

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



Gainesville Regional Utilities  
Eastside Operations Center  
4747 North Main St., Gainesville, Florida

19 February 2015  
10:00 a.m.  
Thursday

- I. INTRODUCTIONS AND CHAIR REPORT**
- II. APPROVAL OF NOVEMBER 20, 2014, MEETING MINUTES**
- III. LEPC BUSINESS ITEMS**
  - a) Update on Presidential Executive Order 13650: Improving Chemical Facility Safety and Security and Ferrell Gas Releases in Trenton and Madison
  - b) Hazards Analysis Update, Distribution of Summary and Providing Hazardous Materials Information to Dispatchers
  - c) County Reports on Hazardous Materials Activities and Exercises
  - d) Group Discussion: Increasing Preparedness Between Facilities, Fire Departments, Emergency Management, Hazmat Teams and the LEPC
- IV. PUBLIC INFORMATION ISSUES**
  - a) Presentation of State Emergency Response Commission Yatabe Award and Certificates of Appreciation
  - b) Hazardous Materials Compliance Assistance Outreach Seminars
  - c) Hazardous Materials Awareness Week, September 2105
  - d) Membership Review
  - e) Other Public Information Issues
- V. FIRST RESPONDER ISSUES**
  - a) Hazmat First Responder Training Program and Classes
  - b) Status of Supplemental Environmental Projects Website and Database
  - c) Selection of HMEP Planning Project for Fiscal Year
  - d) State Emergency Response Commission Training Task Force Issues
  - e) Regional Hazmat Team Update - Meeting, 1:00 pm
- VI. OTHER BUSINESS AND INFORMATION REQUESTS**
- VII. NEXT MEETING DATE AND LOCATION**

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## NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE MINUTES

Suwannee County Emergency Operations Center  
Live Oak, Florida

Thursday, November 20, 2014  
10:00 a.m.

### MEMBERS PRESENT

Sandi Courson  
Scott Garner  
Robyn Gedeon  
Henry Land  
David Peaton  
T.F. Smoak  
Kimberly Thomas  
Ed Ward  
Leigh Webb  
for Tom Cisco  
John Wright

### MEMBERS ABSENT

Tim Alexander  
Frank Armijo  
Dave Dickens  
David Donnelly

### MEMBERS ABSENT

Robert Garbett  
Carl Glebowski  
Mitch Harrell  
Matt Harris  
Scott Holowasko  
Jeff Huffman  
Sylvia Ifft  
Brian Johns  
Paul Kremer  
Marc Land  
David Meurer  
Ron Mills, Chair  
Mark Milton  
Shayne Morgan  
John Mousa  
Donnie Sessions  
Steve Truluck

### GUESTS PRESENT

Dwight Boozer, Lake City FD  
Brooks Butler, G.P. Foley  
Dani Cassell, Taylor F.D  
Sam MacDonell, DoH  
Bruce Jordan, Madison FR  
David Still, Potash Corp

### STAFF PRESENT

Dwayne Mundy

The meeting was called to order at 10:09 a.m.

## I. CHAIRMAN'S REPORT AND INTRODUCTIONS

Acting Chairman Ed Ward welcomed everyone and asked that they introduce themselves. It was reported that Chairman Ron Mills is out of town and that Vice Chair Shane Morgan was teaching a class. Kimberly Thomas welcomed everyone to the Suwannee County Emergency Operations Center.

## II. APPROVAL OF 21 August, 2014, LEPC MEETING MINUTES

**Action:** It was moved by Scott Garner and seconded by David Peaton to adopt the minutes of the August 21, 2014, LEPC meeting as printed. The motion passed unanimously.

## III. LEPC BUSINESS ITEMS

It was announce that is it time for the biannual elections of officers which includes: chair; vice chair, public information; vice chair, first responders. Staff reported that he had spoken with Ron mills and Shane Morgan and they wish to run for reelection. Staff reported that Donnie Sessions was not running for reelection of vice chair, first

responders, however he would like to reappoint as the LEPC training task force representative. Scott Gardner was nominated for the vacant position of vice chair, first responders. Action it was moved by David Penton and seconded by Tim Smoak that the slate of officer was elected. The motion passed unanimously. The appointment of the training path representative was deferred to be completed later by the LEPC chair.

The counties reported on hazardous materials activities and exercise. Columbia County reported on an incident at a bank involving potentially contaminated dirty money which resulted in mutual aid from the city of Gainesville. And incident management class was also recently completed in Columbia County. Gilchrist County reported they also recently held an incident management class and gave an update on the status of their hazards analysis contract. Lafayette said that they are expecting to do an exercise in February or March that may involve hazardous materials. Madison County reported that an operations class was being conducted. Suwannee County reported that they are planning a bioterrorism exercise for February or March of next year. Florida Department of Transportation reported that they are close to completing the cleanup of the Fairbanks hazardous waste dump site in Alachua County. PCS Phosphate reported that the anhydrous ammonia tanks are now empty and that the Suwannee River chemical plant is now closed.

Dwayne Mundy gave a brief update on the status presidential executive order 13650-improving chemical safety and security. He also reported on the status of requesting enforcement action being taking against Farrell gas for their multiple releases which occurred in Trenton and Madison. He reported that the new EPA region 4 liaisons will be attending the next State Emergency Response Commission meeting in January and that he would raise the issue with him.

The group discussed the Hazards Analysis Summary update which is the HMEP planning project being completed for the last fiscal year. Discussion was that the summary information provided is more suitable for emergency management and responders than for dispatchers being able to provide warning at hazardous materials facilities. After a discussion it was decided that a second list of facilities and the hazardous conditions should be put together for emergency management distributed to dispatchers.

#### IV. PUBLIC INFORMATION ISSUES

Staff reported that how to comply seminars will be scheduled for January or February of next year. It was reported that the staff have been reviewing the database of tanks registered with the Department of Environmental protection. Only fuel tanks at retail gasoline stations which are under ground or are part of a routine agricultural operation are exempt from reporting under EPCRA Section 311/312. Dwayne Mundy reported that only one of 32 above ground tanks that appear to be reportable is actually reported on the tier 2 forms. He said also there are a significant number of tanks at non retail facilities that appeared should be reporting however they are not. It was decided that outreach to this group should be a focus of upcoming compliance assistance workshops.

