



The Basics:

LOCAL EMERGENCY PLANNING COMMITTEE



Federal Legislation

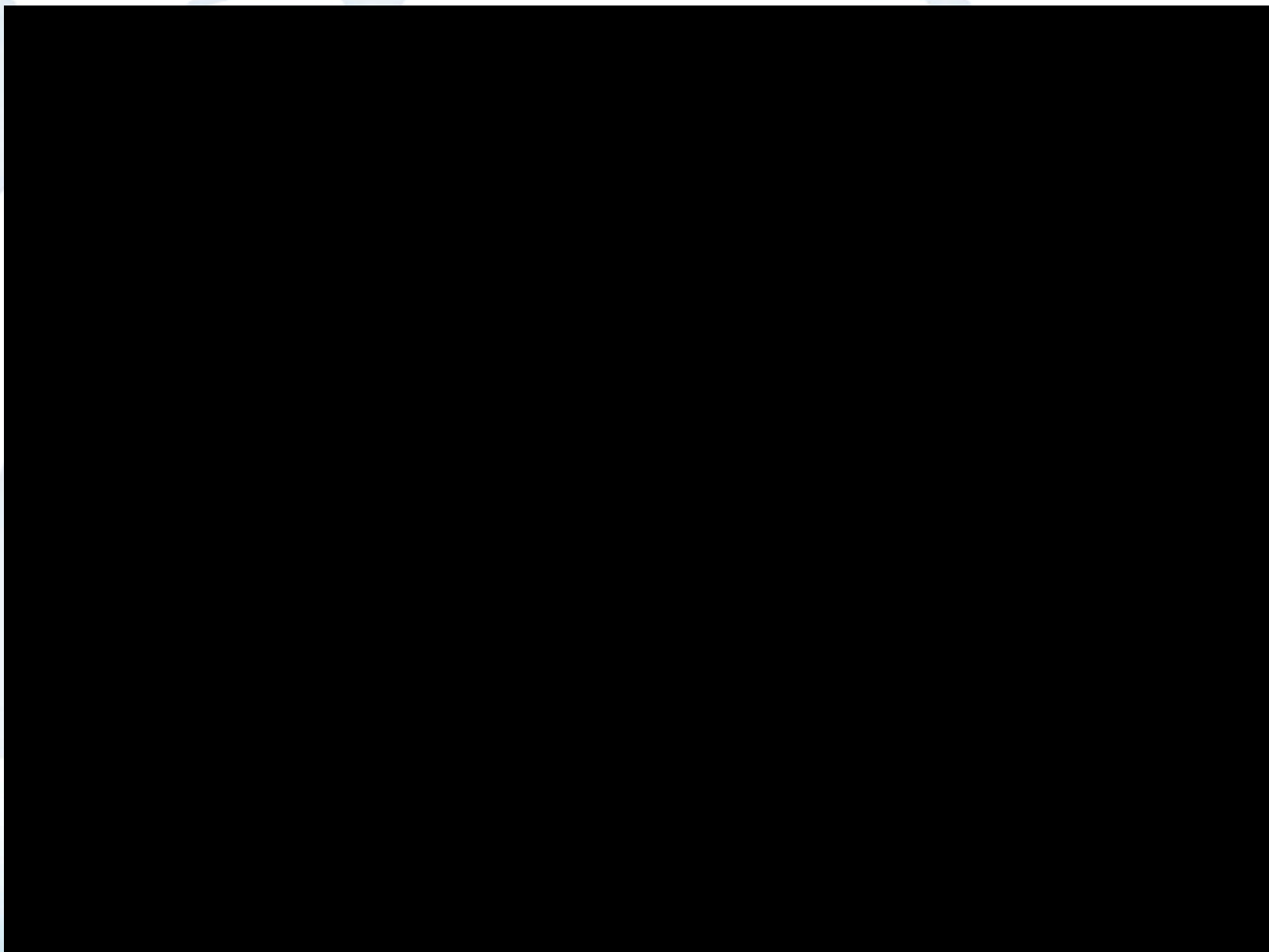
Emergency Planning Community Right-to-Know Act (EPCRA) of 1986; commonly referred to as, Superfund Amendments and Reauthorization Act (SARA), Title III.

