

CHAPTER 3. CIVIL DEFENSE

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Subchapter A. EMERGENCY INTERIM SUCCESSION TO STATE OFFICES

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Authority

The provisions of this Subchapter A issued under section 5 of the Emergency Interim Executive and Judicial Succession Act of 1959 (71 P. S. § 779.5), unless otherwise noted.

Source

The provisions of this Subchapter A adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390, unless otherwise noted.

§ 3.1. Objective.

The objective of this subchapter is to provide, in accordance with the Emergency Interim Executive and Judicial Succession Act of 1959 (71 P. S. §§ 779.1—779.12), that in the event of enemy attack upon the United States there will be immediately available designated persons who may legally and temporarily exercise the powers and duties of unavailable State Officers.

Source

The provisions of this § 3.1 adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390.

§ 3.2. Definition of “state officers.”

The term “state officers” when used in this subchapter shall mean the heads of the following administrative departments:

- (1) Agriculture.
- (2) Banking.
- (3) Commerce.
- (4) Community Affairs.

- (5) Education.
- (6) Environmental Resources.
- (7) General Services.
- (8) Health.
- (9) Insurance.
- (10) Justice.
- (11) Labor and Industry.
- (12) Military Affairs.
- (13) Public Welfare.
- (14) Revenue.
- (15) State.
- (16) State Police.
- (17) Transportation.

Source

The provisions of this § 3.2 adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390.

§ 3.3. Designation by title and order.

- (a) State Officers shall designate emergency interim successors by position title and in order of succession.
- (b) Where position titles are identical, they shall be supplemented by the names of the individuals currently occupying the positions.

Source

The provisions of this § 3.3 adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390.

§ 3.4. Rules for designations.

State Officers shall, in addition to a deputy authorized under law to exercise all of the powers and discharge the duties of the office, designate three emergency interim successors who shall be full-time, salaried employees of their respective departments.

Source

The provisions of this § 3.4 adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390.

§ 3.5. Recording and revising designations.

- (a) Each State Officer shall record designations of emergency interim successors on Form OA-276, Designation of Emergency Interim Successors to State Officers. The form shall be prepared in quadruplicate and distributed as follows: original to Secretary of the Commonwealth, copy to Attorney General, copy to Director of Civil Defense and a copy for agency file. As needed, the Secretary of the Commonwealth shall provide additional copies to the Auditor General, State Treasurer and Governor's Office.

(b) Designations shall be made and filed between May 15 and June 15 of each even-numbered calendar year, even though no changes occurred during the preceding 24-month period.

(c) Changes that occur between biennial reporting periods are to be made promptly as prescribed in subsection (a).

§ 3.6. Announcing designations.

Each successor is to be informed of the designation and of his order of succession. This information is to be disseminated within agencies and is to be made available to the public upon request.

Source

The provisions of this § 3.6 adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390.

§ 3.7. Exercise of power by emergency interim successors.

An emergency interim successor shall exercise power and authority only as authorized by section 5 of the Emergency Interim Executive and Judicial Succession Act of 1959 (71 P.S. § 779.5).

Source

The provisions of this § 3.7 adopted May 19, 1978, effective May 20, 1978, 8 Pa.B. 1390.

Subchapter B. [Reserved]

Source

The provisions of this Subchapter B adopted by Proclamation dated March 19, 1951; reserved November 6, 1987, effective November 7, 1987, 17 Pa.B. 4551. Immediately preceding text appears at serial pages (41416) to (41417).

§§ 3.11—3.14. [Reserved].

Subchapter C. RESPONSIBILITIES OF DEPARTMENTS AND AGENCIES DURING EMERGENCIES

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| Sec. | |
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Source

The provisions of this Subchapter C adopted October 22, 1976, effective October 23, 1976, 6 Pa.B. 2640, unless otherwise noted.

§ 3.21. Purpose.

The purpose of this subchapter is to assign, in accordance with the provisions of the Pennsylvania Emergency Management Services Act of 1978 (P.L. 1332) emergency management responsibilities to Commonwealth departments and agencies for the mitigation of, preparedness for, response to and recovery from natural and man-made emergencies in the Commonwealth.

Source

The provisions of this § 3.21 adopted October 22, 1976, effective October 23, 1976, 6 Pa.B. 2640; amended September 5, 1980, effective September 6, 1980, 10 Pa.B. 3571. Immediately preceding text appears at serial page (41418).

§ 3.22. Policy.

To avoid duplication of services and in order to most effectively utilize the services and facilities of existing offices, departments, commissions, boards, bureaus and other agencies of the Commonwealth for emergency management activities,

the Pennsylvania Emergency Management Agency shall assign emergency management responsibilities to selected Commonwealth departments and agencies.

Source

The provisions of this § 3.22 adopted October 22, 1976, effective October 23, 1976, 6 Pa.B. 2640; amended September 5, 1980, effective September 6, 1980, 10 Pa.B. 3571. Immediately preceding text appears at serial page (41418).

§ 3.23. Procedures.

(a) Heads of agencies tasked with emergency management responsibilities shall designate one or more emergency representatives and shall insure that assigned responsibilities are fulfilled. Persons designated as emergency representatives shall have authority to act for the agency during emergencies.

(b) Agencies shall develop emergency plans for accomplishment of assigned emergency management responsibilities which shall be in accordance with and in support of the Pennsylvania Emergency Management Plan.

(c) Agency emergency plans shall be filed with the Pennsylvania Emergency Management Agency and shall be maintained current by the originating agency. The Pennsylvania Emergency Management Agency will periodically review agency emergency plans and suggest or require revisions.

(d) The Pennsylvania Emergency Management Agency shall furnish agency emergency representatives with such information, assistance and training as necessary to accomplish assigned emergency management responsibilities. The Pennsylvania Emergency Management Agency shall arrange for liaison between agency emergency representatives and appropriate Federal agencies having emergency management responsibilities.

Source

The provisions of this § 3.23 adopted September 5, 1980, effective September 6, 1980, 10 Pa.B. 3571.

§ 3.24. General responsibilities.

(a) Commonwealth departments and agencies shall be responsible for emergency management activities for Commonwealth offices and installations as follows:

(1) *General protection.* Develop emergency action plans for fire, flood, evacuation or other possible emergencies to protect personnel, property and essential records.

(2) *Training.* Conduct ongoing programs to familiarize employees with emergency procedures and to train selected agency emergency representatives in emergency responsibilities.

(3) *Major incident reporting.* Establish procedures for immediate reporting of major emergencies and for summary reporting of deaths, injuries, property damage or other disaster related occurrences.

(4) *Disaster analysis.* Develop procedures for the analysis of disaster effects for that segment of the economy or population that is the area of concern of the agency, to include the conduct of economic, social or psychological studies.

