State of Illinois
JB Pritzker, Governor

Illinois Emergency Management Agency
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LEPC Plan Development and Review (PDR)

Revised April 2015

IEMA

Illinois Emergency Management Agency / State Emergency Response Commission

The Illinois Emergency Management Agency (IEMA) serves as the State Emergency Response Commission (SERC) for the State of Illinois. All counties in Illinois are required to maintain Emergency Operations Plans and each Emergency Operations Plan is required to have a Hazardous Materials Annex that includes a SERC (IEMA) approved LEPC Plan.

This document can be used as a planning tool by Local Emergency Planning Committees (LEPCs) to ensure the fulfillment of all the planning requirements under the federal Emergency Planning and Community Right-to-Know Act (EPCRA) 42 USC §11001 et. seq. as well as the Illinois Emergency Planning and Community Right-to-Know Act (IEPCRA) 430 ILCS 100.

This document may also by used by Mandated EMAs/ESDAs as well as Non-Mandated EMAs/ESDAs that are seeking accreditation under the IEMA Act for the successful fulfillment of their requirement to develop and maintain an approved Hazardous Materials Annex of the Emergency Operations Plan (EOP).

IEMA / SERC will utilize this document as a review form to critique the plan and ensure that all planning requirements have been met. IEMA has eight (8) regional offices, with one (1) Regional Coordinator per office. IEMA Regional Coordinators review these plans along with their reviews of the Emergency Operations Plans for mandated ESDA/EMA organizations and non-mandated EMA/ESDA organizations seeking accreditation from IEMA per the administrative rule Illinois 29 ILCS Part 301 Political Subdivision Emergency Services and Disaster Agencies, Subpart B: Emergency Operations Plan Requirements, and Subpart C: Emergency Operations Plan Submission and Review Requirements.

INSTRUCTIONS:

In the pages that follow, you will find spaces to “check off” each provision and to provide a location where the provision can be found in the Chemical Emergency Response Plan / Hazardous Materials Annex to the EOP. The locations can be identified using section references, page references, and/or a combination thereof. Space for comments is provided throughout the PDR. Comments are not required but may be useful during the development and review process.

There are five (5) basic concepts that must be individually addressed under Section 301.250 of the ESDA Rules along with nine (9) planning elements from Section 11003 of the Federal EPCRA. The utilization of this document will assist in the development of a Chemical Emergency Response Plan for review by the IEMA / SERC.

After the five (5) basic concepts, the nine (9) planning elements have been listed and broken down individually. There are three (3) groupings under these nine (9) elements, “the plan shall,” “the plan should” and “the plan might.”

“The plan SHALL” is one of the minimum requirements for the element. These must be answered in order to fulfill the element.

“The plan SHOULD” expands on the minimum requirements for the element. These are not required to fulfill the element, but they should be included to enhance the element and the overall effectiveness of the plan.

“The plan MIGHT” is criteria which is not mentioned about being recommended but may improve the element by including such considerations.

Name of LEPC: _____

Name of EMA/ESDA: _____

Date Received by IEMA/ SERC: _____

Five (5) basic concepts:

☐ Pg._____ 1. The purpose of this annex.

☐ Pg._____ 2. A description of situations that trigger implementation of this hazard specific annex.

☐ Pg._____ 3. A description of assumptions that apply to the hazard specific annex.

☐ Pg._____ 4. The concept of operations for the hazard specific annex.

☐ Pg._____ 5. Assignment of responsibility for annex maintenance, review and updating.

Comments:

General Plan Contents:

☐ Pg._____ **SHOULD** contain a signature page containing the signatures of: the LEPC Chair, the Community Emergency Coordinator, the Facility Emergency Coordinators, and Emergency Responders with jurisdiction.

☐ Pg._____ **SHOULD** contain a list of agencies/individuals that receive this plan.

☐ Pg._____ **SHOULD** contain a section that describes methods for maintaining and revising the plan and recording changes made to the plan.

☐ Pg._____ **MIGHT** contain a list of definitions and a listing of abbreviations.

