

Region II

Local Emergency Planning Committee

Member Handbook

NOVEMBER 2006

REGION II
LOCAL EMERGENCY PLANNING COMMITTEE
MEMBER HANDBOOK

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Governor's Office of Emergency Services
Coastal Region

LOCAL EMERGENCY PLANNING COMMITTEE

ROLE AND FUNCTION

In 1986 Congress passed the Emergency Planning and Community Right-to-Know Act as Title III of the Superfund Amendments and Reauthorization Act (SARA). This law was enacted to help communities protect public health and safety and the environment from chemical hazards.

To implement Title III, Congress required each state to appoint a State Emergency Response Commission. The Commission, in turn, was required to divide their states into emergency planning districts and name a Local Emergency Planning Committee (LEPC) for each district. In California, Executive Order D-63-87 created the Chemical Emergency Planning and Response Commission (CEPRC). The CEPRC further established six Local Emergency Planning Committees (corresponding to the six state Office of Emergency Services mutual aid regions). Region II comprises the county areas of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Solano and Sonoma. The LEPC members fields of expertise (e.g. fire, health, agriculture, industry, environmental, public, media, emergency management, law, administering agency, elected official, first aid, hospital, civil defense, and transportation) ensures all the necessary elements of the planning process are represented.

Now the LEPCs are appointed by the State Emergency Response Commission (SERC) which has replaced the CEPRC.

The LEPC is the focal point for the Title III activities in the region and is intended to be consistent with planning efforts of local government. The performance of the LEPC is critical to ensuring that the public benefits from the opportunities and the information provided for under the law.

The LEPC is appointed by the SERC and has the responsibility for supervising and coordinating the LEPC activities. The basic LEPC mission is to:

Develop a comprehensive emergency plan and to update the plan at least once yearly.

Communicate and educate the public about risks from accidental and routine releases of hazardous chemicals.

The responsibilities of the LEPC are stated in law. Other activities may include providing a forum to discuss related hazardous materials issues.

STATE EMERGENCY RESPONSE COMMISSION MISSION STATEMENT

Authority:

The establishment of a State Emergency Response Commission (SERC) is mandated by Superfund Amendments and Reauthorization Act, Title III of 1986. This authority is vested in the State Emergency Response Commission (SERC) by the Governor's Executive Order D-63-87. The SERC is also tasked by Section 25503.1 of Chapter 6.95 of the California Health and Safety Code.

Mission:

The mission of the State Emergency Response Commission (SERC) is to coordinate and supervise implementation of California's hazardous material emergency planning and community right-to-know program. This includes federal and state programs to prevent, mitigate, and respond to hazardous material emergencies and ensure public availability of appropriate chemical information as prescribed by law. The membership of the SERC is defined in the Executive Order, which has been interpreted by the SERC to also include membership of one representative from each of the six Local Emergency Planning Committees (LEPCs). The SERC has several purposes, including, but not limited to:

1. Enhance public safety and environmental protection through efficient implementation of hazardous material emergency planning and community right-to-know laws.
2. Supervise and coordinate the establishment, membership, and program related activities of the LEPCs.
3. Review LEPC emergency planning activities.
4. Coordinate state agency activities in the area of hazardous material emergency planning and community right-to-know laws, while insuring that the legal and jurisdictional autonomy of each of these agencies or departments to act in these areas are preserved.
5. Promote, assist, and guide, local, regional and state government activities to integrate hazardous material emergency planning and accident prevention programs and eliminate unnecessary program overlap.
6. Provide a forum for the consideration of ideas and concerns of public and private interests in the implementation of hazardous material emergency programs.

7. Ensure a mechanism for timely review and processing of requests for hazardous material information legally available to the public under this program.
8. Facilitate the identification of resources to promote fulfillment of 1-7.

LOCAL EMERGENCY PLANNING COMMITTEE

BY-LAWS

ARTICLE I: AUTHORITY

The Local Emergency Planning Committee (LEPC), Region II (Coastal Region), was designated by the State Emergency Planning Commission (SERC) pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Subtitle A, Section 301(b) and (c). Region II consists of the following 16 counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

ARTICLE II: OBJECTIVE

The LEPC provides, at a regional level, planning for hazardous materials emergencies and response to community right-to-know information. Specific LEPC responsibilities are identified in SARA, Title III.

