



Pennsylvania Emergency Management Agency
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

EMERGENCY MANAGEMENT DIRECTIVE NO. D2005-2

SUBJECT: PENNSYLVANIA RADIOLOGICAL ASSISTANCE PROGRAM (PARAP) AND CODE OF PROFESSIONALISM	DATE: September 13, 2005
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I. Purpose

The Pennsylvania Emergency Management Agency (PEMA) in coordination with the Pennsylvania Department of Environmental Protection’s Bureau of Radiation Protection (PADEP/BRP) has undertaken the development of a Pennsylvania Radiological Assistance Program (PARAP). PARAP is a mechanism for augmenting existing radiological technical personnel to advise the on-scene incident commander. A PARAP qualified individual, complete with the necessary tools and equipment, requisite skills and techniques would be deployed by PEMA for technical support for radiation hazards at a radiological event or incident. PEMA is the sponsoring Agency for this program with technical assistance provided by DEP/BRP. This program is managed by the Chief of the Technological Hazards Division, PEMA Bureau of Plans and is authorized under the provisions of the Pennsylvania Emergency Management Agency Code 35 Pa.C.S. §§ 7101-7707 as amended and PEMA Emergency Management Directive D-2005-3 Official Enrollment of State Emergency Management Volunteers.

II. PARAP Member General Requirements

1. All members of the team must be at least 21 years of age.
2. The minimum requirements are:
 - a. Must be American National Standards Institute (ANSI 3.1) qualified; or
 - b. Must be a Radiation Safety Officer; or
 - c. Must be a Certified Health Physicist (CHP); or
 - d. Must have been an active National Registry of Radiation Protection Technologists (NRRPT) for 5 years; and,
 - e. Must be a Pennsylvania resident.
3. Members must be physically capable of carrying up to 20 pounds and operating typical radiation detection equipment such as the Canberra Emergency Response Kit containing the ADM-300. There cannot be any physical or mental handicaps, limitations or conditions which would preclude the ability of an individual to safely perform any required tasks.
4. Members must complete the mandatory PARAP workshop, and any required periodic re-training.

5. Members must be aware of the signs, symptoms and corrective measures of critical incident stress syndrome.
6. Members should be available on short notice to mobilize within approximately one hour of the request.
7. Members must be capable of improvising and functioning for long hours under adverse conditions.
8. Members must have a working knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS) by showing evidence of the completion of the FEMA Independent Study Classes 100, 200 and 700. Members must also have a working knowledge of the organizational structure of Emergency Management in Pennsylvania. All current PARAP members must complete these three courses no later than July 2006. New applicants must complete this training and submit the documentation as a part of the application process.
9. Members must understand and adhere to on scene incident command, safe working practices and procedures.
10. Members must possess a valid Pennsylvania Driver's license in good standing.
11. Members must have successfully passed a "criminal history record information" (CHRI) check through the Pennsylvania Access to Criminal History (PATCH) System administered by the Pennsylvania State Police.
12. Members must return all program related equipment and Identification Cards upon resignation or termination, or at the request of the PARAP program manager.

III. PARAP Specific Requirements

In order to qualify as a PARAP Member, the candidate shall:

1. Submit a detailed application to the PEMA-PARAP program manager listing their experience, education and training, and other information they believe qualifies them to become a PARAP member.
2. Receive approval from the PEMA-PARAP program manager and the Bureau of Radiation Protection's Chief for Emergency Response.

IV. PARAP Member Review Committee

A. Composition

There shall be convened a PARAP Member Review Committee consisting of the persons holding the following positions with the Pennsylvania Emergency Management Agency and the DEP-Bureau of Radiation Protection.

1. Pennsylvania Department of Environmental Protection, Bureau of Radiation Protection Emergency Response Program Chief (Co-Chairperson).

2. PEMA, Bureau of Plans, Technical Hazards Division Chief (Co-Chairperson and PARAP Program Manager).
3. PEMA, Director, Bureau of Operations.