It was reported that hazardous materials awareness week will not be celebrated early in the year of 2015. The LEPC decided to move those activities to September to coincide with National preparedness month and focus on having shelter in place information available through the county emergency management websites.

It was reported that the LEPC chair nominated, LEPC staff Dwayne Mundy to receive this year's Thomas Yatabe SERC recognition award. The reason for this in recognition of his efforts in chairing the state hazardous analyzes working group and efforts to improve and streamline the process. Additional certificates of appreciation were awarded for sponsoring LEPC meetings and included Gainesville Regional Utilities, Suwannee County Emergency Management, PCS phosphate, and Madison County Emergency Management. Additional certification of appreciate were given to city Of Madison fire chief Bruce Jordan and the City of Valdosta Fire Department in recognition of their support of the tristate hazardous materials planning projects.

It was reported that LEPC currently has members in all mandated occupational categories. It discussed that there was a new representative for the American Red Cross that should be invited to join the LEPC.

#### V. FIRST RESPONDERS ISSUES

The group discussed hazardous materials training programs and the training summary contains in the meeting packet. For the recently completed Fiscal year a total of 23 classes were held with 292 students attended for a total of 4,759 hours of training. This represents a soft match of \$164,110 dollars. Additional classes to be schedule which was discussed included air monitoring and incident management classes. The LEPC endorsed the concept of conducting a 160 hour technician class early in 2015 at a location to be selected. Additional classes available include the 8 hour and 4 hour awareness level class as well as the 24 hour operations classes. It was reported that additional classes will not be scheduled until a contract is in place to pay for them.

The status of the supplemental projects websites and database was discussed. It was reported that the Florida Division of Emergency Management is preparing a database that can be used for fire departments to enter hazardous materials training and supplies that they are in need of. If a facility is potentially going to be fine for not reporting a release for chemicals this will provide an alternative for them paying a fine by purchasing equipment and supplies from their local fire departments. The group discussed that this would be an option involving Farrell gas following the releases in Trenton and Madison from tanks that were not reported on the Tier 2 forms. It was discussed that the only previous subliminal environmental project in the LEPC district involved a fertilizer supplier in Trenton that had an ongoing release and did not report it while trying to stop the leak by facility operators.

Hazardous materials response agreement between North Florida, South Alabama, and South Georgia. It was discussed that the previous meeting and that the list of recipients and the list of local governments that have join the agreement have been

identified. It was decided to suggest to Florida LEPC District 2 that they invite those in Alabama to their next meeting and determine their level of interest in perusing this.

It was announced that the state of emergency training task force is taking the lead in organizing the third annual Hazardous material symposium to be held in conjunction with fire recuse in January 2015. It was reported that training money should be available to reimburse responders that which to attend this hazardous materials training.

LEPC members were invited to attend the regional hazardous materials response team policy board meeting at 1 o'clock pm today following this meeting. No other business was discuss.

The next meeting was tentative scheduled for Gainesville at Gainesville Regional Utilities Eastside operations center if available on February 19, 2015. Facility representatives will be invited to the LEPC meeting and all emergency response organizations would be invited to the after lunch Regional Hazardous Material meeting. The meeting was adjourned at 11:10 am.

#### VI. OTHER BUSINESS AND INFORMATION REQUESTS

No new business or information requests were discussed.

#### VII. NEXT MEETING DATE AND LOCATION

The tentative date for the next LEPC meeting was February 19, 2015 at the Gainesville Regional Utilities Emergency Operations Center.

It was moved and the meeting was adjourned at 11:12 a.m.

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Chairman

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Date



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## Completed Actions: Strengthening Community Planning and Preparedness

### Assisted First Responders

- DHS and EPA met with LEPCs and first responders across the country. These meetings enabled first responders to identify and discuss potential methods to increase their preparedness and to share lessons learned.

### Upgraded Emergency Planning and Response Tools

- EPA continued to upgrade its CAMEO suite of applications, available on line to emergency planners, first responders, and the general public.

### Identified Planning and Preparedness Funding Sources

- Federal Emergency Management Agency (FEMA) engaged State administrative agencies to improve awareness of available funding for risk-centric capabilities-based planning and preparedness training costs in the Fiscal Year 2014 Homeland Security Grant Program.

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## Action Plan: Strengthening Community Planning and Preparedness

### Strengthening State Emergency Response Commission (SERC), Tribal Emergency Response Commission (TERC), Local Emergency Planning Committee (LEPC), and Tribal Emergency Planning Committee (TEPC)

Strengthening SERCs, TERCs, LEPCs, and TEPCs is critical to improving chemical facility safety and security. The interagency Working Group, in collaboration with State, local, tribal, and territorial governments and private sector partners, is working to develop, re-energize, and enhance programs to assist SERCs, TERCs, LEPCs, and TEPCs in engaging fully in local emergency prevention and planning and management of the chemical risks in their communities.

#### Short Term (within 1 year of this report) Plan:

- Work with SERCs and TERCs to develop on-line training on the key requirements under Emergency Planning and Community Right-to-Know Act (EPCRA) including supervising and coordinating the activities of LEPCs/TEPCs and collecting, managing, using, and making available chemical information.
- Develop guidance and training for, and hold regional workshops with, LEPCs and TEPCs to reinforce their authorities, roles, and responsibilities and to identify barriers to meet their requirements for development and implementation of local emergency response plans, including ways to engage and solicit chemical facility involvement in the emergency planning process.
- Offer Webinars and other communication tools to promote LEPCs and TEPCs use of the Comprehensive Preparedness Guide 101 (CPG 101), Version 2.0 Developing and Maintaining Emergency Operations Plans.
- Coordinate with local jurisdictions to expand the public notification of incidents at local chemical facilities via the Integrated Public Alert and Warning System (IPAWS).
- Add layers of data to the Department of Homeland Security (DHS) Infrastructure Protection Gateway for LEPCs/TEPCs and SERCs/TERCs to identify regulated and unregulated facilities on a map.
- Distribute explosives licensee and permittee contact information to vetted members of the SERCs who have explosives storage in their jurisdiction.
- Leverage industry associations to provide their members with information on EPCRA roles and responsibilities and share best practices for facility involvement with LEPCs and TEPCs.
- Strengthen technical assistance and guidance to LEPCs and TERCs throughout the Nation to help local and tribal emergency planners understand and use chemical facility information to help better protect communities.
- Share certain data elements of CFATS, RMP, PSM, and MTSA data with first responders, State agencies, TEPCs, and LEPCs.