ARTICLE III: MEMBERS

A. MEMBERSHIP AND TERMS

The term of membership on the LEPC will be for two years and may be renewed for consecutive terms. If the California SERC is unable to meet and confirm the recommended appointments(s), at the Chair’s discretion, members with expiring terms who have been recommended for re-appointment, may continue to serve for a period not to exceed ninety (90) days or until SERC confirmation is made. Also at the Chairs discretion, nominees recommended to fill vacancy positions may commence to serve their terms pending SERC appointment. The membership shall be comprised of the following representative categories designated and appointed by the Governor through the SERC:

- | | |
|-----------------------------|-------------------------------|
| Civil Defense/Local OES (1) | Administering Agency/CUPA (2) |
| Elected Official (1) | Agriculture (2) |
| Health (1) | Community Groups (2) |
| Hospital/EMS (1) | Fire (2) |

Industry (1)
Media (1)
Transportation (1)

First Aid/Care and Shelter (2)
Law Enforcement (2)
Environmental (2)

Emergency Management (3)

1. PRIMARY AND ALTERNATE member terms are as follows:

- 1 - Term will expire on June 30 in years ending with an odd number.
- 2 - Term will expire on June 30 in years ending with an even number.
- 3 - OES Coastal Region Administrator or designated staff.

B. APPOINTMENT OF MEMBERS/ALTERNATES

Appointments/reappointments to the LEPC are administered by the Commission's membership work group. The LEPC may recommend to the SERC nominees for appointments/reappointments. The following procedures apply:

1. The Chair shall appoint, not later than March of each year, or as necessary when vacancies occur, a membership work group to identify prospective nominees.
2. The membership work group shall provide to the LEPC, as necessary, a list of prospective nominees for those member/alternate positions which are vacant or are expiring as set forth in ARTICLE III MEMBERSHIP AND TERMS. The following criteria shall be used to select prospective nominees:
 - a. Nominations should reflect the current requirements for equitable representation of membership based on geographic and population considerations.
 - b. Nominees should have broad-based experience and knowledge in the representative category to be filled.
 - c. Nominations will comply with the State of California Affirmative Action Policies.
 - d. A minimum of two (2) prospective nominees should be selected for each representative category to be filled. Only one nominee need be selected for alternates.
 - e. The appointed member will select his/her own alternate.

3. The LEPC shall select by a majority vote of the members present, a candidate for each category to be filled. The committee shall consider those nominations provided by the membership work group and any additional nominations from the floor.

4. Candidate nominations from the LEPC must be sent to the SERC nominating sub-committee on the official nominating form provided by the Commission in time to meet appointment deadlines. The Commission will determine which of the nominees will be selected for appointment to the committee.

C. ATTENDANCE

Appointed members are expected to attend scheduled LEPC meetings.

1. When an appointed member is unable to attend a scheduled LEPC meeting, the Chair shall be notified prior to the meeting (see ARTICLE II, E. ALTERNATES).

2. The appointed member shall attend a majority of the scheduled meetings.

3. Should any appointed LEPC member be absent for two consecutive meetings during any year, the LEPC Chair shall contact the member and ascertain whether that member will be able to fulfill their obligations on the committee.

D. ALTERNATES

A member may designate an alternate to attend an LEPC meeting on their behalf. Alternates will be appointed using the same criteria and procedure as for members. When representing the member, the alternate may vote, participate in official committee policy actions, and be used to constitute a quorum of the committee. Alternates may be reimbursed for travel expenses when representing the member (see ARTICLE III, G. COMPENSATION).

E. REMOVAL OF MEMBERS

A member of the committee can only be removed by the SERC. However, the LEPC may recommend, in writing to the SERC, that a member be removed for a cause at any time by majority vote, or when an appointed member is absent for three (3) consecutive meetings or fifty percent (50%) of regular scheduled meetings in the twelve (12) month period commencing with the members initial

appointment and in each twelve (12) month period thereafter. The member will be notified in writing prior to the LEPC initiating action.

F. OFFICIAL COMMUNICATION AND REPRESENTATION

A member of the LEPC shall take no action, or speak on behalf of, or in the name of the LEPC unless specifically authorized to do so by the LEPC or its Chair. Nothing in this section precludes members from identifying themselves as an LEPC representative.

G. COMPENSATION

1. Officers and member of the LEPC shall serve without compensation.
2. All LEPC members shall be entitled to travel and per diem expenses pursuant to State Board of Control Rules and Regulations and the guidelines established by OES.

ARTICLE IV: OFFICERS

A. OFFICER TERMS

The officers of the LEPC shall consist of a Chair and Vice-chair. Such officers shall serve a term of one year or until their successors are elected. The term of office begins immediately following election or, if elected officer is absent and has not consented to his/her candidacy, the term begins with the officer has been notified and accepts.

B. ELECTION OF OFFICERS

LEPC Officers are to be elected at the first meeting of each calendar year. The following procedures shall apply:

1. Prior to the election of officers, the Chair will poll the members of the LEPC to identify those persons who decline consideration.
2. A ballot listing the names of all members (except those who declined consideration) will be distributed to all members present. The Chair will be elected first, followed by the Vice-chair. Separate ballots will be used for each position.
3. Each member is to select the name of one person from the list for the positions indicated on the ballot. A member receiving a majority vote of

those members present is elected. If no member receives a majority, a second ballot with two candidates receiving the greatest number of votes will be distributed for a runoff vote.

