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Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



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

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. This document provides instructions for completion of each section of the plan. All NEW or REVISED EHS Facility Emergency Response Plans must meet these criteria.

KERC Document: 730-PGSS

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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 a 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 review of all the documentation and forms LEPCs are required to submit to the KERC or their designees.

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.

Unit 1: Course Overview

Emergency Response Planning for EHS Facilities 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.

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.

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

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 Discussion Questions.
- Identify KEREC required & optional forms, and where to find KEREC forms.

Acronyms

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

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.

EPCRA = SARA Title III

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.**

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

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.

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.

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.

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.

SEC. 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.

SEC. 324: Public Availability of Plans, Data Sheets, Forms, and Followup Notices.

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.

EPCRA in KY = KRS 39E & 106 KAR

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:

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.

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.

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.

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.

39E.990 Penalties

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.

106 KAR 1:081. KERK Tier2 Reporting and Fee Schedule & 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 KERK 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 extremely hazardous substance in excess of the threshold planning quantity (TPQ) **shall review the EHS Facility Emergency Response Plan and send a Facility Annual Certification Letter (FACL)** to the local emergency planning committee 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.

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 “KERC 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.

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.

Please note: 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 KERC requirement. However, this exception does not permit the exclusion or omission of other critical areas of the 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.

106 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

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 KEREC?
- 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 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.

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.

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.

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.

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

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).

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 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 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."

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.

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, 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

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 (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.

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 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

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. 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 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.

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 manual each item will be discussed individually from the perspective of both the facility and community capability.

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 Question: 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?

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 Question: 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?

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 invite facilities regarding potential participation in community exercises. The LEPC adapts non-hazmat community exercises so that facilities may participate.

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

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.

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.

If clean-up and disposal require compliance with Energy and Environment Cabinet (EEC) regulations please include a statement to the effect that these regulations will be followed.

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.

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.

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.

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 4: LEPC Calendar and Plan Submission Process

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.

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

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**

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 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 considered 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

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: 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.

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

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?

Mailing Address: Kentucky Emergency Response Commission
c/o LEPC Program Manager
EOC, Boone National Guard Center
110 Minuteman Parkway
Frankfort, KY 40601

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

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>

Unit 5: LEPC Forms & Appendices

The KERC adopt the “KERC Document Library” (KERC Document #001-LIB) at their November 18, 2015 meeting as the official document management process where which all approved KERC forms will be published. The KERC Document Library provides the official organizing, naming, and numbering protocol for all current and future forms.

Furthermore, all LEPCs must submit documentation in the current approved form as listed within the KERC Document Library. All documents will be submitted by LEPCs using electronic formats of forms listed within the KERC Document Library which will be made available to LEPCs through download from either the KYEM External SharePoint (or similar public location as designated by the Kentucky Division of Emergency Management), or download from the public KYEM Website on any/all of the KERC and LEPC webpages (KERC, LEPC, SARA Title III).

Specific EHS facility planning documents include:

- 003-CAL KERC Calendar of Events
- 301-PT EHS Plan Template
- 302-ACL Annual Certification Letter
- 303-PC EHS Plan Checklist
- 505-AC Active LEPC Checklist
- 507-Acronym KERC Acronym List
- 304-EP Example EHS Plan
 - Kentucky County Codes

KERC Form Naming Protocol:

- 1-99 Level Forms: Administrative & Promotional Items
- 100 Level Forms: Grant Forms
- 300 Level Forms: Planning Forms
- 500 Level Forms: Optional Forms
- 700 Level Forms: TBD

KERC Form Repository:

ALL forms and manuals are posted on the KYEM Website:

<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>

Forms are also available on the KYEM External SharePoint under KYEM Forms

<http://www.kyemweb.com/kyem/KYEM%20Forms/Forms/AllItems.aspx>

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“Serving Our Commonwealth”



2016

KERC / LEPCC

Calendar of Events





“Serving Our Commonwealth”