Key Provisions

- | | |
|---|--|
| <input type="checkbox"/> Sections 301-303 | Emergency Planning |
| <input type="checkbox"/> Section 304 | Emergency Release / Spill Notification |
| <input type="checkbox"/> Sections 311-312 | Hazardous Chemical Storage Reporting |
| <input type="checkbox"/> Section 313 | Toxic Chemical Release Inventory |
| <input type="checkbox"/> Section 322 | Trade Secrets |



EPCRA- Video





State Legislation

Ohio Revised Code (ORC) 3750 & Ohio Administrative Code (OAC) 3750

- Establishes the State Emergency Response Commission (SERC)
- Establishes roles and responsibilities for the LEPC.
- Provides the implementation regulations.

Key Provisions:

- ORC 3750.05 Outlines facilities that must report
- ORC 3750.06 Outlines spill/release notification procedures
- ORC 3750.07 Outlines the facility's responsibilities
- ORC 3750.08 Outlines annual reporting requirements



State Emergency Response Commission



Structure:



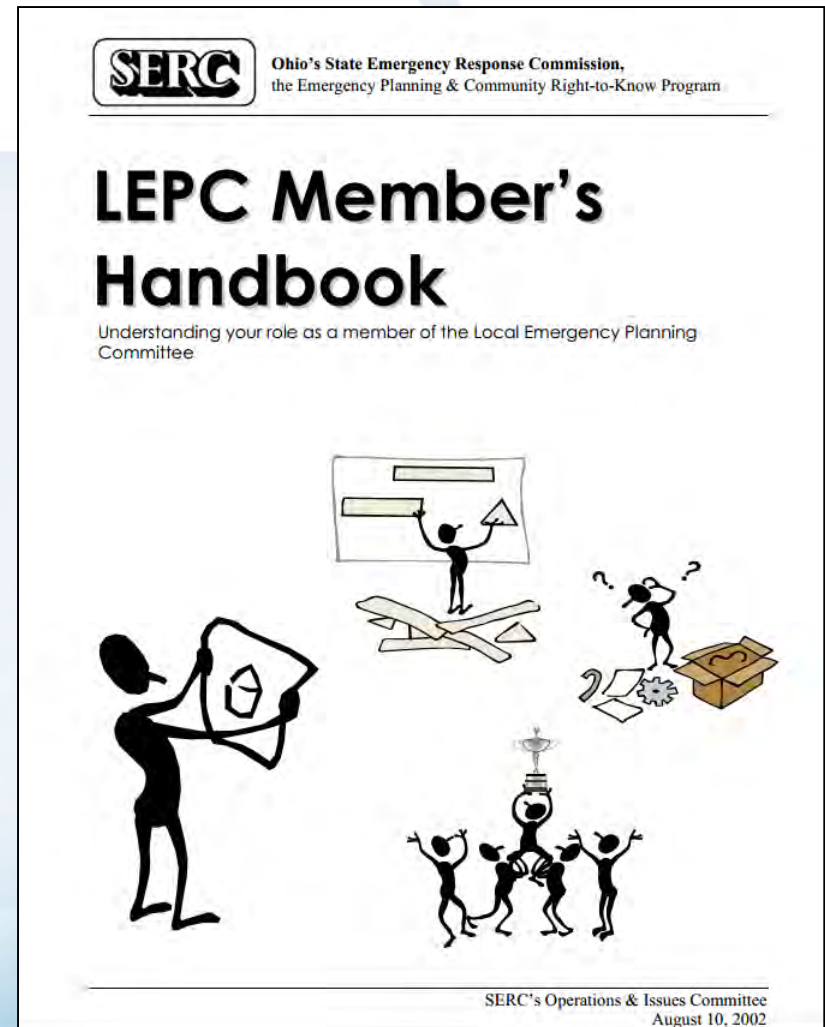
- Co-Chaired by Ohio EPA and Ohio EMA
- 19 voting members representing State agencies, environmental advocacy groups, firefighters, chemical facilities, local emergency management, county and municipal organizations
- 2 non-voting members representing the State Legislature
- Meets Bi-Monthly



