

THE GOVERNOR

Title 4—ADMINISTRATION

PART I. GOVERNOR'S OFFICE

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[Executive Order 2002-1]

Commonwealth Internal Operations Emergency Preparedness Steering Committee

March 22, 2002

Whereas, the functions and services of the Commonwealth of Pennsylvania are essential to the well being of all of Pennsylvania's citizens; and

Whereas, the safety and well being of both the customers and employees of Commonwealth operations are of the highest priority; and

Whereas, the investment the Commonwealth has made in physical assets, resources, systems, and equipment is extensive and is the valued property of all Pennsylvanians; and

Whereas, there is a need to prepare for, prevent, rapidly respond to, and recover from emergency situations, including those stemming from natural causes and those resulting from individuals and/or groups whose intent is to cause harm; and

Whereas, there is a need to have an integrated approach for emergencies, including preparation, prevention, response, and recovery among all Commonwealth agencies; and

Whereas, all Commonwealth agencies must operate in a well coordinated and prepared approach to ensure the effective continuation of government operations and the safety of individuals.

Now, Therefore, I, Mark S. Schweiker, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws of the Commonwealth, do hereby direct all agencies under my jurisdiction to update, test, and be prepared to implement emergency preparedness plans for their internal operations. These plans are to include actions that each agency will take to ensure continuity of their essential operations in the event of a short or long-term emergency. The plans must be consistent with agency responsibilities outlined in the Commonwealth of Pennsylvania Emergency Operations Plan maintained by the Pennsylvania Emergency Management Agency.

The activities that agencies pursue in carrying out this Executive Order are to be consistent with the direction of the Governor's Task Force on Security outlined in Executive Order 2001-6. To provide leadership and guidance with emergency preparedness for internal government operations, as an appendage to the Governor's Task Force on Security, I do hereby establish the Commonwealth Internal Operations Emergency Preparedness Steering Committee whose primary objective is to oversee the development, coordination, and maintenance of agency internal emergency plans.



Governor

Fiscal Note: Gov. 02-1. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 6. ADDITIONAL COUNCILS AND COMMITTEES

**Subchapter F. COMMONWEALTH INTERNAL OPERATIONS
EMERGENCY PREPAREDNESS STEERING COMMITTEE**

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§ 6.51. Mission.

The mission of the Commonwealth Internal Operations Emergency Preparedness Steering Committee is to:

- (1) Provide guidelines, oversight and policy direction to agency heads on internal agency emergency plans.
- (2) Provide feedback to the Governor and to agency heads on needs for internal emergency prevention, preparation, response and recovery measures.
- (3) Assess the level of internal emergency preparedness among Commonwealth agencies and report to the Governor.

§ 6.52. Composition.

(a) The Secretary of Administration will serve as Chairperson and other members of the Commonwealth Internal Operations Emergency Preparedness Steering Committee (Steering Committee) consist of the:

- (1) Secretary of General Services.
- (2) Director of the Pennsylvania Emergency Management Agency.
- (3) Commissioner of the Pennsylvania State Police.
- (4) Secretary of Health.
- (5) Director of Homeland Security.

(b) The Steering Committee will draw on the expertise and cooperation of all State agencies and primarily will work through existing resources in State agencies, but will receive direct funding and staff as necessary to carry out its mission.

§ 6.53. Responsibilities.

(a) The Secretary of Administration is responsible for ensuring that comprehensive emergency preparedness/business continuity plans exist in all agencies to minimize any disruption of services and to support the continued mission of all Commonwealth agencies. The Secretary of Administration is responsible for reporting to the Governor and communicating to agencies on Commonwealth Internal Operations Emergency Preparedness Steering Committee (Steering Committee) policy direction and guidelines and serves as Secretary to the Executive Board for exceptional actions during emergencies. The Secretary of Administration shall provide direction and guidelines for human resource and information technology as part of an overall emergency preparedness, response and recovery plan.

(b) The Secretary of General Services is responsible for:

- (1) Capitol Police preparation for and prevention of emergencies and coordination of emergency response in buildings under their jurisdiction.
- (2) Central law enforcement reporting and monitoring during emergencies at Commonwealth facilities.
- (3) Acquisition and maintenance of protective features in facilities owned or leased by the Department of General Services.

(4) Guidelines for protective features in facilities housing State operations not owned or leased by the Department of General Services.

(5) Guidelines for responding to bomb threats or other terroristic acts.

(6) Design specifications for new Commonwealth buildings and facilities.

(c) The Director of the Pennsylvania Emergency Management Agency is responsible for:

(1) Providing consultation and assistance to all Commonwealth agencies on the development of emergency plans.

(2) Coordination of emergency response for government and nongovernment entities for local, regional or Statewide emergencies.

(3) Development, maintenance and promulgation of the Commonwealth of Pennsylvania Emergency Operations Plan and coordination with the Federal Emergency Management Agency.

(4) Direction of the Commonwealth Emergency Operations Center for State agency use.

(5) Assisting State agencies on recovery efforts after an emergency.

(6) Other articles under 35 Pa.C.S. (relating to health and safety).

(d) The Commissioner of the Pennsylvania State Police is responsible for:

(1) Statewide coordination of police activities.

(2) Response to emergencies at State facilities not under the jurisdiction of other police authorities.

(3) Statewide investigations and surveillance regarding emergencies.

(4) Coordination with Federal law enforcement officials and law enforcement officials from other states.

(5) Criminal background checks and related activities associated with emergencies.

(6) Forensic laboratory services associated with emergencies.

(e) The Secretary of Health is responsible for:

(1) Public health leadership and direction during emergencies.

(2) Assisting State agencies with assessing vulnerability for public health threats and developing prevention strategies.

(3) Responding to inquiries and needs for assistance during potential public health emergencies.

(4) Assisting with response, investigation and recovery when a public health emergency has occurred that affects Commonwealth operations.

(f) The Director of Homeland Security is responsible for providing consultation and assistance to the Commonwealth on the development of internal agency emergency preparedness and response plans, consistent with the preparedness activities external to State government. Specific attention to the geographic considerations of emergency readiness and response to chemical, biological, radiological/nuclear and cyber attacks will be made available to ensure a comprehensive enterprise-wide plan. Guidance will also be provided on the level of preparedness and recovery in this Commonwealth's infrastructure including public utilities, transportation, communication, medical and other essential community services.

§ 6.54. Reporting and communication.

The Commonwealth Internal Operations Emergency Preparedness Steering Committee shall prepare regular reports to the Governor on the status of emergency preparedness of agencies and shall communicate to the Office of General Counsel and agency heads on their progress and performance in emergency preparedness. Responsible agency heads shall communicate Commonwealth-wide policy and procedures on emergency preparedness within State government through the Directives Management System.

§ 6.55. Relationship with other agencies.

All Commonwealth agencies, boards and commissions under the Governor's jurisdiction shall cooperate fully with the Secretary of Administration and the Commonwealth Internal Operations Emergency Preparedness Steering Committee on the implementation of this subchapter.

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