pennsylvania
EMERGENCY MANAGEMENT AGENCY

Commonwealth Emergency Operations Plan

Tom Wolf
Governor

June 2019

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FOREWORD

COMMONWEALTH OF PENNSYLVANIA
EMERGENCY OPERATIONS PLAN

In order to alleviate suffering and aid citizens whose personal resources are exceeded by the effects of a disaster or emergency, government at all levels must provide public and private resources to cope with any emergency. To employ those resources in an organized, effective manner requires a consistent approach, well-defined and practiced procedures and organizational structures.

This plan outlines procedures and organizational structures and assigns responsibilities to accomplish the mission of helping the citizens of Pennsylvania. It is an operational, not an administrative plan. It does not describe how things are done during non-disaster time. The responsibilities and coordination structures outlined herein align as closely as possible with day-to-day responsibilities, but their accomplishment during a disaster emergency must be coordinated. For this plan to work, the tasks and procedures outlined in this plan must be practiced and exercised.

At the federal level, the National Response Framework (NRF) aligns federal coordination structures, capabilities, and resources into a unified, all-discipline and all-hazards approach to incident response and the National Incident Management System (NIMS).

This *Commonwealth of Pennsylvania Emergency Operations Plan* (CEOP) will align Commonwealth operations with the NRF and incorporate the principles of NIMS. For the purposes of this plan, terminology currently in use by Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107-7707, as amended, regarding the types of disasters (human-caused, natural, and war-caused) has been updated to reflect terminology used in federal guidelines.

The best possible advance planning is imperative in order to provide assurance that government is fulfilling its fundamental emergency responsibilities. Planning is a continuing process, drawing upon what is learned over time by all who are involved in emergency response. Improved understanding, broader knowledge and technological breakthroughs continue to improve the cooperation and coordination of effort. The NIMS incorporates policies and procedures that have been shaped by our mutual experiences. The continual refinement of plans and procedures and the mandated use of NIMS will accommodate situational changes and promote preparedness for all kinds of emergency situations.

GOVERNOR'S EXECUTIVE ORDER

Executive Order Commonwealth of Pennsylvania Governor's Office	
Subject: **State Emergency Operations Plan**	***Number:*** **2015-06**
By Direction of: **Tom Wolf, Governor**	***Date:*** **April 16, 2015**

WHEREAS, it is the responsibility of government at all levels to address the needs of the public during disaster emergencies; and

WHEREAS, the Constitution of the Commonwealth of Pennsylvania vests supreme executive power in the Governor, and the Governor must meet the dangers to this Commonwealth and its people presented by disasters, pursuant to the Emergency Management Services Code, 35 Pa.C.S. §§ 7101—7707, as amended; and

WHEREAS, the Pennsylvania Emergency Management Agency is statutorily tasked with preparing, maintaining, and keeping current an emergency management plan, known as the State Emergency Operations Plan; and

WHEREAS, the State Emergency Operations Plan serves to prevent and minimize injury and damage caused by disaster emergencies; facilitate prompt and effective response to disaster, disaster emergency relief, and recovery; and allow Commonwealth departments and agencies to coordinate amongst themselves and with federal and local entities.

NOW THEREFORE, I, Thomas W. Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution and laws of the Commonwealth of Pennsylvania, hereby direct that the Pennsylvania Emergency Management Agency develop and manage the Pennsylvania State Emergency Operations Plan ("the Plan"). So as to prepare for any potential danger to the Commonwealth or its people, it is hereby ordered as follows:

1. The Pennsylvania Emergency Management Agency shall maintain and take all action with regard to the Plan as is necessary to ensure the Commonwealth's ability to prepare for, respond to, and recover from disaster emergencies. Such action includes, but is not limited to, providing training and exercise opportunities, guidance, and other assistance to Commonwealth agencies tasked with emergency support functions under the Plan.

2. Each Commonwealth agency shall familiarize its personnel with the Plan and applicable emergency support functions, and is responsible for fulfilling its duties under the Plan.

Executive Order 2015-06 Page 1 of 2

Figure 1

3. Each Commonwealth agency shall prepare, maintain, and keep current comprehensive standard operating procedures for the execution of its assigned duties and emergency support functions, in accordance with guidance from the Pennsylvania Emergency Management Agency.

4. Each Commonwealth agency shall provide pertinent training to its personnel and conduct periodic exercises consistent with its obligations under the Plan.

5. Each Commonwealth agency shall ensure that personnel and work rules, position descriptions, and other relevant considerations, allow that agency to provide additional support to the Commonwealth during disaster emergencies requiring such support.

General Provisions.

1. This Executive Order is effective immediately; the Plan referenced herein supersedes all previous emergency management plans in their entirety, and shall be implemented consistent with applicable law.

2. Nothing in this Executive Order shall be construed to impair or otherwise affect the authority granted by law to an executive department, agency, or the head thereof.

3. This Executive Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Commonwealth of Pennsylvania, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

4. The Pennsylvania Emergency Management Agency shall carry out its responsibilities under this Executive Order in consultation with other Commonwealth departments and agencies.

Figure 2

EXECUTIVE SUMMARY

The Commonwealth of Pennsylvania Emergency Operations Plan (CEOP) is designed to assist state-level leaders and emergency management personnel in handling all phases of emergency management during a human-caused or natural disaster. It follows the principles of the National Incident Management System (NIMS) as specified by the United States Department of Homeland Security (USDHS), and follows a format similar to the National Response Framework (NRF).

All-hazards emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of five phases: prevention, preparedness, response, recovery, and mitigation. The CEOP concentrates primarily on the response and recovery phases of that cycle, while mitigation, prevention, and preparedness responsibilities are included in an Appendix.

All-hazards emergency management also acknowledges that there are common emergency functional responses. To address these commonalities, the plan contains fifteen functional annexes, each addressing an Emergency Support Function (ESF). The basic plan and the ESF annexes provide all-hazards emergency operations policies and guidance to state agencies. The CEOP assigns responsibility for the accomplishment of the ESFs to appropriate agencies of state government.

The CEOP is organized into three sections. The first is the Basic Plan, which prescribes general principles and responsibilities. The second is a set of fifteen ESF Annexes, which provide for the accomplishment of specific functions. The third is a set of Appendices, which provide amplifying information for users of the plan.

The guidance contained in the CEOP is intentionally general in nature. Each department or agency mentioned in the plan shall develop implementing instructions (Standard Operating Procedures [SOP], checklists, etc.) to ensure accomplishment of those responsibilities assigned in the plan.

In those cases where the assigned responsibilities require a plan of their own, a separate, stand-alone plan will be developed. These plans will not be published herein, but may be referred to in the body of this plan. The Table of Contents of the CEOP refers to these as “related plans” and divides them into two groups: incident (hazard)-specific plans and support plans (such as Volunteer Management). While the Pennsylvania Emergency Management Agency (PEMA) will coordinate and track the currency of related plans, the agency that is responsible for writing and maintaining the plan is listed.

Some information in this CEOP is considered sensitive and restricted. That information has been placed in the ESF annexes, leaving the basic plan available for distribution to all audiences. The basic plan includes procedures to ensure that sensitive information contained in annexes is protected.

RELATED SUPPORTING PLANS

(The following Related Supporting Plans are published separately)

The Commonwealth of Pennsylvania All-Hazards Mitigation Plan
(Principal Agency – Pennsylvania Emergency Management Agency [PEMA])

Coroners Disaster Plan
(Principal Agency – The Pennsylvania Coroners Association)

Mass Fatality/Mass Casualty Incident Plan
(Principal Agency - Pennsylvania Department of Health [DOH])

The Pennsylvania Emergency Behavioral Health Plan
(Principal Agency – Pennsylvania Department of Human Services [DHS])

The Pennsylvania National Guard All Hazards Response Plan
(Classified – *For Official Use Only*)
(Principal Agency – Department of Military and Veterans Affairs [DMVA])

The Pennsylvania Resource and Incident Support Manual
(Principal Agency – PEMA)

The Pennsylvania Volunteer Management Plan
(Principal Agency – PEMA)

Repatriation Plan
(Principal Agency - DHS)

RELATED INCIDENT SPECIFIC PLANS

(Related Incident Specific Plans are published separately)

The Pennsylvania Animal Care and Control Plan
(Principal Agency – Pennsylvania Department of Agriculture [PDA])

The Pennsylvania Chronic Wasting Disease Response Plan
(Principal Agency – Pennsylvania Game Commission)

The Pennsylvania Cyber Incident Annex
(Principal Agency – Governor's Office of Homeland Security [GOHS])

The Pennsylvania Dam Safety Program
(Principal Agency – Department of Environmental Protection [DEP])

The Pennsylvania Drought Plan
(Principal Agency – DEP)

The Pennsylvania Flood Plain Management Program
(Principal Agency – Department of Community and Economic Development [DCED])

The Pennsylvania Heat Wave Plan
(Principal Agency – Pennsylvania Emergency Management Agency [PEMA])

The Pennsylvania Highly Infectious Animal Diseases Plan
(Principal Agency – PDA)

The Pennsylvania Influenza Pandemic Plan
(Principal Agency – Department of Health [DOH])

The Pennsylvania Nuclear/Radiological Incident Plan
(Principal Agency – PEMA)

The Pennsylvania State Energy Set-Aside Program
(Principal Agency – DEP)

The Pennsylvania Strategic National Stockpile Plan
(Principal Agency – DOH)

I. PURPOSE AND SCOPE

A. Purpose

1. This plan outlines the organization of emergency response assets at all levels of government in Pennsylvania, and the approach that will be used to respond to disasters and emergencies of all types. It further prescribes procedures and coordination structures for state-level response, which includes field forces and support by state agencies to local and county responders. This plan delegates responsibilities to the various state agencies and prescribes coordination structures that will ensure optimum efficiency in the application of limited state assets. The ultimate objective of all emergency response is to minimize the negative consequences of any disaster or emergency situation in the state. This is best accomplished by orchestrating state activities during prevention, preparedness, response, recovery, and mitigation from disasters and emergencies.

2. Each department or agency will develop internal operating procedures or implementing instructions to ensure that responsibilities assigned in this plan are executed.

B. Scope

1. The procedures outlined in this plan will be used by all departments and agencies of Commonwealth government in response to natural or human-caused disasters that impact lives and property within Pennsylvania.

2. The CEOP reflects a broad organizational approach for all hazards and includes most response scenarios. Supporting and Incident-Specific plans have been developed and implemented, as necessary. These documents are maintained separately.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Every area of Pennsylvania is at risk to human-caused and natural disasters and emergencies. (For more detail regarding threat and

vulnerability, see the Commonwealth of Pennsylvania Threats and Hazards Identification Reduction Analysis (THIRA) or the state Hazard Mitigation Plan, both published separately.)

2. The state has considerable transportation infrastructure, which sustains air, rail, marine, and road traffic and is vulnerable to disastrous events.

3. Government and private agencies or organizations in Pennsylvania host sports, entertainment, cultural, political, and business events that involve large numbers of participants, and are vulnerable to emergency incidents.

4. The state is vulnerable to civil disorder, riots, and terrorist acts.

5. Emergency management in Pennsylvania is based on a cooperative, unified effort involving local, county, regional task force (RTF), state, and federal government agencies as well as non-governmental and non-profit organizations and the private sector working with individual citizens and communities to ensure protection from or adequate response to emergencies that occur (See Figure 1).

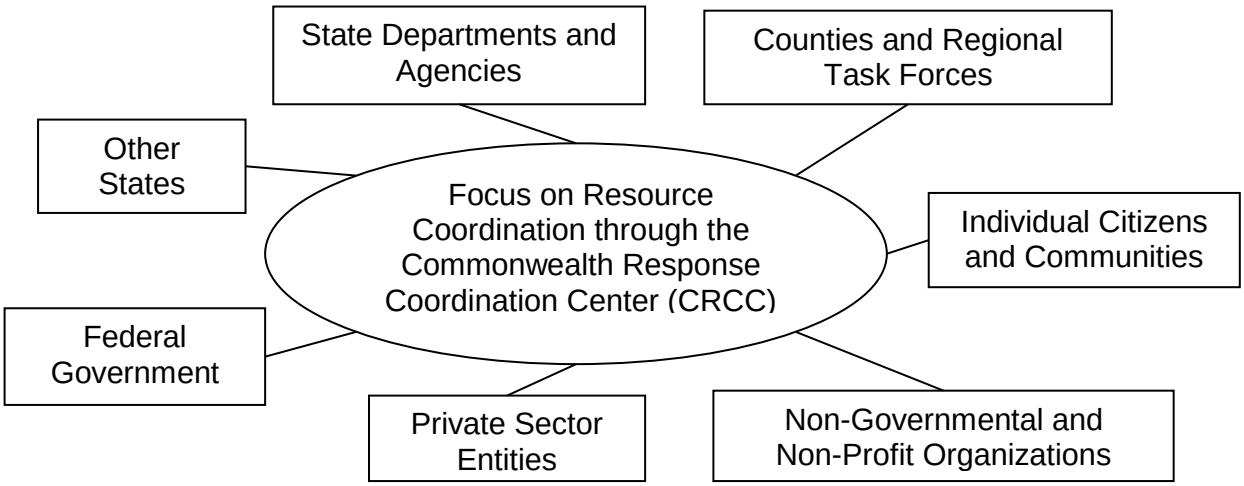


Figure 1 - Emergency Management Partnership

6. The Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. Sections 7101 - 7707, as amended) authorizes state, county, and local municipal governments to declare a disaster emergency when a disaster has occurred or is imminent. The effect of a municipal declaration of a disaster emergency is to focus all aspects of local government on response

to the disaster, and to allow local elected officials to temporarily set aside local ordinances and budgets. A municipal declaration will also activate the municipal emergency management plans and will authorize the furnishing of aid and assistance (35 Pa. C.S.A. Section 7501).

7. The Pennsylvania Counterterrorism Planning, Preparedness and Response Act (35 Pa. C.S.A. Sections, 2140 *et seq.)* created nine Regional Counter-Terrorism Task Forces (RCTTFs) that fill unmet needs of counties within their geographic boundaries (See Figure 6). Since the act created them as all-hazards entities, most of the task forces have dropped the term "counter-terrorism" from their name. Accordingly, this plan will refer to them as Regional Task Forces (RTF).

8. The Pennsylvania Intrastate Mutual Aid System (PIMAS) (Act 93 of 2008) allows municipalities to exchange emergency responders without extensive prior negotiation regarding liability, command and control or operating procedures.

9. Pennsylvania is a partner in the Emergency Management Assistance Compact (EMAC) (Title 35, Pa. C.S.A., Section 7601 *et seq*.) and may request and receive from, or be called upon to send aid to other states that are partners to the compact.

B. Assumptions

1. An emergency or disaster may occur in Pennsylvania at any time and pre-disaster warning time may vary from none to several days.

2. Disaster emergencies may occur simultaneously in more than one municipality.

3. Local jurisdictions have the capability to perform response and recovery operations for most emergencies, but a disaster may be of such magnitude that response and recovery requirements exceed local resources so that assistance from a county, RTF, state or the federal government may be necessary.

III. CONCEPT OF OPERATIONS

A. General

1. The Governor of Pennsylvania has general direction and control over statewide response activities and may delegate these powers as seen fit.

2. All emergency response activities in Pennsylvania will utilize the principles of the National Incident Management System (NIMS) as defined by USDHS. This includes, but is not limited to:

    a. The utilization of the Incident Command System (ICS) as defined in NIMS for command and control in the field.

    b. The use of one of the identified EOC Staff Organizations within NIMS for incident support and control.

    c. Strict adherence to standards and resource typing as defined in the Resource Management component of NIMS, where possible.

    d. Compliance with Communication and Information Management protocols specified by NIMS.

3. This plan acknowledges the five mission areas as defined in the *National Response Framework* (NRF): prevention, protection, response, recovery, and mitigation. The CEOP serves primarily as a "response and recovery" plan.

4. Communication and coordination with federal government agencies, in particular, USDHS and the Federal Emergency Management Agency (FEMA), are critical during all phases of the emergency management cycle. Each state agency is responsible for coordination with its federal counterpart agency. If executive-level communication with federal departments and agencies becomes necessary during a disaster, all formal communications from and through the Governor's Office will be routed through the Commonwealth Response Coordination Center (CRCC) (e.g., requests for federal disaster declaration).

    a. Relationships established through non-disaster coordination with individual program offices at the federal level will be used as much as possible to ensure that disaster response activities are consistent at state and federal levels.

    b. Emergency response activities and coordination will be consistent with existing federal programs and within the established NRF.

c. If needed, federal response resources will be requested and managed through the incident support structure in the CRCC.

d. The primary coordination with FEMA will be though the Region III office in Philadelphia, Pennsylvania. Whenever the CRCC changes its activation level, the FEMA Region III duty officer will be notified.

e. FEMA and USDHS grants and assistance are used to enhance preparedness and mitigation efforts in all state agencies and political subdivisions.

5. Local, county, and state emergency management agencies and RTFs will maintain open, reliable, redundant, and interoperable communication systems to implement alert and warning procedures, transmit information, and issue directions in emergency situations.

a. Response and recovery operations will be accomplished at the lowest level of government. Local jurisdictions will be responsible for all operations up to their capability during an emergency. Municipalities will plan to receive mutual aid from and provide mutual aid to adjoining and nearby communities under the provisions of the Pennsylvania Intrastate Mutual Aid System (PIMAS). All appropriate locally available resources will be fully committed before requesting assistance from a higher level of government.

7. The county, RTF, and state provide appropriate assistance when requested and after local resources are in danger of being overwhelmed.

8. Emergency response starts at the local level, as part of a process of tiered response dictated by the scope of the event and as identified in the NRF. A localized event may require only a limited response from a few agencies whereas an incident with statewide consequences clearly would necessitate a more complex response.

9. When warranted by the situation or requested as a resource, PEMA will send liaison officers to county or local jurisdictions.

10. The Liaison Officer will facilitate communications and reporting between PEMA and the affected jurisdiction and will coordinate requests for state resources.

11. If the incident management capabilities of local Incident Commanders/Area Commanders become overwhelmed by the event, PEMA may dispatch the State Incident Management Team to supplement

municipal incident management structures if requested by appropriate authorities.

12. The CRCC will monitor each specific agency and its response to emergencies and changes in the alert level. These responses should include physical security of buildings and personnel, activation of agency Emergency Operations Centers (EOCs) and restriction or suspension of agency services, as necessary.

13. Municipal, regional, and state emergency management personnel will monitor national reporting systems that indicate and forecast weather conditions, and ensure warnings of potential weather emergencies are disseminated to appropriate officials.

14. Local offices of state agencies will coordinate with affected local jurisdictions or RTFs to identify response requirements and resource needs and to coordinate response, as necessary.

15. During a declared disaster, state departments and agencies having emergency responsibilities will provide assistance to political subdivisions or task forces where possible. They will coordinate all activity with PEMA and the county emergency management agencies (EMA) involved through their respective EOCs.

16. The Pennsylvania State Police (PSP) will collect and analyze information at the Pennsylvania Criminal Intelligence Center (PaCIC) relating to potential acts of terrorism. As PaCIC becomes aware of information, it will relay that information through law enforcement channels, as appropriate; if it becomes evident that such information will impact or bring about an emergency response, the information will be transmitted to the CRCC.

17. Emergency response and recovery operations will be conducted or performed in a manner that protects the environment and preserves the state's historical, cultural, and architectural heritage, as well as similarly significant structures, to the fullest extent possible without jeopardizing public safety.

