Pennsylvania Emergency Management Agency

and

Office of Homeland Security

PEIRS Field Guide

Pennsylvania **E**mergency **I**ncident **R**eporting **S**ystem

Return this book to: _____

Phone: _____

Based on Emergency Management Directive 2003-2

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Purpose of PEIRS

The Pennsylvania Emergency Incident Reporting System (PEIRS) establishes standard criteria for reporting incidents to the Pennsylvania Emergency Management Agency (PEMA) and the Office of Homeland Security (OHS) that affect the safety, security, health and welfare of the citizens of the Commonwealth.

PEIRS has been chosen by PEMA and OHS to be the reporting system for the Commonwealth of Pennsylvania.

For the past 10 years, PEIRS has established a proven track record for reporting and tracking all hazards that impact the Commonwealth and its resources.

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Director of PEMA

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Director of OHS

Reporting Incidents

To report an incident to the State Emergency Operations Center (State EOC)

Call: (800) 424-7362 (In State)
      or (717) 651-2001

PEMA website: www.pema.state.pa.us
(To obtain reporting rights to the PEMA website, contact your EMA County Coordinator)

Pa STAR: PA Statewide Telecommunications Alerting and Reporting System

Email: stateeoc@state.pa.us

Fax: (717) 651-2021

Reporting Incidents

Provide your name, organization (county) and call back telephone number.

Describe the incident:

- What occurred?
- Why did it occur? (cause if known)
- When did it occur?
- Where did it occur? (address, county, city, borough/township)
- Who and/or what is affected? (people, roads, streams, etc.)
- What is the current situation? (who is on scene, who is en route who has been notified, what actions have been taken)
- What future actions are planned?
- What assistance is needed?

Important: Do not delay reporting an incident to gather all details.

Important Telephone Numbers

PEMA State EOC: **(717) 651-2001**
        Fax: (717) 651-2021
        (800) 424-7362
        (In State Only)
PEMA Western Region: **(724) 357-2990**
        Fax: (724) 357-2992
        (800) 972-7362
        (In State Only)
PEMA Central Region: **(717) 651-7060**
        Fax: (717) 651-2293
        (800) 272-7362
        (In State Only)
PEMA Eastern Region: **(610) 562-3003**
        Fax (610) 562-7222
        (800) 372-7362
        (In State Only)

State Police Terrorism Tip-Line:
1-888-292-1919 or email: sp-intelligence@state.pa.us

National Response Center: (800) 424-8802 and
        www.nrc.uscg.mil

Hazardous Materials

Report any spilling, releasing or disposal of hazardous materials into the environment. This includes the illegal dumping of any container used to store or transport such substances. Report the following:

Chemical releases or spills	Mine blowouts
Chemical tank leaks or spills	Chemical pipeline break or leak
Corrosive materials	Bio-hazardous waste
Flammable liquid and solids	Toxic/infectious substances
Explosions	Hazardous waste materials
Natural gas releases	Residual Waste
Mine drainage/discharges	HazMat Team Deployment

Note: For fuel or oil spills see the "Petroleum Products" PEIRS category. For Radioactive releases see the Nuclear/Radiological category.

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Notes:

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Petroleum Products

Report any quantity of discharge (release or spill) of the substances listed below:

Diesel fuel	Gas well release or spill
Gasoline	Non-hazardous wastes
Heating oil	Oil sheen or slick
Kerosene	Pipeline break or leak
Crude oil	Storage tank leak or spill
Motor or Hydraulic oil	

Geological Emergency

PEMA

Report the following:

Earthquake	Mine subsidence
Ground subsidence	Rockslide
Landslide or mudslide	Sinkhole

Structure Fires: **Report all fires or explosions that cause, or have the potential to cause, hazardous materials spills or releases and major property damage or any fire that impacts the resources of the county.**

Religious Organizations: **Report all fires involving threats of arson or bombs affecting property owned, leased or rented by religious organizations.**

Report all fires that are directly responsible for fatalities.

Smoke Condition: **Report heavy or dense smoke conditions that cause fatal accidents or road closures. Also report smoke conditions that result in evacuations of nursing homes, prisons, schools, hospitals and any other public or commercial building.**

Firefighter Deaths: All deaths of firefighters or fire police, suffered in the line of duty, must be reported.

