

	Pennsylvania EMERGENCY MANAGEMENT Agency 2605 Interstate Drive Harrisburg, Pennsylvania 17110-9364	EMERGENCY MANAGEMENT DIRECTIVE NO. D2003-2
SUBJECT: <u>PENNSYLVANIA EMERGENCY INCIDENT REPORTING SYSTEM (PEIRS)</u>		DATE: February 23, 2003

I. PURPOSE

The Pennsylvania Emergency Incident Reporting System (PEIRS) establishes standard-reporting criteria, consolidates reporting requirements, and identifies the Pennsylvania Emergency Management Agency (PEMA) as the single point of contact for an incident that requires immediate reporting. PEIRS provides reporting criteria for county emergency management coordinators, communications centers, 911 centers, commercial and industrial facilities, volunteer agencies and state and federal agencies to use to report emergency incidents which may affect the safety, health, or welfare of citizens of the Commonwealth, result in major property damage, preclude the operation or use of essential public facilities, and require multi-jurisdictional response to the emergency incident.

PEIRS does not eliminate a county's responsibility to provide emergency response to an emergency incident within their jurisdiction. Additionally, PEIRS does not eliminate the need to submit reports required by state or federal law.

II. AUTHORITY

- A. Authorization for PEIRS is contained within the Emergency Management Services Code (35 Pa. C.S. § 7101-7707). The code specifies that PEMA be directed to "establish the sole statewide telephone number that persons, including county and municipal emergency management personnel, may use to report incidents."
- B. Wireless legislation – Act 56 of 2003, Wireless Carrier E-911
- C. The emergency incident reporting requirements are found in various state and federal statutes and regulations. Where possible, these legal reporting requirements are referenced within PEIRS.

III. APPLICABILITY AND SCOPE

- A. Individual municipalities, local emergency management coordinators, emergency medical services (EMS), and fire and police departments should report incidents/events consistent with county and local procedures to the county 24-hour reporting point. Local reports will be reviewed by the county emergency management agency staff and forwarded to the State Emergency Operations Centers (SEOC) expeditiously or within the time limits prescribed by state and federal laws or regulations. Emergency incident reporting under PEIRS will significantly contribute to effective and timely response in the event of the need for multi-jurisdictional support.
- B. PEIRS reporting information may be used by county, state, and federal agencies for response, planning, mitigation, training and budget purposes. A sole telephone number provides the Office of Homeland Security (OHS) and other agencies with a consolidated information source to obtain state damage assessment information. It also assists PEMA in preparing the governor's disaster emergency declarations under 35 Pa. C.S. § 7301 and the governor's request to the president for federal disaster assistance.
- C. The reporting network from municipality through county to the state will also be used for notifications from the SEOC to the county/municipality on all events when immediate notification or warning is required. Examples of these notifications are: tornado and flash flood warnings, dam failures, national security issues and releases of chemical toxins. PEMA is required to receive and disseminate such warnings.
- D. The state's Hazardous Material Emergency Planning and Response Act (Act 1990-165) and the federal Superfund Amendments and Reauthorization Act (SARA Title III), require PEMA to establish a 24-hour response number for reporting the release of hazardous and extremely hazardous substances.
- E. Federal regulation requires a 24-hour state point of contact for the receipt of radioactive materials transportation notices from shippers and a 24-hour state point of contact for notice of radiological incidents at nuclear power plants.
- F. The state is required to provide a 24-hour warning and dissemination capability for enemy attack, escalations and/or de-escalations of threat warning levels generated under the Homeland Security advisory system and related information received from the federal government.

IV. REPORTABLE INCIDENTS

- A. A reportable incident under this directive is any technological (man-made) or natural disaster emergency or incident which causes or threatens to cause the loss of life or injury to persons, damage to property, and/or which seriously affects the safety, health, environment, or welfare of citizens of this Commonwealth, or communities or counties contiguous to the Commonwealth.

The major categories for incident reporting include the following:

1. HAZARDOUS MATERIAL (HAZMAT)
2. PETROLEUM PRODUCT/OTHER SPILLS AND RELEASES
3. FIRE (INCLUDING FIREFIGHTER DEATHS)
4. ADVERSE/SEVERE WEATHER
5. GEOLOGICAL EMERGENCY
6. NUCLEAR/RADIOLOGICAL EMERGENCY
7. EXPLOSIVES
8. PUBLIC HEALTH EMERGENCY
9. SEARCH AND RESCUE
10. TERRORIST ACTIVITY
11. CIVIL DISORDER
12. TRANSPORTATION EMERGENCY
13. UTILITY EMERGENCY
14. AGRICULTURAL/ANIMAL EMERGENCY
15. AERIAL/GROUND-BASED ACTIVITY
16. OTHER EVENT/SPECIAL PROCEDURE

- B. Attachment 1 identifies subcategories of events under each major category that will be reported to the SEOC. The list is not all-inclusive.
WHEN IN DOUBT, REPORT.
- C. Attachment 2 provides amplifying information.

