

THE GOVERNOR

GOVERNOR'S OFFICE

[EXECUTIVE ORDER NO. 2005-07, AS AMENDED]

Fuel Conservation Program

December 30, 2005

Whereas, Hurricanes Katrina and Rita have caused devastation to the people and resources of the states of Alabama, Mississippi, Texas, and Louisiana including disruption in the production and refinement of petroleum in the Gulf of Mexico; and

Whereas, gasoline prices have reached an all time high across the country and there is a concern that shortages in liquid fuels might occur; and

Whereas, the Commonwealth is a significant consumer of liquid fuel products for transportation, heating, cooling, and other needs; and

Whereas, reducing Commonwealth consumption will reduce the overall demand for liquid fuels, which will help to reduce the risk of fuel shortages and alleviate price increases due to excess demand for limited supply.

Now, Therefore, I, Edward G. Rendell, Governor of the Commonwealth of Pennsylvania, by the virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws of the Commonwealth, do hereby instruct all Commonwealth agencies, boards, and commissions under the jurisdiction of the Governor to establish and follow a Fuel Conservation Program.

1. Fuel Conservation Program. The lead member of each agency, board, and commission shall refine existing or establish a new fuel conservation program to take effect immediately and continue until March 31, 2006, at which time the situation will be reviewed. It is possible that the fuel conservation program will be in effect for an extended amount of time.

2. Goals. The goals of each Fuel Conservation Program will be to:

- a. substantially reduce the amount of fuel consumed by Commonwealth agencies to help alleviate the threat of a fuel shortage;
- b. set forth necessary plans and actions to ensure the preservation of liquid fuels; and
- c. establish communication with external stakeholders, organizations, and all levels of government regarding the issue.

3. Components of a Fuel Conservation Program. A fuel conservation program shall consist of the following components:

- a. The use of video and tele-conferencing should be explored for all Commonwealth meetings where travel would normally be used.
- b. All discretionary travel should be eliminated for the duration of this Executive Order. If travel is required to a meeting, car pools or public transportation should be utilized.
- c. The use of Sports Utility Vehicles (SUVs), vans, and large trucks should be done with discretion.
- d. Each agency should carefully monitor their vehicle usage plans or guidelines particularly to vehicle idling, maintenance, tire pressure, driving suggestions, and other fuel conservation measures. In addition, each agency fleet manager should ensure that the agency is following the maintenance procedures for its vehicles to optimize fuel consumption. Whenever possible, fleet vehicles should be fueled at Commonwealth-owned garages.

4. Agency Responsibilities. The following agencies shall have the following specific responsibilities:

- a. Department of General Services (DGS) shall review the heating, cooling, and other energy conservation measures for each Commonwealth

building and ensure efficient energy use. DGS shall provide instructions per fleet usage and shall work with all agencies regarding the creation of fuel conservation programs for their fleet. DGS shall also limit the use of pool vehicles, especially SUVs, trucks, and vans. Finally, DGS shall review all grounds maintenance activities such as lawn care, leaf blowing, etc. to ensure maximum fuel efficiency and delay, where possible, routine grounds activities that involve the expending of liquid fuels.

b. Department of Environmental Protection (DEP) shall develop outreach programs for the public and local governments regarding their own fuel conservation programs. Additionally, DEP shall closely monitor the fuel situation across the country and provide a daily status briefing for the Governor.

5. **Duration.** This Executive Order shall take effect immediately and shall remain in effect until March 31, 2006, unless revised or rescinded.

Governor

Fiscal Note: GOV 06-02. No fiscal impact; (8) recommends adoption.

[Pa.B. Doc. No. 06-355. Filed for public inspection March 3, 2006, 9:00 a.m.]

Title 4—ADMINISTRATION

PART I. GOVERNOR'S OFFICE

[4 PA. CODE CH. 6]

[EXECUTIVE ORDER NO. 2006-1]

Commonwealth Continuity of Government Steering Committee

January 10, 2006

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, Edward G. Rendell, 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 and exercise on an annual basis, and be prepared to implement, continuity of government plans for their 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 continuity of government plans must be consistent with agency responsibilities outlined in the Commonwealth of Pennsylvania Emergency Operations Plan maintained by the Pennsylvania Emergency Management Agency and with guidance and policy provided by the Governor's Office of Administration.

To provide leadership and guidance with continuity of government, I do hereby establish the Commonwealth Continuity of Government Steering Committee, whose primary objective is to oversee the development, coordination, and maintenance of agency internal emergency plans.

Governor

Fiscal Note: GOV 06-1. 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 CONTINUITY OF GOVERNMENT STEERING COMMITTEE

§ 6.51. Mission.

The mission of the Commonwealth Continuity of Government 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 continuity of government preparedness among Commonwealth agencies and report to the Governor.

§ 6.52. Composition.

(a) The Secretary of Administration serves as Chairperson and other members of the Commonwealth Continuity of Government 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.
- (6) Other members as directed by the Governor.

(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 as much as possible.

§ 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 Continuity of Government Steering Committee policy direction and guidelines and serving 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 agency specific annexes to the State Emergency Operations Plan.

(2) Assisting the Secretaries of Health and General Services with providing guidance and direction on agency emergency medical, evacuation or other types of emergency response plans.

(3) Coordinating emergency response for government and nongovernment entities for local, regional or Statewide emergencies.

(4) Developing, maintaining and promulgating the Commonwealth of Pennsylvania Emergency Operations Plan and coordinating with the Federal Emergency Management Agency.

(5) Directing the Commonwealth Emergency Operations Center for State agency use.

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

(7) Other articles pursuant to 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 Continuity of Government Steering Committee shall prepare regular reports to the Governor on the status of continuity of government preparedness of agencies and communicate to the Office of General Counsel and agency heads on the progress and performance in emergency preparedness. Responsible agency heads are to report the status of emergency plan updates, exercises and implementations to the Secretary of Administration. Additionally, responsible agency heads are to 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 Continuity of Government Steering Committee on the implementation of this subchapter.

§ 6.56. Effective date.

This order shall take effect immediately and rescinds Executive Order 2002-1, dated March 22, 2002.

[Pa.B. Doc. No. 06-356. Filed for public inspection March 3, 2006, 9:00 a.m.]

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