C. REPLACEMENT OF OFFICERS

The following procedures shall apply for the replacement of the officers of the LEPC at times other than scheduled annual election described in ARTICLE IV, SECTION B.

1. The Chair, if for any reason is unable to complete the term or obligation of office, shall be replaced for the remainder of the term by the Vice-chair. A new Vice-chair shall be elected according to paragraph 2 below.
2. If the Vice-chair for any reason is unable to complete the term or obligation of an office, a new Vice-chair shall be elected according to ARTICLE IV, SECTION B, paragraphs 1 through 3.
3. In the event neither the Chair nor Vice-chair is able to preside at any meeting of the LEPC, the Chair will designate and appointed LEPC member to serve as the Chair, Pro-tempore.

ARTICLE V: DUTIES OF OFFICERS

A. THE CHAIR SHALL

1. Preside at all meeting of the LEPC.
2. Rule on all points of order.
3. Appoint the Chair of each sub-committee and working groups.
4. Be an ex-officio member of all sub-committees and working groups.
5. Represent the LEPC at official public functions or designate a member of the LEPC from a designated speakers panel to do so.
6. Oversee administrative LEPC matters.
7. Act as signatory on all official documents.
8. Sit as a member on the State Commission (SERC).

B. THE VICE CHAIR SHALL

1. Serve as permanent Chair of the Membership Work Group unless, due to other LEPC responsibilities, the Vice-chair asks for relief from the Chair.

2. Perform the duties of the Chair in his/her absence.

3. Perform such other duties as may be assigned by the Chair or by the LEPC.

C. THE INFORMATION COORDINATOR

1. The Emergency Management Representative is designed the Information Coordinator as required in SARA, Title III, Section 301 ©.

2. Shall process request(s) from the public for SARA, Title III information using the procedures established by the LEPC.

ARTICLE VI: SUB-COMMITTEES

A. SCOPE AND RESPONSIBILITIES

Responsibilities of sub-committees include reviewing, evaluating, and making recommendations relating to hazardous materials emergency planning issues as referred to them by the LEPC or on their own initiative. However, no action undertaken by any sub-committee shall be deemed to be official until it has been approved by the LEPC.

B. STANDING SUB-COMMITTEES

1. To facilitate operations and assure thorough coverage of LEPC duties and responsibilities, the LEPC structure may include standing sub-committees. Examples of Standing Subcommittees:

a. Response Resources /Equipment and Training Sub-committee

b. Hazardous Analysis Sub-committee

c. Community Right-to-Know Sub-committee

d. Administering Agency Sub-committee

2. Additional standing sub-committees may be formed as acted on by the LEPC.

C. SPECIAL SUB-COMMITTEES AND WORKING GROUPS

1. A special sub-committee or working group may be appointed at the discretion of the LEPC if and only if the tasks assigned are expected to be short-term and the assignment falls outside the scope of the standing sub-committee or working group.

2. Special sub-committees or working groups will be responsible for their own activities including place and frequency of meetings. No actions of the special sub-committees or working groups shall be deemed official until it has been approved by the LEPC.

D. ACTIVITY REQUIREMENTS

1. Minutes of sub-committee meeting will be made promptly and distributed to all members of the sub-committee and LEPC members.

2. Each sub-committee Chair will inform the LEPC of its proposed plans, priorities, and activities, and obtain concurrence. The sub-committee Chair shall report current sub-committee status at each regular LEPC meeting.

ARTICLE VII: MEETINGS

A. REGULAR MEETINGS

Regular meeting of the LEPC shall be held bi-monthly at a time and place determined by the LEPC. The regular LEPC meeting schedules shall be set by the Chair subject to the approval of the LEPC.

B. SPECIAL MEETINGS

Special meeting of the LEPC may be held at the call of the Chair. The LEPC Chair shall also schedule a special meeting at the call of four LEPC members.

1. Notice to all LEPC members shall be not less than three (3) days prior to the date set for such special meetings. Such notice must include the specific subject matter of the meeting. No other subject matter may be considered.

2. The call and notice of special meetings of the LEPC must be posted at least 24 hours prior to the special meeting in a location which is "freely accessible" to the public in addition to being served 24 hours in advance.

C. QUORUM

A quorum is required for any official business including regular and special meetings. A quorum shall consist of a simple majority of appointed and serving LEPC members or alternates. The following criteria shall be used to determine if an official action is being taken by the LEPC:

1. A vote of the committee is required before an action can be taken.
2. The action will result in the committee or its staff spending money.
3. The action will result in the forwarding of a proposal, document, or plan to the SERC.
4. The action will result in correspondence being sent from the committee.

D. GOVERNING DIRECTIVES

1. Meetings will be in accordance with Bagley-Keene Act and Assembly Bill 2674 (Chapter 641, Statutes of 1986).
2. All committee and sub-committee meetings shall be governed by Robert's Rules of Order, Revised, unless otherwise prescribed by these by-laws.