Program Notes:

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

Purpose (KERC LEPC Calendar):

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

Target Audience (KERC LEPC Calendar):

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

Annual Certification Letter
Detailed Budget
Grant Application
Grant Ledger

Membership Cover Page
Personal Property Inventory
Public Legal Notice



~ February 2016 ~



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

Submit photocopy of published "Public Notice"



~ March 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Facilities must submit by <u>March 1</u> : 1) Tier2 Reports 2) Facility Annual Certification Letter (FACL)						
6	7	1	2	3	4	5
13	14	15	16	17	18	19
20	21	22	23	24	25	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	



~ April 2016 ~



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

**Submit: ACL
and EHS Plans,
Grant App, &
Expenditures**

~ May 2016 ~



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



~ June 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
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.						
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:	

Submit Detailed Budget



~ July 2016 ~



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



~ August 2016 ~



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



~ September 2016 ~



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



~ October 2016 ~



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



~ November 2016 ~



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



~ December 2016 ~



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

1
 Submit: Member list w/ cover page, Bylaws, Property Inventory

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

HAZMAT Program Coordinator

Danita Farrier

Kentucky Emergency Management (KYEM)

Boone Center National Guard

EOC Room 209-P-5

110 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)

Boone Center National Guard

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)

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

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EHS Facility Plan # -_xxx_ (COVERED FACILITY NAME)

FACILITY NAME		FACILITY EMERGENCY COORDINATOR (FEC)		COMMUNICATIONS	
(Facility Name)		Name:		Office#	
(Street Address)		Title:		FAX #	
				Home #	
(City, State & Zip)				R.Freq.	
				Cell #	
(Latitude / Longitude)				Pager #	
				Email	
		ALTERNATE FACILITY COORDINATOR (FEC)			
		Name:		Office #	
		Title:		FAX #	
				Home #	
				R.Freq.	
				Cell #	
				Pager #	
				Email	
HAZARDOUS CHEMICAL(S)					
NAME	UN ID # CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD

***HEALTH HAZARD (detailed description):**

SKETCH OF FACILITY AND STORAGE AREAS:

FACILITY RESPONSE POINT (RP) AND DIRECTIONS – Alternate RP:

STAGING AREA – Alternate Staging Area:

TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION:

EHS SUPPLIER INFORMATION

WORST CREDIBLE RELEASE:

VULNERABLE ZONE & QUADRANT MAP:

SPECIAL FACILITIES, CONTACT INFORMATION, & TOTAL POPULATION:

PROTECTIVE ACTIONS: (SIP/EXIT SIP AND/OR EVACUATION/RE-ENTRY)

EMERGENCY EQUIPMENT ON-HAND/TRAINING/EXERCISING:

MEDICAL CAPABILITIES:

SPILL CONTAINMENT / CLEAN-UP / DISPOSAL:

EMERGENCY NOTIFICATION:

EMERGENCY NOTIFICATION LIST TEMPLATE			
Local 24-hr. Warning Number (LEPC)			- -
State 24-hour warning point for HAZMAT Spill Notification			1-800-255-2587
Local Emergency Planning Committee Chair	- -	or	- -
Kentucky Emergency Response Commission (KERC)			502-607-1682
Community HAZMAT Coordinator (Day)	- -	or	- -
(Night)	- -	or	- -
Alternate HAZMAT Coordinator (Day)	- -	or	- -
(Night)	- -	or	- -
	Local Fire Dept.		- -
	Local Police Dept.		- -
Local EM Director (Day)	- -	or	- -
(Night)	- -	or	- -
	Rescue	or	- -
	Ambulance	or	- -
KYEM Area Manager (AM)		(O)	- -
		(H)	- -
Kentucky Department for Environmental Protection (KY-DEP)			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
10:00 a.m. – 3:00 p.m. EST, Mon. – Thurs.			
State Fire Marshal			502-573-0382
CHEMTREC			1-800-424-9300
Kentucky State Police			502-782-1800
ALL Special Facilities Located within the Vulnerable Zone			

Note: There are two tables in this document. To make document visually more aesthetic you may hide individual cell lines: 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.



