

INDIANA DEPARTMENT OF HOMELAND SECURITY



Guidance for LEPCs during this public health emergency

Good Day Colleagues

This notice is to provide guidance to Local Emergency Planning Committees (LEPCs) regarding their meeting and exercise requirements during these difficult times.

In accordance with recent Executive Orders (E.Os.) issued by Governor Holcomb, the following guidance should be followed during this emergency to ensure that the maximum number of people self-isolate in their residences to the maximum extent feasible, while also enabling essential services to continue, in order to slow the spread of COVID-19 to the greatest extent possible:

- All statutory requirements to meet during this emergency have been suspended, so long as they do not disrupt essential government decisions or services. This includes the requirements in IC 13-25-1-6(b)(3) for LEPCs to conduct meetings. See O. 20-04 paragraph 5.
- If a LEPC determines that a meeting is essential, then to the extent possible, it shall be conducted solely by electronic means. A quorum of members is still required to participate to conduct a meeting; however, no member is required to be physically present. Notices and agendas may be posted electronically (on the LEPC's webpage) and are not required to be physically posted. Members of the public and media must be given the ability to access the meeting electronically as well. **Please note:** *Public notice of meeting dates and location changes must be provided and if being conducted electronically shall provide the call-in number or webpage to allow members of the public and media to attend.*

For additional questions regarding compliance with these E.Os. or the Indiana Open Door Law, please consult your local attorney or the Indiana Public Access Counselor.

- In addition to the suspension of meetings during this emergency, it will be recommended to the Indiana Emergency Response Commission (IERC), in accordance with E.O. 20-05 paragraph 13, that all deadlines be extended for LEPCs to complete items required under IC 13-25-2-10.7 to receive funding. IERC staff does not anticipate any reason why these recommendations will not be approved, and staff will notify all LEPCs once official action has been taken at the next IERC meeting. This includes the requirement to conduct exercises.

LEPC exercises (in-person seminars, drills, tabletop, functional or full-scale) scheduled during this emergency may be rescheduled for later in the calendar year or

be reworked as tabletop exercises or seminars in a virtual/tele/video conferencing format. IERC staff understands annual exercises require months of planning and coordination and will make the effort to work with the IERC and LEPCs to accommodate compliance with these requirements.

Please note, other emergencies are still possible during these times that may call for your expertise and preparedness. Additionally, IERC staff will keep you apprised of any changes in the guidance provided above. Thank you for your dedication and diligence in meeting the EPCRA requirements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Ewusi', written in a cursive style.

Ian Ewusi
Hazmat Section Chief

For more information, contact Amanda Horner and Dawn Mason at ahorner@dhs.in.gov or dawmason@dhs.in.gov.