

## 2013-2014 Hertford County LEPC Activity Check Sheet

Must have greater than 70% (8 out of 12), of the major categories, checked to be considered "active"  
The Citation is the EPCRA section, for example: (Section 301(c))

- LEPC Membership consists of at least one (1) each of the following categories: (Section 301(c))
  - Elected State or Local official
  - Emergency and Public Health Services  
(Law Enforcement, Civil Defense, Firefighting, First Aid, Public Health, Local Environmental, Hospital, Transportation)
  - Community Group(s)
  - Owners/Operators of EHS Facilities
  - Local Media
- Membership list annually submitted to NC SERC for appointment in January Meeting.  
(Recommend that requested appointments be annually approved by County Commissioners and forwarded by November 30)
- Appoint chair. (Sec. 301(c))
- Establish by-laws or rules that cover: (Sec. 301(c))
  - Public notification process of committee activities
  - Public meetings to discuss the emergency plan
  - Process for public comments and the committee response
  - Distribution of the emergency plan
- Establish procedures for processing requests for information. (Sec. 301(c))
- Designate an official to serve as Public Information Coordinator. (Sec. 301(c))
- Meet annually to review the emergency plan. (Sec. 303(a))  
(Recommend reviewing the EOP with the LEPC following the annual EMPG review)
- At a minimum, the plan contains the following elements: the plan identifies (Sec. 303(c))
  - Each EHS facility in district;
  - Hazmat transportation routes for EHSs;
  - Critical and sensitive facilities and populations in proximity to EHS facilities;
  - Methods for the coordinated community response to a release;  
(Including both public and private resources)
  - Emergency coordinators for both individual facilities and the community;

- Emergency Release Notification Procedures;  
(Recommend that the LEPC designate the 911 centers in each community as the release notification receiving point)
- Evacuation and shelter-in-place procedures;
- Procedures to identify the area or population likely to be affected by a release;
- Training programs and schedules for emergency response and medical personnel; and
- Exercise methods and schedules.

Designate an Authorizing Authority in E-Plan  
(The Authorizing Authority is a district designee who authorizes access to E-plan subscribers.)

Have a process to evaluate and recommend necessary resources for the development, implementation, and exercise the emergency plan. (Sec. 303(b))

Annually submit plan to the SERC for review. (Sec. 303(e))  
(Completed as part of the annual Emergency Management Performance Grant review)

Annually publish a notice in local newspapers the emergency response plan, material safety data sheets, and inventory forms received by the LEPC are available to the public and the location where they can be reviewed. (Sec. 324(b))