#### Medium Term (prior to the end of FY 2016) Plan:

- Develop a compendium of successful best practices for LEPCs and TEPCs on implementing chemical emergency prevention, preparedness, and response programs.
- Update National Response Team (NRT) guidance for developing and reviewing Hazardous Materials Emergency Plans based on lessons learned and new technologies.
- Launch an initiative to connect Federal- and State-level subject matter experts to LEPCs and TEPCs to provide technical assistance on access and use of the various chemical regulatory databases.

### Improving First Responder and Emergency Management Preparedness and Response Training

Consistent and comprehensive training of first responders who execute plans during a chemical incident is another area the Working Group identified as needing improvement. Stakeholders stated there is a lack of a coordinated approach to emergency preparedness and response training. For planning to be effective, responders must be trained to execute the local contingency plan, and the plan must be exercised regularly to identify areas for improvement and/or additional training needs.

#### Short term (within 1 year of this report) Plan:

- Compile on the Executive Order (EO) Website a list of specific chemical safety and security trainings for first responders and emergency planners.
- Hold public meetings to gather stakeholder input as Occupational Safety and Health Administration (OSHA) considers developing a new comprehensive emergency response and preparedness standard to integrate requirements of existing OSHA standards.
- Work with Congress to ensure all emergency responders - whether private sector, public employees, or volunteers - receive equal coverage under workplace safety and health standards, taking into account economic feasibility.

### Identifying and Coordinating Resources for SERCs, TERCs, LEPCs, and TEPCs to Sustain Planning and Response Efforts

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SERCs, TERCs, LEPCs, and TEPCs need adequate resources to accomplish their mission of creating communities that are able to identify local hazards and appropriately respond to emergencies.

#### **Short Term (within 1 year of this report) Plan:**

- Compile preparedness funding information sources on the Chemical EO Website.
- Encourage SERCs and LEPCs to work with the State Administrative Agency to ensure the "Hazardous Chemical Release (accidental)" threat is appropriately captured and prioritized in the Threat and Hazard Identification and Risk Assessment (THIRA) process to improve capabilities and resource requirements necessary to address risks such as chemical hazards and incidents.

#### **Medium Term (prior to the end of FY2016)**

- Provide a compendium of resources (e.g., grants, technical assistance, fee systems, mutual aid opportunities, private sector funding) and best/successful practices for funding and support and provide this to SERCs, TERCs, LEPCs, and TEPCs by the end of FY2015.

### **Expanding Tools to Assist SERCs, TERCs, LEPCs, and TEPCs in Collecting, Storing, and Using Chemical Facility Information**

State and local officials have access to all of the information from EPCRA Tier II and RMP reports collected on chemical facilities. SERCs, LEPCs, TERCs, TEPCs, and first responders receive chemical facility information in EPCRA Tier II reports. Federal agencies share additional information with State, local, and tribal counterparts and the public, including RMP data. It is important to note that State and local authorities receive about 30 times more data from facilities reporting under EPCRA than EPA has under RMP. Additionally, there are other sources of tools and information that these entities have, or will be receiving access to, such as CAMEO, FRS and SRS.

#### **Medium Term (prior to the end of FY2016) Plan:**

- Improve the Computer-Aided Management of Emergency Operations (CAMEO) suite to expand analytical capability and promote information sharing.
- Develop and provide a complete Web-based version of CAMEO that States can host on their own servers.

### **Enhancing Awareness and Increasing Information Sharing with Communities around Chemical Facilities**

Community residents and organizations have consistently noted that basic information regarding facilities is not provided in a clear and consistent manner. Each stakeholder has a key role to improve chemical facility safety and security. Stakeholder involvement is especially critical in communities with socioeconomic challenges or disproportionately high numbers of residents with special or chronic medical conditions. The first step for communities to mitigate or prepare is to identify the risks in their community.

#### **Short Term (within 1 year of this report) Plan:**

- Develop and issue recommendations for how facilities, local emergency planners, and State officials could share information to improve emergency planning, preparedness, and prevention at all levels, including communities.
- Work to share additional data, including specific elements of Risk Management Program (RMP) data and Process Safety Management (PSM) and RMP violation information, with the general public.

### **Resource Materials**

#### **Internet Resources**

- Computer-Aided Management of Emergency Operations (CAMEO). EPA system of software applications used to plan for and respond to chemical emergencies.
- Envirofacts. EPA system that provides search access to multiple environmental databases that may include data on such things as toxic chemical releases, water discharge permit compliance, hazardous waste handling processes, Superfund status, and air emission estimates, among others.
- Facility Registry Service (FRS). EPA system that provides data about facilities, sites, or places of environmental interest to support EPA's mission of protecting human health and the environment.
- FirstResponderTraining.gov. FEMA Website offering more than 150 courses to help build critical skills first responders need to function effectively in mass consequence events.
- Grants.gov. Provides a unified site for interaction between grant applicants and the U.S. Federal agencies that manage grant funds, including information on all available Federal grants specific to chemical safety and security that communities can use for community chemical safety and security planning.
- Homeland Security Information Network (HSIN). Federal, State, local, tribal, territorial, international, and private sector homeland security partners use HSIN to manage homeland security operations, analyze data, send alerts and notices, and in general, share the information they need to do their jobs.
- Integrated Public Alert and Warning System (IPAWS). FEMA system that provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.
- Substance Registry System (SRS). EPA system that provides information about substances that are tracked or regulated by EPA or other sources. It is the authoritative resource for basic information about chemicals, biological organisms, and other substances of interest to EPA and its state and tribal partners.
- Toxics Release Inventory (TRI). EPA system that tracks the management of certain toxic chemicals that may pose a threat to human health and the environment.

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# Developing and Maintaining Emergency Operations Plans

Comprehensive Preparedness Guide (CPG) 101

Version 2.0

*November 2010*



**FEMA**



I am pleased to announce the release of Version 2.0 of *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans*.

