



PRELIMINARY AGENDA
NORTH CENTRAL FLORIDA (DISTRICT 3)
LOCAL EMERGENCY PLANNING COMMITTEE

Thursday, November 21, 2013, 10:00 am
Lake City Fire Department
225 NW Main Blvd. Suite 101, Lake City, Florida 32055

I. INTRODUCTIONS AND CHAIRMAN'S REPORT

II. APPROVAL OF AUGUST 15, 2013, MEETING MINUTES

III. LEPC BUSINESS ITEMS

- a) Update on Improving Chemical Facility Safety and Security, Executive Order from President, August 1, 2013
- b) Improving the Hazards Analysis Process
- c) Memorandum of Understanding Regarding Electronic Access to Tier 2 Chemical Inventory Information, SERC, LEPC and Fire Departments
- d) Selection of Hazardous Materials Emergency Preparedness Planning Project
- e) Identification of Potential Supplemental Environmental Projects

IV. PUBLIC INFORMATION ISSUES

- a) Hazardous Materials Awareness Week Activities for 2014
- b) Thomas Yatabe Award Presentations
- c) LEPC Webpage Updates
- d) Membership Review
- e) LEPC Plan Update
- f) Other Public Information Issues

V. FIRST RESPONDER ISSUES

- a) HMEP Training Summary Report for Fiscal Year 2012-2013
- b) Improving Attendance at Hazmat Training Classes
- c) Hazardous Materials Symposium and Hazmat Team Competition
- d) Regional Hazmat Team Update - (No Meeting Today)

VI. OTHER BUSINESS AND INFORMATION REQUESTS

VII. NEXT MEETING DATE AND LOCATION

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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200.

**NORTH CENTRAL FLORIDA LOCAL EMERGENCY
PLANNING COMMITTEE MINUTES**

Columbia County Emergency
Operations Center, Lake City, FL

Thursday, 15 August, 2013
10:00 a.m.

MEMBERS PRESENT

Ron Mills, Chair
Shayne Morgan,
Vice-Chair
Tim Alexander
Frank Armijo
Bill Brideson
Tom Cisco
Bill Ellis
Robert Garbett
Robyn Gedeon
Carl Glebowski
Matt Harris for
Gracie Kennedy
Michael Heeder
Brian Johns
Paul Kremer
Agustin Olmos for
John Mousa
David Peaton
Edye Rowell
Dan Smith
Donnie Sessions
T.F. Smoak
Kimberly Thomas
Ed Ward
Nelo Williamson, Jr.

MEMBERS ABSENT

Mike Brimeyer
Clint Daugherty
David Donnelly
Scott Garner
Keith Godwin
Scott Holowasko
Sylvia Ifft
Kathy Jenkins
Erica Kight (excused)
Donnie Land
David Meurer
Jennifer Paris
Casey Schmelz
Steve Truluck

GUESTS PRESENT

Sig Bo, Cemex
B Brown, Purina
Sara Buford, AT&T
Justin Campbell, FDMA
Bruce Carlberg, VAMC
Allison Chaires, Bear
Archery
Krishna Cole, Suw
American Cement
Denise Corrates, Cemex
Rick Davis, GRU
Murphnee WTP

**GUESTS PRESENT
(cont)**

Tex Gillen, Clay Electric
Mike Grantham, Clay Elec
Mike Green, Savage/PCS
J D Harris, Med Ctr
Karen Harrison, Select
Specialty
Lisa Haskins, Surban
Propane
George Haws, Dyno
David Kinlan, US Cold
Storage
Traci Johns, Vulcan
Tom Liberton, Voltair
Rob Millings, Mayo
Fertilizer
Melissa Nancarrow,
Medical Center
Dan Olson, Suw American
Cement
Joey O'steen, FL Gas
Transmission
Sgt. Benjamin Pike, FDOC
Raford Sanchez, Select
Specialty
Dusty, Shaw, Windstream
Keith Shaw, Mayo
Fertilizer
Craig Skeath, NFR Med
Center

STAFF PRESENT

Dwayne Mundy

The meeting was called to order at 10:00 a.m.

I. CHAIRMAN'S REPORT AND INTRODUCTIONS

Chairman Ron Mills welcomed everyone and asked that they introduce themselves. He thanked Shayne Morgan for providing a location for today's meetings. Chairman Mills noted that there were approximately 40 guests present today. He reported on the last LEPC Chairs and State Emergency Response Commission meetings. He said one issue was the Domestic Security Oversight Council decision to decrease the number of hazardous materials response team that receive Department of Homeland Security fund.

Chairman Mills said other issues included hazards analyses contracts, the Florida Emergency Preparedness Association academy and mid-year meeting.

Dwayne Mundy reported that he invited 343 Section 302/312 facility contacts to attend the meeting. He said that he extracted all the emails for facility contacts contained in E-Plan and invited those in our district to participate with the LEPC meetings as a way of improving coordination with emergency responders and planners.