State Emergency Response Commission

Roles and Responsibilities:

- Oversee the LEPCs
- Provide planning and exercise guidance
- Receive, store, and provide public access to EHS/HS inventory, release reporting, and planning information
- Manage filing fees
- Educate and assist industry with reporting requirements
- Encourage compliance with EPCRA





Local Emergency Planning Committee (LEPC)

Role:

- Coordinated planning group comprised of individuals who have knowledge and awareness of hazardous materials incident planning and response.
- The LEPC is **NOT** a first response entity.

Organization:

- County Commissioners nominate prospective members
- Members serve 2 year terms – August to August of odd years (2013-2015)
- ORC requires representation from the following disciplines:
 - Elected Officials
 - Law Enforcement
 - Emergency Management
 - Fire Service
 - First Aid
 - Health
 - Environmental
 - Hospital
 - Transportation
 - Media
 - Community Groups
 - Facility Owner/Operators



Local Emergency Planning Committee (LEPC)

Roles and Responsibilities

- Appoint a Chair, Vice Chair, and Secretary
- Adopt by-laws
- Appoint an Information Coordinator
- Appoint a Community Emergency Coordinator
- Establish a monitoring program of regulated facilities
- Submit a Chemical Emergency Response and Preparedness Plan annually
- Maintain a database of Tier II Facilities
- Complete a Hazard Vulnerability Analysis
- Conduct an exercise annually to test the Plan.



Local Emergency Planning Committee (LEPC)

Role of the Information Coordinator:

- Usually the County EMA Director or EMA staff member
- Receives/manages information from the SERC, industry, and the public
- Completes LEPC reporting requirements

Role of Emergency Coordinator:

- Usually the County EMA Director, Sheriff, Fire Chief, or HazMat Coordinator
- Must have an established 24 hour emergency notification number
- Receives/stores the 30 day written spill/release follow up report



Local Emergency Planning Committee (LEPC)

Meeting Requirements:

- Must meet at least once annually
- Must be open to the public
- Must be publicly announced at least 72 hours in advance
- Must prepare and submit minutes to the SERC
- Must maintain minutes for at least 3 years



Local Emergency Planning Committee (LEPC)

Reporting Requirements:

- July 31 – Financial Report for July 1 – June 30
- October 1 – Annual Compliance Report
- October 17 – Chemical Emergency Response and Preparedness Plan
(Must include letter requesting the SERC review the Plan, the LEPC Resolution showing concurrence/adoption of the Plan, and the Plan Evaluation Document)



Local Emergency Planning Committee (LEPC)

Exercise Requirements:

- Conduct an annual exercise (July 1 – June 30)
- Involve an EHS facility or a Hazardous Material Transporter
- Include local emergency response and medical personnel
- Submit the 60 Day Exercise Notice
- Submit the 30 Day Exercise Notice
- Request credit for actual incident (At conclusion, review and complete Exercise Notice Form with OEMA Field Liaison)

ohm-ecm – tab d – references

LEPC 60-Day Exercise Notice

A Date, Time, & Location of Exercise Activities: Type or print legality on this document.