V. REPORTING PROCEDURES

- A. When a county emergency management coordinator or authorized representative becomes aware of a reportable incident, they must expeditiously report the incident to the SEOC. The SEOC is operational on a 24-hour basis. All 911 public safety-answering points, under the Public Safety Emergency Telephone Act, will use these reporting procedures.
- B. Reports should be transmitted to the SEOC via one of the following:
- PEMA Website <http://pema.state.pa.us> (must be registered user and

- Email: stateeoc@state.pa.us
- PaSTAR: electronic data transfer via satellite
- Telephone: 1-800-424-7362 (1-800-HBG-PEMA, for in-state callers) or (717) 651-2001
- Facsimile reports: (717) 651-2021

- C. Attachment 3 provides information guidelines for PEIRS reporting.
- D. Attachment 4 provides the reporting format that is used by the SEOC and risk counties to record the notification from a nuclear power plant when an Emergency Classification Level is declared by a plant.
- E. Attachment 5, Public Safety Officer Death Report, must be completed and submitted by the county to the SEOC whenever a firefighter is killed in the line of duty.
- F. Attachment 6, sample County Disaster Situation Report (SITREP), will be completed by the county emergency management agency and forwarded via electronic data form over the PEMA satellite warning system, email or facsimile to both the PEMA Area Office and the SEOC. The county should submit a SITREP when the county EOC is mobilized.

VI. SUPERSESION

Emergency Management Directive No. D2003-2 entitled “Pennsylvania Emergency Incident Reporting System (PEIRS)” dated February 23, 2003, is superseded.

(Director)

(Date)

ATTACHMENTS:

1. Emergency Incident Reporting Categories/Subcategories
2. Incident Reporting Requirements-Additional Information
3. Making a PEIRS Report
4. Notification of a Nuclear Power Plant Incident Emergency Notification Report
5. Public Safety Officer Death Report
6. Sample County Disaster Situation Report

DISTRIBUTION:

County EMA Offices
PEMA Bureaus
PEMA Area Offices
State Fire Commissioner
State Fire Academy
911 Centers
State-certified HAZMAT teams
FEMA Region III
Office of Homeland Security (OHS)
Emergency Preparedness Liaison Officers (EPLOs)
EPA Region III
National Response Center
Regional Counter-Terrorism Task Forces

**EMERGENCY/INCIDENT REPORTING SUBCATEGORIES
AND REFERENCES**

1. **Hazardous Material (Hazmat)**
References: Pages 2-1 to 2-2
 - *Chemical Releases/Spills
 - *Bio-Hazardous Waste Spills
 - *Corrosive Materials Releases/Spills
 - *Explosions
 - *Flammable Liquid and Solid Releases/Spills
 - *Mine Drainage Discharges and Blowouts
 - *Natural Gas Releases
 - *Chemical Pipeline Breaks/Leaks
 - *Chemical Tank Leaks/Spills
 - *Toxic Material/Infectious Substance Releases/Spills
 - *Hazardous Waste Material Spills
 - *Theft or Loss of Extremely Hazardous Substance Chemicals
2. **Petroleum Product/Other Spills and Releases**
References: Pages 2-2 to 2-3
 - *Petroleum Product Spills
 - *Diesel Fuel Spills
 - *Gas Well Release/Oil Well Spills
 - *Gasoline Spills
 - *Heating Oil Spills
 - *Kerosene Spills
 - *Oil Sheen/Slick
 - *Oil Spills
 - *Pipeline Breaks/Leaks
 - *Storage Tank Leaks/Spills
 - *Non-hazardous Waste Spills
 - Asphalt Spill
3. **Fire**
References: Pages 2-3 to 2-4
 - *Explosions
 - *Fires involving Church/Religious Property
 - *Firefighter Death/Injury
 - Gas Well/Oil Well Fires
 - Mine Fires
 - Refinery Fires
 - Smoke Conditions
 - Structure Fires
 - Tire Fires
 - Tunnel Fires
 - *Wild/Forest Fires
 - School Fire
 - Junkyard Fire
4. **Adverse Weather**
References: Pages 2-4 to 2-5
 - *Floods, Flash Floods
 - Heavy Snow/Blizzards
 - High Winds
 - Hurricanes
 - Ice Jams
 - *Ice Storms
 - *Severe Thunderstorms
 - *Tornados
 - State Office Closings
5. **Geological Emergency**
References: Pages 2-5
 - Earthquakes
 - Ground Subsidence
 - Landslides/Mudslides
 - Mine Subsidence
 - Rock Slides
 - Sinkholes
6. **Nuclear/Radiological**
References: Pages 2-5 to 2-6
 - Event of Potential Public Interest (EPPI)
 - *Nuclear Power Plant Emergency Classification Level
 - *Radiological Transportation Accidents
 - *Radiological Waste Releases/Spills
 - *Theft or Loss of a Radiological Source
 - *Security Incidents