18. When an incident is not in their primary jurisdictions, state departments and agencies will not assume command at the incident scene. They will support the Incident Support Manager (ISM), who will provide command and control over the duration of statewide emergency response.

19. State and local officials will cooperate in efforts to keep the public informed regarding the nature of the emergency, relevant protective

actions, and appropriate locations for seeking assistance. This may be accomplished via a JIC/JIS if needed.

20. Emergency response and recovery operations in Pennsylvania are organized into and managed as fifteen Emergency Support Functions (ESF). Each ESF represents a separate domain of operations and resources (See Figure 2).

ESF	FUNCTION	COORDINATING AGENCY	PRINCIPAL DUTY
1	Transportation	Pennsylvania Department of Transportation	Provide/coordinate transportation resources and infrastructure.
2	Communications	Pennsylvania Office of Administration	Provide/maintain telecommunications and Information Technology (IT) resources.
3	Public Works & Engineering	Pennsylvania Department of General Services	Provide engineering and heavy equipment support and oversee debris removal and management.
4	Firefighting	Office of the State Fire Commissioner	Coordinate suppression of wildland, urban, and rural fires and assist local firefighting efforts.
5	Information and Planning	Pennsylvania Emergency Management Agency	Develop plans related to resource management and operational functions. Collect/share/analyze/disseminate information; track resources; arrange for the reception and distribution of goods.
6	Mass Care, Shelter, & Human Services	Pennsylvania Department of Human Services	Coordinate shelter and mass care operations, provide emergency assistance, crisis counseling, and other human services to victims.
7	Logistics Management and Resource Support	Pennsylvania Department of General Services	Provide facilities, equipment and supplies.
8	Public Health & Medical Services	Pennsylvania Department of Health	Coordinate medical care, public and mortuary services.
9	Search & Rescue	Pennsylvania Emergency Management Agency	Coordinate search and rescue missions including urban, wilderness and underground.
10	Oil & Hazardous Materials Response	Pennsylvania Department of Environmental Protection	Respond/assist in incidents involving release of petroleum or other hazardous materials that may harm humans or the environment.
11	Agriculture & Natural Resources	Pennsylvania Department of Agriculture	Provide bulk food supplies; monitor animal feed and food production facilities and the health of livestock and food crops;

			coordinate animal safety/sheltering; protect natural, cultural, and historic resources.
12	Energy	Pennsylvania Department of Environmental Protection	Monitor, maintain and restore the supply of energy and energy distribution infrastructure.
13	Public Safety & Security	Pennsylvania State Police	Provide physical security for citizens and their property, and suppress criminal activity.
14	Long Term Community Recovery & Mitigation	Pennsylvania Emergency Management Agency	Protect and restore human services, infrastructure, and business environment in the disaster areas.
15	External Affairs	Pennsylvania Emergency Management Agency	Disseminate Emergency public information and protective action guidance; manage media and community relations.

Figure 2: Emergency Support Functions

21. For each ESF, this plan designates a state department or agency as an "ESF Coordinator." It also designates "Support" agencies.

    a. The ESF Coordinator will determine how to accomplish the ESF using the resources of those agencies assigned. Multiple support agencies may be assigned to the ESF. It is up to the ESF Coordinator to ensure that the resources of each are utilized effectively and efficiently.

    b. Support agencies are those that have legal jurisdiction over, or a mandate to accomplish, some facet of the ESF. They will accomplish these legal responsibilities during the emergency response within the ESF, possibly with assistance from the ESF Coordinator. Support agencies may have resources or expertise that will help in the accomplishment of the ESF tasks during an emergency.

22. Under the direction of the Incident Support Manager (ISM), large-scale missions will be assigned by ESF, and the ESF Coordinator will determine how to provide the support using the resources of those agencies assigned.

23. PEMA operates the CRCC in its headquarters building at 1310 Elmerton Avenue, Harrisburg, Pennsylvania. It will serve as the response, communications, and resource coordination center for all state emergency activities in accordance with the principles of NIMS (See CRCC Organizational Chart, Figure 3).

a. There are four activation levels within the CRCC: Steady-State, Enhanced Watch, Partial Activation, and Full Activation.

b. The Commonwealth Watch and Warning Center (CWWC) is operated continually by PEMA watch officers.

c. The CRCC will be augmented as necessary by PEMA staff or representatives from other state agencies.

d. The ISM may augment the CRCC as dictated by actual or potential situations. These include events that may require coordination of state or federal resources. The CRCC may be augmented as a precautionary measure.

e. The CRCC gathers, processes, and disseminates information, and coordinates resources and management support to counties in the field. It also exercises command over state-level resources sent to support disaster operations. When activated, the CRCC functions as a Multi-Agency Coordination Center (MACC) to provide a single location for the coordination of the efforts of all state agencies.

f. During non-emergency times, the CWWC performs all incident support functions. As the severity of an incident escalates, portions of the CRCC will be activated incrementally with additional PEMA staff, followed by staff from other agencies.

1) Senior State Official (SSO): Executive-level Agency representative able to make decisions on behalf of the Agency, advise the Governor, Governor's staff, and Cabinet on emergency information and procedures, and to serve as incident manager in those instances in which the CRCC must operate as incident commander or area commander.

2) Incident Support Manager (ISM): The ISM is assigned by the PEMA Director to coordinate and synchronize all CRCC activations. The ISM provides operational guidance and direction to the staff of the CRCC. In dealing with a specific event, incident, or potential incident, the ISM:

a. Ensures information flow and coordination;

b. Coordinates and synchronizes all disaster response, planning, recovery, and mitigation activities;

c. Provides appropriate incident support to local and county Emergency Management Agency(ies);

d. Directs the deployment of state-level teams as needed;

e. Approves and signs plans developed by the CRCC Planning Support Section; and

f. Advises the PEMA Director or Senior State Official (SSO) on program and policy issues related to incident management and provides recommended courses of action.

3) Situational Awareness Section (SAS): The SAS compiles and analyzes information and data collected through their specific functions and produces relevant products from which the ISM, PEMA senior leadership, and other stakeholders (internal or external) can make decisions affecting their specific support to an incident.

4) Planning Support Section (PSS): The PSS (1) addresses incident requirements for response resources, services, and program/policy decisions that cannot be resolved at the incident or county levels; and, (2) deals with incident consequences or requirements that affect multiple counties and/or the entire commonwealth. The PSS publishes and updates the operational tempo as needed and maintains the activation roster, contact information, and other pertinent information.

5) Resource Support Section (RSS): The RSS, within the CRCC, performs resource management functions for Commonwealth incident responses. The Resource Support Section ensures that emergency response personnel at the incident have the supplies, equipment, people, facilities, and services they need to respond to the incident effectively.

6) Center and Staff Support Section (CSSS): The CSSS maintains physical security for the CRCC by including access controls and other security measures. PEMA trains staff members to properly handle, protect, and manage sensitive and classified information.

7) Each involved state agency will send an agency representative to the CRCC when requested to support response activities.

8) Within the CRCC, agency representatives are organized by and managed by the ESFs defined in Figure 2.

9) Agency Representatives (AREP) are senior personnel from each agency of Commonwealth government. They represent the secretary/commissioner/director of their respective agencies, have access to executive level personnel, and have authority to speak for and commit the resources of their department.

10) AREPs are trained in the principles of emergency management and NIMS.

11) AREPs in the CRCC may be called on for information or to assist any of the incident support branches (upper part of the chart) staffed by PEMA, or to accomplish missions assigned by the ISM.

12) Depending on the severity of the incident, AREPs may be activated to work in the CRCC individually or in groups to support the ESFs as perceived by the ISM. They may also work virtually if the situation permits and is authorized by the SSO/ISM and Operations Order.

g. In situations that require more complex planning or major commitments of resources, functional planning groups comprised of decision-makers from one or several departments and responsible ESFs, may be convened. These functional planning groups will explore solutions to a given problem and develop a plan to address it. After the accomplishment of the plan, the functional planning group may then deactivate.

h. If required, a departmental or ESF operations center may be activated at a separate location. When an ESF operations center is activated at a separate location, the ESF coordinating agency will ensure that its AREP in the CRCC is aware of, and can effectively coordinate, activities with other ESFs.

i. On most occasions, only some of the fifteen ESFs will be activated; however, certain incidents may require activation of all fifteen.

j. Positions for the ESFs within the incident support structure of the CRCC (Figures 3 - 8) have been identified. Most are found within the Resource Support Section. To facilitate span of control, those within the RSS are formed into groups. The Incident Support Logistics Group, normally from PEMA staff, will coordinate the efforts of assigned ESFs, and facilitate communication and mission tasking within the group.

1) The Human Services Group includes ESFs 6, 8, 11, and 14.

2) The Emergency Operations Group includes ESFs 2, 4, 9, 10, and 13.

3) The Infrastructure Assets Group includes ESFs 1, 3, and 12.

4) The Finance Group includes ESF 7.

5) ESF 15 is found with the PIO/External Affairs in the Incident Support Manager Advisory Staff.

6) ESF 5 (Information and Planning) encompasses the entire structure.

24. An alternate CRCC has been designated and will be utilized if the primary facility is degraded or rendered not functional by any condition or effect.

25. The Governor may declare a disaster emergency to exist in all or a portion of the Commonwealth, whenever he/she finds the safety and welfare of the people of the Commonwealth is in jeopardy.

26. Pennsylvania will contact FEMA for appropriate federal assistance when the state's resources are inadequate, or an incident's scope is beyond the capability of the state to respond effectively.

27. When the President of the United States declares an Emergency or Major Disaster for any jurisdiction in Pennsylvania, a Commonwealth Coordinating Officer (CCO) will be appointed to organize the state's response and recovery activities consistent with the federal assistance provided through the National Response Framework.

28. Federal assistance is supplemental to, and not a substitute for, relief provided by the Commonwealth and its political subdivisions.

29. Commonwealth departments/agencies, RTFs, and county and local personnel will work cooperatively with federal personnel when federal agencies become involved in the response and recovery efforts.

30. All departments/agencies, local jurisdictions, and RTFs will maintain accurate and comprehensive records of their use of resources throughout the response and recovery periods.

