



Guidelines

for the

Greene County Local Emergency Planning Committee



February, 2008

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Introduction

Local Emergency Planning Committees--LEPCs--are crucial to the success of the "Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986". You may know this Act as Title III of the Superfund Amendments and Reauthorization Act—SARA Title III for short.

Under EPCRA, each state had to establish a State Emergency Response Commission. In Missouri, it is called the Missouri Emergency Response Commission (MERC). The MERC had to then specify Local Emergency Planning Districts within the State. Within each Planning District, an LEPC had to be established. In Missouri, the smallest Planning Districts designated were at the County level. Counties were given the option of forming multi-county districts. Greene County elected to stay as a single entity. The Presiding Commissioners were directed to appoint LEPC members within their jurisdiction and submit the names of those individuals to the MERC for approval.

By law, Local Emergency Planning Committees must consist of representatives of all the following groups and organizations: elected state and local officials; law enforcement; emergency management; fire-fighting; first aid; health; local environment and transportation agencies; hospitals; broadcast and print media; community groups; and representatives of facilities subject to the Emergency Planning and Community Right-to-Know requirements. Also, participation is open to interested citizens.

The intent is to ensure representation from the entire community, particularly those individuals who will have to implement the plan and make it work during an emergency. Additionally, it builds on the time proven theory that involved individuals will know how to respond and do so more willingly.

The LEPC's initial task was to develop an emergency plan to prepare for and respond to chemical emergencies. EPA's list of extremely hazardous substances provided a focus for setting priorities in our planning district.

The plan must be reviewed, tested and updated annually. Because the LEPC's members represent the community, they should be familiar with factors that affect public safety, the environment, and the economy of the community. That expertise is essential as LEPCs develop a plan tailored to the needs of their Planning Districts.

An emergency plan must:

- Identify facilities and transportation routes of extremely hazardous substances.
- Describe emergency response procedures on- and off-site.
- Designate a community emergency coordinator and facility coordinator(s) to implement the plan.
- Outline emergency notification procedures.
- Describe methods for determining the occurrence of a release and the probable affected area and population.
- Describe community and industry emergency equipment and facilities, and the identity of persons responsible for them.
- Outline evacuation plans.

- Describe the training program for emergency response personnel (including schedules).
- Present methods and schedules for exercising emergency response plans to emergency medical personnel, fire service and law enforcement agencies.

Once the plan is written, the MERC must review it. The LEPC must publicize the plan through public meetings or newspaper announcements and get public comment. Annually thereafter, the plan must be reviewed, with revisions submitted to the MERC.

Other responsibilities include receiving emergency release and hazardous chemical inventory information submitted by local facilities and making this information available to the public upon request. It must establish and publicize procedures for handling those requests.

LEPC's have the authority to request additional information from facilities for their own planning purposes or on behalf of others. LEPC's may visit facilities in the community to find out what they are doing to reduce hazards, prepare for accidents, and reduce hazardous inventories and releases. LEPC's can take civil actions against facilities if they fail to provide the information required under the Act.

In addition to its formal responsibilities, the LEPC serves as a focal point in the community for information and discussions about hazardous substances, emergency planning, and health and environmental risks.

An LEPC can most effectively carry out its responsibilities as a community forum by taking steps to educate the public about chemical risks and working with facilities to minimize those risks. The value of the information provided by the Emergency Planning and Community Right-To-Know Act will be limited unless citizens are given the means to understand the information and its implications.

This document provides an overview of the Greene County LEPC—structure, operating guidelines, goals, objectives, procedures and aspirations. It was written to serve two purposes: 1) as a guide to LEPC members and 2) to provide information to those considering membership in the LEPC and other interested individuals. It is meant to be an ever living, evolutionary framework. An LEPC whose activities do not change with the community, and laws of the nation and state of Missouri will soon become a nonfunctional entity.

Greene County LEPC History

The efforts of the local community to meet the requirements of the Emergency Planning and Community Right-to-Know Act predate its enactment. A Chemical Emergency Task Force began working toward an emergency plan for Springfield in 1985, presenting the plan to the City Council on October 12, 1987. That plan was published and distributed as a City of Springfield plan.

When Greene County became a designated Planning District by the Missouri Emergency Response Commission, the City of Springfield's plan converted to a Countywide plan and sent to the State in October 1988 to meet the EPCRA mandate.

