



LEPC Meeting Notice

MEMO TO: Tampa Bay LEPC, District VIII Members/Alternates

FROM: Asst Chief Scott Ehlers, LEPC Chairman and
John Meyer, LEPC Coordinator

SUBJECT: **LEPC MEETING - February 23, 2011**

DATE: February 14, 2011

The next Tampa Bay LEPC, District VIII meeting will be held on **Wednesday morning, February 23, 2011, 10:30 a.m.**, at the offices of the Tampa Bay Regional Planning Council, 4000 Gateway Centre Blvd, Suite 100, Pinellas Park, FL 33782.

The enclosed package of informative materials will recap various agenda items, precluding the need for detailed discussion at the meeting unless specific questions arise. The LEPC meeting is expected to adjourn by noon.

You are invited to review the LEPC website: www.tbrpc.org/lepc/lepc.shtml

*****REMINDER*****

Only the abbreviated short-form agenda will be available at the door the day of the meeting. Please remember to bring your mailout package with you to the meeting.

If you are a person with a disability who needs any accommodation in order to participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact John Meyer at the Tampa Bay Regional Planning Council at (727) 570-5151 X 29 within three working days of the meeting.

Asst Chief Scott Ehlers, Chairman - Jeff Tobergte, Vice Chairman - John Meyer, Coordinator
Tampa Bay Local Emergency Planning Committee (LEPC), District VIII
4000 Gateway Centre Boulevard, Suite 100, Pinellas Park, FL 33782-6136
Phone 727/570-5151, ext. 29 - FAX 727/570-5118
Email johnm@tbrpc.org - LEPC Website <http://www.tbrpc.org/lepc/lepc.shtml>



LEPC Agenda

TAMPA BAY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) DISTRICT VIII MEETING

Tampa Bay Regional Planning Council
4000 Gateway Centre Blvd, Suite 100, Pinellas Park, FL 33782
Wednesday, February 23, 2011 - 10:30 am

*****THIS MEETING IS OPEN TO THE PUBLIC*****

- | | | |
|-----------------|---|--------------------------------|
| Agenda Item #1 | CALL TO ORDER, WELCOME, PLEDGE OF ALLEGIANCE - Page 1 | Chair Scott Ehlers |
| Agenda Item #2 | APPROVAL OF <i>MINUTES</i> - November 17, 2010 LEPC MEETING - Page 1 | Chair Ehlers |
| Agenda Item #3 | DISTRICT 8 LEPC MEMBERSHIP CHANGES - Page 1 | John Meyer |
| Agenda Item #4 | QUARTERLY SERC MEETING RECAP & TTF'S "PROJECT BOARD" - Page 2 | Chair Ehlers |
| Agenda Item #5 | HMEP PROGRAM - PLANNING - Page 9 | Committee Chair Alan Pratt |
| Agenda Item #6 | FACILITY DISASTER PLANNING SUBCOMMITTEE - Page 9 | Committee Chair Chet Klinger |
| Agenda Item #7 | HMEP PROGRAM - TRAINING - Page 13 | Committee Chair James Johnston |
| Agenda Item #8 | REGIONAL DOMESTIC SECURITY TASK FORCE - Page 14 | Amanda Shaw |
| Agenda Item #9 | CSB VIDEO - "DEADLY PRACTICES" - Page 14 | John Meyer |
| Agenda Item #10 | TRAINING, WORKSHOP OR CONFERENCE OPPORTUNITIES - Page 15 | Chair Ehlers |
| Agenda Item #11 | OTHER LEPC BUSINESS - Page 28 | Chair Ehlers |
| | A. <i>Tampa Bay LEPC HazMat Emergency Response Plan Update</i> | |
| | B. <i>Hazardous Materials Awareness Week/"Shelter in Place"</i> | |
| | C. <i>Florida Division of Emergency Management/Region 4 - Quarterly Meeting</i> | |
| | D. <i>Thomas Yatabe Awards Presentation</i> | |
| Agenda Item #12 | TAMPA BAY LEPC LOGO SHIRTS - Page 34 | Chair Ehlers |
| Agenda Item #13 | PUBLIC COMMENTS - Page 34 | Chair Ehlers |
| Agenda Item #14 | NEXT MEETING - Wednesday, May 25, 2011 | Chair Ehlers |
| Agenda Item #15 | ADJOURNMENT | |

Asst Chief Scott Ehlers, Chairman - Jeff Tobergte, Vice Chairman - John Meyer, Coordinator

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4000 Gateway Centre Boulevard, Suite 100, Pinellas Park, FL 33782
Phone 727/570-5151, ext. 29 - FAX 727/570-5118
Email johnm@tbrpc.org - LEPC Website <http://www.tbrpc.org/lepc.shtml>

The following LEPC membership change(s) was/were approved at the October 8, 2010 SERC meeting:

MEMBER	CATEGORY	MEMBER TYPE		STATUS OF CHANGE			DESCRIPTION (IF NECESSARY AND/OR APPROPRIATE)
		PRIMARY	ALTERNATE	NEW MEMBER	CATEGORY OR TYPE CHANGE	RESIGNED/ REMOVED	
Amanda Shaw	Non-Elected Local Official	✓		✓			Regional Domestic Security Task Force/Tampa Bay Regional Planning Council. Amanda Shaw replaced Ms. Erika Wiker Paul Keller was named "Primary" LEPC appointment from the above-referenced agency following Ms. Wiker's departure. No "Alternate" has been designated.
Erika Wiker		✓				✓	
Lt. Michael Viles	Law Enforcement		✓	✓			U.S. Coast Guard (Sector St. Petersburg). Primary LEPC Member LCDR Thomas Boyles requested a re-designation of his "Alternate" from LTJG William Sanders to Lt. Michael Viles.
LTJG William Sanders			✓			✓	
Major Eugene Olsen	Community Group		✓				Civil Air Patrol. Major Eugene Olsen was removed as the designated "Alternate" of Lt. Col. Larry Fernald due to his recent passing. Although recently designated, a replacement Alternate has not yet been appointed.

NOTE: The yellow-highlighted names above signify a net increase in overall LEPC District 8 membership, whereas gray highlighted names indicate a net reduction in LEPC membership.

Additional Material: None.
 Action Recommended: Recognition of New Appointments

The State Emergency Response Commission and associated Subcommittee meetings were held at the Crowne Plaza Hotel in Ft. Myers on January 6-7, 2011. LEPC Chair Scott Ehlers and Staff Coordinator John Meyer attended. The following serves as a recap of the SERC meeting and other associated meetings:

Meeting Chair George Danz called the meeting to order. Mr. Danz recognized that Governor Rick Scott recently appointed Bryan Koons as the new Director of the Florida Division of Emergency Management. It was understood that Mr. David Halstead will maintain the position until Mr. Koons' arrival in early to mid-February. Aside from Mr. Koons' military and government credentials, he has more recently been responsible for emergency management operations associated with the 8,500 Wal-Mart stores worldwide.

The items of business were:

- **Approval of October 8, 2010 SERC meeting Minutes.** Minutes were approved unanimously.

NEW BUSINESS

- **Approval of new/revised Local Emergency Planning Committee Appointments (Statewide).** The SERC unanimously approved all new LEPC appointments requested by each of the 11 LEPCs.
- **Approval of updates to the Hazardous Materials section of the *Field Operation Guide*.** Proposed revisions necessary for the Hazardous Materials section of the *Field Operations Guide* (FOG) were discussed over the past several months, primarily through numerous teleconferences amongst the SERC's Training Task Force members. FOG approval would mean forwarding to the State Fire Marshals' Office, Florida Association of Hazardous Materials Responders (and other entities) for further review, revision and ratification. The extensive Guide is not only used by hazardous materials professionals but also EMS, Fire Departments, Law Enforcement, Bomb Squads... Approval of the FOG revisions was unanimous. [*Update: The updates have subsequently been approved by all essential parties. Emergency Response personnel throughout the State have been notified of the revised FOG section and are able to download and/or reproduce the revisions. Since the document, in part, contains secure information (resources...), it will not/shall not be posted to unsecured portal(s)*]
- **Hazardous Materials Awareness Week Proclamation/Resolution.** Florida Division of Emergency Management staff made mention of a October 8, 2010 State Emergency Response Commission Resolution, signed by Alternate SERC Chair David Halstead, designating February 13-19, 2011 as Hazardous Materials Awareness Week and, in particular, promoting the concept and awareness of Shelter in Place provisions. This Resolution was requested in conjunction with the October 8, 2010 SERC meeting.
- **Thomas Yatabe-SERC Award Presentations.** The SERC awarded 11 recipients (one from each Local Emergency Planning Committee District) the Thomas Yatabe Award signifying "outstanding contribution(s) made in the implementation and support of the Emergency Planning and Community

Right-To-Know Act.” The recipient of the 2010 Thomas Yatabe Award winner for LEPC District 8 was Mr. Robert Tollise, formerly with the Manatee County Department of Public Safety. Mr. Tollise had served as the LEPC’s Hazardous Materials Emergency Planning Training Subcommittee Chair since 2007 and assisted in the coordination of 31 cost-effective training designed to educate hundreds of first responders throughout the Tampa Bay community during his tenure.