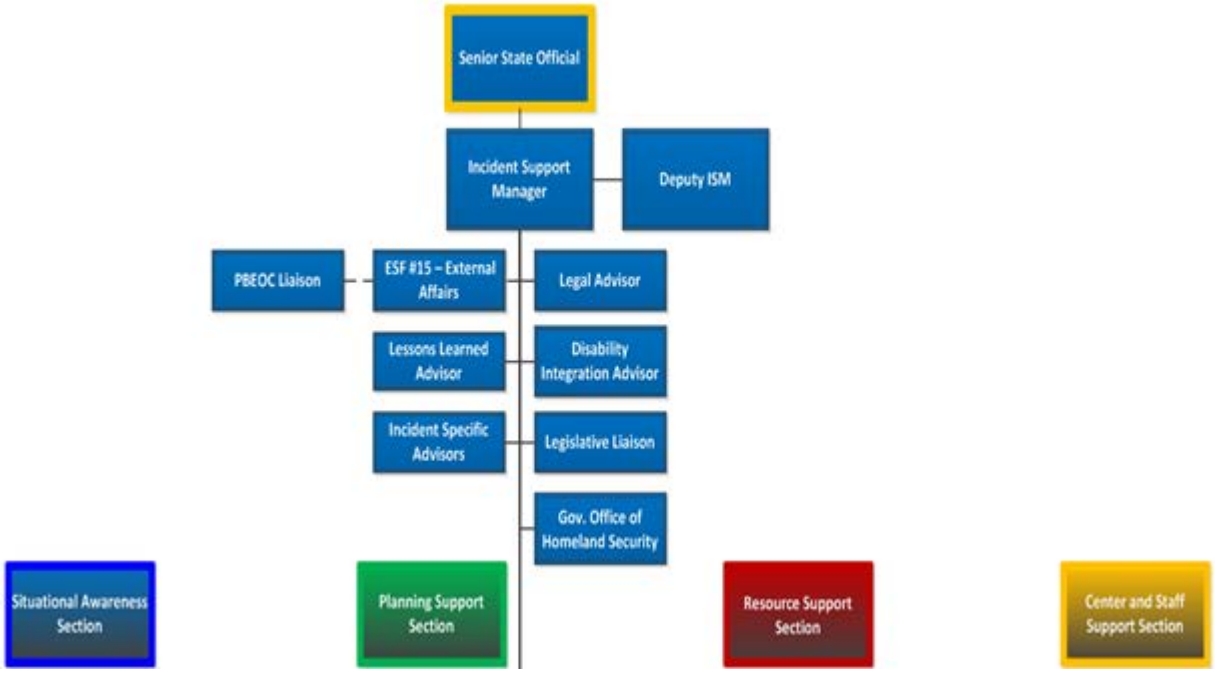


Figure 3

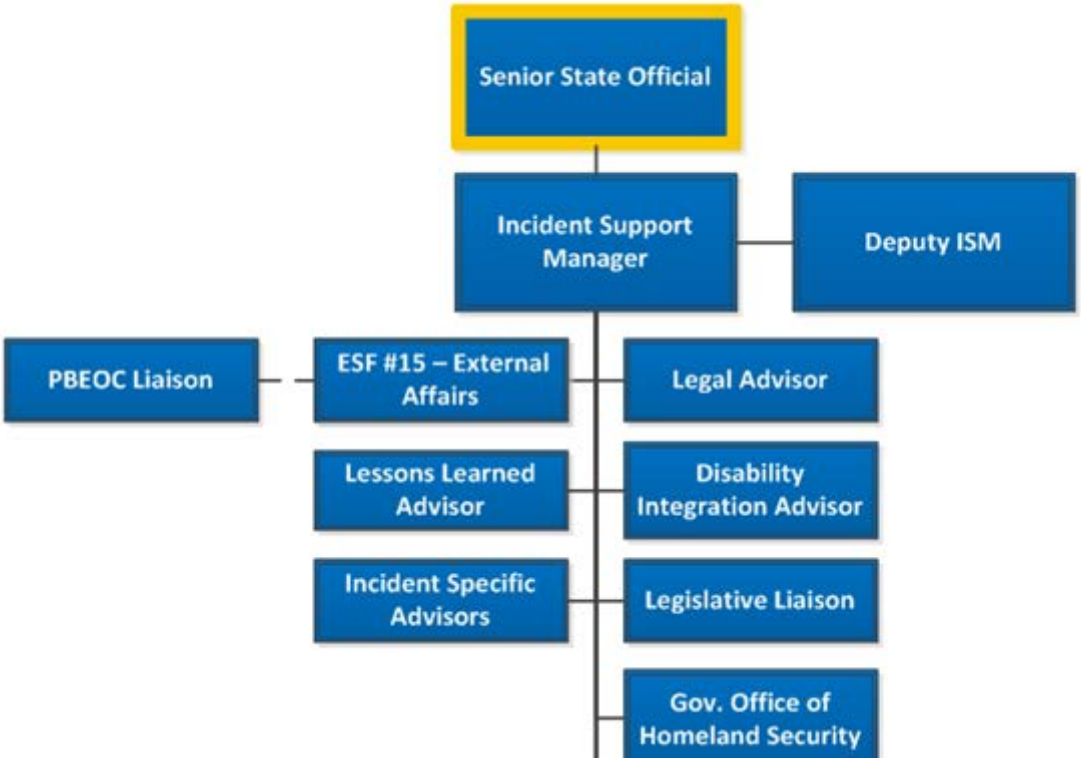


Figure 4 - Incident Support Manager and Support Advisory Staff

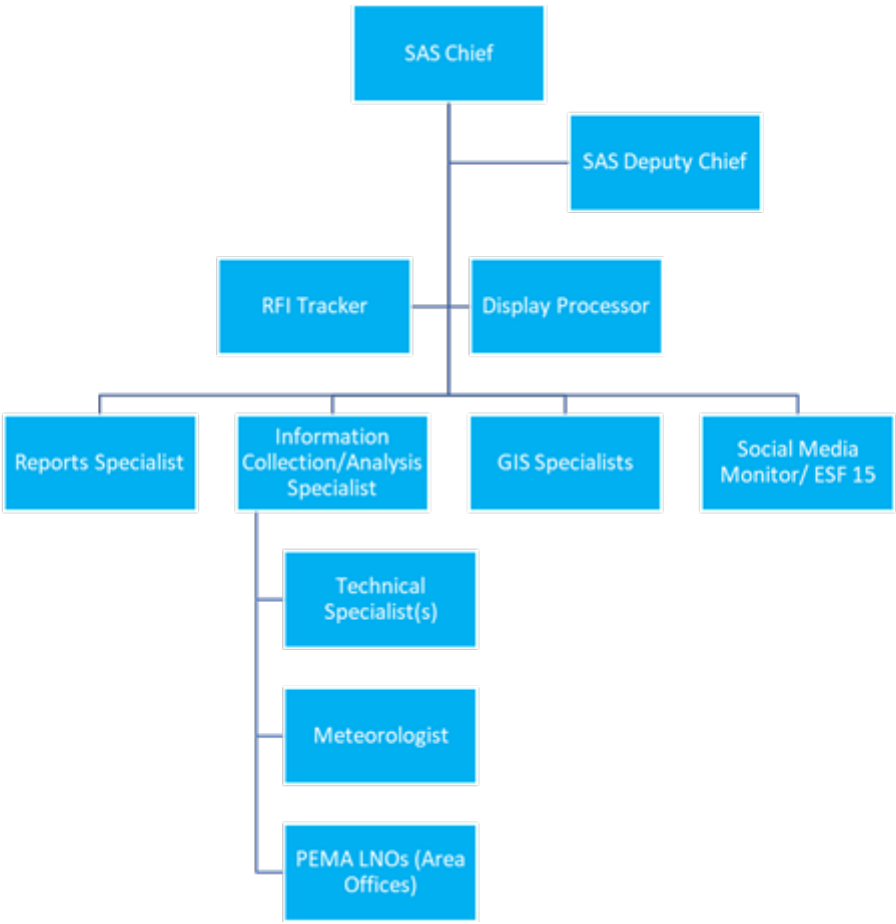


Figure 5 - Situational Awareness Section

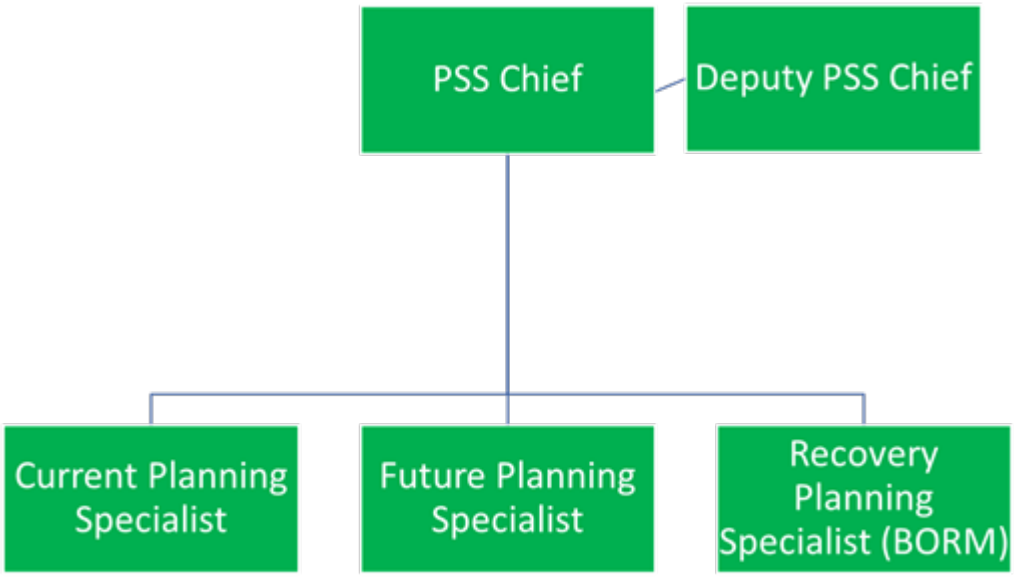
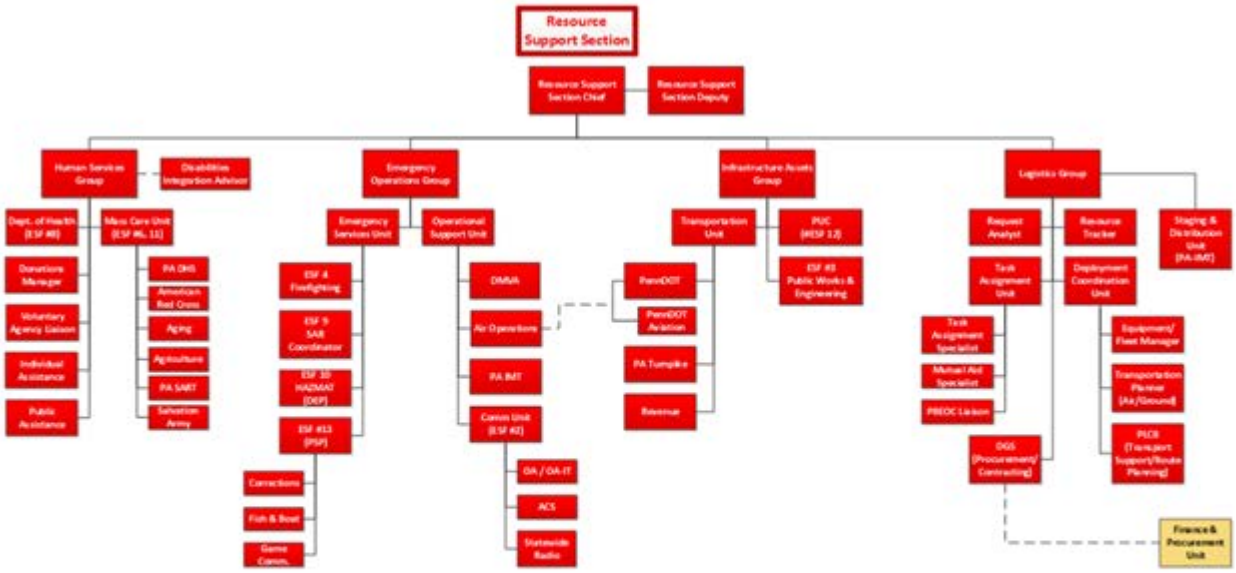


Figure 6 – Planning Support Section



*Resource Support positions will be staffed based on the incident and to maintain proper span of control.

Figure 7 – Resource Support Section

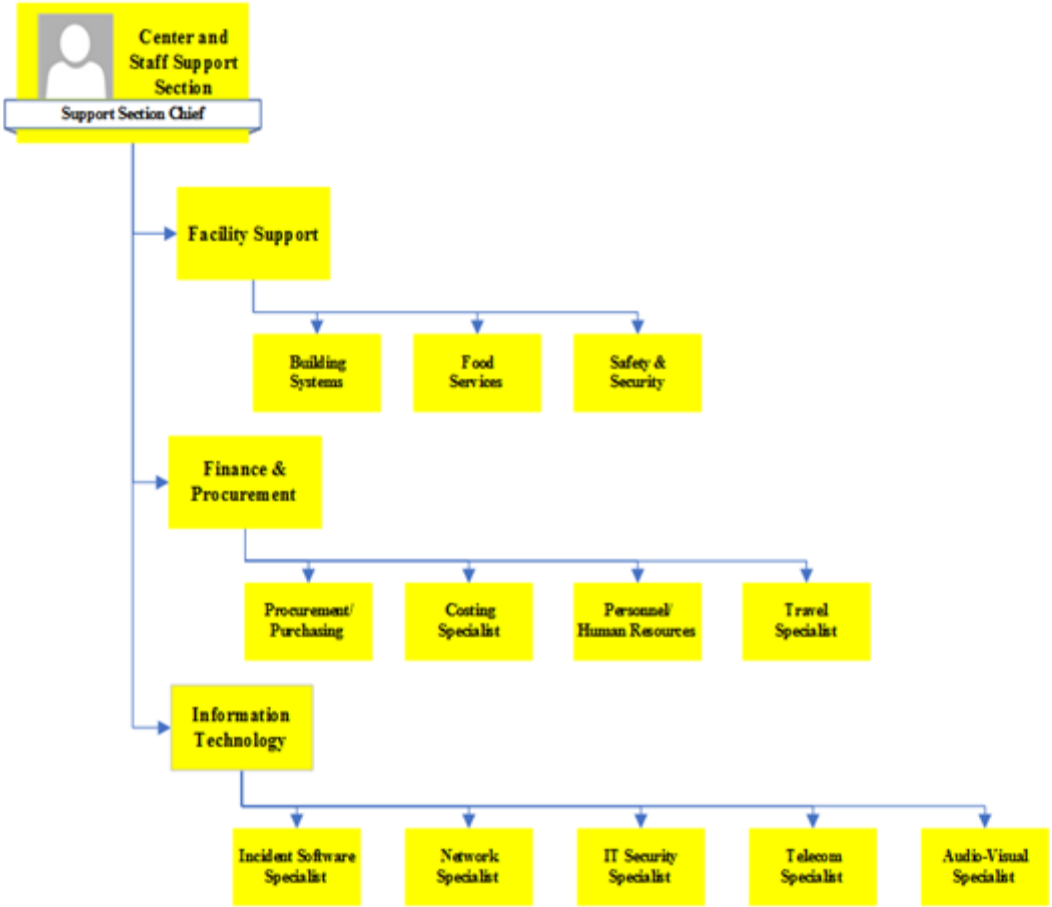


Figure 8 – Center and Staff Support Section

B. Preparedness

1. Commonwealth departments/agencies will cooperate with local jurisdictions, RTFs, and private entities to develop and update comprehensive emergency management plans, programs, and capabilities.

2. Departments/agencies will cooperate with local jurisdictions, RTFs and private entities to maintain a record of the resources available to support an emergency response. All resources will be tracked by kind, category and type, as specified in NIMS, where applicable.

3. Departments/agencies active in emergency response operations will maintain Standard Operating Procedures (SOP) for response functions and

update their procedures based on evaluations of exercises and response activities in Pennsylvania or other states.

4. Departments/agencies will seek opportunities to participate with one another, with local jurisdictions, RTFs, and private entities in exercises and training. Plans and procedures will be created or updated based upon exercise performance.

5. PIOs from various departments and agencies will participate in ongoing awareness and education campaigns to alert and inform the public about potential hazards, and to publicize actions recommended to protect people and property.

6. For additional preparedness information, see Appendix D: Prevention, Preparedness, and Mitigation Responsibilities.

7. Municipalities, regional task forces, commonwealth agencies, and private organizations required to have an emergency operations plan (EOP) shall incorporate NIMS components into the plan (see CPG 101 also). This includes, but is not limited to:

   a. Adoption of ICS, as specified in NIMS.

   b. Procedures to clearly identify the IC or IM and other command functions.

   c. Procedures to establish an area or unified command when multiple incidents require.

   d. Establishment and utilization of an Incident Action Plan (IAP) for each operational period.

   e. Use of NIMS resource typing definitions where applicable for procurement, dispatch and tracking of resources.

C. Response

1. General

   a. ICS will be implemented immediately at the incident site, and state responders providing support will cooperate under the direction of the IC and the ISM.

b. The ISM will determine which ESFs are needed in the CRCC. He/she will contact the AREP from the coordinating agency of the required ESFs. The AREP will then determine which, if any, support agencies are needed, and ask that the ISM call in those support agency representatives. AREPs will report to the CRCC as requested by the ISM, in accordance with the Ops Order.

c. In cooperation with local and state public information staff, an appropriate and helpful explanation of the incident and response activities will be made available to the community and interested media. The PEMA PIO will recommend that the Governor's Press Office activate the Joint Information Center (JIC) (See ESF 15).

d. The Emergency Alert System (EAS) may be used to alert the public (See ESF 2).

e. Announcements and guidance regarding the emergency situation and appropriate protective actions will be disseminated to the public regularly through scheduled press releases and briefings (See ESF 15).

f. Crisis counseling and other similar programs will be implemented to assist surviving victims, families, and affected responders (See ESFs 6 and 8).

g. Evacuation procedures will be initiated when necessary and shelters opened, as appropriate (See ESF 6).

h. Effective liaison will be established with the local business community in the affected area to facilitate re-entry into commercial districts and aid resumption of business activity as soon as possible (See ESF 14).

i. Under the provisions of the NRF, effective liaison will be established with federal agencies involved in the ongoing incident command operation and any ensuing investigation.

2. Direction and Control

a. An IC will direct rescue, fire suppression, hazardous material response, EMS, and/or law enforcement operations at the incident site.

b. The Governor is responsible for protecting the lives and property of the citizens of the Commonwealth. To do this, he/she may:

1) Exercise, direct, control, and coordinate emergency response and recovery operations of state government;

2) Issue, amend and rescind executive orders, proclamations, and regulations that shall have the force and effect of law;

3) Serve as the Commander-in-Chief of the Pennsylvania military forces during the continuance of any state of disaster emergency;

4) Use all available resources of the Commonwealth and each political subdivision of Commonwealth government to cope with the disaster emergency;

5) Commandeer or utilize any private, public, or quasi-public property necessary to cope with the disaster (subject to reimbursement, if funds are available);

6) Transfer the direction, personnel or functions of Commonwealth agencies or units for the purpose of performing or facilitating emergency services to the Director of PEMA as the SSO or ISM; and

7) Direct and compel evacuation, if necessary for the preservation of life, either directly or indirectly.

c. Elected officials of political subdivisions exercise direction and control of emergency management operations through their respective emergency management organizations operating from their designated EOCs.

d. When two or more municipalities within a county are affected, the county organization will exercise coordination and support to the area of operations.

e. Emergencies occurring in any political subdivision will be reported through emergency management channels to the CRCC. Emergencies may also be reported through state government channels when state agencies are involved.

f. PEMA operates the CWWC 24 hours a day. As needed, the CWWC will:

1) Monitor the development of any emergency situation that may progress to a disaster level.

2) Exercise coordination and support when two or more counties are involved in an operation.

3) Relay warnings of imminent disaster situations to the affected counties and state AREPs by means of the state warning network or by phone.

4) Alert state and county officials in accordance with its SOP.

5) Coordinate with the FEMA Region III Regional Response Coordination Center (RRCC).

6) Coordinate the release of all disaster information. When the situation warrants, recommend activation of the JIC (See ESF 15).

3. Continuity of Operations Planning (COOP)

a. Plans and Procedures

1) Each department/agency and political subdivision will establish and maintain a Continuity of Operations Plan (COOP) that identifies delegation of authority and order of succession, responsibilities, essential functions, key personnel, essential records management, and emergency duty location.

2) Procedures for alerting, notifying, locating, and recalling members will be identified in the COOP. These plans will be exercised at least annually including activation of the alternate site.

3) The Governor's Office of Administration shall establish and maintain a Continuity of Government Plan (COG) that identifies succession, responsibilities, essential functions, key personnel, essential records, and those functions critical to the reconstitution of government.

b. Succession of Government

1) The Pennsylvania Constitution provides a line of succession to the Office of the Governor. The first successor is the Lieutenant Governor. The second successor is the President Pro Tempore of the Senate. When the Lieutenant Governor becomes the Governor, the

President Pro Tempore of the Senate serves as the Lieutenant Governor. Both serve for the remainder of the term or until the disability of the Governor is removed. If the new Governor vacates the office for any reason, the new Lieutenant Governor (President Pro Tempore of the Senate) becomes the Governor and his/her Senate seat is vacated until an election can be held.

2) Judicial Branch of Commonwealth Government

a) The Pennsylvania Constitution and statutes provide for the Governor to fill vacancies.

b) The Chief Justice of the Supreme Court may appoint special emergency judges to fill temporarily vacant positions.

3) The Governor will appoint emergency interim successors to the legislative branch with the length of appointment limited to two years.

c. To provide continuity of government during periods of threat, it may be necessary to move the seat of government and possibly disperse key government officials, including interim successors, as a means to preserve the line of succession.

d. Departments/agencies and political subdivisions will establish procedures for the identification, selection, and safeguarding of essential records—both paper and electronic—necessary for the continuation of essential government response, recovery, and restoration operations.

4. Emergency Operations Centers (EOC)

a. The Pennsylvania Emergency Management Services Code requires that the state and all county and local municipal governments establish an EOC. These will be capable of providing coordination and control to facilitate emergency functions. EOCs should be self-sufficient and provide the necessary communications capability to carry out their duties.

b. Each department/agency may maintain a suitable EOC for its assigned emergency responsibilities. When a departmental EOC is activated, the department will ensure that the ISM at the CRCC is aware that the departmental EOC is activated, and will provide an AREP to the CRCC, if the CRCC is also activated.

c. Departments/agencies that maintain an EOC, as well as all political subdivisions, will establish and maintain an alternate EOC in the event the primary EOC is inoperable. This will be incorporated into their department/agency COOP.

D. Recovery

1. Throughout the incident, the Situational Awareness Section (SAS) of the CRCC will maintain records of critical information to describe the severity and scope of the emergency.

2. As the immediate emergency passes, local officials will survey the damage and submit Initial Damage Reports (IDRs) to their county EOC. The county EOC will forward the IDR information to the CRCC (See ESF 14).

3. As it becomes available, information on the scope and severity of the emergency, as well as instructions on safely re-entering damaged areas, will be crafted and released to the public using whatever media are available (See ESF 15).

4. If the situation warrants, PEMA will send liaison officers and staff to assist in damage reporting, and to assist in the planning and execution of Preliminary Damage Assessments (PDA). These liaison officers and state staff will normally come from PEMA's Area Offices (See section E below).

5. Based on IDRs and other information gathered in the CRCC, the ISM, in consultation with the Director of PEMA's Bureau of Recovery and Mitigation and other senior staff, will determine:

   a. Whether to request a gubernatorial declaration of disaster.

   b. Whether to request that FEMA conduct a PDA to determine if a Presidential Declaration of Major Disaster is appropriate.

   c. Whether to convene the State Recovery Task Force (SRTF). (See ESF 14)

E. Organization

1. As the chief elected official, the Governor of Pennsylvania has overall control of all emergency response actions.

2. The Pennsylvania Emergency Management Services Code creates the Pennsylvania Emergency Management Council. It is comprised of senior officials from the legislature, offices under the Governor, and local governmental agencies. The council sets overall policy and direction for emergency management and disaster response. [Title 35 Sec. 7312(a)].

3. The Director of PEMA is appointed by the Governor to act as the executive agent for the Council. In doing so, he/she will assume command and control of official and voluntary emergency management services and operations in the Commonwealth.

4. PEMA has divided the Commonwealth into three areas for coordination of all emergency management activities (See Figure 9). There are three corresponding PEMA Area Offices: Eastern Area Office, Hamburg; Western Area Office, Indiana; and Central Area Office, located in the PEMA Headquarters Building).

5. The counties of Pennsylvania are grouped into nine RTFs (See Figure 9). The RTFs are geographically contiguous groups of counties sharing personnel and physical resources and which plan, train, and exercise in order to increase their capability to respond to an incident that may overwhelm a single county.

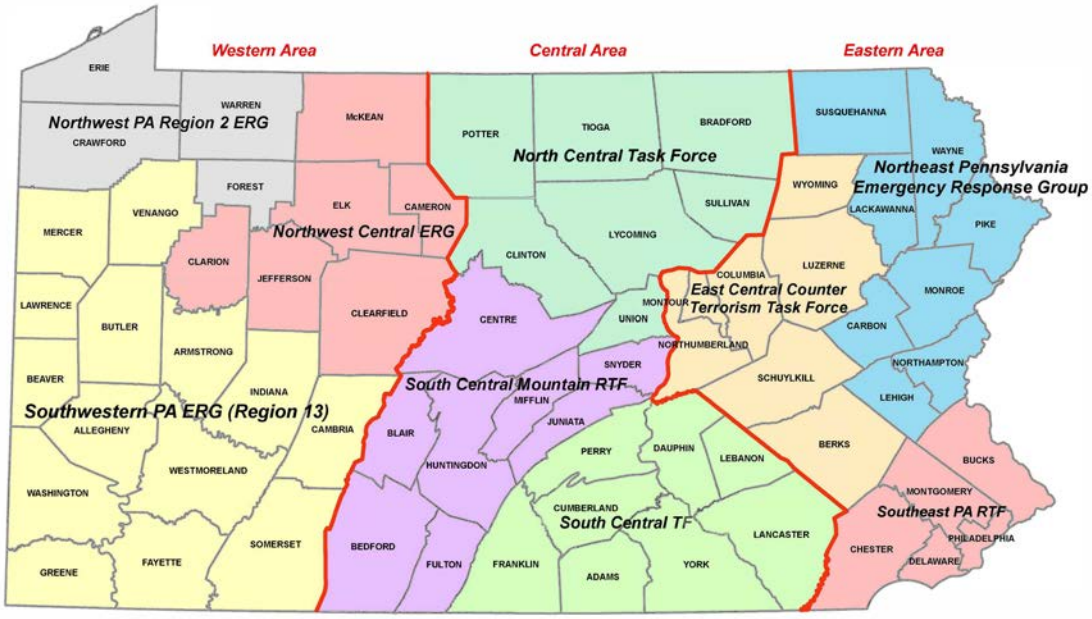


Figure 9 – Regional Task Forces and PEMA Areas

6. During time of emergency, permanent emergency management staff at all levels are augmented by government and volunteer personnel.

7. The municipal (county or local level) Emergency Management Coordinator (EMC) will establish an incident command structure with centralized management of response and recovery operations in accordance with the National Response Framework (NRF). The EMC will coordinate the response activity and ensure effective communication among various agencies and jurisdictions.

8. Law enforcement personnel, equipment, and resources remain under the authority of their parent organization regardless of whether they are assigned a role in support of another agency or commander.

9. Military personnel, equipment, and resources will remain under military command.

IV. EMERGENCY MANAGEMENT RESPONSIBILITIES

A. General

1. To avoid duplication of services and to most effectively use the services and functions of existing offices, departments, commissions, boards, bureaus and other agencies of the Commonwealth for emergency operations, selected departments and agencies in this plan have been

assigned emergency management responsibilities. Response responsibilities are listed in this basic plan and the ESF annexes. Responsibilities for prevention, mitigation and preparedness are listed in Appendix D.

2. AREPs from Commonwealth agencies, located at the CRCC, will work together in a coordinated effort, as described in NIMS. They will coordinate with the Director of PEMA and their agency director or agency EOCs and their ESF Group to deploy resources in support of the local IC or emergency management official, and to accomplish responsibilities inherent to their assigned ESFs.

