

LEPC Self-Evaluation Tool

The following checklist has been developed for the sole purpose of conducting a self-assessment of your LEPC. Below are criteria used for evaluating a LEPC. Place a check mark next to each item completed by the LEPC. Total the number of check marks in the “YES” column to evaluate your LEPC. These tools are for internal LEPC use only

LEPC STRUCTURE AND ORGANIZATION		YES	NO	N/A
1	Achieved genuinely broad-based and balanced membership?			
2	Adopted by-laws?			
3	Hold regular, well-attended meetings (at least quarterly)?			
4	Ensured LEPC meetings are accessible and well-publicized (time, place, publicity)?			
5	Provide LEPC members advance agendas and written minutes?			
6	Submits annual membership list to CEPR?			
7	Organized active subcommittees and established clear membership roles?			
8	Produced an annual report (covering trends in accidents, hazards, enforcement, drills, site-specific risk reduction, etc)?			
9	Annually submits the LEPC Compliance form to the CEPR by December 31?			
10	Focused on all-hazards?			
11	Worked toward reducing vulnerability zones and accident potentials?			
12	Maintained own identity independent from the host agency?			
13	Improved emergency response and mitigation?			
14	Set progress objectives (funding, participation, communication, etc) and annually evaluate progress toward achieving those goals?			
15	Secured adequate funding sources (through agency budgets, grants, donations, etc)?			

LEPC EMERGENCY RESPONSE PLANNING		YES	NO	N/A
16	Submitted a Local Emergency Operations Plan to the Commission on Emergency Planning and Response?			
17	Annually review and update as necessary the LEOP?			
18	Coordination exists between EHS facilities and fire departments, as well as other response organizations (police, hospitals, etc)?			
19	Established alert and warning systems to notify the public?			
20	Established a means to determine the severity of a chemical release or natural disaster and the area and population likely to be affected?			
21	Identified potential shelters and evacuation routes?			
22	Identified the facility emergency response coordinators for regulated facilities within jurisdiction?			
23	Maintain an inventory of emergency response resources (equipment, facilities, and expertise)?			
24	Provided education on protective actions (evacuation/shelter-in-place) to the public and first responders?			
25	Evaluated the protective capacity of shelter-in-place structures?			
26	Acknowledged the limits of emergency response capabilities for protecting people, property, and the environment?			
27	Received emergency response plans from the regulated facilities?			
28	Conducted a hazard analysis?			
29	Ensured that hazard analyses are incorporated into plans?			
30	Established notification procedures are in place by which facility emergency response coordinators will notify first responders in the event of a hazardous chemical emergency.			
COMMUNITY HAZARD ANALYSIS		YES	NO	N/A
31	Developed easily understood community maps showing EHS facilities, vulnerability zones, transportation routes, etc?			
32	Conducted a commodity flow study to identify chemicals and volume of hazardous materials moving through the community?			
33	Identified potential hazards from natural events such as flood, tornado, earthquake, drought, winter storm, etc?			

34	Identified critical facilities, vulnerable environments, and potentially exposed populations (e.g. schools, nursing homes, residential areas, workers on site)?			
35	Prepared or obtained worst-case and lesser release scenarios at each EHS facility and those in transportation?			
36	Assessed potential risks and developed a prioritized list?			
LEPC TRAINING AND EXERCISES		YES	NO	N/A
37	Developed emergency response drills and exercises to evaluate the effectiveness of our LEOP?			
38	Established a schedule to regularly conduct drills and emergency response exercises? Schedule is documented in the LEOP?			
39	Participated in the annual Training and Exercise Planning Workshop (T&EPW)?			
40	Sponsored training for fire, medical, police, hazmat teams, hospitals, and other response personnel?			
41	Held seminars for the public on the hazards within their community and how they can protect life and property?			
42	Participated in drills and exercises with regulated facilities within the jurisdiction?			
COMMUNITY RIGHT-TO-KNOW		YES	NO	N/A
43	Publicized availability of right-to-know information?			
44	Computerized data for ease of access and analysis?			
45	Established a convenient information request process?			
46	Provided Tier II chemical storage information as required?			
47	Publicized community hazard maps with vulnerability zones through printed or electronic media?			
48	Discussed or publicized options for reducing vulnerable zones (e.g. safer technologies)?			
49	Regularly contacts each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator?			
50	Provides information on EPCRA to new businesses?			

51	Ensures that all required facilities that must annually report extremely hazardous substance are submitting their Tier II forms?			
ACCIDENT PREVENTION		YES	NO	N/A
52	Promoted exploration of inherently safer technologies (safer chemicals, lower pressure or temperatures, less storage, fewer shipments)?			
53	Promoted other facility safety improvements (e.g. secondary containment, automatic shutoffs, alarms, etc)?			
54	Provided the hazard analysis to planning commissions, zoning boards, public works, citizen advisory councils, and other local entities?			
55	Analyzed spill reports for response and prevention lessons?			
56	Given recognition for hazard reduction efforts (e.g. annual awards)?			
PUBLIC AWARENESS		YES	NO	N/A
57	Maintains a LEPC website for the public to access?			
58	Prints an annual EPCRA notice for local news releases or displays the EPCRA public notice on our website?			
59	Provides public service announcements concerning all-hazard preparedness to local radio and television stations?			
60	Conducts activities in the community to heighten the public's awareness of hazards in the community?			

	YES	NO	N/A
TOTALS			

SCORING: TOTAL NUMBER IN "YES" COLUMN

- 60-51 Outstanding
- 50-41 Good
- 40-31 Progressing
- 30-21 Mediocre
- 20-11 Inadequate
- 10-0 Non-Functioning