Comprehensive Preparedness Guide (CPG) 101 provides guidance for developing emergency operations plans. It promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to assist in making the planning process routine across all phases of emergency management and for all homeland security mission areas. This Guide helps planners at all levels of government in their efforts to develop and maintain viable, all-hazards, all-threats emergency plans.

Based on input from state, territorial, tribal, and local officials from across the United States, this update of CPG 101 expands on the fundamentals contained in the first version. With this edition, greater emphasis is placed on representing and engaging the whole community—to include those with access and functional needs, children, and those with household pets and service animals.

Residents and all sectors of the community have a critical role and shared responsibility to take appropriate actions to protect themselves, their families and organizations, and their properties. Planning that engages and includes the whole community serves as the focal point for building a collaborative and resilient community.

CPG 101 is the foundation for state, territorial, tribal, and local emergency planning in the United States. Planners in other disciplines, organizations, and the private sector, as well as other levels of government, may find this Guide useful in the development of their emergency operations plans. While CPG 101 maintains its link to previous guidance, it also reflects the reality of the current operational planning environment. This Guide integrates key concepts from national preparedness policies and doctrines, as well as lessons learned from disasters, major incidents, national assessments, and grant programs.

W. Craig Fugate  
Administrator, Federal Emergency Management Agency

The key to planning in a group setting is to allow open and frank discussion during the process. Interaction among planners can help elicit a common operational understanding. Individual group members must be encouraged to express objections or doubts. If a planner disagrees with a proposed solution, that planner must also identify what needs to be fixed.

### *Identify Core Planning Team*

In most jurisdictions, the emergency manager or homeland security manager is the senior official's policy advisor for prevention, protection, response, recovery, and mitigation strategies, as well as overall preparedness. The emergency manager or homeland security manager may also be the prevention and protection advisor, if that role is not given to a law enforcement official or other designated advisor. In these roles, emergency managers or homeland security managers are often responsible for coordinating and developing an EOP, filling the role of lead planner. This means that the emergency manager provides oversight to a jurisdiction's planning team. However, other government agencies or departments may have statutory authority and responsibility that overlaps or complements this responsibility. For example, law enforcement often has the lead in addressing prevention and protection, while public health addresses unique epidemiological issues.

It is important to include a hazard mitigation expert on the planning team. Mitigation planners are a valuable resource for information concerning hazard analysis, functional vulnerabilities, critical facilities, and funding availability. Including mitigation promotes continuity throughout emergency planning and helps reduce the number of physical constraints by leveraging resources to address anticipated operational requirements.

Increasingly, emergency management agencies are hiring permanent staff and/or contracting subject matter experts to provide expertise on disability, access and functional needs, children, and household pets and service animals for the emergency planning process. These experts provide critical perspectives and information to ensure individuals with disabilities, others with access and functional needs, and individuals with limited English proficiency are fully integrated into EOPs. These experts can also help ensure compliance with anti-discrimination laws.

The planner must ensure that operational planning involves the jurisdiction's entire emergency management and homeland security team. Initially, the team should be small, consisting of planners from the organizations that usually participate in emergency or homeland security operations. They form the core for all planning efforts. As an EOP matures, the core team expands to include other planners.

Jurisdictions that use an agency and department operational structure might use a core team consisting of planners from the following:

- Emergency management
- Law enforcement
- Fire services
- EMS
- Public health

Even at this early stage, planners should begin thinking about the impact of who is involved in the planning process, as it will have a major impact on preparedness and operational requirements.

For example, if there is no hazardous materials response capability in a jurisdiction, planners will need to consider how to obtain that capability (through agreements) or develop that capability (through equipment, training, licensing, etc.).

Conversely, failure to include groups in planning (such as advocates for those with access or functional needs) will lead to mistakes and/or shortfalls in capability and resource requirements.



## Scope

This section describes at what times or under what conditions this plan would be activated (e.g., major county disaster versus minor local emergency; major state-wide disaster; terrorist attack within the local community, county, or state).

## Situation Overview

This section provides an overview of the steps taken by the jurisdiction to prepare for disasters.

**Hazard and Threat Analysis Summary.** This section summarizes the major findings identified from a completed hazard and threat analysis of the hazards or threats likely to impact the jurisdiction and how the jurisdiction expects to receive (or provide) assistance within its regional response structures. Note: The hazard and threat analysis information can be presented as a tab to the EOP or maintained as a part of the local mitigation plan.<sup>11</sup>

- Summarize/identify the hazards that pose a unique risk to the jurisdiction and would result in the need to activate this plan (e.g., threatened or actual natural disasters, acts of terrorism, other human-caused disasters).
- Summarize/identify the probable high-risk areas (i.e., population, infrastructure, and environmental) that are likely to be impacted by the defined hazards (e.g., hospitals, congregate care facilities, wildlife refuges, types/numbers of homes/businesses in floodplains, areas around chemical facilities).
- Summarize/identify the defined risks that have occurred and the likelihood they will continue to occur within the jurisdiction (e.g., historical frequency, probable future risk, national security threat assessments).
- Describe how the intelligence from threat analysis via state/local fusion centers, joint terrorism task forces, national intelligence organizations, etc. has been incorporated into the jurisdiction's hazard and threat analysis.
- Describe how critical infrastructure and key resources (CIKR) protection activities have been incorporated into the vulnerability and impact analysis.
- Describe how agricultural security; food supply security; cyber security; chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) incidents; and pandemics (those located/originating in the jurisdiction, as well as a nonlocal, nationwide, or global incident) have been assessed and incorporated.
- Describe the assumptions made and the methods used to complete the jurisdiction's hazard and threat analysis, including what tools or methodologies were used to complete the analysis (e.g., a state's hazard analysis and risk assessment manual, mitigation plan guidance, vulnerability assessment criteria, consequence analysis criteria).
- Include maps that show the high-risk areas that are likely to be impacted by the identified risks (e.g., residential/commercial areas within defined floodplains, earthquake fault zones, vulnerable zones for hazardous materials [HAZMAT] facilities/routes, areas within ingestion zones for nuclear power plants, critical infrastructure).
- Describe/identify the risks that could originate in a neighboring jurisdiction and could create hazardous conditions in this jurisdiction (e.g., critical infrastructure loss, watershed runoff, chemical incident, riot/terrorist act).