II. APPROVAL OF 14 February 2013, LEPC MEETING MINUTES

Action: It was moved by Ed Ward and seconded by David Peaton to adopt the minutes of the 16 May, 2013, LEPC meeting as printed. The motion passed unanimously.

III. LEPC BUSINESS ITEMS

A presentation was given by Dwayne Mundy on the Executive Order issued by President Obama on August 1, 2013, on Improving Chemical Facility Safety and Security. Items identified as priorities for LEPCs include:

- Identify ways to ensure that SERCs and LEPCs have ready access to key information in a usable format (Section 3.a.iii).
- Improved sharing of Chemical Facility Anti-Terrorism Standards (CFATS) data (Section 3.c).
- Improved sharing to help identify chemical facilities which may have additional reporting requirements (Section 5.a).
- Monitor and comment on the list of potential regulatory and legislative proposals (Section 6.b)
- Provide stakeholder comments on successes and best practices to reduce safety and security risks (Section 7).

Action: It was moved by Shayne Morgan and seconded by David Peaton to send comments on the Executive Order and ask for a seat at the stakeholders table. The motion passed unanimously.

The LEPC watched a West, Texas ammonium nitrate presentation based on a presentation compiled by LEPC District 4. The group discussed opportunities for improving emergency preparedness with ammonium nitrate storage locations and all facilities. The group identified the following priorities:

- The HMEP contracts for Planning and Training need to be restored to 12 months in length.
- Missing Section 302 sites need to be included in the current round of hazards analysis.
- The LEPC or counties should decide which sites are priorities and need to be visited each year.
- The Division needs to notify all regulated facilities by mail regarding Tier 2 submissions and not just those with an email as was done this year.
- The State Emergency Response Commission needs to update its memorandum of understanding with LEPCs and Fire Departments to include E-Plan rather than Florida HMIS for electronic Tier 2 submittal and sharing.

The Committee reviewed the memorandum of understanding (page 14 of packet) adopted by the LEPC meeting that establishes a formal agreement with the State Emergency Response Commission on allowing facilities to submit Tier 2 forms electronically to the LEPC. There is also an option that Fire Departments may also enter into an agreement so that facilities would not be required to submit hardcopies to the Fire Departments. The group discussed that the funding problems with the E-Plan data base appears to have been resolved. It was decided to invite all fire departments to the next LEPC meeting to discuss this issue farther.

Dwayne Mundy reported on the Hazard Analyses update and the release of the contracts. The group discussed that the list of facilities contained numerous problems, including sites that did not contain extremely hazardous substances, missing sites and sites in the wrong county. The cover letter also incorrectly spelled the name of the contact person at the Division of Emergency Management.

Dwayne Mundy reported that he is a member of the Hazard Analyses workgroup and that the last meeting was held in May.

IV. PUBLIC INFORMATION ISSUES

Vice-Chairman Shayne Morgan gave a summary of activities conducted during the 2013 Hazardous Materials Awareness week. Activities included three "Improving Chemical Safety" seminars and three "How to Comply with Hazardous Waste Management" seminars. It was discussed that a good theme for the 2014 Hazardous Materials Awareness week would be "Improving Chemical Facility Safety and Security."

It was reported that page 21 of the meeting packet contained a nomination form for the annual Thomas Yatabe Awards. The awards are for the recognition of outstanding

contributions made in supporting LEPC projects and helping increase hazardous materials safety in our communities.

It was reported that the LEPC is continuing the updating of the LEPC web pages. All membership categories remain filled.

V. FIRST RESPONDERS ISSUES

The LEPC discussed ensuring that firefighters have access to Tier 2 forms and that they are aware of electronic access available through E-Plan at <http://erplan.net>.

The group heard a report on the issues currently being addressed by the SERC Training Task Force. State Training Task Force Chair, Donnie Sessions reported on issues which the Task Force is current working. He explained the importance of letting each Regional Domestic Security Task Force decide how to distribute the hazardous materials funding. A second project is the updating of the Hazardous Materials Guidelines for Emergency Response. The group is also working on the Second Annual Hazardous Materials Symposium to be held in conjunction with Fire Rescue East on January 23-24, 2014, in Daytona Beach. He added that there will be a hazmat competition this year.

It was mentioned that the Regional Hazardous Response Team will meeting today at 1:00 p.m.

The LEPC reviewed training classes recently held and scheduled in the next couple of months. The LEPC has conducted Technician Refresher classes in Live Oak, Bell and Lake City. Air Monitoring was held in Live Oak in June. A HazmatIQ class was held in Gainesville on May 30, 2013. Operations level and decontamination classes were held in Dixie County. An operations level class was held in Bell and a second one was scheduled for Bradford County. It was decided to hold a couple of hazardous materials incident command classes to complete the fiscal year ending September 30, 2013.