A “Certificate of Appreciation” was additionally provided for Mr. Larry Gispert. Aside from his numerous accomplishments and achievements over his 17 year career as Director of the Hillsborough County Emergency Management, Mr. Gispert had been a long-time proponent of hazardous materials planning.

REPORTS

- **SERC’s Training Task Force (TTF).** Aside from work products and efforts discussed as part of the SERC Agenda (recognized above), the following highlights of the January 6, 2011 TTF meeting were also recognized by Mike Murphy, TTF Vice Chair, and/or FDEM staff:
 - Teleconferences. TTF Vice Chair Mike Murphy indicated that teleconferences were held on November 10 and December 8, 2010 primarily to discuss final revisions associated with the hazardous materials section of the Field Operations Guide (FOG).
 - E-Plan. Matt Marshall, Coral Springs Fire Department and TTF member, thanked all that attended the October 21-22, 2010 E-Plan Users Conference in Estero, FL. Numerous revisions to E-Plan resulted from this meeting and subsequent review of the mapping component and features. Mr. Marshall identified that 1,600+ now have access to E-Plan.
 - HMIS. Mr. Donald Kunish (FDEM staff) identified that it was previously determined that electronic filing would be the State’s preferred method for all companies to submit their chemical inventories and that would be through the Hazardous Materials Information System (HMIS) program rather than continued hard copy submittals of Tier 2 Reports. This information would then be transferred to E-plan which, by design, could be easily accessed by first responders. FDEM staff acknowledged spending a lot of time and resources into improving the data entry for the facilities including tutorials and “wizards” to assist with the filing, confirmation of completion, link to payment information, as well as promoting the option of electronic filing. It was additionally stated that the data associated with the most recent Tier 2 submissions of all Statewide facilities has been input into the database to ease the facility’s with their first venture into electronic filing of this information. It would only require verification and/or updates of chemical inventories and/or facility personnel. It has long been determined that E-plan is a desired resource for first responders when arriving at a hazardous materials incident by providing a listing of all reportable chemicals stored at facilities, not just the Extremely Hazardous Substances, as well as current facility contact information.
 - Tox Medic Training Guidelines. Mr. Doug Wolfe of Response Technologies is developing a training program that will consist of a blend between the Tox Medic and Hazmat Medic training programs and will be consistent with NFPA 473 standards and competencies. The resulting training, which will be DHS approved, will be 80 hours and involve three or four components (i.e. instructor-lead on-line component <16+ hours>, a classroom component <16± hours>, and a Lab/Drill component that could be locally lead without instructors

<time component contingent upon activity>). Mr. Wolfe anticipates that a pilot program will be ready by June 1st and that the program will be fully available in August or September 2011. It was indicated that Mr. Scott Chappelle may need to perform “crosswalk” to ensure that all NFPA 473 standards are being met prior to actually receiving endorsement.

- EPA Enforcement Acts. Mr. Murphy identified that there were two U.S. Environmental Protection Agency (EPA) enforcement acts associated with EPCRA violations, the 1998 and the 1999 Acts. Each have their own pros and cons. For the most part, the Florida Division of Emergency Management has been operating by “Memorandum of Understanding” (MOU) under provisions of the 1998 Act which appears to be more flexible and allows the funding of supplemental projects by the industry in violation in lieu of the payment of fines. This option is viewed as more preferable to the State and Industry than simply imposing fines with payment to the EPA. The MOU addressed coordination and compliance issues between the State FDEM and EPA. This is an issue that will be further evaluated by the TTF, with the assistance of SERC members Taylor Abel and Ray Butts from any industry perspective, and will be brought back to the SERC at their April 8, 2011 meeting for possible action.
- SERC Endorsement of Training Programs. It has been brought to TTF members’ attention that some firm(s) is claiming that their training program(s) are endorsed by the State Emergency Response Commission when, in fact, such endorsement is rarely granted. SERC member Nancy Stephens inquired whether the SERC logo can be trademarked. SERC member Richard Smith identified that the trademark process may take a couple of years. While DCA Counsel Leslie Anderson-Adams agreed to look into this matter and requirement(s) to potentially seek a trademark for the logo, members were asked to notify Mr. Tim Date and/or Mr. Donald Kunish of potential violation(s).
- Project Chart. The status of each task was addressed individually and several changed locations from “active” to monitoring, for example. The current Project Tracking Chart is included following this Recap.

- **Financial Status Report Update.** Mr. Tim Date advised that a comparison of the Emergency Planning and Community Right-to-Know Act (EPCRA) and Risk Management Planning (RMP) revenues collected were slightly behind those received at this time last year but are consistent with those recognized for FY 2008-09. A detailed breakdown of program costs for the Hazardous Materials Planning Program and the RMP Program for FY 2009-10 and expenditures of each program for FY 2010-11 (through November 2010) were also provided.
- **Hazardous Materials Incidents Reports.** Mr. Lou Ritter advised that detailed listings of fixed facility and transportation-related hazardous materials incident were prepared and included the Agenda materials to describe incidents occurring between the period of September 1 and November 30, 2010. Such Reports documented these incidents and portrayed the number of persons evacuated, injured or deceased down to the LEPC Districts and corresponding level. SERC Member Richard Smith requested that the transportation-related incidents be identified separately in the future.

The following constitute the hazardous material incidents recorded for District 8 during this period involving evacuation, injury(ies) and/or death(s):

County	Date of Release	Type*	Chemical	Amount Released (Lbs.)	Business Type	Evacuations	# Injured	# Fatalities
Hills	10/20/10	TR	Carbon Dioxide	Unknown	Residence/Auto	4	0	0
	11/15/10	FF	Cyanide	Unknown	Hotel	10	0	1**

County	Date of Release	Type*	Chemical	Amount Released (Lbs.)	Business Type	Evacuations	# Injured	# Fatalities
Manatee	NONE IDENTIFIED							
Pasco	11/24/10	FF	Oil	Unknown	Retail Sales Products	3	0	0
Pinellas	9/11/10	FF	Anhydrous Ammonia	99	Canned Fruits, etc.	1	0	0
	9/22/10	FF	Anhydrous Ammonia	Unknown	Food Service	1	33	0
	9/27/10	FF	Natural Gas	Unknown	Private Residence	0	23	0
	10/28/10	FF	Anhydrous Ammonia	10	Fish and Seafoods	0	3	0
TOTAL →						19	59	1

* - FF = Fixed Facility incident / TR - Transportation-related incident.

** - Death was ruled a suicide.

Supplemental information also contained in the SERC Agenda materials, including annual comparisons of:

- Potential Section 304 Investigations identified by County and date;
- annual comparison of the overall Statewide number of Hazardous Materials Incidents Reports;
- *Petroleum vs. Non-Petroleum Hazardous Material Incidents by LEPC District;*
- *Fixed Facility vs. Transportation Related Incidents by LEPC District;*
- Statewide monthly and annual hazardous materials incidents tabulations;
- annual comparisons of Statewide number of Section 302 & 312 chemicals;
- *Section 313 Toxic Release Inventory Forms;* and
- annual quantification of the *Notice of Violations/Second Notices* issued.

- **Update on LEPC Activities.** SERC Member George Danz summarized the following highlights of the LEPC Staff & Chairs meeting:

- *Hazmatters.* Mr. Danz recognized that the various tasks and accomplishment of each LEPC District is identified in the *Hazmatters* section of the backup SERC materials.

