

PROVEN IDEAS TO HELP KEEP

COMMITTEES ACTIVE

- **Conduct Annual Meeting to Review the Plan.** Provide an opportunity for each first responder department to review with the Committee their roles and missions during a response as detailed by the plan. This agenda item allows the committee to meet one of the legislated mandates (annual review of the plan)
- **Conduct a Meeting Near the Tier II Report Deadline.** This meeting provides an opportunity for facilities to hand deliver Tier II reports to the Committee. Additionally, some Committees utilize this meeting to provide assistance to facilities in completing Tier II forms. This process helps both the Committee and facility in documenting more accurate reports and more importantly it serves as a reminder to smaller industries that Tier II forms are due.
- **Invite Guest Speakers to Address Topics of Interest to Members.** Topics that are perennial favorites are: cost recovery, district HazMat team response considerations, industry safety programs, and clean up contractor considerations. Governmental agencies such as Kansas Division of Emergency Management, HazMat Team representatives, EPA, local industry, and clean-up contractor representatives are generally willing to come to present material.
- **Conduct an After Action Meeting for Incident Response.** Conducting a review of a local response to identify best practices as well as lessons learned is a unique opportunity to incorporate changes to the Plan.
- **Conduct a Facility Process Review.** The review can serve as an awareness tool for the responder community. Having an industry explain how and why they use hazardous substances can be a beneficial means of improving awareness of the specific facility and the hazardous substances used. It also familiarizes the responders where the various hazardous substances are used or stored.
- **Conduct Review of Any New Regulation of Law.** Reviewing any new law or regulation recently passed by a governmental body or governing standard organization (National Fire Protection Association) that impacts the Committee allows members to keep current on the multitude of laws and regulations.
- **Conduct a Review of Available Software.** There are many software programs that are available to industry or the emergency response community to help with topics associated with committee activities. CAMEO and Tier II Submit software are all public domain programs that can provide assistance to response agencies and the LEPC.
- **Tour Facilities within the Jurisdiction.** Touring a regulated facility in the county is an effective way to connect the private and public sectors. It allows LEPC members to

become more familiar with the hazardous materials within their jurisdiction. LEPCs can also tour non-regulated facilities, such as the local Humane Society, to review their emergency operations plans and discuss how to coordinate efforts during a disaster.

- **Conduct Table-Top Exercises.** LEPC meetings are the ideal location to discuss potential disaster scenarios and identify how each agency would coordinate with one another and respond to the disaster. By making the scenarios realistic, the input provided by the LEPC members can be incorporated into the emergency operations plan or hazard specific annexes. Table-Top Exercises provide a great opportunity to identify where additional planning is required. Add wording to bring in all agencies at LEPC (Red cross, hospitals)
- **LEPC sponsored exercises.** This is a good way to satisfy KDEM exercise requirements while enhancing county or municipal disaster response capability. The exercises do not need to have a complex scenario to be challenging, but should have elements that will exercise a few of the target capabilities.
- **Hazards/Vulnerability/Capability Assessments.** In its simplest form, a way to find out what/where the hazard threat is, who is vulnerable, and what capability exists to respond to an incident. Can be as simple or complicated.
 - a. Hazard/Threat Assessment: Gather and analyze information about natural and technological hazards. This includes information on floods, droughts, wild line fires, severe winter storms, and the potential disasters resulting from human threats. This includes local industry required to report under EPCRA, propane facilities, bulk fuel storage facilities, and other fixed facilities. Also, transportation related threats traveling along roads, railroads, and airports should be plotted on a map. Determine the most hazardous chemical at that location and what the worst case effects would be if a release occurred. Then draw a circle around that facility equal to the distance a chemical “plume” or other effect, like a blast shock wave, would travel.
 - b. Vulnerability Assessment: Look at census data, or other information available to the county to determine who and what lies within the vulnerability circles noted above. Look for any special cases like schools, nursing homes, shopping malls, as well as neighborhood populations.
 - c. Capability Assessment: Look at what the jurisdiction has to respond to the threat. Look at not only county or municipal assets like fire departments, HazMat teams, law enforcement, emergency medical and other government owned assets, but also private industry that may have response teams or equipment. Plot these on the hazards map.