It was reported that a TRANSCAER workshop is being planned at the State Fire College for September 2013 to cover Chlorine, Ammonia and ethanol. It was reported that all of the training is being provided through an out of state rail car group.

VI. OTHER BUSINESS AND INFORMATION REQUESTS

It was reported that no out of the ordinary requests or information had been received this quarter. There was a discussion on possible sources of mercury clean-up kits.

VII. NEXT MEETING DATE AND LOCATION

The next meeting date was discussed and set for Thursday, November 21, 2013 at 10:00 am in Columbia County. It is anticipated that the Regional Hazmat Team will meet at 1:00 pm that same day and location.

It was moved and the meeting was adjourned at 11:25 a.m.

Chairman

Date

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DRAFT

ATTACHMENT A
Scope of Work

PLANNING GRANT

The Recipient shall perform one of the seven Planning Grant Options listed in this attachment and all tasks shall be completed by June 30, 2013. The Recipient shall notify the Division, in writing, of its choice of a Planning Grant Option within seven days of contract execution.

Option 1: COMMODITY FLOW STUDY

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, develop a commodity flow study of hazardous materials and extremely hazardous substances transported over selected Interstate and U.S. Highway corridors within the LEPC District. At a minimum, this will include two (2) north/south corridors and two (2) east/west corridors.

1. Carry out a placard survey of trucks carrying hazardous and extremely hazardous substances (EHSs). Record placard number, chemical name, carrier name, direction of travel, date and time of observation and type of vehicle. Data will be collected from several locations along each corridor over a six (6) month period in two to three hour time increments.
2. Generate a series of maps showing the most frequently recorded hazardous materials at each of the observation locations.
3. Provide a report to all county emergency management directors in the LEPC District detailing the results of the study. Prior approval of the report format by the Division is required.

Task 2: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the analysis.
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.

4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 2: EDUCATIONAL AND SAFETY WORKSHOPS

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop and conduct educational and safety workshops. The purpose of the workshops shall be to raise the awareness of the importance of preplanning and preparedness activities among emergency response agencies, Section 302 facilities and the general public. Workshops will also be designed to raise the community's awareness of hazardous materials transportation related planning programs.

1. Develop and conduct educational and safety workshops to assist first responders in raising the awareness and importance of hazardous materials preplanning, prevention and preparedness activities related to hazardous materials transportation activities.
2. ***A minimum of three workshops will be held.*** Additional workshops may be held based on available funding. Each workshop will include a minimum of twenty (20) participants.
 - a. Provide the Division with a project outline and timetable which indicates the estimated time frames to complete the individual tasks. Include a brief description of the methods the Recipient will use to accomplish each task.
3. The Recipient will provide the following for each workshop:
 - a. workshop advertising
 - b. appropriate meeting facilities
 - c. participant training or reference materials
 - d. program speakers or instructors
 - e. a list of attendees
 - f. workshop evaluations

Task 2: Reporting requirements.

1. Provide a written follow-up report to the Division within thirty (30) days of each workshop. The follow-up report shall include:
 - a. summarize workshop subject matter
 - b. a list of attendees
 - c. summarize workshop evaluations
2. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning

projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

3. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 3: LOCAL EMERGENCY PLANNING COMMITTEE PLAN EXERCISE

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct an exercise of the LEPC hazardous materials emergency plan. Use the Homeland Security Exercise Evaluation Program (HSEEP) guidelines to develop, conduct and evaluate the exercise. The following exercise must be regional in scope to reflect an incident requiring a multi-jurisdictional or cooperative response and shall include a transportation element. The exercise must meet the following criteria:

1. A full-scale exercise that tests a minimum of two functional areas (e.g., communications, evacuation, resource management, etc.) or:
2. A comprehensive table top exercise utilizing a simulator / diorama that can be altered to closely reflect an actual location within the jurisdiction being tested. The exercise must test a minimum of two (2) functional areas (e.g., communications, evacuation, resource management, etc.)

Task 2: The required exercise staffing tasks at a minimum consist of the following:

1. Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the exercise;
 - b. Establish a method to coordinate procedures among local emergency response officials;
 - c. Identify key personnel to be involved in the exercise which shall include emergency management staff; and
 - d. Develop exercise goals and objectives.
2. Develop an exercise scenario. The following work products shall be completed and submitted to the Division for approval no less than **30 days** prior to the date of the exercise;
 - a. A detailed schedule of exercise events;
 - b. A summary of exercise messages; and
 - c. A listing of exercise control procedures and responsibilities.
3. Following the completion of the exercise, all major participants shall meet to discuss the exercise and identify areas for improvement in the LEPC hazardous materials emergency plan.