B. Emergency Authorities

1. After a Proclamation of Disaster Emergency has been declared, the Governor may suspend any law, statute, rule, or regulation of any state or local agency, order an evacuation, and direct the use of private property for emergency purposes. *See Appendix C for a discussion on the Governor's emergency powers.*

2. The authority to compel local or regional evacuations, and permit re-entry, remains vested in the Governor.

3. Each local jurisdiction has the authority to initiate and recommend emergency protective actions, such as temporary sheltering or evacuation.

C. Primary Responsibilities of PEMA

1. General

   a. Coordination of statewide emergency operations.

   b. Establish and maintain statewide telephone numbers that the county and municipal emergency management personnel and private citizens may use to report incidents of radiological, hazardous materials, and other disaster emergencies.

   c. Prepare summary and special situation reports (See ESF 5).

   d. Maintain and continually improve the operations of the CRCC.

e. Detect and monitor various platforms for disaster or emergency situations.

f. Direct Commonwealth departments/agencies to take specific increased readiness actions.

g. Notify Commonwealth departments/agencies when AREPs are required at the CRCC.

h. Provide or facilitate training for designated AREPs in ICS and other needed emergency management functions.

i. As needed, designate a PEMA County EOC Liaison Officer (LOFR) to be dispatched to the affected county(ies) when the incident has reached a level to warrant such coordination. PEMA Area personnel will generally be chosen for this responsibility.

j. Designate and train a State Incident Management Team (IMT) comprised of persons throughout the state government to assist a local IC or Area Commander and dispatch the team to the incident site when such support is requested.

k. Administration and Finance are the responsibilities of the Bureaus of Grants Management and Budget within the Administration Directorate at PEMA. Bureau of Budget is responsible for finances during recovery.

D. Other State Agencies

1. State departments/agencies

a. Develop and maintain EOPs, COOP plans, and implementing procedures (i.e., SOPs, checklists, etc.) to accomplish the responsibilities assigned elsewhere in this EOP, and provide a copy of these plans to PEMA.

b. Annually, conduct/participate in exercises to ensure that the department/agency EOP, COOP, and implementing procedures are current and functional.

c. Assign AREPs to the CRCC for duty in the CRCC throughout the duration of an emergency.

d. Report all disaster or emergency-related losses or other pertinent information to the CRCC using the Pennsylvania Emergency Incident Reporting System (PEIRS).

e. If deemed necessary, establish, equip, and staff department/agency or ESF EOCs with warning and communications equipment and other essential facilities and equipment necessary for providing direction, control, and coordination of members of the department/agency actively involved in a response.

f. Coordinate with any public and private agency or entity to achieve any purpose of this plan.

g. Adopt and implement precautionary measures to mitigate the anticipated effects of disasters.

h. Establish procedures for immediate reporting of major emergencies and serious incidents and summary reporting of deaths, injuries, property damage, or other disaster related occurrences.

i. Disseminate warnings to appropriate department/agency personnel.

j. In coordination with PEMA, supplement warnings with appropriate emergency instructions.

k. Develop procedures for the analysis of disaster effects on areas of concern to the department/agency, to include the conduct of economic, social, or psychological impact studies.

2. Volunteer Groups and Voluntary Organizations Active in Disaster (VOAD)

a. ISM will ensure that VOAD is properly informed as to the situation or at the request of the Individual Assistance Officer.

b. Cooperate with EMAs at all levels to promptly report emergency incidents to the CRCC and provide assistance necessary to relieve human suffering and meet human needs during and following a disaster.

c. Provide search and rescue, reception and mass care, transportation, health/medical, construction/public works, and recovery assistance, as appropriate.

E. General Responsibilities During Recovery

1. As information becomes available regarding the scope, severity, and impact of the emergency, state and local agencies will report it to the CRCC using PEIRS.

2. Appropriate information and data regarding the event will be made available to the public through the JIC/PIO.

3. Within 90 days of a CRCC activation or within 180 days of a federally-declared disaster, PEMA will develop an After Action Review (AAR) to include recommendations for improvement or correction. It will be utilized to develop and implement corrective actions for deficiencies noted during the emergency. Changes to legislation will be forwarded to the PEMA Legislative Liaison for appropriate action.

4. Temporary assistance to disaster victims, businesses, and communities, such as loans, grants, medical care, accommodations, meals, and transportation, will be provided through local services, state programs, and obtainable federal relief, as available. (See ESF 14.)

F. General Responsibilities for Prevention and Mitigation

The state will aggressively pursue prevention and natural/human-caused hazard mitigation projects and programs, as funding mechanisms allow, and in keeping with the fundamental purpose of departments and agencies and federal and state guidelines. Response and recovery operations will be evaluated for their prevention and mitigation possibilities. For more detail, please refer to the *Commonwealth of Pennsylvania All-Hazards Mitigation Plan and Appendix D: Prevention, Preparedness, and Mitigation Responsibilities.*

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. In accordance with the NIMS, personnel with emergency responsibilities

will have photo identification cards (driver's license or government-issued ID).

2. The primary reporting system for all incident information is the electronic crisis management system. Other reports may be prescribed in the ESF Annexes or incident specific plans mentioned later.

3. Owners of private equipment requisitioned for emergency operations will be provided with a receipt for the property. Requesting agencies will keep a copy of the receipt for later payment of any compensation for the use of the equipment, should funding become available.

4. Each county shall have available at its EOC all emergency plans, rules and orders of the Governor and PEMA.

B. Logistics

1. PEMA will provide a location and all logistical support for the operations of the CRCC.

2. All emergency supplies and equipment will be tracked and recorded by type, category and kind, as specified under NIMS, where applicable.

C. Mutual Aid Agreements

1. EMCs may plan to utilize available resources from adjoining municipalities under the Pennsylvania Intrastate Mutual Aid Systems (PIMAS).

2. Agreements involving jurisdictions, agencies, or organizations of other states require approval of the Governor.

3. In disaster situations, requests for mutual aid assistance shall be referred to the EMA having responsibility for coordination, if specified. When two or more municipalities of a county are involved, the county is responsible for coordination; when two or more counties are involved, PEMA is responsible for coordination.

4. Support forces provided to political subdivisions from outside jurisdictions shall be under the operational control of the department, agency, or office furnishing the support forces subject to local IC.

VI. TRAINING AND EXERCISES

A. General Responsibilities

All exercises of this plan, or its components, will be designed, administered, and evaluated in accordance with the Homeland Security Exercise Evaluation Program (HSEEP).

B. PEMA Responsibilities

1. Identify training and education needs to ensure that all participants meet standards and accreditation requirements for their position(s), as established under NIMS. Develop courses and seminars to meet those needs, conduct or facilitate the courses and seminars that have been developed, and provide overall guidance and support for emergency management training and education in the Commonwealth.

2. Supply county and local municipal governments and representatives, as well as other state agencies, with information regarding emergency preparedness, response, and recovery responsibilities.

3. Conduct CRCC training and education programs, to include computer orientation, for personnel assigned from other departments/agencies as AREPs or as members of specialized statewide response teams.

4. Coordinate training and exercises for the state IMT. (See ESF 5.)

5. Conduct emergency management training and education programs for county EMCs and their staff.

6. Provide assistance to county EMCs for training and education programs for the general public and elected/appointed officials.

7. Within 90 days after the conclusion of all training sessions and exercises, conduct a course/exercise evaluation to determine recommendations to improve plans and future operations. Exercises will be accomplished in accordance with HSEEP.

8. In accordance with HSEEP, at the conclusion of any exercise or actual event in which this plan was utilized, develop and implement an improvement plan based on the lessons learned and best practices identified during the activation.

C. Responsibilities of all Commonwealth Departments or Agencies

1. Conduct ongoing programs to familiarize employees with emergency procedures.

2. Train selected agency specialized response team representatives in their emergency responsibilities and the use of the Incident Command System (ICS).

3. Conduct annual tests or exercises to evaluate the effectiveness of agency emergency plans and procedures, and make modifications or improvements based upon such evaluations. In addition, participate in the exercises and drills conducted by PEMA, under HSEEP.

4. Provide training to Commonwealth employees, and county and municipal officials, as defined by departmental/agency responsibilities delineated in this plan.

5. Within 90 days after the conclusion of all training sessions and exercises, conduct a course/exercise evaluation to determine recommendations to improve plans and future operations. Recommendations for changes to state-level plans outside a department/agency's responsibility will be forwarded to the appropriate agency.

VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. PEMA

1. Prepare and maintain this EOP and other required contingency plans to provide for Commonwealth and local disaster emergency management responsibilities.

2. Monitor the maintenance of plans developed by other state departments/agencies.

3. Receive and review recommendations for change generated by agencies using this plan and every two years, or sooner if required, publish changes to all holders of this plan.

4. Assist in the coordination and development of state department/agency, county, RTF, municipal and school district plans, and such other plans as may be required.

5. Develop emergency operational principles and planning guidance and distribute to other state agencies and municipal governments.

6. Supply Commonwealth departments/agencies, municipal governments and RTFs with the necessary technical information, advice and assistance needed to achieve effective discharge of their emergency responsibilities.

B. Other Departments and Agencies

1. All state departments/agencies shall develop supporting plans for the accomplishment of assigned emergency management responsibilities. Such plans shall be in accordance with and in support of this plan, and use consistent activities and terminology outlined in NIMS. The current plan shall be filed with PEMA by originating agencies.

2. Each agency is responsible to determine the sensitivity of its plans and to take such steps as are necessary, consistent with the Pennsylvania Right-to-Know Law, to protect personal or law enforcement sensitive information in the plan.

C. ESF Annex Maintenance

1. The ESF coordinating agency for each ESF is responsible for the development and maintenance of that ESF's annex to this plan. The ESF will be reviewed and updated as necessary, but at least biennially (every two years).

2. The ESF lead is responsible to contact supporting agencies for their ESF to ensure they are aware of and can support their responsibilities within the annex.

3. Whenever the ESF is implemented during an emergency response or for an exercise, a review will be conducted to determine what changes, if any, are necessary. Reviews and updates will be coordinated with all parties assigned responsibilities in the ESF.

4. PEMA will assure that all tasked agencies/organizations have access to their annexes via the virtual planning system.

D. CEOP Distribution

1. Basic distribution of this plan:

   a. Governor's Office

   b. FEMA Region III

   c. All Commonwealth departments/agencies

   d. PEMA Bureaus and Area Offices

   e. All Pennsylvania counties

   f. Regional Task Forces (RTF)

   g. PEMA website

2. The basic plan is publicly available on PEMA's website, and all requests for the basic plan will be directed there.

3. The ESF annexes are only available to the ESF lead and the supporting agencies, and are available through the virtual planning system that the Commonwealth uses for emergency planning purposes.

E. Miscellaneous

1. This document is effective for planning or operations on the date of issuance.

2. While the “Basic Plan” portion of this CEOP will be made available to the public, some portions of this plan are considered to be sensitive and restricted.

APPENDICES

APPENDIX A - AUTHORITIES AND REFERENCES

I. AUTHORITIES

A. Constitution of the Commonwealth of Pennsylvania, *as amended*

B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 *et seq., as amended*

C. Superfund Amendments and Reauthorization Act of 1986 (SARA), 42 U.S.C. Chapter 103, *as amended*

D. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund), 42 U.S.C. Chapter 103, *as amended*

E. Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107 – 7707, *as amended*

F. Counter-Terrorism Planning, Preparedness and Response Act, 35 P.S. §§ 2140.101 – 2140.303 (Act 227 of 2002), *as amended*

G. Public Safety Emergency Telephone Act, 35 P.S. §§ 7011-7023 (Act 78 of 1990), *as amended*

H. Pennsylvania Intrastate Mutual Aid System, Act 93 of 2009, *as amended*

I. Emergency Management Assistance Compact (EMAC), Pa. C.S.A. § 7601, *as amended*

J. Emergency Medical Services Act, 35 Pa. C.S.A. §§ 6921 – 6938 (Act 45 of 1985), *as amended*

K. Hazardous Material Emergency Planning and Response Act, 35 P.S. §§ 6022.101 – 6022.307 (Act 165 of 1990), *as amended*

L. Responsibilities of Departments and Agencies During Emergencies, 4 P.S. Chapter 3 §§ 3.21 - 3.25, *as amended*

M. Emergency Seats of Local Government Act of 1959, (71 P.S. 777.1 *et seq*.), *as amended*

N. State Fire Commissioner Act, 71 P.S. § 1199.21 *et seq.*

O. Radiation Protection Act, 35 Pa. C.S.A. §§ 7110.101 – 7110.703 (Act 147 of 1984), *as amended*

P. Reductions of Major Water Use in a Commonwealth Basin Drought Emergency Area, 4 Pa. Code Chapter 118

Q. Pennsylvania Flood Plain Management Act (32 P.S. § § 679.101-679.601)

R. Local Government Unit Debt Act 53 Pa. C.S.A. § 8022-(e)(Emergency debt)

S. Prohibition of Nonessential Uses in Drought Emergency Area, 4 Pa. Code Chapter 119

T. Local Water Rationing Plans, 4 Pa. Code Chapter 120

U. Volunteer Fire Company, Ambulance Service and Rescue Squad Assistance Act, 72 P.S. §§ 3843 – 3844, *as amended*

V. Homeland Security Presidential Directives / HSPD-5 - February 28, 2003 and HSPD-8, December 17, 2003, *as amended*

W. Uniform Construction Code, 35 P.S. §§ 7210.301 – 7210.304, *as amended*

X. State Disaster Assistance Program, Act 187 of 2014

APPENDIX B - ACRONYMS & DEFINITIONS

AAR - After Action Review – A review of activities after an exercise or actual event to determine lessons learned, areas of success, and areas needing improvement. This will result in a written After Action Report with recommendations for improvement.

Area Command - An organization that oversees the management of multiple incidents or oversees the management of a very large or evolving situation with multiple ICS organizations.

AREP - Agency Representative – Representative from other Commonwealth agencies or Non-Governmental Organizations (NGO) that have the authority to commit to decisions on behalf of their respective agency or department head. Formerly known as Emergency Preparedness Liaison Officer (EPLO).

ARES - Amateur Radio Emergency Service – An American Radio Relay League sponsored emergency organization of amateur radio operators that provides communications resources outside the provisions of Radio Amateur Civil Emergency Service (RACES).

All-Hazards Emergency Planning – A system of planning for response to an emergency that is based on emergency support function(s), not the emergency itself, thus allowing one plan to be applicable to all hazards.

CERCLA - Comprehensive Environmental Response, Compensation and Liability Act – An act which regulates hazardous substances released into the environment, and the cleanup of inactive hazardous waste disposal sites. Commonly referred to as "Superfund."

CHEMTREC - The Chemical Transportation Emergency Center – A centralized toll-free telephone service (1-800-424-9300) which provides immediate advice on the nature of the product and steps to be taken in handling the early stages of emergencies when hazardous chemicals are involved. CHEMTREC promptly contacts the shipper of the material for more detailed information and appropriate follow-up action, including on-scene assistance when feasible.

CISM - Critical Incident Stress Management – A system of peer counselors who provide emergency counseling for emergency responders.

Combustible Liquid – Any liquid having a flash point at or above 100˚ F and below 200˚ F.

Commonwealth Mitigation Project Inventory – A listing of proposed Hazard Mitigation projects that are awaiting funding. The inventory is administered by PEMA and can be found in Section 1.4.4 of the Commonwealth All-Hazards Mitigation Plan.

Communications Interoperability – The ability of public safety and emergency services agencies to share information using voice and data signals within and across disciplines and jurisdictions on demand, in real time, as needed, and as authorized.

CRCC - Commonwealth Response Coordination Center – is a multi-agency center that coordinates the overall state support for major disasters and emergencies, including catastrophic incidents and emergency management program implementation. Formerly known as the State Emergency Operations Center (SEOC).

CWWC - Commonwealth Watch and Warning Center – is a 24-hour staffed watch center located within the CRCC. Formerly known as the Watch.

DCORT - Disaster Crisis Outreach Team - A team of disaster behavioral health professionals and para-professionals organized at the county level to provide emergency crisis counseling to disaster victims and their families in accordance with standards established in the state Emergency Behavioral Health Plan.

Declaration of Disaster Emergency

Local disaster emergency – The condition declared by the governing body of a political subdivision when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, on petition of the governing body of that political subdivision, when he deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby.

Governor's proclamation of disaster emergency – The Governor is empowered to declare a state of disaster emergency when finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation or declaration authorizes state agencies and political subdivisions to exercise vested powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). Emergency powers include, but are not limited to, the employing of temporary workers; entering into various types of contracts; purchasing materials and supplies; and the appropriation and expenditure of public funds.

Presidential declaration of emergency – Emergency means any occasion or instance when in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a severe disaster.

Presidential declaration of major disaster – Major disaster means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion in any part of the United States, that in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

Decontamination – The process of making any individual, object, or area safe for unprotected personnel; the process of rendering any chemical or biological agents harmless; or the process of removing chemical or radiation agents.

DHHS – United States Department of Health and Human Services - The department of the federal government responsible for operating federal health programs, including Behavioral Health, Centers for Disease Control and Prevention (CDC), National Disaster Medical System (NDMS), and Strategic National Stockpile (SNS).

Disaster – A human-caused or natural catastrophe.

Natural disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe that results in substantial damage to property, hardship, suffering, or possible loss of life.

Human-caused disaster – Any condition, including an attack on the United States by a hostile foreign state or by a domestic or foreign terrorist, or any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage, or other condition resulting from failure of industrial or transportation systems such as oil spills and other injurious environmental contamination, that threatens or causes substantial damage to property, human suffering, hardship, or loss of life.

Disaster Emergency - Those conditions that by investigation may be found, actually or likely, to:

1. Affect seriously the safety, health or welfare of a substantial number of citizens of the Commonwealth, or preclude the operation or use of essential public facilities.

2. Be of such magnitude or severity as to render essential state supplementation of municipal efforts or resources exerted or used in alleviating the danger, damage, suffering, or hardship faced.

3. Have been caused by forces beyond the control of man; by civil disorder, riot, terrorism or disturbance; or by factors not foreseen or not known to exist when technological processes were put into place.

DMAT - Disaster Medical Assistance Team – A team of health workers organized to provide medical services for casualties resulting from disasters.

EAN - Emergency Action Notification – A message disseminated to state relay stations, notifying them that PEMA will activate the EAS Network.

EAS - Emergency Alert System – A voluntary program of the broadcast industry which allows the use of its facilities to transmit emergency information to the public as prescribed by the President, the Governor of the Commonwealth, or authorized state or municipal officials.

Emergency Communications – The application of communications systems and technology to the delivery of emergency services.

Emergency Management – The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response, and recovery for emergencies of any kind, whether from human-caused or natural sources.

EMC - Emergency Management Coordinator – Official appointed to coordinate the entire spectrum of emergency activities in a political subdivision.

EMS - Emergency Medical Services – The services utilized in responding to the needs of an individual for immediate medical care to prevent loss of life or aggravation of physiological or psychological illness or injury.

Emergency Medical Services (EMS) System – The arrangement of personnel, facilities, and equipment for the effective and coordinated delivery of emergency medical services required in the management of incidents, which occur as a result of a medical emergency, accident, natural disaster, or a similar situation.

Emergency Services – Services provided for the protection or preservation of persons or property in circumstances of immediate and significant threat of injury or harm, including firefighting, law enforcement, ambulance, and medical.