7. **Explosives**
References: Pages 2-6
 Blasting Caps Found
 Commercial Explosive Found/Lost/Stolen
 Dynamite (Found/Lost/Stolen)
 Explosive Ordnance Disposal (EOD) Unit Response
 Military Ordnance Found
8. **Medical Services Emergency**
References: Pages 2-6 to 2-7
 *Evacuation of Patients/Residents of an Institution
 *Outbreak of Disease/Epidemics
 *Mass Casualty Incidents
 *Strike of Health Care Personnel
 EMS death/injury
 Work Stoppage
9. **Search and Rescue**
References: Pages 2-7
 Activation of USAR PATF-1/USAR Strike Team
 Amber Alert
 Cave, Well, Mine and Confined Space Incidents
 Civil Air Patrol Missions
 Collapsed Building, Urban SAR Responses
 Emergency Locator Transmitter (ELT) Beacon Activations
 Missing Aircraft
 Missing Persons, Wilderness SAR
 Trench Rescues
10. **Terrorist Activity**
References: Pages 2-7 to 2-8
 Bomb/Homemade Device Found
 Bomb Threat Received
 Breach of Security
 Computer System/Cyber Attacks
 Hostage Situations
 Sabotage
 School Violence/Threats of Violence
 Suspected Terrorist Activity
11. **Civil Disorder**
References: Pages 2-8
 *Mobilization of State Police or National Guard
 *Prison Escapes/Disturbance/Riots
 Protest/Demonstrations
 *Riots
12. **Transportation Emergency**
References: Pages 2-8 to 2-10
 Aircraft Accidents
 Milk Spill
 *Multiple-Vehicle Accidents
 Public Airport Closings Affecting Commercial Air Transportation
 *Road /Bridge Closures
 *School or Commercial Bus Accidents
 Vessels Aground, Sinkings, Cargo Releases/Spills
 Train Derailments
 Train Pedestrian or Vehicle Incidents
 Vehicle Waivers/Permits
13. **Utility Emergency**
References: Pages 2-10 to 2-12
 Dam Failures
 *Energy Shortage: (Oil, Gas, Propane, Coal, Kerosene, Electrical)
 *Nuclear Plant Unplanned Outages
 *Power Failures
 *Telephone Failures
 *Water Main Breaks
 *Water Supply/Well Contamination
14. **Agricultural/Animal Emergency**
References: Pages 2-12 to 2-13
 *Animal Health
 *Fishkills
 *Food Safety
 Non-domestic Animal Incident
 *Plant Industry/Fertilizer/Pesticide
 *Pesticide Releases/Spills
 West Nile Virus
15. **Aerial Activity**
References: Pages 2-13

- *Agricultural spraying
- *Blackfly Spraying
- Fire Fighting Operations
- *Gypsy Moth Spraying
- *Mosquito Spraying
- *Rabies Bait Drop
- Pipeline/Power Line Inspection
- Special Aircraft Flyover

16. Other Events and Special Procedures

References: Page 2-13 to 2-14

- *Any incident not covered by (1) through (15) but otherwise considered reportable

INCIDENT REPORTING REQUIREMENTS--ADDITIONAL INFORMATION**1. HAZARDOUS MATERIALS (HAZMAT)**

- A. Report any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of any hazardous chemical, extremely hazardous or hazardous substance, or toxic chemical. Also report the abandonment or discarding of barrels, containers, and other closed receptacles of such substances.
- B. Facilities must immediately notify the county and SEOC of a “reportable quantity” (RQ) release to the environment of hazardous or extremely hazardous substances as defined by CERCLA and SARA Title III. Also, facilities must immediately notify the National Response Center of a CERCLA hazardous substance RQ release whether onsite or offsite.
- C. Vehicle operators must immediately notify the county of a CERCLA or SARA Title III hazardous or extremely hazardous substance RQ release to the environment. The county is in turn responsible for notifying the state as soon as possible.
- D. The responsible party of an RQ amount under CERCLA or SARA Title III must submit a written follow-up report within 14 days to the county and state.
- E. Report all natural gas leaks from a well or high-pressure transmission line.
- F. Report spills of waste material at fixed sites or in transport that does not meet state permitting requirements such as:
 - 1. garbage, refuse, or sludge from an industrial or other wastewater treatment plant;
 - 2. sludge from a water-supply treatment or air pollution control facility;
 - 3. other discarded material resulting from municipal, commercial, industrial, institutional, mining, or agricultural operations and community activities; and
 - 4. any combination of these factors which, because of quality, concentration, physical, chemical, or infectious characteristics (bio-hazardous waste) may cause or significantly contribute to an increase in mortality or morbidity in the population, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

- G. Report all breaches of security or theft of hazardous or extremely hazardous substances / chemicals from any facility where these chemicals are stored, and or used.

REFERENCES:

- Hazardous Materials Emergency Planning and Response Act (35 P.S. 6022.101 et seq.)
- 7 Pa. Code Chapter 128 (Labeling, Storage, and Registration of Pesticides)
- Clean Streams Act (35 P.S. 691.1 et seq.)
- Storage Tank and Spill Prevention Act (35 P.S. 6021.101 et seq.)
- Solid Waste Management Act (35 P.S. 6018.101 et seq.)
- 25 Pa Code 101.2 (Notification of Pollution Discharges that Cause or Threaten Water Pollution)