Once all the plotting is completed, look at the whole picture to find any deficiencies in response. Then make plans to fix them.

- **Hazardous Materials Commodity Flow Studies.** This is a transportation related effort whereby survey teams determine the HazMat flowing down the roads and/or railroads within the LEPCs jurisdiction. The goal is to find out the types, classes, and quantities (if

possible) in rank order, of the chemical transportation threat. A vulnerability study along the route could also be done to determine what populations are at risk. Basically, a flow study is accomplished by:

- a. Determining the route to be studied. It could be a major highway through the county or city, or a heavily traveled road through populous areas. A railroad study is particularly useful since railroads often run through city centers.
 - b. Develop a survey schedule that covers such variables as time of day, day of week, season, etc.
 - c. Assign teams to points along the route offering safe but good visual observation.
 - d. Conduct the survey by recording the data contained on a carrier's hazmat placard affixed to the carrier's vehicle.
 - e. Once the survey is complete do some statistical work to determine the percentages.
- **LEPC Sponsored HazMat Training for Responders.** Grant-funded training conducted in county locations for fire, EMS, law enforcement, and other response forces. Courses consist of Awareness, Operations, and Technician level training in hazardous materials response, incident command, chemistry, and many more. LEPCs can apply to KDEM for the Hazardous Materials Emergency Preparedness Grant funds for responder training.

PUBLIC OUTREACH AND INFORMATION ACTIVITIES

EPCRA does not require LEPCs to conduct public awareness programs, but it is desirable that LEPCs carry out such programs. The public needs to be aware of the dangers in their jurisdiction and how to protect themselves, their family, and their property. Special facilities, such as nursing homes, schools, hospitals, public buildings, senior citizen housing, and others should also be included in emergency planning and awareness programs.

If not already in place, the LEPC should develop a program to provide for public education regarding hazardous substances. An important part of this program is the identification and education of administrators of special needs facilities and with the education of special populations living independently, such as the hearing-impaired, the blind, and the homebound. This program could include web-based presentations, audio-visual programs, written notices, pamphlets, and other materials to insure that community residents are aware of actions that may be required in the event of a hazardous materials incident.

The LEPC is encouraged to sponsor speakers for schools, clubs, and other groups, provide web-based, written or audio-visual programs, assist local response organizations with their public information programs, and coordinate other activities to take advantage of ongoing special events in the area.

FEMA has several instructional programs on the subject, to include home study courses entitled “*An Introduction to Hazardous Materials*” (IS-5.A), “*Are You Ready? An In-Depth Guide to Citizen Preparedness*” (IS-22) “*Hazardous Material Prevention*” (IS-340).

The following are outreach ideas arranged by potential cost to the LEPC.

EXPENSIVE

- Newspaper advertisements (other than classified section)
- Video programs
- Brochures- multi-page, high quality paper, in color
- Public Service Announcements (PSAs) professionally written and taped
- Posters
- Telephone book insert
- Billboard messages (or on structures such as oil storage tanks)
- School/day care educational programs (team effort by teachers & outside trainers)

LOW COST

- Pamphlets - two sides, inexpensive paper, in black & white
- Classified newspaper advertisements
- Fact sheets
- Web-based information
- Utility bill inserts
- Supermarket bag inserts
- Bumper stickers
- Peel-off stickers
- Website
- Slideshow
- Computer diskette/CD
- Brochures
- Gas pump “toppers” (announcement displayed on the pumps)

FREE

- Newspaper press releases, articles and special features
- Newsletter articles in publications of other organizations

- School poster contest
- Web-based information
- Photo display (using donated photos)
- PSAs on radio or TV (other than by professional production co.)
- Speeches to other community organizations
- Radio, TV interviews, talk programs, community bulletin boards
- Slide shows, video tapes, DVDs, or films that are borrowed
- Store window displays
- Anything borrowed, donated, or distributed free