Task 3: Submit an after-action report, using HSEEP guidelines, to the Division containing the results of the exercise, a summary of the post exercise meeting outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address the recommendations.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan. For the purposes of this scope of work an actual event may ***not*** be substituted for the exercise requirement.

Option 4: FACILITY HAZARDS ANALYSIS SUMMARY

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop a facility hazards analysis summary to be used by first responders and their dispatchers.

1. Create a cross-reference two-part loose-leaf booklet, in a chart format, for each Section 302 facility (by county) within the district. This document can be submitted in an alternate format with prior approval from the Division. Information should include, but is not limited to the following;
 - a. Facility name.
 - b. Facility address.
 - c. Facility coordinator - including name, title and telephone number.
 - d. Identify hazardous materials transportation routes from the county line to the facility.
 - e. Identify evacuation routes - based on wind direction.
 - f. A list of Extremely Hazardous Substances (EHS) used, produced or stored at the facility - including name and Chemical Abstract Service (CAS) number.
 - g. The average quantity of hazardous materials shipped to the facility.
 - h. The average number of hazardous materials shipments to the facility per year.
 - i. The vulnerable zone of each chemical listed.
 - j. The total exposed population relative to each EHS listed.
 - k. The storage method for each EHS, i.e., tank, drum, cylinder, etc.
 - l. History of accidental releases including transportation incidents (if any)
 - m. The potential health hazards for each EHS.
 - n. The potential environmental impact for each EHS.
2. Cross-references should be ordered according to the following sub-sections.
 - a. An alphabetical listing of facilities (to include a listing reference number).
 - b. Physical/street address listing of facilities using the City Directory format (to include listing reference number).
3. A copy of the analysis summary should be sent to the supervisor of dispatchers of each fire department within each county/jurisdiction in the district.
4. Prepare and submit to the Division the following documentation.

- a. A preliminary summary sample for review and approval.
 - b. A list of the facilities studied.
 - c. A list of fire departments, by county, and dispatch supervisor names.
5. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
6. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 5: SECTION 302 FACILITY OUTREACH

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, the recipient shall develop and conduct a Section 302 facility outreach and/or feedback program in order to determine the number and types of hazardous material movements by roadway to and from the local facilities. The workshops would provide enhanced up-to-date information to assist in determining the types and level of response necessary in a worst case scenario. Additionally, it would provide attending facility representatives with increased awareness and understanding of the hazardous materials being transported in the vicinity of their facilities and increased awareness of incident reporting requirements.

1. The program will include components which provide at a minimum, contact with every Section 302 facility within the District, fifty (50) of those facilities will require on-site contact (whenever possible these on-site visits should be coordinated with the counties' hazards analysis on-site visits). Components may consist of, but are not limited to, any of the following features; but must include providing the facility a copy of the most current hazards analysis prepared for the facility:
 - a. Explanation of the hazards analysis process and results and a review by the facility for omitted or erroneous information.
 - b. Increasing facility representatives' understanding of the LEPC plan including the relationship between the facility's hazards analysis and the LEPC plan and LEPC activities such as, LEPC-sponsored training, LEPC participation, or exercise development.
 - c. Increasing facility representative understanding of reporting requirements for on-site spills.
 - d. Providing information about local first responders, (location, telephone numbers, contact names).
 - e. Provide a reliable latitude and longitude for each facility's physical location in degrees, minutes, seconds or decimal degrees.

Task 2: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks. Include in this report a request for a complete listing of Section 302 facilities within the District.

2. Prepare and submit to the Division a report consisting of two separate lists: one list for the 50 facilities that receive on-site visits and a second list for those facilities contacted by other means. On each list indicate the facilities contacted, the method of contact (on-site, telephone, mail, facsimile, etc.) and any technical assistance provided.
3. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
4. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 6: SHELTER-IN-PLACE EDUCATION ENHANCEMENT

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct Hazardous Materials Shelter-In-Place (SIP) and Evacuation Information Seminars in each county in the region and similar train-the-trainer seminars to state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. to further disseminate information about SIP and evacuation procedures in transportation related hazardous materials emergencies. Improve worldwide web page SIP information, and construct a scale model SIP demonstration community:

1. Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the SIP Information Seminars and train-the-trainer seminars programs to be held in given counties;
 - b. Ascertain level of involvement that local emergency management staff wish to have in development and hosting of the SIP programs;
 - c. Identify key personnel, county/municipal departments, etc. to be involved in the SIP programs; and
 - d. Develop program goals and objectives.
2. Identify locations where programs will be held in counties, schedule speakers, arrange presentation and agenda, and publicize events using appropriate mail lists, e-mail lists, advertising on world wide web (where accessible), radio, newspapers, and television through public service advertisements and interviews/community calendars.
3. Conduct the programs, which shall, at a minimum, include:
 - a. Hold at least a minimum of four (4) Information Seminars (one in each county) in the LEPC district to increase public, community, local government and state agency awareness concerning emergency/accidental hazardous materials releases and the response which individuals, families, businesses and institutions should take in the event of a hazardous materials incident using video presentations, slides, and lectures.

