



# KENTUCKY EMERGENCY RESPONSE COMMISSION

BIMONTHLY  
NEWSLETTER

ISSUE 14  
AUGUST 2021

## Notes from July 23, 2021 KERC Meeting

The KERC approved changes to KERC Policy 001-2019 EHS Facility Emergency Response Plan Facility Map Upload Requirement. The new policy, KERC Policy 001-2021, is attached to this newsletter.

The KERC approved a change order to HazConnect for improvements to the Tier II Manager program. Improvements being addressed are:

- LEPC ability to edit the facilities' additional plan questions in Section 3 of Tier II Manager
- Option to return plans back to LEPC for edits from EHS Planner or KERC Planning Committee with notes
- KERC Planning Committee Tier II Manager account with plan approval privileges
- Disable upload of PDF maps in the Facility Map section of plans and only allow picture files
- Allow a draft copy of the plan to be printed with a draft watermark until plans have been approved by the KERC Planning Committee, giving LEPCs the ability to print drafts to take to LEPC meetings if needed

The Special Facility and the Vulnerable Zone features in the Tier II Manager Program are functional and allow decimal values.

The Fiscal Year 2022 KERC Fee Grant Distribution contract has been approved and distribution to LEPCs began July 27, 2021.

## Important Dates for LEPCs

- "LEPCs in Kentucky" and "Facility Tier II Refresher" training will be offered at the GEMW/KESC 2021 Conference September 7-10, 2021
- No later than November 30, publish public information on committee activities entitled "Public (Legal) Notice Advertisement"
- No later than November 30, in the WebEOC LEPC dashboard, update the LEPC Membership List and LEPC Membership Cover Page. Name, agency, email address, phone number, and LEPC role should be entered for all members
- No later than November 30, in the WebEOC LEPC dashboard, upload the LEPC Bylaws, with certification stating: 1) There were no changes; or 2) The LEPC Bylaws have been revised and the revisions are included. Bylaws or certification must be signed and dated by the Chair of the LEPC each year
- No later than November 30, in the WebEOC LEPC dashboard, update the LEPC Personal Property Inventory for all items valued over \$500



## Upcoming KERC Meeting Date

Wednesday, September 8, 2021 @ 10:00am, Crowne Plaza Hotel, Elliot Room, 830 Phillips Lane, Louisville, KY 40209

## 2021 KERC Meeting Dates

- November 17, 2021, Location TBD

## KERC Contacts:

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## 2021 LEPC Documentation Calendar:

### January

- Upload documentation of expenditures, bank statements, and update the LEPC Bank Ledger in the WebEOC LEPC Dashboard at least quarterly. Invoices and receipts should be uploaded with bank statements for the timeframe the money was spent. All bank statements should be uploaded individually. The final due date for submissions of documents from the final quarter of the preceding year shall be no later than January 31

**\*\*Note:** LEPCs must meet at least twice per year (once if no EHS in the planning district) and upload meeting minutes to the WebEOC LEPC Dashboard within thirty (30) days of the meeting, including video teleconference (VTC) meetings

### February

- No later than February 28, fill out the LEPC Grant Application in the WebEOC LEPC Dashboard. Print, sign, and upload the application

### March

- Facilities must submit by March 1: 1) Their annual Tier II Reports; AND 2) A Facility Annual Certification Letter (FACL)

**\*\*Note:** The FACL must state: 1) There are no changes to the EHS Plan; OR 2) The EHS Plan has been revised and the revisions are included with the FACL

### April

- No later than April 1, review the EHS Facility Emergency Response Plans and fill out an Annual Certification Letter (ACL) in the WebEOC LEPC Dashboard stating: 1) There were no changes; OR 2) The plan has been revised and revisions are included with the ACL

### May

- No later than May 31, the KERC will email the Eligible / Ineligible letter to LEPC

### June

- June 1, EHS Facility Response Plans due in Tier II Manager
- No later than June 30, fill out the LEPC Detailed Budget in the WebEOC LEPC Dashboard identifying how the funds requested on the LEPC Grant Application are to be spent

### June-July

- The KERC Fee Account Grant Fund Contract will be emailed to all eligible LEPCs. Print, sign in blue ink required pages, and mail the contract to the LEPC Program Coordinator

### July

- No later than July 30, the KERC will distribute KERC Fee Account Grant awards

### November

- **No later than November 30, publish public information on committee activities entitled "Public (Legal) Notice Advertisement"**
- **No later than November 30, in the WebEOC LEPC dashboard, update the LEPC Membership List and LEPC Membership Cover Page. Name, agency, email address, phone number, and LEPC role should be entered for all members**
- **No later than November 30, in the WebEOC LEPC dashboard, upload the LEPC Bylaws, with certification stating: 1) There were no changes; or 2) The LEPC Bylaws have been revised and the revisions are included. Bylaws or certification must be signed and dated by the Chair of the LEPC each year**
- **No later than November 30, in the WebEOC LEPC dashboard, update the LEPC Personal Property Inventory for all items valued over \$500**

### December

- No later than December 31, in the WebEOC LEPC Dashboard, upload a photocopy of the "Public (Legal) Notice Advertisement" published or "Affidavit of Publishing." The name and the date of the newspaper must be clearly shown



# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



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## Kentucky Emergency Response Commission (KERC)

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*The Kentucky Emergency Response Commission (KERC), pursuant to KRS Chapter 39E.010, implements all provisions of Title III, Pub. L. No. 99-499, associated federal regulations, and subsequent related legislation and regulations related to hazardous substances.*

*All recognized Local Emergency Planning Committees (LEPCs) shall be considered as agents of the state for all purposes.*

## KERC Policy 001-2021 EHS Facility Emergency Response Plan Facility Map Upload Requirement

The Emergency Planning and Community Right-to-Know Act (EPCRA), Section 303 mandates each Local Emergency Planning Committee (LEPC) complete an emergency response plan for every Tier II reporting an Extremely Hazardous Substance (EHS) meeting the Threshold Planning Quantity (TPQ). The Kentucky Emergency Response Commission (KERC) supports EPCRA under KRS 39E.110 (1) (a), stating the LEPC develops plans to prepare emergency response organizations to respond effectively to releases of hazardous substances. It is the policy of the KERC that:

Facility maps must be submitted with all EHS Facility Emergency Response Plans. Hand drawn sketches will not be accepted.

The facility map must include:

- Location of chemicals on site
- Access roads surrounding the facility
- Floorplan of facility (blueprint or aerial view)- must indicate main entrances and loading docks
- Legible labels
- Map legend- must indicate north directional arrow and symbols with their labels

The purpose of the facility map is:

- To assist first responders in safely addressing emergency situations at Tier II facilities with EHS.
- Gives a clear indication of where chemicals are located, and how to get to them in case of an emergency.
- Provides evacuation routes for first responders to clear the building.

Facility maps must be uploaded, as a single attachment, to the Tier II Manager planning system. Plans with no facility map, or a map that does not follow guidance specified in this policy, will not be accepted or reviewed by the KERC.

This policy supersedes KERC Policy 001-2019, signed on May 15, 2019.

  
Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

  
Date