LEPC Annual Certification Letter (ACL)



Due Date: No later than April 1st each year, the LEPC shall review all EHS Facility Emergency Response plans and submit 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.

County: _____

KYEM Region: _____

Our Local Emergency Planning Committee (LEPC) has reviewed all existing EHS Facility Emergency Response Plans (TAB Q-7's). 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 Emergency Response Plans since last submitting an ACL. Enclosed with this ACL are the new or revised EHS Facility Emergency Response Plans, with their required EHS Facility Plan Checklists.

The following is 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	SEE INSTRUCTIONS	Y/N/NA	Y/N/NA	mm/dd/yyyy
		Status	Share Point	Check List	KERC Approval Date
051-001	Windstream Columbia				
051-002	Bluegrass Cellular: 556 C. Long Road				
051-003	Bluegrass Cellular: 7880 Edmonton Rd				
051-004	Southern States Adair Branch				
051-005	Warner Fertilizer Co, Inc.				

5 Total number of current Ehs Facility Plans in my County.

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.

Certification: I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate.

Typed name above Signature
 Chair
 Local Emergency Planning Committee Date: _____

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LEPC - EHS Facility Emergency Response Plan CHECKLIST

FACILITY	Plan #	LEPC		AM		KERC	
		Y	N	Y	N	Y	N
ADMINISTRATIVE INFORMATION							
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?							

LEPC - EHS Facility Emergency Response Plan CHECKLIST

FACILITY	Plan #	LEPC		AM		KERC	
		Y	N	Y	N	Y	N
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							
Name of County LEPC:				DATE:			
Signature of LEPC Chair:				DATE:			
Signature of KYEM Area Manager:				DATE:			
Signature of KERC Committee Chair:				DATE:			



Active Local Emergency Planning Committee Checklist:

1. Identification of Hazards		
YES	NO	a) Our LEPC has identified facilities with extremely hazardous substances.
YES	NO	b) Our LEPC has identified facilities with hazardous chemicals.
YES	NO	c) Our LEPC has identified major transportation routes for extremely hazardous substances.
YES	NO	d) Our LEPC has identified other facilities contributing to or subjected to risk that are in close proximity to those facilities with extremely hazardous substances or hazardous chemicals.
2. LEPC Plan Development within the County Emergency Operations Plan {ANNEX Q, APPENDIX Q-7}		
YES	NO	a) Our LEPC has included Emergency response information for those facilities identified above in our County Emergency Operations Plan.
YES	NO	b) Our LEPC has included emergency response methods and procedures of first responders into our County Emergency Operations Plan.
YES	NO	c) Our LEPC has included emergency response measures used by medical personnel in our County Emergency Operations Plan.
YES	NO	d) Our LEPC has identified emergency equipment available in the community and at the facilities identified above, as well as the persons responsible for them, and has included this information in our County Emergency Operations Plan.
YES	NO	e) Our LEPC has established plans for shelter-in-place or evacuation. It has established early warning systems and has identified emergency shelters. This information has been included in the County Emergency Operations Plan.
YES	NO	f) Our LEPC has identified emergency coordinators within the community and at facilities having extremely hazardous substances that will be responsible for implementing the County Emergency Operations Plan. This information is included in our County Emergency Operations Plan.
3. Implementing the Local Emergency Plan		
YES	NO	a) Our LEPC has established notification procedures by which facility coordinators, identified in 2f, will notify first responders in the event of an extremely hazardous substance emergency.
YES	NO	b) Our LEPC has established notification procedures by which the public will be notified in the event of an extremely hazardous substance emergency.
YES	NO	c) The County Emergency Operations Plan describes the incident command system to be used in responding to hazardous chemical emergencies.