- b. Hold a maximum of three (3) train-the-trainer seminars for state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. within the LEPC district.
 - c. A written evaluation form shall be given to participants which allows them to assess the materials and speaker presentations.
4. Submit an after-action report to the Division containing the results of the programs and web page development, a summary of questions asked at the meetings, attendance rosters, and evaluation sheets with a critique of the presenters as outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address any recommendations which LEPC staff, emergency management staff, or participants in the programs make towards future improvements of the presentations and web pages.

Task 2: Enhance existing LEPC web services by researching and providing additional community safety and shelter-in-place/evacuation instructions through hyper linking and web page additions.

1. Work directly with county emergency management directors, the Division's computer web masters, and LEPC subcommittee members in identification of sites which may be appropriate for hyper linking. Ensure that participants in the project view potential sites for hyper linking so as to avoid creating links which give the public information which is in conflict with normal emergency preparedness and emergency management activities of West Florida.
2. Develop World Wide Web pages which incorporate appropriate hyperlinks and valuable information. Place a counter on the primary web page to ascertain number of times the site is accessed by the public.
3. Publicize the availability of the information through local area media and on web search engines.
4. Submit an after-action report to the Division containing the results of the project, number of pages developed, and number of public access hits received. Also indicate the number of sites which are being hyperlinked with a summary of what the sites contain.

Task 3: Construct one (1) desk-sized portable model community (properly scaled) which can demonstrate the various aspects of hazardous materials emergency actions. The example will include buildings (sealed and unsealed) which demonstrate the value of sheltering-in-place in certain situations, and demonstrate how some common hazardous materials (like chlorine) seek low spots on terrain. (A piece of dry ice in water would simulate a hazardous material release on the scene.)

1. Utilizing the services of the LEPC's Education and Public Awareness Subcommittee (serving as the lead subcommittee), and incorporating the needs and advise of the Exercise Design Subcommittee and Resource and Training Subcommittee, develop an Half-O (HO) scale scene. Use model homes, rail tracks, vehicles, people, landscaping, etc. to create a realistic model community. Request services of model railroad club members to assist in design and construction of the scene.
2. Once completed, run several test table-top exercise scenarios to demonstrate the effectiveness of the unit for training and public education. Work out any flaws regarding scenarios and presentations.
3. Advertise the availability of the model community to the public using various sources of media and the World Wide Web. Provide public presentations on request. Advise EM staff of the availability of the scene for use in training and presentations.
4. Submit an after-action report to the Division containing the results of the project, layout of the scene, photographs of the scene, amount of publicity given and number of public requests for demonstrations.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 7: ON-SITE ASSESSMENT OF OR NEEDS ASSESSMENT SURVEY FOR HAZARDOUS MATERIALS RAPID RESPONSE TEAMS

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, conduct an on-site assessment of or needs assessment survey for a hazardous materials rapid response team(s) in the district.

1. The assessments will be conducted in accordance with the instructions included in the State Emergency Response Commission approved assessment tool.
2. Provide a completed summary of the assessment of each entity as provided in the assessment tool instructions, in addition to all raw data collected pursuant to completion of this project.
3. Provide a complete overview summary of all teams assessed including a comprehensive review of all the statistical values without reference to individual team entities.
4. Provide a non-judgmental review of the outcomes of the assessment.
5. Ensure knowledgeable application of the assessment tool through ensuring all assessors meet or exceed the requirements for an assessor as expressly defined within the assessment tool.
6. Utilizing an existing assessment survey questionnaire (approved by the Division), ascertain the response needs of all response entities relative to the Extremely Hazardous Substances known to exist in the region. The survey should include, but is not limited to, existing:
 - a. Hazardous materials response equipment
 - b. Hazardous materials response training
 - c. Hazardous materials trained personnel, including level of expertise
7. Submit a list of agencies that will be targeted to receive the assessment survey.

Task 2: Develop an analysis of the hazardous materials response capabilities and needs of the region, including a matrix of public, private, local and regional response teams. In the analysis recommendations include any noted resource or equipment deficiencies and any restrictions or special considerations that would prohibit the response

organization's participation in a hazardous materials incident.

1. Prepare a summary of the assessment survey analysis and distribute to survey participants and other interested parties.

Task 3: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the assessment(s) or survey(s).
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.
4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

September 20, 2013

MEMORANDUM – #16-13

TO: Members of the State Emergency Response Commission
(SERC) for Hazardous Materials

FROM: Bryan W. Koon, Chair

SUBJECT: Thomas Yatabe – SERC Awards and Certificates of Appreciation

SUMMARY: This year the SERC received several nominations for the annual Thomas Yatabe – SERC Awards Program. The nominations are in recognition of the outstanding contributions made in the implementation and support of the Emergency Planning and Community Right-To-Know Act (EPCRA). The SERC's Membership Committee reviewed the nominations in accordance with the awards program procedures. Attached is a summary sheet, which lists the nominees for SERC Awards and Certificates of Appreciation.