Etiologic Agent – Any viable micro-organism, or its toxin, which causes or may cause human disease.

Emergency Support Function (ESF) Coordinating Agency – The department/agency responsible for ensuring that the various departments/agencies and individuals assigned responsibilities for accomplishment of an ESF operate in an efficient and effective fashion to alleviate suffering and mitigate the effects of a disaster.

Evacuation – Evacuation is a protective action—moving people from a place of danger to a place of relative safety. During an emergency, spontaneous evacuations involve a temporary mass movement of people that collectively emerges in coping with community threats, damages, or disruptions.

Explosive – Any chemical compound, mixture, or device whose primary or common purpose is to function by explosion, with substantially instantaneous release of gas and heat.

Extremely Hazardous Substance (EHS) – A substance identified by the Environmental Protection Agency (EPA) as extremely hazardous and meeting reporting requirements under the Superfund Amendments Reauthorization Act (SARA). Extremely hazardous substances are listed in 40 CFR Part 355 and in the EPA published "List of Lists."

Facility – All buildings, equipment, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites, and which are owned or operated by the same person. For purposes of SARA Sec. 304, this includes motor vehicles, rolling stock, and aircraft.

Fire/Rescue Service – Organized local fire departments, whether career, volunteer, or combination.

Fire Service Coordinator – Persons designated by the EMC to work with fire services and coordinate their response and resource needs during major emergencies and disasters.

Flammable Liquids – Any liquid having a flash point below 100˚ F.

Flammable Solids – Any solid material, other than an explosive, which is liable to cause fires through friction, retained heat from manufacturing or processing, or which can be ignited readily and, when ignited, burns so vigorously and persistently as to create a serious hazard.

FNARS - Federal National Radio System – Voice and teletype backup to FNAMS.

FNAMS - Federal National Messaging System – A computer-based access for emergency and administrative traffic with FEMA Region III Warning Center and all state warning centers.

Governing Body – The elected government of political subdivisions, i.e., county, city, borough, incorporated town, or township government.

GPMRC – Global Patient Movement and Requirement Center – An Air Force office at Scott Air Force Base that regulates the evacuation of United States casualties worldwide.

Hazardous Material (Hazmat) – The Secretary, United States Department of Transportation, has determined that a hazardous material is a substance or material capable of posing an unreasonable risk to health, safety and property when transported in commerce. Hazardous materials include, but are not limited to, explosives, radiological materials, etiologic (disease carrying) agents, flammable liquids or solids, and combustible liquids or solids.

Hazardous Substance – A substance identified as hazardous and meeting reporting requirements under CERCLA. CERCLA hazardous substances are listed in 40 CFR, Part 302 and in the EPA List of Lists.

Hazards Vulnerability Analysis (HVA) – A compilation of natural, human-caused, and technological hazards and their predictability, frequency, duration, intensity, and risk to population and property. The state's HVA can be found in the state Hazard Mitigation Plan.

Hazardous Waste – Any garbage, refuse, sludge from an industrial or other waste treatment plant, sludge from a water supply treatment plant or air pollution control facility, and other discarded material, including solid, liquid, semi-solid or contained gaseous material resulting from municipal, commercial, industrial, institutional, mining, or agriculture operations, and from community activities or any combination of these factors which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may cause or significantly contribute to an increase in mortality or morbidity in either an individual or the total 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.

HIT - The Hazardous Information Transmission Program – HIT provides a digital transmission of the CHEMTREC emergency chemical report to first responders at the scene of a hazardous materials incident. The report advises the responder on the hazards of the materials, the level of protective clothing required, and mitigating action to take in the event of a spill, leak, or fire, as well as appropriate first aid for victims. HIT is a free public service provided by the Chemical Manufacturers Association. Reports are sent in emergency situations only to organizations that have pre-registered with HIT and have a computer available with a modem. Call CHEMTREC 1-800-424-9300.

Homeland Security Exercise Evaluation Program (HSEEP) – A program to design, evaluate, and follow up on exercises of a variety of emergency services and functions. The program was developed by USDHS.

IFLOWS - The Integrated Flood Observation and Warning System – A system used to gather rainfall data from remote sites and assemble it for predicting flash floods or other related conditions. The system has the capability to send and receive text message traffic between IFLOWS terminals, and is also used as a backup system to Pennsylvania Statewide Telecommunications Alerting and Reporting System for sending traffic between PEMA and county EMAs that participate in the IFLOWS program.

Incident Commander (IC) – The person designated to manage on-scene operations during a response effort.

Incident Command System (ICS) – An organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident or event. ICS is defined in NIMS.

Incident Management Team (IMT) – A multi-agency/multi-jurisdiction team formed and managed at the state, regional, and metropolitan level, comprised of trained personnel from different departments, organizations, agencies, and jurisdictions within a state or region, activated to support incident management at incidents that extend beyond one operational period. Pennsylvania has a Type 3 IMT that can assist in managing major and/or complex incidents

requiring a significant number of local, regional, and state resources, and incidents that extend into multiple operational periods and require a written Incident Action Plan (IAP).

Incident Support Manager (ISM) – The PEMA Director or designee who assumes command and control over all statewide emergency operations during an emergency disaster declaration. The ISM reports directly to, speaks for, and in some situations, is a representative from, the Office of the Governor. The ISM is supported by PEMA's legal counsel and Public Information Officer (PIO).

Incident Support Team (IST) – A specially trained part of a US&R Task Force that provides federal, state, and local officials with technical assistance in the acquisition and utilization of ESF 9 resources through advice, incident command assistance, management, and coordination of US&R task forces, and obtaining ESF 9 logistic support. An IST can also function outside of ESF 9 and provide incident management assistance in jurisdictions of ESFs other than Search and Rescue.

Local Emergency Planning Committee – The LEPC is responsible for preparing hazardous material incident off-site response plans and reports in accordance with SARA Title III and Act 165.

Local Municipality – A municipality that is not a county. (See "Municipality")

Mass Care Centers – Fixed facilities that are used for short-term emergency supply of life essentials to people who are rendered temporarily homeless. In addition to lodging, food, and clothing, they should make provision for home care and social needs.

Municipality – As defined in the Pennsylvania Constitution, ". . . a county, city, borough, incorporated town, township, or similar unit of government . . ." (Article IX, Section 14, The Constitution of Pennsylvania).

NAWAS - National Warning System – Federal portion of the emergency management warning system used to disseminate warning and other emergency information from the warning centers or regions to warning points in the state.

NIMS – National Incident Management System – Provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NRT - National Response Team – A federal response team, consisting of representatives of 14 government agencies, which operates as the principal organization for implementing the National Contingency Plan (NCP). When the NRT is not activated for a response action, it serves as a standing committee to develop and maintain preparedness, evaluate methods of responding to discharges or releases, recommend needed changes in the response organization, and recommend revisions to the NCP. The NRT may consider and make recommendations to appropriate

agencies on the training, equipping, and protection of response teams; and necessary research, development, demonstration, and evaluation to improve response capabilities.

NWS - National Weather Service – An agency within the National Oceanic and Atmospheric Administration (NOAA) that is responsible for the forecasting, observation, and dissemination of weather information.

PaSTAR - Pennsylvania Statewide Telecommunications Alerting and Reporting System – PaSTAR is a data component of the PEMA Emergency Warning and Notification System. PaSTAR provides a data communications path from the state to county emergency management agencies via satellite. PEMA routes weather messages from the NWS Offices to the counties over the system. Additionally, the system is used for emergency management operational messages and routine administrative traffic. This satellite-based communications system serves PEMA headquarters and three area offices, the State Fire Academy, the 67 counties, and the city of Pittsburgh.

PEHSC - Pennsylvania Emergency Health Services Council – A non-governmental body which serves as an advisory organization to DOH on emergency health services issues that relate to manpower and training, communications, ambulance services, special care units, and the content of rules and policies, as required by the EMS Act of 1985 (35 Pa Cs §§ 6921 *et seq.*).

PEIRS - Pennsylvania Emergency Incident Reporting System – A uniform emergency situation reporting system that consolidates reporting requirements and identifies PEMA as the single point of contact.

Pennsylvania Emergency Management Council – A council comprised of the Governor and the other senior state officials which has been created by law to provide policy and direction for the emergency management program statewide.

Political Subdivision – Any county, city, borough, incorporated town, or township.

Protective Action – Action taken to avoid or reduce the effects of a hazard. (The two major categories are evacuation or shelter.)

PSTN - The Pesticide Safety Team Network – The PSTN is a network consisting of approximately 40 emergency teams located throughout the country operated by the National Agricultural Chemical Association. Teams will respond to hazardous emergencies involving agricultural chemical pesticides. CHEMTREC serves as the communications link for this program.

Public Safety Agency – A subdivision of Commonwealth government, public authority, or municipal authority located in whole or in part within the Commonwealth that provides or has the authority to provide firefighting, law enforcement, ambulance, emergency medical, or other emergency services.

Public Safety Communications – The application of communications systems and technology in carrying out operations by public safety agencies, including state and local government, police, fire, highway maintenance, forestry conservation, emergency medical, and special emergency services.

RACES - Radio Amateur Civil Emergency Service – An organization of licensed amateur radio operators that provides radio communications for federal, state, and municipal governments in time of emergency.

Radioactive Materials – Any material, or combination of materials, that spontaneously emits ionizing radiation and has a specific activity greater than 0.002 microcuries per gram.

Reentry – The return to the normal community dwelling and operating sites of families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (to include the abandoning or discarding of barrels, containers, and other closed receptacles) of any hazardous chemical, extremely hazardous substance, or toxic chemical.

Resource Management – The means by which PEMA identifies and responds to situations of shortages of essential resources of personnel and material or interruptions of services that could affect the safety or well-being of the people of the Commonwealth. It includes the interface between government and the private sector in restoring pre-disaster emergency conditions.

Resource Shortage – The absence, unavailability, or reduced supply of any raw or processed natural resources or any commodities, goods, or services of any kind that bear a substantial relationship to the health, safety, welfare, and economic well-being of the citizens of the Commonwealth.

Route Alerting – One component of an alerting system which is accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

SARA - "Superfund Amendments and Reauthorization Act of l986" – Title III of SARA includes detailed provisions for community planning to respond to hazardous material releases. See "Title III" below.

SARA Facility – Any manufacturing or storage facility that has or may hold sufficient quantities of an EHS to trigger the planning and reporting requirements of Title III (below).

SARDA - State and Regional Disaster Airlift – A plan for the use of non-air carrier aircraft during a national emergency.

SC - Search & Rescue (SAR) Coordinator – An official (usually the emergency management coordinator) responsible for coordination of SAR resources within a given jurisdiction.

SDS - Safety Data Sheet – A document that provides detailed information on chemical substances. Also referred to as a Safety Data Sheet (SDS).

SMC – SAR Mission Coordinator – The person designated by the Search and Rescue (SAR) Coordinator for coordinating a specific SAR mission. This will generally be a municipal emergency management coordinator, PSP, or a member of the SC's staff. There may be more than one SMC.

SEVAN - State Emergency Voice Alerting Network – A point to multi-point voice channel connecting PEMA Headquarters, PEMA Area Offices, the mobile command and communications van, the State Fire Academy, and the 67 county emergency management agencies.

Spill - An accident that allows material to flow or escape from a containment.

Spontaneously Combustible Materials (Solid) – Any solid substance (including sludge and pastes) which may undergo spontaneous heating or self-ignition under conditions normally related to transportation or which may, upon contact with the atmosphere, undergo an increase in temperature and ignite.

SR-A - State Relay Source Station-A – EAS Network stations directly connected to the Pennsylvania Public Television Network (PPTN) microwave network via leased lines serving as the origin for EAN messages.

Staging Area – A pre-selected location that provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to host jurisdictions, a rally point for mutual aid and a debarking area for returning evacuees.

Superfund – The trust fund established under CERCLA to provide money the on-scene coordinator can use during a cleanup.

Telecommunications – Any transmission, emission, or reception of signs, signals, writings, images, sounds, or information by wire, radio, or other electromagnetic systems.

Telecommunications Service – A specified set of information transfer capabilities provided to a group of users by a telecommunications system.

Telecommunications System – A collection of communications networks, transmission systems, relay stations, tributary stations, and data terminal equipment usually capable of interconnection and interoperation to form an integrated whole.

Terrorism – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Title III – Part of SARA, this is also known as the Emergency Planning and Community Right-to-Know Act of l986, which specifies requirements for organizing the planning process at the state and municipal levels for specified EHS, minimum plan content, requirements for fixed facility owners and operators to inform officials about EHS present at the facilities and mechanisms for making information about EHS available to citizens.

Toxic Chemicals – Toxic chemicals identified as chemicals of concern by states of New Jersey and Maryland (329 chemicals/chemical categories). This list of chemicals is subject to Toxic Chemical Release Reporting under SARA, Title III, Section 313.

Unmet Needs – Capabilities and/or resources required to support emergency operations, but are either unavailable or not provided for at the respective levels of government.

United States Department of Homeland Security (USDHS) - The department of the federal government that is responsible for protection against and response to threats to the citizens of the United States. The USDHS is the parent agency of the Federal Emergency Management Agency (FEMA).

Warning – The dissemination to government officials and the general public of a forecast of impending disaster or emergency. It includes the signal, or attention aspects, as well as the notification message describing the nature of the hazard and the actions to be taken. The warning signal means to turn on EAS to receive instructions.

Weather Emergency – Issued by the NWS as subtext within either a tornado or flash flood warning, saved only for extreme cases where the potential for loss of life or extreme damage to property is likely.

Weather Warning – When issued by NWS, a warning means that the hazardous weather phenomenon has been sighted or has occurred in the specified area.

Weather Watch - When issued by the NWS, a watch means that the conditions are present for the occurrence of the hazardous weather phenomenon in the specified area.

APPENDIX C - EMERGENCY POWERS OF THE GOVERNOR & OTHER COMMONWEALTH DEPARTMENTS & AGENCIES

This Appendix provides a synopsis of the emergency powers of the Governor and those Commonwealth departments and agencies tasked by statute to perform public health and safety functions for the benefit of the citizens of the Commonwealth. Those agencies are the Pennsylvania Emergency Management Agency (PEMA), the Pennsylvania State Police (PSP), the Department of Agriculture (PDA), the Department of Military and Veterans Affairs (DMVA), and the Department of Health (DOH). The emergency powers set forth in this memo can be used by the Governor and Commonwealth Government to respond to and deal with the consequences of a wide range of human-caused and natural disaster emergencies that might occur within Pennsylvania, including acts of terrorism involving chemical, biological, radiological, nuclear or explosive weapons.

I. GOVERNOR

The legal authority of the Governor to respond to disaster emergencies (human-caused, natural or technological) in Pennsylvania is set forth in Subchapter A of the Emergency Management Services Code (35 Pa. C.S.A. §§ 7301-7308)

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

1. Declaration of Disaster Emergency

   Upon finding that a disaster has occurred or that there is an imminent threat of a disaster, the Governor may declare a Disaster Emergency by executive order or proclamation for a period of 90 days. If needed, the executive order or proclamation can be renewed. In the event of a major disaster, this Declaration precedes the Governor's written request for a Presidential Declaration of Major Disaster under the terms and conditions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. Section 5121 *et seq.).*

2. The Governor's Proclamation of Disaster Emergency activates the disaster response and recovery aspects of the Commonwealth's Emergency Operations Plan (CEOP), which may include the:

   a. Deployment of Commonwealth personnel and services.

   b. Distribution of supplies, equipment, material, and other resources.

   c. Implementation of emergency funding measures.

d. Activation of the Pennsylvania National Guard (PANG).

3. Additional powers of the Governor during a disaster emergency. The Governor may:

   a. Suspend the provisions of any statute, order, rule, or regulation for the conduct of Commonwealth business if such provisions would hinder or delay necessary action in coping with the emergency.

   b. Utilize all available resources of Commonwealth Government and its political subdivisions to deal with the disaster emergency.

   c. Transfer personnel or functions of Commonwealth agencies or units thereof for the purpose of performing emergency services.

   d. Control ingress to and egress from a disaster area.

   e. Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles.

   f. Clear and remove debris and wreckage on public or privately-owned land or water.

   g. Use all available Commonwealth and political subdivision resources as necessary to deal with the emergency.

4. Temporary housing authority. After the declaration of a disaster emergency in the Commonwealth, the Governor is authorized to purchase, lease, or make other arrangements with the federal government for temporary housing units to be occupied by disaster victims.

5. Federal disaster assistance. Should the President declare a major disaster or emergency to exist in the Commonwealth, the Governor is authorized to apply for both public and individual disaster assistance from the federal government to deal with the consequences of the disaster emergency.

6. Use of Commonwealth funds. Whenever a disaster emergency has been declared, the Governor may transfer up to $20,000,000 in unused General Fund monies that have been appropriated for the ordinary expenses of the Commonwealth Government to any Commonwealth agency or department, as the Governor may direct, in order to deal with the disaster emergency. (Fiscal Code: 72 PS 1508)

7. The State Disaster Assistance Program will provide assistance to political subdivisions and municipal authorities directly affected by natural and

man-made disasters. Assistance will be limited to grants for projects that do not qualify for federal assistance to help repair damages to public facilities. Grants will be made available by the agency in a disaster emergency area only when a Presidential disaster declaration is not covering the area. (Act 187 of 2014)

8. Laws suspended during emergency. During a state of emergency declared by the Governor, Commonwealth agencies and departments may implement their emergency assignments without regard to procedures required by other laws pertaining to:

   a. Performance of public works

   b. Entering into contracts

   c. Employing temporary workers

   d. Purchase of equipment, supplies and materials

9. Evacuation authority of the Governor

   a. Should the Governor find that a disaster has occurred or that the occurrence of the threat of a disaster is imminent, he/she may declare a Disaster Emergency, under § 7301 of the Emergency Management Services Code, which may not continue for longer than 90 days unless renewed by the Governor. During this state of disaster emergency, the Governor has the authority to direct and compel the evacuation of all or part of the population from any stricken or threatened area within the Commonwealth if the action is necessary for the preservation of life or other disaster mitigation, response, or recovery. The Governor may also control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises within the disaster area.

   b. The Governor's evacuation order will be coordinated and communicated through PEMA and all applicable county emergency management agencies to the implementing law enforcement officials. Should it become necessary for the Governor to compel persons to evacuate an area, the PSP and, if necessary, the Pennyslvania Army National Guard could be employed to accomplish the evacuation order.

II. <u>PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY</u> (PEMA)

PEMA has a wide range of statutory authority under the provisions of the Emergency Management Services Code to perform emergency planning, response, and recovery

activities in order to deal with any type of natural or human-caused disaster that might occur within the Commonwealth. The following is a summary of PEMA's authority and responsibilities.

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

1. PEMA shall maintain an integrated communications capability that is designed to provide warnings and direction and control of all emergency preparedness functions within the Commonwealth to all areas and counties of the Commonwealth. PEMA shall coordinate the Commonwealth's emergency communications systems and share information with county emergency management offices, PSP, local police departments, private relief associations, and other appropriate organizations.

2. PEMA shall staff and equip the CRCC with a consolidated statewide warning system and integrate its disaster communications system with other federal, state, and local systems involved in disaster emergency operations.

3. PEMA shall supply Commonwealth and local officials and the general public with precautionary notices, watches, and warnings related to actual and potential disasters, and provide a flow of official information and instructions to the general public through all means available before, during, and after an emergency.