Note: PEMA may establish other members of the Committee including representation of the PEMA Area offices.

B. Duties

The duties of the Committee shall be:

1. To review and make recommendations to PEMA upon all PARAP member applications submitted.
2. To consider and make recommendations upon any application request for consideration of alternative credentials (equivalencies).
3. To perform such other duties as may be necessary to support PARAP.

C. Authority

The PEMA PARAP Member Committee will have the authority to review equivalent or alternative credentials and shall make recommendations to the PEMA Director whose decision will be final.

D. Meeting

The PEMA PARAP Member Review Committee shall meet whenever there is business to discuss.

V. Classification Maintenance

To maintain classification, a member shall attend all required training sessions and meetings.

Inactive Status

A member may, at his/her own written request to the Member Review Committee, be moved to inactive status for a maximum period of no more than five years. The request shall state the reason for requesting inactive status and the anticipated date of return to active status. Such a member shall be reinstated upon his/her request and the furnishing of evidence that the minimum requirements for membership are still valid. If no such evidence is received at the end of five years, the member shall be permanently dropped from the rolls. Any member removed from the rolls as stated in this section, must reapply as a new applicant if he/she wishes to be reinstated.

VI. Application Process

- A. All applications to become a PEMA PARAP Member will be made on the proper forms. All applications must be complete with all documentation attached or the

application will be returned. Applications and required forms are attached to this document.

- B. All professional certifications required by this directive must be fully completed, current and evidenced by documentation before an application is submitted.
- C. Applications will be reviewed quarterly. Each quarter will end on March 31st, June 30th, September 30th, and December 31st.

VII. Member Code of Professionalism

Members shall follow and promote the ideals of honesty, courtesy, capability, personal development, accuracy and the exchange of knowledge when dealing with members, the public, emergency responders and management.

The member shall adhere to the following principles:

- A. Advise emergency services personnel to the best of their ability and competency.
- B. Serve the profession with honor.
- C. Conduct himself or herself in a manner which will command respect and confidence.

VIII. General Requirements of Professionalism

- A. Respond to an incident scene in accordance with NIMS and ICS policies, guidelines, circulars and regulations.
- B. Present only those principles, practices and information which represent accepted state and national standards in emergency service.
- C. Promote health and safety standards that insure the protection of everyone participating in the incident response.
- D. Attend pertinent job related training sessions, seminars and/or conferences at least once a year to increase knowledge and improve skills.
- E. Offer and promote attitudes that will improve rather than denigrate emergency services policies.
- F. Perform all work assigned by PEMA in accordance with established rules and regulations.
- G. Report any unethical, illegal, unfair or inappropriate actions of a member to the PA RAP Member Review Committee and program manager.
- H. Refrain from political partisanship when responding.
- I. Carefully choose words and tone of voice, making every effort to avoid emotional discussions. Profanity is not appropriate or condoned.

IX. Equal Opportunity and Non-Discrimination

It is the firm policy of the Pennsylvania Emergency Management Agency that every person involved with one of its emergency management responses in any way whatsoever shall have an experience completely free of any type of harassment or discrimination based on any reason, including, but not limited to, that person's race, national origin, religion, age, gender (sex), gender identity, or sexual orientation. The PEMA policy in this regard is one of "zero tolerance" for any harassment or discrimination.

X. Suspension or Revocation of PARAP Member Credentials

A. Suspension

A member may be temporarily suspended from specific response activities. A member who is suspended shall not be permitted to respond.

Cause for suspension may be, but is not limited to:

1. Failure to report any injuries sustained by members to PEMA.
2. Conduct which publicly reflects disrepute on the PARAP program, other members, PEMA, BRP or the Commonwealth.
3. Submission of falsified incident response reports.
4. Failure to attend required member workshops conducted by PEMA, and / or the educational training agency.
5. Continued use of profanity or unacceptable actions or gestures.