BACKGROUND: According to established Thomas Yatabe – SERC Award Procedures, each LEPC Chairperson recommends one individual or organization that has made an outstanding contribution to the hazardous materials planning program for special recognition. Additional nominees may be recommended for Certificates of Appreciation.

RECOMMENDATION: The SERC's Membership Committee recommends that the attached list of nominees receive Thomas Yatabe – SERC Awards and Certificates of Appreciation.

Thomas Yatabe – SERC Awards

District

Mr. Steve Mewborn Santa Rosa County Emergency Management	1
Chief Hal Eastman Tallahassee Fire Department	2
Mr. Shayne Morgan Columbia County Emergency Management	3
Mr. George Faucher Nassau County Fire Rescue	4
Cheney Brothers - Ocala EPCRA & RMP Facility	5
Lieutenant Butch Loudermilk Seminole County Fire Department	6
Ms. Teresa Zilko-Miller Lee County Utilities	7
Chief Scott Ehlers Chair, District 8 Local Emergency Planning Committee	8
Mr. Douglas E. Wolfe Response Technologies Corporation	9
Mr. Christopher Bushman Chair, District 10 Local Emergency Planning Committee	10
Mr. Alain Donderiz Miami-Dade County	11

Certificates of Appreciation

District

Mr. Ken Coulter Ocean City-Wright Fire District	1
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September 20, 2013
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Captain Scott Barry Leon County EMS	2
Mr. Robby Powers City of Tallahassee Emergency Management	2
Ms. Gail Stewart Leon County Health Department	2
Mr. Ed Ward Florida Department of Transportation	3
Chief Frank Armijo Lake City Fire Department	3
Mr. Matt Harris Florida Department of Environmental Protection	3
Ms. Eve Rainey Florida Emergency Preparedness Association	3
Ms. Jennifer Hobbs Chair, District 6 Local Emergency Planning Committee	3
Mr. Ron Mills Florida Emergency Preparedness Association	3
Mr. Foster Thorpe, Former District 7 LEPC member	7
Tampa Fire Rescue Department	8
SWS Environmental Services Disaster Response & Recovery/Site Remediation	8
Ms. Thea Dunmire ENLAR Compliance Services, Inc.	8
Captain Joseph Nelson Palm Beach County Fire Rescue	10

Executive Order 13650

Improving Chemical Facility Safety and Security

Please join us for an *Improving Chemical Facility Safety and Security* (Executive Order 13650 (EO)) public listening session. The Working Group will share an overview of the various sections of the EO and the progress made to date on each. In particular, we are interested in hearing from the stakeholders described in the EO: chemical producers, chemical storage companies, agricultural supply companies, State and local regulators, chemical critical infrastructure owners and operators, first responders, labor organizations representing affected workers, environmental and community groups, and consensus standards organizations. Attendees will have an opportunity to provide individual input on the process and the specific areas in the EO. These areas include improving operational coordination with States, Tribes, and local partners; enhanced information collection and sharing; modernizing regulations, guidance, and policies; and identifying best practices in chemical facility safety and security.

Date: Friday, November 15, 2013

Time: 8:00 AM – 4:30 PM EST

Note: Registration is from 8:00 AM -9:00 AM EST

Location:

GSA ROB Auditorium
301 7th Street SW (7th and D Streets)
Washington, DC 20407

Registration:

Registration is required to attend in person. Please click here [to register](http://www.govevents.com/word-redir.php?id=10904) (<http://www.govevents.com/word-redir.php?id=10904>). Due to limited seating, early registration is encouraged. Day-of registration will be permitted on a space-available basis beginning at 8:00 AM. There is no fee to register.

If you are interested in presenting during the listening session, please make the request during the registration process by indicating the topic(s) you wish to address. Registration for those wishing to make comments will be on a first come basis provided a cross-section of stakeholders is represented by the speakers. The Working Group requests your comments be a maximum of five minutes. We will do our best to accommodate all persons who wish to make a presentation at the meeting. We encourage persons and groups having similar interests to consolidate their information for presentations. After reviewing the requests to present, the Working Group will contact each participant prior to the meeting with the approximate time that the participant's presentation is scheduled to begin.

A teleconference bridge is available for those who cannot attend in person but who wish to listen to the day's proceedings. Teleconference participants can submit comments via eo.chemical@hq.dhs.gov or via one of the scheduled webinars. Please click [here](http://www.govevents.com/word-redir.php?id=10905) (<http://www.govevents.com/word-redir.php?id=10905>), to register and receive the teleconference bridge information.