The following accomplishments were identified for District 8, primarily for the period of September - November 2010:

- attended the Quarterly SERC meeting held at the Betty Easley Conference Center in Tallahassee on October 7-8, 2010 and conducted the District 8 LEPC meeting on November 17, 2010;
- attended the E-Plan Users Conference on October 21-22, 2010 in Estero, FL;
- the LEPC's Facility Disaster Planning Subcommittee (FDPS) met on October 28, 2010. The Subcommittee's prior initiative of bolstering the *Florida Business Disaster Survival Kit* (www.fldisasterkit.com) with interactive hazardous materials information has been placed on hold until a funding source has been determined to assist with this venture. Current initiatives consist of perpetual updates to the LEPC website (i.e. www.tbrpc.org/lepc); solicitation of local hazardous materials industries' input of training needs through a brief on-line survey; and to meet the identified training needs to the maximum extent possible and feasible. The next meeting of the FDPS has been scheduled for January 20th. However, several Subcommittee members will be meeting in the interim to ascertain a database of Section 302 & 312 contacts to request participation in the on-line survey described above.

- LEPC staff and/or member(s) participated in a series of teleconferences administered by the Florida Division of Emergency Management regarding the *Hazmat Field Operations Guide* and updates to TTF's "Project Board." (September 9, September 29 & November 10, 2010).
- submitted the revised *Tampa Bay Hazardous Materials Emergency Plan* prior to the June 30th deadline. FDEM subsequently approved the revised Plan on October 1, 2010 and the Plan was accepted by SERC as part of their October 8, 2010 SERC meeting.
- conducted/attended the following courses under the respective District 8 HMEP Contract - a *Hazardous Materials Life Safety and Command* course (September 8-10, 2010/Manatee County) and attendance at the E-Plan Users Conference in Estero, FL on October 21-22, 2010.
- The LEPC's Training Subcommittee met on November 17, 2010 to elect a new Subcommittee Chair (James Johnston) and strategize training opportunities for the 2010-11 HMEP funding cycle. A *Decon Zones & Scene Management* course was pre-approved for Pasco County for January 6, 2011.
- represented the Tampa Bay LEPC at the September 14 and November 9, 2010 meetings of the Tampa Bay Spill Committee and the U.S. Coast Guard Area Committee which immediately followed. The November 9th meeting of the U.S. Coast Guard included a discussion of lessons learned from Deepwater Horizons and how such lessons resulted in improvements to the local Area Contingency Plan.
- facilitated the September 8, October 13 and November 10, 2010 meetings of the Pinellas Police Standards Council.
- attended the Ammonia Handlers/Operators meetings held on September 28 (@ CF Industries), October 26 (@ Tampa Port Authority) & November 30, 2010 (@ Mosaic). The meetings are rotationally located and are focused on discussing initiatives and activities of the ammonia operations facilities located within or adjacent to the Port of Tampa.
- attended the Quarterly Region 4 FDEM quarterly meeting on September 3 at the recently-opened Polk County Emergency Operations Center. Mr. Paul Siddall (FDEM staff) chaired the meeting.

OTHER BUSINESS

- **Mr. William Wright, Chemical Safety Board Presentation.** Mr. William Wright, Board member of the Chemical Safety Board (CSB), provided an overview of the agency. The following serve as highlights of the CSB:
 - It is an independent federal agency created in 1990 to investigate incidents at the request of OSHA, EPA, Congress, States, industry and trade organizations.
 - It was modeled after the National Transportation Safety Board.
 - It currently consists of five board members and 42± investigative staff from many disciplines.
 - With the goal of incident prevention and with no enforcement authority, CSB findings are only in the form of recommendations.
 - The CSB website is frequently updated to include: Investigative Reports, Safety Bulletins, Videos (some including animation), and the newly-added component of transcripts.
 - Mr. Wright closed his presentation with the following quote "*if you think safety is expensive, try an accident.*"

COMMENTS & ADJOURNMENT.

- **Next Meeting.** It was announced that the next SERC meeting will be held in Tallahassee on April 8, 2011. SERC members were reminded that the July 8, 2011 meeting has been scheduled in Pensacola.
- **Adjournment.** Following a motion and a second, the SERC meeting was adjourned at 12:01 p.m.

An updated "Project Board" associated with the current objectives of the SERC's Training Task Force is provided on the following page.

Additional Material: None.
Action Recommended: None. For Information Only.

Florida SERC Training Task Force – Project Board

Updated: January 21, 2011

	RESOURCES (RES)	PUBLICATIONS (PUB)	TRAINING (TRN)	UPDATES (UP)	NEEDS ANALYSIS (NDS)	FUNDING (FUN)	STANDARDS & CERTIFICATIONS (STD)	SYSTEMS & RELATIONSHIPS (SYS)
Active Projects	TTF Web Page and Project Summaries DEM Feb 2011		First Responder Best Practices for RAD event Marshall/TJ Smith Jan 2011	Mass Decon Team Assessment FLAHR/FSFC Feb 2011	Review ORE Deficiencies Dan Smith/Mundy Feb 2011		Pro Board Certification FSFC – Bosley Feb 2011	Secure Portal for Access to TTF Products Kohnke/Nelson April 2011
	Awareness Level Training for White Powder SOP Jacobs July 2011		Tox-Medic Training Guidelines Lamm/Colson/Marshall/Chappell April 2011	Model Procedure for Hazmat Team NIMS Compliance District 7 July 2011	Hazmat Team ICS Curriculum Sessions/Nelson Feb 2011			Develop SMEDatabase Dilks Jan 2011
					Marine Firefighting Requirements (33CFR 155) Ehlers/Dist 4 and 6 July 2011			
Monitoring Projects	RES – Reprinting Template for Responders Model Report System DeFrancesco	PUB – Hazmat FOG FLAHR	TRN – 3 Non-Routine Hazards FSFC-Chappell Ongoing Monitoring	UP – HMIS Upgrade Provide additional detail DEM Staff/Murphy	NDS – LEPC Top 5 Needs Weiss Initial Listing-Jan 2008			
	RES – Maintain FFCA/FLAHR website for TTF Products DeFrancesco		TRN – E-Plan Training Materials Marshall					
	RES – IR Spec & RAMAN Long Term Costs & Maintenance Dan Smith/Bevelacqua							
	RES – RIID Model SOP & Long-term Cost and Maintenance FLAHR							
Completed Projects	Chemistry in Schools Program	Medical Treatment Protocols April 2010	TRN – Ops Level Training Program DEM Staff June 2010			Support SHSGP Grant Assessment Process SFM	Define Tox-Medic Murphy	Health & DEP Detection Support Capabilities Jacobs
		Radiological Screening Response Procedure Charlie Boyd April 2010	Hazmat Training Guidelines					

Agenda Item #5

HMEP PROGRAM - PLANNING

Committee Chair Alan Pratt

Committee Chair Pratt will provide an update of the HMEP/Planning Program activities.

Additional Material: None.
Action Recommended: None. For Information Only.

Agenda Item #6

**FACILITY DISASTER PLANNING
SUBCOMMITTEE**

**Committee Chair Chet
Klinger**

The LEPC's Facility Disaster Planning Project Subcommittee continues to meet on a quarterly basis with the latest meeting occurring on January 20, 2011. While currently seeking to bolster membership and renew interest in the Subcommittee, the primary objectives of the Subcommittee remains: to providing valuable hazardous materials emergency and response planning resources to the facilities and the public; to involve facilities with hazardous materials training to the maximum extent feasible; and to continually update the LEPC website (i.e. www.tbrpc.org/lepc) with pertinent data and information.

The majority of the meeting was spent discussing observations resulting from an extensive comparison of LEPC and State Tier 2 reports submitted over the past three years. Many discrepancies were detected. Subcommittee members continue to document such variances for each of the four Counties. Once complete, the overview will be transmitted to FDEM/SERC for comment and revisions where applicable.

Subcommittee Chair Chet Klinger also assisted with the conduct of two EPCRA: How-to-Comply workshops held on February 8-9, 2011 at the Tampa Bay Regional Planning Council. A total of 36 attended the workshops over the two day period.

A copy of the Recap from the January 20, 2011 Subcommittee meeting is presented on the following three pages.

As always, LEPC members are encouraged to provide comments, recommendations and/or suggestions on the initiatives of the Subcommittee. Such input can be made through John Meyer or Subcommittee Chair Chet Klinger in order to be shared and considered by the Subcommittee.

