

TYPES OF SUBCOMMITTEES USEFUL TO AN LEPC

The following is a list of subcommittees that could be useful to an LEPC. This list is not a mandated list of subcommittees. The purpose of this list is to give groups developing into an LEPC, an idea of the types of subcommittees that could be used to help them in their endeavors.

SUBCOMMITTEES

Dividing the work among subcommittees can facilitate planning and data management. Subcommittees allow members to specialize and help the process move forward more quickly, because the LEPC can work on several projects at one time. The appointment of a subcommittee chairperson may ensure that work progresses efficiently. The number and type of subcommittees that an LEPC creates depends solely on the needs of the LEPC and its members. Subcommittees may be formed and disbanded as occasions arise to accomplish initial and on-going tasks.

Subcommittee membership need not be limited to LEPC members. The LEPC is encouraged to invite persons from various sectors of the jurisdiction for additional input and enhanced expertise. In determining the type and number of subcommittees to establish, the LEPC should examine a number of factors regarding current LEPC status and future expectations and goals.

The LEPC might appoint subcommittees for the following:

- ✓ Gathering and reviewing existing community and facility emergency plans annually;
- ✓ Coordinating emergency response capabilities of LEPC member organizations;
- ✓ Checking existing response equipment in the community;
- ✓ Identifying financial resources;
- ✓ Coordinating with other LEPCs and the SERC;
- ✓ Conducting a hazard analysis;
- ✓ Managing and providing information for citizens;
- ✓ Providing information to facilities;
- ✓ Promoting public awareness of EPCRA, community chemical hazards, and emergency response expected from the public.

SUGGESTED SUBCOMMITTEES FOR THE LEPC

1) A Planning Subcommittee whose responsibilities may include:

- ✓ Developing and assisting in the revision of the hazardous material response portion of the emergency operations plan;
- ✓ Establishing a vulnerability zone determination methodology;
- ✓ Reviewing the site-specific Hazardous Materials Response Plans submitted for each facility with EHS; and
- ✓ Reviewing the LEPC plan annually.

- 2) A Public Information Subcommittee, whose responsibilities may include:
 - ✓ Writing and publishing public notices;
 - ✓ Establishing an information retrieval system; and
 - ✓ Performing citizen / neighborhood outreach to inform them of plans and other information that is available.
- 3) A Training and Exercising Subcommittee, whose responsibilities may include:
 - ✓ Conducting a training needs assessment;
 - ✓ Requesting training grants to provide needed training;
 - ✓ Coordinating training programs; and
 - ✓ Establishing an exercise schedule.

Once an assessment has been done by the LEPC and basic subcommittees have been formed, the LEPC may desire to create additional subcommittees to respond to expanded needs / ideas generated from the current LEPC membership.

- 1) An Executive Subcommittee, whose responsibilities may include:
 - ✓ Developing LEPC long-term goals;
 - ✓ Tending to LEPC member needs;
 - ✓ Reviewing LEPC membership terms and soliciting volunteers to fill vacancies;
 - ✓ Being familiar with state, local, and federal laws which impact the hazardous material planning process; and
 - ✓ Developing a work plan with timetables for the other subcommittees.
- 2) A Resource Development Subcommittee, whose responsibilities may include:
 - ✓ Researching the community's resources for emergency response (e.g., various types of equipment, facilities, and expertise available);
 - ✓ Identifying alternative resources upon which the community may draw in time of emergency or disaster;
 - ✓ Updating the local Resource inventory;
 - ✓ Identifying other volunteer or in-kind assistance contributions (e.g., private sources such as local business / industry, non-profit agencies, etc.), which may be used for various types of response.
- 3) An Emergency Response Subcommittee, whose responsibilities may include:
 - ✓ Developing emergency response procedures for local government personnel that may be utilized in hazardous materials responses; and
 - ✓ Establishing local Incident Command System (ICS) procedures to review, strengthen, and coordinate local government emergency response.

4) A Finance Subcommittee, whose responsibilities may include:

- ✓ Management of the LEPC budget and
- ✓ Examining and recommending the use of these funds.
- ✓ Developing the annual business plan

5) A Business / Industry Outreach Subcommittee, whose responsibilities may include:

- ✓ Developing initiatives that will encourage active participation by the community's commercial businesses and industrial facilities.
- ✓ Updating reports on Sub-Committee meetings can be made at the regularly scheduled LEPC meetings.