

*“Serving Our Commonwealth”*



# ***Module 1 Appendices: LEPCs in Kentucky***



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## **Program Notes: Module 1: “LEPCs in Kentucky”**

### **Purpose (Module 1):**

**This course is designed to provide students with an understanding of the history, composition and responsibilities of the State Emergency Response Commission (SERC) and Local Emergency Planning Committees (LEPC) and how these organizations are established in Kentucky.**

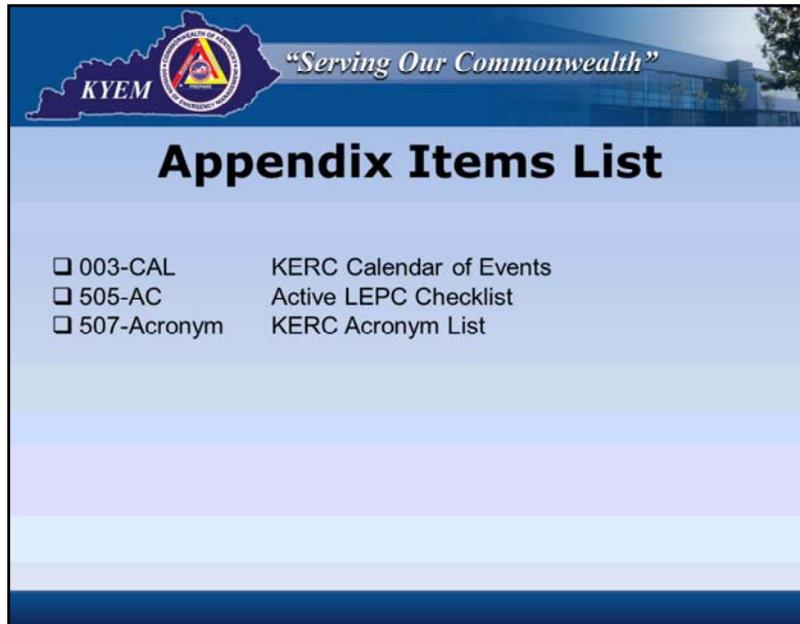
### **Target Audience (Module 1):**

**This course is designed for current and prospective LEPC members, personnel from facilities with hazardous materials, and all citizens with an interest in Community Awareness and Emergency Preparedness.**

### **Course Documents:**

- Course Manual PDF
- Self-Study Manual Doc & PDF
- Final Examination Doc & PDF
- Instructor Manual and Final Exam Answer Key Doc & PDF
- Course Fact Sheet PPT & PDF
- PowerPoint Slide show PPT & PDF

**Appendix: 2016 Calendar of Events, Active LEPC Checklist & Acronym List**



## Appendix Items List

- 003-CAL                      KERC Calendar of Events
- 505-AC                        Active LEPC Checklist
- 507-Acronym                KERC Acronym List

Discussion Questions:

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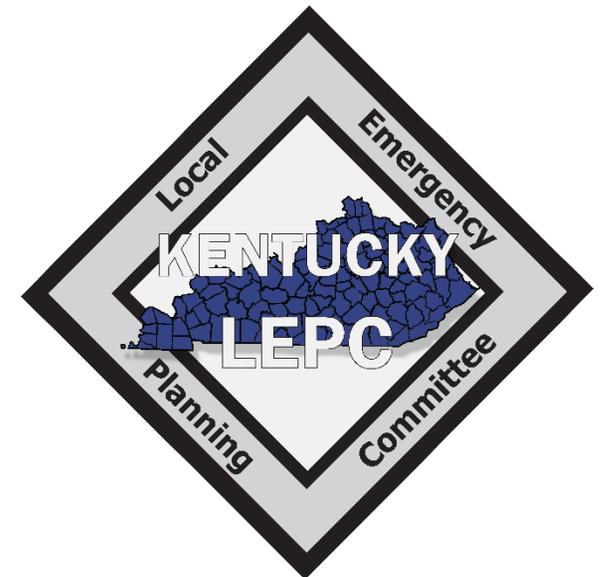