Unfortunately, the LEPC stopped meeting in the late spring of 1989 when the Director of Emergency Management resigned. It didn't meet again until November 1989, following appointment of a new Emergency Management Director. The LEPC has been meeting regularly ever since.

An initial step of the reactivated LEPC was to form a special subcommittee to review the LEPC's purpose and to define a structure for operation that could be proposed to the LEPC General Committee for consideration. The committee developed two proposals that were presented to the LEPC. Both proposals established elected officers, subcommittees, and an Executive Committee to oversee operation of the LEPC. Elected officers and subcommittees were in place by February 28, 1990.

The LEPC decided it would meet bi-monthly, with the Executive meeting during the other months. Subcommittees would meet as needed to fulfill their goals and objectives.

Each subcommittee developed proposed goals and objectives, determined feasibility of the purpose established, identified conflicts in tasks between subcommittees, and proposed changes to the defined purpose of the subcommittee. Subcommittees elected their own chairs, and in some instances co-chairs or vice-chairs. Each member of the LEPC was asked to participate on at least one subcommittee, more if they so desired.

Membership

Membership in the Greene County LEPC is open to any individual living, working, or holding an interest in Greene County emergency planning or public safety. To become a member, an individual must indicate their desire to an officer of the LEPC, directly or through another member, and receive approval of the LEPC and the MERC. Note: Individuals approved for LEPC by the MERC are protected from liability in the performance of their duties except in the case of intentional or gross negligence.

SARA Title III identifies those agencies that MUST be represented on the LEPC. Those agencies include, but are not limited to the following:

1. Federal, state, and local officials
2. Fire departments
3. Law enforcement
4. Emergency Management
5. News media
6. Health and medical facilities/agencies
7. Local businesses and industry
8. Facilities with reportable quantities of extremely hazardous materials

(MANDATORY)

To remain on the active membership roll, each member must participate in LEPC activities. Any member not attending a meeting within a 12-month period will be removed from the active member list. Elected officers of the LEPC who fail to attend at least 50 percent of LEPC

meetings (total of General and Executive Committee) will be replaced at the next annual election held each February.

Members can withdraw from participation in the LEPC whenever they wish. They only need to notify the LEPC Secretary or LEPC Office. If participation of their facility/organization is mandated by SARA Title III, an alternate representative should be identified immediately to replace them on the LEPC. If no representative is provided, the first contact shown on the most current Tier 2 form will be used as the point of contact for LEPC activities.

The number of members on the Greene County LEPC shall not be limited.

Structure

- **Executive Committee**
- Areas: Members @ Large
 - Education & Training—Objective
 - Membership recruiting and retention
 - As Identified
- **Staff Area:**
 - Data Management (Tier II, etc.)
 - Exercise & Evaluation
- **A. Elected Officers:**
 1. **Chair:**
 - a. Shall be any active LEPC member. .
 - b. Presides over all meetings of the LEPC General and Executive Committees.
 - c. Ensures standing subcommittee chairs are elected or appointed, and appoints such other ad hoc or special subcommittees as may be needed.
 - d. Ensures LEPC General and Executive Committee meetings are scheduled and conducted as outlined herein.
 - e. Ensures agendas are developed for LEPC General and Executive Committee meetings.
 - f. Delegates Chair duties to the Vice-Chair as necessary.
 - g. Signs or delegates authority to the Vice-Chair, Secretary, or Subcommittee Chairs to sign official LEPC documents and correspondence.
 - h. Acts as Public Information Officer in absence of LEPC Coordinator.
 - i. Ensures that financial matters of the LEPC are handled within the established policies of Greene County and the MERC.

2. Vice-Chair

- a. Assumes duties of the Chair in his/her absence or as delegated.
- b. Performs the duties of the Chair until that position is officially filled should the current Chair position become vacant.
- c. Signs official documents or correspondence when delegated by the Chair or in that individual's absence.

3. Secretary:

- a. Support for all administrative functions of the LEPC.
- b. Keeps a record of LEPC and Executive Committee meetings (agenda, attendance roster, and minutes).
- c. Publishes and distributes minutes of each LEPC General and Executive Committee meeting to the following individuals/agencies:
 - (1) LEPC members.
 - (2) Missouri Emergency Response Commission and/or other appropriate oversight agency (ies).
 - (3) Other agencies deemed appropriate by the Executive Committee.

