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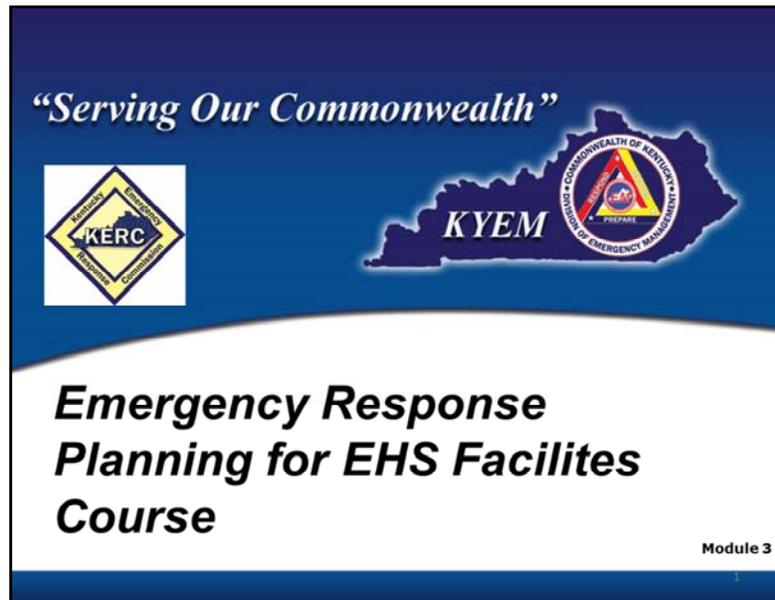
Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES: COURSE MANUAL

This Course is designed to provide students with an understanding of the federal (EPCRA) and state (KRS and KAR) requirements for Hazardous Materials (HAZMAT) emergency response plans (formerly known in Kentucky as TAB Q-7s). This guidance supersedes all previous instructions for development of EHS Facility Plans. All NEW or REVISED EHS Facility Emergency Response Plans must meet these criteria.



LEPC Courses: The Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses consist of:

LEPCs in Kentucky: Module 1 of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. An introductory look at Local Emergency Planning Committee (LEPC), the laws and regulations that govern them, and an LEPCs importance in providing the community – its citizens and its leaders – with needed information that will better prepare them in the event of a chemical emergency.

LEPC Grant Applications: Module 2 of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. This course is designed to provide active LEPC members with an understanding of the state requirements for LEPC grant funding (KRS and KAR), including a detailed review of all the documentation and forms LEPCs are required to submit to the KERC or their designees.

The EPA's Tier2Submit20xx: Module 2A of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. This course is designed to provide active LEPC members with an understanding of the process of how facilities complete an electronic tier2 report using the EPA's Tier2Submit20xx Software. It is recommended that **ALL** members of the LEPC have the Tier2Submit20xx software on their computer. This will allow access to: A) **ALL** facility addresses within the district, B) a complete list of contact information for **EVERY** facility in the district, and C) a complete list of **EVERY** chemical within the district.

Emergency Response Planning for EHS Facilities: Module 3 of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. This course is designed to provide active LEPC planners with an understanding of the federal (EPCRA) and state (KRS and KAR) requirements for Hazardous Materials (HAZMAT) emergency response plans (formerly known in Kentucky as TAB Q-7s).

Tier2 / EHS Facility Plan Validating Exercise: Module 4 of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. Includes the final culminating activity; a Tier2 / EHS Facility Plan Validating Exercise. This course is designed to provide active LEPC members with an understanding of the relationship between Tier2 reporting and EHS Facility plans and how both can be utilized to ensure the LEPC is fulfilling its EPCRA and KRS planning requirements.

Community Right-To-Know – Coordinating Public Information: Module 5 of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. This course is designed to provide active LEPC members with a wide range of best practices and options for fulfilling ALL of the EPCRA requirements regarding educating and preparing the public for a HAZMAT incident.



Unit 1: Course Overview

This is the 3rd module of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. Module 1: LEPCs in Kentucky is a prerequisite for this course.

Local communities, in partnership with government and industry can, through a comprehensive approach, minimize the effects from chemical incidents with a thorough planning process. The LEPC is vital in providing the community, its citizens and its leaders, with complete emergency response plans that will mitigate the effects of a chemical incident.

This course is a detailed review of the federal (EPCRA) and state (KRS and KAR) EHS Facility planning requirements, formerly known in Kentucky as TAB Q-7s.

Discussion Questions:

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 "Serving Our Commonwealth"

Course Purpose

This course is designed to provide active LEPC members an understanding of the legal planning requirements found in EPCRA, KRS, and KAR.



The roots of education are bitter, but the fruit is sweet. - Aristotle

Course Purpose

This course is designed to provide LEPC members, specifically all members with an active role in the preparation, review, and approval of EHS Facility Emergency Response Plans with an understanding of the legal planning requirements found in EPCRA, KRS, and KAR.

Discussion Questions:

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Target Audience?

The target audience for this course are members of the LEPCs who participate in the EHS Facility Emergency Response planning process.

Who can / should be involved in the LEPC Planning Process?



Target Audience

The target audience for this course are members of the LEPCs who participate in the EHS Facility Emergency Response planning process.

Who can / should be involved in the LEPC Planning Process?

Listed in no particular order:

- The LEPC Chair
- All members of the LEPC
- Representatives of Special Facilities
- Representatives from the local school district
- Facility personnel
- First Responders
- Local Elected Officials and government personnel
- Any private citizens with an interest in Community Awareness and Emergency Preparedness

Can you identify others?

Discussion Questions:

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KYEM "Serving Our Commonwealth"

This course is comprised of the following: **Course Design**

- Unit 1: Course Overview
- Unit 2: Planning Provisions of EPCRA, KRS, & KAR
- Unit 3: Plan Section Requirements
- Unit 4: LEPC Calendar and Plan Submission Process
- Unit 5: LEPC Forms
- Final Exam

Course Design

Unit 1: Course Overview

Unit 2: Planning Provisions of EPCRA, KRS, & KAR

Unit 3: Plan Section Requirements

Unit 4: LEPC Calendar and Plan Submission Process

Unit 5: LEPC Forms

Final Exam

Course Objectives

The course objectives: after completing this manual you should be able to:

- Describe the legal planning responsibilities contained in EPCRA, KRS, and KAR.
- Describe the sections and content of EHS Facility Plans in Kentucky.
- Identify the LEPC deadlines for planning paperwork submission
- Identify KERK required & optional forms, and where to find KERK forms.

Discussion Questions:

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A blue sign with white text and graphics. At the top left is the KYEM logo (a triangle with a caduceus) and the text "KYEM" and "Serving Our Commonwealth". The main title is "Course Logistics". On the left, a white box contains the text "Please sign in and provide an email address." On the right, another white box contains the text "Housekeeping Issues:" followed by a bulleted list: "• Breaks", "• Cell Phones on Vibrate", "• Location of Restrooms", "• Location of Exits", and "• Other Concerns". To the right of the list is a graphic of a smartphone with a face on the screen.

KYEM "Serving Our Commonwealth"

Course Logistics

Please sign in and provide an email address.

Housekeeping Issues:

- Breaks
- Cell Phones on Vibrate
- Location of Restrooms
- Location of Exits
- Other Concerns

Course Logistics

Please sign in and provide an e-mail address.

Note: Course certificates will be sent to address on sign-in sheets. Course instructors are not responsible for incorrect or illegible addresses.

Housekeeping Issues

- Breaks
- Cell Phones on Vibrate
- Location of Restrooms
- Location of Emergency Exits
- Other Concerns (Instructor and/or Student)

Discussion Questions:

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Class Expectations

Participate Ask Questions Respect Other's Opinions Return on Time From Breaks

Class Expectations

All class participants are expected to:

- Participate
- Ask Questions
- Respect Other's Opinions
- Return from breaks on time!
- Other Concerns (Instructor and/or Student)

Discussion Questions:

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Introductions

INSTRUCTOR	STUDENT
Name	Name
Title	LEPC Name (County)
Organization	Personal or professional interest in LEPC.
Professional Experience	Importance of LEPC

You can't base your life on other people's expectations. - Stevie Wonder

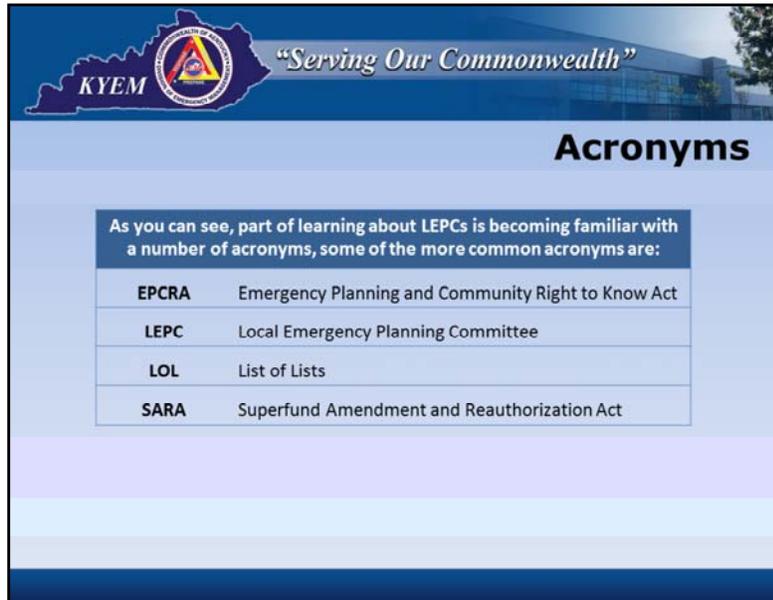
Introductions

Your instructor(s) will introduce themselves and provide you with information about their background and experience with LEPCs.

You will be asked to introduce yourselves and provide information on your background, your experience with LEPCs, why you wanted to participate in the class, and what you think is the most important thing your LEPC does or can do.

Discussion Questions:

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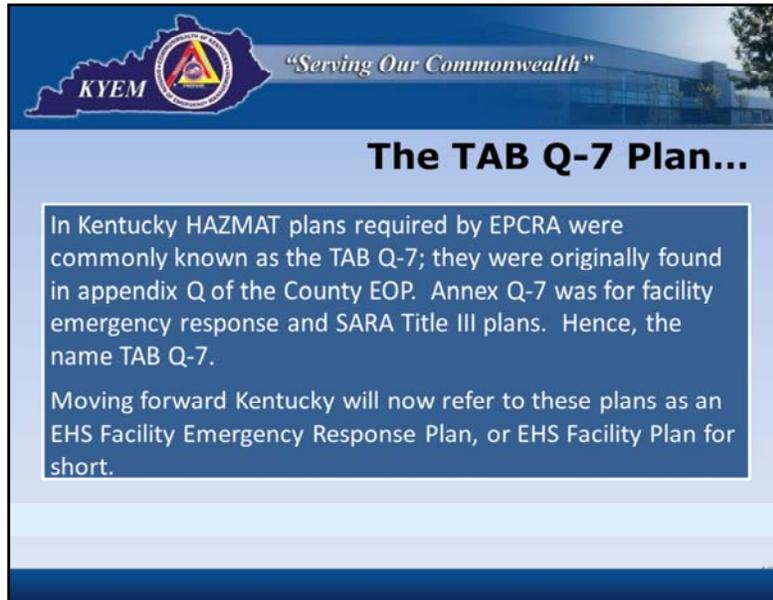


Acronyms

As you can see, part of learning about the LEPC is becoming familiar with a number of acronyms, some of the more common acronyms are:

- **EPCRA**
Emergency Planning and Community Right to Know Act
- **LEPC**
Local Emergency Planning Committee
- **LOL**
List of Lists
- **SARA**
Superfund Amendment and Reauthorization Act

A more complete acronym list can be found in the back of this manual.



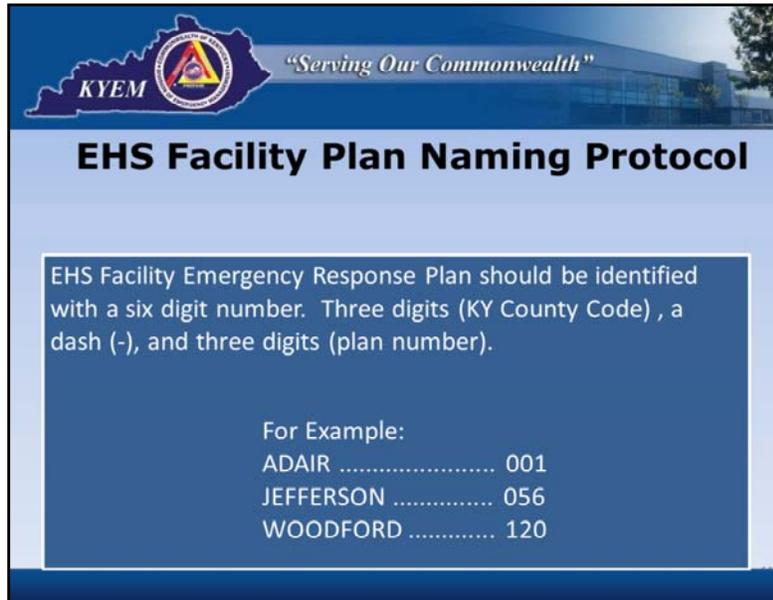
The TAB Q-7 Plan...

Is now referred to as an EHS Facility Emergency Response Plan.

The LEPC planning envisioned by the Environmental Protection Agency (EPA) for a Hazardous Materials incident, was intended to complement the existing planning that state law already required, instead of creating a separate process. The LEPC did not develop a separate plan, but carried out the emergency planning requirements related to hazardous materials by adding a hazardous materials annex. In this way, the LEPC is an important resource useful to all local responders.

In Kentucky these plans were formerly known as TAB Q-7's. The plans were originally found in appendix Q of the County Emergency Operations Plan. Annex Q-7 was for facility emergency response and SARA Title III plans and were contained in TAB Q-7 of the annex. Hence, the name TAB Q-7 was applied in Kentucky to all Extremely Hazardous Substance (EHS) plans required under SARA Title III.

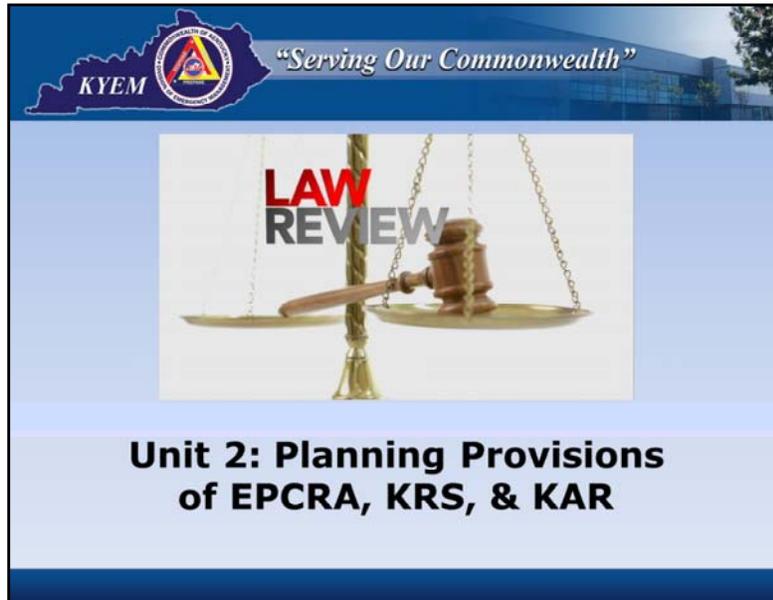
Moving forward Kentucky will now refer to these plans as an **EHS Facility Emergency Response Plan**



EHS Facility Plan Naming Protocol

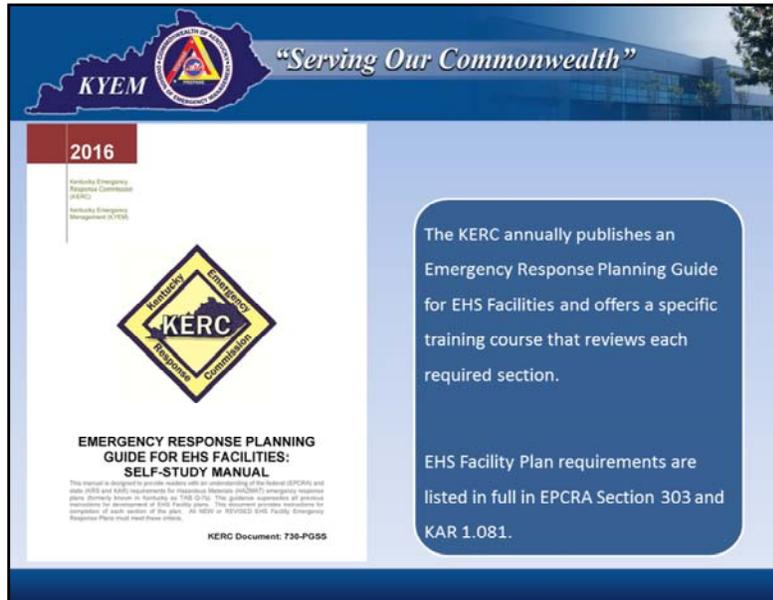
EHS Facility Emergency Response Plan should be identified with a six digit number. Three digits (KY County Code) , a dash (-), and three digits (plan number). This naming protocol will make simplify sorting in an electronic format (excel). A full listing of County Codes can be found in the appendix.

ADAIR- (1)	EDMONSON - (31)	KNOX - (61)	NICHOLAS-(91)
ALLEN- (2)	ELLIOTT - (32)	LARUE - (62)	OHIO - (92)
ANDERSON - (3)	ESTILL - (33)	LAUREL - (63)	OLDHAM - (93)
BALLARD - (4)	FAYETTE - (34)	LAWRENCE - (64)	OWEN - (94)
BARREN - (5)	FLEMING - (35)	LEE - (65)	OWSLEY - (95)
BATH - (6)	FLOYD - (36)	LESLIE - (66)	PENDLETON-(96)
BELL - (7)	FRANKLIN - (37)	LETCHER - (67)	PERRY - (97)
BOONE - (8)	FULTON - (38)	LEWIS - (68)	PIKE - (98)
BOURBON - (9)	GALLATIN - (39)	LINCOLN - (69)	POWELL - (99)
BOYD - (10)	GARRARD - (40)	LIVINGSTON - (70)	PULASKI- (100)
BOYLE - (11)	GRANT - (41)	LOGAN - (71)	ROBERTSON- (101)
BRACKEN - (12)	GRAVES - (42)	LYON - (72)	ROCKCASTLE - (102)
BREATHITT - (13)	GRAYSON - (43)	McCRACKEN - (73)	ROWAN - (103)
BRECKENRIDGE - (14)	GREEN - (44)	McCREARY - (74)	RUSSELL- (104)
BULLITT - (15)	GREENUP - (45)	McLEAN - (75)	SCOTT - (105)
BUTLER - (16)	HANCOCK - (46)	MADISON - (76)	SHELBY - (106)
CALDWELL - (17)	HARDIN - (47)	MAGOFFIN - (77)	SIMPSON- (107)
CALLOWAY - (18)	HARLAN - (48)	MARION - (78)	SPENCER- (108)
CAMPBELL - (19)	HARRISON - (49)	MARSHALL - (79)	TAYLOR - (109)
CARLISLE - (20)	HART - (50)	MARTIN - (80)	TODD - (110)
CARROLL - (21)	HENDERSON - (51)	MASON - (81)	TRIGG - (111)
CARTER - (22)	HENRY - (52)	MEADE - (82)	TRIMBLE- (112)
CASEY - (23)	HICKMAN - (53)	MENIFEE - (83)	UNION - (113)
CHRISTIAN - (24)	HOPKINS - (54)	MERCER - (84)	WARREN- (114)
CLARK - (25)	JACKSON - (55)	METCALFE - (85)	WASHINGTON - (115)
CLAY - (26)	JEFFERSON - (56)	MONROE - (86)	WAYNE - (116)
CLINTON - (27)	JESSAMINE - (57)	MONTGOMERY - (87)	WEBSTER- (117)
CRITTENDEN - (28)	JOHNSON - (58)	MORGAN - (88)	WHITLEY-(118)
CUMBERLAND - (29)	KENTON - (59)	MUHLENBERG - (89)	WOLFE - (119)
DAVISS - (30)	KNOTT - (60)	NELSON - (90)	WOODFORD- (120)



Unit 2: Planning Provisions of EPCRA, KRS, & KAR

In this unit we will briefly review the planning requirements found within EPCRA, KRS, and KAR. We will look at the requirements from the perspective of both the LEPC and the facility.



EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES: SELF-STUDY MANUAL

The KERC annually publishes the guidance document “Emergency Response Planning Guide for EHS Facilities: Self-Study Manual” and offers a specific training course that reviews each required section. EHS Facility Plan requirements are listed in full in this document. This manual is designed to provide readers with an understanding of the federal (EPCRA) and state (KRS and KAR) requirements for Hazardous Materials (HAZMAT) emergency response plans (formerly known in Kentucky as TAB Q-7s). This guidance supersedes all previous instructions for development of EHS Facility plans. All NEW or REVISED EHS Facility Emergency Response Plans must meet these criteria.

Discussion Questions:

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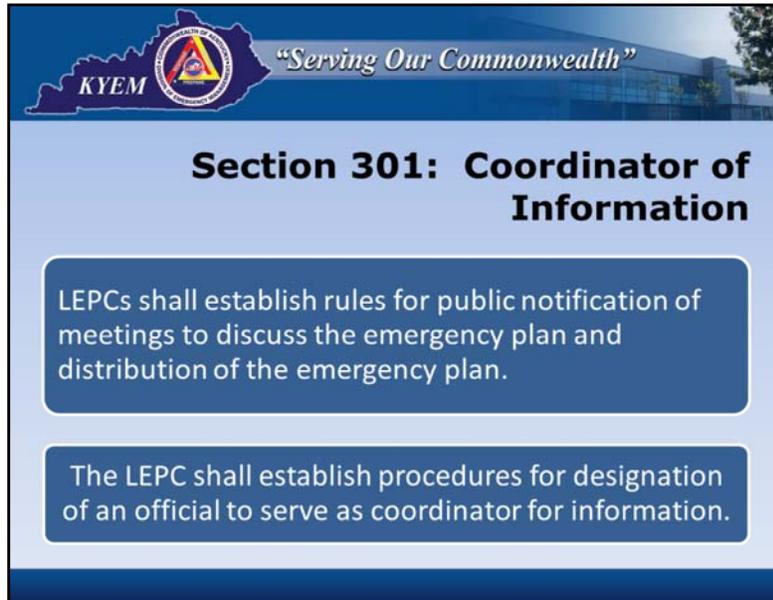
Legal References:

 *"Serving Our Commonwealth"*

EPCRA = SARA Title III



EPCRA = SARA Title III



EPCRA SEC. 301 Establishment of SERCs, Planning Districts, and LEPCs.

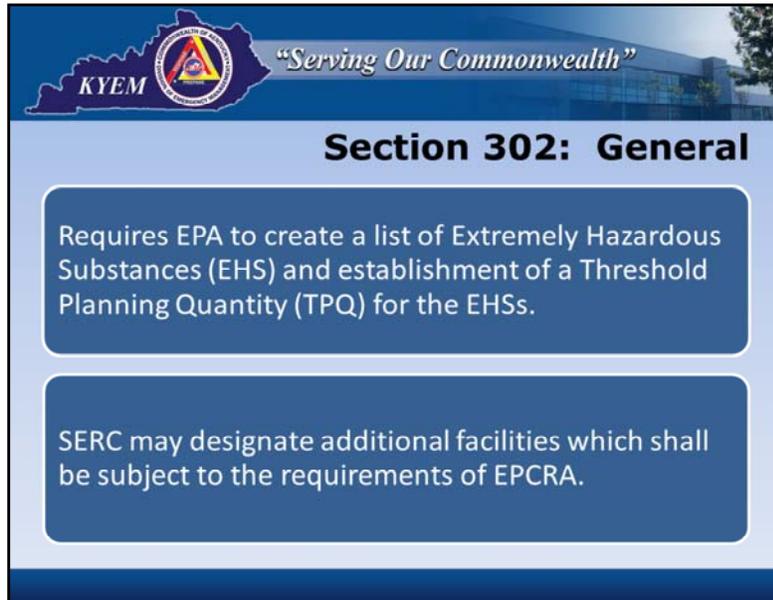
(c) Establishment of Local emergency planning committees.

The SERC shall appoint members of a LEPC for each emergency planning district. Each committee shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subtitle.

LEPCs shall appoint a chairperson and shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan. The LEPC shall establish procedures for receiving and processing requests from the public for information under section 324, including tier II information under section 312. **Such procedures shall include the designation of an official to serve as coordinator for information.**

Discussion Questions:

Legal References: EPCRA Section 301



EPCRA SEC. 302 Substances and Facilities Covered and Notification.

Section 302 established the substances that are covered under the EPCRA 303 planning requirements. It required publication of a list of extremely hazardous substances (EHS); a substance is subject to the EPCRA planning requirements if it is on this list. The list was formally established in 40 CFR Part 355 Appendix A and B.

A complete list of EHS substances can be found in the EPA's "list of lists" <http://www2.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>

Section 302 also required that regulation be published establishing a threshold planning quantity (TPQ) for each EHS.

Section 302 also gives the Governor or SERC the authority to designate additional facilities, for purposes of emergency planning, which shall be subject to EPCRA. Designation must be made after public notice and opportunity for comment. Following designation, the SERC must notify facilities concerned of the planning requirements.

Discussion Questions:

- There are 474 EHSs, 80 of which have TPQ less than 500 lbs

Legal References: EPCRA Section 302



Section 302: Facility Requirements

Applicable to any facility that has an Extremely Hazardous Substance (EHS), present at any time, at or above its Threshold Planning Quantity (TPQ).

One-time notification to SERC and LEPC if any EHS is present in an amount \geq TPQ

Within 60 days after facility becomes subject to requirements or acquiring new EHS's (Echoed in KRS 39E.120)

EPCRA SEC. 302 Facility Requirements

Section 302 also established that facilities are subject to the 302 planning requirements, except as provided in section 304, if an EHS is present at the facility in excess of the threshold planning quantity (TPQ). Furthermore, each facility subject to the planning requirements are required to notify the SERC acknowledging that the facility is subject to EPCRA 302.

Subsequently, the facility must notify the SERC and the LEPC within 60 days if a new EHS substance becomes present at the facility in excess of the TPQ.

EPCRA section 302 is echoed in KRS 39E.120 Facilities which manufacture, use, or store extremely hazardous substances shall advise the SERC, LEPC, and fire department of the name of the substance and its quantity, within sixty (60) days of the date the facility first receives the substance.

Discussion Questions:

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Legal References: EPCRA Section 302

KYEM  "Serving Our Commonwealth"

Section 303: LEPC Planning

- Require LEPCs to prepare chemical emergency response plans for all facilities with an EHS chemical above TPQ.
- Contains nine (9) planning requirements
- Plans must be reviewed by the:
 - ✓ SERC
 - ✓ LEPC annually



EPCRA SEC. 303 Comprehensive Emergency Response Plans.

LEPC Planning Requirements

EPCRA Section 303 established that each **LEPC shall complete preparation of an emergency plan and review the plan, at minimum, once a year.** EPCRA requires each emergency plan shall include, but is not limited, to each of the following:

- Identification of facilities, identification of routes likely to be used for the transportation of EHSs, and identification of additional facilities contributing or subjected to additional risk due to their proximity to the facility, such as hospitals or natural gas facilities
- Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances
- Designation of a community emergency coordinator and facility emergency coordinators (FERC), who shall make determinations necessary to implement the plan
- Procedures providing reliable, effective, and timely notification by the FERC and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred
- Methods for determining the occurrence of a release, and the area or population likely to be affected by such release
- A description of emergency equipment in the community and at each facility and an identification of the persons responsible for equipment
- Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes
- Training programs, including schedules for training of local emergency response and medical personnel
- Methods and schedules for exercising the emergency plan

After completion of an emergency plan, the LEPC shall submit a copy of the plan to the SERC for review and recommendations.

Discussion Questions:

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Legal References: EPCRA Section 303



Section 303: Facility Planning Requirements

Time Frame:	30 Days	Promptly	Upon Request & Within 60 Days
Facility Action:	Identify a facility representative who will participate in the emergency planning process as a FERC. (Echoed in KRS 39E.130)	Inform LEPC of changes occurring at facility	Provide information necessary for developing a EHS Facility Plan (Echoed in KRS 39E.220)

Section 303: Facility Planning Requirements

EHS facilities must:

- Identify, within thirty (30) days the name of **a facility representative (FERC) who will work with the LEPC in the development of emergency plans**, and that person shall provide information necessary to the development of those plans.
- Promptly inform the LEPC of any relevant changes occurring at facility as such changes occur or are expected to occur.
- Upon request of the SERC or LEPC, EHS facilities must provide additional information necessary for developing and implementing the emergency plan about each substance to include, but not be limited to, material safety data sheets.

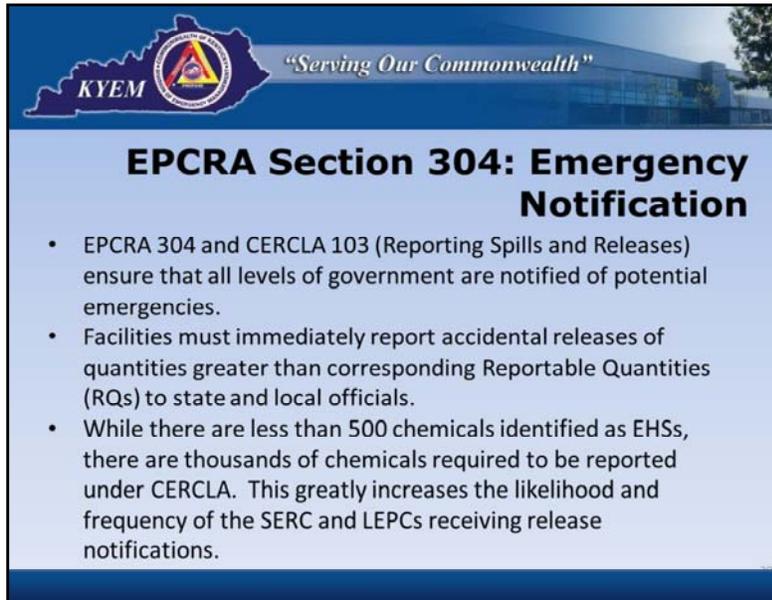
Discussion Questions:

Would it be advantageous to utilize Tier2 reporting requirements and invite FERCs to join & attend LEPC meetings using the email provided in the contact information.

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Xxx

Legal References: EPCRA 303, Echoed in KRS 39E.130, KRS 39E.220, & 106 KAR 1.081



**SEC. 304 Emergency Notification.
Release Notification.**

EPCRA Section 304 requires that facilities **immediately** give notice (by such means as telephone, radio, or in person) to the **community emergency coordinator** for the LEPC for any area likely to be affected by the release and to the **SERC** of any State likely to be affected by the release. Notice shall include each of the following (to the extent known at the time of the notice and so long as no delay in responding to the emergency results):

- chemical name involved in the release
- is chemical an EHS
- estimate of the quantity released into the environment
- time and duration of the release
- medium or media into which the release occurred
- known or anticipated acute or chronic health risks and advice regarding medical attention necessary for exposed individuals
- precautions to take, including evacuation
- name and telephone number to contact for further information

- **Facilities must immediately report accidental releases of EHS chemicals and "hazardous substances"** in quantities greater than corresponding Reportable Quantities (RQs) defined under CERCLA, amended in 1986 by SARA Title III, to the **National Response Center (NRC), 1-800-424-8802**, and state and local officials.
- Facilities are required to provide immediate release notification for EHSs if the release requires a notification under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).
- Facilities are required to provide immediate release notification for EHSs that are not subject to 103(a) CERCLA if the release is not a federally permitted release as defined in section 101(10) of CERCLA, or is in an amount in excess of the RQ, and occurs in a manner which would require notification under section 103(a) of CERCLA.
- Facilities are required to provide immediate release notification for non-EHSs if the substance is subject to 103(a) of CERCLA and exceeds the established RQ under section 102(a) of CERCLA. For those substances without an established RQ under section 102(a) of CERCLA, a release notification is required when the release exceeds one pound.
- Release notification is not required for releases in which exposure is limited to persons solely within the site or sites on which the facility is located.
- With respect to transportation, the notice requirements shall be satisfied by dialing 911. The exemption provided in EPCRA section 327 (relating to transportation) does not apply to this section.

Discussion Questions:

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Legal References : EPCRA SEC. 304 Emergency Notification



Notification Content: Initial and Follow-up

- Initial release notifications (verbal) are required immediately but should not delay an emergency response.
- Follow-up notifications must be written and are required as soon as practicable after a release. 
- Release notification content requirements are fully outlined in EPCRA Section 304.

To the extent known at the time of the notice and so long as no delay in an emergency response occurs, release notifications must include:

- The chemical name or identity of any substance involved in the release
- An indication of whether the substance is an EHS
- An estimate of the quantity of any such substance that was released into the environment
- The time and duration of the release
- The medium or media (air, soil, water) into which the release occurred
- Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals
- Proper precautions to take as a result of the release, including evacuation (unless such information is readily available to the community emergency coordinator pursuant to the emergency plan)
- The name and telephone number of the person or persons to be contacted for further information

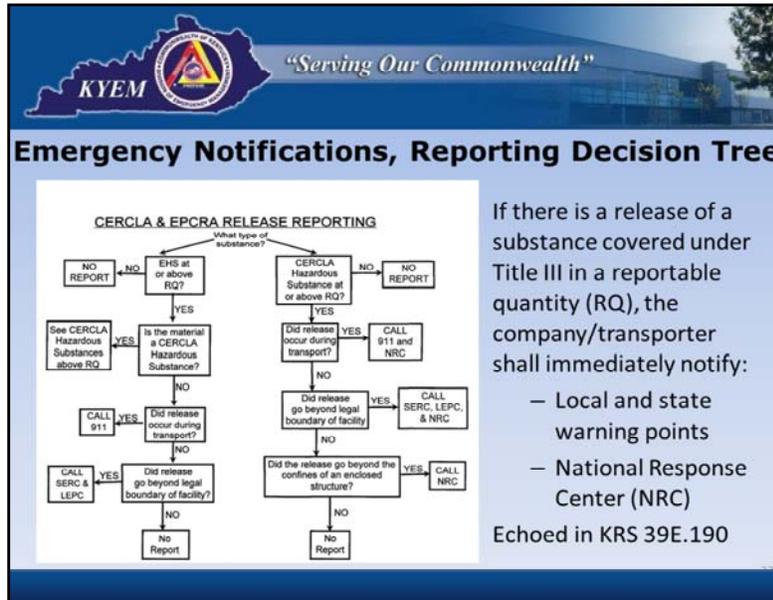
Follow-up notifications must be written and are required as soon as practicable after a release and must **include** updates to the information provided in the initial notification as well as:

- actions taken to respond to and contain the release
- any known or anticipated acute or chronic health risks associated with release
- where appropriate, advice regarding medical attention necessary for exposed individuals

Discussion Questions:

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Legal References: : EPCRA SEC. 304 Emergency Notification



If there is a release of a substance covered under Title III in a reportable quantity (RQ), the company/transporter shall immediately notify:

- Local and state warning points
- National Response Center (NRC)

Echoed in KRS 39E.190

EPCRA Section 304 is echoed in **KRS 39E.190**. When a release of a substance covered under SARA Title III occurs in a reportable quantity, the owner or operator of the facility where the release occurs, or the owner or operator of the vehicle transporting the hazardous substance, shall notify the local and state warning points within times established by administrative regulation. These regulations shall also specify information to be provided upon initial report and in written follow-up reports.

State 24-hour warning point for HAZMAT Spill Notification:

If you need to report a spill in accordance with SARA Title III Section 304 and KRS 39E.190, please contact the Duty Officer at the Commonwealth Emergency Operations Center at 800.255.2587 which serves as the twenty-four (24) hour warning point and contact for the Kentucky Emergency Response Commission.

Discussion Questions:

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Legal References: KRS 39E.190



Section 312: Facility Requirements

Any facility required to have a SDS available under the Occupational Safety and Health Act of 1970 shall prepare and submit a hazardous chemical inventory form (Tier2 Report) to the following:

- ✓ The LEPC.
- ✓ The SERC.
- ✓ The local Fire Department



Much of the information included in EHS Facility Emergency Response Plans is found in the annual tier2 reports.

EPCRA Section 312: Emergency and Hazardous Chemical Inventory Forms. Facility Requirements

SEC. 312 requires that any facility, public or private, required to have an MSDS (now called SDS) available under the Occupational Safety and Health Act of 1970 shall prepare and submit a hazardous chemical inventory form (Tier2 Report) to the following:

- The appropriate LEPC
- The SERC
- The fire department with jurisdiction over the facility

This includes facilities that manufacture, process, or store hazardous chemicals.

The Tier2 reports must be submitted annually by March 1, and shall contain data with respect to the preceding calendar year.

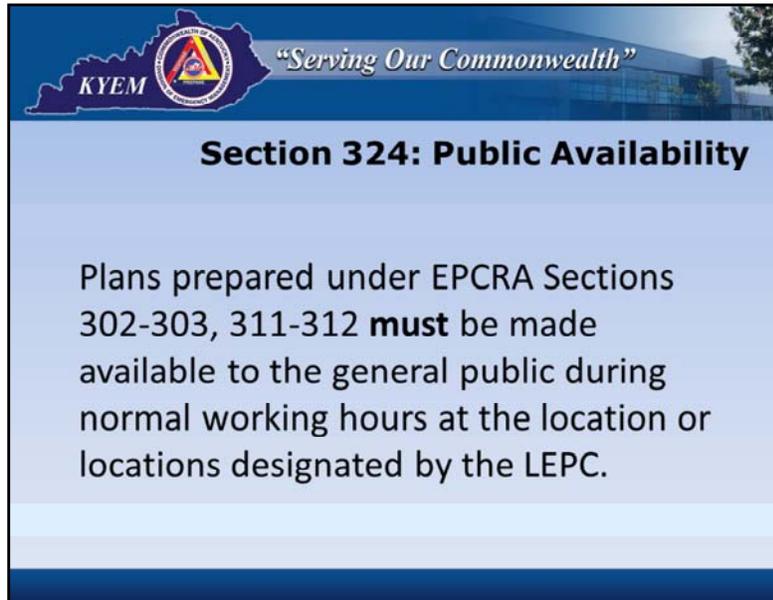
Upon request, the facility shall provide specific location information on hazardous chemicals at the facility to the fire department with jurisdiction over the facility and allow the fire department to conduct an on-site inspection of the facility.

Much of the information included in EHS Facility Emergency Response Plans is found in the annual tier2 reports.

Discussion Questions:

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Legal References: EPCRA Section 312



Section 324: Public Availability of Plans, Data Sheets, Forms, and Follow-up Notices.
Public Availability

Information collected and Plans prepared under EPCRA Sections 302-303, 311-312 must be made available to the general public, consistent with section 322, during normal working hours at the location or locations designated by the SERC, or LEPC. This includes:

- EHS Facility Emergency Response Plan
- Individual MSDS or SDS
- Hazardous Chemical list
- Tier2 inventory form
- Toxic Chemical Release Forms
- Written Follow-up Emergency Notifications

Upon request by an **owner or operator** of a facility subject to the requirements of section 312, the SERC and the LEPC shall withhold from disclosure under this section the location of any specific chemical on a Tier2 inventory form.