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**2016**  
***KERC / LEPC***  
***Calendar of Events***





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**Program Notes:**

- **Module 1: “LEPCs in Kentucky”**
- **Module 2: LEPC Grant Application**
- **Module 3: Emergency Response Planning Guide for EHS Facilities**
- **Module 4: Tier2 / EHS Plan Validation Exercise**

**Purpose (KERC LEPC Calendar):**

This document is designed to provide LEPC members with a timeline of the grant requirements found in EPCRA, KRS, and KAR. It will also serve as a valuable tool in planning yearly LEPC meetings and Exercises. Tentative dates for the KERC meeting have been included. All LEPC Chairs are welcome to attend and encouraged to contact the KERC Program Manager to schedule agenda time for presentations regarding current LEPC events, issues, requests, and general updates of activities.

**Target Audience (KERC LEPC Calendar):**

The target audience for this document is any private citizen with an interest in community awareness and emergency preparedness and current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any/all of the following forms and documents:

Annual Certification Letter  
Detailed Budget  
Grant Application  
Grant Ledger

Membership Cover Page  
Personal Property Inventory  
Public Legal Notice



# ~ January 2016 ~

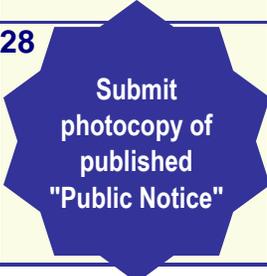


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1) No later than <u>January 31</u> publish public information on committee activities entitled "Public (Legal) Notice Advertisement". 2)					1	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
 Publish "Public (Legal) Notice Advertisement"	Notes: LEPCs must meet at least twice per year (once if no EHSs in district)					



# ~ February 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 	29	1) No later than <u>February 28</u> submit to the KERC a photocopy of the "Public (Legal) Notice Advertisement" published, clearly showing the name and date of the newspaper.				



# ~ March 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Facilities must submit by <u>March 1</u>:</b> 1) Tier2 Reports 2) Facility Annual Certification Letter (FACL)						
	6	7	8	9	10	11
13	14	15		17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	<b>Notes - FACL must state:</b> 1) there were no changes to EHS Plan; or 2) EHS Plan has been revised and the revisions are included with the FACL	



# ~ April 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes: No later than April 1<sup>st</sup>:</b> 1) Review EHS Facility plans and send an ACL to the KYEM AM stating: a. that there were no changes; or b. plan has been revised and the revisions are included with the ACL 2) Submit Grant Application to the KYEM AM 3) Submit documentation of expenditures, including LEPC Bank Ledger					<b>1</b> Submit: ACL and EHS Plans, Grant App, & Expenditures	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>



# ~ May 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			



# ~ June 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes: No later than June 1 submit detailed budget to the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.</b>			1 <b>Submit Detailed Budget</b>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	<b>Notes:</b>	



# ~ July 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:					1	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Notes:					



# ~ August 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		



# ~ September 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <u>September 15</u> the KERC will make the grant awards.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 	16	17
18	19	20	21 	22	23	24
25	26	27	28	29	30	Notes:



# ~ October 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	<b>Notes:</b>				



# ~ November 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Notes:		



# ~ December 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>No later than <u>December 1</u> submit to the KERC:</b> 1) Updated membership list and cover page 2) Bylaws, with certification stating: a. There were no changes; or b. They have been revised and the revisions are included 3) Personal Property Inventory for all items valued > \$500.00				1 <b>Submit: Member list w/ cover page, Bylaws, Property Inventory</b>	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Please do not hesitate to contact any of the KYEM Staff if you have any questions:

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# Active Local Emergency Planning Committee Checklist