E. AGENDA AND MINUTES

1. A written agenda must be prepared for each regular and special meeting of the LEPC and its sub-committees. The agenda must identify each item of business to be "transacted or discussed" at the meeting. The agenda for regular and special meeting must be posted not less than 10 days in advance of the meeting to which it relates. Sub-committee agendas are not required to be posted nor made available to the other than the sub-committee members and LEPC members.

a. Agendas will be posted at the OES Coastal Region Office, 1300 Clay Street, Suite 400, Oakland CA. Copies will be made upon request.

b. Each agenda shall include a statement that copies to the staff reports or other written documentation relating to each item of business referred to on the agenda will be on file at the OES Region office and is available for public inspection. A notation shall be added to each agenda that any person that has a question concerning an agenda item may call the OES Coastal Region staff for clarification or information on the agenda. Each agenda must contain a clear statement of the time and place of that meeting.

2. As a general rule, the LEPC does not "take action" on any item which does not appear on the posted agenda.

3. Approved minutes of LEPC meetings shall be distributed no later than ten (10) days prior to the next meeting. Distribution shall be to all LEPC members, alternates and administering agencies within the Coastal Region.

F. PUBLIC COMMENT

At each meeting, an opportunity for the public to directly address the LEPC MUST BE PROVIDED. It is not required that members of the public be permitted on each item as it appears on the agenda. However, if the public is not invited to comments as an item appears on the agenda, the Chair shall provide for public comment immediately prior to adjournment. Reasonable time limits may be imposed both as to the total amount of time allocated for public participation on particular items and/or to each speaker.

ARTICLE VIII: VOTING

1. Actions by the committee shall be voted by resolution, which requires both a motion and a second. Except as otherwise noted, all other actions shall be deemed approved upon an affirmative vote of simple majority of LEPC members present. Unless the voting on a motion is unanimous, the secretary shall record the vote.

2. Actions requiring a two-thirds vote as identified in Robert's Rules of Order, Revised shall be deemed approved upon affirmative vote by two-thirds of appointed LEPC members or alternates present.

ARTICLE IX: AMENDMENTS

These By-Laws may be amended by a two-thirds vote of appointed members or alternates present and must be conducted with a quorum.

ADOPTED BY THE LEPC:	JULY 15, 1988
AMENDED BY THE LEPC:	JANUARY 19, 1989
AMENDED BY THE LEPC:	APRIL 20, 1989
AMENDED BY THE LEPC:	MARCH 15, 1990
AMENDED BY THE LEPC:	DECEMBER 13, 1990
AMENDED BY THE LEPC:	FEBRUARY 21, 1991
AMENDED BY THE LEPC:	MAY 16, 1991
AMENDED BY THE LEPC:	NOVEMBER 21, 1991
AMENDED BY THE LEPC:	JANUARY 9, 1992
AMENDED BY THE LEPC:	SEPTEMBER 17, 1992

AMENDED BY THE LEPC:	MAY 20, 1993
AMENDED BY THE LEPC:	APRIL 20, 1994
AMENDED BY THE LEPC:	JUNE 15, 1995
AMENDED BY THE LEPC:	NOVEMBER 21, 1996
AMENDED BY THE LEPC:	SEPTEMBER 15, 2005

**REGION III
LOCAL EMERGENCY PLANNING COMMITTEE**

CATEGORY DESCRIPTIONS

LEPCs should use this policy of the State Emergency Response Commission as a guide when recruiting new members. Overall, LEPC members should have a substantial interest in reducing the risks pose to the public and emergency responders by hazardous materials. Each member shall enhance regional emergency preparedness through outreach activities and by networking with other organizations within their area of representation.

ADMINISTERING AGENCY: This position represents local administering agencies (AA) under Chapter 6.95 of the Health & Safety Code. The individual selected for this position must be employed by an administering agency. This person should be knowledgeable of the activities of other AAs in the region and willing to work with AAs for coordination of their views into LEPC programs.

AGRICULTURE: This position should be represented by a county agriculture commissioner or by an individual that is familiar with the regional agricultural situation and can express the opinions of this sector. The individual appointed to this position would interact with the agricultural community regarding the management and control of hazardous materials. The incumbent should provide information concerning regional agri-chemical use and the impact of hazardous material programs on agri-business.

CIVIL DEFENSE: Represented by a city or county emergency services official, this position provides expertise on emergency response planning and management for disaster preparedness and hazard mitigation. By networking with other organizations within their area of representation this member should work to integrate mutual-aid systems.

COMMUNITY GROUPS: This position represents community interest organizations and groups. The community member category is proactive in formulating right-to-know outreach programs. Candidates for this position should be selected from civic organizations or community associations interested in community hazard mitigation.