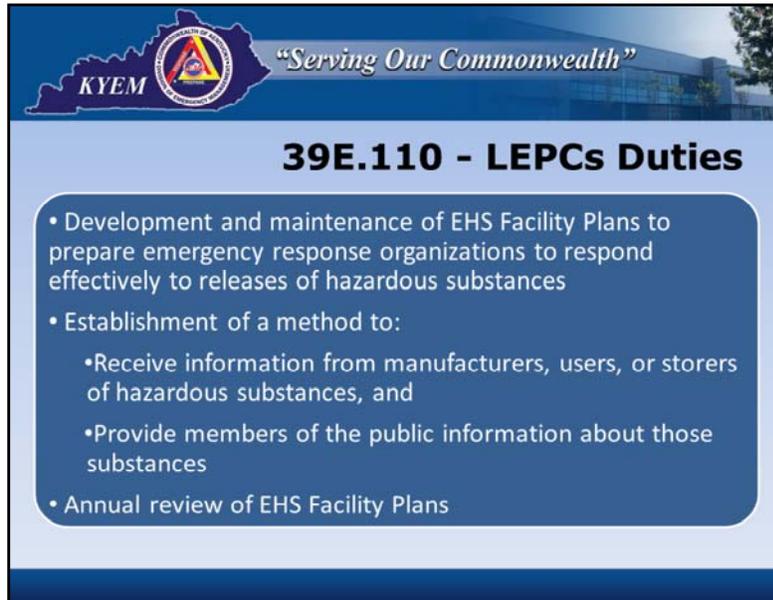
Discussion Questions:

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Legal References: EPCRA Section 324

EPCRA in KY = KRS 39E & 106 KAR





KRS 39E.110 - LEPCs Duties

Duties of the committees shall include:

- Development of plans to prepare emergency response organizations to respond effectively to releases of hazardous substances
- Establishment of a method by which manufacturers, users, or storers of hazardous substances may report the presence of those substances, and by which members of the public may obtain information about those substances
- Development and maintenance of plans
- Development of procedures for the annual review of emergency plans

Also:

- LEPCs may request the chief of the fire department with jurisdiction over a facility which has, or may have, substances subject to Title III, Pub. L. No. 99- 499, to make on-site inspections of the facilities and to report all findings to the chairman of the committee.
- The LEPC may, after consultation with the commission chairman, seek civil remedies prescribed in Section 326, Pub. L. No. 99-499.
- The LEPC may, with the advice and consent of the SERC chairman, submit information to the county attorney for prosecution.

Discussion Questions:

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Legal References: KRS 39E.110



KRS 39E.150 Plan Development, Approval, & Review

Plans developed under the guidance of the SERC shall be a part of the local EOP. These plans shall emphasize a coordinated response by all local emergency response organizations.

If, in the judgment of the SERC, the local plan is inadequate, or is inconsistent with the Kentucky EOP, the local plan shall be returned to the LEPC and the committee shall revise the plan until approved by the SERC.

LEPCs shall annually review and update, where appropriate, each plan and submit revisions to the SERC.

Discussion Questions:

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Legal References: KRS 39E.150



39E.140 Planning: Other

Local governments and school districts shall participate in the planning process conducted by the LEPC. This participation shall include, at a minimum:

- Providing information concerning government-owned or controlled emergency response assets;
- Reviewing plans developed by the LEPC; and
- Concurring that the final plan can be executed with existing resources.

KRS 39E.140 Planning Other

City, county, urban-county governments, and charter county governments, school districts, special purpose district boards, or other municipal corporations or political subdivisions of the state or local government shall participate in the planning process conducted by LEPC.

This participation shall include, at a minimum, providing information concerning government-owned or controlled emergency response assets, reviewing plans developed by the LEPC, and concurring that the final plan can be executed with existing resources.

Discussion Questions:

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Legal References: KRS 39E.140

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39E.160 Planning & Incident Response

Emergency response organizations shall respond in a manner consistent with all KERC approved plans developed by the LEPC.



KRS 39E.160 Planning & Incident Response

After the SERC approves plans developed by the LEPC, **emergency response organizations of each local government shall respond in a manner consistent with those plans.**

Discussion Questions:

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Legal References: KRS 39E. 160



39E.990 Penalties

LEPCs may request the local fire chief make on-site inspections of any facility which has, or may have, HAZMAT substances.

LEPCs may, after consultation with the KERC chairman, seek civil remedies and with his consent submit information to the county attorney for prosecution.

Any person violating any provision of this chapter shall be guilty of a Class A misdemeanor. First conviction fines begin at two hundred and fifty dollars (\$250), some violations start at \$2,500. Each day upon which the offense is continued constitutes a separate offense.

KRS 39E.990 Penalties

There are twenty-five (25) laws within KRS 39E that pertain to the KERC, establishment of LEPCs, state and local committee duties, Title III plan development, and Title III grants. Specifically it is important to remember:

KRS 39E.110 summary:

- Section (3) LEPCs may request the local chief of the fire department to make on-site inspections, and to report all findings to the KERC chairman, of any facility which has, or may have, HAZMAT substances
- Section (6) The LEPC may, after consultation with the KERC chairman, seek civil remedies
- Section (7) The LEPC may, with the advice and consent of the KERC chairman, submit information to the county attorney for prosecution

KRS 39E.990 summary:

Any person violating any provision of this chapter shall be guilty of a Class A misdemeanor. First conviction fines begin at two hundred and fifty dollars (\$250), some violations start at \$2,500. Each day upon which the offense is continued constitutes a separate offense.

Discussion Questions:

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Legal References: KRS 39E.110, KRS 39E.990



KAR 1.081 FACL

Each March 1 any facility that has an EHS in excess of the TPQ shall review the EHS Facility Emergency Response Plan and send a Facility Annual Certification Letter (FACL) to the LEPC stating that:

- There were no changes and therefore the plan is correct as is; or
- The plan has been revised and the revisions are included with the FACL.

106 KAR 1:081. Kentucky Emergency Response Commission Tier2 Reporting and Fee Schedule Requirements -- EHS Facility Planning Participation Requirements.

Facility Annual Certification Letter (FACL)

Section 4(1) In accordance with the planning requirements of KRS no later than sixty (60) days after a facility notifies the KERC that it is subject to the requirements of this section, the facility shall provide emergency response planning information to the LEPC and shall assist the LEPC in developing an EHS Facility Emergency Response Plan for all EHSs in accordance with the “Emergency Response Planning Guide for EHS Facilities”.

Section 4(2) After initial submission and approval of the EHS Facility Emergency Response Plan, each **March 1** any facility that has an EHS in excess of the TPQ shall review the EHS Facility Emergency Response Plan and **send a Facility Annual Certification Letter (FACL)** to the LEPC stating that there were no changes and therefore the EHS Facility Emergency Response Plan is correct as is; or the EHS Facility Emergency Response Plan has been revised and the revisions are included with the FACL.

Section 4(3) A Category Five Facility which is deemed exempt under SARA Title III Section 311(e) and therefore not subject to the annual chemical inventory reporting requirement shall comply with Section 4 (1) and (2) of this administrative regulation and shall file the fee in accordance with Section 3 of this administrative regulation.

Facilities, at minimum, should be familiar with 106 KAR 1.081, as it dictates how they are to participate in the planning process with the LEPC.

Discussion Questions:

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KAR 1.091 LEPC Planning Requirements

Requires the LEPC have an EHS Facility Emergency Response Plan as set out in the “Emergency Response Planning Guide for EHS Facilities” for each facility in the planning district that has an EHS in excess of the TPQ that has been approved by the KERC.

106 KAR 1:091 KERC fee account grant requirements for LEPCs

LEPC Planning Requirements

The LEPC shall have an EHS Facility Emergency Response Plan pursuant to KRS 39E.110 and 39E.150 as set out in the “Emergency Response Planning Guide for EHS Facilities” for each facility in the planning district that has an EHS in excess of the TPQ that has been approved by the KERC.



KAR 1.091 ACL and Plan Checklist

The LEPC must submit an EHS Facility Emergency Response Plan Checklist with all plans submitted for KERC approval.

The LEPC shall submit new plans to the KYEM AM within sixty (60) days.

No later than April 1 each year, the LEPC must submit an ACL to the KYEM AM.

106 KAR 1:091 KERC fee account grant requirements for LEPCs.

ACL & Plan Checklist

The LEPC shall submit new EHS Facility Emergency Response Plans to the Kentucky Emergency Management (KYEM) Area Manager (AM) **within sixty (60) days** of notification that the facility has an extremely hazardous substance (EHS) in excess of the threshold planning quantity (TPQ).

The LEPC shall submit a completed EHS Facility Emergency Response Plan Checklist with all EHS Facility Emergency Response plans submitted for KERC approval.

*Checklists must be completed entirely. Per the current EHS Planning Guidance, the radius of the vulnerable (potentially impacted) zone around the facility must be determined, except in a case where the designated radius does not exceed the boundaries of the facility in question or does not impact directly on a populated area. The Vulnerable Zone is a Kentucky requirement. However, this exception does not permit the exclusion or omission of other critical areas of the TAB EHS Plan Template. Many, if not most, of the other requirements are federally mandated and must be addressed regardless of the potential for a chemical to leave the boundaries of the facility. LEPCs must meet all federal planning requirements on ALL plans for facilities which have EHS Chemicals. Using the EHS Plan Checklist LEPCs must check yes on every box or include justification on the checklist **and** in the actual plan as to why a section was omitted. The only section to which the KERC has provided an exception to this is currently the Special Facilities Information, specifically relating to the VZ.*

No later than April 1 each year, the LEPC shall review all EHS Facility Emergency Response Plans and send an Annual Certification Letter (ACL) to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL.



KAR 1.121 Tier2 Funding Split

Eligible Counties split 50% of the total Tier2 revenue and each eligible county receives:

A 20% share (Eligible County Portion)	= flat rate split
A 40% share (Tier2 Portion)	= $\frac{\# \text{ Tier2s in county}}{\text{Total Tier2s in KY}}$
A 40% share equal (EHS Plan Portion)	= $\frac{\# \text{ EHS Plans in county}}{\text{Total EHS Plans in KY}}$

KAR 1.121 Tier2 Funding Split

In Kentucky 50% of the Tier2 reporting fees received from facilities are given back to the LEPC. An LEPC must meet all requirements listed in 106 KAR 1.091 to be eligible. The total amount allocated to the LEPCs is divided according to the formula listed. The formula was designed so that the more facilities you have in a county the larger piece of the allocated funding you receive. The same goes for the EHS facility plans, the more EHS facilities you have in a county the larger piece of the allocated funding you receive.

For the calendar year 2014, the split translated to:

Each eligible LEPC was worth \$483.23

Each Tier2 facility was worth \$22.82

Each EHS Facility Plan was worth \$78.46

Discussion Questions:

Xxx

Xxx

Xxx

Legal References: KRS 39E.121



Unit 2: Fundamentals Review

- Where can you find a complete list of the EHSs?
- How long does a facility have to notify the LEPC of a new EHS?
- Who gets the LEPC facility information needed for an EHS Facility Plan?
- What is the facility deadline for submitting a Tier2 Report?
- Who is responsible for creating an EHS facility emergency plan
- How often must the EHS Facility plans be reviewed?
- Where do approved EHS Facility plans reside?
- Who besides facilities and the LEPC are required to participate in planning?
- Are local response agencies required to follow protocol in an EHS Facility plan?
- What is the deadline for submitting a FACL to the LEPC)?
- What document must be completed, signed, and attached to all EHS Facility Plans submitted for approval to the KERCC?
- How long do LEPCs have to create, review, and approve a new EHS Facility Emergency Response plan for submission to the KYEM AM?
- What is the deadline for submitting an ACL to the KYEM AM?

Unit 2: Fundamentals Review

This Unit provided information on how the legal planning responsibilities contained in EPCRA, KRS, and KAR are implemented in Kentucky. You should be able to identify:

- Where can you find a complete list of the chemicals subject to EPCRA's Section 303 planning requirements (EHSs)?
- How long does a facility have to notify the LEPC following the receipt of a new EHS?
- Who provides the LEPC with facility related information needed to complete an EHS Facility Plan?
- What is the facility deadline for submitting a Tier2 Report to the LEPC?
- Who is responsible for creating an EHS facility emergency plan
- How often must the EHS Facility plans be reviewed?
- Where do approved EHS Facility plans reside?
- Who besides facilities and LEPC members are required by law to participate?
- Are local response agencies required to follow the protocol in an approved EHS Facility plan?
- What is the deadline for submitting a Facility Annual Certification Letter (FACL) to the LEPC)?
- What document must be completed, signed, and attached to all EHS Facility Plans submitted for approval to the KERCC?
- How long do LEPCs have to create, review, and approve a new EHS Facility Emergency Response plan for submission to the KYEM AM?
- What is the deadline for submitting an Annual Certification Letter (ACL) to the KYEM Area Manager (AM)?

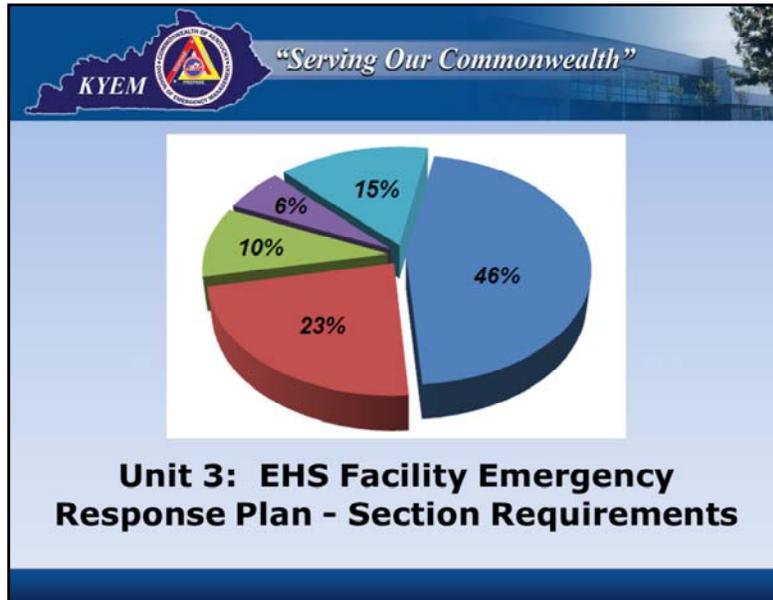


Unit 2: Review Answers

- In the EPA's "List of Lists", on KYEM's SARA Title III web page, & at <http://www2.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>
- 60 Days
- Facility Emergency Response Coordinator (FERC)
- March 1st
- LEPC
- Annually
- County SharePoint folder, EOP, & at the EHS Facility
- Local Government and School Districts
- Yes, it is clearly stated in KRS 39E.160
- March 1st
- EHS Facility Emergency Response Plan Checklist (KERC Form 303-PC)
- Sixty (60) days from the notification that the facility has an EHS
- April 1st

Unit 2: Review Answers

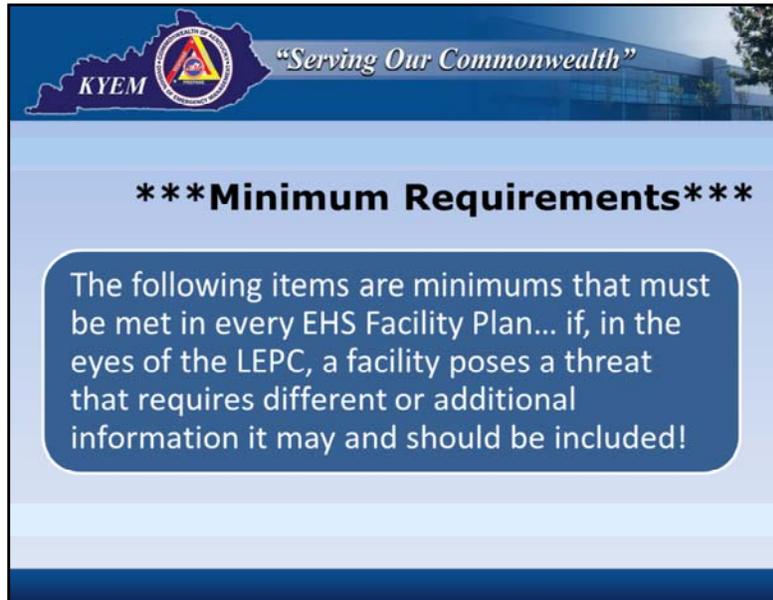
- In the EPA's "List of Lists", on KYEM's SARA Title III web page, & at <http://www2.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>
- 60 Days
- Facility Emergency Response Coordinator (FERC)
- March 1st
- LEPC
- Annually
- County SharePoint folder, County Emergency Operations Plan (EOP), & at the EHS Facility
- Local Government and School Districts
- Yes, it is clearly stated in KRS 39E.160
- March 1st
- EHS Facility Emergency Response Plan Checklist (KERC Form 303-PC)
- Sixty (60) days from the notification that the facility has an EHS in excess of the TPQ.
- April 1st



Unit 3: EHS Facility Emergency Response Plan - Section Requirements

In this unit we will review each section of an EHS Facility Emergency Response Plan in detail. We will discuss what information must be included, what information may be included, how to organize the information, and where to get the information.

Plan requirements are listed in full in the “Emergency Response Planning Guide for EHS Facilities”.



Minimum Planning Requirements

The following items are the minimums that must be met in every EHS Facility Plan... if, in the eyes of the LEPC, a facility poses a threat that requires different or additional information it may and should be included!

Remember much of the information required in EHS Facility Emergency Response Plans can be found in annual tier2 reports.



Federal Plan Requirements

EPCRA planning requirements consist of the following nine elements:

- (1) ID of facilities.
 ID of transportation routes of EHSs.
 ID of special facilities.
- (2) Methods and procedures for incident response to be followed by facility, emergency, and medical personnel.
- (3) Designation of a community emergency coordinator and facility emergency coordinators.
- (4) Procedures providing reliable, effective, and timely notification to persons designated in the plan, and to the public, that a release has occurred.
- (5) Methods for determining the occurrence of a release, and the area or population affected by such release.
- (6) A description of emergency equipment and facilities in the community and the facility ID of the persons responsible for such equipment and facilities.
- (7) Evacuation plans, including precautionary and alternative.
- (8) Schedules for training of emergency response and medical personnel.
- (9) Exercise plan.

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Review of the Federal EHS Facility Planning Requirements found in EPCRA 303

EPCRA requires the following nine elements be addressed in the EHS Facility Plan:

(1) Identification of facilities.

Identification of transportation routes of EHSs.

Identification of special facilities.

(2) Methods and procedures for incident response to be followed by facility owners and operators and local emergency and medical personnel.

(3) Designation of a community emergency coordinator and facility emergency coordinators.

(4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.

(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.

(6) A description of emergency equipment and facilities in the community and at each facility and

Identification of the persons responsible for such equipment and facilities.

(7) Evacuation plans, including precautionary evacuation and alternative traffic routes.

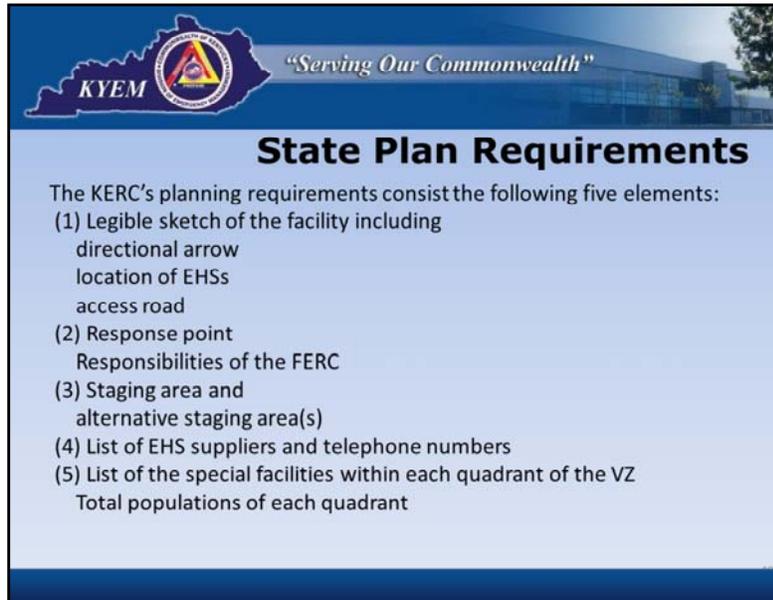
(8) Training plan, including schedules for training of local emergency response and medical personnel.