4. PEMA shall provide emergency direction and control of Commonwealth and local emergency management operations.

5. PEMA may procure supplies, materials, equipment, facilities, and services necessary for disaster emergency readiness, response, and recovery.

6. PEMA may make arrangements for the use of any private facilities, property, or services that might be necessary to carry out emergency functions and operations.

7. PEMA may prepare Proclamations or Executive Orders for issuance by the Governor as deemed necessary or appropriate to cope with an emergency.

8. PEMA shall cooperate with the federal government and any public or private agency or entity in order to implement programs for disaster prevention, preparation, response, and recovery.

9. PEMA may provide emergency operational equipment, supplies, and materials in order to supplement the resources of other Commonwealth, county, and local departments/agencies involved in disaster operations.

10. During a period of emergency declared by the Governor, PEMA may purchase such materials and supplies as may be necessary to combat the emergency, protect the health and safety of the general public, and provide emergency assistance to disaster victims without complying with formal bidding or other time-consuming contract procedures.

II. DEPARTMENT OF AGRICULTURE (PDA)

PDA enforces several statutes that impart authority to establish quarantines, order the destruction of property, and impose other emergency measures to protect human safety, animal welfare, and the vitality of agricultural production in the Commonwealth. The following offers a relevant summary of PDA's authority in this area:

A. The Domestic Animal Law (3 Pa. C.S.A. §§ 2301-2389)

1. Provides PDA the authority to regulate the keeping and handling of domestic animals (animals maintained in captivity) to exclude or contain dangerous transmissible diseases or hazardous substances and protect the environment. (3 Pa. C.S.A. § 2305)

2. Designates 40 diseases as dangerous transmissible diseases and provides PDA the authority to impart this designation on other diseases through temporary order or regulation. (3 Pa. C.S.A. § 2321)

3. Provides PDA expansive authority to quarantine domestic animals, premises, areas, goods, products, facilities, containers, vehicles, or materials whenever any of the following occurs:

    a. A dangerous transmissible disease or contamination by hazardous substances exists anywhere within or outside of the Commonwealth; or

    b. It is deemed advisable (by PDA) to test or treat any animal upon the reasonable suspicion the animal has contracted or been exposed to a dangerous transmissible disease or a hazardous substance; os

    c. Testing or treatment of a domestic animal indicates that the domestic animal has been exposed to a dangerous transmissible disease or contaminated with a hazardous substance so as to render future accurate testing for recent exposure to that dangerous transmissible disease or hazardous substance impractical or impossible. (3 Pa.C.S.A. § 2329(a)).

4. Establishes three types of quarantines: Special - directed against specific premises, conveyances, animals, or goods; General - directed against an area or locality within the Commonwealth; Interstate or international - directed against another state or nation. (3 Pa. C.S.A. § 2329(c), (d) and (e))

5. Provides PDA authority to condemn, seize, and destroy quarantined domestic animals, conveyances, or articles to prevent the spread of a dangerous transmissible disease or contamination by a hazardous substance. (3 Pa. C.S.A. § 2330)

6. Provides PDA authority to pay indemnification to the owner of quarantined domestic animals, conveyances or articles condemned, seized, and destroyed by PDA. These payments cannot exceed $2,000 per animal, 67 percent of the appraised value of the animal, or $200,000 per herd of animals; the combination of indemnification payments from all sources cannot exceed 90 percent of the appraised value of the animal. (3 Pa. C.S.A. § 2331)

7. Requires condemned animals be disposed of under the supervision of PDA, in accordance with the laws of the Commonwealth and the PDA's regulations on the subject. (7 Pa. Code Chapter 17(D), 3 Pa. C.S.A. § 2331(e))

8. Provides requirements for the proper time period, transportation and disposal methods for dead domestic animals and dead domestic animal parts, waste and offal. (3 Pa.C.S.A. § 2352)

9. Establishes civil penalties (up to $10,000 per violation) and criminal penalties (from a summary criminal offense to a misdemeanor of the second degree) for violations, and provides for injunctive relief to restrain violations. 3 Pa.C.S.A. §§ 2383 and 2386)

B. The Plant Pest Act (3 P.S. §§ 258.1-258.27)

1. Empowers PDA to take measures to detect, contain, and eradicate plant pests (any organism causing or capable of causing damage to plants or plant products).

2. Provides PDA authority to issue treatment orders if the Secretary determines a serious plant pest situation exists, prescribing “any necessary eradication and control measures.” (3 P.S. § 258.19(a))

3. Provides PDA authority to declare a plant pest a public nuisance, making the knowing possession of plant material harboring the plant pest unlawful. (3 P.S. § 258.20)

4. Grants PDA the authority to establish a quarantine with respect to any area where "a pest or pests that have the potential to cause serious damage to agriculture are found in any geographic area," and with respect to any adjacent area. (3 P.S. § 258.21)

5. Establishes civil penalties (up to $20,000 per violation) and criminal penalties (summary conviction, $300 fine) for violations, and provides for injunctive relief to restrain violations. (3 P.S. §§ 258.23, 258.24 and 258.25)

C. The Act relating to Controlled Plants and Noxious Weeds (3 Pa.C.S.A. §§1501-1562)

1. Provides for the permitting of controlled plants and noxious weeds. Establishes permitting and control requirements for the growing, cultivation and dissemination of noxious weeds and controlled plants. (3 Pa.C.S.A. §§ 1512-1514).

2. Provides authority for the PDA to issue "control orders" to require a person to implement treatment measures for noxious weeds or controlled plants. (3 Pa.C.S.A. § 1517).

3. Provides for seizure, condemnation and stop sale of noxious weeds and controlled plants. (3 Pa.C.S.A. §§ 1522 and 1523).

4. Provides for criminal penalties (summary offense and misdemeanor), civil penalties (up to $10,000, plus costs of remediation, containment or eradication) per violation and injunctive relief. (3 Pa.C.S.A. §§1543 and 1544)

D. The Food Safety Act (3 Pa.C.S. §§ 5721 – 5727)

1. Prohibits the manufacture, sale, delivery, holding, or offering for sale of adulterated or misbranded food. (3 Pa.C.S. § 5723)

2. Establishes civil penalties (up to $10,000 per violation) and criminal penalties (from a summary criminal offense to a misdemeanor of the third degree) for violations, and provides for injunctive relief to restrain violations. (3 Pa.C.S. §§ 5724 and 5725)

3. Provides PDA authority to order the detention and destruction of adulterated or misbranded food. (3 Pa.C.S. § 5726)

E. The Administrative Code of 1929

1. Empowers PDA to establish general quarantines relating to diseases of animals or plants and their products. (Section 1708 of the Administrative Code of 1929, 71 P.S. § 448)

2. Empowers PDA to prevent the spread of infectious and communicable diseases of animals and poultry by entering premises, disinfecting premises, and destroying animals and property to achieve this end. (Section 1702 of the Administrative Code of 1929, 71 P.S. § 442)

3. Empowers PDA to establish and enforce quarantines to prevent the dissemination of harmful insects and plant diseases. (Section 1704 of the Administrative Code of 1929, 71 P.S. § 444)

4. Empowers PDA to seize food, including animal feed, that is adulterated or not produced in accordance with the laws of the Commonwealth. (Section 1705 of the Administrative Code of 1929, 71 P.S. § 445)

III. PENNSYLVANIA STATE POLICE (PSP)

This section summarizes the statutory powers of the PSP in the event of a disaster or emergency. This merely is a summary of those powers and should not be construed as a complete description of all state police powers and duties.

A. Administrative Code of 1929, PSP (71 P.S. § 250)

PSP shall have the power and its duty shall be:

1. To assist the Governor in the administration and enforcement of the laws of the Commonwealth, in such manner, at such times, and in such places, as the Governor may from time to time request.

2. With the approval of the Governor, to assist any administrative department, board, or commission of the state government, to enforce the laws applicable or pertaining to such department, board, or commission, or any organization thereof.

3. Wherever possible, to cooperate with counties and municipalities in the detection of crime, the apprehension of criminals, and the preservation of law and order throughout the state.

4. To aid in the enforcement of all laws relating to game, fish, forests, and waters.

5. To collect and classify, and keep at all times available, complete information useful for the detection of crime, and the identification and apprehension of criminals. Such information shall be available for all police officers within the Commonwealth, under such regulations as the Commissioner of PSP may prescribe.

6. To enforce the laws regulating the use of the highways of this Commonwealth.

B. Administrative Code of 1929, PSP (71 P.S. § 252)

The various members of the PSP are hereby authorized and empowered:

1. To make arrests, without warrant, for all violations of the law, including laws regulating the use of the highways, which they may witness, and to serve and execute warrants issued by the proper local authorities. They shall have all the powers and prerogatives conferred by law upon members of the police force of cities of the first class, and upon constables of the Commonwealth.

2. To search without warrant any boat, conveyance, vehicle, or receptacle, when there is good reason to believe that any law has been violated, the enforcement or administration of which is imposed on or vested in the Pennsylvania Fish and Boat Commission or the Pennsylvania Game Commission or in the Department of Conservation and Natural Resources (DCNR).

C. Emergency Assignment from Other Municipalities (53 P.S. § 736)

Upon the occurrence of any disaster or emergency other than a labor disturbance in any municipality:

1. The chief executive officer thereof may ask the Governor for the emergency assignment of police equipment, auxiliary police, and members of the regular police forces from other municipalities for the period of such emergency.

2. If the Governor approves such request, he/she shall direct the Commissioner of the PSP to order the chief executive officers of as many municipalities as may be necessary to transfer and such officials shall transfer police equipment, auxiliary police and members of the regular police force to the requesting municipality, in sufficient numbers and amounts to aid in meeting the disaster or emergency.

3. During such period, the transferred police and equipment shall be under the jurisdiction of the chief of police of the municipality to which they are

transferred. Such transferred police shall have the same powers as regular police officers of the municipality to which they are transferred.

D. Hazardous Materials Transportation, Right of Entry (75 Pa. C.S.A. § 8304)

Every motor carrier shall allow any department field investigator, member of the PSP, or other person delegated enforcement authority in accordance with section 8302(7) (relating to powers and duties of department) to enter upon and inspect the business premises of the motor carrier, including vehicles and other equipment located thereon, at all reasonable times for the purpose of determining whether the motor carrier is in compliance with this chapter and pertinent regulations, and shall make available to such person for inspection and copying all accounts, books, records, memoranda, correspondence and other documents which may reasonably relate to such determination.

IV. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS (DMVA)

The DMVA has command and control over the Pennsylvania National Guard (PANG). When PANG is under federal orders, its Commander-in-Chief is the President of the United States. The Governor is the Commander-in-Chief over the PANG when the Guard is not under federal orders. The following statutes summarize the Governor's authority over the PANG and the duties of the DMVA:

A. Powers of Governor (51 Pa. C.S.A. § 501)

The Governor of this Commonwealth as Commander-in-Chief shall have the powers enumerated hereafter in this title over the Pennsylvania military forces which includes the PANG when not absent from this Commonwealth on the call or order of the United States and PANG when formed, organized and equipped under order from the Governor in conformity with this title.

NOTE: The PANG is not a federally recognized force that consists of such units as may be prescribed by and formed by the Governor.

B. PANG as Organized Peacetime Force (51 Pa. C.S.A § 1101)

The organized armed forces of this Commonwealth during time of peace shall be and constitute the PANG, and shall be subject at all times to the orders of the officers thereof. Nothing in this chapter shall be construed to prevent the Governor as Commander-in-Chief, at his/her discretion, to form cadres of authorized war time organizations for the purpose of preplanning.

C. Active State Duty for Emergency (51 Pa. C.S.A § 508)

The Governor may place the Pennsylvania National Guard, or any part thereof, or when unavailable due to call or order into the service of the United States, the

Pennsylvania Guard, or any part thereof, on active duty when an emergency in this Commonwealth occurs or is threatened, or when tumult, riot or disaster shall exist or is imminent.

D. Coordination with Adjacent States (51 Pa. 38 C.S.A § 509)

The Governor shall confer with the Governors or proper authorities of adjacent states for the purpose of coordinating and providing for the mutual defense and the internal security and for the exchange of authority to employ the Pennsylvania military forces in other states, and the employment of their armed forces within the boundaries of this Commonwealth. This power may be delegated to the Adjutant General.

E. Draft from Militia for Emergency (51 Pa. C.S.A § 507)

The Governor shall have the power to order out for actual service with the PANG by draft as many persons from the militia as necessity demands during a war or other emergency. For the purposes of this draft, the militia is all able-bodied citizens of the United States, and others who have declared an intention to become citizens, residing in the Commonwealth.

F. Forward of Orders (51 Pa. C.S.A § 702)

The DMVA will distribute all orders from the Governor as Commander-in-Chief and perform such other duties as the Governor as Commander-in-Chief shall direct.

G. Federal Authorities (51 Pa. C.S.A. §§ 702)

The DMVA will perform such duties and employ the power delegated to the department and the Adjutant General by the laws of the United States and the rules and regulations promulgated thereunder.

V. <u>DEPARTMENT OF HEALTH</u> (DOH)

One of the primary responsibilities of the DOH is protecting the health and welfare of the residents of the Commonwealth. The most significant statutes and regulations authorizing the DOH to take necessary emergency actions are listed below.

A. The Administrative Code of 1929

1. General Health Administration (71 P.S. § 532)

   a. To protect the health of the people of this Commonwealth, and to determine and employ the most efficient and practical means for the prevention and suppression of disease.

b. To cause examination to be made of nuisances, or questions affecting the security of life and health, in any locality, and, for that purpose, without fee or hindrance, to enter, examine and survey all grounds, vehicles, apartments, buildings and places, within the Commonwealth. All persons, authorized by the department to enter, examine and survey such grounds, vehicles, apartments, buildings and places, shall have the powers and authority conveyed by law upon constables. [See also 71 P.S. §1403(a)]

c. To promulgate its rules and regulations.

2. Quarantine (71 P.S. § 536)

DOH shall have the power and its duty shall be:

a. With the approval and concurrence of the Advisory Health Board, to declare certain diseases to be communicable, in addition to those by law declared so to be and to establish such regulations for the prevention of the spread of such disease as the department and the Advisory Health Board shall deem necessary and appropriate.

b. To establish and enforce quarantines, in such manner, for such period, and with such powers, as may now or hereafter be provided by law, to prevent the spread of diseases declared by law or by the department to be communicable diseases.

c. To administer and enforce the laws of this Commonwealth with regard to vaccination and other means of preventing the spread of communicable diseases.

3. Employment of Investigators; Subpoenas; Warrants (71 P.S. § 1402)

a. The Secretary of Health may, from time to time, employ competent persons to render sanitary service and make or supervise practical and scientific investigation and examinations requiring expert skill, and prepare plans and reports relative thereto, and he/she may purchase such supplies and materials as may be necessary in carrying on the work of the department.

b. He/she may issue subpoenas to secure the attendance of witnesses, and compel them to testify in any manner or proceeding before the Secretary or an authorized agent.

c. He/she may issue warrants to any sheriff, constable or policeman to apprehend and arrest such persons who disobey the quarantine orders or regulations of the DOH. Every warrant shall be forthwith executed by the officer to whom directed, who shall make due return of the execution thereof to the Secretary of Health.

B. Disease Prevention and Control Law of 1955

1. Definitions (35 P.S. § 521.2)

a. Isolation – The separation, for the period of communicability of infected persons or animals, from other persons or animals in such places and under such conditions as will prevent the direct or indirect transmission of the infectious agent from infected persons or animals to other persons or animals who are susceptible or who may spread the disease to others.

b. Quarantine – The limitation of freedom of movement of persons or animals who have been exposed to a communicable disease for a period of time equal to the longest usual incubation period of the disease in such a manner as to prevent effective contact with those not so exposed. Quarantine may be complete, or it may be modified, or may consist merely of surveillance or segregation.

c. Modified Quarantine – A selected, partial limitation of freedom of movement, determined on the basis of differences in susceptibility or danger of disease transmission, which is designed to meet situations. Modified quarantine includes, but is not limited to, the exclusion of children from school and the prohibition or the restriction of those exposed to a communicable disease from engaging in particular occupations.

d. Surveillance – The close supervision of persons and animals exposed to a communicable disease without restricting their movement.

e. Reportable Disease – (a) Any communicable disease declared reportable by regulation; (b) any unusual or group expression of illness which, in the opinion of the Secretary, may be a public health emergency; and (c) such non-communicable diseases and conditions for which the Secretary may authorize reporting to provide data and information which, in the opinion of the Advisory Health Board, are needed in order effectively to carry out those programs of the department designed to protect and promote the health of the people of the Commonwealth, or to determine the need for the establishment of such programs.

2. Responsibility for Disease Prevention and Control (35 P.S. § 521.3)

   a. Local boards and departments of health shall be primarily responsible for the prevention and control of communicable and non-communicable disease, including disease control in public and private schools, in accordance with the regulations of the board and subject to the supervision and guidance of the department.

   b. The department shall be responsible for the prevention and control of communicable and non-communicable disease in any municipality which is not served by a local board or DOH, including disease control in public and private schools.

3. Reports (35 P.S. § 521.4)

   a. Every physician who treats or examines any person who is suffering from or who is suspected of having a communicable disease, or any person who is or who is suspected of being a carrier, shall make a prompt report of the disease in the manner prescribed by regulation to the local board or DOH which serves the municipality where the disease occurs or where the carrier resides, or to the department if so provided by regulation.

   b. The department or local boards or departments of health may require the heads of hospitals and other institutions, the directors of laboratories, school authorities, the proprietors of hotels, rooming houses or boarding houses, nurses, midwives, householders, and other persons having knowledge or suspicion of any communicable disease, to make a prompt report of the disease, in a manner prescribed by regulation to the local board or DOH which serves the municipality where the disease occurs or to the department if so provided by regulation.

   c. Local boards or departments of health shall make reports of the diseases reported to them to the department at such times and in such manner as shall be provided for by regulation.

   d. Every physician or every person in charge of any institution for the treatment of diseases shall be authorized, upon request of the Secretary, to make reports of such diseases and conditions other than communicable diseases which in the opinion of the Advisory Health Board are needed to enable the Secretary to determine and employ the most efficient and practical means to protect and to promote the health of the people by the prevention and control of such diseases and conditions other than communicable diseases. The reports shall be made upon forms prescribed by the Secretary

and shall be transmitted to the department or local boards or departments of health as requested by the Secretary.

4. Control Measures (35 P.S. § 521.5)

Upon the receipt by a local board or DOH or by the department, as the case may be, of a report of a disease which is subject to isolation, quarantine, or any other control measure, the local board or department of health shall carry out the appropriate control measures in such a manner and in such place as is provided by rule and regulation.