Active Local Emergency Planning Committee Checklist:

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



KERC - LEPC Acronym List



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



KERC - LEPC Acronym List



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

Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

Plan Number: 114-025 XYZ Treatment Plant

FACILITY NAME	FAC EMERG COORD (FEC)	COMMUNICATIONS
The XYZ Treatment Plant 908 Industrial Way Bowling Green, KY 42103	Rich Lester Title: Branch MNGR	Office# 270-555-6432 Cell #: 270-555-7630 Fax #: 270-550-9894 Email: Rich@XYZ.com
Latitude: 37.018102 Longitude: -86.385251		

ALTERNATE FAC EMERG COORD (FEC)

Jeremy Quest Title: Asst. Mgr.	Office #: 270-783-3058 Cell #: 270-791-6871 Fax #: 270-780-9894 Email: Jeremy@XYZ.com
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HAZARDOUS CHEMICAL (S)

NAME	UN ID# CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD
Chlorine	1017 7782-50-5	Liquid/ Gas	2000 lb & 150 lb cylinder	15,000 lb	Toxic

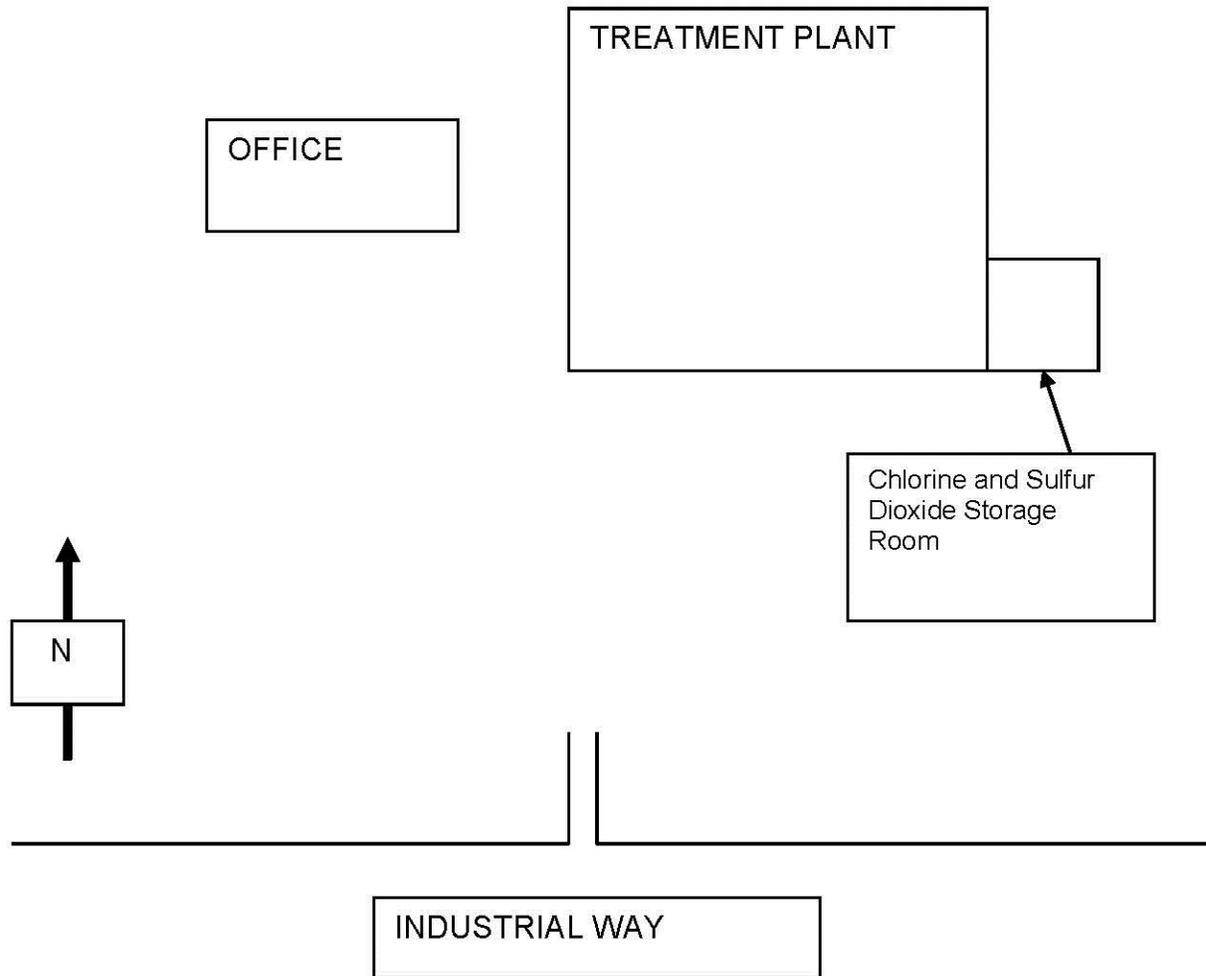
HEALTH HAZARD: **TOXIC; may be fatal if inhaled or absorbed through the skin.** Fire will produce irritating, corrosive, and/or toxic gases. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Runoff from fire may cause pollution. (2004 Emergency Response Guide)