4. At-large Executive Committee members:

- a. Serve as at-large members of the Executive Committee.
- b. Represent the general membership on the Executive Committee.

B. Terms of Office:

1. An annual election of officers will be conducted during the February General meeting.
2. A nominating committee will be appointed by the Chair during the December General meeting. The committee will...
 - a. Poll the membership for candidates to run for the various elected positions coming open.
 - b. Present a slate of candidates at the February General meeting.
 - c. Accept nominations from the floor at the February meeting.

3. The term of office for the elected officers will be two (2) years. To ensure adequate Continuity of the LEPC, the terms will be staggered as follows.
 - a. Chair and two (2) At-Large members of the Executive Committee will be elected during even numbered years.
 - b. The Vice-Chair, Secretary, and one At-Large member of the Executive Committee will be elected during odd numbered years.
4. Should an Officer of the LEPC resign during his/her term of office, the Chair may fill the vacancy in one of the following ways:
 - a. If less than 6 months are remaining before the February election meeting:
 - (1) The Chair will nominate a member to fill the vacancy for the remaining term of office for the position vacated. The Executive Committee will then approve/reject the person for appointment at the next regularly scheduled Executive Committee meeting.
 - (2) The position will be open for election at the next February election meeting. The person elected will then fill the term of office following the guidelines of paragraph 3 above.
 - b. If more than six months are remaining before the February election meeting:
 - (1) The Chair will appoint a nominating committee to poll the membership for candidates to run for the vacancy. A slate of candidates will be presented to the membership at the next regularly scheduled general membership meeting for election. The slate will include candidates identified by the nominating committee and nominations from the floor.
 - (2) This position will be open for election when the term of office expires as described in paragraph 3 above.
 - c. Should the Chair resign, the Vice-Chair will assume the duties and term of office of the Chair, the vacant Vice-Chair position will be filled using one of the methods outlined above.

C. LEPC Coordinator:

The LEPC Coordinator shall be the Emergency Management Director or other designated person. Duties assigned to this person include the following:

- a. LEPC Public Information Officer.
- b. Funds Manager and Records Custodian.
- c. Oversees day-to-day LEPC activities in coordination with LEPC Officers.
- d. Works with the MERC, Missouri Emergency Management Agency, Missouri Department of Natural Resources, Missouri Division of Fire Safety, and the United States Environmental Protection Agency , and/or other appropriate agencies in compliance support. For example, the LEPC Coordinator will normally work with local people and agencies in compiling data for USEPA or MERC administrative/judicial actions.

- e. Acts as daily coordinator between local government , County Commission and the LEPC.
- f. Works with local business and industry in meeting EPCRA requirements.
- g. Performs other duties as necessary in meeting the requirements of EPCRA.
- h. Ensures a Hazardous Materials Release Report form is completed and appropriately filed when a reportable quantity of chemical is released.
- i. Provides daily supervision of any paid LEPC staff.
- j. Conducts internal financial review audits to ensure financial matters are in keeping with the policies and procedures of Greene County and the Missouri Emergency Response Commission. This audit should be done independent of any other audit.

D. EXECUTIVE COMMITTEE:

The Executive Committee fulfills the following:

- 1. Officially adopts or rejects subcommittee proposals for inclusion in the Local Emergency Operations Plan.
- 2. Verifies data and/or coverage gaps in the plan through the results of exercises, actual emergencies, or agency comments, and submits same to the appropriate subcommittee for reconciliation.
- 3. Reviews citizens' requests and reported release events.
- 4. Reviews revenue on a routine basis.
- 5. Approves revenue and LEPC expenditures.
- 6. Oversees the election of a Chair, Vice-Chair, Secretary, and three At-Large members.
- 7. Generally, coordinates all subcommittee functions.
- 8. Ensures the intent of the Emergency Planning aspects of the Community Right-To-Know Act remain the central focus of the LEPC.

Subcommittees

The following provides the purpose, goals, objectives, and procedures for each subcommittee:

A. GOALS

- 1. To identify all entities within Greene County that are required to file under SARA Title III, gain their support in filing, and assist these agencies in filing as necessary.

2. Develop an effective and efficient records management system for SARA Title III data reported or furnished to the LEPC.

3. Identify and catalog all the resources available within Greene County that could be used to support those responding to or operating at a hazardous material incident/emergency.