ELECTED OFFICIAL: This position is for an elected representative of local or state government such as a county supervisor, city council member, or state legislator. In some cases, a designated representative of the official may be appropriate. The individual selected for this category should provide public leadership and political visibility to the committee; coordinate political support

activities for hazardous materials issues through regional councils and associations.

EMERGENCY MANAGEMENT: This position represents state emergency management and mutual-aid coordination for disaster operations at the regional level and is usually represented by an OES Regional Administrator.

FIRE: This position represents the first responders, community and district fire service agencies/departments. The individual selected for this position should be a department or battalion officer, who is knowledgeable in hazardous material response. The individual in this position represents the fire service community through mutual aid regions, community agencies and professional associations.

FIRST AID: This position represents emergency medical response providers, both public and private, including ambulance companies, paramedical groups/units and volunteer organizations with disaster first aid response capabilities. The individual selected for this position should be a member of emergency medical service organizations, paramedical groups or the American Red Cross.

HEALTH: This position represents the local public health service agencies in the region. The individual appointed to this position provides expertise on hazardous materials safety, education, program management, and planning. Members are selected from county or community health departments.

HOSPITAL: This position represents both private and public hospital and emergency medical treatment facilities. The individual appointed to this position shall facilitate developing emergency medical response preparedness for hazardous materials at the local community and regional levels. Members are selected from regional hospital or from an emergency medical services agency.

INDUSTRY: This position represents businesses and industries that are regulated by current hazardous materials legislation. The individual in this position should provide knowledge on hazard materials use, impact, and emergency planning in major facilities and small businesses. The member selected for this position should be an active participant in regional associations and networks.

LAW ENFORCEMENT: This position represents the local law enforcement agencies within the region. The individual in this position shall communicate planning and preparedness needs for hazardous materials response and mutual-aid. The member in this category is from a county sheriff's office, city police department, or from a local CHP office.

LOCAL ENVIRONMENTAL: This position represents regional concerns for protecting the environment and mitigating the effects of hazardous materials incidents. The individual selected for this category represent organizations or institutions whose primary interest or mission is environmental protection.

MEDIA: This position represents local and regional broadcast and print media on emergency response and community right-to-know issues. The individual appointed to this position would assist in organizing/developing public information concepts and procedures for regional hazardous materials emergency preparedness.

TRANSPORTATION: This position represents all modes of hazardous material transportation within the planning region. The individual in this position is knowledgeable of operations, regulations and procedures regarding the transport of hazardous materials. The member selected for this position is usually a regional/district supervisor or director for CALTrans, Public Utilities Commission, or CHP, or a manager in the transportation or transportation support industry.

AD HOC CATEGORIES: Each LEPC has the authority to establish four additional categories. All four categories do not have to be established. These categories can be used by an LEPC to expand representation on the committee and to obtain additional expertise. These categories cannot represent the same area of interest. Some LEPCs have considered the additional categories of air pollution control, legal, and federal facilities.

**REGION II
LOCAL EMERGENCY PLANNING COMMITTEE**

**MEMBERSHIP ROSTER
NOVEMBER 2006**

Position	Name	Organization	Phone	Email
Admin Agency / CUPA	Al-Hadithy, Nabil	City of Berkeley, Toxics Management	510/981-7460	NAI-Hadithy@ci.berkeley.ca.us
<i>Alternate</i>	Swardenski, Jay	Freemont Fire Dept	510/494-4222	jswardenski@ci.freemont.ca.us
Agriculture	Gee, Gregory	Alameda County Dept of Agriculture	510/670-6688	gregory.gee@acgov.org
<i>Alternate</i>	Yost, Larry	Contra Costa County Dept of Agriculture		lyost@ag.co.contra-costa.ca.us
Civil Defense / Local OES	Hess, Paul	Sonoma County OES	707/565-6160	phess@sonoma-county.org
<i>Alternate</i>				
Community Groups	VACANT			
<i>Alternate</i>				
Elected Official	VACANT			
<i>Alternate</i>				
Emergency Management	Stockdale, Keith Ann	OES, Coastal Region	510/286-6740	Keith_Ann_Stockdale@oes.ca.gov
<i>Alternate</i>				
Environmental	Pixton, Michael	Ca Dept of Toxic Substance Control	510/540-3742	mpixton@dtsc.ca.gov
<i>Alternate</i>	Papararo, Jim	Ca Dept of Toxic Substance Control	916/255-6587	jpaparar@dtsc.ca.gov
Fire	Griffin, Leroy	Oakland Fire Department	510/238-7759	lgriffin@oaklandnet.com
<i>Alternate</i>	Perry, Ray		209/969-4904	rperry904@comcast.net
First Aid / Care & Shelter	Kevin Kellenberger	American Red Cross, Bay Area Chapter	415/427-8017	kellenbergerk@usa.redcross.org
<i>Alternate</i>				
Health	Les Lum	San Francisco Dept of Public Health	415/554-2500	Les.Lum@sfdph.org
<i>Alternate</i>	Lee, Sharon	CA Dept of Health Services	510/620-3660	sseidel@dhs.ca.gov
Hospital / EMS	VACANT			
<i>Alternate</i>				
Industry	Haddock, Kathy	Rohm & Haas	510/784-5705	khaddock@rohmmaas.com
<i>Alternate</i>				
Law Enforcement	VACANT			
<i>Alternate</i>				
Media	VACANT			