County: _____ Exercise Date: _____ Time: _____

Field Play Locations: _____

EOC: N/A Primary Alternate EOC Location: _____

B Exercise Type:

Tabletop Functional (FE) Full-Scale (FS) Actual FE Actual FS

Is this a combined exercise which will use differing evaluation criteria? Yes No

C Exercise Coordinator:

Name: _____ Title: _____

E-mail: _____ Phone: _____

D Objectives to be Demonstrated:

Tabletop Min. 3 – Max. of 5 Objectives	Functional (FE) Min. 4 – Max. of 7 Objectives	Full-Scale (FS) 8 or more Objectives
<input type="checkbox"/> 1. Initial Notification of Response Agencies	<input type="checkbox"/> 8. Population Protective Actions	
<input type="checkbox"/> 2. Incident Assessment	<input type="checkbox"/> 9. Emergency Public Information	
<input type="checkbox"/> 3. Incident Command	<input type="checkbox"/> 10. Traffic and Access Control	
<input type="checkbox"/> 4. Emergency Operations Center	<input type="checkbox"/> 11. Shelter Management	
<input type="checkbox"/> 5. Resource Management	<input type="checkbox"/> 12. Emergency Medical Services	
<input type="checkbox"/> 6. Communications	<input type="checkbox"/> 13. Hospital Services	
<input type="checkbox"/> 7. Response Personnel Safety		

This form (page C 5) must be submitted **at least 60 days** prior to the date of exercise.

For actual event, both Exercise Notice forms (pages C 5 & C 7/8) must be submitted **not later than 30 days** after response actions have terminated.

Send to: Ohio Emergency Management Agency
Attn. *Field Liaison*
2855 W. Dublin-Granville
Columbus, OH 43235-2206 or Fax: (614) 799-3652



Local Emergency Planning Committee (LEPC)

Within the 4 year Exercise Cycle (2014 – 2017):

Demonstrate all 13 Ohio Exercise & Evaluation Manual Objectives

- | | |
|------------------------------|----------------------------------|
| 1. Notification | 8. Population Protective Actions |
| 2. Incident Assessment | 9. Emergency Public Information |
| 3. Incident Command | 10. Traffic and Access Control |
| 4. EOC | 11. Shelter Management |
| 5. Resource Management | 12. Emergency Medical Services |
| 6. Communications | 13. Hospital Services |
| 7. Response Personnel Safety | |

- Conduct a Tabletop Exercise
- Conduct a Functional Exercise
- Conduct a Full Scale Exercise
- Test the primary or alternate EOC





Local Emergency Planning Committee (LEPC)

The Chemical Emergency Response and Preparedness Plan

- Can be a stand-alone plan or an annex to the County EOP
- Outlines the coordination of resources
- Addresses communication/notification procedures
- Identifies emergency response capabilities and resources
- Addresses evacuation plans
- Outlines training and exercise programs
- Contains a Hazard Vulnerability Analysis
 - Identifies EHS and HS reporting facilities
 - Identifies transportation routes of Hazardous Materials
 - Identifies critical sites that may be impacted (e.g. schools, nursing homes, hospitals, critical care facilities, etc.)



LEPC Funding

SERC Grant

- Provided from the collection of annual facility filing fees in your Community
- Funds are distributed annually (75% to LEPC, 20% to SERC, 5% to Fire Depts.)
- Grant application due to SERC by February 1st of each year
- County Auditor must create a separate “special emergency planning fund”
- Sustainment of the LEPCs
- SERC Funds: Do’s and Don’ts



LEPC Funding¹⁶



SFY runs July 1 through June 30 and is identified by the year in which it ends (i.e. SFY 15 starts July 1, 2014 and ends June 30, 2015).



Alternate Funding Sources

Hazardous Material Emergency Preparedness Grant Program (HMEP):

- Funded by U.S. Department of Transportation
- Generated from hazardous materials transportation fees
- Performance Period – October 1 – September 30
- Match Requirement (80% HMEP / 20% SERC, PUCO, or other)
- Federal Regulations require:
 - No more than 5% can be used to purchase equipment
 - Unexpended funds can not be carried over



Alternate Funding Sources

PUCO Hazardous Materials Training & Planning Grant Program

- Available for training of first responders for transportation related incidents
- Reimbursement Grant
- Applications are accepted throughout the year and reviewed quarterly
- 18 month performance period with extensions possible



Facility Reporting Requirements

Who is required to submit an annual chemical inventory report?