(9) Exercise plan.

Discussion Questions:

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Legal References: EPCRA



Review of the State EHS Facility Planning Requirements found in the "Emergency Response Planning Guide for EHS Facilities".

The Kentucky Emergency Response Commission requires the following five elements be addressed in the EHS Facility Plan:

- (1) A legible sketch of the facility which shows a directional arrow, the location of extremely hazardous substances, and the access road;
- (2) The location of the response point and instructions for responsibilities of the facility emergency response coordinator;
- (3) Designation of the staging area and alternative staging area(s);
- (4) A listing of major suppliers of extremely hazardous substances and their telephone numbers;
- (5) A division of the vulnerable zone into four (4) quadrants, listing the special facilities within each quadrant and the total populations of each quadrant.

Discussion Questions:

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Legal References: 106 KAR 1:091.



Facility Name and Address

Federal Requirement

<p><u>Facility Name and Address</u></p> <p>List the complete facility name, street address. List the physical address, not the mailing address (if it is different), city, state, and zip.</p>	<p><u>Latitude / Longitude Coordinates</u></p> <p>This is mandated effective January 1, 2014 on Tier2 Inventory Forms.</p>
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Facility Information – Federal Requirement

Facility Name & Address

List the complete facility name and street address. List the physical address, not the mailing address (if it is different), city, state, and zip.

Ideally the LEPC should review and compare EHS Facility Emergency Response Plans with the annual tier2 reports received from local facilities. For convenience purposes the name of the facility in the plan should match the name of the facility in the tier2 report. If this is not the case LEPCs should initiate discussions regarding this matter with the Facility Emergency Coordinator (FERC) as well as the facility Tier2 Information Contact.

Latitude / Longitude Coordinates

This is a mandated requirement, effective January 1, 2014 according to EPCRA Tier II Inventory Forms Revisions Final Rule July 13, 2012 (77 FR 41300) It is recommended that coordinates are annotated to five (5) decimal points, which sets accuracy within ~ 3ft.

You can find the latitude and longitude of your facility using either an online map (the most convenient method), a Global Positioning System (GPS), Geographic Information System (GIS), or a paper map. All methods are acceptable. To the degree possible, use the most accurate method available to you.

Enter facility's latitude and longitude in decimal degrees. Remember west longitude (and south latitude) include a minus sign as the first character (e.g., "-123.456"). Enter only numbers, not letters such as N or S. Use an online conversion calculator, <https://www.fcc.gov/encyclopedia/degrees-minutes-seconds-tofrom-decimal-degrees> if you need to convert from degrees, minutes, seconds format.

Be careful not to reverse your latitude and longitude coordinates. Latitude in Kentucky ranges from 36.5 to 39.15, while longitude ranges from -81.96 to -89.56.



FERC Contact Information

Federal Requirement

List **ALL** appropriate communication telephone numbers
 *one must be 24-hour access to the FERC and be labeled as such

Primary Facility Emergency Response Coordinator				
Name:		Title:		
<u>Home</u>	<u>Office</u>	<u>Cell</u>	<u>24-Hour</u> *	<u>Email</u>

Alternate Facility Emergency Response Coordinator				
Name:		Title:		
<u>Home</u>	<u>Office</u>	<u>Cell</u>	<u>24-Hour</u> *	<u>Email</u>

Facility Emergency Response Coordinator (FERC) – Federal Requirement

FERC

List the name and title of the primary Facility Emergency Response Coordinator (FERC).

FERC Communications

List all appropriate communication numbers for the FERC in the communications section, including but not limited to the following (federal requirements state the FERC must list at least two phone numbers, one of which must be 24-hour):

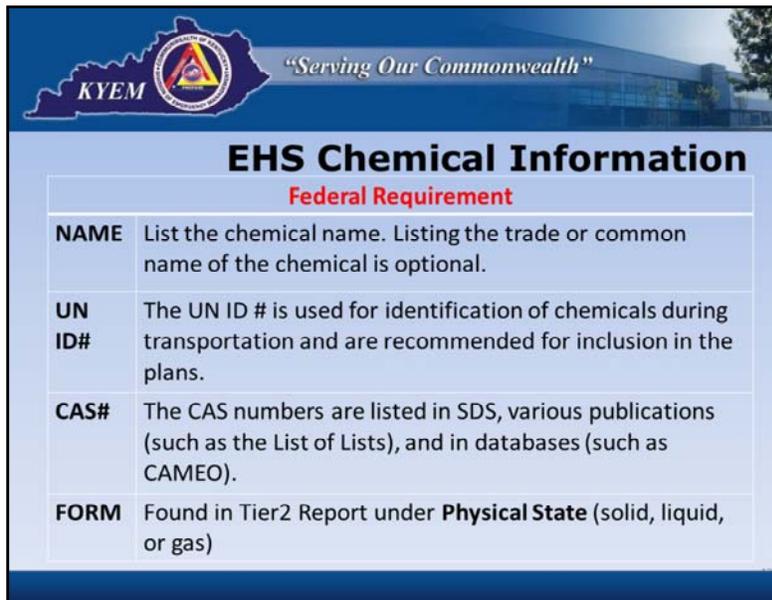
- Office*
- Cell
- Fax
- R Frequency
- Website
- 24-hour*
- Email*
- Home
- Pager

Alternate FERC – Federal Requirement

List the name and title of at least one alternate Facility Emergency Response Coordinator (FERC).

Alternate FERC Communications

List all appropriate communication numbers for the alternate FERC.



EHS Chemical Information Federal Requirement

Name

Listing of the official chemical name is required. Listing the trade or common name of the chemical is optional. Many farm stores may wish to list the common names for the chemicals in addition to their chemical names.

UN ID

The United Nations Identification Number (UN ID #) is used for identification of chemicals during transportation. Most emergency response personnel are familiar with the system. Therefore, the UN ID #s are **recommended** for inclusion in the plans. A familiar reference book for the UN ID #s is the current edition of the Emergency Response Guidebook.

CAS

The Chemical Abstract Service (CAS) assigns numbers which are more definitive than the UN ID #s to chemicals. The CAS # MUST be included in the plan. These numbers are listed in Safety Data Sheets (SDS), various publications (such as the List of Lists) which list hazardous chemicals, and in databases such as Computer Assisted Management of Emergency Operations (CAMEO).

Form

List the physical form in which the chemical(s) is/are normally used or stored (e.g., solid, liquid or gas).



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Chemical Information cont.

Federal Requirement

PACKAGED CONTAINER	<ul style="list-style-type: none"> *Known as Storage Location Type in Tier2Submit *List size and type of container *Descriptions should match storage types in Tier2Submit 										
	Above Ground Tank	Bag	Battery	Below Ground Tank	Box	Can	Carboy	Cylinder	Fiber Drum		
	Glass Bottles or Jugs	Plastic Bottles or Jugs	Plastic or Non-metallic Drum	Rail Car	Silo	Steel Drum	Tank Inside Building	Tank Wagon	Tote Bin		
MAXIMUM QUANTITY	<ul style="list-style-type: none"> *Known as Max Daily Amount in Tier2Submit *List the maximum quantity at the facility at any one time *Must be expressed in pounds 										

Package Container (also known as Storage Location Type in Tier2Submit)

List size and type of container (e.g., 1# plastic can, 50# paper bag, 100# steel cylinder, 2.5 gal plastic jug, 80,000 gal bulk tank, etc.). This description will assist responders with identification of hazardous chemicals in the event they are called to the scene. Descriptions should match Storage Types in Tier2Submit20xx:

- Above Ground Tank
- Bag
- Battery
- Below Ground Tank
- Box
- Can
- Carboy
- Cylinder
- Fiber Drum
- Glass Bottles or Jugs
- Plastic Bottles or Jugs
- Plastic or Non-metallic Drum
- Rail Car
- Silo
- Steel Drum
- Tank Inside Building
- Tank Wagon
- Tote Bin

Maximum Quantity (also known as Max Daily Amount in Tier2Submit)

List the maximum quantity for each chemical at the facility at any one time. Maximum quantity must be expressed in pounds in order to facilitate response efforts on-scene. Responders use charts on-scene in-which chemicals are expressed in pounds. To avoid requiring responders to convert from gallons or other units during hectic response operations, all units must be converted to pounds during the planning process.



Chemical Health Hazard

Provide a brief health risk description. A variety of responses and sources are acceptable if they accurately convey the health hazard or risk.

Terms such as asphyxiate, oxidizer, poisonous, infectious, corrosive, etc. may be used.

Use Health Hazard Summaries from:

- The NFPA 704 Marking System 0 - 4
- Safety Data Sheet (SDS)
- Emergency Response Guidebook
- CAMEO

Acute or chronic are NOT acceptable

Chemical Health Hazard: Provide a brief health risk description for each EHS identified. A variety of responses are acceptable if they accurately convey the health hazard or risk.

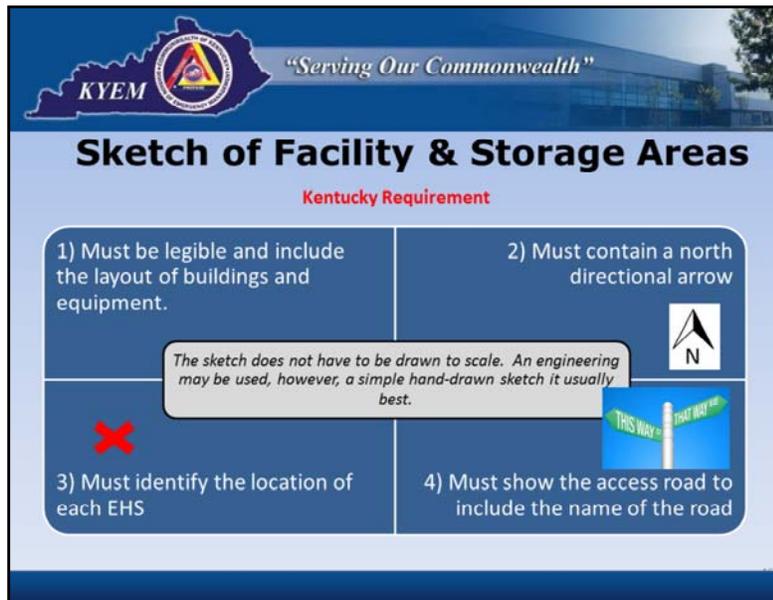
Terms such as asphyxiate, oxidizer, poisonous, infectious, corrosive, etc. may be used.

In addition, include any / all available summaries indicating the health risk/hazard from the following:

- NFPA 704 Marking System for health hazard where 0 indicates a minimum hazard and 4 indicates a maximum hazard
- Safety Data Sheet (SDS), formerly MSDS
- Emergency Response Guidebook,
- CAMEO,
- or other authoritative source

Acute or chronic (as used in Tier2Submit) are NOT acceptable unless they are used in conjunction with other descriptive terms.

In order to conserve space, an asterisk (*) may be inserted in the health risk column and at the left margin on the next line. This asterisk is followed by a summary of the health risk/hazard written across the entire page. Chemicals with the same health risk may be grouped together with the appropriate health risk summary written below them. Successive groups of chemicals may follow.



Sketch of Facility and Storage Areas – Kentucky Requirement

The purpose of this section is to help responders who are unfamiliar with the facility locate the hazardous chemicals. An engineering drawing may be used if it clearly depicts the required information. However, engineering drawings usually do not provide the required clarity. A simple hand-drawn sketch is usually best. The **sketch** does not have to be drawn to scale so long as it **meets the following four criteria**:

- (1) It must be **legible**, showing the layout of buildings & equipment,
- (2) It must contain a **north directional arrow**.
- (3) It must show the **location of each EHS**. The locations of EHS's must be provided to the LEPC, the responding Fire Department, and the KERC. However, if requested by the facility, the drawing may be removed from the Plan prior to public inspection. (If the facility desires to keep the location of the chemical secret for security reasons, this information may be deleted from the sketch if an explanation is provided). Tier2 Inventory Confidential Location Form Kentucky – 2013 is available online at: <http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>
- (4) It must show the **access road (provide the name of the road)**.

It is recommended that EHS facilities include a facility sketch annually when submitting their tier2 report. The EPA's program Tier2Submit allows facilities to attach the sketch under the Facilities tab "Attachments." The submitter, i.e. the Tier2 information Contact, should check the box labeled "I have submitted a site plan."



Facility Response Point (RP)

Kentucky Requirement

The facility Response Point (RP) is the place where the FERC will meet off-site response personnel. Directions to the RP from the facility must be included.

Note: Include the following statement in this section.
"The facility representative who meets off-site response personnel at the RP should have a copy of the EHS Facility Emergency Response Plan, the facility Contingency Plan (if required), appropriate SDSs, and should be prepared to brief the responders on the current situation."

Facility Response Point (RP) – Kentucky Requirement

The Facility Response Point is the place where the FERC will meet off-site response personnel. The RP may be at a designated point at the facility or at another location (Alternate RP) if the situation makes the first choice impractical.

It is recommended that both the RP and the Alternate RP include lat/long coordinates.

Directions to RP

Directions to the RP from the facility must be included.

Note: Include the following statement in this section. "The facility representative who meets off-site response personnel at the RP should have a copy of the EHS Facility Emergency Response Plan, the facility Contingency Plan (if required), appropriate SDSs, and should be prepared to brief the responders on the current situation."

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Staging Area

Kentucky Requirement

Where support vehicles, equipment, and personnel will report and await assignment by the incident commander. Located beyond the potential vulnerable zone.

Select an alternate site in case the primary location proves impractical.

Plan A
Plan B

DO NOT select the facility parking lot, generally it will be too close to the point of release.

Staging Area – Kentucky Requirement

The staging area is the location where support vehicles, equipment, and personnel will report and await assignment by the incident commander. Staging areas should generally be located beyond the potential vulnerable zone. The staging area should be within a three to five minute drive of the facility. This will permit motor vehicles to be staged at a safe distance from the facility.

Provisions should be made for selecting an alternate site in case the primary location proves impractical due to wind direction or some other factor. In some instances, staging areas may be co-located with a Special Facility if suitable alternate locations are designated to be used in the event the wind is moving toward the primary site.

Do not select the facility parking lot as the staging area because it will generally be too close to the point of release.

It is recommended that both the Staging Area and Alternate Staging Areas include lat/long coordinates.

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Transportation Modes & Routes

Federal Requirement

 List the primary transportation routes and modes of transportation from the county line to the facility (and from the facility out of the county) for all EHSs received and shipped by the facility.

 List hazardous points along the routes.



Transportation Routes and Modes of Transportation – Federal Requirement

Directions from the county line to the facility for all suppliers of EHS's must be included. The primary transportation routes and modes of transportation must be described. List each primary route the chemicals will travel from the time they enter the county until they reach the facility. If chemicals are manufactured by the facility and shipped to other locations, list each primary route and mode of transportation.

List hazardous points along the routes.

It is recommended that the frequency of shipments is included in the plan.



EHS Supplier Information

For each EHS supplier, include:

- Company Name
- POC Information
- Address
- Telephone Number



EHS Supplier Information

For each EHS supplier include: company name, POC information, company address, and phone number.

Facilities which receive numerous chemicals from many sources may include a statement that the inclusion of a route and mode of transportation for each chemical is impractical and that a list of suppliers is maintained and may be inspected at the facility.



Worst Credible Release



If a facility has several tanks filled with a chemical, but the tanks are not interconnected, the worst credible release should be based on the largest single tank. However, if two or more of the tanks are interconnected, the worst credible release should be based on the release of all the chemical tanks.



If chemicals are stored on pallets in a farm store and a fork lift causes an accident it is not logical to assume only one container in a large palletized section would be spilled.

In the event of fire, all chemicals in a facility could be released, resulting in hazards downwind at greater distances than for accidents involving only airborne releases.

Worst Credible Release

Vulnerable Zone distances are based upon the airborne release of gasses or vaporized liquids or solids from the worst credible accident. A common sense approach must be taken when estimating the quantity of chemical which may be released. The release will not be based on the absolute worst case, but on the worst credible release.

For example, if a facility has several tanks filled with a chemical, but the tanks are not interconnected, the worst credible release should be based on the largest single tank. However, if two or more of the tanks are interconnected in such a fashion that a rupture in any of the tanks would result in the release of the chemical from all interconnected tanks, the worst credible release should be based on the release of all the chemicals in the interconnected tanks.

If chemicals are stored on pallets in a farm store and a fork lift causes an accident in which all or part of the chemicals could be spilled it is not logical to assume only one container in a large palletized section would be spilled.

In the event of fire, all chemicals in a facility could be released, resulting in hazards downwind at greater distances than for accidents involving only airborne releases.

Note: The materials involved in an accident may, by themselves, be non-hazardous. However, a combination of several materials or the involvement of a single material in a fire may produce serious health, fire or explosion hazards.



Vulnerable Zone

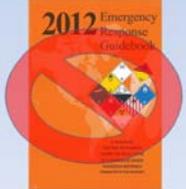
The Vulnerable Zone (VZ) is the potentially impacted geographic area that would be affected, based on the worst credible release, in the event of a chemical incident at a facility.

This section of the plan must include information on the type and quantity of chemical and other parameters used to determine the radius and the method with which the radius of the VZ was determined.

Radii are used to determine the area (VZ) around the facility which may be affected by the release of a chemical. Radii are based upon the airborne release of EHS gases or vaporized liquids or solids from the worst credible accident.

The plan must state the radius of the vulnerable zone and how the radius was selected. Acceptable methods include using:

- Technical Guidance for Hazards Analysis (Green Book)
- CAMEO
- other approved modeling system.



Vulnerable Zone (VZ)

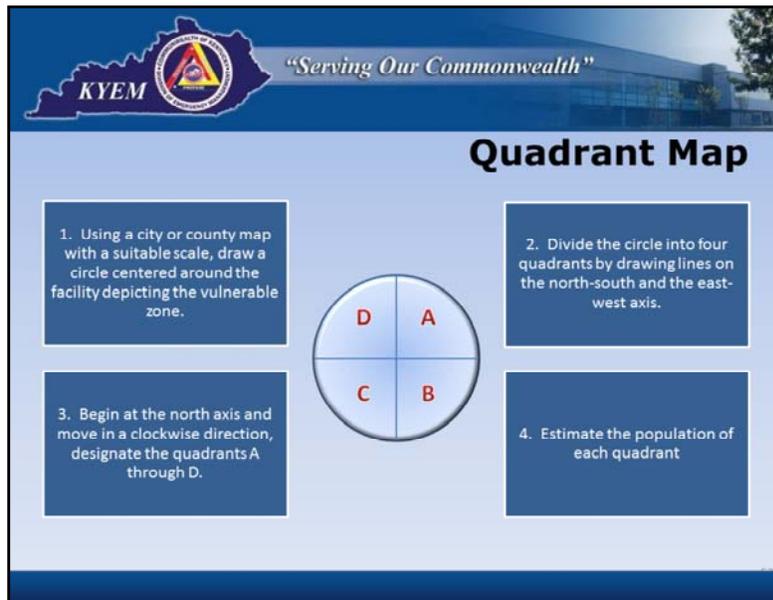
The Vulnerable Zone is the potentially impacted geographic area that would be affected, based on the worst credible release, in the event of a chemical release at a facility. The radius of the vulnerable (potentially impacted) zone around the facility must be determined, except in a case where the designated radius does not exceed the boundaries of the facility in question or does not impact directly on a populated area.

This section of the plan must include information on the type and quantity of chemical, clearly state the radius of the vulnerable zone, how the radius was selected, and any other parameters used to determine the radius and the method with which the radius of the VZ was determined.

Radii are used to determine the area (vulnerable zone) around the facility which may be affected by the release of a chemical. Radii are based upon the airborne release of EHS gases or vaporized liquids or solids from the worst credible accident.

All vulnerable zones must be determined by using guidance from Technical Guidance for Hazards Analysis (Green Book), CAMEO, or other appropriate modeling systems.

Note: The U. S. Department of Transportation Emergency Response Guidebook (ERG) may not be used to determine the radius of the vulnerable zone.