Additional Material: *Recap* of the January 20, 2011 Subcommittee meeting
Action Recommended: None. For Information Only.



FACILITY DISASTER
PLANNING SUBCOMMITTEE
RECAP
(from 1/20/11 Meeting)

LEPC District VIII, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782 - 727/570-5151, Staff Contact: John Meyer

A meeting of the LEPC Disaster Planning Subcommittee was held on October 28, 2010 at 11:00 a.m.

Attendees - Chet Klinger, Ed Kinley and John Meyer

Discussion Summary

1. **Introductions.**
2. **Approval of *Recap*.** Chair Chet Klinger asked if there were any corrections or additions to the October 28, 2010 Subcommittee meeting *Recap*. None were identified. Considering that the document was a *Recap* in lieu of **Minutes**, it was determined that the *Recap* would not need to be formally approved. No vote was taken.
3. **Elect Subcommittee Chair.** Pending John Meyer's suggestion, Chair Klinger agreed to postpone consideration and nomination of "new leadership" (i.e. Subcommittee Chair) pending better attendance and Committee membership. Ideas to promote membership are discussed later in this *Recap*.
4. **Actions Items from October 28, 2010 Subcommittee Meeting.**

Update LEPC Website with prior Subcommittee materials received from Members.

Mr. John Meyer indicated that Ms. Thea Dumire previously transmitted a *Recap* of workshop/brainstorming session entitled "*Hazardous Materials Management and Business Recovery in a Regional Disaster Brainstorming Session*" as previously conducted by the Subcommittee on April 20, 2006. Mr. Meyer indicated that this document is now located on the LEPC website under the "Links to Related Agencies & Topics" tab or accessible at: http://www.tbrpc.org/lepc/pdfs/LEPC_Brainstorming_Workshop_Recap_April_20_2006. No additional materials were provided for the website.

Obtain e-records from SERC. Mr. John Meyer solicited and received a listing of SERC's inventory of Section 302 & 312 facilities (by County) for all facilities within the District.

Compare SERC e-records with LEPC hard copy facility records. Chair Klinger indicated that he and John Meyer have entered all the LEPC facility records received since

SUBCOMMITTEE MEETING MINUTES - 1/20/11 (Cont'd)

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2007 for Hillsborough, Manatee, Pasco and Pinellas County facilities into separate databases. The following serves as a quantification and comparison of records in the LEPC and SERC databases prior to any sort of modification(s):

	HILLSBOROUGH	MANATEE	PASCO	PINELLAS
LEPC - # of Facilities	625	133	137	403
SERC - # of Facilities	816	170	140	494
LEPC Record not SERC	84	28	39	29+ ²
SERC Record not LEPC ¹	275	65	42	51+ ²

FOOTNOTES:

- Some may be attributable to new facilities which filed electronically for 2009 Some facility(ies) and/or may have additionally been placed in wrong County.
- Many of these facilities are: farms, medical facilities, golf courses, car dealers, marinas and oil change companies.
- Pinellas County comparison has not been completed as of the time of preparation of this Table.

Frequent variances in LEPC Records:

- Less than half of the reporting facilities provided their e-mail addresses voluntarily;
- More than 50 percent of facilities did not provide original signature with submittals;
- Container Type/Pressure/Temperature codes were occasionally transposed or not provided at all;
- Section 311 Notifications were rarely provided for facilities which may have closed or chemical(s) removed from site or, alternatively, new chemicals added to facility site;
- Seldom was an authorization provided to confirm that another party was authorized to report a facility's inventory on behalf of the owner;
- Emergency contacts were often provided for representative(s) located outside of the County or even the State, contrary to the needs of Hazmat Responders in the event of an incident;
- many facilities reported inventory of chemical(s) which were less than the TQ; and
- contrary to Florida reporting regulations, several facilities continue to identify their maximum amount of chemical(s) in range code(s).

Examples of each were identified as part of a PowerPoint® presentation.

Frequent variances in SERC Records:

- Less than half of the facilities had associated Contact names;
- Several did not have Contact telephone numbers;
- Printout did not include Container Type/Pressure/Temperature code information;
- several facilities appear to be located outside of designated County;
- quantities in SERC database for certain chemicals at certain facilities did not agree with quantities and chemicals shown on hardcopy records of LEPC; and
- The inventories associated with many of the facilities appear to be duplicated but identified as different physical states (e.g. solid & solution). For example, when a significant quantity of batteries are known to exist at a facility, the associated volume of sulfuric acid was often reported as a Liquid but the corresponding Lead was not identified.

SUBCOMMITTEE MEETING MINUTES - 1/20/11 (Cont'd)

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Examples of each were identified as part of a PowerPoint® presentation.

5. Discussion of Future Goals and Objectives.

- Chair Klinger and Mr. Meyer agreed to complete the chemical inventory databases for each County;
- Chair Klinger and Mr. Meyer agreed to document numerous discrepancies between the LEPC records and the SERC electronic database;
- Mr. Meyer agreed to contact SERC/FDEM personnel and inquire about the identified discrepancies and see how we can better coordinate this data;
- Chair Klinger suggested contacting some “successful” Tier II reporting representatives within each County to encourage their future participation with the Facilities Disaster Planning Subcommittee;
- Chair Klinger asked if an electronic newsletter can periodically be prepared and distributed using the future e-mail distribution list. While Mr. Meyer agreed in concept, the frequency of such newsletter would need to be determined;
- Chair Klinger agreed to assist Mr. Meyer with the “EPCRA: How to Comply Workshops” to be conducted prior to the March 1, 2011 deadline. The details and timing of which will need to be coordinated in the short term. It was agreed that the workshop notification would be comprised of the LEPC e-mail distribution lists used for distribution of LEPC meetings in which the parties has previously expressed an interest in notification of future hazardous materials information and/or notification of future LEPC meetings;
- Mr. Meyer agreed that a presentation to the Fire Chiefs identifying the findings of the chemical reporting inventories would be a good idea as a secondary workshop.

6. Summary of Action Items.

- transmit Chair Klinger’s PowerPoint® presentation for LEPC Chair Scott Ehlers for his information, input and recommendation; and
- tasks which may be identified under #5, above.

7. Other Issues/Comments. None identified and/or provided.

8. Adjournment. The meeting was adjourned at 12:50 p.m.

The remaining 2011 Subcommittee meetings for are tentatively scheduled for: April 21st, July 21st and October 20th. Each of the meetings will be held at the offices of the Tampa Bay Regional Planning Council/Local Emergency Planning Committee from 11:00 a.m. - 1:00 p.m.

LEPC District 8 was, once again, allotted \$41,969 in HMEP training funds to facilitate the conduct of hazardous materials training courses during FY 2010-11 (i.e. ending September 30, 2011). The following Table identifies the approved (and perhaps completed) training events scheduled by quarter within District 8. The Training Subcommittee will be meeting at the TBRPC offices on Wednesday, February 23, 2011 at 9:30 a.m. (i.e. one hour prior to scheduled LEPC meeting) to strategize training opportunities and/or courses desired within the Region.

The following constitutes a current breakdown of the FY 2010-11 HMEP Training Contract expenditures:

Quarter	Date	Name	Expenses	Cumulative	Remaining
BASE FUNDING UNDER 2010-11 HMEP CONTRACT					\$41,969.00
1	10/21-22/10	E-Plan Users Conference for Two @Estero/Ft. Myers	\$1,130.99	\$1,130.99	\$40,838.01
	12/31/10	1 st Qtr Admin. Expenses/Oct.-Dec., 2010 <Actual>	\$1,147.01*	\$2,278.00	\$39,691.00
2	1/06/11	Decon Zones & Scene Management, Pasco County	\$2,000.00	\$4,278.00	\$37,691.01
	3/31/11	2 nd Qtr Admin. Expenses/Jan.-March, 2011 <Estimate>	<i>\$1,200.00</i>	<i>\$5,478.00</i>	<i>\$36,491.01</i>
3					
	6/30/11	3 rd Qtr Admin. Expenses/April-June, 2011 <Estimate>			
4					
	9/30/11	4 th Qtr Admin. Expenses/July-Sept., 2011 <Estimate>			

* Council expenses include indirects, internal service charges, auditing, building occupancy, travel time and small miscellaneous expenses. Please note that *italicized* numbers (above) constitute an estimation at the time of Agenda materials preparation and could include committed but yet to be conducted courses as would be identified. The true administrative expenses are tabulated to coincide with the end of each quarter, as submitted to the FDEM under the HMEP Contract.