2. PETROLEUM PRODUCT/OTHER SPILLS AND RELEASES

- A. Report any quantity of discharge of a substance (toxic, odor, taste, contaminant) with actual or potential for polluting of waters or damaging property. Conveyance means may be sewers, drains, ditches, or other surface or subsurface channels into waters including placement of substances such that discharging, falling or washing into waters might occur.
1. THERE ARE NO THRESHOLD REPORTABLE QUANTITIES. ALL RELEASES ARE INCLUDED REGARDLESS OF AMOUNT. Materials include propane, coal, kerosene, pipeline break/leak, waste material, petroleum products; diesel, gasoline, heating oil, oil sheen/slick, oil spill, and tank leak. (The exception is petroleum product spills of less than 55 gallons. They do not have to be reported if the product does not leave the roadway surface or if some other hard surface [non-permeable] contains the product).
 2. The responsible party must immediately report any such releases to the state Department of Environmental Protection (DEP). This may be accomplished by notifying the DEP Regional Office. Reports received by the SEOC will be relayed to DEP.
 3. DEP also requires a follow-up spill report.

REFERENCES:

- 25 Pa Code 101.2 (Notification of Pollution Discharges that Cause or Threaten Water Pollution)
- 25 Pa Code 109.402 (Emergency Public Notification of Public Water Supply Contamination)

- 25 Pa Code 299.218 (Notification of Discharge or Release of Residual Waste Resulting from Transportation Accident)
- Clean Air Act (42 U.S.C. 7412), as Amended

3. **FIRE**

- A. Explosions: Report explosions that result from fires which cause or could cause: hazardous materials releases/spills, industrial accidents, and other types of incidents which are life-threatening to the population or cause major property damage.
- B. Report fires, threats of arson or bomb threats affecting all properties owned, leased or rented by any religious organization.
- C. Firefighter/EMS Deaths: Death or serious injury of firefighters and/or EMS workers in the line of duty must be reported (use Attachment 5).
- D. Gas Well/Oil Well Fires: Report gas well and oil well fires.
- E. Mine Fires: Report all fires that occur in any mines.
- F. Refinery Fires: Report all fires occurring at refineries.
- G. Smoke Conditions: Report heavy or dense smoke that causes fatal accidents or closes major roads. Also report smoke conditions, which result in evacuations of nursing homes, prisons, public buildings, schools or other institutions.
- H. Structure Fires: Report fires involving major property damage and/or hazardous materials. Major property damage should be interpreted to mean damage to any combination of 25 or more individual families, renters, businesses, or homeowners. Also, fires when at least five (5) businesses within a single or multiple buildings have been destroyed and the subsequent substantial economic injury could then qualify the property owners for a federal Small Business Administration (SBA) loan. Report any fire considered a general alarm fire no matter the size of the jurisdiction involved in the fire or any incident response of 3 or more alarms that requires the response of 3 or more companies in non metropolitan areas. Report fires that require or tie up the mutual aid resources of surrounding communities to the extent that it causes a potential degradation of emergency services availability in those communities.
- I. Tire Fires: Report tire fires that cause extensive property damage, tie up major resources, require special resources, or cause environmental impact.
- J. Wild/Forest Fires: Report fires that are life-threatening to the population or property or cover an area that is over 500 acres in size.

REFERENCES:

- Emergency Management Services Code (35 Pa. C.S. 7101-7707)
- Act 1976, P.L. 424, No. 101 (Public Safety Officer Death Report)

4. ADVERSE WEATHER

- A. Drought: Report dry conditions that threaten public water supplies or affect availability of water for firefighting.
- B. Floods/Flash Floods: Report all flooding that causes:
1. The evacuation of 25 or more residences/businesses from private, commercial, industrial, or municipal property.
 2. Property loss to homes, businesses, industry, state, county or local government, or other entities.
 3. Loss of life.
 4. Primary and secondary road and street closures that last in excess of six hours.
 5. Loss of use of transportation systems such as airports, rail networks, and navigable waterways.
 6. Destruction or substantial damage to five or more businesses.
 7. Failure of water treatment facilities and wastewater treatment facilities.
- C. Heavy Snow/Blizzards: Report snowstorm conditions that close major transportation arteries or cause major power or other utility or fuel disruptions.
- D. High Winds/Hurricanes: Report sustained winds of over 40 miles per hour and wind gusts of over 73 miles per hour.
- E. Ice Jams: Report ice jams, which have the potential for causing flooding or damage to bridges or other structures.
- F. Ice Storms: Report effects of these storms on transportation, utility service or fuel distribution.
- G. Severe Thunderstorms: Report thunderstorms that cause either loss of life and/or moderate to extensive property damage.
- H. TORNADOS: Report tornado or funnel clouds and actual tornado touchdowns.

REFERENCES:

- Emergency Management Services Code (35 Pa. C.S. 7701-7707)

- National Weather Service Official Classifications
- Pa. Department of Transportation Maintenance Manual, Chapter 9, Emergency Operations

5. GEOLOGICAL EMERGENCY

- A. Earthquakes: Report earthquakes or earthquake tremors.
- B. Ground Subsidence/Landslides/Mudslides/Rock Slides/Sinkholes: Report land movement that causes loss of life and/or extensive property damage or road closures, affects a community water supply or causes rail line closures.
- C. Mine Subsidence: Report cave-ins and subsidence that occurs in any mines.