C. Procedures:

1. Use manufacturing codes, yellow pages, distributor listings, fire department reports, building inspection reports, health department inspections reports, lists of federal permittees covered under the Resource Conservation and Recovery Act and Clean Air Act, release or chemical emergency incident reports, etc. to identify entities that may need to file. A sample Survey Letter and Survey Form are available in the LEPC office.

2. Compare lists of data filed with the LEPC, Fire Departments, and Missouri Emergency Response Commission to ensure accuracy and completeness.

3. Contact each facility/entity that has filed inappropriately to correct their procedures by personal contact or telephone initially. If non-responsive, follow-up with written correspondence.

4. Contact those whose filing status is in question to verify whether they need to file or not. If they need to file, continue to track their filing status until they do file.

5. Identify to the MERC and USEPA entities that are identified as required to file but fail to do so after all attempts are tried.

6. Process public inquiries without unnecessary delay and maintain accurate contact records on a Greene County LEPC Documentation Log sheet. This includes telephone, face-to-face meetings, letters, etc.

7. Provide reminders to those who have filed, but are not current, using the appropriate correspondence. Report non-responsive entities, as appropriate, to the State.

8. Establish a repository for incoming EPCRA data information until the Subcommittee can act upon it. Emergency Management staff will receipt for and place received data in the repository pending Subcommittee action.

9. Screen incoming data to ensure its completeness, providing filers feedback reports on any errors found.

10. Enter appropriate data from each Tier II form received from a facility into the CAMEO database.

11. Maintain reconciliation of the LEPC CAMEO database with that of the Fire Departments and other response agencies within Greene County and the MERC. NOTE: A dedicated effort should be made to prevent duplication of SARA Title III data management efforts among agencies.

12. Establish and maintain a file folder(s) on each reporting facility/entity. Each folder will be labeled so as to clearly identify the facility/entity to any person reviewing files within the filing system.

Folders will be stored in the filing cabinet(s) marked for the LEPC. A copy of the Greene County LEPC Documentation Log will be placed in the front of each facility's folder.

13. Compile a list of types of resources required to support hazardous material responses and recoveries within Greene County.
14. Contact each facility/entity that might possess these resources.
15. Collect and document the types, quantities, locations, and contacts for each resource required.
16. Provide reports on Subcommittee activities to the LEPC General and Executive Committees, as required.
17. Maintain minutes of each Subcommittee meeting and provide copies for record to the LEPC of office.
18. Ensure representation is available from the Subcommittee at LEPC General and Executive Committee meetings.
19. Annually, prepare and submit to the Executive Committee a budget for the upcoming fiscal year, if required.

Education and Media

A. Purpose:

Develop/collect/distribute information to educate the public on the uses and risks of hazardous substances known to be used, manufactured or stored in the community. Keep the local broadcast and print media informed of LEPC activities, plan updates, training opportunities, exercises, etc.

B. Goals:

1. Compile information
2. Develop and distribute information
3. Keep local broadcast and print media informed

C. Objectives:

1. Research written data (personal, public libraries, LEPC, EPA, CMA, DNR, local hazardous waste management business, etc.).
2. Compile personal knowledge from the community and form a think tank.
3. Compile personal knowledge from within the LEPC—Committee liaisons and personal contacts.
4. Develop and update as necessary a logo representative of the Greene County LEPC.
5. Produce informational materials for citizens, such as pamphlets, displays, booklets, city utility inserts, and video or slide shows.

6. Develop information for other LEPC Subcommittees.
7. Develop materials for specific audiences such as first responders, government officials, etc.
8. Produce information materials for media such as articles, public service announcements, and radio, television, and newspaper interviews.
9. Write press releases, as appropriate.
10. Develop speaker's bureaus, seminars, health fairs, and contests to better educate the community in hazardous material issues.