** (If applicable) Indicates that LEPC District 8 received credit for course but the course was free or primarily funded by a source other than that of the HMEP Training budget. Only associated expenses incurred by the LEPC were for advertising, etc. (e.g. \$10)

Additional Material: None.
 Action Recommended: None. For Information Only.

The Region 4 RDSTF includes three of the four counties of the LEPC District VIII - Hillsborough, Pasco and Pinellas as well as Hardee, Polk, Hernando, Citrus and Sumter Counties. The RDSTF Co-Chairs are Hillsborough County Sheriff David Gee and FDLE Special Agent in Charge (SAC) Jim Madden. DEM's primary role is in Consequence Management and each Regional Task Force also has a DEM representative. For District IV, it is Joe Eckstein, Citrus County Emergency Manager, replacing Larry Gispert.

Type 3 Incident Management Team (IMT)/Training

The Region 4 IMT Team will be meeting February 25 to discuss future training and deployment opportunities. Region 4 will be hosting a series of IMT position specific training throughout the Region in the near future. Additionally, we are seeking qualified individuals to join the team. If you are interested, please contact Ms. Amanda Shaw at: amanda@tbrpc.org.

Interoperable Communications Full-Scale Exercise

An exercise will be held in Region 4 in the Spring of 2011 to test the Interoperable Communications. This will be a scenario driven exercise conducted under the Homeland Security Exercise and Evaluation Program (HSEEP).

Multi-Year Training and Exercise Workshop

A workshop will be held this Spring to form a training and exercise plan for the state of Florida. Information gathered from each county in the RDSTF will be compiled into a regional plan, which will be presented at the state meeting.

Additional Material: None
Action Recommended: None. For Information Only

A brief video was prepared by the Chemical Safety Board (CSB) to highlight the dangers involved with intentionally releasing natural gas into work areas. Due to multiple recent natural gas releases which subsequent resulted in explosions, as characterized in the video, CSB spurred the National Fire Protection Association (NFPA) to adopt emergency code changes and the Occupational Safety & Health Administration (OSHA) to consider implementing new standards for fuel/gas safety, including the introduction of alternatives to natural gas blows in work environments. The video is available from the CSB website (www.csb.gov) or is directly viewable on YouTube® at: www.youtube.com/watch?v=rjxBtwl8-Tc&feature

Additional Material: None.
Action Recommended: None. For Information Only.

Information is available for the following Training/Conference events:

- A. SERC's State Training and Events Schedule - Various FL Locations/Variou s Times (Nov. '10 - Jan. '11)
- B. FEMA/DHS's *Guardian Accord Workshop* - Raleigh, NC (March 8, 2011)
- C. FEMA/DHS's *Mission Essential Functions Workshop* - Raleigh, NC (March 9-10, 2011)
- D. ACMT's *Oil & Water: Toxicology in Emergency Response* - Clearwater, FL (March 17, 2011)
- E. ACMT's *Update on the Use of Antidotes in the Emergency Department* - Clearwater, FL (March 17)
- F. ACMT's *Tots, Teens & Toxicology: Current Drug & Environmental Threats to Children's Health* - Clearwater, FL (March 18-20, 2011)
- G. *Public Safety WMD Response - Sampling Techniques & Guidelines* - Longwood, FL (Various Dates)
- H. EMI's *Multi-Hazard Emergency Planning for Schools* - Emmitsburg, MD (Various Dates)

SERC'S STATE TRAINING AND EVENTS SCHEDULE/REGION 4 (Feb. - May, 2011) - PAGE 1 of 3

Training and Events Home Page
Page 1 of 3

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Prepare and Stay Aware!

Search

State Training and Events Schedule

The following schedule is provided by Florida Division of Emergency Management (FDEM) to keep our customers advised of events and training opportunities throughout the state. **REMINDER:** Information on these pages changes frequently. It is recommended that you check the site weekly to stay abreast of important changes.

[Training and Events Links](#) | [Frequently Asked Questions](#) | [FDEM Course List](#)
[Administrator Sign In](#) | [County EM Director Sign In](#)

Search our calendar

Dates:

Feb. 2011

Course:

Area:

to

[Show ALL Training and Events for next 12 months](#)

Jump to a month

[February 2011](#)
[March 2011](#)
[April 2011](#)
[May 2011](#)

FEBRUARY 2011 TRAINING AND EVENTS

Dates	Area	City/County	Name
Feb. 7 - Feb. 11	4	Brooksville Hernando County	L-962 All Hazards Planning Chief
Feb. 7 - Feb. 11	4	Brooksville Hernando County	L-954 All Hazards Safety Officer

<http://www.floridadisaster.org/TrainingCalendar/index.asp?course=&area=4&d1=022011...> 2/11/2011

Feb. 8 - Feb. 10	<u>4</u>	Bushnell Sumter County	Intermediate Incident Command System for Expanding Incidents (G-300)
Feb. 8 - Feb. 9	<u>4</u>	Brooksville Hernando County	Advanced Incident Command System Command & General Staff: Complex Incidents (G-400)
Feb. 14 - Feb. 18	<u>4</u>	Brooksville Hernando County	L-952 All Hazards Public Information Officer
Feb. 15	<u>4</u>	Brooksville Hernando County	Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G-191)
Feb. 15 - Feb. 18	<u>4</u>	New Port Richey Pasco County	L965 NIMS/All-Hazards Resources Unit Leader Cours

MARCH 2011 TRAINING AND EVENTS

Dates	Area	City/County	Name
Mar. 3 - Mar. 4	<u>4</u>	Bushnell Sumter County	Advanced Incident Command System Command & General Staff: Complex Incidents (G-400)
Mar. 7 - Mar. 9	<u>4</u>	Brooksville Hernando County	MGT - 331 Implementing Continuity of Operations (COOP) Train-the-Trainer
Mar. 14 - Mar. 17	<u>4</u>	New Port Richey Pasco County	L962 NIMS/All-Hazards Planning Section Chief Course

APRIL 2011 TRAINING AND EVENTS

Dates	Area	City/County	Name
Apr. 11 - Apr. 12	<u>4</u>	Brooksville Hernando	Recovery From Disaster: The Local Government Role (G-270.4)

County			
Apr. 11	<u>4</u>	Brooksville Hernando County	Rapid Assessment Planning (G-250.7)

MAY 2011 TRAINING AND EVENTS

Dates	Area	City/County	Name
May 3	<u>4</u>	Bushnell Sumter County	Mitigation Planning Workshop for Local Government (G-318)

Public | Business | EM Community | Organization | News Media | Kids

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www.FloridaDisaster.org
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
(850) 413-9969
800-226-4329 (TDD/ TTY)



<http://www.floridadisaster.org/TrainingCalendar/index.asp?course=&area=4&d1=022011...> 2/11/2011

Information Obtained from SERC's Training Website: <http://www.floridadisaster.org/TrainingCalendar/index.asp>

FEMA/DHS's "GUARDIAN ACCORD WORKSHOP"

TRAINING ANNOUNCEMENT



FEMA

NATIONAL CONTINUITY PROGRAMS DIRECTORATE

COURSE:

GUARDIAN ACCORD WORKSHOP

DESCRIPTION:

The purpose of Guardian Accord (GA) Workshop is to increase awareness of Federal, State, territorial, tribal and local government jurisdictions, and the private sector, about the importance of incorporating the specific risks of terrorism into continuity planning.

DATES /TIMES:

March 8, 2011 8:30 a.m. – 5:00 p.m.

LOCATION:

Raleigh Public Utilities Training Center
3324 Terminal Drive
Raleigh, NC 27602

Conference Room 111
Lake Woodard Annex

OBJECTIVES:

Upon completion of this course, participants should be able to do the following:

- Increase awareness about the importance of incorporating the specific risks of terrorism into continuity planning
- Discuss how critical Essential Functions will continue through a terrorist event and the planning required to perform those functions
- Identify gaps or vulnerabilities in organizational continuity plans and procedures; and discuss solutions or alternative actions to challenges

ELIGIBILITY:

Federal, State, Territorial, Tribal and Local governments and the private sector

COSTS:

There are no tuition fees for this course. Participants from Federal and Non-Federal governmental agencies, private industry, and contractors must pay their own transportation and lodging fees.