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<sup>11</sup> A *hazard* is defined as a natural, technological, or human-caused source or cause of harm or difficulty. *Risk* is defined as the potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.



- Describe plans for recovering human remains, transferring them to the mortuary facility, establishing a family assistance center, assisting with personal effects recovery, conducting autopsies, identifying victims, and returning remains to the victims' families for final disposition.
- Identify and describe the actions that health department personnel will take to support on-scene medical and local hospitals in obtaining additional resources when local supplies are likely to be exhausted.

### **Search and Rescue (ESF #9)**

- Identify and describe the actions that will be taken to conduct structural collapse (urban) search and rescue, waterborne search and rescue, inland/wilderness search and rescue, and aeronautical search and rescue operations.
- Identify and describe the actions that will be taken to monitor distress, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.

### **Oil and Hazardous Materials Response (ESF #10)**

- Describe the actions to prevent, minimize, or mitigate an oil or hazardous materials release.
- Describe the methods to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring).
- Describe the methods to stabilize a release and prevent the spread of contamination.
- Describe the options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials.

### **Agriculture and Natural Resources (ESF #11)**

- Describe the process to determine nutrition assistance needs, obtain appropriate food supplies, and arrange for delivery of the supplies.
- Describe the plan to respond to animal and plant diseases and pests, including an outbreak of a highly contagious or economically devastating animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease.
- Describe the methods to ensure the safety and security of the food supply.
- Describe the response actions to preserve, conserve, rehabilitate, recover, and restore natural and cultural resources and historic properties.

### **Energy (ESF #12)**

- Describe the process to address significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or international political events.
- Describe the process to address the impact that damage to an energy system in one geographic region may have on energy supplies, systems, and components in other regions relying on the same system.
- Describe/identify the energy-centric critical assets and infrastructures, as well as the method to monitor those resources to identify and mitigate vulnerabilities to energy facilities.

### *Flood/Dam Failures*

This section of the annex should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from flood/dam emergencies/disasters (e.g., flash floods, inundation floods, floods resulting from dam failures or ice jams). Include a hazard summary that discusses where (e.g., 100-year and common floodplains) and how floods are likely to impact the jurisdiction.

### *Hurricanes/Severe Storms*

This section of the annex should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from hurricanes/severe storms. Include a hazard analysis summary that discusses where/how hurricanes/severe storms are likely to impact the jurisdiction.

### *Tornadoes*

This section of the annex should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from tornadoes. Include a hazard analysis summary that discusses where/how tornadoes are likely to impact the jurisdiction (e.g., historical/seasonal trends, damage levels F1 through F5).

### *Winter Storms*

This section of the annex should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from winter storms (e.g., blizzards, ice jams, ice storms). Include a hazard analysis summary that discusses where/how winter storms are likely to impact the jurisdiction.

## **Technological Hazards**

These incidents involve materials created by man and that pose a unique hazard to the general public and environment. The jurisdiction needs to consider incidents that are caused by accident (e.g., mechanical failure, human mistake), result from an emergency caused by another hazard (e.g., flood, storm), or are caused intentionally.

### *Hazardous Materials*

This section of the annex should address the hazard-specific procedures and methods used to prepare for and respond to releases that involve HAZMAT that is manufactured, stored, or used at fixed facilities or in transport (if not addressed in a functional annex, such as ESF #10). This section may include materials that exhibit incendiary or explosive properties when released. Note: Some states have laws that require each Local Emergency Planning Committee (LEPC) to develop a Chemical Emergency Preparedness and Response Plan on this topic. Some states have laws requiring the local emergency management agency to incorporate the LEPC's plan into the emergency management agency's planning and preparedness activities. Specific planning criteria established by a State Emergency Response Commission must be reviewed and addressed in order to develop the LEPC plan.

- For LEPCs that complete a stand-alone plan, describe how the jurisdiction coordinates that plan with the EOP.
- For LEPC plans that are part of the EOP, describe how the planning team used and adhered to the State Emergency Response Commission criteria in order to be in compliance with those requirements and the EOP requirements discussed previously.

### ***Lethal Chemical Agents and Munitions***

This section of the annex should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies, and resources used to mitigate against, prepare for, respond to, and recover from lethal chemical agent and munitions incidents (e.g., sarin, mustard, and VX). Include a hazard analysis summary that discusses where/how chemical agent incidents are likely to impact the community.

### ***Radiological Incidents***

This section of the annex should address the hazard-specific methods to prepare for and respond to releases that involve radiological materials that are at licensed facilities or in transport.

- Describe/identify the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from radiological hazards. Include a hazard analysis summary that discusses where/how radiological materials are likely to impact the jurisdiction, including incidents that occur at fixed facilities, along transportation routes, or as fallout from a nuclear weapon.
- If applicable, address the requirements of FEMA/U.S. Nuclear Regulatory Commission NUREG-0654 and Code of Federal Regulations Part 44, Section 350 as it applies to the jurisdiction's planning for emergencies/disasters involving regulated nuclear power plants.

### ***Additional Hazards (as Applicable)***

Add additional annexes to include other hazards identified through the jurisdiction's hazard analysis (e.g., mass casualty, plane crash, train crash/derailment, school emergencies).

- Describe/identify the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from other hazards as defined in the jurisdiction's hazard analysis.

August 27, 2014

Director Bryan Koon, Chairman  
State Emergency Response Commission  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2149

Dear Director Koon:

The North Central Florida Local Emergency Planning Committee (District 3) makes the following nominations in recognition of significant contributions to our hazardous materials planning and training programs. This year, the LEPC nominations focus on key people that are helping make the District 3 hazardous materials safety program a success.

The 2014 Yatabe Outstanding Achievement nominee from District 3 is Dwayne Mundy, LEPC District 3 staff. Dwayne is also the Chair of the SERC Hazards Analysis Working Group. The LEPC would like to recognize his hard work to ensure that Florida's hazardous materials planning program is focused on a sound technical basis and that we are doing the best job possible to protect our communities from accidental and deliberate chemical releases.