D. Procedures:

1. Closely work with agencies to provide training classes, as needed for local emergency response agencies and facility's response personnel.
2. Provide an LEPC workshop annually for the media, if possible.
3. Provide reports on Education and Media Subcommittee activities to the LEPC General and Executive Committees, as required.
4. Maintain minutes of Education and Media Subcommittee meetings and provide copies for record to the LEPC office.
5. Ensure representation is available front the Subcommittee at LEPC General and Executive Committee meetings.
6. Use respected community organizations to the maximum in communicating and educating the public.
7. Work with colleges and universities to maximize on the media and communications knowledge they possess.
8. Use college/university students in education and media projects to expand on the workload and maximize on capabilities within the community.
9. Work with other subcommittees to assist in presenting important or sensitive information in public form to enhance 2-way communication among officials and citizens. Note: No sensitive or important information will be placed in a public forum unless officeholders are well informed.
10. Tie hazardous material issues to other community issues whenever possible.
11. Work with other subcommittees to ensure risk communication is thoroughly addressed within the hazardous material annex to the Greene County Emergency Operations Plan (EOP).
12. Provide information for use on the Emergency Management website.
13. Annually prepare and submit to the Executive Committee a budget for the upcoming fiscal year

when requested.

ASSESSMENT

A. Purpose: Review collected data to assess relative risks. This analysis will be used to set planning priorities, worst-case scenarios, and assist in future hazard reduction efforts.

B. Goal: Rank the toxicological potency of identified chemicals, the exposure potential of these chemicals, and the potential risk to various facilities and routes within Greene County.

C. Objectives: Determine/evaluate the following:

1. Routine vs. accidental releases.
2. Availability of additional resource material from other LEPC Subcommittees.
3. Future input to the Exercise and Evaluation Subcommittee and Evacuation and Sheltering Subcommittee.
4. Valid sources of information in making assessments such as Tier Two data, fire premise reports (City Licensing Department), and Toxics-Release Inventory, Risk Management Plans, and other USEPA resources.
5. Public Information Releases.
6. Transportation vs. stationary exposures.
7. Create a standardized assessment process/procedure/ template/form.

D. Procedures:

1. Collect a list of the chemicals on file with the LEPC from the Data Management and Resource Subcommittee.

2. Prioritize a list of the most dangerous hazardous materials and entities reported as possessing these materials.

3. Conduct assessments on each facility/entity possessing the most dangerous materials, following the prioritized listing of most hazardous materials within Greene County.

a. Assessments will be conducted using the method recommended in Technical Guidance for Hazardous Analysis or comparable substitute.

b. Information on each reporting facility/entity can be found on file in the LEPC Office and in the CAMEO database.

c. All assessments will be completed using the same objective methodology. NOTE: A numerical ranking system that was developed by LEPC members is being used to determine a facilities risk rating—high, moderate, or low.

4. A composite of each facility/entity assessed will be reflected in an approximate two-page summary using a template available in the LEPC office.

5. All assessments, once complete, will be coordinated with the affected facility/entity. No assessment will be made public or passed to another Subcommittee before this step has been completed.
6. Copies of finalized assessments will be provided to the Evacuation and Sheltering Subcommittee.
7. Major threat assessment results will be conveyed to the Exercise and Evaluation Subcommittee for their exercise planning initiatives.
8. Provide reports on Assessment Subcommittee activities to the LEPC General and Executive Committees, as required.
9. Maintain minutes of Assessment Subcommittee meetings and provide copies for record to the LEPC office.
10. Ensure representation is available from the Subcommittee at LEPC General and Executive Committee meetings.
11. Annually prepare and submit to the Executive Committee a budget for the upcoming fiscal year when requested.

Medical/Health

A. Purpose: Assess public health resources and needs hazardous material emergencies. The assessment should include, as a minimum, emergency room capabilities, ambulance needs, medical specialties, decontamination of patients, and impacts on public resources (e.g., water supply).

B. Goals:

1. To work with other agencies of the community to identify and address the hazardous materials emergency response capabilities and weaknesses within the health and medical community.
2. To establish a coordinated mold-agency hazardous materials incident response plan for the decontamination of victims.

C. Objectives:

1. Establish a liaison with Greene County Medical Society on hazardous material emergencies.
2. Liaison with other Subcommittees of the LEPC regarding hazardous material emergencies.
 - a. Assess the medical needs of the community regarding chemical and radiological emergency situations.
 - b. Coordinate the efforts of the community in relation to a given medical facility or department's capabilities.
- c. Identify needs for decontamination support of a response to include training and equipment.
3. Determine the medical resources presently available in the area to respond to hazardous material

emergencies.

4. Identify the impacts of hazardous materials upon public resources such as water supplies, etc.
5. Determine ways to mitigate hazardous materials impacts upon public health resources.
6. Identify specific roles and responsibilities of the various medical agencies, involving specialties as necessary, i.e., pharmacists, and toxicologists.
7. Research and/or develop education program for hospital personnel.