APPLICATIONS:

Please submit a FEMA Form 119-25-1 (formerly 75-5) (General

Admission Application, August 2010 version) to the Lead Facilitator on the day of the course. Leave the course number section blank. FEMA Form 75-5 can be downloaded at <http://training.fema.gov/EMIWeb/StudentInfor/application.asp>.

Class participation is very limited; however, a waitlist will be established and applicants will be contacted should there be a cancellation.

Applicants with special needs should contact the Course Manager to arrange/discuss specific requirements.

**APPLICATION
DEADLINES:**

March 4, 2011

COURSE MANAGER:

Maria Stanton, FEMA NCP Continuity Specialist
FEMA/National Continuity Programs/Continuity of Operations
Division/State, Territorial, Tribal, and Local Branch
Phone: (202)-646-4121
Email: maria.stanton@dhs.gov

**TRAINING MANAGER &
POINT OF CONTACT:**

W.E. York, FEMA NCP Training Manager
FEMA/National Continuity Programs/
Continuity of Operations Division/Federal Branch
Phone: (202) 646-4163
Email: willie.york@dhs.gov

FEMA/DHS's "MISSION ESSENTIAL FUNCTIONS WORKSHOP"

TRAINING ANNOUNCEMENT



NATIONAL CONTINUITY PROGRAMS DIRECTORATE

COURSE:

MISSION ESSENTIAL FUNCTIONS WORKSHOP FOR STATE, TERRITORIAL, TRIBAL, AND LOCAL GOVERNMENTS

DESCRIPTION:

The purpose of this Mission Essential Functions Workshop is to provide continuity planning assistance to State, Territorial, Tribal, and Local government jurisdictions, with specific focus on identifying essential functions; developing business processes; evaluating impacts of threats and hazards; and mitigating the effects of disruptions.

DATES /TIMES:

March 9-10, 2010 8:30 a.m. – 5:00 p.m.

LOCATION:

Raleigh Public Utilities Training Center
Conference Room 111; Lake Woodard Annex
3324 Terminal Drive
Raleigh, NC 27602

OBJECTIVES:

Upon completion of this course, participants should be able to do the following:

- Identify and document organizational Mission Essential Functions and Essential Supporting Activities necessary to provide vital services, exercise civil authorities, and maintain safety of the general public
- Develop Business Process Analyses that can serve as the basis for designing or improving a Continuity of Operations capability to ensure continued performance of Mission Essential Functions during a disruption to normal operations
- Conduct a Business Impact Analysis to identify potential weaknesses and prioritize risks due to threats and hazards that could disrupt critical operations
- Develop mitigation options and strategies that can reduce risk to the organization's ability to perform its essential functions during a disruption

ELIGIBILITY:

State, Territorial, Tribal and Local governments (Note: Although this workshop is targeted for State, Territorial, Tribal, and Local government personnel; most of the concepts and approaches are equally applicable for Federal government and private sector

organizations).

COSTS:

There are no tuition fees for this course. Participants from Federal and Non-Federal governmental agencies, private industry, and contractors must pay their own transportation and lodging fees.

APPLICATIONS:

Please submit a FEMA Form 119-25-1 (formerly 75-5) (General Admission Application, August 2010 version) to the Lead Facilitator on the day of the course.

Class participation is very limited; however, a waitlist will be established and applicants will be contacted should there be a cancellation.

Applicants with special needs should contact the Course Manager to arrange/discuss specific requirements.

APPLICATION DEADLINES:

March 4, 2011

COURSE MANAGER:

Herman Perry, FEMA NCP Continuity Specialist
FEMA/National Continuity Programs/Continuity of Operations
Division/State, Territorial, Tribal, and Local Branch
Phone: (202)-646-3716
Email: herman.perry@dhs.gov

TRAINING MANAGER & POINT OF CONTACT:

W.E. York, FEMA NCP Training Manager
FEMA/National Continuity Programs/
Continuity of Operations Division/Federal Branch
Phone: (202) 646-4163
Email: willie.york@dhs.gov

OIL & WATER: TOXICOLOGY IN EMERGENCY RESPONSE



American College of Medical Toxicology

Co-Sponsored by
Florida College of Emergency Physicians
With Support from the Agency for Toxic Substances and Disease Registry (ATSDR)*

Oil & Water: Toxicology in Emergency Response

March 17, 2011
Hyatt Regency Resort
Clearwater Beach, Florida

The release of toxic substances into the environment has occurred again and again throughout history. Public health and emergency management agencies have been developing ways to respond to those events. It seems like every day, the news is filled with some toxic exposure. This conference will look at environmental disasters including the recent DeepWater Horizon Gulf Oil Spill to discuss the emergency response to toxicologic disasters. A moderated panel discussion will address ways that toxicology partner organizations and agencies could rapidly and efficiently coordinate the response of toxicologists to toxic environmental emergencies and ensure that public health officials, emergency responders, and occupational and environmental health practitioners have access to toxicologic expertise.

Contact: American College for Medical Toxicology (ACMT) at: 623/533-6340, info@acmt.net or www.acmt.net.

UPDATE ON THE USE OF ANTIDOTES IN THE EMERGENCY DEPARTMENT



American College of Medical Toxicology
Physicians Specializing in the Care of Poisoned Patients

Co-sponsored by
Florida College of Emergency Physicians

Update on the Use of Antidotes in the Emergency Department

March 17, 2011
Hyatt Regency Resort
Clearwater Beach, FL



Contact: American College for Medical Toxicology (ACMT) at: 623/533-6340, info@acmt.net or www.acmt.net.

**TOTS, TEENS & TOXICOLOGY: CURRENT DRUG &
ENVIRONMENTAL THREATS TO CHILDREN'S HEALTH**

ACMT 2011
SPRING CONFERENCE

MARCH 18-20
HYATT REGENCY RESORT
CLEARWATER BEACH, FL

American College of Medical Toxicology 9th Annual Spring Conference

Day - 1
Adverse Drug Effects

Day - 2
Drug Abuse

Day - 3
Environmental Toxins

[Register Here](#)
[Reserve Hotel Here](#)

Satellite Events
March 17, 2011
Antidote Course ([Click Here](#))
Oil & Water Symposium ([Click Here](#))
March 19, 2011
Medical Toxicology Foundation Public
Course at Glazer Children's Museum



*Tots, Teens
&
Toxicology*

**Current Drug & Environmental
Threats to Children's Health**

Co-Sponsored by Florida College of Emergency Physicians

Contact: American College for Medical Toxicology (ACMT) at: 623/533-6340, info@acmt.net or www.acmt.net .

PUBLIC SAFETY WMD RESPONSE - SAMPLING TECHNIQUES & GUIDELINES

East Central Florida District VI Local Emergency Planning Committee Presents



Public Safety WMD Response – Sampling Techniques and Guidelines (PER222)

FREE TRAINING!

Choose one of the shift-friendly 24-hour options

Dates:

Location:

<i>March 14, 17, 20, 2011</i>	<i>Seminole County Fire Department Training Center</i>
<i>March 15, 18, 21, 2011</i>	<i>201 Valentine Way Longwood, Florida 32750</i>
<i>March 16, 19, 22, 2011</i>	<i>8:30 AM – 5:00 PM</i>

Sponsored By: East Central Florida District VI Local Emergency Planning Committee (LEPC)

Program Description: The course provides diverse agency representatives who have hazardous material backgrounds the ability to coordinate with local and state emergency responder agencies; to assess WMD events; conduct area surveys in a safe and effective manner; conduct material characterization and screening operations; and, collect public safety samples in a hazardous environment.

This course will provide participants with an opportunity to perform public safety sampling techniques required in the response to a WMD event. As observed by the course instructors, participants should take part in classroom activities. Participants, who all have hazardous material backgrounds, will be given the opportunity to demonstrate knowledge, skills, and abilities associated with performing public safety sampling operations required in a WMD environment.

Course Objective: This is a Technician-level course designed to address specific fundamentals and skills associated with an emergency response to a WMD incident. As such, it provides detailed technical information and includes hands-on practice of actions required of emergency responders in such situations. Of special interest is the course's emphasis on collecting forensically valid samples, which is accomplished through maintaining a secure chain-of-custody for the sample from the time of collection through laboratory analysis. This process is consistent with the FBI's 12-step process for managing a crime scene, including those involving a WMD.