(5) *Tests and exercises.* Conduct periodic tests or exercises evaluating the effectiveness of agency emergency plans and procedures and make modifications or improvements based on the evaluations.

(b) Selected Commonwealth departments and agencies shall be assigned specific emergency management responsibilities in the following areas of activity, in addition to normal day-to-day activities:

(1) *Mitigation activities.* In addition to or in conjunction with the administration of ongoing agency programs and services, the listed office or agency may be assigned specific responsibilities for activities or programs that will reduce the severity or prevent the occurrence of disasters.

(2) *Preparedness activities.* In addition to the conduct of planning and organizational work essential to the discharge of responsibilities assigned elsewhere, the listed office or agency may be assigned specific responsibilities for activities that will enhance the capability of the Commonwealth to respond to disasters.

(3) *Emergency response activities.* In addition to the performance of normal functions on a day-to-day basis, the listed office or agency may be assigned specific responsibilities for activities to support Commonwealth disaster operations as dictated by actual needs.

(4) *Recovery activities.* As an essential part of the overall disaster relief effort, the listed office or agency may be assigned specific responsibilities for activities or programs that will support or accelerate immediate and long-term recovery of disaster stricken communities of the Commonwealth.

Source

The provisions of this § 3.24 adopted September 5, 1980, effective September 6, 1980, 10 Pa.B. 3571.

§ 3.25. Specific responsibilities.

(a) *Department of Aging.* The Department of Aging shall have the following responsibilities:

(1) *Mitigation activities.* Mitigation activities shall include the following:

(i) Assure that information on flood insurance is disseminated to the elderly.

(ii) Assure that 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.

(iii) Assure that relocation assistance is provided to the elderly affected by floodplain management projects.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities.

(ii) Maintain plans and procedures for the emergency evacuation of Department offices in the Capitol Complex, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(iii) Assure that Area Agencies on Aging have emergency preparedness plans and are linked to county emergency preparedness planning efforts.

(iv) Conduct training of Department and Area Agencies on Aging staff in emergency activities and procedures.

(v) Maintain a listing of resources of Area Agencies on Aging which could support disaster operations.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Coordinate and support the activities and resources of Area Agencies on Aging in a disaster.

(ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on problems involving special care for the elderly in a disaster.

(iii) Provide emergency response personnel to the Commonwealth's Harrisburg Emergency Operations Center, as requested by the Pennsylvania Emergency Management Agency.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Coordinate the provision of special State financial and other assistance to the elderly, following a disaster.

(ii) Disseminate information on the availability of emergency financial assistance, notably that provided by the Administration on Aging of the United States Department of Health and Human Services, to Area Agencies on Aging and coordinate the provision of such assistance.

(iii) Provide trained representatives to Disaster Assistance Centers established as a result of a Presidential declaration of "major disaster."

(b) *Department of Agriculture.* The Department of Agriculture shall have the following responsibilities:

(1) *Mitigation activities.* Mitigation activities shall include the following:

(i) Disseminate information on flood insurance to rural residents.

(ii) Disseminate information on protective actions that can prevent injury to people or limit damage to livestock, buildings, facilities and equipment.

(2) *Preparedness activities.* Preparedness activities shall include the following:

- (i) Maintain plans and procedures for the implementation of assigned emergency response activities and for dissemination of emergency information to the public through the Pennsylvania Emergency Management Agency.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities, to include dissemination of alert information to employes, implementation of evacuation and designation of key personnel to maintain essential Department functions.
- (3) *Emergency response activities.* Emergency response activities shall include the following:
- (i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of Department emergency response activities.
 - (ii) Collect and report to the Pennsylvania Emergency Management Agency, in conjunction with the Emergency Board of the United States Department of Agriculture, information on agricultural damage and the disruption of agricultural product supply and distribution.
 - (iii) Assist in the alleviation of immediate agriculture problems, including the disruption of product supply and distribution.
 - (iv) Supply technical advice and assistance in the inspection and disposal of damaged or contaminated food-stuffs and commodities.
 - (v) In conjunction with the Department of Environmental Resources, conduct agricultural sampling for analysis of radiation effects following an emergency nuclear incident, or of other hazardous substance effects following a hazardous substance incident.
- (4) *Recovery activities.* Recovery activities shall include the following:
- (i) Conduct, in conjunction with the Emergency Board of the United States Department of Agriculture, the specialized damage survey and reporting required to support a State request for Federal aid to residents of rural areas.
 - (ii) Disseminate, in conjunction with the Emergency Board of the United States Department of Agriculture, information on the availability of Federal assistance to farmers and on procedures for filing applications.
 - (iii) Implement special State farm aid programs to assist in alleviating unusual disaster problems in agricultural areas.
 - (iv) Provide assistance to residents of rural areas in filing applications for emergency aid and submitting property insurance claims.
 - (v) Provide trained representatives to Disaster Assistance Centers established as the result of a Presidential declaration of "major disaster."
- (c) *Department of the Auditor General.* The Department of the Auditor General shall have the following responsibilities:
- (1) *Mitigation activities.* No assignment to this category.

- (2) *Preparedness activities.* Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and the designation of key personnel to maintain essential Department functions.
- (3) *Emergency response activities.* No assignment to this category.
- (4) *Recovery activities.* Audit, under the provisions of Federal-State Disaster Assistance Agreements, State, county, local and other expenditures of Federal disaster assistance funds passed through the Commonwealth.
- (d) *Civil Service Commission.* The Civil Service Commission shall have the following responsibilities:
- (1) *Mitigation activities.* No assignment to this category.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
- (i) Maintain plans and procedures for the implementation of assigned recovery activities.
- (ii) Maintain plans and procedures for the emergency evacuation of Commission facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Commission functions.
- (3) *Emergency response activities.* No assignment to this category.
- (4) *Recovery activities.* Supply assistance in the recruitment of limited term employees required by State departments and agencies for the performance of essential administrative work and activities associated with the supply of disaster assistance.
- (e) *Department of Banking.* The Department of Banking shall have the following responsibilities:
- (1) *Mitigation activities.* Mitigation activities shall include the following:
- (i) Disseminate information on flood insurance to banks and other financial institutions.
- (ii) Advise and monitor procedures with financial institutions for the safeguarding and recovery of records to assure minimal disruption of services.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
- (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
- (ii) Maintain plans and procedures for the emergency evacuation of Department facilities, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.
- (3) *Emergency response activities.* Emergency response activities shall include the following:

- (i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to financial institutions and the disruption of financial services provided by the institutions.
- (ii) Assist in the establishment of temporary emergency banking services in disaster-stricken communities.
- (4) *Recovery activities.* Recovery activities shall include the following:
 - (i) Disseminate information on emergency financial assistance, Small Business Administration, Farmers Home Administration and other programs, to banks and other financial institutions and, in coordination with the Department of Commerce, to Local Industrial Development Authorities.
 - (ii) Supply to State departments and agencies and local governments professional advice and assistance on the financial aspects of economic recovery projects within disaster areas.
- (f) *Office of Budget and Administration.* The Office of Budget and Administration shall have the following responsibilities:
 - (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Develop and disseminate policies and procedures for the identification, preservation and protection of vital records.
 - (ii) Develop and disseminate policies and procedures for the protection of data processing systems and facilities.
 - (iii) Identify Commonwealth employees possessing special skills that could be called upon in disaster situations.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of office facilities, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential office functions.
 - (iii) Maintain plans and procedures for the dissemination of warning and evacuation alert information to Commonwealth departments and agencies.
 - (iv) Develop policies and procedures and assist departments and agencies in the development of plans for the emergency identification and protection of vital records during disasters and for the recovery and restoration of the records.
 - (v) Assist departments and agencies in the development of plans for the emergency protection of data processing facilities and equipment during disasters and for the recovery of the facilities and equipment.
 - (vi) Develop policies and procedures to be followed for emergency expenditures.
 - (3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Assign Commonwealth employes to temporary duty with State departments and agencies, other than those in which they are normally employed, for the performance of specific and essential disaster operational or assistance work and activities.

(ii) Transfer Commonwealth emergency funds, as directed by the Governor, to State departments and agencies for specified emergency operational purposes.

(iii) Provide technical advice and assistance to other State agencies, local government and nonprofit organizations on records recovery.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) In coordination with the Civil Service Commission, recruit temporary employes needed by State agencies for the performance of essential administrative work and activities associated with disaster recovery.

(ii) Allocate designated funds to State departments and agencies for use in authorized disaster assistance activities.

(iii) Supply advice and assistance in matters relating to the receipt, custody, disbursement and accounting of funds contributed to the Governor or the Commonwealth for disaster relief purposes.

(iv) Provide continuing advice and assistance to other State agencies, local government and nonprofit organizations on long term records recovery and records management.

(g) *Department of Commerce.* The Department of Commerce shall have the following responsibilities:

(1) *Mitigation activities.* Disseminate information on flood insurance to business, industrial and commercial organizations.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities.

(ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employes, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(iii) Identify businesses and industries with resources to meet disaster needs.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and disruption of business, industrial and commercial facilities and services, to include resultant unemployment and loss of income.

- (ii) Provide emergency response personnel to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency.
- (4) *Recovery activities.* Recovery activities shall include the following:
 - (i) Disseminate information on the availability of emergency financial assistance, Small Business Administration, Economic Recovery Administration and other loans, to business, industrial and commercial organizations adversely affected by disasters, in coordination with the Department of Banking.
 - (ii) Provide assistance to business, industrial and commercial organizations in the acquisition of excess and surplus Federal property made available for distribution and use in disaster situations.
 - (iii) Provide assistance to business, industrial and commercial organizations in matters relating to the temporary or permanent relocation of establishments and facilities adversely affected by disasters.
 - (iv) Prepare, as directed by the Governor, requests for Federal implementation of temporary emergency allocation measures governing the supply of construction materials within disaster areas.
 - (v) Develop and implement, as authorized, specialized disaster assistance programs for business, industrial and commercial organizations.
 - (vi) Supply, to State departments and agencies and county and local governments, advice and assistance in the business, industrial and commercial aspects of economic recovery projects within disaster areas.
 - (vii) Conduct, as requested by the Pennsylvania Emergency Management Agency, economic impact studies for disaster-stricken communities.
- (h) *Department of Community Affairs.* The Department of Community Affairs shall have the following responsibilities:
 - (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Supply to county and local government officials information, advice and assistance in establishing eligibility to participate in the Federal Flood Insurance Program, and promote such participation.
 - (ii) Maintain listings of those county and local governments which have established eligibility to participate in the Federal Flood Insurance Program.
 - (iii) Assure the incorporation of essential flood control and floodplain management provisions in community redevelopment and recreational facility development plans and programs, and assure that the facilities are not subject to other hazards such as mine subsidence and hazardous industry, particularly where the Commonwealth may make a financial contribution.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities to include the temporary housing program.

(ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(iii) Conduct training for county and local officials in the administration of temporary housing and other disaster assistance activities.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report to the Pennsylvania Emergency Management Agency, information on disaster and emergency damage and problems, in particular damage to community housing, redevelopment and recreational facilities and the possible need for temporary emergency housing.

(ii) Conduct, as requested by the Pennsylvania Emergency Management Agency, special field surveys of municipal nature, including damage to buildings and housing, to include submission of reports and findings.

(iii) Determine specific temporary housing requirements, prepare requests for Federal assistance and provide overall coordination of temporary housing operations.

(iv) Conduct special surveys to determine possible need for the supply of temporary emergency transportation and similar specialized community services to include the preparation and filing or assistance in the preparation and filing of requests for Federal assistance.

(v) Provide emergency response personnel to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Disseminate, to county and local government officials, information on the availability of Federal emergency loans.

(ii) Provide trained representatives to State Disaster Assistance Centers for the administration of the State temporary housing program.

(iii) Provide assistance to county and local government in the redevelopment or relocation of disaster-stricken communities.

(iv) Conduct analyses of the need for and coordinate the implementation of Commonwealth plans and programs for the long range economic recovery of a disaster area.

(i) *Department of Education.* The Department of Education shall have the following responsibilities:

(1) *Mitigation activities.* Develop, in coordination with the Pennsylvania Emergency Management Agency, materials designed to educate school students, faculty, school administration and the general public in response to disasters.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response activities.

(ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(iii) Provide assistance to educational institution administrators in the development of uniform emergency procedures for response to disasters.

(iv) Develop a resource inventory of facilities and equipment under the purview of the Department that can be committed to disaster response.

(v) 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.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and disruption of public and private educational facilities and systems.

(ii) Provide general direction and support of emergency operations involving the use of facilities and equipment under the purview of the Department for disaster relief purposes.

(iii) Provide emergency response personnel to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency.

(iv) Operate a Statewide educational communications system for dissemination of information and coordination of activities during a disaster.

(v) Develop and implement policy for the closing of schools and the disposition of school students in a disaster.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Disseminate information on the availability of emergency financial assistance, notably that provided by the United States Department of Health and Human Services, to public and private educational institutions adversely affected by disasters.

(ii) Supply, as requested by the Pennsylvania Emergency Management Agency, professional engineering assistance in those educational facility damage survey and reporting activities which are prerequisite to the preparation and filing of Federal Disaster Assistance Project Applications, to include assistance in the inspection of completed repair and replacement work.