6. NUCLEAR/RADIOLOGICAL INCIDENTS

- A. Nuclear Power Plant Incidents:
 - 1. All Events of Potential Public Interest (EPPI) that may trigger media inquiries about the investigation and enforcement of safety regulations at a nuclear power plant will be reported to the SEOC by the plant. Also, all events that have the potential to trigger citizen calls to 911 or dispatch centers should be reported.
 - 2. Any accident at a nuclear power plant for which Pennsylvania is within the plume (10-mile) pathway emergency planning zone that results in the declaration of an emergency classification level by the plant will be reported by the plant to the SEOC and affected risk counties. The SEOC will also receive notifications from nuclear power plants located in states where Pennsylvania is within the ingestion (50-mile) pathway emergency planning zone. The federally recognized classification levels are: UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, and GENERAL EMERGENCY.
- B. Other Radiological Incidents:
 - 1. Report any incident that involves radioactive materials at either a fixed site or a transportation accident.
 - 2. Report the theft or loss of any state or federally licensed radiological source.
 - 3. Report all breeches or loss of security at any facility where radiological sources are stored, manufactured or used.

REFERENCES:

- Emergency Management Services Code (35 Pa. C.S. 7701-7707)
- Radiation Protection Act (35 P.S. 7110.101 et seq.)
- Commonwealth Emergency Operations Plan, Annexes E and F
- 10 CFR 50, Appendix E; NUREG-0654. /FEMA-REP-1
- 10 CFR 71, Section 97

7. EXPLOSIVES

- A. Report the loss, theft or discovery of any of the following: dynamite, blasting caps, military ordnance, and other commercial explosives.
- B. Any occasion when a homemade explosive device(s), military ordnance, or commercial explosives requires a response by an explosive ordnance disposal unit (EOD), military or civilian, for deactivation or removal will be reported.

8. MEDICAL SERVICES EMERGENCIES

- A. Report any emergency, such as a fire, natural disaster, or strike, which significantly interrupts or alters services or threatens the health and safety of patients at a hospital, nursing home, or ambulatory surgical facility which involves:
 1. A response by a fire department;
 2. The evacuation of patients both within and off the premises;
 3. The loss of life of any patient caused solely as a result of the emergency.
- B. Report any outbreak of unusual disease, or any group of persons believed to be suffering from the same illness, such as food poisoning that occurs at either a private or a public gathering. Immediately report to county medical, county law enforcement and the SEOC of any suspected cases of diseases described by the Center for Disease Control (CDC) as Category A agents, anthrax, botulism, tularemia, smallpox, plague and viral hemorrhagic fevers. **DO NOT** wait for confirmation, if any are suspected. Act immediately.
- C. Report any emergency situation which may require a state agency to inspect the facility or services provided to the facility prior to reentry: Examples of these are State Police (PSP)-arson, Department of Health (DOH)-emergency power, Department of Environmental Protection (DEP)-water quality, etc.
- D. Report any incident involving the death or serious injury of emergency medical services (EMS) personnel or equipment (e.g. medevac crash, ambulance crash).

REFERENCE:

- Emergency Management Services Code (35 Pa. C.S. 7701-7707)

9. SEARCH AND RESCUE (SAR)

- A. Report all of the following types of search and rescue activities. Early reporting will expedite fulfilling any unmet needs requests.
1. Cave, well, and confined space rescues
 2. Collapsed building and Urban Search and Rescue (USAR) response
 3. Missing aircraft searches
 4. Missing person searches, wilderness Search and Rescue (SAR)
 5. Water rescues
 6. Trench rescues
- B. Civil Air Patrol (CAP) is organized to provide trained volunteers in emergency services using air/ground search and rescue teams, vehicles, and field/mobile communications. Missions that may be assigned to the Pennsylvania CAP are:
1. Aircraft search and rescue
 2. Missing persons
 3. Non-presidential declared disaster search and rescue missions
 4. Disaster relief missions
 5. Wartime/catastrophic disaster search and rescue or catastrophic peacetime disasters
 6. Locating emergency locator transmitter (ELT) signals

REFERENCES:

- Emergency Management Services Code (35 Pa. C.S. 7101-7707)

10. TERRORIST ACTIVITY

- A. Bomb Threats: Report all bomb threats.
- B. Hostage Situations: Report those hostage situations that threaten the public or require additional resources beyond the capabilities of local authorities.
- C. Other Terrorist Activity: Report chemical, biological and radiological materials threats, computer systems/cyber attacks, sabotage, and suspected terrorist activity.

11. CIVIL DISORDERS

- A. Report all incidents where the imminent threat or existence of civil disorder within the Commonwealth may require the mobilization of state police and/or National Guard forces, state supporting agencies, or federal assistance. State support will be provided to augment municipal response.
- B. All Prison or Jail Disturbances, Riots and Escapes: Report any occurrences involving juvenile detention centers, county, state and federal prisons/jails that threatens the lives and safety of citizens; reduces the availability of emergency services resources to the general public; has the potential to require the use of state services and/or equipment; or could cause the implementation of a "resource center" as defined in the prison safety appendix of the Law Enforcement Annex of the County Emergency Operations Plan.
- C. Protests and Demonstrations: Report protests/demonstrations involving any government facility, which could result in violence or the blocking of traffic to and from the facility.

