

## Local Emergency Planning Committees

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Local Emergency Planning Committees (LEPCs) work to understand the hazards in the community, develop emergency plans in case of an accidental release or natural disaster, and look for ways to prevent accidents. The role of LEPCs is to form a partnership between local governments and industries to enhance all-hazards preparedness. The local government is responsible for hazmat planning and response within their jurisdiction. This includes:

- ◆ **ensuring the local hazard analysis adequately addresses hazmat incidents;**
- ◆ **incorporating planning for hazmat incidents into the local emergency management plan and annexes;**
- ◆ **assessing capabilities and developing hazmat response capability using local resources, mutual aid and contractors;**
- ◆ **training responders; and**
- ◆ **exercising the plan**



Industry must be a part of this planning process to ensure facility plans are compatible with local emergency plans. Every regulated facility is responsible for:

- ◆ **identifying a facility emergency coordinator;**
- ◆ **reporting hazmat inventories annually to the CEPR, LEPC, and local fire department;**
- ◆ **providing material safety data sheets (MSDS) or a list of hazardous chemicals;**
- ◆ **allowing local fire departments to conduct on-site inspection of hazmat facilities; and**
- ◆ **providing annual report of toxic chemicals released, to EPA and the State.**

LEPCs are crucial to local hazardous materials planning and community right-to-know programs. Members of the LEPC represent the various organizations, agencies, departments, facilities, and/or other groups within the district. The membership comes from the local area and should be familiar with factors that affect public safety, the environment, and the economy of the community. In addition to its formal duties, the LEPC serves as a focal point in the community for information and discussions about hazardous substance emergency planning, and health and environmental risks. Citizens will expect the LEPC to reply to questions about chemical hazards and risk management actions.

The LEPC, as is the case for the CEPR, must have membership representation from a cross-section of the community it serves. A single member may represent more than one group or organization. Likewise, a group may be represented by more than one member. There is no law regulating the maximum number of members on a LEPC. Ideally, LEPC members should be true volunteers who are interested in emergency programs and community right-to-know activities.

For a listing of Kansas LEPC contacts or to download the Local Emergency Planning Committee handbook, visit the Kansas Division of Emergency Management website at:

[www.kansas.gov/kdem](http://www.kansas.gov/kdem)

## Primary LEPC Responsibilities

(EPCRA, Public Law 99-499)

1. Shall review local emergency management plans once a year, or as circumstances change (*Section 303(a)*).
2. Shall make available each Material Safety Data Sheet (MSDS), Kansas Tier II report, inventory form, toxic chemical release form, and follow-up emergency notice to the general public (*Section 324(a)*).
3. Shall establish procedures for receiving and processing requests from the public for information, including Tier II information (*Section 301(c)*).
4. Shall receive from each subject facility the name of a facility representative who will participate in the emergency planning process as a facility emergency coordinator (*Section 303(d)*).
5. Shall be informed by the community emergency coordinator of hazardous chemical releases reported by owners/operators of covered facilities (*Section 304(b)(1)(a)*).
6. Shall be given follow-up emergency notice information as soon as practical after a release which requires the owner/operator to submit a notice (*Section 304(c)*).
7. Shall receive from the owner/operator of any facility an MSDS for each such chemical (upon request of the LEPC or fire department), or a list of such chemicals (*Section 311(a)*).
8. Shall, upon request by any person, make available an MSDS to the person (*Section 311(a)*).
9. Shall receive from the owner/operator of each facility an emergency and hazardous chemical inventory form (*Section 312(a)*).
10. Shall respond to a request for Tier II information under this paragraph no later than 45 days after the date of receipt of the request (*Section 312(e)*).
11. May commence a civil action against an owner/operator of a facility for failure to provide information under section 303(d) or for failure to submit Tier II information under section 312(e)(1) (*Section 326(a)(2)(B)*).

## LEPC Membership

(minimum representation)

- Elected state or local officials
- Firefighting
- Emergency Medical Services
- Broadcast and print media
- Transportation
- Owners/Operators of covered facilities
- Emergency Management
- Law enforcement
- Hospital
- Health Officials
- Local environmental group
- Community group



## CONGRATULATIONS

*On August 8, 2009, four Kansas LEPCs and one Kansas Industry were awarded community involvement awards at the Region 7 LEPC/TERC (Tribal Emergency Response Commission) 2009 Conference in Kansas City, Missouri.*

***Butler County** received the Mid-Sized Community award for LEPCs serving a population between 20,000 and 80,000.*

***Coffey County** received the Small-Sized Community award for LEPCs serving a population less than 20,000.*

***Douglas County** received the Large-Sized Community award for LEPCs serving a population of 80,000 or more.*

***Ellis County** received a regional award for their website that gets HAZMAT information out to the community in the most comprehensive manner. Ellis County is using Facebook to share information in their community.*

***Hallmark Cards, Inc** in Lawrence, KS received a regional industry award for their active participation on the LEPC in Douglas County.*