(iii) Prepare and submit or assist in the preparation and submission of Federal Disaster Assistance Project Applications filed by or on behalf of State and private nonprofit educational institutions.

(iv) Prepare and submit or assist in the preparation and submission of applications for specialized educational assistance grants, when authorized.

- (v) Supply, as requested by county and local agencies, professional advice and assistance in the development of specialized training programs designed to assist disaster victims in gaining job skills for reemployment.
- (vi) Develop and implement policy for the reopening of schools after a disaster and investigate relief from the 180-day requirement for those schools.
- (j) *Department of Environmental Resources.* The Department of Environmental Resources shall have the following responsibilities:
 - (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Disseminate information on mine subsidence insurance in areas subject to mine subsidence.
 - (ii) Supply to Commonwealth departments and agencies, as requested, technical advice and assistance in matters relating to flood control, storm water management and floodplain management.
 - (iii) Maintain profiles of dams with structural problems and streams and rivers with flooding tendencies, and cooperate with responsible governmental and private entities for mitigation of such hazards.
 - (iv) Maintain detailed records of commercial nuclear generating station facility operations and of toxic waste sites in the Commonwealth.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities, to include technical assistance in the development of radiological emergency response plans.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.
 - (iii) Insure the development of emergency flood warning and evacuation plans by all owners of high hazard dams throughout the Commonwealth.
 - (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of Department emergency response activities.
 - (ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and disruption of State owned flood control, forest, park and recreational facilities and services, and public water supply and sewage disposal systems and facilities.
 - (iii) Supply technical advice and assistance in the emergency protection of flood control structures and dams, evaluation of the integrity of such

structures and repair or replacement of public water supply and sewage disposal systems and facilities.

(iv) Conduct, in coordination with the Department of Health, field surveys of public health hazards, actual or potential, and notify the appropriate officials concerning such hazards.

(v) Supply technical advice and assistance in the alleviation of public health hazards, including actions associated with the decontamination or other handling of radioactive materials, biological agents and other toxic or hazardous materials. Also, assist in air, water, food or vector transmitted disease outbreaks and vector control activities.

(vi) Supply technical advice and assistance in the inspection and disposal of damaged or contaminated foodstuffs and commodities and decontamination of household goods.

(vii) Direct major waste disposal operations required as a result of a disaster occurrence.

(viii) Collect and report, to the Pennsylvania Emergency Management Agency, information on major forest and grassland fires.

(ix) Direct overall operations associated with extinguishing major forest and grassland fires.

(x) Collect and report, to the Pennsylvania Emergency Management Agency, as well as to the Governor and the Secretary of Health, as appropriate, technical information and data concerning emergency nuclear incidents.

(xi) Supply technical advice and assistance in emergency protection and operational activities with emergency nuclear incidents, to include employment of technical staff and equipment to determine levels of radiation and recommend emergency measures to protect the public from exposure to radiation.

(xii) Conduct field surveys of occupational health hazards resulting from a disaster.

(xiii) Control the movement, use and storage of explosives during an emergency situation.

(xiv) Supply technical advice and assistance in the alleviation of hazards caused by mine subsidence.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Disseminate information on Federal financial assistance available to the operators of publicly owned water supply and sewage disposal systems and solid waste facilities.

(ii) Supply, as requested by the Pennsylvania Emergency Management Agency, professional engineering assistance in the flood control, forest, park and recreational facility and public water supply and sewage system damage survey and reporting work which is a prerequisite to the preparation and filing of Federal Disaster Assistance Project Applications, to include inspection of completed repair and replacement work.

(iii) Prepare and submit requests for Federal financial assistance in timber removal operations necessitated by major disasters as declared by the President, and direct overall timber removal operations.

(iv) Supply technical advice and assistance in flood control and floodplain management measures pertinent to major disaster recovery plans and programs.

(k) *Fish Commission.* The Fish Commission shall have the following responsibilities:

(1) *Mitigation activities.* Provide advice and assistance to Commonwealth departments and agencies in floodplain management activities as applied to specified localities along waterways.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response activities.

(ii) Maintain plans and procedures for emergency evacuation of Commission facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Commission functions.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and problems faced at commission installations and facilities.

(ii) Conduct, as requested by the Pennsylvania Emergency Management Agency, special site surveys of conditions or problems at specified locations along waterways and at or in the vicinity of water impoundments.

(iii) Assist in county and local rescue and evacuation operations carried out along waterways and at or in the vicinity of water impoundments.

(iv) Assist in emergency water transport operations.

(v) Assist, as requested by the Department of Environmental Resources, in emergency operations associated with the extinguishment of major forest and grassland fires.

(vi) Provide emergency response personnel to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency.

(4) *Recovery activities.* Supply technical advice and assistance in matters relating to the proper conduct of disaster recovery projects in or along waterways or in the vicinity of water impoundments.

(l) *Game Commission.* The Game Commission shall have the following responsibilities:

(1) *Mitigation activities.* No assignment to this category.

- (2) *Preparedness activities.* Preparedness activities shall include the following:
- (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Commission facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Commission functions.
- (3) *Emergency response activities.* Emergency response activities shall include the following:
- (i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of emergency response activities.
 - (ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and problems faced at Commission installations and facilities.
 - (iii) Assist, as requested by the Pennsylvania Emergency Management Agency, in the conduct of emergency communications operations.
 - (iv) Conduct, as requested by the Pennsylvania Emergency Management Agency, special site surveys of conditions at specified points, particularly in rural areas.
 - (v) Assist, as requested by the Pennsylvania Emergency Management Agency, in county and local rescue and evacuation operations, particularly along waterways and around water impoundments.
 - (vi) Assist, as requested by the Department of Environmental Resources, in operations associated with the extinguishment of major forest and grassland fires.
- (4) *Recovery activities.* No assignment to this category.
- (m) *Department of General Services.* The Department of General Services shall have the following responsibilities:
- (1) *Mitigation activities.* Mitigation activities shall include the following:
- (i) Develop and implement, assisted by the Department of Insurance, a comprehensive Commonwealth property risk insurance plan and program.
 - (ii) Assure 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.
 - (iii) Develop and disseminate policies and procedures for the protection of communications systems and facilities.
 - (iv) Assure the existence of appropriate flood and other insurance coverage on facilities and equipment toward the cost of which the Department has made a financial contribution or in which it has a financial interest.

(v) Assure that 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.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response activities.

(ii) Maintain plans and procedures for the emergency evacuation of department facilities, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(iii) Maintain emergency action plans for fire, flood, evacuation, and the like, for Commonwealth properties comprising the Capitol Complex at Harrisburg, together with the State Office buildings in Philadelphia, Pittsburgh, Altoona and Scranton.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on major dangers or damages faced or suffered at facilities under jurisdiction of the Department.