5. Examination and Diagnosis of Persons Suspected of being infected with Venereal Disease, Tuberculosis or any Other Communicable Disease, or of being a Carrier (35 P.S. § 521.7)

Whenever the Secretary or a local qualified medical health officer has reasonable grounds to suspect any person of being infected with a venereal disease, tuberculosis or any other communicable disease, or of being a carrier, he/she shall require the person to undergo a medical examination and any other approved diagnostic procedure, to determine whether or not he/she is infected with a venereal disease, tuberculosis or any other communicable disease, or is a carrier. In the event that the person refuses to submit to the examination, the Secretary or the local qualified medical health officer may (1) cause the person to be quarantined until it is determined that he/she is not infected with a venereal disease, tuberculosis or any other communicable disease, or of being a carrier [sic] or (2) file a petition in the court of common pleas of the county in which the person is present, which petition shall have appended thereto a statement, under oath, by a physician duly licensed to practice in the Commonwealth, that such person is suspected of being infected with a venereal disease, tuberculosis or any other communicable disease, or that such person is suspected of being a carrier. Upon filing of such petition, the court shall, within 24 hours after service of a copy thereof upon the respondent, hold a hearing, without a jury, to ascertain whether the person named in the petition has refused to submit to an examination to determine whether he or she is infected with venereal disease, tuberculosis or any other communicable disease, or that such person is a carrier. Upon a finding that the person has refused to submit to such examination and that there was no valid reason for such person to do so; the court shall forthwith order such person to submit to the examination. The certificate of the physician appended to the petition shall be received in evidence and shall constitute prima facie evidence that the person therein named is suspected of being infected with venereal disease, tuberculosis or any other communicable disease, or that such person is a carrier. The examination ordered by the court may be performed by a physician of his/her own choice at his/her own expense. The examination shall include physical

and laboratory tests performed in a laboratory approved by the Secretary, and shall be conducted in accordance with accepted professional practices, and the results thereof shall be reported to the local health board or DOH on forms furnished by DOH. Any person refusing to undergo an examination as herein provided may be committed by the court to an institution in this Commonwealth determined by the Secretary of Health to be suitable for the care of such cases.

6. Persons Refusing to Submit to Treatment for Venereal Disease, Tuberculosis or any Other Communicable Disease (35 P.S. § 521.11)

   a. If the Secretary or any local health officer finds that any person who is infected with venereal disease, tuberculosis or any other communicable disease in a communicable stage refuses to submit to treatment approved by the department or a local board or DOH , the Secretary or his/her representative or the local medical health officer may cause the person to be isolated in an appropriate institution designated by the department or by the local board or DOH for safekeeping and treatment until the disease has been rendered non-communicable.

   b. The Secretary or the local health officer may file a petition in the court of common pleas of the county in which the person is present to commit such person to an appropriate institution designated by the department or by the local board or DOH for safekeeping and treatment until such time as the disease has been rendered non-communicable. Upon filing of such petition, the court shall, within 24 hours after service of a copy thereof upon the respondent, hold a hearing, without a jury, to ascertain whether the person named in the petition has refused to submit to treatment. Upon a finding that the person has refused to submit to such treatment, the court shall forthwith order such person to be committed to an appropriate institution or hospital designated by the department or the local board or DOH.

   c. For the purpose of this section, it is understood that treatment approved by the department or by a local board or department of health shall include treatment by a duly accredited practitioner of any well recognized church or religious denomination which relies on prayer or spiritual means alone for healing: Provided, however, that all requirements relating to sanitation, isolation, or quarantine are complied with.

7. Confidentiality of Reports and Records (35 P.S. § 521.15)

State and local health authorities may not disclose reports of diseases, any records maintained as a result of any action taken in consequence of such reports, or any other records maintained pursuant to this act or any regulations, to any person who is not a member of the department or of a local board or department of health, except where necessary to carry out the purposes of this act. State and local health authorities may permit the use of data contained in disease reports and other records, maintained pursuant to this act, or any regulation, for research purposes, subject to strict supervision by the health authorities to insure that the use of the reports and records are limited to the specific research purposes.

8. Rules and Regulations (35 P.S. § 521.16)

a. The Board may issue rules and regulations with regard to the following:

1) The communicable and non-communicable diseases, which are to be reportable. (See 28 Pa. Code § 27.2)

2) The methods of reporting diseases, the contents of reports and the health authorities to whom the diseases are to be reported. (See 28 Pa. Code §§ 27.3, 27.21, 27.21a, 27.22, 27.23)

3) The communicable diseases which are to be subject to isolation, quarantine, or other control measures. (See 28 Pa. Code § 27.60)

4) The duration of the periods of isolation and quarantine. (See 28 Pa. Code §§ 27.61, 27.65, 27.66, 27.67, 27.68)

5) The enforcement of isolation, quarantine and other control measures. (See Pa. Code § 27.66)

6) The immunization and vaccination of persons and animals. (See 28 Pa. Code § 23.83)

7) The prevention and control of disease in public and private schools. (See 28 Pa. Code §§ 23.1-28.87)

8) The prevention and control of non-communicable diseases. (See 28 Pa. Code § 27.3, 27.4)

9) Any other matters it may deem advisable for the prevention and control of disease and for carrying out the provisions of this Act.

b. The Secretary shall, from time to time, review the rules and regulations and make recommendations to the board for any changes which he/she deems advisable.

Penalties, Prosecutions and Disposition of Fines (35 P.S. § 521.20)

a) Any person who violates any provisions of this act or any regulation shall, for each offense, upon conviction thereof in a summary proceeding before any magistrate, alderman or justice of the peace in the county wherein the offense was committed, be sentenced to pay a fine of not less than 25 dollars ($25) and not more than 300 dollars ($300), together with costs, and in default of payment of the fine and costs, to be imprisoned in the county jail for a period not to exceed 30 days.

b) Prosecutions may be instituted by the department, by a local board or DOH, or by any person having knowledge of a violation of any provisions of this act or any regulation.

C. Counterterrorism, Planning, Preparedness and Response Act

1. Definitions (35 P.S. § 2140.102)

a. Department – The Department of Health of the Commonwealth.

b. Local Health Department – A county department of health under the act of August 24, 1951 (P.L. 1304, No. 315), known as the Local Health Administration Law, or a department of health in a municipality approved for a Commonwealth grant to provide local health services under Section 25 of the Local Health Administration Law.

c. Terrorism – The unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population or any segment thereof in furtherance of political or social objectives.

2. Temporary Isolation and Quarantine Without Notice (35 P.S. § 2140.301)

a. In the case of an actual or suspected outbreak of a contagious disease or epidemic due to an actual or suspected bioterrorist or biohazardous event, the Governor, in consultation with the Secretary of Health, may temporarily isolate or quarantine an individual or groups of individuals through a written order if delay in imposing the isolation or quarantine through a judicial

proceedings currently available to the department or local health departments would significantly jeopardize the department's ability to prevent or limit the transmission of a contagious or potentially contagious disease to others. This subsection shall not require the declaration of a disaster emergency by the Governor in or to be effective.

b. After issuing the written order, the department or local health department shall promptly file a petition with the court within 24 hours or the next court business day after the issuance of the order for a hearing to authorize the continued isolation or quarantine.

c. Where an individual has been isolated or quarantined for a period of 30 days, the department shall ask the court to review the order to determine if further isolation or quarantine is warranted.

d. The department or local health department shall provide the court with ongoing reports on the isolated or quarantined individual during the period of isolation or quarantine.

e. Nothing in this section shall be construed to limit the existing authority of the Secretary of Health or the department or a local health department.

APPENDIX D - PREVENTION, PREPAREDNESS AND MITIGATION RESPONSIBILITIES

I. OFFICE OF ADMINISTRATION (OA)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the National Incident Management System (NIMS) in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Prepare and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

5. Maintain plans and procedures for the dissemination of warning and evacuation alert information to all Commonwealth departments/agencies.

6. Assist departments/agencies in the development of plans for the emergency protection of information technology (IT) facilities and equipment during disasters and for the recovery of such facilities and equipment following disasters.

7. Develop policies and procedures, in coordination with the Historical and Museum Commission, and assist departments/agencies in the development of plans for the identification and emergency protection of essential automated records and for their recovery and restoration following a disaster.

8. Prepare and maintain plans and procedures for Commonwealth telecommunications activities as the ESF 2 coordinating agency.

9. Assist departments/agencies with training in various aspects of records management as required by management directives issued by the office.

10. Develop and disseminate policies and procedures for the identification and protection of IT-related systems and facilities.

11. Develop and disseminate policies and procedures on deployment of staff between agencies, pay/overtime and other human resource issues.

12. Develop and disseminate policies, procedures, and guidance to assist departments/agencies in the development of COOP.

13. In conjunction with the Department of General Services (DGS), assist departments/agencies in locating alternate facilities.

14. Direct IT-related emergency preparedness initiatives for departments/agencies.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Develop and disseminate policies and procedures for the protection of IT systems and facilities.

3. Identify Commonwealth employees possessing special skills that could be called upon in disaster situations.

4. Develop and disseminate policies and procedures for the protection of communications systems and facilities.

5. Develop and disseminate policies and procedures, to include management directives, in coordination with the Historical and Museum Commission and other state departments and agencies, for the identification, preservation, and protection of essential records, regardless of format, and their recovery and restoration following a disaster.

6. Provide general guidance and direction, and operations at the state Records Center and the Micrographic Service Center, to include adequate safety and security of inactive records.

II. <u>DEPARTMENT OF AGING</u>

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

5. Ensure Area Agencies on Aging have emergency preparedness plans and are linked to county emergency preparedness planning efforts.

6. Conduct training of department and Area Agencies on Aging staffs in emergency activities and procedures.

7. Maintain a list of resources of Area Agencies on Aging that could support disaster operations.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Ensure information on flood insurance is disseminated to the elderly.

3. Ensure Area Agencies on Aging advocate the construction of housing for the elderly and nursing homes outside the floodplain and at locations secure from hazards such as mine subsidence and hazardous industry.

4. Ensure relocation assistance is provided to the elderly affected by floodplain management projects.

III. <u>DEPARTMENT OF AGRICULTURE</u> (PDA)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency response activities and for dissemination of emergency information to the public through PEMA.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

5. Assist PEMA in developing, maintaining, and conducting a hazardous material safety program.

6. Prepare and maintain plans and procedures for Commonwealth food assistance activities in coordination with ESF 11; serve as the coordinating agency for ESF 11.

7. Prepare and maintain plans and procedures for animal control and protection from plant disease, and protection from or control of plant pest infestations on agriculture or publicly owned lands.

8. Maintain a program to control pesticides and license pesticide applicators within the Commonwealth.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on protective actions that may prevent injury to people or limit damage to livestock, crops, buildings, facilities, and equipment.

3. Identify possible hazard mitigation projects.

IV. OFFICE OF ATTORNEY GENERAL

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

V. OFFICE OF THE AUDITOR GENERAL

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Quarterly, review the state mitigation project list to determine if funding may be available for projects.

VI. DEPARTMENT OF BANKING

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Quarterly, review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on flood insurance to banks and other financial institutions.

3. Advise and monitor procedures of financial institutions for the safeguarding and recovery of records to assure minimal disruption of services.

VII. OFFICE OF THE BUDGET

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain policies and procedures to be followed for the funding and accounting of costs incurred relative to emergency activities of Commonwealth departments/agencies.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, implementation of evacuation, designation of alternate work facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

VIII. STATE CIVIL SERVICE COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of commission facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

IX. DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Identify businesses and industries with resources to meet disaster needs.

6. Assist PEMA in developing, maintaining, and conducting a hazardous material safety program.

7. Identify and maintain a list of qualified local public agencies (LPA) capable of administering a temporary housing program.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Promote the participation of Pennsylvania municipalities in the National Flood Insurance Program (NFIP).

3. Coordinate, with the Pennsylvania Insurance Department, the dissemination of information on flood insurance to business, industrial, and commercial organizations, as well as Pennsylvania municipalities and the general public.

4. Supply county and municipal government officials with information, advice, and assistance in establishing and maintaining eligibility to participate in the NFIP.

5. Maintain lists of county and municipal governments that have established, and are maintaining, eligibility to participate in the NFIP.

6. Ensure the incorporation of essential floodplain management provisions and other hazard mitigation or damage reduction measures in all community and economic development plans and programs. Also, ensure facilities, particularly where the Commonwealth may make a financial contribution, are not subject to other hazards such as mine subsidence and hazardous wastes.

7. Identify possible hazard mitigation projects.

X. DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Prepare and maintain plans and procedures for Commonwealth wild land, rural and urban fire detection and suppression activities in coordination with ESF 4.

6. Prepare and maintain plans and procedures to conduct or supervise search and rescue operations for persons lost or missing on Commonwealth property.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XI. DEPARTMENT OF CORRECTIONS (DOC)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of

alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Develop and disseminate policies and procedures for the safety and security of all occupants upon evacuation. Identify possible mitigation projects at State Correctional Institutions (SCI) or other DOC property.

6. Develop lists of Point-of-Contact (POC) assets, including levels of training of personnel and SCI/category of equipment that could be made available to other agencies during an emergency.

B. Mitigation

Review the State Mitigation Project List to determine if funding may be available for projects.

XII. DEPARTMENT OF EDUCATION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop or maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Require all licensed nursery schools to develop and maintain policies, procedures, and contingency plans for the protection and evacuation of occupants.

6. Require every school district to develop, implement and maintain an emergency operations plan in cooperation with their respective county EMA.

7. Provide assistance to educational institution administrators on the development of uniform emergency procedures for response to disasters.

8. Develop a resource inventory of facilities and equipment under the purview of the department that can be committed to disaster response.

9. Consult with and serve as liaison between county and state emergency management organizations and the public and private school systems, including basic and higher education institutions.

10. Provide direction to publicly-funded school districts, colleges and universities to make their facilities available to state, county, and municipal officials for planning and exercise purposes and actual service as mass care facilities in the event of an emergency evacuation.

11. Provide direction to publicly-funded school districts, colleges and universities to make available school buses and transportation vehicles they own or lease to state, county, and municipal officials for planning and exercise purposes and actual service in the event of an emergency.

12. Require schools to annually conduct severe weather or other disaster drills in coordination with PEMA and county EMAs.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be viable for projects.

2. Develop, in coordination with PEMA, materials designed to educate students, faculty, school administrators, and the general public about responding to disasters.

3. Identify possible hazard mitigation projects.

XIII. <u>DEPARTMENT OF ENVIRONMENTAL PROTECTION</u> (DEP)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Provide technical assistance in the development of radiological emergency response plans.

5. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

6. Ensure the development of emergency flood warning and evacuation plans by all owners of high hazard dams throughout the Commonwealth.

7. Ensure the development of appropriate drought and water supply emergency plans by water supply system owners/operators. Cooperate with the basin commissions, state, and other agencies in the development and implementation of comprehensive interstate and regional drought and water supply emergency plans.

8. Ensure the development and maintenance of spill prevention response plans for storage tank facilities having greater than 21,000 gallons of above-ground storage of a regulated product. Also, assist PEMA in providing updated annual downstream water user information to the large aboveground storage tank facilities.

9. Assist PEMA in developing, maintaining, and conducting a hazardous material safety program.

10. Prepare and maintain Commonwealth plans and procedures for hazardous material discharge and/or release activities as the ESF 10 coordinating agency.

11. Prepare and maintain Commonwealth plans and procedures for power and fuel compensation activities as the ESF 12 coordinating agency.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on mine subsidence insurance in areas subject to mine subsidence.

3. Supply to Commonwealth departments/agencies, as requested, technical advice and assistance in matters relating to flood control, storm water management, and floodplain management.

4. Maintain inspection and regulatory actions relating to dams with structural, hydrologic, or other safety problems; maintain information regarding such facilities and their potential impact on downstream areas and properties; cooperate with responsible governmental and private entities for correction or mitigation of such problems.

5. Prepare and maintain information regarding streams and areas with significant flood damage potential; develop plans for state flood control and flood damage reduction projects and programs; cooperate with federal, county, municipal, and other agencies in the planning, construction, and implementation of flood control and flood damage projects.

6. Maintain detailed records of commercial nuclear generating station facility operations and toxic waste sites in the Commonwealth.

7. Prepare and maintain the state Water Plan and other water supply plans identifying communities and water supply systems with potential drought, yield, distribution, drinking water quality, and other water supply problems; cooperate with federal, state, county, municipal, and other agencies in planning and implementing water supply improvements.

8. Conduct a continuing public awareness program for energy conservation, particularly in energy shortage situations.

XIV. FISH AND BOAT COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of commission facilities, to include dissemination of alert information to employees, designation of alternate workplace

facilities, and designation of critical business functions, critical personnel, and essential records.

5. Maintain plans and procedures to restrict river access, as necessary, and advise persons on the river or islands in the restricted area of the river to evacuate.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Provide advice and assistance to Commonwealth departments and agencies on floodplain management and mitigation activities applicable to specified localities along waterways.

XV. GAME COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of commission facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XVI. OFFICE OF GENERAL COUNSEL

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XVII. DEPARTMENT OF GENERAL SERVICES (DGS)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Maintain emergency action plans for fire, flood, evacuation, and the like for all Commonwealth properties whether owned or leased.

6. Maintain plans and procedures, in coordination with local government, PSP, and PennDOT, for the routing and route control associated with the emergency evacuation of the capitol complex and state office buildings in Philadelphia, Pittsburgh, Reading, and Scranton.

7. Prepare and maintain plans and procedures for Commonwealth public works and engineering activities as the ESF 3 coordinating agency.

8. Prepare and maintain plans and procedures for Commonwealth logistical/resource activities as the ESF 7 coordinating agency.

9. Provide assistance to agencies in procuring an alternate site and other commodities.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Develop and implement, assisted by the Insurance Department, a comprehensive Commonwealth property risk management plan and program.

3. Ensure the incorporation of essential damage prevention and control features, such as flood locks and valves, in the design of all structures to be built under contract with the department.

4. Manage the Commonwealth insurance program, covering losses that are sustained by state-owned buildings and the contents.

5. Ensure that the construction of new installations and facilities and renovation projects under contract with the department are not located in the floodplain or at locations subject to hazards such as mine subsidence or hazardous industry, wherever economically feasible.

6. Identify possible hazard mitigation projects.

XVIII. DEPARTMENT OF HEALTH (DOH)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Provide technical assistance in the development of radiological emergency response plans.

5. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

6. Ensure that hospitals and nursing homes are in compliance with regulatory requirements to have emergency plans for the protection and evacuation of occupants.

7. Develop and disseminate basic emergency medical and health information relating to disaster situations through the news media (e.g., newspapers, radio, and television) and coordinate with PEMA's Director of Communications.

8. Assist PEMA in developing, maintaining, and conducting the hazardous material safety program, as required.

9. Inspect, in coordination with DEP, and report to PEMA on public health hazards, actual or potential, including those at mass care facilities, and take required actions to avoid or eliminate such hazards.

10. Prepare and maintain plans and procedures for Commonwealth public health and medical care activities.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on flood insurance to public and private medical and health agencies and organizations.

3. Provide information to health professionals and facilities on the health effects of radiation, treatment for exposure, and potential protective actions.

4. Review and recommend approval of submitted special events emergency medical services (EMS) plans.

XIX. HIGHER EDUCATIONAL FACILITIES AUTHORITY

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of authority facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Ensure the existence of appropriate flood and other insurance coverage for facilities and equipment to which the Authority has a financial or other direct interest.

3. Ensure new facilities and equipment, to which the Authority is requested to make a financial contribution, will not be constructed or located in the floodplain or at a site subject to hazards, such as mine subsidence and hazardous industry, wherever economically feasible.

XX. HISTORICAL AND MUSEUM COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of commission facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Develop and distribute to agencies of government, information on planning for protection and recovery of essential records.

6. Develop and train teams in the recovery and restoration of essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on flood insurance to public and private historical organizations and museums.

3. Disseminate information to state agencies and county and municipal governments on identification and protection of essential records, items of art, and other properties.