D. Procedures:

1. Work with the Greene County Medical Society, area hospitals, medical clinics, etc. to identify the capabilities and resources of the medical community in supporting hazardous material emergencies.
2. Work with the medical community to develop a plan for handling contaminated patients at area hospitals, clinics, and other potential medical facility locations.
3. Work with area medical facilities and the Greene County Medical Society to identify specify roles and responsibilities of all medical facilities during hazardous material emergencies.
4. Provide reports on Medical/Health Subcommittee activities to the LEPC General and Executive Committees as required.
5. Maintain minutes of Medical/Health Subcommittee meetings and provide copies for record to LEPC office.
6. Ensure representation is available from the Subcommittee at LEPC General and Executive Committee meetings.
7. Annually prepare and submit to the Executive Committee a budget for the upcoming fiscal year, when requested.

EXERCISE AND EVALUATION

A. Purpose:

1. Schedule and construct scenarios to regularly exercise the hazardous material annex to the Greene County Emergency Operations Plan.
2. Follow up on all reported accidental releases in the County (emergency and non-emergency).
3. Conduct “post-mortems” on exercises and real incidents.

B. Goal: Establish a capability to fully exercise the hazardous materials annex to the EOP and provide an evaluation program to identify and correct deficiencies in the annex..

C. Objectives:

1. Develop, coordinate, and conduct at least one hazardous material exercise annually.
2. Debrief and evaluate each hazardous materials exercise and actual incident of any proportion, or any hazardous material, or potentially hazardous material incident that a responding agency would like critiqued.
3. Track deficiencies in the response system and assist in their resolution.

D. Procedures:

1. Review past real and exercise hazardous materials response reports and/or documented post incident critiques.
2. Establish criteria and procedures ensure the Exercise and Evaluation Subcommittee remains involved in the critique of real or simulated hazardous material incidents, or can gain access to the results of critiques/reviews thereof.
3. Work with the appropriate agencies within Greene County to resolve community hazardous materials response problems.
4. Work with the Assessment Subcommittee and other community agencies to identify those areas that need to be exercised or drilled.
5. Design, coordinate, and oversee a minimum of one hazardous materials exercise each year. This exercise should be conducted in the spring of the year to prevent interference with the fall exercise developed for plan validation of a response to another community emergency/disaster.
6. Work with community hazardous materials response teams to identify entities willing to conduct facility response exercises or drills with subject hazardous materials teams.
7. Ensure record copies of exercises and evaluations are provided to the LEPC office for file.
8. Provide reports on Exercise and Evaluation Subcommittee activities to the LEPC General and Executive Committees as required.
9. Maintain minutes of Exercise and Evaluation Subcommittee meetings and provide copies for record to the LEPC office.
10. Ensure representation is available from the Subcommittee at LEPC General and Executive Committee meetings.
11. Annually prepare and submit to the Executive Committee a budget for the upcoming fiscal year, when requested.

EVACUATION AND SHELTERING

A. Purpose:

1. Identify best routes and available resources for localized and mass movement evacuations.
2. Identify facilities for use as safe assembly points for localized evacuation.

3. Evaluate and educate the public on In-Place Protection procedures.

B. Goal: Educate and evaluate, where practical, Greene County residents on evacuation, sheltering, and in-place protection procedures, coordinating these areas with the local volunteer relief agencies, as appropriate.

C. Objectives:

1. Identify main routes in Greene County and Springfield that can be used for evacuation purposes.

2. Develop geographic displays for communication purposes.

3. Identify available resources for localized and mass movement evacuations, including the identification of any negotiation of written agreements with owners of needed resources.

4. In conjunction with local volunteer relief agencies, identify shelters available temporarily housing evacuated populations.

5. Evaluate procedures for in-place protection as an alternative to evacuation and sheltering.

6. Develop and maintain written procedures to be included in the hazardous material annex of the EOP and make them available to the media for alerting or notifying the public.

7. Ensure all necessary facilities within Greene County are provided the information they need to adequately respond to a hazardous materials annex of the EOP.

D. Procedures:

1. Work with law enforcement and other agencies to learn of the best evacuation routes to use in a major emergency given specific quadrants of Springfield and other areas of Greene County.