(ii) Conduct emergency actions essential to the protection of people and property, or the maintenance or restoration of basic services, at facilities under jurisdiction of the Department.

(iii) Provide technical advice and assistance to the Pennsylvania Emergency Management Agency in the immediate establishment or restoration of essential communications in a disaster.

(iv) Procure or assist in the procurement of equipment, materials and supplies required by Commonwealth departments and agencies to be used for emergency operational purposes, including the emergency supply of surplus State property.

(v) Establish and operate, as requested by the Pennsylvania Emergency Management Agency, strategic supply locations for the provision of essential materials and equipment to a disaster area.

(vi) Assign, in accordance with such priorities as may be established by the Pennsylvania Emergency Management Agency, State owned motor vehicles to Commonwealth departments and agencies to be used for emergency operational purposes.

(vii) Supply, in coordination with the Department of Agriculture, technical advice and assistance in the inspection and disposal of damaged or contaminated foodstuffs and commodities.

(viii) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to installations and facilities under construction under contract with the Department.

(ix) Provide emergency response personnel to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Supply, as requested by the Pennsylvania Emergency Management Agency, professional engineering assistance in damage survey and reporting work and activities prerequisite to the preparation and filing of Federal Disaster Assistance Project Applications, to include the inspection of completed repair and replacement work.

(ii) Supply assistance in the acquisition and allocation of excess and surplus Federal property made available for use under Federal emergency and disaster declaration.

(iii) Supply assistance in the acquisition and support of temporary facilities for Disaster Assistance Teams in the event of a Presidential declaration of major disaster.

(iv) Provide assistance to agencies in the restoration of telecommunications after a disaster.

(n) *Governor's Energy Council.* The Governor's Energy Council shall have the following responsibilities:

(1) *Mitigation activities.* Conduct a continuing public awareness program for energy conservation, particularly in energy shortage situations.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response activities.

(ii) Maintain plans and procedures for the emergency evacuation of Council facilities, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential council functions.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Deploy emergency response team representatives to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of emergency response activities.

(ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on anticipated or existing energy problems, including service disruptions and supply shortages.

(iii) Allocate fuel, under a priority system established for the particular situation to affected Commonwealth communities.

- (4) *Recovery activities.* Conduct economic studies following energy shortage or supply disruption, or both, as requested by the Pennsylvania Emergency Management Agency.
- (o) *Governor's Press Secretary's Office.* The Governor's Press Secretary's Office shall have the following responsibilities:
- (1) *Mitigation activities.* No assignment to this category.
 - (2) *Preparedness activities.* Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Provide overall policy guidance for public information activities associated with Commonwealth emergency operations.
 - (ii) Provide support, as requested by the Pennsylvania Emergency Management Agency, to press centers established in the vicinity of the Harrisburg Emergency Operations Center, at any of the three Area Emergency Operations Centers, or a temporary field emergency operations centers, as required.
 - (iii) Establish and operate a rumor control center, as necessary, during emergency operations.
 - (4) *Recovery activities.* Continue to provide overall policy guidance for public information activities.
- (p) *Department of Health.* The Department of Health shall have the following responsibilities:
- (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Disseminate information on flood insurance to public and private medical and health agencies and organizations.
 - (ii) Provide information to health professionals and facilities on the health effects of radiation, treatment for exposure and potential protective actions.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities to include technical assistance in the development of radiological emergency response plans.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.
 - (iii) Develop and disseminate basic emergency medical and health information relating to disaster situations.
 - (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as

requested by the Pennsylvania Emergency Management Agency, for the coordination of Department emergency response activities.

(ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to or disruption of medical and health facilities and systems.

(iii) Survey and report, to the Pennsylvania Emergency Management Agency and county and local officials directly concerned, public health hazards, actual or potential, and take actions required to eliminate the hazards.

(iv) Supply technical advice and assistance in emergency protection activities associated with emergency nuclear incidents to include the supply and distribution of radioprotective drugs.

(v) Provide emergency medical and health care services through Department installations and facilities.

(vi) Assist in the emergency procurement and distribution of medical and health equipment, materials and supplies for use in disaster response.

(vii) Supply professional medical and health advice and assistance in disaster situations.

(viii) Establish and operate or assist in the establishment and operation of mortuary facilities required in disaster situations.

(ix) Provide information to the office of the Governor on the staffing of medical facilities in disaster situations, including emergency nuclear incidents.

(4) *Recovery activities.* Prepare and submit or assist in the preparation and submission of Federal Disaster Assistance Project Applications filed by or on behalf of State and private, nonprofit medical and health institutions and organizations.

(q) *Higher Educational Facilities Authority.* The Higher Educational Facilities Authority shall have the following responsibilities:

(1) *Mitigation activities.* Mitigation activities shall include the following:

(i) Assure that facilities and equipment in which the authority has a financial or other direct interest is covered by appropriate flood and other insurance.

(ii) Assure that new facilities and equipment, toward the cost of 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.

(2) *Preparedness activities.* No assignment to this category.

(3) *Emergency response activities.* No assignment to this category.

(4) *Recovery activities.* Disseminate information on the availability of Federal emergency assistance to agencies and organizations to which the authority extends financial assistance.

(r) *Historical and Museum Commission.* The Historical and Museum Commission shall have the following responsibilities:

- (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Disseminate information on flood insurance to public and private historical organizations and museums.
 - (ii) Disseminate information, in coordination with the Office of Budget and Administration, to Commonwealth departments and agencies and county and local governments on identification and protection of vital records, items of art and other properties.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Commission facilities to include dissemination of alert information to employes, implementation of evacuation and designation of key personnel to maintain essential Commission functions.
 - (iii) Develop and distribute, in coordination with the Office of Budget and Administration, to agencies of government and public and private historical organizations, an emergency manual to assist in planning for protection and recovery of vital records.
 - (iv) Develop and train teams in the recovery and restoration of vital records.
- (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and problems faced at agency installations and facilities.
 - (ii) Supply technical advice and assistance in the recovery and restoration of historical and museum materials and records vital to government functions.
- (4) *Recovery activities.* Supply, as requested by the Pennsylvania Emergency Management Agency, assistance in the damage survey and reporting work which is required for the preparation and filing of Federal Disaster Assistance Project Applications, to include inspection of completed preservation, restoration and replacement work to historical and museum facilities.
- (s) *Human Relations Commission.* The Human Relations Commission shall have the following responsibilities:
 - (1) *Mitigation activities.* No assignment to this category.
 - (2) *Preparedness activities.* No assignment to this category.
 - (3) *Emergency response activities.* No assignment to this category.
 - (4) *Recovery activities.* Take appropriate action designed to assure compliance with State and Federal nondiscrimination statutes and regulations as related to the supply of disaster assistance to eligible agencies, organizations and individuals.