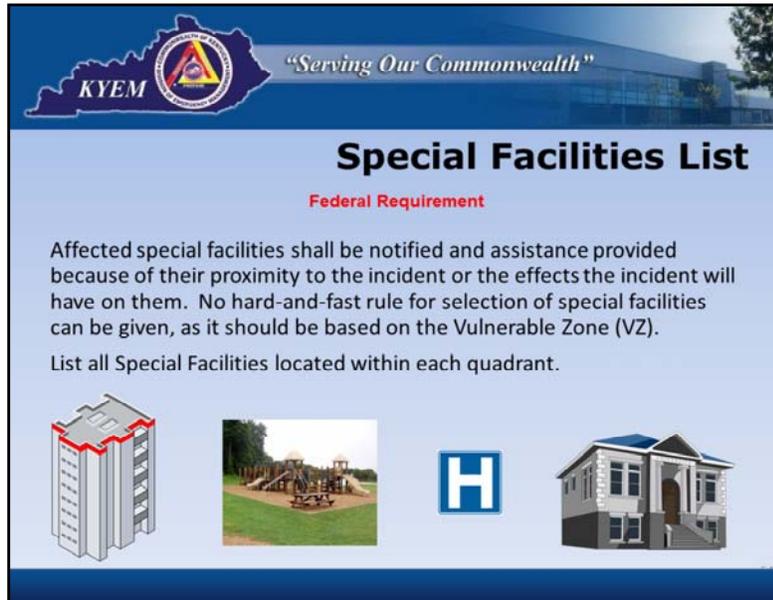


Quadrant Map

When the radius of the vulnerable zone has been determined, select a city or county base map with an appropriate scale, showing the designated radius of the VZ. Using the radius of the vulnerable zone which is measured on the map scale, draw a circle depicting the vulnerable zone. **Center the map on the facility and divide the circle into four quadrants by drawing lines on the north-south and the east-west axes. Beginning at the north axis and moving in a clockwise direction, designate the quadrants A through D.**

Special Facilities are usually more easily located on a city map than on a county map. However, the entire vulnerable zone usually cannot be shown on the city map. For these reasons, both city and county maps are usually used. If a Special Facility is shown on one map, it does not have to be shown on the other map.

Appropriate Scale: The quadrant map must be readable and usable. The purpose of the map is to provide a document that allows coordination of the event between the scene and the EOC.



Special Facilities Likely to be Affected – Federal Requirement

Affected Special Facilities must be notified and assistance provided because of their proximity to the incident or the effects the incident will have on them. No hard-and-fast rule for selection of Special Facilities can be given, as it should be based on the Vulnerable Zone (VZ). **Special facilities may include but are not limited to Schools, Day Cares, Nursing Homes, Hospitals, Factories and other businesses, Emergency Responders such as Police and Fire Departments, and Recreational Areas.**

List all Special Facilities located within each quadrant. The Special Facilities should be located on the maps, if feasible, by indicating the location of each Special Facility and by designating them with consecutive numbers for each quadrant, (e.g. Quadrant A--1, 2, 3; Quadrant B--1, 2; Quadrant C--1, 2; Quadrant D--1, 2, 3...).

Special Facilities Contact List

The plan must include a list of contact information for all special facilities identified on the Quadrant map. The facility name, contact person and phone number for any Special Facilities within each quadrant must be provided. Listing the population for each special facility is recommended, but is not required.



Quadrant Total Population

1. List the TOTAL population for each quadrant: the facility population PLUS the resident population PLUS the special facilities population, PLUS business and transient populations.
2. If the population increases significantly because of ball games, concerts, or special events, this should be noted.

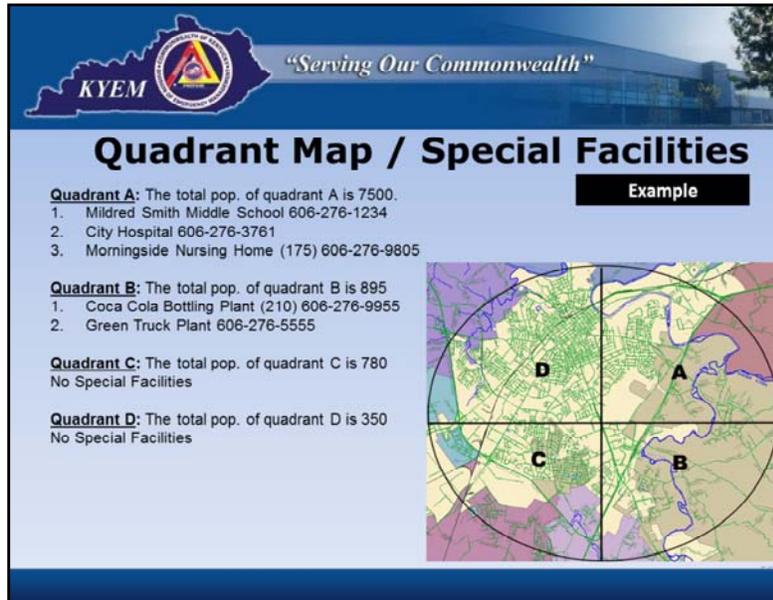
Quadrant Map: Total Population

The next step is to estimate the population of each quadrant and to make a list of all Special Facilities located within each quadrant.

For each quadrant the Total Population (residential and business) is required. Include the population of the fixed facility in the total population of each quadrant because facility personnel must be evacuated or sheltered in place each time protective action is required.

Note: The TOTAL population for each quadrant is composed of the resident population PLUS the population of the special facilities within the quadrant PLUS business and transient populations (e.g., stores, offices, small factories, airports, recreational areas, major transportation routes, etc.).

If the population increases significantly because of ball games, concerts, or special events, this should be noted and the normal population listed in addition to the peak population.



Quadrant Map / Special Facilities Example

The 2.9 mile radius of the vulnerable zone for chlorine was selected from the Technical Guidance for Hazards Analysis. Only one 150 lb. cylinder is used at any one time. Therefore, a release rate of 15 pounds per minute (#/min) was used to calculate the vulnerable zone. Special facility population, if available, should be listed in parenthesis after the name of the facility.

Quadrant A: The total population of quadrant A is 7500.

1. Mildred Smith Middle School 606-276-1234
2. City Hospital 606-276-3761
3. Morningside Nursing Home (175) 606-276-9805

Quadrant B: The total population of quadrant B is 895

1. Coca Cola Bottling Plant (210) 606-276-9955
2. Green Truck Plant 606-276-5555

Quadrant C: The total population of quadrant C is 780

No Special Facilities

Quadrant D: The total population of quadrant D is 350

No Special Facilities



Protective Actions

Federal Requirement

SIP Shelter-In-Place **Exit** **EVACUATION**

- Shelter-In-Place (SIP) or Evacuation
- Who determines protective actions
- Describe all systems or procedures used to warn the public
- How will the public will be contacted
- ID the agencies performing these tasks.
- Who determines when protective measures can cease

Protective Actions – Federal Requirement

State the protective actions that may be employed in the event of a release. Public Protective Actions should consider both Shelter-In-place (SIP) and Evacuation. Describe all systems or procedures which will be used to warn the public and identify the agencies which will perform these tasks, including:

- The name of the individual(s) and/or agencies who will determine what protective actions will be employed
- How the public will be contacted – by phone, radio, television, etc.
- The name of the individual(s) and/or agencies who will determine when the area is free of contaminants and when protective measures can cease.



Shelter-In-Place (SIP)



Shelter-in-Place is a short-term protection.

- Applicable for releases of short duration (30 min or less)
- SIP for no more than a few hours

The average rate for air change per hour (acph) in "average" American homes and office-type buildings under average conditions is 0.8 to 1.0 acph with doors and windows closed and ventilation systems closed down.

"Leaky" buildings or average buildings exposed to severe weather conditions, with air change rates of 1.5 to 2.5 acph, may experience 45 to 65 percent of outdoor concentrations in 30 minutes.

Include EXIT SIP information:

- Ventilate the building,
- Go outside, or
- Evacuate



Shelter-In-Place (SIP)

Shelter-in-Place is a short-term protection. It requires people to stay inside a sealed room for no more than a few hours until the outside air is again safe to breathe. SIP is generally applicable for releases of short duration (30 min or less) and may have limited application for releases over a period of time in excess of one hour."

If Shelter-in-Place will be considered as an option for protecting the public, statements similar to the following should be included in this section of the plan: the average rate for air change per hour (acph) in "average" American homes and office-type buildings under average conditions is 0.8 to 1.0 acph with doors and windows closed and ventilation systems closed down. "Leaky" buildings or average buildings exposed to severe weather conditions, with air change rates of 1.5 to 2.5 acph, may experience 45 to 65 percent of outdoor concentrations in 30 minutes.

EXIT Shelter-In-Place (SIP)

Harmful vapors can work their way into a closed building and even a sealed room. If a structure is exposed to a hazardous concentration for an extended period of time, the chemical concentration inside the structure may approach the outside concentration. Depending on the situation, you may be told to ventilate the shelter and building, go outside, or leave the area. **People must exit SIP when experts decide the outside air is cleaner than what may be inside.**



Evacuation

If evacuation will be considered:

- Briefly describe the situation that would prompt an order to evacuate.
- Give general procedures and routes used for evacuations.
 - Note if only one road is available for evacuation
 - If several routes are available, ID how routes will be selected



Evacuation assembly point

Identify officials who will authorize reentry of an evacuated area, provide general:

- criteria for determining when reentry can begin
- procedures for reentry.



Planners may reference existing evacuation plans for additional details on how evacuations will be carried out.

Evacuation

If evacuation will be considered briefly describe the situation or conditions which would prompt officials to order an evacuation. Give general procedures and routes which may be used for evacuations.

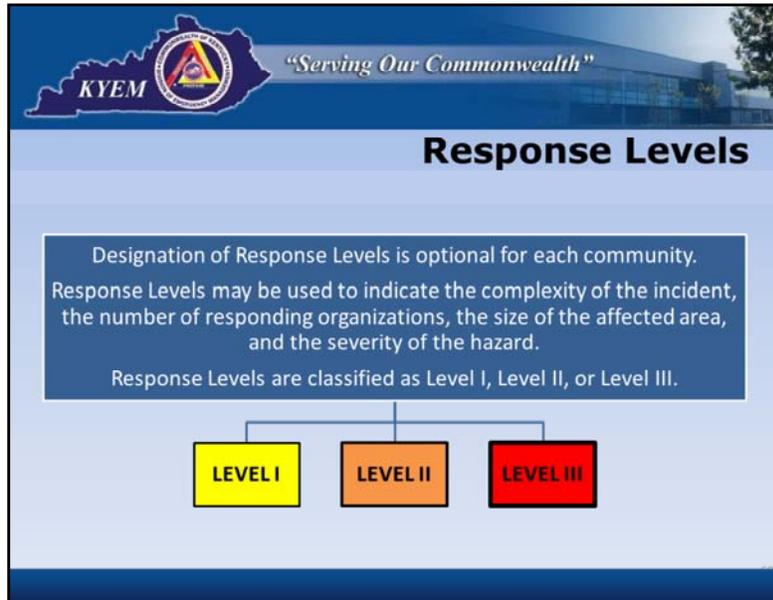
- If only one road is available for evacuation, this should be noted.
- If several evacuation routes are available, provide general instructions on how the routes will be selected at the time of the incident.

If shelters for evacuees can be identified, list them. If shelters must be selected at the time of the incident, existing shelter plans may be referenced. **Note:** If other sections of the plan are referenced, ensure the sections are adequate and current.

Planners may reference existing evacuation plans for additional details on how evacuations will be carried out. If evacuation procedures are complex and generally different than the procedures in existing plans, a separate plan may be added. **Note:** If other sections of the EOP are referenced, ensure the sections are adequate and current.

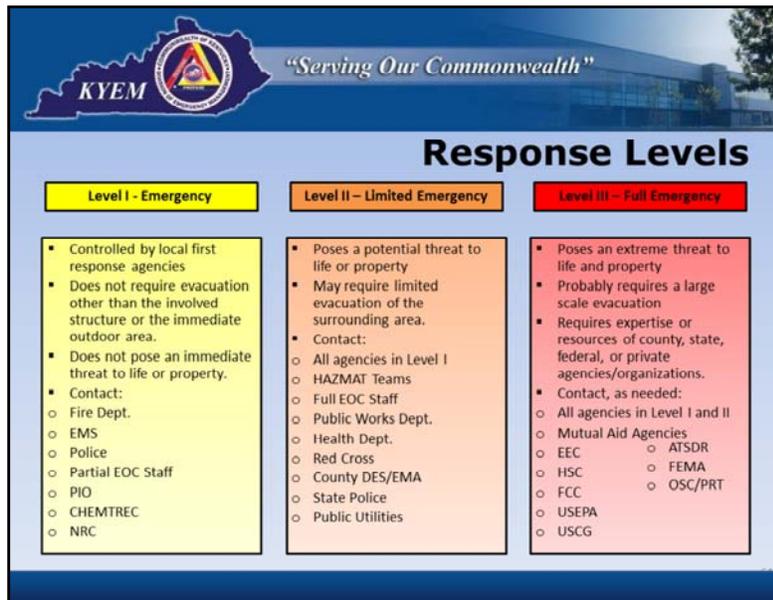
Re-Entry from Evacuation

Entry into evacuated areas will be restricted until officials determine it is permissible for authorized personnel to enter. **Identify officials who will authorize reentry of an evacuated area, provide general criteria for determining when reentry can begin, and provide general procedures for reentry.** If reentry procedures are included in the EOP, identify the sections and ensure they are adequate and current.



Response Levels

Designation of Response Levels is optional for each community. Response Levels may be used to indicate the complexity of the incident, the number of responding organizations, the size of the affected area, and the severity of the hazard. Response Levels are classified as Level I, Level II, or Level III.



Response Level-I Emergency Condition: An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

For Level-I emergencies contact local response units: Fire Dept., Emergency Medical Services, Police Dept., Partial EOC Staff, Public Information Officer, and CHEMTREC and the National Response Center, if appropriate.

Response Level-II Limited Emergency Condition: An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

For Level-II emergencies contact All agencies in Level-I plus: HAZMAT Teams, EOC Staff, Public Works Dept., Health Dept., Red Cross, County DES/EMA, State Police, and Public Utilities.

Response Level-III Full Emergency Condition: An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations.

For Level-III emergencies contact All Level-I and II agencies plus the following, as needed: Mutual Aid, Fire, Police, Emergency Medical Agencies, state DES, EEC, HSC, FCC, USEPA, USCG, ATSDR, FEMA, and OSC/RRT.

EQUIPMENT ON HAND/TRAINING/EXERCISING must be discussed from the perspective of both the facility and the community.

Federal Requirement

Planners may choose to discuss all three items from the facility's perspective and then repeat the discussions from the community's standpoint.

Planners may choose to discuss each item individually cumulatively in single paragraphs where both the facility and community capability is cumulatively detailed.

EMERGENCY EQUIPMENT ON HAND/TRAINING/EXERCISING – Federal Requirement

These three items must be discussed from the perspective of both the facility and the community: Equipment, Training, & Exercise. Each item may be discussed cumulatively in the same paragraph or they may be separated and discussed individually in different paragraphs.

For example planners may choose to discuss all three items from the facility's perspective and then repeat the discussions from the community's standpoint. Ultimately creating six paragraphs:

- Facility Equipment,
- Facility Training,
- Facility Exercise,
- Community Equipment,
- Community Training, &
- Community Exercise.

Or planners may choose to discuss each item individually cumulatively in single paragraphs where both the facility and community capability is cumulatively detailed. Ultimately creating three paragraphs:

- Facility and Community Equipment,
- Facility and Community Training, &
- Facility and Community Exercise.

For purposes of this presentation/course each item will be discussed individually from the perspective of both the facility and community capability.



Equipment on Hand

Facility Equipment

- List of equipment available at the facility, for example
 - Simple items - detection devices (monitors), brooms, shovels, and trash cans
 - Sophisticated items - protective clothing and equipment
 - List any respirators or SCBAs on-site or available to on-site personnel
- List any alarms which may signal a release
- List facility containment options to retard the escape of the chemical, provide:
 - Description of the area
 - Steps to be taken to retard the escape
- List any on-site facility EMS unit or fire department

Community Equipment

- List equipment available to the community emergency response personnel.
- An Emergency Resource Inventory List (ERIL) may be referenced.

Facility Emergency Equipment On-Hand

Provide a list of equipment available at the facility which could be used in the event of a hazardous materials incident. Equipment may range from detection devices (monitors) and simple items such as brooms, shovels and trash cans to sophisticated protective clothing and equipment. Any type of alarm which may signal a release should be listed. If the location, such as the chlorine feed room, where the chemical is stored or used can be closed off to retard the escape of the chemical in the event of a release, provide a description of the area and steps to be taken to retard the escape of the chemical. List any respirators or SCBAs on-site or available to on-site personnel. If the facility has EMS units or a fire department, they should be listed.

Community Emergency Equipment On-Hand

Equipment available to any of the community emergency response personnel may be listed or the Emergency Resource Inventory List (ERIL) may be referenced. Note: If other sections of the plan are referenced, ensure they are adequate and current.

Discussion Questions:

- Could a master list of Community Emergency Equipment On-Hand be created that could be used for developing all EHS Facility plans in the district?
-
-

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Training



Facility Response Training

- Describe facility training program.
- Describe training employees receive when initially assigned to a position.
- Describe refresher training programs including frequency.
- Describe who provides training.
- Local training programs should include response procedures for releases from facilities in the community.



Community Response Training

- Response agencies are subject to KY Dept. of Labor Cabinet training requirements.
- Response agencies are responsible for assuring personnel receive adequate/appropriate HAZMAT training.
- Organizations should maintain records of completed training and refresher courses.
- List the level of training for response personnel.
- List specialized / advanced training and its source.

Training of Facility Response Personnel

Provide a description of the training program in which facility personnel participate. Describe the training employees receive when they are initially assigned to a position. Give frequency and a brief description of refresher training programs. Discuss methods and agencies used to provide the basic training and refresher courses which keep employee certifications in effect. Local training programs should include response procedures for releases from facilities in the community.

Training of Community Response Personnel

Response agencies are subject to Kentucky Department of Labor Cabinet training requirements. Each state/local governmental agency or private response agency is responsible for assuring emergency response personnel receive adequate/appropriate hazardous materials training. Appropriate organizations or governments should maintain records of personnel completing training courses and refresher courses. List the level of training for response personnel (e.g., firefighters are trained through Kentucky Community and Technical College System (KCTCS) courses to First Responder Operational level). Indicate any specialized or advanced training personnel have received and the source of the training.

Discussion Questions:

- Could a master list of Training of Community Response Personnel be created that could be used for developing all EHS Facility plans in the district?
-
-



Exercise Program



Facility Exercise Program

- Provide a description of, and schedule for, the facility exercise program.
- If the facility has an exercise program list the frequency, type of activity, participants, and other pertinent information.
- If they do not have an exercise program, include a statement that the facility will participate in hazardous materials exercises when requested by local officials.



Community Exercise Program

The community must conduct exercises in compliance with State guidance if receiving state or federal financial assistance. The community must meet at minimum:

- Exercises conducted on a four-year cycle.
- Full-scale exercise must be conducted at minimum once per cycle.
- Communities may choose the type of exercise and the scenario.
- Local officials are encouraged to include HAZMAT exercise scenarios.

Facility Exercise Program

Provide a description of, and schedule for, the facility exercise program. Large manufacturing facilities frequently establish extensive drill/exercise programs. However, medium to small facilities usually do not have a drill or exercise program. If the facility has an exercise program, from monthly or quarterly safety meetings to less frequent exercises, list the frequency, type of activity, participants, and other information which helps to explain the exercise program. If they do not have an exercise program, include a statement that the facility will participate in hazardous materials exercises when requested by local officials. Of course, the statement must be endorsed by the facility.

The LEPC acts as a liaison between the facility and the community (Local EM – legally required exercise program). The LEPC works to coordinate with the EM regarding potential participation in facility exercises.