Written comments by in-person attendees and teleconference participants may be submitted to eo.chemical@hq.dhs.gov. Please note that additional listening sessions will be held at the locations below. Information on these sessions will be posted to the Federal Register. Once posted to the Federal Register, individuals will be able to submit comments to the docket associated with the notice.

For general information on the EO, please check the <http://www.dhs.gov/topic/chemical-security>. Please feel free to contact eo.chemical@hq.dhs.gov for questions. Individuals with disabilities wishing to attend the meeting should contact Kathryn Willcutts at 703-235-4222 by October 31, 2013.

Mathy Stanislaus

EO EPA Tri-Chair
Assistant Administrator
Office of Solid Waste and Emergency Response

Caitlin Durkovich

EO DHS Tri-Chair
Assistant Secretary for Infrastructure
Protection

David Michaels

EO DOL Tri-Chair
Assistant Secretary of Labor, Occupational
Safety and Health Administration

Anticipated future Schedule for EO Listening Sessions:

NOTE: The following dates and locations are subject to change. As the dates are confirmed we will share the updated information as widely as possible.

Date	Location
November 19, 2013	Springfield, IL
November 25, 2013	Webinar
December 4, 2013	Hamilton, NJ
December 11, 2013	Orlando, FL
December 16, 2013	Webinar
January 7, 2014	California
Week of January 20, 2014	Houston, TX

Local Emergency Planning Committees Occupational Categories

* Indicates request for expansion

Top Row = Current Total

Bottom Row = Total Previously Approved

DISTRICT	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	TOTAL
Elected State and Local Officials	1	1	1	0	1	1	0	1	1	0	0	7
	1	1	1	0	1	1	0	1	1	0	0	7
Emergency Management	10 *	8	7	3	5	11	5	4	8	6 *	5	72
	9	8	7	3	5	11	5	4	8	5	5	70
Firefighting	3	3	4	8 *	9	9	3	4	6	7	3	59
	3	2	4	7	9	9	3	4	6	7	3	57
First Aid	0	2	1	0	1	1	0	2	4	0	0	11
	0	2	1	0	1	1	0	2	5	0	0	12
Health	1	3	1	2	3	1	3	3	1	3	3	24
	1	3	1	2	3	1	3	3	1	4	3	25
Law Enforcement	2	1	1	2	3	2	1	2	3	4	3	24
	2	1	1	2	2	2	1	2	3	4	3	23
Local Environmental	4	3	3	5	3	4	3	3	4	3	5	40
	4	2	3	5	3	4	3	3	4	3	5	39
Hospital	1	1	1	1	3	2	1	1	3	1	0	15
	1	1	1	1	3	2	1	1	3	1	0	15
Transportation	0	0	2	2	1	1	1	3	0	1	1	12
	0	0	2	2	1	1	1	3	0	1	1	12
Broadcast and Print Media	0	0	1	0	0	1	0	1	0	0	0	3
	0	0	1	0	0	1	0	1	0	0	0	3
Community Groups	0	1	1	1	0	1	0	2	0	0	0	6
	0	1	1	1	0	1	0	2	0	0	0	6
Facility Owners and Operators	4	2	4	3	5 *	8	5	3	5	5	6	50
	4	2	4	3	4	8	5	3	5	5	6	49
Non-Elected Local Official	0	0	2	1	2	1	0	1	1	1	2	11
	0	0	2	1	2	1	0	1	1	1	2	11
Interested Citizen	1	1	1	1	4	1	2	3	4 *	5	3	26
	1	1	1	2	4	1	2	3	3	5	3	26
Water Management District	0	0	1	0	0	0	0	1	0	0	0	2
	0	0	1	0	0	0	0	1	0	0	0	2
Local Option	0	1	1	0	1	0	2	2	1	1	0	9
	0	1	1	0	1	0	2	2	1	1	0	9
TOTAL MEMBERS	27	27	32	29	41 *	44	26	36	41	37 *	31	371
	26	25	32	29	39	44	26	36	41	36	31	365