2. Design a map that highlights the best evacuation routes within Greene County, regardless of location of a hazardous materials incident.

3. Identify on the evacuation map those facilities that represent greatest risks to the population.

4. Work with the Data Management and Resources Subcommittee in identifying resources for mass movement of risk populations and in formulating agreements with potential sources (as appropriate).

5. Work with the local volunteer relief agencies in pre-identifying and cataloging potential shelter locations for mass population relocations.

6. Work with the Education and Media Subcommittee in educating appropriate facility managers and workers, and responders and the general public about in-place protection.

7. Prepare and maintain written procedures and guidelines that should be used by responders and facilities during evacuation or in-place protection. These procedures and guidelines shall be incorporated into the hazardous material annex of the EOP.

8. Provide reports on Evacuation and Sheltering Subcommittee activities to the LEPC General and Executive Committees, as required.

9. Maintain minutes of Evacuation and Sheltering Subcommittee meetings and provide copies for record to LEPC office.

10. Ensure representation is available from the Subcommittee at LEPC General and Executive Committee meetings.

11. Annually prepare and submit to the Executive Committee a budget for the upcoming fiscal year, when requested.

PUBLIC NOTICE OF MEETINGS/ACTIVITIES

The Secretary shall ensure notices of meetings and activities are prepared and distributed to the following individuals and agencies at least one full week before the event:

1. LEPC members
2. Appropriate City and County Offices
3. News Media
4. Web Site
5. Bulletin boards at the County Courthouse, Greene County Commission Office, and Office of Emergency Management (LEPC office area), as a minimum. Each notice will be printed on LEPC letterhead and contain the following information:
 - a. Date, time, and location of event
 - b. Planned agenda for OPEN meetings
 - c. Point of contact for questions
 - d. Date posted
 - e. Whether meeting is OPEN or CLOSED
 - f. Statutory authority for CLOSED meetings, if such CLOSED meeting is necessary.

The Executive Committee will determine when CLOSED meetings are necessary and subject matter meets statutory requirements. Any member of the LEPC may request a CLOSED meeting. A template for the notice is on file in the LEPC office.

LEPC BUSINESS LOCATION

A. The LEPC shall maintain and advertise the location of the LEPC as being at 833 Boonville, in the Office of Emergency Management . This location offers location consistency and availability to the public.

B. The official mailing address, and telephone and fax numbers for the Greene County LEPC are as

follows:

Greene County Local Emergency Planning Committee
833 Boonville, Springfield, Missouri 65802
Telephone: (417) 869-6040
Fax: (417) 869-6654

C. LEPC files will be made available for public access from 7:30 a.m. - 4:30 p.m. on normal Greene County office workdays.

D. Any information removed from the storage cabinets by LEPC subcommittees will be signed out for tracking purposes.

NOTE: Information will not be signed out to non-LEPC personnel. Non-LEPC personnel must review it within the Lower Level of 833 Boonville. Adequate space is available for this purpose.

E. The LEPC location, operating hours, and purpose will be advertised in a local, general circulation newspaper during the First Quarter of each year.

F. A briefing of the Hazardous Materials Emergency Support Function to the Greene County Emergency Operations Plan will be held at least annually, April meeting, following update when sufficient changes to the ESF warrant. The briefing will be well publicized to allow maximum participation. Multiple briefing periods may be necessary to accommodate both government and public participation.

PUBLIC REQUESTS FOR INFORMATION

The Greene County Local Emergency Planning Committee has the responsibility of being the first step for citizens in the County in identifying hazardous and extremely hazardous substances in their communities. It serves as the channel for public access.

To comply with requests from the general public as mandated under EPCRA, the Greene County Local Emergency Planning Committee has enacted the following policy:

1. All requests for information shall be filed in writing to the Local Emergency Planning Committee and the affected facility shall be notified of the request within 3 workdays.
2. Subcommittee will examine the files of each facility addressed in the request to ensure that no confidential facility information is involved. See Missouri Community Right-to-Know If the information requested is on file with the LEPC, the Data Management and Resources Law Section 292.610(1) & (2).
3. If the information requested is not on file with the LEPC and falls within the guidelines established by statute, the committee shall inform the individual making the request for information. The LEPC shall request the information in writing from the facility within three (3) working days from the original request date. The facility will be requested to respond within 30 days, beginning with the date on which they receive it. A good example is that the general public can obtain information on hazardous chemicals present at a facility below the reporting threshold.
4. Each request for information from a facility shall follow the procedures below, as recommended by the USEPA.