Nominations for Certificates of Appreciation are enclosed. These following nominations recognize individuals that have sponsored LEPC meeting in 2014. These include: Scott Holowasko, Gainesville Regional Utilities; Bill Ellis, PCS Phosphate, Tom Cisco, Madison County Emergency Management; and Kimberly Thomas, Suwannee County Emergency Management.

Nominations are also included for individuals that have worked to help improve regional preparedness. These nominations include: Valdosta Fire Department (Georgia); Chief Bruce Jordan, City of Madison Fire Rescue; and Division staff member Henry Turner.

Thank you for the State Emergency Response Commission's consideration of these nominations. If you have any questions regarding this matter, do not hesitate to call LEPC Director Dwayne Mundy at (352) 955-2200 x108 or email: [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

Sincerely,

Ronald Mills, Chair

Enclosure

xc: Tim Date, Henry Turner

n:\lepc\lepc nominations\yatabe 2014\yatabe\_nominations\_letter\_2014.docx



*Come join us for a daylong discussion of public safety communications issues affecting our region. Meet your peers, discuss your approaches, discover new solutions!*

## Topics include:

- ◆ Text to 9-1-1
- ◆ 9-1-1 hangups
- ◆ ALI discrepancy reconciliation
- ◆ Accreditation
- ◆ Policy writing
- ◆ Quality assurance/improvement/management
- ◆ DOH telecommunicator certification
- ◆ Operations (staffing, discipline, retention, evaluation)
- ◆ Operational readiness (PSAP evacuation, back-up PSAPs, FIN, interoperability)
- ◆ Mentoring and networking

**Seating is  
limited -  
Reserve  
your seat  
today!**

# 9-1-1 Best Practices

*Regional Symposium*

◆ Hosted by the Alachua County Sheriff's Office Combined Communications Center ◆

◆ June 4, 2015 ◆ 0830-1700 ◆ Alachua County Emergency Operations Center ◆ 1100 SE 27th Street ◆  
◆ Gainesville, FL 32641 ◆

◆ Seating Limited: Please RSVP to [swestfall@acso.us](mailto:swestfall@acso.us) or 352 264 6602 ◆

**North Central Florida Local Emergency Planning Committee (District #3)**  
**Hazardous Materials Emergency Preparedness Training Program**  
**Fiscal Year 2013/2014 Summary**

V. a)

HOURS	DATE	QTR	COUNTY	Class	LEVEL	CLASS			TOTAL HOURS	PAID FIRE	VFD	EMS	LAW	OTHER
						#	STUDENTS							
4	10/14/2013	1	Alachua	Tanker Truck Orientation	Technician	1	15		60	15				
8	10/11/2013	1	Suwannee	Hazardous Materials Incident Management	Incident Command	2	4		32	4				
4	10/23/2013	1	Alachua	Florida Awareness Level	Awareness	3	14		56			14		
4	10/23/2013	1	Alachua	Florida Awareness Level	Awareness	4	16		64			16		
24	11/13/2013	1	Alachua	CAMEO - travel 3-day	Technician	5	1		24					1
16	1/23/2014	2	Alachua	Hazmat Symposium	Technician	6	1		16					1
0.25	2/20/2014	2	Alachua	E-Plan Training	Awareness	7	11		3	4			1	6
8	3/8/2014	2	Madison	Florida Awareness Level	Awareness	8	14		112	8			3	3
4	3/26/2014	2	Alachua	Florida Awareness Level	Awareness	9	20		80			20		
4	3/26/2014	2	Alachua	Florida Awareness Level	Awareness	10	11		44			11		
160	4/1/2014	3	Columbia	International Association of FireFighters Technician - 160 hour	Technician	11	18		2,880	18				
4	6/18/2014	3	Alachua	Florida Awareness Level	Awareness	12	15		60			15		
4	7/7/2014	4	Alachua	Florida Awareness Level	Awareness	13	19		76			19		
24	8/5/2014	4	Gilchrist	Florida Operations Level	Operations	14	11		264	11				
12	8/19/2014	4	Columbia	Air Monitoring Refresher	Technician	15	13		156	13				
8	8/27/2014	4	Alachua	Florida Awareness Level	Awareness	16	8		64					8
4	9/6/2014	4	Alachua	Florida Awareness Level	Awareness	17	10		40					10
8	9/20/2014	4	Madison	Florida Awareness Level	Awareness	18	9		72	5	4			
4	10/22/2014	4	Alachua	Florida Awareness Level	Awareness	19	20		80			20		
4	10/22/2014	4	Alachua	Florida Awareness Level	Awareness	20	24		96			24		
6	10/31/2014	4	Gilchrist	Hazardous Materials Incident Management	Incident Command	21	11		66	11				
24	11/1/2014	4	Madison	Florida Operations Level	Operations	22	13		312	8	5			
6	11/4/2014	4	Columbia	Hazardous Materials Incident Management	Incident Command	23	10		60	9				1
8	12/2/2014	4	Dixie	Florida Awareness Level	Awareness	24	8		64		8			
24	12/6/2014	4	Dixie	Florida Operations Level	Operations	25	8		192		8			
12	12/15/2016	4	Gilchrist	Air Monitoring Refresher	Technician	26	17		204	17				
8	12/22/2014	4	Taylor	Incident Management	Incident Command	27	12		96	8				4
<b>TOTAL:</b>						<b>27</b>	<b>333</b>		<b>5,273</b>	<b>131</b>	<b>25</b>	<b>139</b>	<b>4</b>	<b>34</b>

Quarter	Training Soft Match	Hours
1	\$9,440	236
2	\$10,190	255
3	\$117,600	2,940
4	\$73,680	1,842
	<b>\$210,910</b>	<b>5,273</b>

LEVEL	#	STUDENTS	HOURS	PAID FIRE	VFD	EMS	LAW	OTHER
Awareness	14	199	911	17	12	139	4	27
Operations	3	32	768	19	13	-	-	-
Technician	6	65	3,340	63	-	-	-	2
Incident Command	4	37	254	32	-	-	-	5
Total:	27	333	5,273	131	25	139	4	34

## **ATTACHMENT A Scope of Work**

V. c)

### **PLANNING GRANT**

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the US Department of Transportation to provide assistance to public sector employees through training and planning grants to States, Territories, and Native American tribes for emergency response. The purpose of this grant program is to increase State, Territorial, Tribal and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right to Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. The program is funded by registration fees collected from hazardous materials (hazmat) shippers and carriers who offer for transportation or transport certain hazmat in interstate, intrastate, or foreign commerce in accordance with 40 CFR Part 107, Subpart G. These fees fund training and planning grants, monitoring and technical assistance, curriculum development, and staffing costs. Registration fees also fund the publication and distribution of the Emergency Response Guidebook (ERG).