<b>1. Identification of Hazards</b>		
YES	NO	a) Our LEPC has identified facilities with extremely hazardous substances.
YES	NO	b) Our LEPC has identified facilities with hazardous chemicals.
YES	NO	c) Our LEPC has identified major transportation routes for extremely hazardous substances.
YES	NO	d) Our LEPC has identified other facilities contributing to or subjected to risk that are in close proximity to those facilities with extremely hazardous substances or hazardous chemicals.
<b>2. Approved EHS Plan within the County Emergency Operations Plan</b>		
YES	NO	a) Our LEPC has included emergency response information for those facilities identified above in our County Emergency Operations Plan.
YES	NO	b) Our LEPC has included emergency response methods and procedures of first responders into our County Emergency Operations Plan.
YES	NO	c) Our LEPC has included emergency response measures used by medical personnel in our County Emergency Operations Plan.
YES	NO	d) Our LEPC has identified emergency equipment available in the community and at the facilities identified above, as well as the persons responsible for them, and has included this information in our County Emergency Operations Plan.
YES	NO	e) Our LEPC has established plans for shelter-in-place or evacuation. It has established early warning systems and has identified emergency shelters. This information has been included in the County Emergency Operations Plan.
YES	NO	f) Our LEPC has identified emergency coordinators within the community and at facilities having extremely hazardous substances that will be responsible for implementing the County Emergency Operations Plan. This information is included in our County Emergency Operations Plan.
<b>3. Implementing the Local Emergency Plan</b>		
YES	NO	a) Our LEPC has established notification procedures by which facility coordinators, identified in 2f, will notify first responders in the event of an extremely hazardous substance emergency.
YES	NO	b) Our LEPC has established notification procedures by which the public will be notified in the event of an extremely hazardous substance emergency.
YES	NO	c) The County Emergency Operations Plan describes the incident command system to be used in responding to hazardous chemical emergencies.



# Active Local Emergency Planning Committee Checklist



<b>4. Hazard Analysis</b>		
YES	NO	a) Our LEPC has established a process to identify and record releases of extremely hazardous substances.
YES	NO	b) Our LEPC has established a process to determine the level of risk if extremely hazardous substances are involved in an accident.
YES	NO	c) Our LEPC has established a process to determine the areas and populations that will be affected in the event that extremely hazardous substances are released.
<b>5. Emergency Response Exercises</b>		
YES	NO	a) Our LEPC has developed emergency response drills and exercises to evaluate the effectiveness of our County Emergency Operations Plan.
YES	NO	b) Our LEPC has established a schedule to regularly conduct drills and emergency response exercises.
<b>6. LEPC Organizational Maintenance</b>		
YES	NO	a) Our LEPC regularly schedules, announces, and holds meetings. (Twice a year if EHS present in county)
YES	NO	b) Our LEPC annually reviews, and revises if necessary, EHS Facility Plans.
YES	NO	c) Our LEPC regularly conducts exercises and tests emergency procedures.
YES	NO	d) Our LEPC has developed procedures for responding to inquiries concerning extremely hazardous substances in the community.
YES	NO	e) Our LEPC regularly submits documentation required to comply with KERC grant guidelines.
<b>7. Facility Compliance</b>		
YES	NO	a) Our LEPC actively seeks to increase the number of facilities in our community that must annually report extremely hazardous substances or hazardous chemicals. (EHS Plans, Tier2's, & MSDS's)
YES	NO	b) Our LEPC regularly contacts each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator.
YES	NO	c) Our LEPC provides both basic and detailed EPCRA information to new businesses.
<b>8. Public Awareness</b>		
YES	NO	a) Our LEPC develops articles about EPCRA and prints a "Public (Legal) Notice Advertisement" for local news releases.
YES	NO	b) Our LEPC provides public service announcements concerning EPCRA to local radio and television stations.