Community Exercise Program

The community is encouraged to conduct hazardous materials exercises on a regular basis. However, the community must conduct exercises in compliance with State guidance if the community receives state or federal financial assistance. If the community does not have a different schedule in effect, it must at least meet the following schedule: Exercises may be conducted on a four-year cycle. Functional exercises may be conducted during three of the four years, but a full-scale exercise must be conducted during one year of the cycle. The community may choose the type of exercise and the exercise scenario. Local officials are encouraged to include hazardous materials problems in the exercises.

The LEPC acts as a liaison between the community (Local EM – legally required exercise program) and the facility. The LEPC works to coordinate and invites facilities regarding potential participation in community exercises. The LEPC adapts non-hazmat community exercises so that facilities may participate.

Discussion Questions: Could a master list of Community Exercise Program be created that could be used for developing all EHS Facility plans in the district?



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Medical Capabilities



Community Medical Capabilities

- Local medical personnel should be aware of the chemicals used in the community.
- Provide a statement of the capability of local or area medical facilities to decontaminate and care for patients exposed to chemicals.
- If local facilities are unable to care for patients, discuss provisions for providing medical care to injured persons and list medical facilities to which patients will be taken.
- If medical facilities or other Special Facilities are forced to evacuate, discuss provisions for relocating medical personnel and patients.

Medical Capabilities

Local medical personnel should be aware of the chemicals used in the community. Include the name and location of the hospital that will be used for decontamination of persons exposed to hazardous chemicals. Be sure to check if the hospital can provide decontamination on a 24 hour seven day a week basis. Provide a statement of the capability of local or area medical facilities to decontaminate and care for patients exposed to chemicals. If local facilities are unable to care for patients, discuss provisions for providing medical care to injured persons and list medical facilities to which patients will be taken.

If medical facilities or other Special Facilities are forced to evacuate, discuss provisions for relocating medical personnel and patients.

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Spill: Containment / Clean-up / Disposal
Federal Requirement



- Facilities are encouraged to list clean-up contractors who may be employed to assist with containment, clean-up, and disposal
- If clean-up and disposal require compliance with EEC regulations include a statement to the effect that these regulations will be followed.

Spill: Containment / Clean-up / Disposal

Note: Facilities are encouraged to list clean-up contractors who may be employed to assist with containment (if applicable), clean-up, and disposal operations in the event of a release at their facility.

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Containment



- Describe any procedures/systems in place to minimize the loss of chemicals during an unplanned release.
- If the chemicals vaporize immediately when released and containment is not possible, please note.

Spill Containment

Spill containment is critical and is usually within the control of the facility, unless a release occurs during transportation. External response organizations and clean-up contractors have limited capabilities to contain chemicals because the chemicals will generally have spread or vaporized before off-site agencies or contractors can arrive on site.

Describe any procedures/systems in place to minimize the loss of chemicals during an unplanned release (e.g., dikes which will contain all of the chemical likely to be released have been erected around the storage tanks, drainage ditches that will divert the chemicals to a storage lagoon until they can be recovered, the chemical feed room can be closed off to retard the escape of the chemical, or absorbents are available for application to liquid spills to prevent the chemical from getting into sewer systems). If the chemicals vaporize immediately when released and containment is not possible, please note.

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Clean-Up



- Describe general procedures for clean-up of released chemicals
- External agencies may be sought for advice/guidance, or a contractor may be employed to clean-up the chemicals.

Spill Clean-Up

Provide general procedures for clean-up of released chemicals in order for response personnel (facility or external) to have ready guidance for coping with the release and to give plan evaluators an indication that personnel understand proper procedures for clean-up. Since rapid clean-up is not as critical as containment, external agencies may be sought for advice/guidance, or a contractor may be employed to clean-up the chemicals. Simple clean-up procedures such as scooping the spilled granulated or solid material into a plastic bag which is contained inside a steel recovery drum and held for proper recycling or disposal may be sufficient.

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Disposal



The facility and local emergency response personnel are required to develop procedures which must be approved by the EEC prior to implementation of the plan.

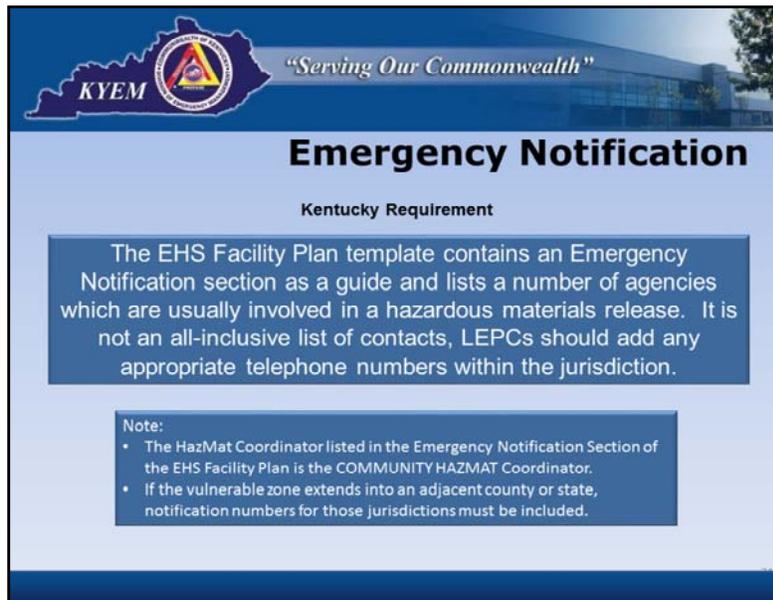
- Do **NOT** state they will be disposed of in accordance with EEC or USEPA regulations unless details of the regulations are provided.
- Describe how recovered materials will be disposed.
- If the facility has procedures in place for disposal, describe them.

Spill Disposal

Do not state they will be disposed of in accordance with NREPC or USEPA regulations unless details of the regulations are provided.

If procedures for disposal are not developed, the facility and local emergency response personnel are required to develop procedures which must be approved by EEC personnel prior to implementation of the plan. The EEC regulates permitted facilities which may accept hazardous materials.

Explain how recovered materials will be disposed of by response personnel or by a clean-up contractor. If the facility has procedures in place for disposal, describe them.



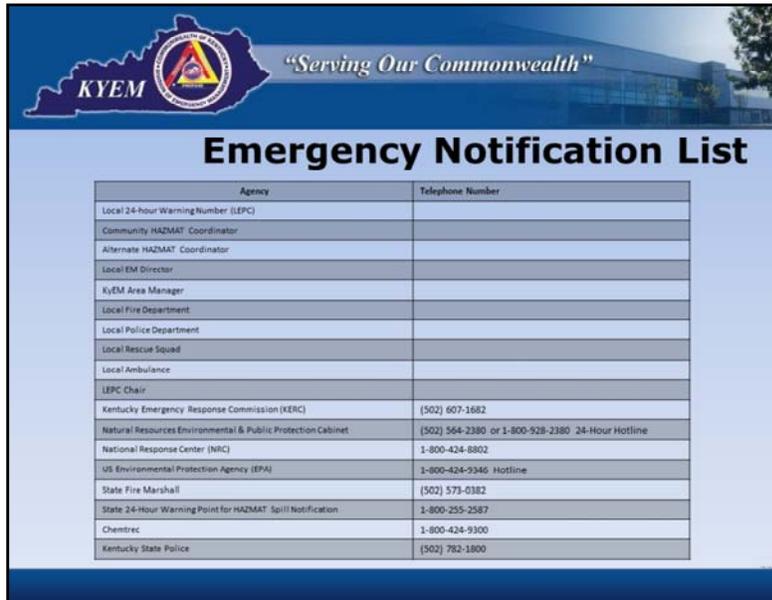
Emergency Notification – Kentucky Requirement

The EHS Facility Plan template contains an Emergency Notification section as a guide and lists a number of agencies which are usually involved in a hazardous materials release. The Emergency Notification list is intended for use by the LEPC, however, the list may be utilized by facilities in the event of an incident. It is not an all-inclusive list of contacts, LEPCs should add any appropriate telephone numbers within the jurisdiction. If the vulnerable zone extends into an adjacent county or state, notification numbers for those jurisdictions must be included.

In the event a HAZMAT release exceeds the boundaries of the facility the KERC requires the LEPC have in place procedures to notify, at minimum, all special facilities identified within the Vulnerable Zone and the organizations listed below. Procedures must identify the name and title of the person responsible for the notification and the media by which notification will be made (by such means as telephone, radio, email, or in person):

Communication during an incident is the number one issue identified in After Action Reports (AAR) as needing improvement. All organizations listed on the Emergency Notification List must be confirmed at minimum annually. Confirmation must include a planning member actually calling and/or emailing the listed POC and verifying the information is correct.

Note: The Hazmat Coordinator listed in the Emergency Notification section of the EHS Facility Plan is the COMMUNITY Hazardous Materials Coordinator.



EHS Facility Plan Emergency Notification List Template:

Local 24-hour Warning Number (LEPC) _____ - _____ - _____
 Community HAZMAT Coordinator Day..... _____ - _____ - _____
 Night _____ - _____ - _____
 Alternate HAZMAT Coordinator Day _____ - _____ - _____
 Night _____ - _____ - _____
 Local EM Director Day _____ - _____ - _____
 Night _____ - _____ - _____

KYEM Area Manager _____ - _____ - _____
 Local Fire Department _____ - _____ - _____
 Local Police Department _____ - _____ - _____
 Local Rescue Squad _____ - _____ - _____
 Local Ambulance _____ - _____ - _____
 LEPC Chair _____ - _____ - _____

Kentucky Emergency Response Commission (KERC)1-502-607-1682
 Energy and Environment Cabinet (EEC)502-564-2380
 (24 Hour Hotline)1-800-928-2380
 National Response Center (NRC)1-800-424-8802
 U.S. Environmental Protection Agency (EPA) Hotline.....1-800-424-9346
 State Fire Marshall.....502-573-0382
 State 24-hour warning point for HAZMAT Spill Notification1-800-255-2587
 Chemtrec.....1-800-424-9300
 Kentucky State Police.....502-782-1800

*****ALL Special Facilities located within the Vulnerable Zone*****



Unit 3: Fundamentals Review

- Which EHS Chemical Characteristics are required to be included in the EHS Facility Plan?
- What must a facility sketch include?
- What may be used to determine the radius of the vulnerable zone?
- How is a quadrant map labeled?
- What is considered a Special Facilities?
- Are directions for SIP & Exit SIP required in plans?
- What content is required to be included with evacuation directions?

Unit 3: Fundamentals Review

Which EHS Chemical Characteristics are required to be included in the EHS Facility Plan?

What must a facility sketch include?

What may be used to determine the radius of the vulnerable zone?

How is a quadrant map labeled?

What is considered a Special Facilities?

Are directions for SIP & Exit SIP required in plans?

What content is required to be included with evacuation directions?



Unit 3: Review Answers

- Name, CAS #, Form, Package Container, Maximum Quantity, & Health Hazard
- A facility sketch must be legible and contain a north directional arrow, the name of the access road, and the location of each EHS.
- CAMEO, the Green Book, or other appropriate modeling system, but not the ERG
- Center the map on the facility and divide the circle into four quadrants with lines on the north-south and the east-west axes. Beginning at the north axis and moving in a clockwise direction, designate the quadrants A through D.
- School, Day Care, Nursing Home, Hospital, and others.
- Shelter-in-Place is a short-term protection; plans should include directions for Exit SIP
- Plans must identify the officials who authorize reentry, criteria for determining when reentry can begin, and general procedures for reentry

Unit 3: Review Answers

- Name, CAS #, Form, Package Container, Maximum Quantity, & Health Hazard
- A facility sketch must be legible and contain a north directional arrow, the name of the access road, and the location of each EHS.
- CAMEO, the Green Book, or other appropriate modeling system, but not the ERG
- Center the map on the facility and divide the circle into four quadrants with lines on the north-south and the east-west axes. Beginning at the north axis and moving in a clockwise direction, designate the quadrants A through D.
- School, Day Care, Nursing Home, Hospital, and others.
- Shelter-in-Place is a short-term protection; plans should include directions for Exit SIP
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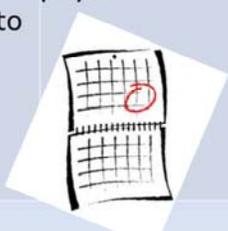


Unit 4: LEPC Calendar and Plan Submission Process



LEPC Planning Calendar Highlights

March 1 st	April 1 st	September 15 th
Facilities Submit: •Tier2 Inventory Forms to SERC, LEPCs, FDs •Facility Annual Certification Letter (FACL) to the LEPC	LEPCs Submit: Annual Certification Letter (ACL) to the KYEM AM	KERC: makes grant award payments.



LEPC Calendar Planning Highlights

- No later than **March 1** facilities must submit Tier2 Inventory Forms to the SERC, LEPCs, & FDs.
- No later than **March 1** any facility that has an EHS in excess of the TPQ shall review the EHS Facility Emergency Response Plan and send a Facility Annual Certification Letter (FACL) to the LEPC stating that there were no changes and therefore the EHS Facility Emergency Response Plan is correct as is; or the EHS Facility Emergency Response Plan has been revised and the revisions are included with the FACL.
- No later than **April 1** each year, the LEPC shall review all EHS Facility Emergency Response plans and send an Annual Certification Letter (ACL), KERC Form 302-ACL, to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL.
- No later than **September 15th** the KERC will make grant award payments.

Discussion Questions:

X

Legal Reference: 106 KAR 1:091



Eight (8) Approved ACL Plan Status Definitions

* **NEW** – New plan that is complete and has been approved by LEPC but has never been reviewed or approved by a KYEM RRM or the KERC; requires submitting a County Title III Plan Checklist.

* **TECHNICAL CHANGE** – A plan that has prior KERC approval but, includes changes that materially affect response operations in the event of a release of an EHS; requires submitting a County Title III Plan Checklist. Complete definition in “Kentucky’s TAB Q-7 Plan Development Guidance Manual”.

** **UNDER DEVELOPMENT** - New plan that is not complete, has not been approved by LEPC, and has never been reviewed or approved by KYEM RRM or KERC. Requires submitting a County Title III Plan Checklist. 106 KAR 1:091 states that the LEPC shall submit a TAB Q-7 to the RRM within sixty (60) days of notification that the facility has an EHS in excess of the TPQ.

ADMINISTRATIVE CHANGE (DATE) - A plan that has prior KERC approval, however; changes that do not materially affect response operations in the event of a release of an EHS have been made during the annual review. Complete definition in “Kentucky’s TAB Q-7 Plan Development Guidance Manual”. Include the date of the administrative change(s) in the FACILITY field.

NO CHANGE - A plan that has prior KERC approval and has not been changed since its last review. Plan is currently on the county SharePoint page with a signed/dated County Title III Plan Checklist and KERC approval letter.

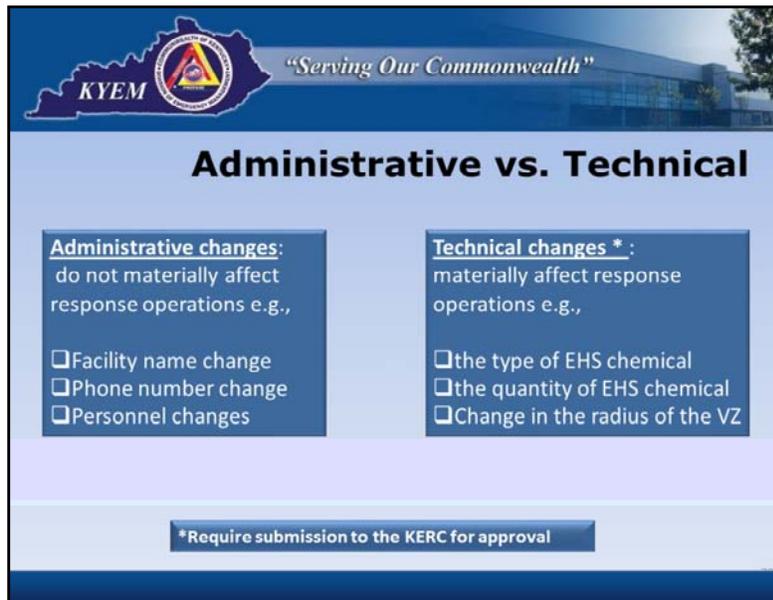
DELETED (DATE) – An obsolete plan that is no longer part of the County EOP. ACL includes date and reason plan was deleted. These plans do not count toward KERC fee account grant distribution formula. Include the date the plan was deleted in the FACILITY field.

RESERVED FOR FUTURE USE – Plan does not exist but space reserved for future plan. These plans do not count towards KERC fee account grant distribution formula.

NO EHS – An optional plan created by the LEPC for a facility that does not house any EHS’s. These plans do not count towards KERC fee account grant distribution formula.

*Require submission to the KERC for approval

** Require submission for approval w/in 60 days



Definitions: Administrative vs. Technical

The EHS Facility Plans Checklist was revised in 2006 (current version Dec 2014) to allow differentiation between administrative and technical changes made to EHS Facility Plans. Administrative changes do not require approval by the KERC and a Checklist does not need to be prepared. The definitions of Administrative and Technical Changes are given below. A copy of the Checklist is provided in this manual see Table of Contents for exact location.

Administrative Change Definition

Administrative changes are those changes that in themselves do not materially affect response operations in the event of a release of an extremely hazardous substance. These changes include: name change of the facility, changes to telephone numbers, personnel changes, and changes to the names or numbers of affected special facilities listed for a quadrant in the vulnerable zone (unless these changes are due to a change in the radius of the vulnerable zone).

* Technical Change Definition

Technical changes are those changes that materially affect response operations in the event of a release of an extremely hazardous substance (EHS). These include changes to the type or quantity of EHS chemicals that may cause an increase or decrease in the radius of the vulnerable zone, and other changes that affect the size of the vulnerable zone. In the event of a change in the size of the vulnerable zone, corresponding sections of the Title III Plan such as Response Point, Staging Area, and Special Facilities should be reviewed to determine if and how the change has affected these sections. If Special Facilities have been added to or subtracted from quadrants due to the change in radius the drawing of the new radius should include these changes.

***Require submission to the KERC for approval**



New vs. Under Development

<p>* NEW –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete <input type="checkbox"/> Has been reviewed and approved by the LEPC <input type="checkbox"/> Has NOT been reviewed or approved by a KYEM AM or the KERC. 	<p>** UNDER DEVELOPMENT –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete -or- <u>Not</u> complete <input type="checkbox"/> Has NOT been reviewed and approved by the LEPC <input type="checkbox"/> Has NOT been reviewed or approved by KYEM AM or KERC. <input type="checkbox"/> 106 KAR 1:091 requires LEPCs submit EHS Facility Plans to the KYEM AM within sixty (60) days of notification that the facility has an EHS.
<p>*Require submission to the KERC for approval</p>	<p>** Require submission for approval w/in 60 days</p>

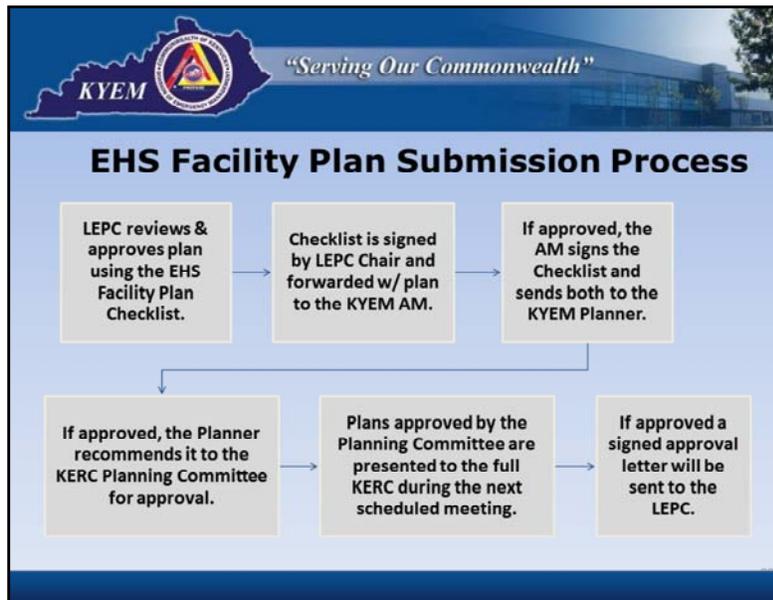
Definitions: New vs. Under Development

*** NEW** – A new plan is one that is complete and has been reviewed and approved by the LEPC but has **NOT** been reviewed or approved by a KYEM AM or the KERC. New plans require submitting a signed EHS Facility Plan Checklist with the EHS Plan.