Other reportable fire incidents:

Gas well/oil well fires   Tire fires

Mine fires   Tunnel fires

Refinery fires   Wild and forest fires

School fires   Critical facilities

Floods/Flash Floods - Report all flooding that causes:

> **Evacuation of homes and/or businesses**
>
> **Property loss to homes, businesses, industry, state, county or local government**
>
> **Loss of life**
>
> **Primary and secondary road closings**
>
> **Loss of transportation systems such as airports, rail networks and navigable waterways**
>
> **Failure of water and/or wastewater treatment plants**

Heavy Snow/Blizzards/Ice Storms – Report snow storms that close major roadways or cause major power outages or other utility or fuel disruptions.

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High Winds/Hurricanes – Report sustained winds that cause disruption of utility service.

Ice Jams – Report ice jams that have the potential for causing damage or flooding to bridges and structures.

Severe Thunderstorms – Report thunderstorms that cause loss of life and/or moderate and major property damage.

Tornadoes – Report tornado funnel clouds and actual tornado touchdowns.

Nuclear/Radiological

Report the following:

    Radiological transportation accident

    Radiological waste spill

    Receipt of radiological transport notices

    Theft or loss of any state or federally-licensed radiological source

    Fire at a Nuclear Regulatory Commission or State licensed radiological materials facility

    Activation of a nuclear power plant siren system

    Radiological release

    Nuclear plant unplanned outage

Utility Emergency

PEMA

Injury or Death – Report any incident involving death or injury resulting from public utility operations.

Unusual Utility Incident – Report any unusual event or incident that will impact on the continuous service of the following utilities:

> **Electric**
> **Gas**
> **Steam heat**
> **Telephone**
> **Water**
> **Wastewater treatment plants**

Power Outages – Report electrical outages.

<u>Telephone Outages</u> – **Report telephone outages.**

<u>Energy Shortages</u> – **Report all energy shortages or excessive energy demands regardless of the cause. (Examples include: coal, gas, electrical, kerosene, oil, and propane)**

Additional reportable utility emergency incidents:

Dam failure	**Water supply contamination**
Water main break	**Well contamination**
Damage to underground utility lines	

Transportation Emergency

PEMA

HAZMAT – Report all vehicle accidents involving spills or releases of hazardous materials.

Buses – Report all bus accidents.

Construction Zones – Report all accidents that occur in a construction or maintenance zone.

Public Safety Personnel – Report all accidents involving public safety personnel (i.e. police, firefighters, EMS, emergency management personnel) that occur in the line of duty.

Major Road and Bridge Closures – Report all incidents that close pre-designated evacuation routes or interstate highways (including the Turnpike).

Aircraft Accidents – Report all commercial or private aircraft incidents

Other reportable transportation emergency incidents:

Railroad   Waterway

Civil Disorder

Report all incidents where there is the <u>imminent threat or existence of civil disorder</u>.
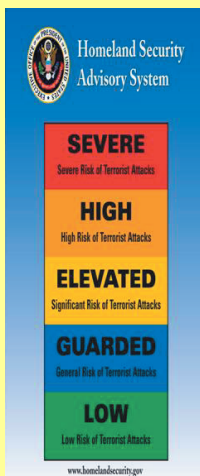
Riots

Protests & Demonstrations

Prisons/Jail Disturbances & Escapes

Terrorism

" The <u>unlawful</u> use of force or violence committed by a group or individual against persons or property to <u>intimidate or coerce</u> a government, the civilian population or any segment thereof, in furtherance of <u>political</u> or <u>social</u> objectives." - FBI

Homeland Security Advisory System

SEVERE
Severe Risk of Terrorist Attacks

HIGH
High Risk of Terrorist Attacks

ELEVATED
Significant Risk of Terrorist Attacks

GUARDED
General Risk of Terrorist Attacks

LOW
Low Risk of Terrorist Attacks

www.homelandsecurity.gov

Report the following:

<u>**Bomb Threats**</u> **– Report all bomb threats.**

Schools	**Government Buildings**
Hospitals	**Religious Institutions**
Daycare Centers	**Private Industry**
Nursing Homes	

<u>**Hostage/Abductions Situations**</u> **– Report hostage situations that threaten the public or require additional resources.**

<u>**Bombs/Improvised Explosive Devices Found**</u> **– Report the finding or actual detonation of bombs or improvised explosive devices.**

Continued on next page

Terrorist Activity
Continued

Other reportable terrorist activity incidents:

Chemical/biological/radiological materials threats

Computer system/cyber attacks

Sabotage

Suspected terrorist activity

Suspicious packages/devices

Suspicious substances

Search and Rescue

Report all of the following:

    Cave, well and confined space rescues

    Collapsed building and Urban SAR

    Missing aircraft searches

    Missing persons searches, wilderness SAR

    Water rescues

    Trench rescues

<u>Requests for PA Task Force-1 Urban SAR Team</u> must be made through the county emergency management agency or 911 center to the State EOC.

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Search & Rescue
Continued

The Civil Air Patrol (CAP) provides the following:

  Air and ground search and rescue teams
  Vehicles
  Aircraft
  Field/mobile communications

CAP can be assigned to the following missions:

  Aircraft search and rescue
  Missing persons
  Non-presidential declared disaster search and rescue
  Catastrophic disaster search and rescue
  Locating emergency locator transmitter (ELT) signals
  Radiological monitoring

Requests for CAP must be made to the State EOC
 through the county emergency management
 agency or 911 center.

Explosives

Report the loss, theft or discovery of any of the following:

Blasting caps

Commercial explosives

Dynamite

Military ordnance

Report all responses by an Explosive Ordnance Disposal (EOD) unit or bomb squad.

Note: For suspected terrorism events see the "Terrorism" PEIRS category.

Public Health Emergency

Report any emergency that causes the evacuation or closing of:

> **hospitals**

> **nursing homes**

> **pharmaceutical companies**

> **personal care homes**

Mass casualty/fatality incidents

Disease & Epidemic Outbreak – Report any suspected or confirmed outbreak of unusual diseases

Injury or fatality to Public Safety personnel

Other Events and Special Procedures

Report all of the following:

All large public gatherings

<u>Rallies, protests and marches</u> where the lives or property of the citizens are endangered (i.e. group meetings, free-speech activities, activist causes, etc.)

<u>VIP-related events</u>

Unidentified flying object (UFO) sightings

Implementation of a county mutual aid agreements or resource request

Agricultural/Animal Emergency

Animal Health - **Any reportable disease or other animal health emergency that could impact the environment or human health.**

> **fish kills**

> **farm animals – live stock**

> **wildlife**

Report any incident affecting the safety or further marketability of food.

Plant Industry/Fertilizer/Pesticide – Report any fertilizer/pesticide discharge, exposure, or spill.

Aerial Activity/Ground Spraying

Report all of the following:

Suspicious Aerial Activity

Aerial/Ground Spraying:

   Mosquitoes
   Bait Drops
   Crop Spraying

Aerial Inspections/Special Flyovers

Resource Requests

Resource requests will be forwarded to the State EOC after all local resources have been exhausted and mutual aid agreements have been implemented. The following information must be supplied:

Name/Organization/Call-back number of person making request

Description of Resource Requested

Point of Contact Name/Number (e.g. cell phone, pager, radio)

Directions to the scene

Examples:

24-hour State/Federal Agency Contacts/ Resources	Disaster Mortuary Operational Response (D-MORT) Teams
Airspace Restrictions	Generators
Bomb Squads/EOD Teams/Bomb Dogs	Critical Incident Stress Teams
Civil Air Patrol (Aircraft/Ground Search/ Crash Site Security)	Search & Rescue Resources/ Dive Teams/ Search Dogs
Pumps	Debris Removal Teams
National Guard Resources	State Police Helicopters/ Special Emergency Response Team (SERT)
Sandbag Suppliers	Water Trailers
PA Dental Identification (PADIT) Teams	Regional Counter-terrorism Task Forces

Edward G. Rendell   **Catherine Baker Knoll**
Governor   **Lieutenant Governor**

10/2003