NAME	UN ID# CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD
Sulfur Dioxide	1079 7446-09-5	Gas	150 lb Cylinders	2400 lb	Toxic

*HEALTH HAZARD: **TOXIC; may be fatal if inhaled, ingested or absorbed through the skin.** Vapors are extremely irritating and corrosive. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Fire will produce irritating, corrosive and/or toxic gases. Runoff from fire control may cause pollution. (2004 Emergency Response Guide).

Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

SKETCH OF FACILITY AND STORAGE AREAS



Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

FACILITY RESPONSE POINT (RP) AND DIRECTIONS: Due to the toxic nature of this chemical and based on the prevailing winds from the southwest to the northeast, the response point will be in the parking lot of the Knights of Columbus building at 1700 Production Blvd. An immediate assessment will need to be made of wind direction to determine if a change of Response Point needs to be made.

STAGING AREA: Two staging areas have been set depending on wind direction. Staging Area 1 is at the intersection of Airway Court and Searcy Way. Staging Area 2 is in the parking lot of J. C. Kirby Funeral Home at 300 Production Court. All secondary responders will check with initial response team to determine the proper staging area.

TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION

Supplier: UNIVAR 1-800-947-9264
4600 Dues Dr.
Cincinnati, OH 45246

Modes of Transport: Transported by Flat bed truck

Routes: Interstate I-65 to Exit 26, then rt. 800 (Lovers Lane) to Industrial Way

Handling: Cylinders are moved from truck to storage via fork lift.

Frequent Shipping: Monthly

SPECIAL FACILITIES LIKELY TO BE AFFECTED BY A RELEASE:

Using Cameo V1.1.2 a 3.1 mile radius was determined for the vulnerable zone based on a 2000 pound release of chlorine in an urban setting with wind speed of 3.4 miles per hour.

QUADRANT A. Total Population 2,000

#	FACILITY	CONTACT	PHONE #
A1.	Warren County School Board	J. Almond	270-555-5150
A2.	Spiro Kereiakes Park	R. Walnut	270-555-0000
A3.	Academy for Little People	B. Chesnut	270-555-5437
A4.	Northside Free Will Day Care	C. Macadamia	270-555-3579
A5.	Indian Hills Country Club	B. Cashew	270-555-8256
A6.	Rivendell	P. Peanut	270-555-1199
A7.	Northgate Shopping Center	Manager	270-555-0587
A8.	American Sunroof (124)	B. Bop	270-555-0590
A9.	Kids World Child Care	T. Tamarind	270-555-5500

Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

QUADRANT B. Total Population 3,500

#	FACILITY	CONTACT	PHONE #
B1.	Cumberland Trace Elementary	Bob Smith	270-555-1356
B2.	Greenwood High School	Jane Doe	270-555-3627
B3.	Fruit of the Loom Headquarters	John James	270-555-6400
B4.	Fruit of the Loom Dist. Center	Pan T. Waist	270-555-0070

QUADRANT C. Total Population 2,500

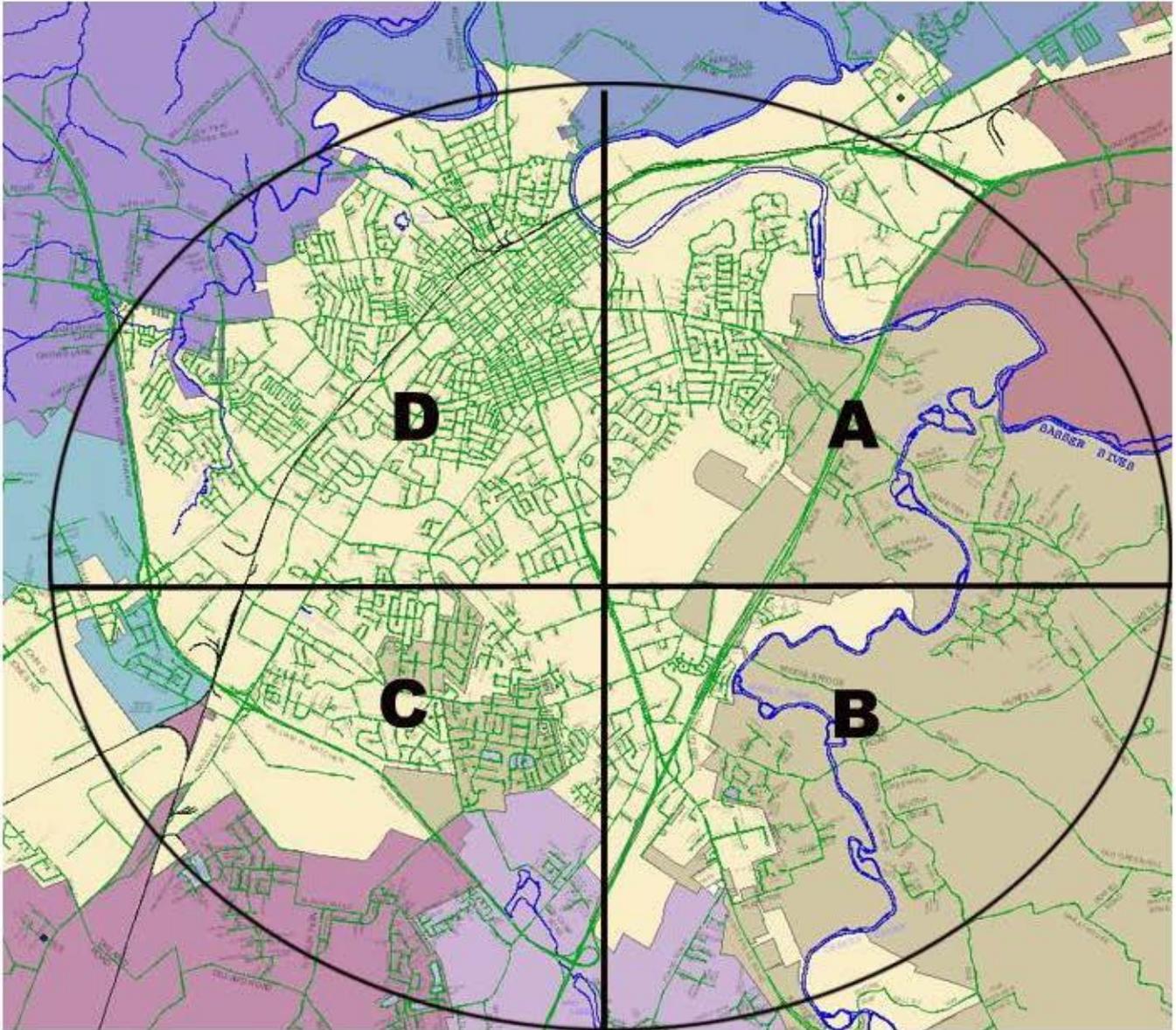
#	FACILITY	CONTACT	PHONE #
C1.	University Church of Christ	B. Good	270-555-8804
C2.	Anchored Christian School	P. Eye	270-555-9077
C3.	Lost River Elementary	W. Robinson	270-555-0334
C4.	Drakes Creek Middle School	H. Finn	270-555-0165
C5.	Scottsville Road Baptist Day Care	O. Roberts	270-555-0109
C6.	B.G. Retirement Village	O.L. Mann	270-555-5433
C7.	Western KY Ag Center	I.M. Pigg	270-555-3542

