

LEPC Requirements

All Local Emergency Planning Committees (LEPC) must comply with Indiana Codes, 4-2-7-3, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and Indiana Emergency Response Commission requirements, the following documents and information must be submitted annually through the LEPC online reporting system at dhs.in.gov/3793.htm

1. Legal Notice

Due January 31

A legal notice must be published in a local newspaper stating the following:

- That the LEPC plan, facility safety data sheets (SDS's) and EPCRA chemical reports have been submitted, and that follow up emergency notices may be issued
- Where the public may view the above information and emergency notices

Verification of publishing all of the above information in a newspaper clipping or legal affidavit from the news media must be uploaded into the online reporting system.

2. Fiscal Report

Due March 1

The prior year's expenditures must be itemized and entered into the online reporting system. The official county auditor's report also must be uploaded into the online system.

3. Roster

Due March 1

The roster must be updated to reflect the current membership and entered into the online reporting system. There must be a minimum of 12 members listed.

4. Bylaws

Due March 1

The bylaws must be approved by a vote at a meeting with a quorum present (greater than 50 percent of members). The bylaws must be signed, dated and uploaded into the online reporting system.

5. LEPC Plan/Updates

Due October 17

The LEPC Plan must be reviewed and updated by the LEPC membership annually (at minimum). The LEPC Plan must include the required annual updates and incorporate reviewer comments from the year's submission. Plans and updates must be approved by a vote at a meeting with a quorum present (greater than 50 percent of members), signed, dated and uploaded into the online reporting system.

6. Exercise

Due March 1

The exercise proposal must be entered into the online reporting system. **An exercise must be Homeland Security Exercise Evaluation Program (HSEEP) compliant and the report is due 30 days** following the exercise. For a December exercise, reports are due by December 31 of the same year. Exercise reports must be entered into online systems.

7. Meetings and Minutes

Dates, locations and times of the current year's meetings must be entered into the online reporting system by **January 31**. Any changes must be updated in the online reporting system two weeks before the meeting.

A minimum of four meetings must be held each year; at least two meetings on separate days every six months. **A quorum must be present** at all meetings (greater than 50 percent of members).

The sign-in sheets for the meetings must be printed from the Meeting Minutes module in the online reporting system.

The meeting minutes and sign-in sheets are due two months after each meeting or after the next meeting if not within two months (due dates may be extended to **March 1** of the following year only for the November and December meetings).

The meeting minutes must be approved by a vote at the next meeting with a quorum present (greater than 50 percent). The meeting minutes and sign-in sheets must be signed, dated and uploaded into the online reporting system.

The meetings must follow the Open Door Law (IC 5-14-1.5). The meeting notices must be posted at the principal LEPC office 48 hours (excluding weekends and legal holidays) prior to the meeting. The agenda must be posted at the entrance of the meeting location.

Purpose

- **The Emergency Planning and Community Right-to-Know Act (EPCRA)** of 1986 was created to help communities plan for chemical emergencies. It also requires industry to report on the storage, use and releases of hazardous substances to federal, state, and local governments.
- To provide information to the public about hazardous chemicals in the community.
- To form partnerships with local communities, governments, first responders and industries to enhance hazardous materials preparedness and to coordinate hazardous materials planning and preparedness at the local level.
- To develop and maintain a written community level hazardous materials emergency response plan.
- Evaluate the need for resources necessary to develop, implement, and exercise the jurisdiction's emergency management plan.

Membership

EPCRA Sec. 301 of the federal law stipulates membership of each LEPC shall include, at a minimum, a representative from each of the following groups; Elected Officials, Law Enforcement, Firefighting, Emergency Management, Health, Hospital, Media, Transportation, Emergency Medical Services, Environmental, Community groups, and facility owners/operator's.

LEPC membership is voluntary and represents a large cross section of government and private organizations, industry, and occupations in order to provide their expertise during plan development and to offer a "total package" of planning and outreach capability.

To become a member visit and submit the LEPC membership application form at:

www.hamiltoncounty.in.gov/575

IERC policy handbook provides guidance to LEPC'S and is available at: www.in.gov/dhs/files/ierc_handbook.pdf.

Information on LEPC's and IERC is available at:

www.dhs.in.gov/2362.htm



Hamilton County Local Emergency Planning Committee

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"To enhance emergency response and preparedness plans for all-hazard incidents for Hamilton County through planning and communication between the citizens, business and government."



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County
Local
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Committee