REFERENCE:

- Department of Corrections Emergency Operations Plan, Chapter V, Paragraph 6
- Commonwealth of Pennsylvania Emergency Operations Plan, Appendix 4, Annex H
- Governor's Executive Order, Number 1993-2, April 9, 1993 (Civil Disorder and Emergency)

12. TRANSPORTATION EMERGENCY

A. Vehicle Accident

1. Report accidents that involve a vehicle transporting hazardous materials or wastes or that involve the release of a hazardous material.
2. Report accidents that involve a school bus or commercial passenger bus with school children as passengers where injuries or fatalities occur.
3. Report fatal accidents involving a commercial motor carrier of passengers.
4. Report chain reaction collisions involving multiple (i.e. 10 or more) vehicles.
5. Report accidents that result in a death or serious injury in a highway construction zone.
6. Report accidents that involve the death or serious injury (injuries that require hospitalization) of a state, local or fire police officer that occurs in the line of duty.

7. Report fatal accidents involving a commercial property carrier.
8. Report any accident resulting in the deaths of five or more persons.
9. Report any incident or disaster that causes major damage to highway facilities.
10. Report all bridge failures or closures.

B. Major Road Closures:

1. Report the closure of any signed Pennsylvania Traffic Route, US Highway or Interstate Route or pre-designated evacuation route (including the PA Turnpike) in excess of one hour for other than programmed maintenance.
2. Report any incident such as sniper fire or a labor strike that threatens the free use of a highway or road.

C. Aircraft Incidents:

1. Report all aircraft accidents.
2. Report incidents that close public airports or affect commercial passenger operations.

D. Train Derailments:

1. Report all train derailments involving hazardous materials; loss of life or injuries; chemical spills with possible evacuations; road closures; extensive property damage; major media events; or that affect other transportation systems.
2. Report all highway/railroad crossing accidents.
3. Report train incidents involving train equipment such as chemical releases without evacuation and train derailment involving a few cars with no immediate danger to life or property.

E. Navigable Waterways:

Report incidents that may impact commercial water transportation systems: to include hazardous material incidents, and vessel groundings and collisions or sinking. Spills and releases that impact the environment or wildlife should also be reported.

REFERENCE:

- Pennsylvania Department of Transportation Maintenance Manual, Chapter 9, Emergency Operations.
- 52 Pa. Code § 29.42
- 52 Pa. Code § 33.11-14
- 49 CFR § 225 (Damage in Excess of \$6,600)
- US Department of Transportation (DOT) Order 1900.7D, Crisis Action Plan, Order 1910.8, Notifications, and Federal Aviation Advisor Circular FAAC 99-164
- PA Emergency Operations Plan, Basic Plan, Enclosure 2, Tab A, Paragraph 37 Department of Transportation
- Pennsylvania Laws Relating to Aviation, Act 1984-164

13. UTILITY EMERGENCY

- A. Report any incident involving death or injury resulting from public utility operations.
- B. Gas Incidents:
1. Public utility companies must report accidents involving utility facilities or operations which involve a release of gas from a pipeline or of liquefied natural gas (LNG) or gas from an LNG facility and one of the following:
 - a. Death or personal injury necessitating inpatient hospitalization
 - b. Estimated property damage of \$50,000 or more
 - c. Events that result in an emergency shutdown of an LNG facility and other events of an unusual nature
 2. Report gas line leaks, odor and/or ruptures; evacuations due to gas leaks, odors and/or ruptures; or service interruptions which do not meet the reportable requirements identified above.
- C. Public utility companies (electric, gas, water and telephone) must report unscheduled service interruptions.
- D. Report any unusual event or incident surrounding electric, gas, steam heat, telephone, water and wastewater utilities that do not meet the above reporting requirements, that will have an impact on reliability of continuous service or public safety, such as: widespread outages expected to last six consecutive hours; telephone outages affecting 911 centers; activation of interruption of gas or electric service contracted for emergency interruption; electric generating facilities that go off line or experience an event or incident causing them to go off line, which will impact service delivery.

- E. Power Failures: Report electrical outages or other power failures that may impact the health and safety of the community.
- F. Telephone Outages: Report telephone outages or failures that last longer than one hour and affects 5% or more of the community.
- G. Energy Shortages: Report all energy shortages or excessive energy demands, regardless of the cause, that:
1. are beyond the scope or capability of local suppliers or distributors to correct;
 2. threatens the closure of state, county, or local buildings, facilities, or services due to the loss of or non-supply of an energy source;
 3. could adversely affect the operation of a hazardous material storage facility; or privately operated critical care facilities (i.e. hospitals, clinics, geriatric facilities, etc.); and
 4. result in a warning of "brown-out" or "power-down" that affects state, county, local, or federal computer or communications systems.
- H. Water Supply Shortages:
1. Report any water supply shortage or treatment facility failure that adversely impacts on a community due to the lack of potable or non-potable water caused by drought, contamination or dam failure.
 2. A public water supplier must report all drinking water contamination problems or incidents to DEP within one hour of discovery of the contamination problem.
- I. Utility Line Digging Accident: Report accidents causing damage to underground utility lines, which include gas, oil and electric that result from digging.