At the Federal level, the US Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) administers the HMEP grant.

At the state level, the Division of Emergency Management (DEM) serves as the grant recipient responsible for the oversight and coordination of the local planning and training efforts allowable under the grant. Chaired by the Director of DEM, the State Emergency Response Commission on Hazardous Materials (SERC) serves as the technical advisor and information clearinghouse for state and federal hazardous materials programs. Additionally, the SERC conducts quarterly public meetings in varying locations throughout the state.

At the local level, the eleven Regional Planning Councils (RPCs) each oversee a Local Emergency Planning Committee (LEPC) that: (1) creates or updates regional hazardous materials emergency response plans; (2) performs an annual planning project or hazardous materials related exercise designed to enhance emergency response to a transportation related hazardous materials incident; (3) provides hazardous materials emergency response training to public sector employees. This agreement provides funding so that the Recipient, as an RPC, can maintain the capability necessary to effectively respond to hazardous material transportation related emergencies. Payments shall be made upon completion of a specific training course or planning deliverable. Invoices may also be held and submitted on a quarterly basis.

The Recipient shall perform one of the seven planning project options listed in this attachment and all tasks shall be completed by September 30, 2015. The Recipient shall notify the Division, electronically or via U.S. Postal Service, of its choice of a planning grant option within seven business days of receipt of the executed Agreement.

#### **Option 1: TRAINING NEEDS ASSESSMENT SURVEY OF PUBLIC SECTOR HAZARDOUS MATERIALS FIRST RESPONDERS**

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:** The Recipient shall conduct a training needs assessment survey of public sector hazardous material first responders within the LEPC district. The Recipient shall:

- a) Develop a list of training courses related to the transportation of hazardous materials which comply with current National Fire Protection Association or Occupational Safety and Health Administration guidelines; include spaces for the participant's name, title and place of employment on the training courses list.
- b) Prepare individual training needs assessment packages that include the list of training courses, and instructions for completing and returning the survey paperwork to the Recipient.
- c) Distribute the training needs assessment package to public sector fire department, law enforcement, emergency medical services and public works personnel within the LEPC district.
- d) Within the limits of funding available, conduct one regional training needs assessment workshop for public sector fire department, law enforcement, emergency medical services and public works personnel within the LEPC district.

A copy of each individual training needs assessment summary of each entity, as provided in the assessment tool instructions, in addition to all raw data collected pursuant to completion of this project.

Provide a complete overview summary of all teams assessed including a comprehensive review of all the statistical values without reference to individual team entities. 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.

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:

- 1) Hazardous materials response equipment
- 2) Hazardous materials response training
- 3) Hazardous materials trained personnel, including level of expertise

- f) Submit a list of agencies that will be targeted to receive the assessment survey.

**Task 2:** The Recipient shall develop an analysis of the public sector hazardous materials training needs in the LEPC district 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.

- a) Prepare a summary of the assessment survey analysis and distribute to survey participants and other interested parties.
- b) 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.
- c) Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the assessment(s) or survey(s).
- d) 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.
- e) 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 or other Federal grant funds are not eligible for soft-match.

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

### **Option 2: 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. Within the period of agreement, the Recipient shall submit to the Division:

- a) 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.
- b) Generate a series of maps showing the most frequently recorded hazardous materials at each of the observation locations.
- c) 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.
- d) 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.
- e) Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the analysis.
- f) 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.
- g) 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.
- h) 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:** Within the period of agreement, the Recipient shall submit to the Division:

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:

- a) A full-scale exercise that tests a minimum of two functional areas (e.g., communications, evacuation, resource management, etc.) or:
- b) A comprehensive tabletop 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:

- a) Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:
  - 1) Explain the purpose and scope of the exercise;
  - 2) Establish a method to coordinate procedures among local emergency response officials;
  - 3) Identify key personnel to be involved in the exercise which shall include emergency management staff; and
  - 4) Develop exercise goals and objectives.
- b) 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;
  - 1) A detailed schedule of exercise events;
  - 2) A summary of exercise messages; and
  - 3) A listing of exercise control procedures and responsibilities.
- c) 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:** 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 any federal grant funds are not eligible for soft-match.

**Task 4:** 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.

- a) 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;
  - 1) Facility name.
  - 2) Facility address.
  - 3) Facility coordinator - including name, title and telephone number.
  - 4) Identify hazardous materials transportation routes from the county line to the facility.
  - 5) Identify evacuation routes - based on wind direction.
  - 6) A list of Extremely Hazardous Substances (EHS) used, produced or stored at the facility - including name and Chemical Abstract Service (CAS) number.
  - 7) The average quantity of hazardous materials shipped to the facility.
  - 8) The average number of hazardous materials shipments to the facility per year.
  - 9) The vulnerable zone of each chemical listed.
  - 10) The total exposed population relative to each EHS listed.
  - 11) The storage method for each EHS, i.e., tank, drum, cylinder, etc.
  - 12) History of accidental releases including transportation incidents (if any)
  - 13) The potential health hazards for each EHS.
  - 14) The potential environmental impact for each EHS.
- b) Cross-references should be ordered according to the following sub-sections.
  - 1) An alphabetical listing of facilities (to include a listing reference number).
  - 2) Physical/street address listing of facilities using the City Directory format (to include listing reference number).

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.

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

#### **Option 5: 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.

- a) The assessments will be conducted in accordance with the instructions included in the State Emergency Response Commission approved assessment tool.
- b) 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.
- c) Provide a complete overview summary of all teams assessed including a comprehensive review of all the statistical values without reference to individual team entities.
- d) Provide a non-judgmental review of the outcomes of the assessment.

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.

- f) 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:
  - 1) Hazardous materials response equipment
  - 2) Hazardous materials response training
  - 3) Hazardous materials trained personnel, including level of expertise
- g) 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.