- Any facility subject to OSHA Hazardous Communication Standard 1910.1200
- Facilities with 1+ EHS in excess of the threshold quantity (TQ) or 500 lbs.
- Facilities with 1+ Hazardous Substances (HS) in excess of the TQ or 10,000 lbs.





Facility Reporting Requirements

Reporting Exemptions:

- Any food, color additive, drug or cosmetic regulated by the FDA
- Any substance present as a solid in a manufactured item where exposure to substance does not occur under normal conditions/use.
- Any substance used for personal, family or household purposes
- Any substance used in a research or medical facility under direct supervision
- Any substance used in routine agriculture operations





Facility Reporting Requirements

Annual Tier II Facility Reports

- Tier II Facility reports are due March 1 of each year
- Facilities must submit to the SERC, LEPC, and local Fire Department
- Tier II Facility report includes:
 - Facility Identification Form
 - Emergency Contact Information
 - Emergency and Hazardous Inventory Form
 - Site Map (Ohio requirement)
- Facilities may complete a hard copy of forms or use Tier2Submit
- Facilities can submit on a cd, memory stick, or paper



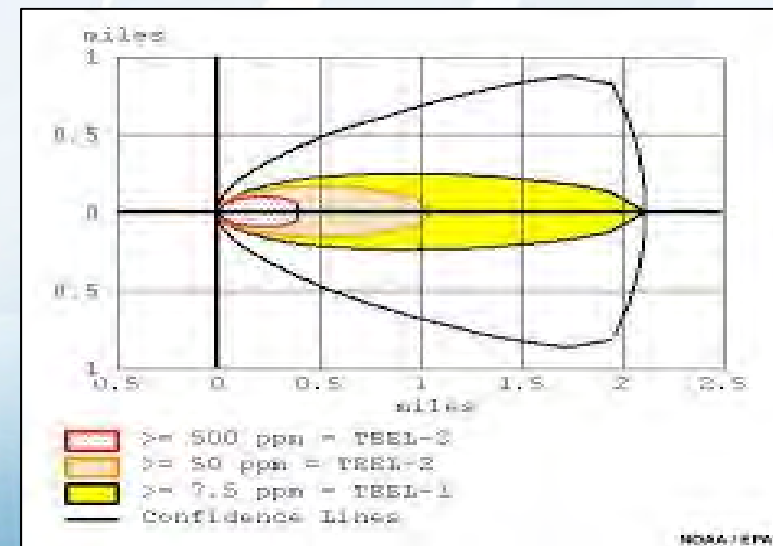
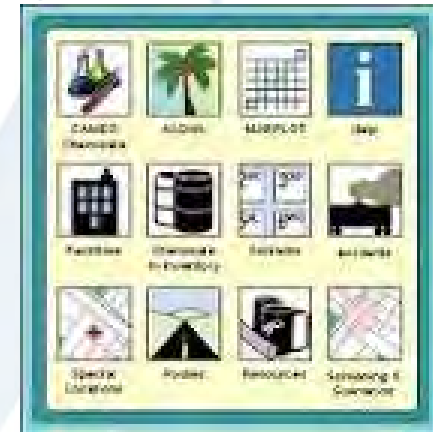
CAMEO

Computer-Aided Management of Emergency Operations

☐ CAMEO

- CAMEOfm
- CAMEO Chemicals
- MARPLOT
- ALOHA

☐ Facility Hazard Analysis Planning





Spill/Release Reporting Requirements

Notification

- Within 30 minutes of spill/release, “spiller” will notify:
 - Local Fire Department
 - SERC c/o Ohio EPA
 - Ohio EPA Spill Line 1-800-282-9378
 - LEPC Emergency Coordinator

- A written follow up report is due within 30 days of incident to:
 - SERC c/o Ohio EPA
 - LEPC Emergency Coordinator

- LEPC may assist with Cost Recovery





Ohio EPA Orphan Drum Program

Purpose: To dispose of abandoned containers

What is an Orphan Drum?