REFERENCES:

- Emergency Management Services Code (35 Pa. C.S. 7701-7707)
- Public Safety Emergency Telephone Act (35 P.S. 7010 et seq.)
- 66 Pa. C.S.A. § 1508 (Report of Accidents)
- 52 Pa. Code § 59.11 (Accidents)
- 52 Pa. Code § 59.33 (Safety)
- 52 Pa. Code § 67.1 (Service Outages)
- 49 CFR Part 191.3
- 49 CFR Part 191.5

- 25 PA CODE 109.402 (Emergency Public Water Supply Notification)
- PA Act 187 (Underground Utility Line Protection Act)

14. AGRICULTURAL/ANIMAL EMERGENCY

- A. Animal Health: Use this subcategory for any reportable disease or other animal health emergency that could impact the environment or human health.
- B. Fish Kills: Report the occurrence of fish or other species of aquatic life found dead in large numbers (approximately 50 or more) in a localized geographic area where the cause is unknown or not due to normal circumstances.
- C. Food Safety: Report any suspected or confirmed food illness caused by contaminated or adulterated food products and which may spread to the general public. Report any incident affecting the safety or further marketability of food or food products, to include farm produce, milk, meat, poultry and livestock, occurring where they are raised, harvested, processed, stored or prepared for consumption, or in transport.
- D. Non-Domestic Animal Incident: Report the death of any form of wildlife animals or birds in large numbers (approximately 50 or more) in a localized geographic area where the cause is unknown or not due to normal circumstances. Also, report any incident which is harmful to their associated habitats.
- E. Plant Industry/Fertilizer/Pesticide: Report any fertilizer/pesticide discharge, exposure, spill or other event which occurs in use, storage or transportation and which results in human health being affected and necessitates the need for medical attention or results in the unintended loss of plants, livestock, animals or aquatic life. The state Department of Agriculture, by agreement with PEMA, accepts 24-hours notices of pesticide incidents through the SEOC.

REFERENCES:

- 7 Pa. Code Chapter 128 (Labeling, Storage, and Registration of Pesticides)
- Title 34, Game and Wildlife Code, Subchapter D, Section 2161, Commonwealth Actions to Game and Wildlife

15. AERIAL ACTIVITY

- A. Aerial Spraying: Report aerial activity involving the spraying of any substance including fertilizers, herbicides, fungicides and pesticides (e.g. blackfly, gypsy moth, mosquito, or other insects) and the dropping of any materials to control animal diseases (e.g. rabies bait pellets) that could result in public concern, generate large numbers of reports to communication centers, and result in unnecessary deployment of emergency resources.

- B. Aerial Inspections/Special Flyovers: Report aerial inspection flights of pipelines and power lines and special aircraft flyovers that could result in public concern, generate large numbers of reports to communication centers, and result in unnecessary deployment of emergency resources.

16. OTHER EVENTS AND SPECIAL PROCEDURES

- A. Examples of events/incidents that could fall under this category are:
 - 1. All large-crowd events or incidents that threaten or exceed local security and support capabilities.
 - 2. Any planned activity or event that will place 10,000 or more actual or estimated participants or attendees in a defined area to which access by emergency vehicles may be restricted or delayed. Prior to the event the sponsor of the planned activity or event should submit an Emergency Medical Services Plan via the county EMA and Regional EMS to DOH for approval.
 - 3. Rallies, protests, and marches where the lives or property of the citizens are endangered (e.g., group meetings, free-speech activities, activist causes, etc.).
 - 4. VIP-related events and pre-event planning.
 - 5. Unidentified Flying Object (UFO) sightings.
 - 6. Implementation of a mutual aid request by one county to another county that exceeds the mutual aid agreements in effect for daily county EMS and fire activities.
 - 7. Activation of the county EOC or two or more municipal EOCs in conjunction with a specific event or incident.
 - 8. Requests for the implementation/allocation of National Guard Resources. Emergency incidents could quickly escalate and may require placing the National Guard on standby status. Therefore, early notification of the event would assist PEMA in preparing and implementing a Governor's Disaster Declaration that is necessary to commit the National Guard. Any local disaster emergency declaration that is issued by a county or other political subdivision must be filed with PEMA in accordance with 35 Pa. C.S. 7501(b).
 - 9. A public safety emergency that captures media attention.

10. Any incident that results in the issuance of a protective action recommendation via the Emergency Alert System (EAS) or other process such as:
 - a. Evacuation of more than 25 residences and or businesses;
 - b. Sheltering in place because of a natural or technological emergency situation; and
 - c. Any event or incident that results in the opening of shelters for the local or traveling public.

11. Any incidents which occur at or affect health, safety and welfare of persons in hospitals, nursing homes, personal care homes, adult daily living centers, senior centers and educational or other institutional facilities.