Effective: October 4, 2013

**NCFLEPC (District #3) Hazmat Oublic Responder Training Summary
Fiscal Year 2012/2013 HMEP Training Program**

HOURS	DATE	QTR	COUNTY	Class	LEVEL	CLASS #	STUDENTS	HOURS	PAID FIRE	VFD	EMS	LAW	OTHER
4	11/5/2012	1	Alachua	Florida Awareness	Awareness	1	17	68			17		
4	1/23/2013	2	Volusia	FRE HM symposium	Operations	2	3	12					3
16	4/12/2013	3	Gilchrist	Technician Refresher	Technician	3	7	112	7				
4	4/19/2013	3	Alachua	Florida Awareness	Awareness	4	20	80				20	
4	4/24/2013	3	Alachua	Florida Awareness	Awareness	5	20	80			20		
16	5/3/2013	3	Columbia	Technician Refresher	Technician	6	9	144	9				
16	5/10/2013	3	Suwannee	Technician Refresher	Technician	7	9	144	9				
8	5/30/2013	3	Alachua	Hazmat IQ	Technician	8	12	96	9				3
8	6/5/2013	3	Suwannee	Air monitoring refresher	Technician	9	6	48	6				
4	6/12/2013	3	Alachua	Florida Awareness	Awareness	10	22	88			22		
8	6/18/2013	3	Dixie	Decontamination	Operations	11	17	136	17				
4	6/29/2013	3	Suwannee	Tabletop Railroad Exercise	Operations	12	6	24	5				1
24	8/5/2013	4	Gilchrist	Florida Operations Level	Operations	13	11	264	11				
24	9/3/2013	4	Bradford	Florida Operations Level	Operations	14	17	408		17			
4	9/15/2013	4	Alachua	Technician Tanker Orientation	Technician	15	9	36	9				
8	9/18/2013	4	Dixie	Incident Command for Hazmat	ICS	16	12	96	11				1
1	9/27/2013	4	Regionwide	Chemical Suicide Awareness	Awareness	17	100	100	12	36	11	30	11
TOTAL:						17	297	1936	105	53	70	50	19

Quarter	Training Soft Match	Hours
1	\$2,720	68
2	\$480	12
3	\$38,080	952
4	\$36,160	904
	\$77,440	1,936

LEVEL	#	STUDENTS	HOURS	PAID FIRE	VFD	EMS	LAW	OTHER
Awareness Total	5	179	416	12	36	70	50	11
Operational Total	5	54	844	33	17	0	0	4
Technician Total	6	52	580	49	0	0	0	3
Incident Command	1	12	96	11	0	0	0	1
Total:	17	297	1936	105	53	70	50	19



Over 250 Exhibitors
Hands on Training
Team Competition

Registration Fee

\$175

(HazMat Symposium and
Trade Show Admittance)

Registration
Deadline
January 10, 2014

HazMat Team Competition

Open to the first
15 teams
to register

Check with your LEPC
for possible travel &
tuition reimbursement
opportunities.



2nd Annual HazMat Symposium

January 23-24, 2014

Ocean Center – Daytona Beach

HAZMAT TEAM COMPETITION

Wednesday, January 22, 2014

1:00 pm to 5:00 pm

The State of Florida HazMat Competition for a Transportation Emergency is open to any hazardous materials technician. Each team should consist of 3 members with 1 alternate. The competition is open for the first 15 teams to register.

Please fill out the form at the following link: www.ceptinc.com

SYMPOSIUM AGENDA INCLUDES:

Thursday, January 23, 2014 | Training Presentations | 8:00 am 5:00 pm

- Implementing a ToxMedic Program in Your Department | 8:00am-9:45am
- Grounding and Bonding – What is it? Why do it, and How Do We Do It? | 10:00am-11:45am
- Emergency Response to a Radiological Dispersal Device | 1:00pm-2:45pm
- HazMat Tactics – Building a Playbook for Response to HazMat/WMD Emergencies | 3:00pm-5:00pm

Thursday, January 23, 2014 | Hands-On Training | 1:00 pm 5:00 pm

****50 Minutes Per Session****

- A Kit - Common Issues and Best Practices (4 Sessions) (1:00pm-5:00pm)
- B Kit - Common Issues and Best Practices (4 Sessions) (1:00pm-5:00pm)
- C Kit - Common Issues and Best Practices (4 Sessions) (1:00pm-5:00pm)
- Transportation Emergencies Props DEMO (4 Sessions) (1:00pm-5:00pm)

Friday, January 24, 2014 | Training Presentations | 8:00 am 5:00 pm

- Masters of Gas Protection (4 parts) | 8:00am-5:00pm
- HazMat Medical Response: A Common Sense Approach (2 Parts) | 8:00am-11:45am
- Mercury Spill Response for First Responses | 8:00am-9:45am
- HazMat-Bomb Squad Integration | 8:00am-9:45am
- Tampa, FL Ethanol Train Derailment July 2013 | 10:00am-11:45am
- T.B.D. | 10:00am-11:45am
- Responding to Incidents Involving Ethanol Blended Fuels (2 parts) | 1:00pm-5:00pm
- Propane Emergency Response | 1:00pm-2:45pm
- The handling of LP Emergencies at Fixed Storage and Transport | 3:00pm-5:00pm

LOCATION:

Daytona Beach Ocean Center
101 N. Atlantic Ave, Daytona Beach, FL 32118

LODGING:

Daytona Beach Ocean Walk Hilton

REGISTRATION:

HazMat Symposium Registration: www.ffca.org/i4a/ams/publicLogin.cfm