Program Cost: This program is provided free of charge by the East Central Florida District VI Local Emergency Planning Committee (LEPC).

Who Should Attend: HazMat technicians, firefighters, law enforcement, public health

Prerequisites:

- Successful completion of a WMD Awareness-level training course
- Current HazMat Technician-level certification
- Respiratory medical clearance for wearing Level C PPE (29 Code of Federal Regulations [CFR] 1910.134)

Register: Kate Hillman
(407) 262-7772 x 323
khillman@ecfrpc.org

***Due to limited seating 5 individuals per county may register until January 14, 2011. After this date all remaining space will be available on a first come first serve basis.**

MULTI-HAZARD EMERGENCY PLANNING FOR SCHOOLS



FEMA

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727

Recruitment Notice

Course: E361 Multi-Hazard Emergency Planning for Schools

FY 2012 Dates: November 7-10, 2011
February 27-March 1, 2012
April 2-5, 2012
June 25-28, 2012
July 30-August 2, 2012

Course Description:
E361 Multi-Hazard Emergency Planning for Schools course is tailored to the unique planning and exercise needs of school systems. This course integrates all Department of Homeland Security (DHS) doctrine into an easy-to-follow planning process. This course follows the steps outlined in the Comprehensive Preparedness Guide (CPG 101) and provides participants the information to ensure alignment with recent doctrine such as the National Incident Management System (NIMS). By systematically analyzing threats/hazards, school teams are able to identify needed enhancements to their plans for preventing or mitigating incidents while also preparing for, responding to, and recovering from incidents. In addition, each school team prepares and participates in a table-top exercise using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and tools. Teams are given an opportunity to develop an implementation and sustainment strategy.

The course includes the following units:

- Unit 1: Course Overview and Introduction
- Unit 2: Getting Ready for Planning
- Unit 3: Understanding the Situation
- Unit 4: Developing the School Emergency Operations Plan (EOP)
- Unit 5: Developing Procedures and Functional Annexes

- Unit 6: Developing Hazard- and Incident-Specific Annexes
- Unit 7: Incorporating NIMS into the School Emergency Operations Plan
- Unit 8: Training and Exercising the School Emergency Operations Plan
- Unit 9: Establishing an Action Plan for Sustainability
- Unit 10: Course Summary

Course Goal:

1. Review, enhance, and sustain an all-hazards district/school EOP.
2. Build partnerships among the State and other disaster response and recovery organizations.

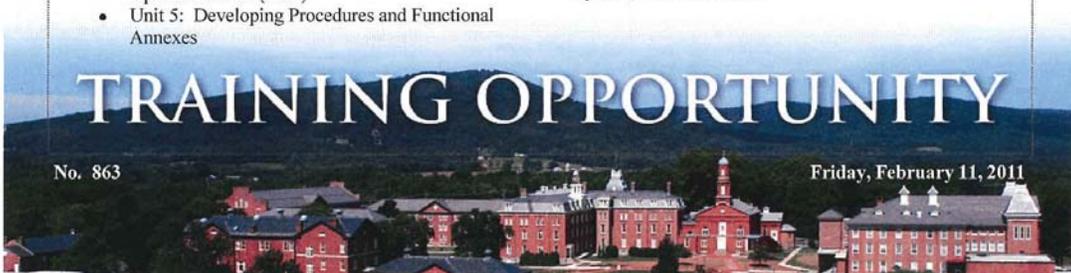
Course Length:
4 full days. Travel days are Sunday and Friday.

Continuing Education Units (CEU's):
EMI awards 2.8 CEUs for completion of this course.

Cost: There is no tuition fee associated with Emergency Management Institute (EMI) on-campus courses. All instruction, course materials, and housing (for most participants) are provided at no-cost. Participants are responsible for the cost of cafeteria meals provided and for personal incidental expenses.

Recommended:

1. Completion of IS-100.SCa (or IS-100.SC) Introduction to the Incident Command System, ICS-100, for Schools, and
2. IS-700A/700, The National Incident Management System, An Introduction



TRAINING OPPORTUNITY

No. 863 Friday, February 11, 2011

Cont

Dawn Warehime at 301/447-1309 or 800/238-3358 (ext. 1309), dawn.warehime@dhs.gov, or the EMI web site.

a c t :

A. TAMPA BAY LEPC (DISTRICT 8) HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN UPDATE **John Meyer**

The *District 8 LEPC Hazardous Materials Emergency Response Plan* is required to be updated on or before June 30, 2011. In order to facilitate this approaching deadline, LEPC staff will be coordinating with the County Emergency Management Departments and other interested LEPC members to update the various Plan sections and reported inventories. For the convenience of the reviewers, LEPC staff will be submitting a CD containing the current Plan to select reviewers in various word processing formats as well as PDF. The revisions will be incorporated into the revised document and brought forward to the next LEPC meeting (May 25th) with a recommendation for transmittal consideration to the Florida Division of Emergency Management prior to the deadline.

Additional Material: None.
Action Recommended: None.

B. HAZARDOUS MATERIALS AWARENESS WEEK/“SHELTER IN PLACE” **John Meyer**

As advised in association with the last LEPC meeting, February 13-19, 2011 has been designated as Hazardous Materials Awareness Week (HMAW) to promote and heighten the awareness of Emergency Planning and Community Right-to-Know Act and corresponding provisions and requirements. Proclamations designating this time period as HMAW are attached as issued by the Governor (Exhibit 11.B.1), the State Emergency Response Commission (Exhibit 11.B.2.) and the Tampa Bay Regional Planning Council (Exhibit 11.B.3.). Various other entities across the State have adopted similar Resolutions.

This year’s planning initiative was to emphasize the “Shelter in Place” procedures to implement in the event of a significant hazardous materials incident.

A CD containing a Shelter in Place video was previously produced by CF Industries to characterize the recommended Shelter in Place procedures which should be implemented in the event of a hazardous materials incident at the Port of Tampa. Although the video is specific to the Port with the recognition of the Hillsborough County siren system, the concepts and principles are universal and could be applied nationwide. This video is somewhat regularly presented, upon the request of schools, civic associations, and homeowners’ associations in close proximity of the Port, as part of the outreach/education efforts of the ammonia industries and the LEPC. In fact, the CD has also been produced in Spanish for the benefit of the large hispanic population residing and/or working nearby.

Additional Material: Governor’s Proclamation (Page 28), State Emergency Response Commission Proclamation (Page 29) & TBRPC Proclamation (Page 30)
Action Recommended: None.

EXHIBIT 11.B.1.

11/12/2

2:20 PM



RICK SCOTT
GOVERNOR

FLORIDA HAZARDOUS MATERIALS AWARENESS WEEK

WHEREAS, the Federal Emergency Planning and Community-Right-To-Know Act was passed by Congress in October 1986, and the Florida Hazardous Materials Emergency Response and Community Right-to-Know Act was passed by the Florida Legislature in 1988; and

WHEREAS, the Federal Accidental Release Prevention Program became effective in July 1999, and the Florida Accidental Release Prevention and Risk Management Planning Act was passed by the Florida Legislature in 1998; and

WHEREAS, those laws, implemented by the Federal Environmental Protection Agency and the Florida State Emergency Response Commission for Hazardous Materials, protect the safety and well-being of all Floridians; and

WHEREAS, more than 10,000 businesses and government facilities in Florida have reported the use of hazardous materials, and more than 2,000 hazardous materials incidents are reported in Florida annually; and

WHEREAS, the Emergency Planning and Community Right-To-Know Act requires businesses and government facilities with certain quantities of covered substances to formulate emergency plans and procedures, improve emergency response, and report hazardous materials-related incidents to federal, state and local officials; and

WHEREAS, the Accidental Release Prevention/Risk Management Planning Act requires businesses and government facilities with certain quantities of covered substances to develop plans to prevent accidental releases and have a coordinated emergency response program; and

WHEREAS, right-to-know provisions in the state and federal law help communities become aware of the substances utilized by local facilities.

NOW, THEREFORE, I, Rick Scott, Governor of the State of Florida, do hereby extend greetings and best wishes to all observing February 13-19, 2011 as *Florida Hazardous Materials Awareness Week*.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capital, this 2nd day of February in the year two thousand eleven.

A handwritten signature in blue ink, appearing to read "Rick Scott".

Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399 • (850) 488-2272 • FAX (850) 922-4292

EXHIBIT 11.B.2.



STATE EMERGENCY RESPONSE COMMISSION
for HAZARDOUS MATERIALS
RESOLUTION

WHEREAS, the State Emergency Response Commission, as established by Executive Order 05-122, is responsible for implementation of federal hazardous materials planning and prevention regulations.

WHEREAS, Chapter 252, Parts II and IV, Florida Statutes, codifies the federal requirements into law; and

WHEREAS, these programs require certain facilities to report the existence of threshold quantities of specified substances and to implement accident prevention programs; and

WHEREAS, this information is utilized to prepare emergency plans to assist first responders and mitigate potential harm from hazardous materials incidents and enhance community awareness and education regarding hazardous materials.

THEREFORE, BE IT RESOLVED that the State Emergency Response Commission for Hazardous Materials designates February 13 through February 19, 2011, be observed as Hazardous Materials Awareness Week to promote awareness of Shelter in Place components of the program;

DONE AND ORDERED this day, October 8, 2010.


State Emergency Response Commission
for Hazardous Materials



EXHIBIT 11.B.3.

12/13/10
Agenda Item #3.J

RESOLUTION #2010-08

TAMPA BAY HAZARDOUS MATERIALS AWARENESS WEEK

WHEREAS, the Federal Emergency Planning and Community Right-to-Know Act was passed by Congress in October 1986 and the Florida Hazardous Materials Emergency Response and Community Right-to-Know Act was passed by the Florida Legislature in 1988; and

WHEREAS, the Federal Accidental Release Prevention Program became effective in July 1999 and the Florida Accidental Release Prevention and Risk Management Planning Act was passed by the Florida Legislature in 1998; and

WHEREAS, more than 10,000 businesses and government facilities in Florida have reported the use of hazardous materials and more than 1,300 hazardous material incidents are reported in Florida annually; and

WHEREAS, Emergency Planning and Community Right-To-Act requires businesses and government facilities with certain quantities of covered substances to formulate emergency plans and procedures, improve emergency response, and report hazardous materials-related incidents to federal, state and local officials; and

WHEREAS, Accidental Release Prevention and Risk Management Planning requires businesses and government entities with certain quantities of covered substances to develop plans to prevent accidental releases and have a coordinated emergency response program;

NOW THEREFORE BE IT RESOLVED that the week of **February 13-19, 2011** be observed as Tampa Bay EPCRA Awareness Week to heighten public recognition of efforts to safeguard the community from hazardous materials and to acknowledge the unique public participation component of the program.

BE IT FURTHER RESOLVED, that jurisdictions within the Tampa Bay Region publicize this event to citizens of the community.



Jack Mariano, Chairman
Tampa Bay Regional Planning Council

ATTEST: 

Lori Denman, Recording Secretary

The above resolution was approved by
the majority vote of the full membership
this 13th day of December, 2010



C. FDEM REGION 4 QUARTERLY MEETING

John Meyer

The Florida Division of Emergency Management - Region 4 held their Quarterly meeting at the Sumter County Emergency Operations Center on November 29, 2010. A Recap of this meeting immediately follows this Agenda item. The next FDEM Region 4 meeting has been scheduled for February 25th, 10:00 AM at the Hernando County Emergency Operations Center. A Recap of this latter meeting will be provided in association with the Agenda materials for the next LEPC meeting.

Additional Material: Recap of November 29, 2010 Meeting
Action Recommended: None.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT
REGION 4 QUARTERLY MEETING
RECAP

The FDEM Region 4 Quarterly Meeting was held on Monday, November 29, 2010 at the Sumter County Sheriff's Office/Emergency Operations Center.

A. **Welcome and Introduction** was provided by Paul Siddall, FDEM Region 4 Coordinator

B. **THREE YEAR TRAINING & EXERCISE PROGRAM**

Much discussion ensued about the three-year Training & Exercise Program. There was discussion about each RDSTF District receiving \$120,000 to apply towards this mission without guidance on how to spend it. Does it get split evenly? Do the more populated Counties get more? Do Counties with more "vulnerable" targets get more? Should it fund one significant "regional" event? The funds are not anticipated for the next 18 months or so. Early coordination of funding expenses will be critical.

The initial/proposed timeline for Training & Exercise events for CY 2011 are:

	1 st Quarter (Jan. - March)	2 nd Quarter (April - June)	3 rd Quarter (July - Sept.)	4 th Quarter (Oct. - Dec.)
TRAINING	Site Profiler/ ACAMS P440-PSC	Constellation & Web EOC/E-Team ICS400	ICS400 Esponder P450-OSC	N/A
EXERCISE	N/A	N/A	Info-Sharing Workshop	Multi-Agency Coordination TTX

C. **ADDITIONAL SOURCES OF FUNDING.** While a couple sources of potential funding were identified, it is essential that RDSTF planning efforts be coordinated and communicated early in order for funding requests to appear unified and requests can be made in a short period.

D. There was discussion about a potential exercise simulating the Republican National Convention although no one knew who will take the "lead" during the real RNC. If such as an exercise is agreed upon, a scope and the participants will need to be determined.

E. It was announced that Mr. Jeff Copeland will assume the "Interim" Hillsborough County Emergency Management Director position following Larry Gispert's retirement on February 1, 2011.

F. The meeting adjourned around 11:50 a.m.

D. THOMAS YATABE AWARDS PRESENTATIONS

Chair Ehlers

Signifying outstanding contribution(s) made in the implementation and support of the Emergency Planning and Community Right-To-Know Act, the LEPC District 8 Thomas Yatabe Award for 2010 was presented to Mr. Robert Tollise of Manatee County, formerly with Manatee County’s Office of Public Safety. Mr. Tollise attended the January 7, 2011 SERC meeting to receive his Award in person. Mr. Tollise’s Nomination Form read as follows:



(Left to Right) FDEM Bureau Chief Gwen Keenan, SERC Meeting Chair George Danz, LEPC District 8 Award Recipient Robert Tollise, LEPC District 8 Chair Scott Ehlers, and LEPC District 8 Staff Coordinator John Meyer.

“Mr. Bob Tollise has served the District VIII LEPC as the Hazardous Materials Emergency Preparedness (HMEP) Training Subcommittee Chairman since 2007. In this capacity he has aggressively pursued and identified for the four counties of the district, needed hazmat training. As a result, he has been diligent in holding meetings to obtain needs of the counties and cities and has sought to provide this training on a timely and cost-effective manner to the LEPC and State of Florida. During this period he skillfully managed funds in excess of \$118,000 and provided over 31 courses for district training. He was also ever-attuned to possible end-of-year funds which sometimes become available to the districts and was prepared to take advantage of these funds by having courses, venues, dates, and

instructors all tentatively committed to take advantage of the remaining fiscal year funds. Knowing that each course requested and taught brings with it the required paperwork demanded by the State to meet its Federal obligations In every instance, he has been prompt and thorough in providing his requests for training, instructor resumes, class attendance rosters, and student evaluations in a complete and timely manner. Throughout his tenure as Training Chair Mr. Tollise has sought to balance the needs of each county to ensure fair and equitable distribution of budgeted funds and the courses he has selected have obtained the highest student approval on evaluations for both content and instructor expertise. His dedication to his duties as Training Subcommittee Chairman has brought great credit upon himself and the Tampa Bay LEPC and he is most deserving of this honor and recognition.”

A Thomas Yatabe Award Nomination was also submitted for another worthy Individual within the Tampa Bay LEPC District. The State Emergency Response Commission extended their gratitude and appreciation for Mr. Larry Gispert’s contributions through the issuance of a *Certificate of Appreciation*. Mr. Gispert’s Nomination Form read as follows:

“As Hillsborough County’s Director of Emergency Management for more than 17 years and a long time member of LEPC District 8, Larry has been a constant advocate for hazardous materials preparation, planning and response. His actions have been a credit to LEPC District 8 and deserve recognition prior to his retirement in February of 2011.”

Additional Material: None.
Action Recommended: Present awards to above-named Individuals.

Agenda Item #12

LEPC LOGO SHIRTS

Chair Ehlers

Agenda Item #13

PUBLIC COMMENTS

Chair Ehlers

Agenda Item #14

NEXT MEETING - Wednesday, May 25, 2011

Chair Ehlers

Agenda Item #15

ADJOURNMENT

Chair Ehlers