REFERENCES:

- 28 Pa Code Chapter 151 (Fire Drills, Evacuation Drills, Disaster Plans for Hospitals)
- 28 Pa Code Chapter 569 (Evacuation Drills and Disaster Plans for Ambulatory Surgical Facilities)
- 28 Pa Code 15.17 (Reporting Outbreak of Diseases)
- 28 Pa Code 17.22 (Reporting Suspected Vector-Borne Illness)
- 28 Pa Code Chapter 1013 (Special Event Emergency Medical Services Planning)

MAKING A PEIRS REPORT

To make a PEIRS report, contact the SEOC using the most expeditious and efficient of the following means:

1. PEMA website: <http://pema.state.pa.us> (must be registered user and assigned permissions)
2. PaStar: electronic data transfer via satellite
3. E-mail: stateeoc@state.pa.us
4. Call: 1 (800) HBG-PEMA (for callers in Pennsylvania) or (717) 651-2001
5. Fax: (717) 651-2021

- Be ready to provide your name, organization (county) and call back number.
- Describe the incident to include the following:

What occurred?

Why or How did it occur? (State the cause if known)

When did it occur?

Where did it occur (address, county, city, borough, township)?

Who and What was affected (people, structures, roads, waterways, utilities)?

What is the **Current** situation? (Who is on the scene, who has been notified, what actions have been taken)?

What Future actions are planned and/or anticipated?

What assistance is needed?

NOTIFICATION OF A NUCLEAR POWER PLANT INCIDENT

EMERGENCY NOTIFICATION REPORT

THIS IS A DRILL THIS IS NOT A DRILL

1. This is: _____ at: _____

My phone number is: _____. The time is: _____

2. EMERGENCY CLASSIFICATION:

Unusual Event Alert

Site Area Emergency General Emergency

The Event Has Been Terminated

UNIT: _____ Time: _____ Date: _____

THIS REPRESENTS A/AN:

Initial Declaration Escalation No Change

IN CLASSIFICATION STATUS.

3. BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT: _____

4. THERE IS: NO AN AIRBORNE A LIQUID

NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS.

5. WHEN GENERAL EMERGENCY IS THE INITIAL EVENT, PROVIDE PROTECTIVE ACTION RECOMMENDATIONS BELOW: _____

6. WIND DIRECTION IS FROM: _____ WIND SPEED IS: _____

ATTACHMENT 2

THIS IS A DRILL

THIS IS NOT A DRILL

**PUBLIC SAFETY OFFICER
DEATH REPORT**

DATE: _____

NAME OF DECEASED: _____ AGE: _____

DATE OF INCIDENT: _____ TIME: _____

LOCATION OF INCIDENT: _____

DESCRIPTION OF INCIDENT: _____

DECEASED'S INVOLVEMENT IN INCIDENT: _____

NAME OF DEPARTMENT: _____

MUNICIPALITY: _____

CONTACT PERSON FOR FOLLOW-UP INFORMATION:

NAME: _____ POSITION: _____

TELEPHONE: (W) _____ (H) _____

DEPARTMENT: _____

REMARKS: _____

PERSON FILING REPORT: _____

1. When a line-of-duty death occurs with a firefighter, it shall be reported to the county EOC within the same workday.
2. County EOCs or county emergency management staffs who receive this report from a municipality shall forward the report to the SEOC.

**SAMPLE
COUNTY DISASTER SITUATION REPORT (SITREP)**

The need to keep all state and federal officials informed during a disaster is of paramount concern to all emergency managers. To support this vital need, brief situation reports describing the disaster impacts must be submitted. A sample format is provided below.

DATE/TIME: _____

TO: PEMA Regional Office, SEOC

FROM: _____
(COUNTY)

SUBJECT: _____ SITREP # _____
(DISASTER EVENT)

1. CURRENT SITUATION

A. BRIEF DESCRIPTION OF THE EVENT

B. STATUS OF COUNTY EOC

C. EMERGENCY DECLARATIONS (attach copies)

D. DISASTER EFFECTS

1. HUMAN (no. of dead, injured, evacuated, missing, sheltered)

2. STRUCTURAL (key facilities, roads, bridges, treatment plants, schools, homes, businesses, airports, prisons, utilities, water, gas, electric, phone) (attach damage assessment data)

3. ENVIRONMENTAL (effects on air, soil, waterways, wildlife, agriculture)

E. ASSISTANCE NEEDED (be specific and provide contact information)

a.

b.

2. CHRONOLOG OF KEY EVENTS AND ACTIONS TAKEN (time/event)

3. FUTURE PLANS/RECOMMENDATIONS (based on your current assessment, what are your plans for the next 24 hours)

Filename: D2003-2.doc
Directory: C:\Documents and Settings\wcornelius\My
Documents\CDUload
Template: C:\Documents and Settings\wcornelius\Application
Data\Microsoft\Templates\Normal.dot
Title: DRAFT
Subject:
Author: kspangler
Keywords:
Comments:
Creation Date: 9/5/2002 12:17:00 PM
Change Number: 114
Last Saved On: 9/26/2005 2:54:00 PM
Last Saved By: PEMA
Total Editing Time: 1,071 Minutes
Last Printed On: 9/26/2005 2:55:00 PM
As of Last Complete Printing
Number of Pages: 27
Number of Words: 6,270 (approx.)
Number of Characters: 38,251 (approx.)