(t) *Department of Insurance.* The Department of Insurance shall have the following responsibilities:

(1) *Mitigation activities.* Provide, to the Governor and the Secretary of General Services, professional advice and assistance in matters relating to the establishment of a Commonwealth insurance program meeting Federal flood insurance requirements.

(2) *Preparedness activities.*

(i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities.

(ii) Maintain plans and procedures for the emergency evacuation of Department facilities, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(3) *Emergency response activities.* Supply, as requested by the Pennsylvania Emergency Management Agency, such property damage information as may be available through insurance industry channels.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Supply, to the Pennsylvania Emergency Management Agency, professional advice and assistance in the evaluation of property damage information and reports.

(ii) Provide trained representatives to Disaster Assistance Centers established as the result of a Presidential declaration of major disaster.

(u) *Department of Justice.* The Department of Justice shall have the following responsibilities:

(1) *Mitigation activities.* No assignment to this category.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities.

(ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Supply legal advice and assistance to the Governor, Lieutenant Governor and the Pennsylvania Emergency Management Agency, and maintain a call list of appropriate legal officers.

(ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on disaster damage to and problems faced at correctional institutions and facilities.

(4) *Recovery activities.* Recovery activities shall include the following:

- (i) Aid those persons affected by an emergency so that they might avail themselves of the programs and assistance offered by State agencies assigned to deal with the emergency.
- (ii) Conduct surveillance and investigation or assist in the conduct of surveillance and investigation of potential and reported fraud associated with financial disaster assistance.
- (iii) Conduct appropriate action designed to assure effective consumer protection during disaster situations, particularly in the recovery phases.
- (v) *Department of Labor and Industry.* The Department of Labor and Industry shall have the following responsibilities:
 - (1) *Mitigation activities.* Conduct a program to promote fire prevention in the Commonwealth.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.
 - (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Collect and report, to the Pennsylvania Emergency Management Agency, information on unemployment caused by disasters, in coordination with the Department of Commerce.
 - (ii) Assist in the recruitment of skilled and unskilled labor required for State, county and local emergency operations.
 - (iii) Make available, as requested by the Pennsylvania Emergency Management Agency, office space for disaster information offices.
 - (iv) Report, to the Pennsylvania Emergency Management Agency, information on damage to Department facilities.
 - (4) *Recovery activities.* Recovery activities shall include the following:
 - (i) Provide assistance in the economic recovery of disaster areas, particularly in the payment of unemployment compensation.
 - (ii) Provide trained representatives to Disaster Assistance Centers established as the result of a Presidential declaration of major disaster.
 - (w) *Liquor Control Board.* The Liquor Control Board shall have the following responsibilities:
 - (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Disseminate information on flood insurance to the owners of facilities leased by the Board.

- (ii) Assure that 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.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Board facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential functions.
- (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and problems faced at facilities under jurisdiction of the Board.
 - (ii) Adopt and enforce temporary emergency measures essential to control or suspend the distribution and sale of alcoholic beverages.
 - (iii) Supply, as requested by the Pennsylvania Emergency Management Agency, alcoholic beverages for use in a disaster for emergency medical care.
 - (iv) Inspect and dispose of damaged or contaminated alcoholic beverages.
 - (v) Supply, as requested by the Pennsylvania Emergency Management Agency, mobile radio communications support of disaster operations.
- (4) *Recovery activities.* Disseminate information on Federal disaster assistance to the owners of facilities leased by the Board.
- (x) *Department of Military Affairs.* The Department of Military Affairs shall have the following responsibilities:
 - (1) *Mitigation activities.* Mitigation activities shall include the following:
 - (i) Coordinate with the Department of General Services to assure the existence of appropriate flood and other insurance coverage on facilities and equipment under department jurisdiction.
 - (ii) Assure that new facilities and equipment or reconstruction of severely damaged facilities under Department jurisdiction will not be located in the floodplain or at a site subject to hazards such as mine subsidence and hazardous industry, wherever economically feasible.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to

employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of Department emergency response activities.

(ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and problems faced at Department installations and facilities.

(iii) Supply, as directed by the Governor and as requested by the Pennsylvania Emergency Management Agency and in accordance with the Pennsylvania Disaster Operations Plan, assistance in rescue, evacuation, medical care, mass care, maintenance of law and order, air and ground transport, debris removal and other basic and essential disaster relief operations. Response to these missions will be on a temporary emergency basis and will only be requested when all other state, county, and local forces have been committed.

(4) *Recovery activities.* Provide, as requested by the Pennsylvania Emergency Management Agency, armories for use as advance operations centers or emergency mass care or disaster assistance centers when such use does not interfere with the operations and missions of the Department.

(y) *Navigation Commission for the Delaware River and its Navigable Tributaries.* The Navigation Commission for the Delaware River and its Navigable Tributaries shall have the following responsibilities:

(1) *Mitigation activities.* No assignment to this category.

(2) *Preparedness activities.* No assignment to this category.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on emergency conditions and problems in or along the Delaware River and its navigable tributaries.

(ii) Assist in operations associated with alleviation of emergency problems in or along the Delaware River and its navigable tributaries.

(4) *Recovery activities.* No assignment to this category.

(z) *Pennsylvania Emergency Management Agency.* The Pennsylvania Emergency Management Agency shall have the following responsibilities:

(1) *Mitigation activities.* Mitigation activities shall include the following:

(i) Supply, to Commonwealth departments and agencies and county and local governments, policy guidance, technical information, advice and assistance in planning for programs and activities designed to reduce the severity or prevent the occurrence of disasters.

(ii) Provide for a Hazard Mitigation Coordinator for the Commonwealth, together with appropriate staffing to support this function.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Supply, to Commonwealth departments and agencies, technical information, advice and assistance in the planning essential to effective discharge of their emergency responsibilities.

(ii) Supply, to county and local government officials and representatives, information concerning emergency preparedness, response and recovery responsibilities to include training for operational and recovery activities.

(iii) Prepare and maintain a Pennsylvania Emergency Management Plan and required contingency plans to provide for Commonwealth and local disaster emergency management responsibilities; coordination of Federal, Commonwealth and local emergency management activities; and the development of emergency operational principles.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Disseminate, to the Governor, Lieutenant Governor, Council Members, department and agency emergency representatives and county and local governments, precautionary notices, watches and warnings of actual or potential disasters and emergencies.

(ii) Prepare summary and special situation reports for use in the coordination of State, county and local emergency operations.

(iii) Draft emergency proclamations and State requests for Federal disaster and emergency declarations and associated Federal assistance.

(iv) Provide direction and control in the coordination of State, county and local emergency operations, to include the development and adoption of emergency orders, regulations and rules.

(v) Coordinate the supply of essential manpower and materials assistance in State, county and local emergency operations.