# Appendix A: KERC - LEPC Acronym List



ACL	-----	Annual Certification Letter
ACPH	-----	Air Change per Hour
AM	-----	Area Manager
AN	-----	Ammonium Nitrate
ATSDR:	-----	Agency for Toxic Substances and Disease Registry
CAA	-----	Clean Air Act
CAMEO	-----	Computer Aided Management for Emergency Operations
CAS #:	-----	Chemical Abstract Service
CERC	-----	Commonwealth Emergency Response Commission - now called KERC
CERCLA	-----	Comprehensive Environmental Response, Compensation, and Liability Act
CFATS	-----	Chemical Facility Anti-Terrorism Standards
CFR	-----	Code of Federal Regulations
CSB	-----	Chemical Safety Board
DES	-----	Disaster and Emergency Services
DHS	-----	Department of Homeland Security
DOT	-----	Department of Transportation
EEC	-----	Energy and Environment Cabinet
EHS	-----	Extremely Hazardous Substance
EMA	-----	Emergency Management Agency
EMS:	-----	Emergency Medical Service
EOC:	-----	Emergency Operations Center
EOP	-----	Emergency Operations Plan
EPA	-----	Environmental Protection Agency
E&PPC	-----	Environmental & Public Protection Cabinet
EPCRA	-----	Emergency Planning and Community Right-to-Know Act
ERG	-----	Emergency Response Guidebook
ERIL:	-----	Emergency Resource Inventory List
ERT:	-----	Environmental Response Team
FACL	-----	Vfacility Annual Certification Letter
FCC:	-----	Federal Communications Commission
FDA	-----	Food and Drug Administration
FEMA:	-----	Federal Emergency Management Agency
FERC	-----	Facility Emergency Response Coordinator
GIS	-----	Geographic Information Systems
GPS	-----	Global Positioning System
HAZMAT	-----	Hazardous Materials
HMEP	-----	Hazardous Materials Emergency Preparedness
HSC:	-----	Highway Safety Commission
KAR	-----	Kentucky Administrative Regulations
KCTCS:	-----	Kentucky Community and Technical College System
KERC	-----	Kentucky Emergency Response Commission
KRS	-----	Kentucky Revised Statutes
KY DEP	-----	Kentucky Department of Environmental Protection
KYEM	-----	Kentucky Emergency Management
LEPC	-----	Local Emergency Planning Committee
Lat/Long	-----	Latitude and Longitude
LOC:	-----	Level of Concern
LoL	-----	List of Lists
MIC	-----	Methyl Isocyanate
MSDS	-----	Material Safety Data Sheets (now known as SDS)



# Appendix A: KERK - LEPC Acronym List



NASTTPO	-----	National Association of SARA Title II Program Officers
NFPA	-----	National Fire Protection Association
NIMS:	-----	National Incident Management System
NOAA	-----	National Oceanic and Atmospheric Administration
NRC	-----	National Response Center
NREPC:	-----	Natural Resources and Environmental Protection Cabinet
OSHA	-----	Occupational Safety and Health Administration
PHMSA	-----	Pipeline and Hazardous Materials Safety Administration
RMP:	-----	Risk Management Plan
RP:	-----	Response Point
RQ	-----	Reportable Quantity
SARA	-----	Superfund Amendments and Reauthorization Act
SCBA	-----	Self-Contained Breathing Apparatus
SDS	-----	Safety Data Sheets (formerly MSDS)
SERC	-----	State Emergency Response Commission - Known in KY as KERK
SIC	-----	Standard Industrial Classification
SIP	-----	Shelter-In-Place
TAB Q-7:	-----	Former name for an EHS Facility Emergency Response Plan in KY
Tier2	-----	Tier2 Report
TPQ	-----	Threshold Planning Quantity
TRI	-----	Toxic Release Inventory
UN ID#:	-----	United Nations Identification Number
USC:	-----	United States Code
USCG:	-----	United States Coast Guard
USEPA:	-----	United States Environmental Protection Agency
UST	-----	Underground Storage Tanks
VZ:	-----	Vulnerable Zone



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