**** UNDER DEVELOPMENT** – A plan that may be complete -or- is **NOT** yet complete, but has not been reviewed and approved by LEPC. Under development plans have **NOT** been reviewed and approved by KYEM AM or KERC. 106 KAR 1:091 states that the LEPC shall submit an EHS Facility Plan to the KYEM AM within sixty (60) days of notification that the facility has an EHS in excess of the TPQ. When Under Development Plans are officially reviewed and approved by the LEPC their designation will change to NEW and will accordingly require submitting a signed EHS Facility Plan Checklist with the EHS Plan.

***Require submission to the KERC for approval**

**** Require submission for approval w/in 60 days**



EHS Facility Emergency Response Plan Submission Process:

New EHS Facility plans or existing EHS Facility Plans with technical changes require approval from a quorum of the KERC prior to their inclusion in the County EOP. The following steps are followed in the submission and approval process:

- The Plan must first be reviewed by the LEPC of the county in which the facility is located using the EHS Facility Emergency Response Plan Checklist.
- If the LEPC finds the Plan acceptable, the Checklist shall be signed by the LEPC Chair and the Plan and Checklist forwarded to the KYEM Area Manager (AM) for the county where the facility is located.
- The KYEM AM shall review new EHS Facility Emergency plans and their accompanying checklists for completeness. Plans deemed complete by the KYEM AM shall be forward them to the Chairman of the Kentucky Emergency Response Commission, or designee, within thirty (30) days of receipt from the local emergency planning committee. Plans deemed incomplete shall be returned to the local emergency planning committee with recommendations.

The AM will complete his/her portion of the Checklist and send both it and the Plan to the designated KYEM Planner for final review before presentation to the KERC Planning Committee.

The KYEM AM shall review the ACL and all EHS Facility Emergency Response Plan revisions received from the local emergency planning committee for completeness, note any recommendations and forward them to the Chairman of the Kentucky Emergency Response Commission, or designee, no later than May 1 each year.

- The KYEM Planner will send a receipt notice to the AM and the LEPC stating that the Plan has been recommended for approval and giving the dates of the KERC Planning Committee and full KERC meetings. If the Planner does not approve the Plan it will be returned with comments to the AM for correction by the preparer.
- New SARA Title III Plans and existing Plans with technical changes approved by the Committee shall be presented by the Planning Committee Chair to the full KERC during the next scheduled meeting. The KERC currently meets bi-monthly on odd months. All meeting time and locations are posted in advance at: <http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>
- If the KERC accepts the EHS Facility Emergency Response Plan an approval letter signed by the Chairperson of the KERC will be sent to the LEPC Chair, KERC Chair, KERC Planning Committee, KYEM Planning Branch Manager, KYEM Planning Staff, KYEM AM & AA, County EM, and the County Judge/Executive.

If the KERC does not accept the Plan as presented a disapproval letter will be sent to the LEPC and KYEM AM.



Posting Plans to SharePoint

At the July 29th, 2015 meeting, the KERC voted to approve a policy requiring LEPCs to post all approved EHS Facility Emergency Response Plans to their respective County SharePoint folder. Plans that have been officially approved by the KERC must include:

- County Title III Plans Checklist signed by the:
 - LEPC Chair,
 - KYEM Area Manager, and
 - KERC Commissioner
- An official approval letter signed by the Chairperson of the KERC.

If any plan is missing either of these documents it should be consider non-approved and the LEPC should complete the review process and submit the LEPC approved plan, with checklist, to the KYEM Area Manager within 60 days.

Posting Approved Plans to SharePoint

The LEPC is the cornerstone of the Emergency Planning and Community Right-To-Know Act (EPCRA). The EHS Facility Emergency Response Plans developed by the LEPC are vital in helping communities improve chemical safety and protect public health and the environment in the unfortunate event of a HAZMAT incident.

In support of EPCRA, Kentucky Revised Statutes (KRS), and Kentucky Administrative Regulations (KAR) it is the KERC's desire to ensure all TAB Q-7 plans are available at the state level via SharePoint. This measure will afford State planners easy access to review and assist county planners and/or facilities should questions arise. More importantly, this will afford State operations, in the unfortunate event of a HAZMAT incident, virtual access to key information required to promptly and efficiently support a local response.

At the July 29th, 2015 meeting, the KERC voted to approve a policy requiring LEPCs to post all approved EHS Facility Emergency Response Plans to their respective County SharePoint folder. Please note plans that have been officially approved by the KERC must include:

- County Title III Plans Checklist signed by the:
 - LEPC Chair,
 - KYEM Area Manager, and
 - KERC Commissioner
- An official approval letter signed by the Chairperson of the KERC.

If any plan is missing either of these documents it should be consider non-approved and the LEPC should complete the review process and submit the LEPC approved plan, with checklist, to the KYEM Area Manager within 60 days.



Plan Posting Notification

- 1) LEPC representative uploads documentation to County SharePoint Folder
- 2) LEPC representative emails KYEM AM and LEPC Program coordinator

Email must include specifically:

- a) which document was uploaded (xxxx)
- b) where document is located (xxxx)

Plan Posting Notification

This is a complete list of LEPC Planning items required. Each item is either required to be submitted directly to the KYEM AM or the KERC Chair (or designee). In all cases the Chair's designee would constitute LEPC Program Staff in Frankfort and documents should be "submitted" in the following manner:

- 1) LEPC representative uploads documentation to County SharePoint Folder
 - 2) LEPC representative emails KYEM AM and LEPC Program coordinator
- Email must include specifically:
- a) which document was uploaded (xxxx)
 - b) where document is located (xxxx)



KERC Approved Plan Storage

Approved plans should be maintained in several locations, including but not limited to:

- in LEPC office
- at the facility
- at the fire department
- In the County EOP
- in the County SharePoint folder

KERC Approved Plan Storage

Approved plans should be maintained in several locations, including but not limited to: LEPC files, at the facility, with the fire department that would respond to an incident at the facility, in the County Emergency Operations Plan (EOP), and stored on the County SharePoint folder for access by state agencies.

Discussion Questions:

-
-
-

Legal References: KRS 39E. 160



Approved Plan Distribution

Every individual and entity named in the EHS Facility plan should have access to the plan.

Every individual and entity the plan dictates will take action should have access to the plan.

This includes, but is not limited to:

- Facility personnel, including the FERC
- Local EM
- Special facilities
- First responders
- Local elected officials

Approved Plan Distribution

Every individual and entity named in the EHS Facility plan should have access to the plan.

Every individual and entity the plan dictates will take action should have access to the plan.

This includes, but is not limited to:

- Facility personnel, including the FERC
- Local EM
- Special facilities
- First responders
- Local elected officials
- LEPC Members

Discussion Questions:

-
-
-

Legal References: KRS 39E. 160



Unit 4: Fundamentals Review

- Which plan status' requires the plan be submitted to the KERC for approval?
- Which plan status identifies a plan that has not yet been completed by the LEPC, but will be submitted for approval within 60 days?
- Where do approved EHS Facility plans reside?

Unit 4: Fundamentals Review

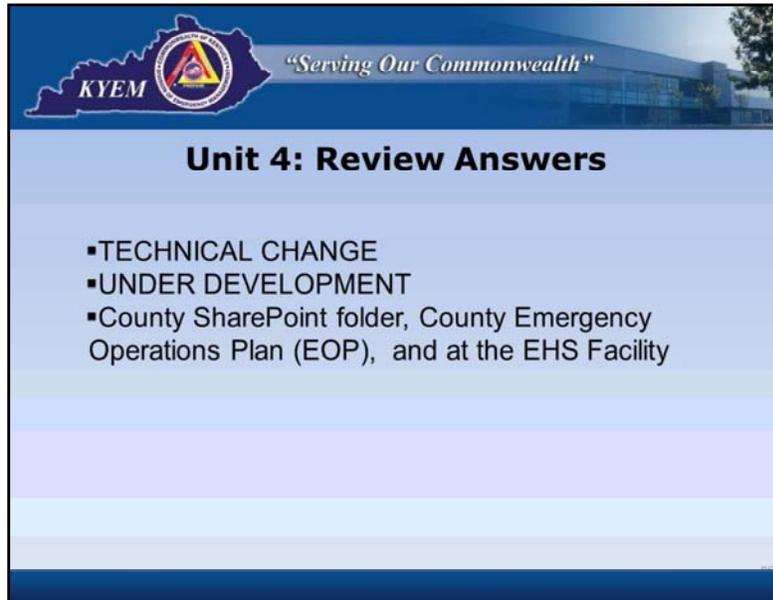
Which plan status requires the plan be submitted to the KERC for approval?

Which plan status identifies a plan that has not yet been completed by the LEPC, but will be submitted for approval within 60 days?

Where do approved EHS Facility plans reside?

Discussion Questions:

-
-
-



Unit 4: Review Answers

- NEW & TECHNICAL CHANGE
- UNDER DEVELOPMENT
- County SharePoint folder, County Emergency Operations Plan (EOP), and at the EHS Facility

Discussion Questions:

-
-



"Serving Our Commonwealth"

Unit 5: LEPC Forms

ALL forms and manuals are posted at the following:

- KYEM Website – KERC, LEPC, & SARA Title III webpages
- KYEM External SharePoint - KYEM Forms

Unit 5: LEPC Forms

KERC Form Naming Protocol:

100 Level Forms: Grant Forms

300 Level Forms: Planning Forms

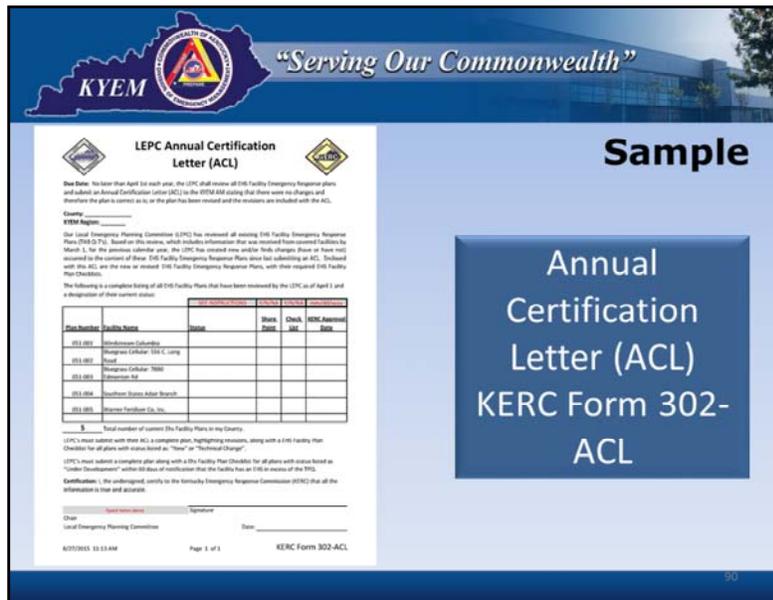
500 Level Forms: Optional Forms

700 Level Forms: TBD



Note: There are two tables in the WORD format of this document. To make the document visually more aesthetic you may hide individual cell lines: to do so hover mouse over small directional arrows at the top left-hand corner of each table, right click, select “borders and shading, select all, and click OK.

- FACILITY NAME, (Street Address), (City, State & Zip), (Latitude / Longitude)
- FACILITY EMERGENCY COORDINATOR (FERC) and Alternate FERC: (Name, & Title) Office#, FAX #, Home #, R.Freq., Cell #, Pager #, EMail
- HAZARDOUS CHEMICAL(S)
- NAME, UN ID #, CAS #, FORM, PACKAGED CONTAINER, MAXIMUM QUANTITY, HEALTH HAZARD
- SKETCH OF FACILITY AND STORAGE AREAS:
- FACILITY RESPONSE POINT (RP) AND DIRECTIONS:
- STAGING AREA:
- TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION:
- SPECIAL FACILITIES:
- PROTECTIVE ACTIONS:
- EMERGENCY EQUIPMENT ON-HAND/TRAINING/EXERCISING:
- SPILL CONTAINMENT/CLEAN-UP DISPOSAL:



Annual Certification Letter (ACL): KERC Form 302-ACL

Annually, each LEPC must submit a Annual Certification Letter (ACL) that states the LEPC has reviewed all existing EHS Facility Plans. Based on this review, which includes information that was received from covered facilities by March 1, for the previous calendar year, the LEPC has created new and/or finds changes (have or have not) occurred to the content of these EHS Facility Plans since last submitting an ACL. The LEPC must also submit, with the ACL, all new or revised EHS Facility Plans, with their required EHS Facility Plan Checklists. The ACL must include the LEPC Chair Signature & Date.

The ACL will include a complete listing of all EHS Facility Plans that have been reviewed by the LEPC as of April 1 and a designation of their current status: Plan Number, Facility Name, Status, SharePoint, Checklist, KERC Approval Date. Finally, the ACL will state the total number of EHS Facility Plans that count towards KERC Grant funds (this excludes plan numbers reserved for future use, deleted plans, and plans without an EHS).

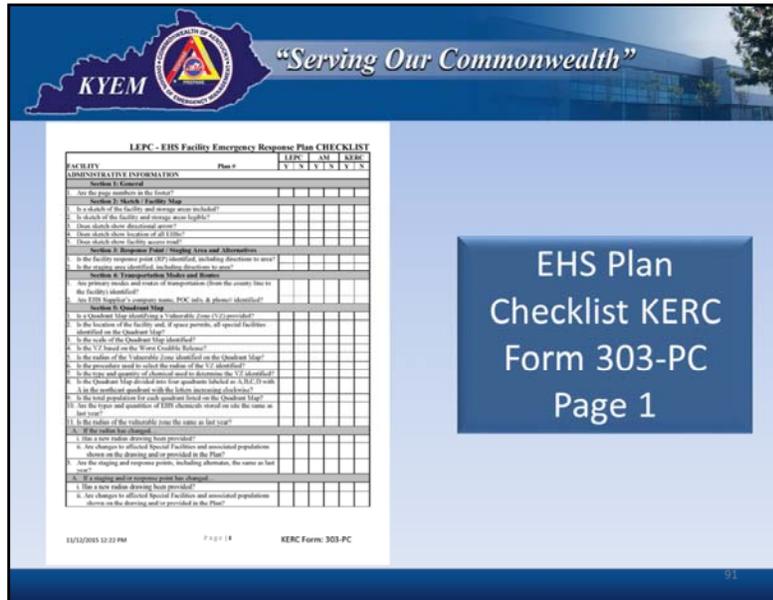
- LEPC's must submit with their ACL a complete plan, highlighting revisions, along with a EHS Facility Plan Checklist for all plans with status listed as: "New" or "Technical Change".
- LEPC's must submit a complete plan along with a EHS Facility Plan Checklist for all plans with status listed as "Under Development" within 60 days of notification that the facility has an EHS in excess of the TPQ.

ACL Table Instructions:

1. Plan Number: EHS Facility Plan numbering should include a 3-digit extension, i.e. '6' should be entered as '006'. This will enable you to sort the data without changing the format of the worksheet.
2. Facility: Enter the name of the facility. If there are multiple facilities under one name, i.e. AT&T, BellSouth, Southern States, etc, be sure to include an address with the facility name to help verify it with the Tier2Submit listing.
3. SharePoint: Is the EHS facility plan posted to County SharePoint site? – Use the Drop Down List to Select Yes - No - n/a
4. Checklist Does SharePoint posted EHS facility have a signed checklist attached? – Use the Drop Down List to Select Yes - No - n/a
5. Date: What is the date on the KERC Approval Letter?

ACL Template

A new ACL template was designed in 2015. The template is electronic and utilizes Microsoft Excel. The LEPC Program Coordinator or a KYEM Area Manager can provide electronic copies to individual LEPC Chairs as requested. The new format allows for easier tracking and sorting of individual EHS Facility Plans.



EHS Facility Emergency Response Plan Checklist (KERC Form 303-PC) Page 1

Section 1: General

1. Are the page numbers in the footer?

Section 2: Sketch / Facility Map

1. Is a sketch of the facility and storage areas included?
2. Is sketch of the facility and storage areas legible?
3. Does sketch show directional arrow?
4. Does sketch show location of all EHSs?
5. Does sketch show facility access road?

Section 3: Response Point / Staging Area and Alternatives

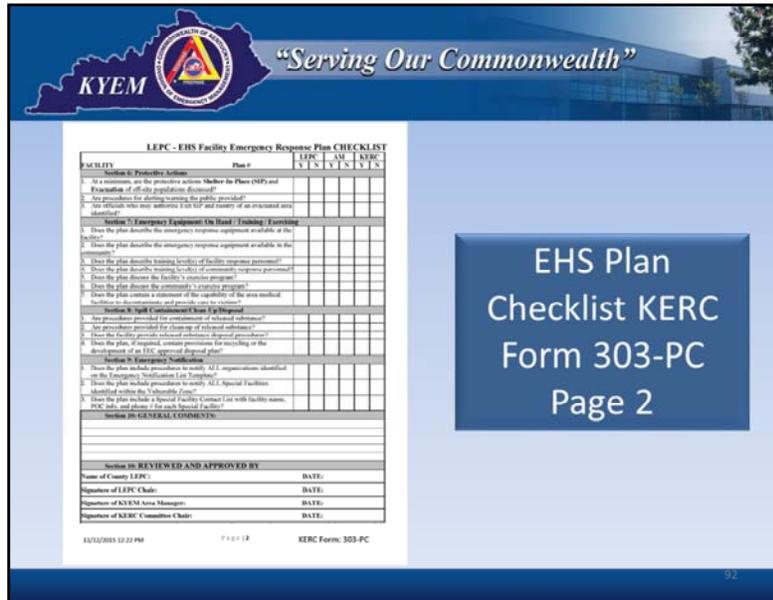
1. Is the facility response point (RP) identified, including directions to area?
2. Is the staging area identified, including directions to area?

Section 4: Transportation Modes and Routes

1. Are primary modes and routes of transportation (from the county line to the facility) identified?
2. Are EHS Supplier's company name, POC info, & phone# identified?

Section 5: Quadrant Map

1. Is a Quadrant Map identifying a Vulnerable Zone (VZ) provided?
2. Is the location of the facility and, if space permits, all special facilities identified on the Quadrant Map?
3. Is the scale of the Quadrant Map identified?
4. Is the VZ based on the Worst Credible Release?
5. Is the radius of the Vulnerable Zone identified on the Quadrant Map?
6. Is the procedure used to select the radius of the VZ identified?
7. Is the type and quantity of chemical used to determine the VZ identified?
8. Is the Quadrant Map divided into four quadrants labeled as A,B,C,D with A in the northeast quadrant with the letters increasing clockwise?
9. Is the total population for each quadrant listed on the Quadrant Map?
10. Are the types and quantities of EHS chemicals stored on site the same as last year?
11. Is the radius of the vulnerable zone the same as last year?
 - A. If the radius has changed...
 - i. Has a new radius drawing been provided?
 - ii. Are changes to affected Special Facilities and associated populations shown on the drawing and/or provided in the Plan?
3. Are the staging and response points, including alternates, the same as last year?
 - A. If a staging and/or response point has changed...
 - i. Has a new radius drawing been provided?
 - ii. Are changes to affected Special Facilities and associated populations shown on the drawing and/or provided in the Plan?



EHS Facility Emergency Response Plan Checklist (KERC Form 303-PC) Page 2

Section 6: Protective Actions

1. At a minimum, are the protective actions Shelter-In-Place (SIP) and Evacuation of off-site populations discussed?
2. Are procedures for alerting/warning the public provided?
3. Are officials who may authorize Exit SIP and reentry of an evacuated area identified?