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

**Option 6: DEVELOP DISTRICT RESPONSE PROCEDURES (SOPs) FOR INCIDENTS INVOLVING THE TRANSPORTATION OF FLAMMABLE LIQUIDS, CHLORINE AND ANHYDROUS AMMONIA TO INCLUDE IN COUNTY CEMP AND DISTRICT RESPONSE PLAN.**

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, through the use of previously conducted commodity flow studies, information provided by the American Association of Railroads (AAR), the US Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) and / or local transportation companies, conduct an assessment of hazardous materials transported by rail or highway within your district.



- a) Identify the types, amounts and frequency of flammable liquids transiting your district, and the primary routes of transit.
- b) Provide a completed summary of the assessment.
- c) Identify the fire fighting materials and apparatus necessary to contain and / or combat each of the types of liquid flammables should there be a worst case scenario derailment or roll-over. Provide the locations and amounts of the various fire fighting foams, by type, available through local fire departments, emergency management, railways, private industry and any other sources, to include resources available through mutual aid agreements.
- d) Identify the fire departments within your district, noting whether they are paid or volunteer, any state or local hazmat teams, and any private company hazmat / fire teams which may be called upon to assist with response.
- e) Formulate the estimated time to respond to the most remote locations within your district. Include response times by state and private response teams that may be called upon for assistance. Time should be based upon fully staffed response to include sufficient PPE, fire fighting foam and fire apparatus to suppress anticipated release or leak and fire.
- f) Utilizing the information gathered above, and in conjunction with your local fire jurisdictions and other stakeholders, create, or update, Standard Operating Procedures (SOP) and / or guidelines (SOG) to respond to these worst case scenarios.
- g) Provide quarterly progress reports.
- h) Provide final product not later than November 30, 2015.

**Deliverable:** Subject to the funding limitations of this Agreement, and provided the Recipient performs in accordance with the Scope of Work outlined in this Agreement, the Division will reimburse the Recipient for actual costs incurred in successfully completing an authorized planning project. For the purposes of this Agreement, any project that completely satisfies the requirements of Options 1, 2, 3, 4, 5, or 6 above qualifies as an authorized planning project.

### ACTIVE PROJECTS

RESOURCES	PUBLICATIONS	TRAINING	UPDATES	NEEDS ANALYSIS	FUNDING	STANDARDS & CERTIFICATIONS	SYSTEMS & RELATIONSHIPS
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Shipboard Hazmat Response	Revision of Hazmat Training Guidelines	Mass Technical DECON Team Capability Assessment	Hazmat Team ICS Curriculum	Capability Assessments	Oil Spill Response for Hazmat Technicians	Hazmat Team Marketing
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Quarterly Regional TTF Updates	Third Annual Hazmat Symposium at Fire Rescue East
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Marine Firefighting Requirements (33CFR 155)	Supplemental Project List for EPA Funding	FSFC Rule Making regarding Hazmat Certification
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Hazmat Capabilities Matrix
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### MONITORING PROJECTS

RESOURCES	PUBLICATIONS	TRAINING	UPDATES	NEEDS ANALYSIS	FUNDING	STANDARDS & CERTIFICATIONS	SYSTEMS & RELATIONSHIPS
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Awareness Level Training for White Powder	EPLAN Awareness and Training Materials for Responders
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E-Plan Upgrade Provide Additional Detail
--

Assess SHGAP Assessment Process for Hazmat Team Funding
---

Secure portal for access to TTF Products
--

Maintain FLAHR / FFCA website for TTF products
--

TTF M & P
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## COMPLETED PROJECTS

RESOURCES	PUBLICATIONS	TRAINING	UPDATES	NEEDS ANALYSIS	FUNDING	STANDARDS & CERTIFICATIONS	SYSTEMS & RELATIONSHIPS
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Hazmat EOD Integration	Biological Sampling Protocol	Hazmat Operations Level Training Curriculum	Model Procedures for Hazmat Teams NIMS Compliance	Review ORE Deficiencies		Define Toxmedic Murphy	Health & DEP Detection Support Capabilities
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RIID Model SOG, Long Term Costs and Maintenance	Hazmat FOG FLAHR	SERC Public Safety Hazmat Training Guidelines	Hazmat /Florida FOG ICS Crosswalk	LEPC Top Five 2008 Training Needs		Pro Board Certification	
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IR Spec & RAMAN Long Term Costs and Maintenance	Medical Treatment Protocols	Non-Routine Hazards FSFC Schell
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Radiological Screening Response Procedures	First Responder Best Practices for RAD Event
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Revision of the Hazmat Section of the Florida FOG	Toxmedic Training Guidelines
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Revision of SERC Capability Assessment Tool	EPLAN Training Materials
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2013 Revision ofSERC Hazmat FOG Appendices	First Annual Hazmat Symposium at Fire Rescue East
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Second Annual Hazmat Symposium at Fire Rescue East
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TABLED PROJECTS							
RESOURCES	PUBLICATIONS	TRAINING	UPDATES	NEEDS ANALYSIS	FUNDING	STANDARDS & CERTIFICATIONS	SYSTEMS & RELATIONSHIPS

Chemistry in Schools Program	Chemical Classification for Evidence
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Develop SME Database
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Model Reporting System for Responders
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## **Preliminary Agenda**

### **North Central Florida Regional Hazardous Materials Response Team Annual Meeting**

Gainesville Regional Utilities  
Eastside Operations Center  
4747 North Main St., Gainesville, Florida

Thursday, 19 February 2015  
1:00 p.m.

- I. Introductions and Chair Report
- II. Approval of November 20, 2014, Draft Minutes
- III. Planning and Operational Issues
  - Hazmat Initial and Refresher Training Requirements for Awareness, Operations, Incident Command and Technician Levels for Law Enforcement, Emergency Medical, Firefighter and Other Public Sector Employees
  - Ensuring That All Responders are Able to View Information On Possible Hazmat Locations in Response Areas: Hazards Analysis Summary and Tier 2 Data available on E-Plan (erplan.net)
  - Group Discussion: Increasing Preparedness Between Facilities, Fire Departments, Emergency Management, Hazmat Teams and the LEPC
  - Free Training Classes Available upon Request in Your County
  - Pipeline Grant Application for 2015 and Expansion of Hazmat Boot Camp
- IV. Other Business and Next Meeting