (PEMA-TAR-1), covering each specific course or series of similar courses scheduled for a calendar year is prepared, submitted to and approved by PEMA prior to initiation of the course(s), in accordance with this Directive.
2. Emergency management tests, drills or exercises shall be deemed to be authorized by PEMA when:
 - (a) The tests, drills or exercises are ordered or scheduled by PEMA; or
 - (b) An official Training Authorization Request Form (PEMA-TAR-1) covering each specific activity is prepared, submitted to and approved by PEMA prior to initiation of the test, drill or exercise.

3. Emergency management operations shall be deemed to be authorized operations whenever:
 - (a) The operations are in response to a Presidential declared, Gubernatorial declared, or locally declared disaster emergency; or
 - (b) The duly enrolled volunteer has been ordered or called to emergency duty by PEMA in order to support the emergency management operation; or
 - (c) The duly enrolled volunteer has been ordered or called to emergency duty by the elected officials or emergency management coordinator of their respective political subdivision to meet the threat or occurrence of an emergency within the jurisdictional boundaries of the political subdivision.

D. If the three requirements identified in paragraph IV. B. above are met, an injured emergency management volunteer may file a claim for Section 7706 benefits through PEMA. Approved claims will be paid out of funds appropriated to PEMA.

E. County and local emergency management coordinators have an important duty to perform in ensuring that the Section 7706 benefits are available to their emergency management volunteers. **That duty is to properly complete and file the Training Authorization Request Form (PEMA-TAR-1) with the appropriate PEMA Regional Director at least 15 calendar days prior to the scheduled emergency management test, drill, exercise, or training activity.**

V. **PROCEDURES FOR OBTAINING PEMA APPROVAL OF THE TRAINING REQUEST**

A. Local Training, Tests, Drills and Exercises

1. Local coordinators should prepare a PEMA-TAR-1 form for every emergency management training event, test, drill or exercise sponsored by the local political subdivision. Such training activities do not include police firearms exercises or fire truck driving courses by local fire departments.
2. Local coordinators shall forward the original form and three (3) copies to the county coordinator.

3. The county coordinator shall forward the original form and two (2) copies to the Regional Director. The county coordinator shall provide the Regional Director with his/her recommendation for approval or rejection of the activity.
4. The Regional Director will either approve or disapprove the training request. He will promptly notify the county of the action taken by returning a copy of the form appropriately noted and signed.
5. The Regional Director will maintain a file for three years of all the completed PEMA-TAR-1 forms and will be the office of record for those forms.

B. County Training, Tests, Drills and Exercises

1. The county coordinator should prepare a PEMA-TAR-1 form for every county sponsored training event, test, drill, and exercise.
2. The county coordinator shall forward the original form and two (2) copies to the Regional Director.
3. The Regional Director will either approve or disapprove the training request. He will promptly notify the county of the action taken by returning a copy of the form appropriately noted and signed.
4. The Regional Director will maintain a file for three years of all the completed PEMA-TAR-1 forms and will be the office of record for those forms.

C. Joint County and/or Local Participation

1. Whenever two or more local political subdivisions participate in a joint training exercise or test, the appropriate county coordinator shall complete a PEMA-TAR-1 form as described above.
2. Whenever two or more counties participate in a joint training exercise or test, each participating county coordinator will file such form as described in "B" above.
3. The Regional Director will perform the functions described in Paragraphs "A" and "B" above.

VI. RESCISSION

Emergency Management Directive Number 2000-2 (“Training or Test Authorization Request”), dated January 18,2000, is hereby rescinded.

Director

Distribution: County Emergency Management Coordinators
Local Emergency Management Coordinators
PEMA Regional Directors
PEMA Bureau Directors

TRAINING, TEST EXERCISE, OR EVENT REQUEST AUTHORIZATION
(See information and instructions on reverse)

Part I - Request Identification *(Requesting Coordinator will complete all blanks and sign)*

- A. County _____ B. City, Borough, Town, Township _____
C. Name of Requesting Director _____
D. Date _____ E. Coordinator's Signature _____

Part II - Request Details *(Requesting Coordinator will complete all blanks and check appropriate blocks)*

- A. Type of Activity (table top, functional, full scale, and hazard(s)) _____
B. Primary purpose(s) (state or federal regulations, local hazard, etc.) _____
C. Scheduled date and time of initiation of activity: On or about _____
D. Number of times activity will be repeated in current calendar year _____
E. Approximate dates on which activity will be repeated _____
F. Location of activity (name of building, field, geographical area, etc.) _____
G. Estimated total number of participating volunteers _____
H. Name of individual(s) "in charge" of activity at activity location(s) _____