<i>Alternate</i>				
Transportation	Lundgren, Neil	CalTrans	510/286-4492	neil_lundgren@dot.ca.gov
<i>Alternate</i>				

Vacant Primary Positions

Administering Agency, Agriculture, Community Groups, Elected Official, Fire, Fish & Game Ad Hoc, Health

Vacant Alternate Positions

Agriculture, Civil Defense, Community Groups, Elected Official, Environmental, First Aid, Fish & Game Ad Hoc, Haz Mat Training Ad Hoc, Industry, Law Enforcement, Transportation, Tribal Ad Hoc

**REGION III
LOCAL EMERGENCY PLANNING COMMITTEE**

Community Right-To-Know Subcommittee

MISSION STATEMENT

The mission of the Community Right-to-Know (CRTK) Subcommittee is to act as an outreach arm of the LEPC to industry, local governments, community organizations and the public. We seek to increase individual citizen's awareness of hazardous materials in the community and promote actions community members can take to protect themselves in the event of accidental releases of these materials. This is done by providing educational materials, assisting and monitoring LEPC planning efforts and by bringing administering agencies' actions and available services to the attention of the affected public.

A second objective is to assist the administering agencies by developing and providing CRTK materials and guidance in the areas of CRTK issues.

GOALS

The goals of the subcommittee are:

1. Develop a brochure on HazMat Preparedness and distribute to the public.
2. Develop information resource list for distribution to libraries and colleges.
 - a. Speakers Bureau
 - b. Media Catalog (audio, videotape, posters, etc.)
 - c. Brochures/reports/abstracts of legislation affecting CRTK issues
 - d. Current status of legislation
 - e. Agency list
3. Education of the public
 - a. Press releases on current events/issues
 - b. Semi-annual report to newspapers of LEPC activity and Area Plan completion
 - c. Broadcast preparedness information on Community Access Public TV
 - d. Improve public image and community awareness of LEPC

4. Create an LEPC Handbook for member's use
5. Increase LEPC membership
6. Develop a budget and funding source for subcommittee

**REGION III
LOCAL EMERGENCY PLANNING COMMITTEE**

PLANNING AND EMERGENCY RESPONSE SUBCOMMITTEE

MISSION STATEMENT

The mission of the Planning and Emergency Response Subcommittee is to make recommendations to the LEPC on overall planning and emergency response within Region III.

GOALS

GOAL #1

Foster, encourage, and assist in mutual aid agreements and/or contracts that will provide assistance to jurisdictions in need of emergency response throughout Region III.

Objectives

- A. Pursue these issues through the SERC, CA Office of Emergency Services and the Department of Toxic Substance Control. This will be accomplished through tracking pending legislation relevant to hazardous materials response mutual aid, correspondence, and through direct staff contact offering solutions, suggestions, and options.
- B. Correspond bi-annually with the SERC, OES, and DTSC requesting the establishment of a mutual aid agreement of some kind that will foster a relationship to facilitate response to hazardous materials incidents. Correspondence is to continue until action is taken.
- C. Foster mutual aid agreements between existing response teams within Region III.

GOAL #2

Develop a centralized source for grant information.

Objectives

- A. Develop a matrix showing funding sources, deadlines for use and restrictions on use. Update as necessary.

GOAL #3

Promote the designation of Administering Agencies and the development of area plans for all counties within the Region III Local Emergency Planning Committee.

Objectives

- A. Prepare needs assessment for those counties without an administering agency by identifying those businesses which would fall under the purview of Chapter 6.95 of the Health and Safety Code.
- B. Explore the possibility of developing Memorandums of Understanding, Joint Powers Agreements, contracts and/or other instruments that would allow Administering Agencies to assist adjacent jurisdictions develop their programs.

Goal #4

Review and revise the Region III Regional Plan.

Objectives

- A. An annual review of the Region II Regional Plan shall be completed by July 1 of each year.
- B. LEPC staff will be responsible for technical revisions such as updating telephone numbers, addresses, location of fixed facilities, etc.
- C. Sectional review of the Regional Plan will be conducted by the Planning and Emergency Response Subcommittee, with assignments to be given at the subcommittee level.

Goal #5

Sponsor the development of an emergency response exercise.

Objectives

- A. Support at least one local jurisdiction with a scheduled hazardous materials exercise via the use of funding (if available), media awareness, community outreach, and/or exercise participants/evaluators.
- B. Contact EPA to determine what resources are available to support local exercises.
- C. Survey local jurisdictions to identify scheduled exercises within the region.