(4) *Recovery activities.* Recovery activities shall include the following:

(i) Coordinate the dissemination of information on Federal emergency assistance available to public and private agencies and organizations, and individuals and families.

(ii) Supply technical information, advice and assistance in procuring available Federal and State emergency assistance.

(iii) Coordinate for the Commonwealth, Federal emergency public assistance by managing Municipal Information Centers and processing project applications.

(iv) Coordinate, for the Commonwealth, individual and family Federal emergency assistance by managing Disaster Assistance Centers.

(v) Provide information, advice and assistance in the preparation and filing of applications for Federal community disaster loans.

(aa) *Pennsylvania State Police*. The Pennsylvania State Police shall have the following responsibilities:

(1) *Mitigation activities*. No assignment to this category.

(2) *Preparedness activities*. Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency responsibilities.

(ii) Maintain plans and procedures for the emergency evacuation of State Police facilities to include dissemination of alert information to employes, implementation of evacuation and designation of key personnel to maintain essential State Police functions.

(iii) Maintain plans and procedures, in coordination with the Department of Transportation, for routing and route control associated with the emergency evacuation of the Capitol Complex and State office buildings in Philadelphia, Pittsburgh, Scranton and Altoona.

(3) *Emergency response activities*. Emergency response activities shall include the following:

(i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of State Police emergency response activities.

(ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on major or significant disaster effects and problems including, particularly, facts relating to human deaths and injuries, loss of electric power, highway traffic disruption, maintenance of law and order and unusual occurrences or dangers.

(iii) Collect and maintain, in disaster situations, official Statewide records of dead and missing persons, to include periodic reporting of summary statistics to the Pennsylvania Emergency Management Agency.

(iv) Supply, to the Pennsylvania Emergency Management Agency, as requested by means of the Commonwealth Law Enforcement Assistance Network and other State Police facilities, assistance in the dissemination of essential disaster information and instructions.

(v) Supply, as requested, police assistance in State, county and local emergency operations.

(vi) Assist in the establishment and operation of emergency mortuary facilities and services including, particularly, aid in identification of the dead.

(vii) Implement, upon request, suspension of the sale of firearms, explosives and combustibles.

(4) *Recovery activities*. No assignment to this category.

(bb) *Board of Probation and Parole*. The Board of Probation and Parole shall have the following responsibilities:

(1) *Mitigation activities*. No assignment to this category.

- (2) *Preparedness activities.* Maintain plans and procedures for the emergency evacuation of Board facilities, to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Board functions.
- (3) *Emergency response activities.* No assignment to this category.
- (4) *Recovery activities.* Adopt such temporary emergency policies and procedures as may be deemed appropriate for continuing probation and parole functions within disaster areas.
- (cc) *Public School Building Authority.* The Public School Building Authority shall have the following responsibilities:
- (1) *Mitigation activities.* Mitigation activities shall include the following:
- (i) Assure the existence of appropriate flood and other insurance coverage on facilities and equipment in which the authority has a financial or other direct interest.
- (ii) Assure that new facilities and equipment, toward 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.
- (2) *Preparedness activities.* No assignment to this category.
- (3) *Emergency response activities.* No assignment to this category.
- (4) *Recovery activities.* Disseminate information on the availability of Federal emergency assistance to agencies and organizations to which the authority extends financial assistance.
- (dd) *Public Television Network Commission.* The Public Television Network Commission shall have the following responsibilities:
- (1) *Mitigation activities.* Mitigation activities shall include the following:
- (i) Broadcast, as requested and assisted by Commonwealth departments and agencies, essential information on emergency preparedness including flood insurance and floodplain management programs.
- (ii) Assist Commonwealth departments and agencies in the development of public awareness information concerning disasters of all kinds.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
- (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
- (ii) Maintain plans and procedures for the emergency evacuation of Commission facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Commission functions.
- (3) *Emergency response activities.* Emergency response activities shall include the following:

- (i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and problems faced at Commission installations and facilities.
- (ii) Broadcast, as requested by the Pennsylvania Emergency Management Agency, emergency information and instructions.
- (iii) Provide, as requested by the Pennsylvania Emergency Management Agency, emergency communications support in a disaster.
- (4) *Recovery activities.* Broadcast, as requested by Commonwealth departments and agencies, information on available emergency assistance and procedures to be followed in obtaining it.
- (ee) *Public Utility Commission.* The Public Utility Commission shall have the following responsibilities:
 - (1) *Mitigation activities.* No assignment to this category.
 - (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Commission facilities, to include dissemination of alert information to employes, implementation of evacuation and designation of key personnel to maintain essential Commission functions.
 - (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Collect and report, to the Pennsylvania Emergency Management Agency, information on major damage to and disruption of public utility systems, facilities and services including, particularly, prolonged disruptions of electric power service.
 - (ii) Conduct, as requested by the Pennsylvania Emergency Management Agency, special site surveys of utility service conditions and problems within specified areas.
 - (iii) Supply technical advice and assistance in the emergency operation of public utility systems and facilities and the supply of services.
 - (iv) Assist, as requested by the Pennsylvania Emergency Management Agency, in essential and priority transport of materials and equipment required in a disaster.
 - (v) Provide emergency response personnel to the Harrisburg Emergency Operations Center of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency.
 - (4) *Recovery activities.* Supply technical advice and assistance in the reestablishment of public utility systems disrupted by emergencies.
- (ff) *Department of Public Welfare.* The Department of Public Welfare shall have the following responsibilities:

- (1) *Mitigation activities.* Disseminate information on flood insurance to clients and to operators of mental health and special care facilities.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
 - (i) Maintain plans and procedures for the implementation of assigned emergency response and recovery activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities, to include dissemination of alert information to employes, implementation of evacuation and designation of key personnel to maintain essential Department functions.
 - (iii) Develop a State plan for the issuance of cash grants to meet disaster related needs of individuals and families affected by a Presidentially declared major disaster.
 - (iv) Develop a State plan for the emergency issuance of food stamps to disaster victims.
- (3) *Emergency response activities.* Emergency response activities shall include the following:
 - (i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of Department emergency response activities.
 - (ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and disruption of public assistance, mental health and special care facilities and services.
 - (iii) Direct and support emergency operations involving the use of Department institutions and facilities for disaster relief purposes, including the supply of mass care and specialized care services.
 - (iv) Supply professional advice and assistance in State, county and local mass care operations; including aid to the elderly, handicapped, mentally disturbed and to small children and their mothers.
- (4) *Recovery activities.* Recovery activities shall include the following:
 - (i) Implement the State plan for the issuance of cash grants to meet disaster related needs of individuals and families affected by Presidentially declared major disasters.
 - (ii) Implement the State plan for the emergency issuance of food stamps to disaster victims.
 - (iii) Provide trained representatives to Disaster Assistance Centers established as a result of a Presidential declaration of major disaster.
 - (iv) Provide medical assistance to individuals adversely affected by a disaster.
 - (v) Disseminate information on the availability of emergency financial assistance, notably that provided by the United States Department of Health

and Human Services, to public and private mental health and special care agencies and organizations.

