



LEPC Guidelines
September 2008

Greene County
Office of Emergency Management
833 Boonville Ave.
Springfield, MO 65802
Phone: 417-869-6040
Fax: 417-869-6654
www.greenecountyuem.org

Table of Contents

<u>Subject</u>	<u>Page No.</u>
Introduction.....	3
Membership	5
LEPC Components	
Executive Committee.....	7
Staff.....	12
Goals of the LEPC.....	14
Public Notices of Meetings/Activities.....	16
LEPC Business Location	18
Glossary.....	21

Introduction

Local Emergency Planning Committees—LEPC's are crucial to the success of the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986. You may know this Act as Title III of the Superfund Amendments and Reauthorization Act—SARA Title III for short.

Under EPCRA, each state had to establish a State Emergency Response Commission. In Missouri, it is called the Missouri Emergency Response Commission (MERC). The MERC then identified Local Emergency Planning Districts within the State. Within each Planning District, an LEPC was established. In Missouri, the smallest Planning Districts designated were at the County level.

Primary responsibilities identified for the Greene County LEPC are:

1. Assist with the collection and records management of all Tier II data
2. Local hazards analysis and hazardous materials plan management
3. Hazardous materials-related training and exercises for members
4. Hazardous materials-related education for members and the public
5. Forum for coordination and networking among members

This document provides an overview of the Greene County LEPC—structure, operating guidelines, goals, objectives, procedures and aspirations. It was written to serve two purposes vc 1) as a guide to LEPC members and 2) to provide information to those considering membership in the LEPC and other interested individuals. It is meant to be a living document. An LEPC whose activities do not change with the community and laws of the nation and state of Missouri will soon become a nonfunctional entity.

This document was created and will be maintained by the LEPC Executive Committee. This document should be reviewed, minimally, every three years by the LEPC Executive Committee to reflect the mission and direction of the LEPC.

Membership

Membership in the Greene County LEPC is open to any individual living, working, or holding an interest in Greene County emergency planning or public safety. To become a member, an individual must indicate their desire to an officer of the LEPC, directly or through another member, and receive approval of the LEPC and the MERC.

SARA Title III identifies those agencies that should be represented on the LEPC. Those agencies include, but are not limited to the following:

1. Federal, state, and local officials
2. Fire departments
3. Law enforcement
4. Emergency Management
5. News media
6. Health and medical facilities/agencies
7. Local businesses and industries
8. Facilities with reportable quantities of extremely hazardous materials (Mandatory by law)

To remain on the active membership roll, each member must participate in LEPC activities. Any member not attending a meeting within a 12-month period will be removed from the active member list. Elected LEPC officers who fail to attend at least 50

percent of LEPC meetings (total of General and Executive Committee) will be replaced at the next annual election held each February.

Members can withdraw from participation in the LEPC whenever they wish. They only need to notify the LEPC Secretary or LEPC Office. If participation of their facility/organization is mandated by SARA Title III, an alternate representative should be identified immediately to replace them on the LEPC. If no representative is provided, the first contact shown on the most current Tier II form will be used as the point of contact for LEPC activities. The number of members on the Greene County LEPC shall not be limited.

LEPC Components

Executive Committee:

The Executive Committee fulfills the following:

1. Officially adopts or rejects proposals for inclusion in the Local Emergency Operations Plan.
2. Verifies data and/or coverage gaps in the plan through the results of exercises, actual emergencies, or agency comments, and submits same to the appropriate subcommittee for reconciliation.
3. Reviews citizens' requests and reported release events.
4. Reviews budget on a routine basis.
5. Approves budget and LEPC expenditures.
6. Generally, oversees the fulfillment of all LEPC responsibilities listed above.
7. Ensures the intent of the Emergency Planning aspects of the Community Right-To-Know Act remain the central focus of the LEPC.
8. Reviews LEPC Guidebook and updates every three years or as needed.

