

LEPC Planning information request to Facilities

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(INSERT COUNTY) LOCAL EMERGENCY PLANNING COMMITTEE
(INSERT ADDRESS)
(INSERT DATE)
(INSERT FACILITY EMERGENCY COORDINATOR)
(INSERT FACILITY NAME)
(INSERT ADDRESS)

DEAR (INSERT NAME)

Pursuant to its legal obligation to upgrade its chemical emergency response plan in [Insert date], the (INSERT COUNTY NAME) County Local Emergency Planning Committee (LEPC) needs information in addition to what you have provided the LEPC to date.

Specifically, the following planning information is required by federal and state law, and has not yet been provided by your facility:

- Identification of routes by which extremely hazardous substances (EHS) are transported into your facility (including frequency and size of shipments);
 - Methods in place at your facility for determining the occurrence of an EHS or CERCLA chemical release;
 - Methods and procedures to be followed by your facility to respond to releases by your facility of EHS or CERCLA chemicals;
 - Procedures/protocols in place at your facility to provide local authorities timely notification that an EHS or CERCLA chemical release has occurred;
 - A description of your facility's emergency equipment and personnel available to deal with an EHS/CERCLA release from your facility;
 - The largest site container of each EHS present at your facility;
 - The name, address, and telephone number of an alternate FEC to contact in your absence
- Section 303 (a) of US Code 11003, a copy of which is enclosed, requires the information cited above, for the protection of the EHS facility, emergency responders, and the public in proximity to the facility;
- The site plan/map that shows location of each chemical, type of each chemical and access to each location of chemical reported.

42 USC 11003 SEC. 303. COMPREHENSIVE EMERGENCY RESPONSE PLANS.

(a) Plan Required.-Each local emergency planning committee shall complete preparation of an emergency plan in accordance with this section not later than two years after the date of the enactment of this title. The committee shall review such plan once a year or more frequently as changed circumstances in the community or at any facility may require.

(b) Resources.-Each local emergency planning committee shall evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and shall make

recommendations with respect to additional resources that may be required, and the means for providing such additional resources.

(c) Plan Provisions. -Each emergency plan shall include (but is not limited to) each of the following:

- (1) Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302(a), and identification of additional facilities contributing or subjected to the requirements of this subtitle, such as hospitals or natural gas facilities.
- (2) 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.
- (3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- (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 (consistent with the emergency notification requirements of section 304).
- (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 in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.
- (7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- (8) Training programs, including schedules for training of local emergency response and medical personnel.
- (9) Methods and schedules for exercising the emergency plan.

Your facility and the (INSERT COUNTY NAME) County LEPC are both subject to legal sanctions for failure to provide and integrate, respectively, the above information for the LEPC's chemical emergency response plan.

Please provide the information above at your earliest opportunity, but by no later than (3 weeks from the date of this letter). If your company has more than one EHS facility in (INSERT COUNTY NAME), please be sure to provide the information that applies to each of them.

Thank you for your prompt cooperation with our legally required collection and incorporation of this information in our emergency plan. If you have any questions, please contact me at (INSERT PHONE NUMBER).

Sincerely yours,
(INSERT NAME AND TITLE)
(INSERT COUNTY NAME), LEPC
Enclosure