**REGION III
LOCAL EMERGENCY PLANNING COMMITTEE**

TRAINING SUBCOMMITTEE

MISSION STATEMENT

GOAL #1

Promote and support hazardous materials response training.

Objectives

- A. Develop a marketing strategy to make training attractive to the public and private agencies.
- B. Concentrate training at regional and sub-regional training sites.
- C. Actively promote the development and distribution of hazardous materials training resources.
- D. Develop and maintain (upgrade) training priorities.

GOAL #2

Develop, expand and maintain a database of agencies requesting hazardous materials training.

GOAL #3

Conduct a bi-annual training needs survey.

Objectives

- A. What kind of training is needed.
- B. Numbers needing training.
- C. Feedback on whether training meets needs.

GOAL #4

Prepare report to LEPC on training accomplishments and future training needs.

GOAL #5

Facilitate a workshop environment among Region II hazardous materials training instructors for the exchange of ideas and information.

**REGION III
LOCAL EMERGENCY PLANNING COMMITTEE**

HAZARDOUS MATERIALS EMERGENCY PLANNING GRANT

(HMEP)

Eligible Planning Grant Activities (Per CFR 110)

Developing Emergency Plans
Commodity Flow Assessment
Assessment of the Needs for a Regional HazMat Response Team
Assessment of Local Response Capabilities
Development of Information Materials to Educate the Public
Conducting Drills and Exercises
Appointing Technical Staff

Level of Funding

Based on the HMEP grant approved by the Federal Department of Transportation (DOT), the Region III LEPC should receive X amount of dollars. Of these funds, 50% is to be made available to local jurisdiction in the form of grants. The balance, minus an 18% state administrative charge, is available for the uses outlined above by the LEPC. However, it must be noted that these funds are distributed by DOT to the state in installments and that the first installment constitutes 40% of the total grant award. Specific expenditures of funds must be approved by state OES. The additional funds should be released by DOT in August.

**REGION II
LOCAL EMERGENCY PLANNING COMMITTEE**

SARA TITLE III SECTION 305(a)

Administered by FEMA for training and exercises during the federal fiscal year, performance may extend into next FY.

These funds have been used by the LEPC in two ways; subsidizing student training at CSTI and the sponsoring of training classes within the Region such as the Introduction to ICS, Medical Management, and First Responder Awareness.

ATTACHMENT 1

ACRONYMS: HAZARDOUS MATERIALS

A	AA Administering Agency
ABAG	Association of Bay Area Governments
AG	Attorney General
AMBAG	Association of Monterey Bay Area Governments
APCD	Air Pollution Control District
APCO	Air Pollution Control Officer
AQMD	Air Quality Management Districts
ARB	California Air Resources Board
ARC	American Red Cross
ATSDR	Agency for Toxic Substances and Disease Registry
B	BIA Bureau of Indian Affairs
BLM	Bureau of Land Management
BOM	Bureau of Mines
BOR	Bureau of Reclamation
BRC	Below Regulatory Concern
C	CA California
CAC	County Agricultural Commissioner
CalEPA	California Environmental Protection Agency
CAER	Community Awareness and Emergency Response
CALARP	California Accidental Release Program
CALCORD	California On-Scene Emergency Coordination Channel
CALNET	Automatic Telecommunications Switching System
Cal OSHA	California Occupational Safety and Health Administration
Caltrans	California Department of Transportation
CAMEO	Computer Aided Management of Emergency Operations
CAP	Civil Air Patrol
CAS	Chemical Abstract Service
CCC	California Conservation Corps (or California Coastal Commission)
CCR	California Code of Regulations

CDC
CDC

Centers for Disease Control
California Department of Corrections

CDF	California Department of Forestry and Fire Protection
CDFA	California Department of Food and Agriculture
CEC	California Energy Commission
CEPRC	Chemical Emergency Planning and Response Commission
CERCLA	Comprehensive Emergency Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHLOREP	Chlorine Emergency Program
CHP	California Highway Patrol
CHMIRS	California Hazardous Material Incident Reporting System
CIWMB	California Integrated Waste Management Board
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CNG	California National Guard
COHWMP	County Hazardous Waste Management Plan
COTP	Captain of the Port (USCG)
CPG	Civil Preparedness Guide
CRC	Coastal Resource Coordinator
CESRS	California Emergency Services Radio System
CSTI	California Specialized Training Institute
CUPA	Certified Unified Program Agency
CVC	California Vehicle Code
CWA	Clean Water Act
D	DEA Drug Enforcement Administration
DFG	California Department of Fish and Game
DHS	California Department of Health Services
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOGGR	Department of Oil, Gas, and Geothermal Resources
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation
DPR	California Department of Parks and Recreation
DPR	California Department of Pesticide Regulation
DTG	Date/Time Group
DTSC	California Department of Toxic Substances Control
DWR	Department of Water Resources