4. Identify potential hazard mitigation projects.

XXI. HUMAN RELATIONS COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of commission facilities, to include dissemination

of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XXII. INSURANCE DEPARTMENT

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Provide the Governor and DGS with professional advice and assistance in matters relating to the establishment of a Commonwealth insurance program for state owned/licensed facilities that meet federal flood insurance requirements.

XXIII. DEPARTMENT OF LABOR AND INDUSTRY

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Maintain information on hazardous materials and respond to public requests for such information.

6. Assist PEMA in developing, maintaining, and conducting the hazardous material safety program.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Collect from each facility owner and operator who submits a Toxic Chemical Release Form (and/or a Chemical Inventory Form, Tier II) an annual fee that is to be deposited in the Hazardous Material Response Fund.

3. Identify potential mitigation projects.

XXIV. <u>LIQUOR CONTROL BOARD</u>

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans, procedures, and available resources for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of board facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.
2. Disseminate information on flood insurance to the owners of facilities leased by the board.

3. Assure facilities leased by the board are not located in the floodplain or at a site subject to hazards, such as mine subsidence and hazardous industry, wherever economically feasible.

XXV. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS (DMVA)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS where practical in supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Coordinate with DGS to ensure the existence of appropriate flood and other insurance coverage on facilities and equipment under department jurisdiction.

3. Assure new facilities and equipment or reconstruction of severely damaged facilities under department jurisdiction are not located in the flood plain or at a site subject to hazards, such as mine subsidence and hazardous industry, wherever economically feasible.

XXVI. GOVERNOR'S OFFICE OF HOMELAND SECURITY (GOHS)

A. Prevention

1. In conjunction with the United States Department of Homeland Security (USDHS) and federal, state, and local law enforcement officials, prevent or disrupt criminal and terrorist activities.

2. Coordinate with state departments and agencies to plan, develop, implement, and operate programs involving Homeland Security.

3. Serve as liaison between USDHS and Pennsylvania's citizens in order to provide helpful public outreach that may prevent or deter an attack.

4. Coordinate with and support the activities of the Pennsylvania Criminal Intelligence Center (PaCIC), administered by the PSP.

B. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Coordinate and assist PEMA in the dissemination of information to improve public awareness of threats and hazards.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

C. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Identify and implement potential mitigation projects involving Homeland Security.

XXVII. OFFICE OF THE STATE FIRE COMMISSIONER (OSFC)

A. Prevention

1. Implement programs to increase public awareness of measures to prevent or prepare for fire emergency.

2. Coordinate with state departments and agencies to plan, develop, implement, and operate programs involving Fire Prevention and Fire Safety.

3. Serve as ombudsman for all volunteer and paid firefighters in dealing with state and federal programs.

B. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Through the State Fire Academy, provide training and doctrinal guidance to firefighters and fire companies to increase the level of preparedness.

3. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

4. Coordinate and assist PEMA in the dissemination of information to improve public awareness of threats and hazards.

5. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business function, critical personnel, and essential records.

C. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Identify and implement potential mitigation projects involving the fire community.

3. Conduct a program to promote fire prevention in the Commonwealth.

XXVIII. PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY (PEMA)

A. Prevention

As directed, disseminate notices and warnings through the CWWC.

B. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Supply Commonwealth departments/agencies, county and municipal governments, and RTFs with technical information, advice, and assistance in the planning activities essential to effectively discharge their emergency responsibilities.

4. Supply county and municipal government officials, representatives, and RTFs with information regarding emergency preparedness, response, and recovery responsibilities, to include training for operational and recovery activities.

5. Prepare and maintain the CEOP and required contingency plans to provide for state and local disaster emergency management responsibilities; coordinate federal, state, and municipal emergency management activities; and develop emergency operational principles consistent with the NIMS and the NRF.

6. Establish and maintain a radiological response, preparedness, and recovery program for each nuclear generating facility in accordance with applicable federal regulations and state laws.

7. Develop, maintain, and conduct, in coordination with other departments and agencies, a hazardous material safety program.

8. Prepare and maintain plans and procedures for collecting, processing, and disseminating Commonwealth information activities in coordination with ESF 5.

9. Prepare and maintain plans and procedures for use of Commonwealth urban search and rescue (US&R) assets as the ESF 9 coordinating agency.

10. Prepare and maintain plans and procedures for coordination of donations and debris management activities.

11. Prepare and maintain plans and procedures for public information activities as the ESF 15 coordinating agency.

12. Serve on the Governor's Energy Task Force.

13. In conjunction with OA, provide COOP guidance to state departments/agencies and train staff in emergency planning, preparedness, and response, as appropriate.

14. In conjunction with OA, schedule and conduct periodic COOP emergency response/recovery seminars and exercises to train agency staff designated as Agency Representatives (AREPs) and/or essential personnel.

15. In conjunction with OA, serve in an advisory capacity to department/agency-specific COG planning activities and initiatives.

16. Administer statewide emergency management training programs.

17. Maintain an internal COOP plan that contains plans and procedures for the emergency evacuation of agency facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

C. Mitigation

1. Maintain and review, at least quarterly, the state mitigation project list to determine if funding may be available for projects.

2. Supply Commonwealth departments/agencies and county and municipal governments with policy guidance, technical information, advice, and assistance in planning programs and activities designed to reduce the severity or prevent the occurrence of disasters.

3. Provide a hazard mitigation officer for the Commonwealth, together with appropriate staffing, to support this function.

4. Identify potential hazard mitigation projects.

5. Write and maintain the state mitigation project list and the Commonwealth of Pennsylvania All-Hazards Mitigation Plan.

6. Collect an annual fee from all nuclear generating facilities to be deposited into the Radiological Response Planning and Preparedness Program Fund.

7. Deposit into the Hazardous Material Response Fund those fees paid by facility owners or operators for each hazardous chemical listed on their Hazardous Chemical Inventory Forms.

8. Disburse money paid into the Hazardous Material Response Fund to carry out the purpose, goals, and objectives of federal and state laws.

9. Review all submitted county 9-1-1 emergency communications system plans, including initial applications, for conformity to technical standards and recommend approval or indicate deficiencies.

10. Distribute copies of all county/city 9-1-1 emergency telephone communications plans to the Public Utility Commission for review prior to approval or rejection.

11. Promulgate the rules and regulations necessary to carry out the provisions of the Public Safety Emergency Telephone Act.

12. Submit an annual report on the status of 9-1-1 systems in the Commonwealth to the Governor and the General Assembly.

13. Assure all counties conduct a triennial audit of their 9-1-1 fund accounts.

XXIX. PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY (PENNVEST)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of authority facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Identify potential hazard mitigation projects.

XXX. PRESS SECRETARY TO THE GOVERNOR

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency response activities.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XXXI. BOARD OF PROBATION AND PAROLE

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of board facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XXXI. PUBLIC SCHOOL BUILDING AUTHORITY

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of authority facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Ensure the existence of appropriate flood and other insurance coverage for facilities and equipment to which authority has a financial or other direct interest.

3. Ensure new facilities and equipment to which authority is requested to make a financial contribution towards the cost, will not be constructed or located in the floodplain or at a site subject to hazards, such as mine subsidence and hazardous industry, wherever economically feasible.

XXXIII. PUBLIC UTILITY COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency response activities in support of ESF 12.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Quarterly, review and approve the suggested telephone subscribers' contribution rates to operate county 9-1-1 emergency communications systems.

6. Participate in establishing estimated restoration times for damaged or out of service facilities. Coordinate number of customers, necessary personnel, and mutual aid agreement between regulated companies and Rural Electric Cooperatives and assist in coordination of transportation waivers for utility crews.

7. Conduct monitoring and review of natural gas supply, electricity supply, distribution facilities, and telecommunications infrastructure.

8. Require public utilities to develop and maintain policies, procedures, and plans for emergency operations due to loss of facilities or supply.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Identify potential hazard mitigation projects.

3. Review and assess utility emergency operation plans for the protection of critical utility infrastructure.

4. Assist PEMA in maintaining and conducting the Hazardous Material Safety Program for motor carrier and railroads.

XXXIV. DEPARTMENT OF HUMAN SERVICES (DHS)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Assign a Disabilities Integration Advisor to assure Incident Support Manager has necessary information to include the access and functional needs of residents in protective action decisions and/or recommendations.

3. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

4. Develop and maintain plans and procedures for the implementation of assigned emergency response and recovery activities.

5. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

6. Develop a state plan for the issuance of cash grants to meet disaster related needs of individuals and families affected by a Presidential declaration of a major disaster or emergency.

7. Develop a state plan for the emergency issuance of food stamps to disaster victims.

8. Develop and disseminate policies, procedures, and contingency plans for state operated hospitals, centers, and units, as well as privately-owned and operated personal care homes, for the protection and evacuation of occupants.

9. Require day care centers to develop and maintain policies, procedures, and contingency plans for the protection and evacuation of occupants.

10. Develop and maintain a Disaster Mental Health Plan to be implemented during a major disaster or emergency.

11. Identify personnel to staff the emergency processing center during repatriation operations to assure adequate staffing.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on flood insurance to clients and operators of mental health and special care facilities.

3. Identify potential mitigation projects on department properties.

XXXV. DEPARTMENT OF REVENUE

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XXXVI. DEPARTMENT OF STATE

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

4. Develop and maintain plans and procedures for the emergency licensure, registration and/or certification of out-of-state professional and

occupational practitioners who may be called on to assist in response to a disaster within the Commonwealth.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on flood insurance to the operators of charitable organization offices and facilities.

XXXVII. PENNSYLVANIA STATE POLICE (PSP)

A. Prevention

1. Collect information on terrorists and other potential illegal activities at the PaCIC and disseminate information to affected law enforcement agencies and the Pennsylvania State Fusion Center.

2. Identify threats to governmental infrastructure that are obtained through intelligence sources, including the terrorist tip hotline 1-888-292-1919, or sp-intelligence@state.pa.us.

3. Prevent or disrupt criminal and terrorist activities.

4. Serve as the Coordinating Agency for ESF 13.

B. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency responsibilities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Assist PEMA in developing, maintaining, and conducting the hazardous material safety program.

6. Maintain plans and procedures, in coordination with DGS, PennDOT, and local officials for routing and route control associated with the emergency evacuation of the capitol complex and state office buildings in Philadelphia, Pittsburgh, Altoona, and Scranton.

C. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XXXVIII. DEPARTMENT OF TRANSPORTATION (PennDOT)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities and designation of critical business functions, critical personnel, and essential records.

5. Maintain plans and procedures, in coordination with DGS, PSP, and local officials for routing and route control associated with the emergency evacuation of the capitol complex and state office buildings in Philadelphia, Pittsburgh, Altoona, and Scranton.

6. Assist PEMA in developing, maintaining, and conducting the hazardous material safety program.

7. Prepare and maintain plans and procedures for Commonwealth transportation activities as the ESF 1 Coordinating Agency.

B. Mitigation

1. Review the state mitigation project list to determine if funding may be available for projects.

2. Disseminate information on flood insurance to the operators of public and private transportation systems and facilities.

3. Ensure new department facilities, equipment, and projects to which the department is requested to make a financial contribution will not be constructed or located in the floodplain or at a site subject to hazards, such as mine subsidence and hazardous industry, wherever feasible.

XXXIX. DEPARTMENT OF TREASURY

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business function, critical personnel, and essential records.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XL. TURNPIKE COMMISSION

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Develop and maintain plans and procedures for the implementation of assigned emergency activities.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of commission facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

5. Assist PEMA in developing, maintaining, and conducting the hazardous material safety program.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XLI. GOVERNOR'S OFFICE OF THE VICTIM ADVOCATE

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support a crime-related incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in incident management.

3. Develop and maintain the Commonwealth Homeland Security Crime Victims Response Plan.

4. Maintain a COOP plan that contains plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, designation of alternate workplace facilities, and designation of critical business functions, critical personnel, and essential records.

B. Mitigation

Maintain an aggressive public outreach campaign in order to prevent crime and reduce stigmatization of victims.

XLII. STATE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adopt and utilize the NIMS in all activities supporting emergency response, and ensure that personnel are appropriately trained in all-hazards incident management.

3. Assist in the development and maintenance of procedures for donations management activities.

4. Assist in the maintenance and management of a statewide database of volunteer organizations available for response and recovery activities.

B. Mitigation

Review the state mitigation project list to determine if funding may be available for projects.

XLIII. AMERICAN RED CROSS (ARC)

A. Preparedness

1. Ensure that response personnel are qualified and have appropriate training to support an incident.

2. Adapt and utilize the NIMS in all activities supporting emergency response and ensure that personnel are appropriately trained in all-hazards incident management.

3. Maintain an aggressive public outreach campaign in order to help citizens remain alert for, prepare for, and be aware of the hazards that may affect them.

4. Assist in the development and maintenance of procedures for the activities of ESF 6.

5. Maintain mass care and sheltering plans in cooperation with local governments and other state departments/agencies.

APPENDIX E - LISTING OF ACRONYMS USED

It is the nature of emergency services to strive for operational efficiencies by shortening the terms that are used. However, using acronyms can lead to confusion, especially for those who do not work in that area on a regular basis. The following is a list of those acronyms that are used in this plan. The authors acknowledge that this is not a comprehensive list of all acronyms used in emergency services. In those cases where conflicts arose, the plan will use the more prevalent acronym, and spell out the other term (e.g., "Preliminary Damage Assessment" and "Pennsylvania Department of Aging" will be spelled out, because Pennsylvania Department of Agriculture is the more common use in this plan for the letters "PDA."). Similarly, if one term has more than one acronym, the authors selected one for the sake of consistency.

AAR	After Action Review
ACP	Access Control Point
ALS	Advanced Life Support
AM	Amplitude Modulation
ARC	American Red Cross
AREP	Agency Representative
ARES	Amateur Radio Emergency Services
AT	Advanced Team
BRP	Bureau of Radiological Protection
CAP	Civil Air Patrol
CART	County Animal Rescue Team
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCP	Crisis Counseling Program
CDC	Centers for Disease Control
CENIC	Commonwealth Emergency News and Information Center (Replaced by JIC)
CEOP	Commonwealth Emergency Operation Plan
CERT	Community Emergency Response Team
CFR	Code of the Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CISM	Critical Incident Stress Management
CLEAN	Commonwealth Law Enforcement Assistance Network
COG	Continuity of Government
COOP	Continuity of Operations Planning
CPGs	Civil Preparedness Guides
CRCC	Commonwealth Response Coordination Center
CWCC	Commonwealth Watch and Warning Center
DCED	Pennsylvania Department of Community and Economic Development
DCNR	Pennsylvania Department of Conservation and Natural Resources
DCORT	Disaster Crisis Outreach Team
DEP	Pennsylvania Department of Environmental Protection
DFO	Disaster Field Office

DHHS	U.S. Department of Health and Human Services
DHS	Pennsylvania Department of Human Services
DMAT	Disaster Medical Assistance Teams
DMORT	Disaster Mortuary Teams
DMVA	Pennsylvania Department of Military and Veterans Affairs
DOC	Pennsylvania Department of Corrections
DOD	U.S. Department of Defense
DOH	Pennsylvania Department of Health
DOJ	U.S. Department of Justice
DRC	Disaster Recovery Center
EAN	Emergency Action Notification
EAS	Emergency Alerting System
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPC	Emergency Processing Center
EPI	Emergency Public Information
EAS	Emergency Alert System
ESF	Emergency Support Function
F	Fahrenheit
FBI	Federal Bureau of Investigation
FCC	Federal Communication Commission
FCO	Federal Coordinating Officer
FDA	U.S. Food and Drug Administration
FEMA	Federal Emergency Management Agency
FM	Frequency Modulation
FHA	Farmers Home Administration
FNAMS	Federal National Messaging System
FNARS	Federal National Radio System
FIG	Fort Indiantown Gap
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GOHS	Governor’s Office of Homeland Security
HBG	Harrisburg
HF	High Frequencies
HIT	Hazardous Information Transmission System
HVA	Hazards Vulnerability Analysis
IC	Incident Commander
ICS	Incident Command System
IFGP	Individual and Family Grant Program

IFLOWS	Integrated Flood Observation and Warning System
ISM	Incident Support Manager
IMT	Incident Management Team
IST	Incident Support Team
ITBs	Information Technology Bulletins
JFO	Joint Field Office
JIC	Joint Information Center
K-9	Police Dog
KCIT	Keystone Crisis Intervention Teams
LEPC	Local Emergency Planning Committee
LIHEAP	Low Income Heating Energy Assistance Program
LOFR	Liaison Officer
LPA	Local Public Agencies
LRTF	Local Recovery Task Force
LTRC	Long Term Recovery Committee
MH	Mental Health
MOU	Memorandum of Understanding
MH/MR	Mental Health/Mental Retardation
MSDS	Material Data Safety Sheet
MTF	Medical Treatment Facility
NAWAS	National Warning System
NDMS	National Disaster Medical System
NG	National Guard
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRF	National Response Framework
NRT	National Response Team
NUREG	Nuclear Regulation
NWC	National Warning Center
NWS	National Weather Service
OMHSAS	Office of Mental Health and Substance Abuse Services
OSHA	Occupational Safety and Health Administration
OVA	Governor’s Office of the Victim’s Advocate
PAANG	Pennsylvania Air National Guard
PAARNG	Pennsylvania Army National Guard
PANG	Pennsylvania National Guard
PaCIC	Pennsylvania Criminal Intelligence Center
PA TF-1	Pennsylvania Task Force One
PANET	Pennsylvania Telephone Network
PASART	Pennsylvania State Animal Rescue Team
PDA	Pennsylvania Department of Agriculture
PEHSC	Pennsylvania Emergency Health Services Council
PEIRS	Pennsylvania Emergency Incident Reporting System
PEMA	Pennsylvania Emergency Management Agency
PENN*LINK	Department of Education Communication System

PennDOT	Pennsylvania Department of Transportation
PENNTAP	Pennsylvania Technical Assistance Program
PENNVEST	Pennsylvania Infrastructure Investment Authority
PHMC	Pennsylvania Historical and Museum Commission
PIO	Public Information Officer
PSBC	Pennsylvania Small Business Development Center
PSP	Pennsylvania State Police
PSTN	Public Switched Telephone Network
PTAP	Pennsylvania Technical Assistance Program
RACES	Radio Amateur Civil Emergency Services
RAST	Rapid Assessment and Support Team
RCTTF	Regional Counterterrorism Task Force (Original term for RTF, see below)
RRCC	Regional Response Coordination Center
RTF	Regional Task Force
SAR	Search and Rescue
SARA Title III	Title III of the Federal Superfund Amendments and Reauthorization Act of 1986
SARDA	State and Regional Disaster Airlift
SBA	U.S. Small Business Administration
SC	Search and Rescue Coordinator
SCI	State Correctional Institution
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SEVAN	State Emergency Voice Alerting Network
SMC	Search and Rescue Mission Coordinator
SOP	Standard Operating Procedure
SR-A	State Relay-A
SRTF	State Recovery Task Force
TCP	Traffic Control Point
TTD	Telecommunications Device for the Deaf
UCS	Unified Command System
UHF	Ultra High Frequencies
US&R	Urban Search & Rescue Task Force
USAR	United States Army Reserve
USDA	United States Department of Agriculture
USDHS	United States Department of Homeland Security
VA	United States Department of Veterans Affairs
VHF	Very High Frequencies
VOAD	Voluntary Organizations Active in Disaster