QUADRANT D. Total Population 2,000

#	FACILITY	CONTACT	PHONE#
D1.	Reservoir Park Health	G. Gate	270-555-1400
D2.	B.G. Parks & Recreation	B. Links	270-555-3249
D3.	Parker Bennett Community Center	P. Bennett	270-555-3310
D4.	Urgent Care	A. Sap	270-555-3910
D5.	Airport Fire Station	W. Hose	270-555-5608

Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

QUADRANT MAP
Radius of Vulnerable Zone = 3.1 miles



If the number of Special Facilities is limited enough place them on the map.

Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

PROTECTIVE ACTIONS: In Place Sheltering may be directed by local officials following consultation with EM personnel, BGFD and other technically qualified authorities. This option may be chosen if the release is expected to be of short duration and the concentration is not judged to be extremely hazardous, because of inclement weather, or there is not enough time to safely evacuate the threatened area. Citizens will be advised to go indoors, close all windows and vents to the outside of the building, turn off all air conditioners and fans and to fill cracks where the outside air may enter. Evacuation areas of off-site population will be determined by wind direction and directed by the Incident Commander. Offsite population will be warned by "The Communicator", Community Outdoor Warning System (COWS) or the Community Alert Live Voice Emergency System (CALVES). If a release occurs, on site personnel will be evacuated to a shelter designated by company management. Evacuation of the area will be conducted in conformance with Annex EE of the Warren County Emergency Operations Plan. Reentry to the evacuated area may be authorized by the Incident Commander with consultation with local officials and/or EM personnel at the scene.

The Bowling Green Fire Department will handle all decontamination of on-site and off-site personnel. The Medical Center Ambulance Service will handle all patient/medical care and assist in the decontamination process.

EMERGENCY EQUIPMENT ON HAND/TRAINING/EXERCISING: XYZ Treatment Plant personnel have Air Packs available and annual training is conducted for all employees on self contained breathing apparatus. Chlorine emergency repair Kit "B" for 1 ton cylinders and containment packs for 150lb. cylinders will be available and proper training of their use will be conducted for all employees.

The Bowling Green Fire Department personnel are trained to Technician Level for Hazardous Materials response. Other emergency response personnel of the city and county receive on-going training including annual refresher training in OSHA response standards and other relevant hazardous material training. See Emergency Resource Inventory Listing page ERIL-K-1 in the Warren County Emergency Operations Plan.

The personnel of XYZ Treatment Plant will participate annually in any exercise conducted by the Bowling Green Fire Department, Emergency Management, Bowling Green Warren County Emergency Planning Committee and other departments.

SPILL CONTAINMENT/CLEAN-UP/DISPOSAL: Chlorine can be absorbed in alkaline solution- **DO NOT PUT WATER ON CHLORINE LEAK.** Common solutions are caustic soda or soda ash. One ton cylinder requires 2,500 Lbs. caustic soda mixed with 800 gallons of water, or 6,000 Lbs of soda ash mixed with 2,000 gal. A water spray may be directed at the vapors, not the point of leak, to reduce vapors and maintain the Chlorine cloud to as small of an area as possible. Disposal will be accomplished by the facility and local emergency response/cleanup personnel developing procedures that must be approved by the Kentucky Environmental and Public Protection Cabinet.