A. Elected Officers:

1. Chair:
 - a. Shall be any active LEPC member.

- b. Presides over meetings of the LEPC General and Executive Committees.
- c. Ensures ad hoc or special subcommittee chairs are elected or appointed
- d. Ensures LEPC General and Executive Committee meetings are scheduled and conducted as outlined herein.
- e. Ensures agendas are developed for LEPC General and Executive Committee
- f. Delegates Chair duties to the Vice-Chair as necessary.
- g. Assigns or delegates authority to the Vice-Chair or Secretary to sign official LEPC documents and correspondence.
- h. Acts as Public Information Officer in absence of LEPC Coordinator.
- i. Ensures that financial matters of the LEPC are handled within the established policies of Greene County and the MERC.

2. Vice-Chair

- a. Assumes duties of the Chair in his/her absence or as delegated.
- b. Performs the duties of the Chair until that position is officially filled should the current Chair position become vacant.
- c. Signs official documents or correspondence when delegated by the Chair or in that individual's absence.

3. Secretary

- a. Support for all administrative functions of the LEPC
- b. Keeps a record of LEPC and Executive Committee meetings (agenda, attendance roster, and minutes).
- c. Publishes and distributes minutes of each LEPC General and Executive Committee meeting.

4. At-large Executive Committee members

- a. Serve as at-large members of the Executive Committee.
- b. Represent the general membership on the Executive Committee.
- c. Participate in Subcommittee's as appropriate.

B. Terms of Office

1. Annual election of officers will be conducted during the February General meeting.
2. The executive committee will ensure the following tasks are completed prior to the election.
 - a. Poll the membership for candidates to run for the various elected positions coming open.
 - b. Present a slate of candidates at the February General meeting.

- c. Accept nominations from the floor at the February meeting.
3. The term of office for the elected officers will be two (2) years. To ensure adequate continuity of the LEPC, the terms will be staggered as follows.
 - a. Chair and two (2) At-Large members of the Executive Committee will be elected during even numbered years.
 - b. The Vice-Chair, Secretary, and one At-Large member of the Executive Committee will be elected during odd numbered years.
4. Should an Officer of the LEPC resign during his/her term of office, the Chair may fill the vacancy in one of the following ways:
 - a. If less than 6 months are remaining before the February election meeting:
 - The Chair will nominate a member to fill the vacancy for the remaining term of office for the position vacated. The Executive Committee will then approve/reject the person for appointment at the next regularly scheduled Executive Committee meeting.
 - The position will be open for election at the next February election meeting.
 - The person elected will then fill the term of office following the guidelines of paragraph 3 above.

- b. If more than six months are remaining before the February election meeting:
 - The Chair will appoint a nominating committee to poll the membership for candidates for the vacancy. The candidates will be presented to the membership at the next regularly scheduled general membership meeting for election. The slate will include candidates identified by the nominating committee and nominations from the floor.
 - This position will be open for election when the term of office expires as described in paragraph 3 above.
 - Should the Chair resign, the Vice-Chair will assume the duties and term of office of the Chair, the vacant Vice-Chair position will be filled using one of the methods outlined above.

Office of Emergency Management Staff: (OEM)

The Staff supports the LEPC Executive Committee by fulfilling administrative tasks and carrying out all assigned responsibilities.

A. LEPC Coordinator:

The LEPC Coordinator may be the Emergency Management Director or other designated person. Duties assigned to this person include the following:

1. LEPC Public Information Officer.
2. Grant Funds Manager and Records Custodian.
3. Oversees day-to-day LEPC activities in coordination with LEPC Officers
4. Works with the state and federal agencies in compliance support. For example, the LEPC coordinator will normally work with local people and agencies in compiling data for USEPA or MERC administrative/judicial actions.
5. Acts as daily coordinator between local government and the LEPC.
6. Works with local business and industry in meeting EPCRA requirements.
7. Performs other duties as necessary in meeting the requirements of EPCRA

8. Ensures a Hazardous Materials Release Report form is completed and appropriately filed when a reportable quantity of chemical is released.
9. Provides supervision of any paid LEPC staff.
10. Conducts internal financial review audits to ensure financial matters are in keeping with the policies and procedures of Greene County and the Missouri Emergency Response Commission.

B. OEM Staff will assist with the following

1. Maintain and update the Hazardous Materials Emergency Support Function (ESF) in the Emergency Operations Plan.
2. Facilitate and coordinate facility assessments, following standardized documentation in alignment with state and federal guidelines.
3. Educate LEPC members on the Hazardous Materials ESF.
4. Coordinate and host all LEPC-related training classes.
5. Coordinate with LEPC members and identify needed training classes to be brought to the community.
6. Design and execute one hazardous materials exercise per year, followed by an After-Action Report identifying areas for improvement.