E	EERU	Environmental Emergency Response Unit
EMB		Environmental Management Branch
EMS		Emergency Medical Services
EMSA		Emergency Medical Services Authority
EOC		Emergency Operations Center
EOD		Explosive Ordnance Disposal
EPA		Environmental Protection Agency
EPCRA		Emergency Planning and Community Right-to-Know
ERCC		Emergency Response Coordinating Committee
ERG		Emergency Response Guidebook
ERPG		Emergency Response Planning Guidelines
ERT		Environmental Response Team
F	FAA	Federal Aviation Administration
FAX		Facsimile
FDA		Food and Drug Administration
FEMA		Federal Emergency Management Agency
FHA		Federal Highway Administration
FIRESCOPE		Firefighting Resources of California Organized for Potential Emergencies
FOSC		Federal On-Scene Coordinator
FRA		Federal Railroad Administration
FRERP		Federal Radiological Emergency Response Plan
FRMAC		Federal Radiological Monitoring and Assessment Center
FTS		Federal Telephone System
H	HAZARDOUS MATERIALS	Hazardous Materials
HAZWOPER		Hazardous Waste Operations and Emergency Response
HEAR		Hospital Emergency Administrative Radio System
HHS		Health and Human Services
HMICP		Hazardous Material Incident Contingency Plan
HMI Tool Kit		Hazardous Material Incident Tool Kit
HMIS		Hazardous Material Incident Reporting System
HMIX		Hazardous Material Information Exchange

HWSF		Hazardous Waste Strike Force
I	IC	Incident Commander
ICAO		International Civil Aviation Organization
ICS		Incident Command System
IDLH		Immediately Dangerous to Life and Health
IMO		International Maritime Organization
IO		Information Officer
J	JPA	Joint Powers Agreement
L	LEPC	Local Emergency Planning Committee
M	MACS	Multi-Agency Coordination System
MHFP		Multi-Hazard Functional Plan
MMS		Minerals Management Service
MOU		Memorandum of Understanding
MSO		Marine Safety Office
MW		Megawatt
N	NBS	National Biological Service
NCP		National Contingency Plan
NFPA		National Fire Protection Association
NMFS		National Marine Fisheries Service
NOAA		National Oceanic and Atmospheric Administration
NPAC		National Poison Antidote Center
NPFC		National Pollution Fund Center
NPP		Nuclear Power Plant
NPS		National Park Service
NRC		National Response Center (or Nuclear Regulatory Commission)
NRT		National Response Team
NSF		National Strike Force (or National Science Foundation)
NTSB		National Transportation Safety Board
O	OASIS	Operational Area Satellite Information System
OEHHA		Office of Environmental Health Hazard Assessment
OES		Governor's Office of Emergency Services
OHMT		Office of Hazardous Material Transportation
OSC		On-Scene Coordinator
OSHA		Occupational Safety and Health Administration
OSPR		Office of Spill Prevention and Response
P	PEL	Permissible Exposure Limit
PIAT		Public Information Assist Team
POLREPS		Pollution Reports

PPE	Personal Protective Equipment
PST	Pacific Strike Team (USCG)
PUC	Public Utilities Commission
R	RACES Radio Amateur Civil Emergency Services
RAPID	Railroad Accident Prevention and Immediate Deployment
RCP	Regional Contingency Plan
RMPP	Risk Management and Prevention Program - See California Accidental Release Program (CALARP)
RP	Responsible Party
RRT	Regional Response Team
RSPA	Research and Special Programs Administration
RWQCB	Regional Water Quality Control Board
S	SARA Superfund Amendments and Reauthorization Act
SCAG	Southern California Association of Governments
SCBA	Self-Contained Breathing Apparatus
SEMS	Standardized Emergency Management System
SERC	State Emergency Response Commission
SFM	California State Fire Marshal
SIC	State Incident Commander
SIOSC	State Interagency Oil Spill Committee
SLC	State lands Commission
SM	Scene Management
SOC	State Operation Center
SOP	Standard Operating Procedures
SPCC	Spill Prevention Containment and Countermeasures
SRL	Sanitation and Radiation Laboratory
SSC	Scientific Support Coordinator
STEL	Short Term Exposure Limit
STORMS	Standard Oil Spill Response Management System
SWRCB	State Water Resources Control Board
T	TAC Technical Advisory Committee
TAT	Technical Assistance Team
TLA	Three Letter Acronym
TLV	Threshold Limit Value
TLV-STEL	Threshold Limit Value – Short Term Exposure Limit
Tool Kit	Hazardous Materials Incident Tool Kit
U	UC University of California
USCG	United States Coast Guard
USDA	United States Department of Agriculture

USFS
USFWS
USGS

United States Forest Service
United States Fish and Wildlife Service
United States Geological Survey