Example: GENERIC EHS Facility Emergency Response Plan (Formerly TAB Q-7)

EMERGENCY NOTIFICATION

Local 24 hr. warning number (LEPC)		911 or 270-393-4000
State 24-Hr warning point for HAZMAT Spill Notification		800-255-2587
Community HAZMAT Coordinator	Day	270-393-3608
	Night	270-393-1234
Alt. HAZMAT Coordinator	Day	270-393-4244
	Night	270-393-1234
Bowling Green Fire Department		911 or 270-393-3608
Warren County Sheriff's Office		270-842-1633
Emergency Management Director	Day (O)	270-781-8776
	Night (H)	270-843-1852
Local Emergency Planning Committee Chair		270-846-2488
BG/Warren Co. Rescue		270-783-3030
Medical Center Ambulance		911 or 270-745-1204
KY Emergency Response Commission (KERC)		502-607-1682
Kentucky EM Area Manager	(O)	270-746-7843
	(E)	1-800-255-2587
KY Department for Environmental Protection (KY-DEP) (24 Hour Hotline)		502-564-2380 1-800-928-2380
National Response Center (NRC)		1-800-424-8802
U.S. Environmental Protection Agency (EPA) Hotline		800-424-9346
State Fire Marshall (24 Hours)		502-573-0382 1-800-255-2587
Chemtrec		1-800-424-9300
Kentucky State Police		502-782-1800

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**Codes
for
Kentucky Counties**

County #	County	County #	County	County #	County	County #	County
001	Adair	031	Edmonson	061	Knox	091	Nicholas
002	Allen	032	Elliott	062	Larue	092	Ohio
003	Anderson	033	Estill	063	Laurel	093	Oldham
004	Ballard	034	Fayette	064	Lawrence	094	Owen
005	Barren	035	Fleming	065	Lee	095	Owsley
006	Bath	036	Floyd	066	Leslie	096	Pendleton
007	Bell	037	Franklin	067	Letcher	097	Perry
008	Boone	038	Fulton	068	Lewis	098	Pike
009	Bourbon	039	Gallatin	069	Lincoln	099	Powell
010	Boyd	040	Garrard	070	Livingston	100	Pulaski
011	Boyle	041	Grant	071	Logan	101	Robertson
012	Bracken	042	Graves	072	Lyon	102	Rockcastle
013	Breathitt	043	Grayson	073	Madison	103	Rowan
014	Breckinridge	044	Green	074	Magoffin	104	Russell
015	Bullitt	045	Greenup	075	Marion	105	Scott
016	Butler	046	Hancock	076	Marshall	106	Shelby
017	Caldwell	047	Hardin	077	Martin	107	Simpson
018	Calloway	048	Harlan	078	Mason	108	Spencer
019	Campbell	049	Harrison	079	McCracken	109	Taylor
020	Carlisle	050	Hart	080	McCreary	110	Todd
021	Carroll	051	Henderson	081	McLean	111	Trigg
022	Carter	052	Henry	082	Meade	112	Trimble
023	Casey	053	Hickman	083	Menifee	113	Union
024	Christian	054	Hopkins	084	Mercer	114	Warren
025	Clark	055	Jackson	085	Metcalfe	115	Washington
026	Clay	056	Jefferson	086	Monroe	116	Wayne
027	Clinton	057	Jessamine	087	Montgomery	117	Webster
028	Crittenden	058	Johnson	088	Morgan	118	Whitley
029	Cumberland	059	Kenton	089	Muhlenberg	119	Wolfe
030	Daviess	060	Knott	090	Nelson	120	Woodford