Goals of the LEPC

A. Records Management of Tier II Data

1. To support the Missouri Emergency Response Commission (MERC) in identifying entities within Greene County that are required to file under SARA Title III, and assist as necessary.
2. Develop an effective and efficient records management system for SARA Title III data reported or furnished to the LEPC.
3. Identify and list all the resources available within Greene County that could be used to support those responding to or operating at a hazardous material incident/emergency.

B. Local Hazards Analysis and Hazardous Materials Plan Management

1. Compile and review collected data to assess relative risks.
2. Utilize hazards analysis information to set planning priorities, worse-case scenarios, and assist in future hazard reduction efforts.
3. Enhance the county hazardous materials planning and coordination efforts by offering a multi-discipline, collaborative key resource assessment of all Extremely Hazardous Facilities.

C. Hazardous Materials-Related Training and Exercises for Members

1. Provide classroom and practical training opportunities for local responders potentially involved in a hazardous materials response, when practicable.
2. Establish capability to fully exercise the Hazardous Materials ESF in the EOP and provide an evaluation program to identify and correct deficiencies in the ESF.

D. Provide Hazardous Materials-Related Education for Members and the Public.

1. Provide information to educate the public on risks of hazardous substances.
2. Keep the local broadcast and print media informed of LEPC activities, plan updates, training opportunities, exercises, etc.

E. Provide a Forum for Coordination and Networking among Members

1. Serve as a coordination system between Tier II facilities and first responders by conducting effective meetings and providing practical and applicable information to all members.
2. Maintain communication with LEPC members through email and other means to provide any updated information relevant to the mission of LEPC.

Public Notice of Meetings/Activities

The Secretary shall ensure notices of meetings and activities are prepared and distributed to the following individuals and agencies at least one full week before the event:

1. LEPC members
2. Appropriate City and County Offices
3. Web Site
4. Bulletin boards at Office of Emergency Management (LEPC office area), as a minimum.
5. News Media

Each notice will be printed on LEPC letterhead and contain the following information:

1. Date, time, and location of event
2. Planned agenda for OPEN meetings
3. Point of contact for questions
4. Date posted
5. Whether meeting is OPEN or CLOSED
6. Statutory authority for CLOSED meetings, if such CLOSED meeting is necessary.

The LEPC, when viewed through the Sunshine Law, is a governmental body and must comply with the statutes of the Missouri Sunshine Law. The Executive Committee will determine when CLOSED meetings are necessary and subject matter meets statutory requirements. Any member of the LEPC may request a CLOSED meeting. A template for the notice is on file in the LEPC office.

LEPC Business Location

The LEPC shall maintain and advertise the location of the LEPC as being at 833 Boonville, in the Office of Emergency Management. This location offers location consistency and availability to the public.

The official mailing address, telephone and fax numbers for the Greene County LEPC are as follows:

Greene County Local Emergency Planning
Committee
833 Boonville
Springfield, MO 65802
Phone: 417-869-6040
Fax: 417-869-6654

LEPC files will be made available for public access from 7:30 a.m. - 4:30 pm. on normal Greene County office workdays.

Any information removed from the storage cabinets by LEPC subcommittees will be signed out for tracking purposes.

NOTE: Information will not be signed out to non-LEPC personnel. Non-LEPC personnel must review it at 833 Boonville. Adequate space is available for this purpose.

The LEPC location, operating hours, and purpose will be advertised in a local, general circulation newspaper during the First Quarter of each year.

A briefing of the Hazardous Materials Emergency Support Function of the Greene County Emergency Operations Plan will be held at the April meeting, or when sufficient changes warrant. The briefing will be publicized to allow maximum participation.

GLOSSARY

Acronyms

1. LEPC - Local Emergency Planning Committee
2. EPCRA - Emergency Planning & Community Right-to-Know Act
3. SARA Title III - Title III Superfund Amendments & Reauthorization Act
4. MERC - Missouri Emergency Response Commission
5. EOP - Emergency Operations Plan
6. OEM - Office of Emergency Management
7. ESF - Emergency Support Function