- a. A letter shall be sent to the owner or operator of the facility.
- b. Legal authority should be cited in requesting information under the following:

43 USC Section 11001 et seq.
Chapter 292, RSMo 1993

- c. The request should be as specific as possible regarding the information requested.

- d. A provision stating they are allowed 30 days from the date of receipt of the letter to allow the facility a reasonable time in which to reply.

Note: If there is no reply to the original request, a certified letter making a second request will be sent. It should be signed by the LEPC Chair, informing the facility owner or operator that failure to comply with the request is a violation of the law, which may result in a penalty, and provide seven (7) days to respond to time second request.

5. If individuals appear in person, they must give their name, address, the date, and time specific information they are seeking. (A legible, handwritten request is acceptable.) The maximum working time for providing an initial response to an information request will be three (3) days. Initial request may only include time LEPC's plan in providing the data...how, when, etc. It may also specify the type of information the committee has on file and that they can search the files for the information on their own. (NOTE: No confidential information held on a company will be accessible by the requestor. It will also explain anticipated charges for providing the material. If records are not available or accessible (not open), the response will explain the circumstances relating to those records. If information is released on a facility, the LEPC will write the facility and specify to whom the information was provided.

6. Files must be checked out from the records custodian and an appropriate area will be designated for their review in the LEPC office area.

7. Payment for copies, research or other charges must be received ahead of time. Charges for providing information have been established and are on file in the LEPC office.

8. Payment for documents or other charges can be made with a cashier's check, money order, or personal check made payable to the Greene County Treasurer. CASH WILL NOT BE ACCEPTED. A breakdown of the charges should accompany each payment.

MISSOURI SUNSHINE LAW

A. The *Missouri Open Meetings Law*, also known as the "**Sunshine Law**", has been in effect for over 20 years.

1. It is found in Chapter 610 of the Missouri Revised Statutes. Its purpose is to require meetings and records of public governmental bodies to be open to the public.

2. The open meetings law requires meetings, records, votes, actions and deliberations of public governmental bodies to be open to the public. Any meeting is to be held in a location that has ample space to accommodate the anticipated attendance by members of the public.

3. All meetings of public governmental bodies are required to be open unless the statute specifically

authorizes a closed meeting, and these exceptions to the open meeting law are strictly construed.

4. The definition of “public meetings” includes any meeting at which public business is discussed, whether the meeting is in person or by means of communication equipment, and has been expanded to include any vote taken by members of the public governmental body by use of electronic communication(s) or other means, in lieu of actually holding a public meeting.

5. Informal social gatherings are exempt from the open meetings law when there is no intent to circumvent the purpose of the Sunshine Law. A formal gathering of a public governmental body is subject to the Sunshine Law if public business is discussed, even if the gathering is for social reasons.

B. The LEPC, when viewed through the Sunshine Law is a governmental body, and therefore, must comply with the statutes of the Missouri Sunshine Law. To this end:

1. The notice required for all meetings of the LEPC (including standing subcommittees, ad hoc committees, etc.) must provide the time, date, place of the meeting and a tentative agenda in a manner that will advise the public of the matters to be considered at the meeting.

a. Such notice shall be given at least 24-hours prior to the commencement of the meeting, exclusive of weekends and holidays when the public facility is closed, unless the governmental body has good cause to show that such notice as impossible or impractical.

b. Notice must be given to the news media concurrent with the notice being made available to the members of the LEPC that will be meeting.

c. A notice of the meeting is to be prominently posted in the office of the body holding the meeting.

2. Minutes of meetings must be taken and retained by the LEPC.

a. Such minutes shall include the date, time, place, members present, members absent and a record of any votes taken, to include those for, those against, and those abstaining.

b. Any handwritten notes made by members during any such meeting are public documents and may be summoned and produced for any citizen.

3. Any closed meeting shall cite the authority that provides for the closed meeting.

a. All votes taken during a closed meeting must be taken by roll call.

C. The law now contains eighteen categories of matters that may be closed to the public. Should a desire to close a meeting present itself, reference must be made to the statute to ensure compliance.

D. A resolution required by the Sunshine Law for the LEPC is available in the LEPC Office.