- Small quantity of any size/shape container
- Abandoned at location other than generation point
- No identified owner

Reporting an Orphan Drum:

- Ohio EPA Spill Line: 1-800-282-9378





Local Emergency Planning Committee (LEPC)

Recommended Activities

- Hazard Vulnerability and Capability Assessments
- Commodity Flow Study
- Facility Site Visits
- Hazardous Materials Training
- Public Outreach
- Risk Communication (e.g. facility's impact to surrounding community)
- Household Hazardous Waste Program (e.g. household waste, paints, oils)



SHELTER IN PLACE AT YOUR SCHOOL

Shelter In Place is a safety procedure designed to help protect the staff and students at your school during a serious airborne hazardous material emergency. It means taking shelter inside the school until the danger has passed. The goal of Shelter In Place is to prevent contaminated outside air from entering the school for the duration of the incident. Your school will be instructed to Shelter In Place by local authorities.

What do I do?

- Close the school. Activate the school's emergency plan. Bring students and staff inside. If there are visitors in the building, ask them to Shelter In Place with you.
- Close and lock all windows and exterior doors. Put a sign on your front entrance that says "We are Sheltering In Place."
- Turn off all air conditioners, fans and heating systems, etc. that draw in outside air. Have designated maintenance personnel turn off air handling systems.
- If your school has a fireplace, close the damper.
- Get your *Disaster Supply Kit* and make sure your radio is working.
- Go to an interior room or the space designated by your local department.
- Use duct tape and plastic sheeting to seal windows, doors, vents, outlets, etc.
- Stay inside this room and listen to your radio or television until local authorities tell you the emergency is over OR you are told to evacuate.
- Use phones for emergency purposes only.

What do I need?

- When local authorities announce the end of the emergency, ventilate the school by opening doors and windows. Go outside until the school is aired out.
- Your school is encouraged to prepare a *Disaster Supply Kit* with emergency supplies. At a minimum, the kit should include the following items:
 - Battery-operated radio and extra batteries
 - NOAA weather radio (Note: In Hamilton County, you can be notified of serious hazardous material emergencies by radio, tv, weather radio, door-to-door alerts or public address systems.)
 - Water and ready-to-eat snacks
 - First aid kit
 - Flashlight and extra batteries
 - Thick plastic sheeting (i.e., plastic drop cloths, window sealing plastic)
 - Duct tape (i.e., high-quality duct tape or polypropylene tape)
 - Scissors
 - Towels
 - Hygiene items (i.e., plastic bucket with a tight lid, garbage bags)
 - Specialty items (i.e., medications, books).



Local Emergency Planning Committee (LEPC)

Keeping LEPCs Engaged

- Have a specific purpose/objective for each meeting
- Maintain the hazardous materials planning focus
- Invite guest speakers to address topics of interest to the group
- Prepare an agenda
- Notify members of meetings
- Conduct a review of any new regulations or laws
- Take a tour of a reporting facility
- Encourage membership to take on leadership roles in meetings/committees



Resources

- LEPC Members Handbook
<http://epa.ohio.gov/portals/27/serc/lepchand.pdf>

- Facility Reporting Compliance Manual (Updated Annually)
<http://epa.ohio.gov/dapc/serc/invforms.aspx>
http://epa.ohio.gov/Portals/27/serc/SERC_Manual_2014.pdf

- Ohio Hazardous Material Exercise and Evaluation Manual
<http://epa.ohio.gov/portals/27/serc/EEMDec2008.pdf>



Resources

Ohio EPA Right-to-Know Program Coordinator

Jeff Beattie

Jeff.beattie@epa.state.oh.us

(888) 644-2260 (toll free)

(614) 644-2260

<http://epa.ohio.gov/dapc/AirPollutionControl.aspx>