(vi) Prepare and submit or assist in the preparation and submission of Federal Assistance Project Applications filed by or on behalf of State and private, nonprofit mental health and special care institutions, agencies and organizations.

(vii) Supply professional mental health and special care advice and assistance in State, county and local counseling programs for disaster victims.

(viii) Develop and implement specialized State mental health and human care service programs designed to alleviate unusual disaster relief and recovery problems.

(gg) *Department of Revenue.* The Department of Revenue shall have the following responsibilities:

(1) *Mitigation activities.* No assignment to this category.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response activities.

(ii) Maintain plans and procedures for the emergency evacuation of Department facilities, to include dissemination of alert information to employees, implementation of evacuation, and designation of key personnel to maintain essential Department functions.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage sustained by Department facilities.

(ii) Collect and report, to the Governor and the Pennsylvania Emergency Management Agency, as appropriate, information on estimated State revenue losses attributable to the effects of disasters of major proportion.

(4) *Recovery activities.* No assignment to this category.

(hh) *Department of State.* The Department of State shall have the following responsibilities:

(1) *Mitigation activities.* Disseminate information on flood insurance to the operators of charitable organization offices and facilities.

(2) *Preparedness activities.* Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.

(3) *Emergency response activities.* No assignment to this category.

(4) *Recovery activities.* No assignment to this category.

(ii) *Department of Transportation.* The Department of Transportation shall have the following responsibilities:

(1) *Mitigation activities.* Mitigation activities shall include the following:

- (i) Disseminate information on flood insurance to the operators of public and private transportation systems and facilities.
 - (ii) Assure that new facilities and equipment, toward 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 economically feasible.
- (2) *Preparedness activities.* Preparedness activities shall include the following:
- (i) Maintain plans and procedures for the implementation of assigned emergency response activities.
 - (ii) Maintain plans and procedures for the emergency evacuation of Department facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Department functions.
 - (iii) Maintain plans and procedures, in coordination with the Pennsylvania State Police, for routing and route control associated with the emergency evacuation of the Capitol complex and State office buildings in Philadelphia, Pittsburgh, Scranton and Altoona.
- (3) *Emergency response activities.* Emergency response activities shall include the following:
- (i) Deploy emergency response team representatives to the Harrisburg and three Area Emergency Operations Centers of the Commonwealth, as requested by the Pennsylvania Emergency Management Agency, for the coordination of Department emergency response activities.
 - (ii) Collect and report, to the Pennsylvania Emergency Management Agency, information on major disaster disruption of and damage to State, Federally aided and other highway systems and facilities, to include summary information regarding major disruptions and damage on county and local systems and facilities.
 - (iii) Collect and report, to the Pennsylvania Emergency Management Agency, information on major disaster disruption of and damage to key air, rail and bus transportation systems and facilities.
 - (iv) Assist, as requested by the Pennsylvania Emergency Management Agency, in the emergency supply of motor fuels and transport services.
 - (v) Assist, as requested by the Pennsylvania Emergency Management Agency, in the designation of routes for the emergency movement of people.
- (4) *Recovery activities.* Recovery activities shall include the following:
- (i) Prepare and submit, to the United States Department of Transportation as appropriate, State requests and applications for Federal assistance in the repair of disaster damage to interstate and Federally aided highways and facilities.
 - (ii) Prepare and submit or assist in county or local preparation and submission of specialized Federal Disaster Assistance Project Applications relat-

ing to the emergency supply of temporary public transportation service within Federally declared major disaster areas.

(iii) Supply professional engineering assistance in highway, road and bridge damage survey and reporting work and activities prerequisite to the filing of Federal Disaster Assistance Project Applications relating to such facilities, to include the inspection of completed project work.

(iv) Supply technical and administrative advice and assistance to county and local governments in matters relating to the repair and replacement of county and local roads and bridges, as well as the preparation and filing of applications for Federal assistance.

(v) Disseminate information on the availability of Federal emergency assistance to agencies and organizations to which the Department extends financial assistance.

(jj) *Department of Treasury.* The Department of Treasury shall have the following responsibilities:

(1) *Mitigation activities.* No assignment to this category.

(2) *Preparedness activities.* Develop, in coordination with the Office of Budget and Administration and the Departments of General Services, Justice, Transportation and the Auditor General, emergency procedures for expenditures of funds when a Commonwealth declaration of disaster emergency is issued.

(3) *Emergency response activities.* Cooperate with the Pennsylvania Emergency Management Agency and other Commonwealth departments and agencies in arrangements for temporary emergency measures designed to expedite the preaudit and disbursement of Commonwealth expenditures and funds in disaster and emergency situations.

(4) *Recovery activities.* Following a Presidentially declared disaster, expedite the distribution of Federal funds to affected communities.

(kk) *Turnpike Commission.* The Turnpike Commission shall have the following responsibilities:

(1) *Mitigation activities.* No assignment to this category.

(2) *Preparedness activities.* Preparedness activities shall include the following:

(i) Maintain plans and procedures for the implementation of assigned emergency response activities.

(ii) Maintain plans and procedures for the emergency evacuation of Commission facilities to include dissemination of alert information to employees, implementation of evacuation and designation of key personnel to maintain essential Commission functions.

(3) *Emergency response activities.* Emergency response activities shall include the following:

(i) Collect and report, to the Pennsylvania Emergency Management Agency, information on damage to and disruption of Commission installations, facilities and services.

(ii) Supply, to the Pennsylvania Emergency Management Agency as requested, assistance in emergency communications, particularly to points on and in the immediate vicinity of the turnpike.

(iii) Supply, to the Pennsylvania Emergency Management Agency as requested, assistance in emergency transport of personnel and materials to points on or in the immediate vicinity of the turnpike.

(iv) Arrange for toll-free travel of emergency vehicles on the turnpike.

(v) Make available commission facilities, including those under lease, for the emergency care of people using the turnpike for travel.

(4) *Recovery activities*. No assignment to this category.

Source

The provisions of this § 3.25 adopted September 5, 1980, effective September 6, 1980, 10 Pa.B. 3571.

Subchapter D. [Reserved]

Source

The provisions of this Subchapter D adopted February 17, 1978, effective February 18, 1978, 8 Pa.B. 401; reserved June 25, 1982, effective June 26, 1982, 12 Pa.B. 1936. Immediately preceding text appears at serial pages (52482), (52483), (41420), (41421), (63806) to (63807).

§§ 3.31—3.36. [Reserved].

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