B. Reinstatement

A member who has been suspended may, at the end of his/her suspension, request reinstatement, in writing to the PARAP Member Review Committee. The PARAP Member Committee will review the facts related to the suspension and determine if an interview of the suspended member is required. The Member Review Committee will formulate a plan of action for reinstatement of the member which may include required additional training, a probationary period with oversight by a mentor, or other appropriate actions. Any PARAP member suspended for any of the reasons delineated below in section C. "Revocation" shall be ineligible for reinstatement. Successful completion of the reinstatement plan of action within the designated time frame is required for reinstatement of the suspended PARAP member.

C. Revocation

The credentials of any PARAP member may be revoked for any of the following reasons:

1. Disregard for safety and health regulations.

2. Response to an incident while under the influence of mind-altering substances.
3. Theft of equipment or other property from PEMA, DEP/BRP or any individual or entity.
4. Conviction of any criminal charges greater than a third degree misdemeanor.
5. Failure to adhere to the PEMA Equal Opportunity and Non-Discrimination Policy.

D. Appeal Process

The formal appeal process for suspension or revocation is as follows:

Appeal of decisions made by the PARAP Member Review Committee may be made to the PARAP Member Review Committee Co-Chairpersons. All decisions made by the Co-Chairpersons are final.

XI. Delegation of Program Management

The Pennsylvania Emergency Management Agency Director delegates ongoing management and implementation of this directive to authorized staff of the PARAP Member Review Committee unless or until withdrawn.

XII. Authority

The Pennsylvania Emergency Management Services Code, 35 Pa.C.S. §§ 7101-7707, as amended.

XIII. Duration of PARAP Directive

This Directive shall remain in effect until superseded or suspended.

Adrian R. King, Jr.

Director

Pennsylvania Emergency Management Agency

DISTRIBUTION:

PEMA Executive Office
PEMA Bureau of Administration
PEMA Bureau of Plans
PEMA Bureau of Operations & Training
PEMA Western Area Office
PEMA Central Area Office
PEMA Eastern Area Office
Office of the State Fire Commissioner
Pennsylvania State Fire Academy
County Emergency Management Agency Offices
Pennsylvania Department of Health Emergency Preparedness Liaison Officer
Pennsylvania Department of Environmental Protection / Bureau of Radiation Protection

Attachment - 1: Application Form

Attachment 1



PENNSYLVANIA RADIOLOGICAL ASSISTANCE PROGRAM (PaRAP) MEMBER APPLICATION

IS THIS INDIVIDUAL A CITIZEN OF THE UNITED STATES? ___ YES ___ NO
IF NO, OF WHAT COUNTRY IS HE / SHE A CITIZEN? _____

NAME: _____ MALE ___ FEMALE

Drivers License Number or SSN: _____ BIRTH DATE: ___/___/___

POSITION TITLE: PaRAP Member Do you require special accommodations due to a disability?: ___ YES ___ NO

If yes, please specify: _____ (safety concern)

County in which you reside (Must be a Pennsylvania Resident): _____

MEMBER'S PERMANENT MAILING ADDRESS (Must be included Approval/Rejection can be sent to this address):

HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

CELL PHONE NUMBER _____ PAGER NUMBER _____

HOME EMAIL ADDRESS _____

WORK EMAIL ADDRESS _____

EDUCATION**: HIGH SCHOOL DIPLOMA ___ YES ___ NO

COLLEGE DEGREE ___ YES ___ NO

MAJOR FIELD OF STUDY: _____

DEGREE TYPE: ___ BA ___ BS ___ MA ___ MS ___ PhD YEAR: _____

DEGREE = CERTIFICATION FROM COLLEGE/UNIV. FOR 120 CREDITS OR 4 YEARS.

Please describe in detail your radiation/radiological work experience and training** (Formal Education, Work History, Technical Radiological Support and Response Training, Organizations and Affiliations that you have provided assistance is subject information that the review committee is looking for. Information must be kept to 10 pages or less).

**Please provide a copy of the appropriate certificates or diplomas to support this.

If you are sending this document and attachments electronically to PEMA via e-mail please ensure that you annotate the following in the Subject Header: PARAP Application.