Section 7: Emergency Equipment: On Hand / Training / Exercising

1. Does the plan describe the emergency response equipment available at the facility?
2. Does the plan describe the emergency response equipment available in the community?
3. Does the plan describe training level(s) of facility response personnel?
4. Does the plan describe training level(s) of community response personnel?
5. Does the plan discuss the facility's exercise program?
6. Does the plan discuss the community's exercise program?
7. Does the plan contain a statement of the capability of the area medical facilities to decontaminate and provide care to victims?

Section 8: Spill Containment/Clean-Up/Disposal

1. Are procedures provided for containment of released substance?
2. Are procedures provided for clean-up of released substance?
3. Does the facility provide released substance disposal procedures?
4. Does the plan, if required, contain provisions for recycling or the development of an EEC approved disposal plan?

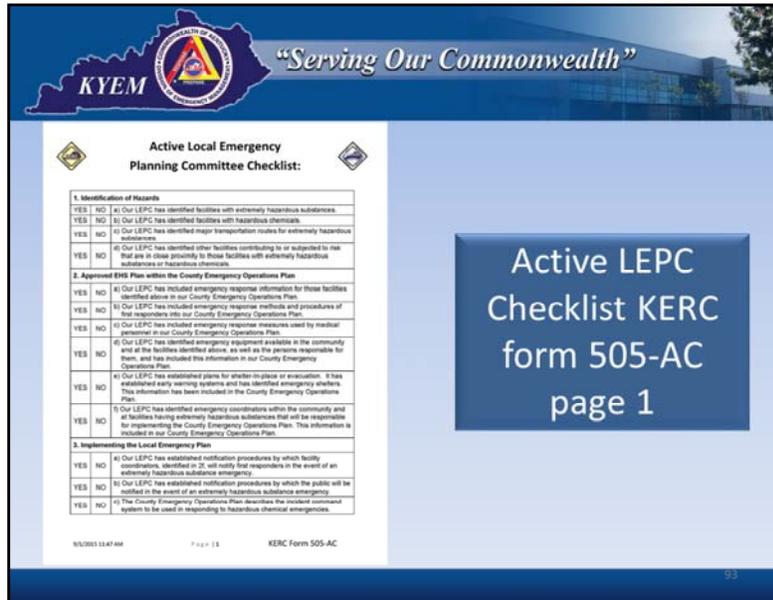
Section 9: Emergency Notification

1. Does the plan include procedures to notify ALL organizations identified on the Emergency Notification List Template?
2. Does the plan include procedures to notify ALL Special Facilities identified within the Vulnerable Zone?
3. Does the plan include a Special Facility Contact List with facility name, POC info, and phone # for each Special Facility?

Section 10: GENERAL COMMENTS:

Section 10: REVIEWED AND APPROVED BY

Checklist must be reviewed, signed upon approval, and dated by: LEPC CHAIRPERSON, KYEM AM, KERC Committee Chair, before being sent to KERC for final approval.



1. Identification of Hazards

LEPC has identified facilities with extremely hazardous substances.

LEPC has identified facilities with hazardous chemicals.

LEPC has identified major transportation routes for extremely hazardous substances.

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.

2. LEPC Plan Development within the County Emergency Operations Plan

LEPC has included Emergency response information for those facilities identified above in our County Emergency Operations Plan.

LEPC has included emergency response methods and procedures of first responders into our County Emergency Operations Plan.

LEPC has included emergency response measures used by medical personnel in our County Emergency Operations Plan.

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.

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.

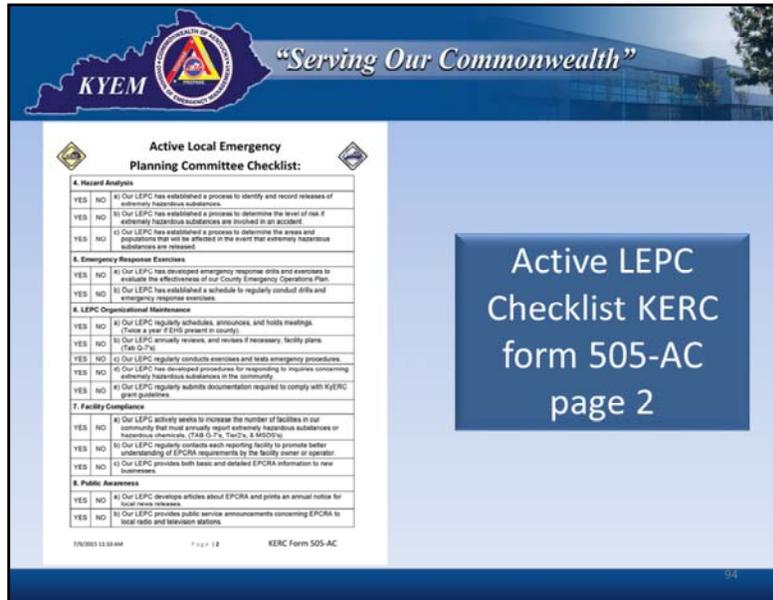
LEPC has identified emergency coordinators within the community and at facilities having extremely hazardous substances that will be responsible for implementing the County Emergency Operations Plan. This information is included in our County Emergency Operations Plan.

3. Implementing the Local Emergency Plan

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.

LEPC has established notification procedures by which the public will be notified in the event of an extremely hazardous substance emergency.

The County Emergency Operations Plan describes the incident command system to be used in responding to hazardous chemical emergencies.



4. Hazard Analysis

LEPC has established a process to identify and record releases of extremely hazardous substances.

LEPC has established a process to determine the level of risk if extremely hazardous substances are involved in an accident.

LEPC has established a process to determine the areas and populations that will be affected in the event that extremely hazardous substances are released.

5. Emergency Response Exercises

LEPC has developed emergency response drills and exercises to evaluate the effectiveness of our County Emergency Operations Plan.

LEPC has established a schedule to regularly conduct drills and emergency response exercises.

6. LEPC Organizational Maintenance

LEPC regularly schedules, announces, and holds meetings. (Twice a year if EHS present in county)

LEPC annually reviews, and revises if necessary, facility plans.

LEPC regularly conducts exercises and tests emergency procedures.

LEPC has developed procedures for responding to inquiries concerning extremely hazardous substances in the community.

LEPC regularly submits documentation required to comply with KERC grant guidelines.

7. Facility Compliance

LEPC actively seeks to increase the number of facilities in our community that must annually report extremely hazardous substances or hazardous chemicals.

LEPC regularly contacts each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator.

LEPC provides both basic and detailed EPCRA information to new businesses.

8. Public Awareness

LEPC develops articles about EPCRA and prints an annual notice for local news releases.

LEPC provides public service announcements concerning EPCRA to local radio and television stations.



"Serving Our Commonwealth"

Noteworthy Resources

Kentucky Emergency Management

<http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>
<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>
<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

The following and other relevant items can be found in at least one of the Document Libraries found on the above websites:

<ul style="list-style-type: none"> •EPCRA: (SARA-TITLE-III) •KRS 39E •106 KAR 1.081 – 1.131 •County Title III Plan Checklist •Sara Title III Sample Certification Letter •List of Lists 	<ul style="list-style-type: none"> •EPCRA How to Comply Packet •Tier2 Reporting Fee Schedule •Battery Lead-Acid KERC Policy Documents •Kentucky LEPC's - It Is Your Right To Know •TAB Q-7 Plan Development Guidance •Tier2 Retail Gas Station Reporting Rule
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Noteworthy Resources

Kentucky Emergency Management

<http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

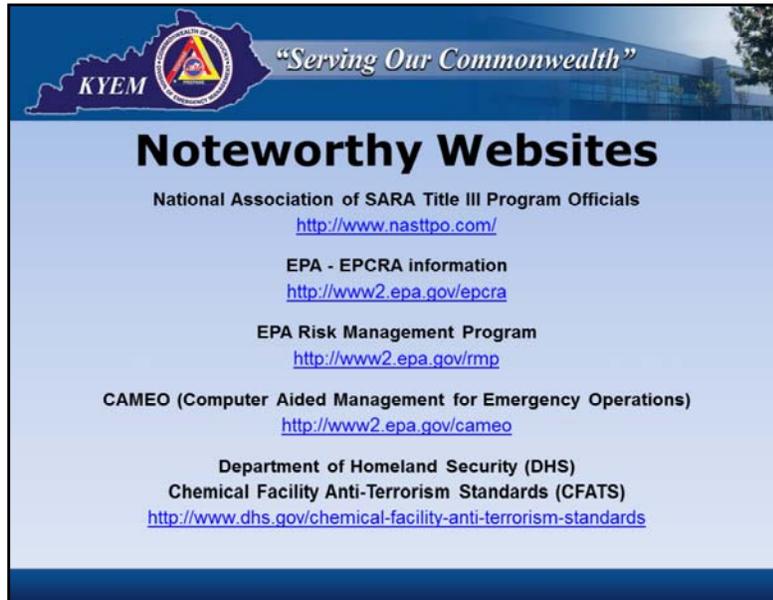
<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

The following and other relevant items can be found in at least one of the Document Libraries found on the above websites:

- EPCRA: (SARA-TITLE-III)
- KRS 39E
- 106 KAR 1.081 – 1.131
- County Title III Plan Checklist
- Sara Title III Sample Certification Letter
- List of Lists
- EPCRA How to Comply Packet
- Tier2 Reporting Fee Schedule
- Battery Lead-Acid KERC Policy Documents
- Kentucky LEPC's - It Is Your Right To Know
- TAB Q-7 Plan Development Guidance
- Tier2 Retail Gas Station Reporting Rule

Discussion Questions:

-
-
-



Noteworthy Websites

National Association of SARA Title III Program Officials

<http://www.nasttpo.com/>

EPA - EPCRA information

<http://www2.epa.gov/epcra>

EPA Risk Management Program

<http://www2.epa.gov/rmp>

CAMEO (Computer Aided Management for Emergency Operations)

<http://www2.epa.gov/cameo>

Department of Homeland Security (DHS)

Chemical Facility Anti-Terrorism Standards (CFATS)

<http://www.dhs.gov/chemical-facility-anti-terrorism-standards>

Discussion Questions:

-
-
-



The Annual LEPC Calendar

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 toll 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:

- | | |
|----------|--|
| 101-GA | Grant Application |
| 102-DB | Detailed Budget |
| 103-PPI | Personal Property Inventory |
| 103B-PPI | Additional Personal Property Inventory |
| 104-MCP | Membership Cover Page |
| 105-GL | Grant Ledger |
| 107-PLN | Public Legal Notice |
| 302-ACL | Annual Certification Letter |

~ January 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1) Tier2 Reporting Period Opens, Facilities must submit to SERC, LEPC, & FD no later than March 1 st 2) No later than <u>January 31</u> publish public information on committee activities entitled "Public (Legal) Notice Advertisement".						
3	4	5	6	7	8	9
10	11	12		14	15	16
17		19	20	21	22	23
24	25	26	27	28	29	30
	Notes: LEPCs must meet at least twice per year (once if no EHSs in district)					

LEPC Calendar January

Tentatively set at least 2 meeting dates for the upcoming calendar year.

- The LEPC shall meet at least twice during each calendar year. LEPCs which do not have any EHS in excess of the TPQ present in their community shall meet at least once during each calendar year. A quorum shall be required. A copy of the minutes must be provided to the Chairman of the KERC, or designee, within 30 days of the date of the meeting.
- No later than **January 31st** each calendar year in accordance with KRS Chapter 424 the LEPC shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement".

O No later than **February 28th** LEPCs must provide the Chairman of the KERC, or designee, with a photocopy of the legal notice publish as described clearly showing the name of the newspaper and the date of publication.

~ 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 Submit photocopy of published "Public Notice"	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.				

LEPC Calendar February

- No later than **January 31st** each calendar year in accordance with KRS Chapter 424 the LEPC shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement".

O No later than **February 28th** LEPCs must provide the Chairman of the KERC, or designee, with a photocopy of the legal notice publish as described clearly showing the name of the newspaper and the date of publication.

~ March 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Facilities must submit by March 1 : 1) Tier2 Reports 2) Facility Annual Certification Letter (FACL)		1 Facility Deadline: Tier2 Report and FACL	2	3	4	5
6	7	8	9	10	11	12
13 	14	15	16 	17	18	19
20	21	22	23	24	25 FRIDAY FRIDAY FRIDAY	26
27	28	29	30	31	Notes - FACL must state: 1) there were no changes to EHS Plan; or 2) EHS Plan has been revised and the revisions are included with the FACL.	

LEPC Calendar March

- No later than **March 1** facilities must submit Tier2 Inventory Forms to the SERC, LEPCs, & FDs.
- No later than **March 1** any facility that has an EHS in excess of the TPQ shall review the EHS Facility Emergency Response Plan and send a Facility Annual Certification Letter (FACL) to the LEPC stating that there were no changes and therefore the EHS Facility Emergency Response Plan is correct as is; or the EHS Facility Emergency Response Plan has been revised and the revisions are included with the FACL.

~ April 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than April 1 st : 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					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

LEPC Calendar April

- No later than **April 1st** each year, the LEPC shall review EHS Facility Emergency Response plans and send an ACL to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL.
- No later than **April 1st** the LEPC shall submit Grant Application to the KYEM AM
- No later than **April 1st** the LEPC shall provide the Chairman of the KERC or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Bank Ledger for the preceding year.

~ June 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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.			1 Submit Detailed Budget	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:	

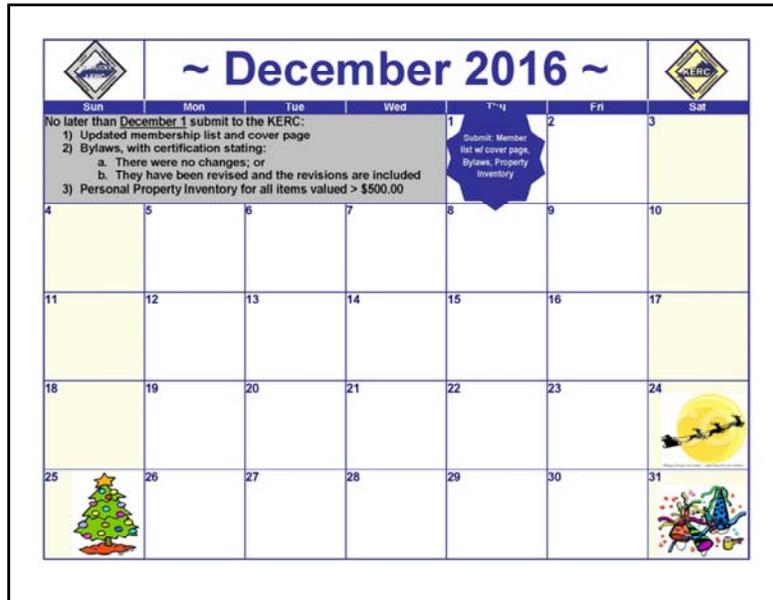
LEPC Calendar June

- No later than **June 1st** LEPCs shall submit a detailed budget to the Chairman of the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.

~ 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 KERC makes Grant Award Payments	16	17
18	19	20	21 KERC	22	23	24
25	26	27	28	29	30	Notes:

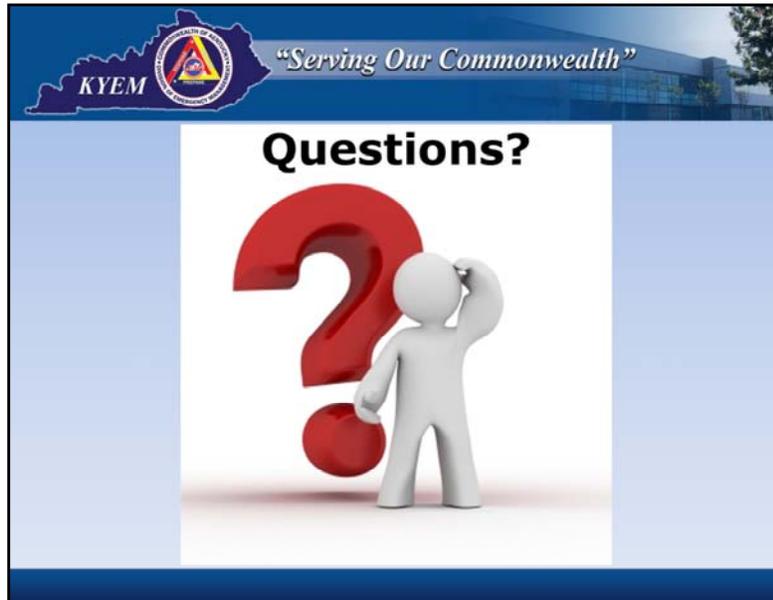
LEPC Calendar September

- No later than September 15th the KERC shall make the grant awards.



LEPC Calendar December

- No later than **December 1st** each year, the LEPC shall submit an updated membership list and cover page to the Chairman of the KERC, or designee.
- No later than **December 1st** each year, the bylaws of each LEPC must be provided to the Chairman of the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included.
 - The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application.
- No later than **December 1st** LEPCs shall submit a Personal Property Inventory Maintenance identifying all property items valued in excess of \$500.00 purchased using KERC Grant funds.

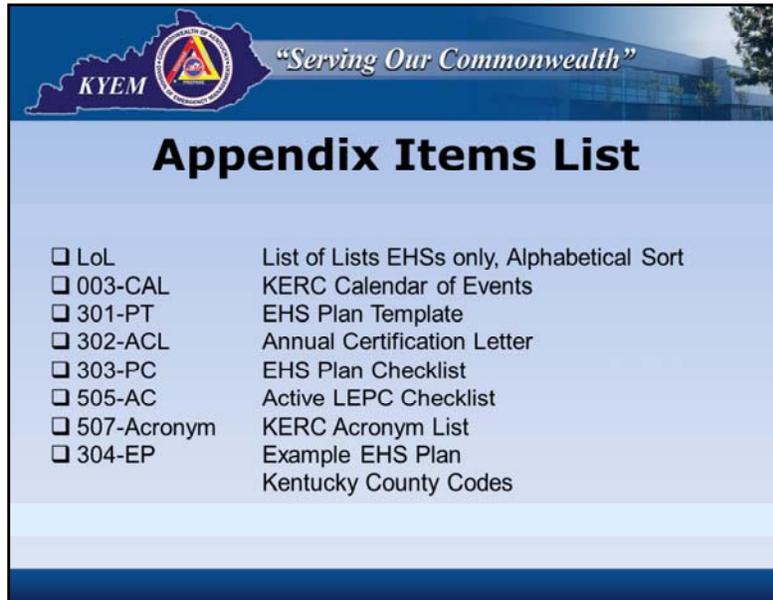


Please do not hesitate to contact any of the KYEM Staff if you have any questions:

Danita Farrier
HAZMAT Program Coordinator
Kentucky Emergency Management (KYEM)
Suite #113
100 Minuteman Parkway
Frankfort, KY 40601
Office: 502-607-5728
Fax: 502-607-1622
danita.e.farrier.nfg@mail.mil

LEPC Program Coordinator
Connie Estill
Kentucky Emergency Management (KYEM)
EOC Room 210-P-5
110 Minuteman Parkway
Frankfort, KY 40601
Office: 502-607-5732
Fax: 502.607.1008
connie.g.estill.nfg@mail.mil
tier2kyem@gmail.com

LEPC Program Manager
David M Davis
Kentucky Emergency Management (KYEM)
Department of Military Affairs
Boone Center National Guard
EOC Room 210-P-6
110 Minuteman Parkway
Frankfort, KY 40601
Office: 502.607.5712
Fax: 502.607.1008
david.m.davis200.nfg@mail.mil
kentuckyserc@gmail.com



Appendix Items List

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> LoL | List of Lists EHSs only, Alphabetical Sort |
| <input type="checkbox"/> 003-CAL | KERC Calendar of Events |
| <input type="checkbox"/> 301-PT | EHS Plan Template |
| <input type="checkbox"/> 302-ACL | Annual Certification Letter |
| <input type="checkbox"/> 303-PC | EHS Plan Checklist |
| <input type="checkbox"/> 505-AC | Active LEPC Checklist |
| <input type="checkbox"/> 507-Acronym | KERC Acronym List |
| <input type="checkbox"/> 304-EP | Example EHS Plan
Kentucky County Codes |

Discussion Questions:

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