- I. Proposed activity will include:
- | | |
|---|--|
| <input type="checkbox"/> classroom training | <input type="checkbox"/> on-the-job training |
| <input type="checkbox"/> field training | <input type="checkbox"/> public sounding of sirens |
| <input type="checkbox"/> mobilization of forces | <input type="checkbox"/> public participation |
| <input type="checkbox"/> fire-fighting | <input type="checkbox"/> evacuation |
| <input type="checkbox"/> operations | <input type="checkbox"/> police |
| <input type="checkbox"/> welfare | <input type="checkbox"/> rescue |
| <input type="checkbox"/> movement of emergency vehicles | <input type="checkbox"/> control center |
| | <input type="checkbox"/> medical |
| | <input type="checkbox"/> hazardous materials team |
| | <input type="checkbox"/> others _____. |

J. Added information concerning details of the planned activity should be included on a separate sheet of paper. Supplemental information of this type will facilitate prompt PEMA action on requests.

Part III - Action *(For use only by officials indicated)*

- A. By County Emergency Management Coordinator (relating to local requests only)

Recommend: Approval Disapproval

Comments: _____

Date _____ Signature _____

- B. By Regional Director, Pennsylvania Emergency Management Agency

Approved Disapproved

Comments: _____

Date _____ Signature _____

INFORMATION AND INSTRUCTIONS

General Information

Section 7706 of the Emergency Management Services Code of 1978 entitles all duly enrolled emergency management volunteers who are not eligible to receive benefits under the Workmen's Compensation Law to certain benefits relating to accidental injuries sustained while actually engaged in emergency management activities and services or in or en route to and from emergency management tests, drills, exercises or operations authorized by the Pennsylvania Emergency Management Agency (PEMA) and carried out in accordance with rules and orders promulgated and adopted by PEMA.

Emergency management volunteers can only receive the Section 7706 benefits for injuries that are sustained during an emergency management test, drill, exercise, or operation that is authorized by the Pennsylvania Emergency Management Agency. Therefore, whenever a county or local emergency management official plans to conduct a test, drill, exercise or other type of emergency management operation, that official shall be responsible for obtaining PEMA's written authorization for all emergency management tests, drills, exercises or operations that he or she plans to conduct that involves the participation of emergency management volunteers. County and local coordinators shall use this form for the submission of all Authorization Requests. The form shall be prepared and filed in accordance with the instructions listed below.

Instructions

1. All requests shall be filed by county or local coordinators at least fifteen (15) days prior to the scheduled date of known operation, training or test. Separate requests shall be filed for each specific course of training, such as medical, rescue or welfare, but one request may cover any stated number of repetitions of the same course carried out within a single calendar year.
2. All information shall be typewritten or printed with pen and ink.
3. For local training and tests, local coordinators shall complete this form and forward it to the county coordinator for recommendation. Where local training or tests involve active participation by emergency management organizations representing two or more political subdivisions, each participating organization shall file a separate authorization request, listing the names of all participating organizations.
4. Upon receipt of each local request, the county coordinator shall make recommendation concerning its approval; shall forward the original to the Regional Director; and hold one (1) copy for file.
5. For county-wide operations training or tests, the county coordinator shall prepare the single request required for such activity. The original shall be forwarded to the Regional Director for action, keeping a copy is for county file. Where two or more counties jointly participate in training or tests each on a county-wide basis, each participating county shall file a separate authorization request, listing the name of other participating counties.

Pennsylvania Emergency Management Agency Regional Directors will promptly notify the requesting county or local coordinator of the action taken on each Authorization Request by return of the fully completed form.

NOTE: In the interest of public safety, all county and local coordinators who plan and conduct emergency management tests, drills, exercises, or other operations, must provide for the proper PEMA authorization. Remember, non-enrolled volunteers and members of the general public are not entitled to compensation for accident injury unless the emergency management test, drill, exercise, or operation has been authorized by PEMA prior to the event. Also, a volunteer who is injured during an actual emergency management operation conducted by either the state, county or municipality must have been "duly enrolled" with his or her county or municipality as an Emergency Management Volunteer prior to the time of the injury or accident in order to be eligible for the compensation benefits.

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