Comments:

Element 1

Identification of EHS facilities subject to the requirements of this subchapter that are within the emergency planning district, identification routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities. *§11003(c)(1)*

- ☐ Pg._____ **SHALL** identify facilities subject to EPCRA that have Extremely Hazardous Substances (EHS) above the threshold planning quantity.
- ☐ Pg._____ **SHOULD** include facility addresses.
- ☐ Pg._____ **MIGHT** lists EHS chemicals at each facility.
- ☐ Pg._____ **SHALL** identify routes likely to be used for transportation of EHS.
- ☐ Pg._____ **SHOULD** consider roadways.
- ☐ Pg._____ **SHOULD** consider railways.
- ☐ Pg._____ **SHOULD** consider pipelines.
- ☐ Pg._____ **SHOULD** consider waterways.
- ☐ Pg._____ **SHOULD** consider airports.
- ☐ Pg._____ **SHOULD** include names and contact numbers for rail, pipelines, and airports.
- ☐ Pg._____ **MIGHT** include maps identifying transportation routes.
- ☐ Pg._____ **SHALL** identify facilities that contribute to or are subjected to additional risk.
- ☐ Pg._____ **SHOULD** consider other facilities.
- ☐ Pg._____ **SHOULD** consider hospitals.
- ☐ Pg._____ **SHOULD** consider nursing homes.
- ☐ Pg._____ **SHOULD** consider schools.

Element 1 - Continued

☐ Pg._____ **SHOULD** consider daycares.

☐ Pg._____ **SHOULD** consider other areas such as convention centers, parks, sensitive environmental areas, water supplies, etc.

☐ Pg._____ **SHOULD** include address and contact information for these additional facilities.

☐ Pg._____ **MIGHT** include populations of these locations and their occupied hours.

Comments:

Element 2

Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances. *§11003(c)(2)*

☐ Pg._____ **SHALL** include methods or procedures of how the facility summons the emergency responders and emergency medical personnel.

☐ Pg._____ **SHALL** summarize facility procedures for hazardous materials accidents.

☐ Pg._____ **SHOULD** include the facilities' role, authority, and expertise.

☐ Pg._____ **SHALL** summarize emergency responder procedures for hazardous materials accidents.

☐ Pg._____ **SHOULD** include each responder's role, authority, and expertise.
responders listed: _____

☐ Pg._____ **SHOULD** include procedures for entering and leaving incident sites including:

☐ Pg._____ Personnel accountability

☐ Pg._____ Personnel safety precautions

☐ Pg._____ Medical monitoring

Others: _____

☐ Pg._____ **SHOULD** include any mutual aid agreements for sharing data or response resources from neighboring communities.

☐ Pg._____ **SHOULD** include methods by which emergency responders can receive additional information on a chemical and related response measures.

☐ Pg._____ **MIGHT** include establishment of safety zones.

☐ Pg._____ **MIGHT** include triage procedures.

☐ Pg._____ **MIGHT** include decontamination procedures.

Element 2 - Continued

☐ Pg._____ **MIGHT** include procedures for providing sanitation, food, water supplies and safe re-entry to the accident area.

☐ Pg._____ **SHALL** summarize healthcare provider's procedures for hazardous materials accidents.

☐ Pg._____ **SHOULD** include each provider's role, authority, and expertise.

☐ Pg._____ **MIGHT** include triage procedures.

☐ Pg._____ **MIGHT** include decontamination procedures.

Comments:

Element 3

Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan. *§11003(c)(3)*

☐ Pg._____ **SHALL** designate a community emergency coordinator.

☐ Pg._____ **SHOULD** include emergency contact methods.

☐ Pg._____ **SHALL** list a facility emergency coordinator for each EHS facility.

☐ Pg._____ **SHOULD** include emergency contact methods.

☐ Pg._____ **SHOULD** include sufficient backup contacts.

Comments:

Element 4

Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title). *§11003(c)(4)*

- ☐ Pg._____ **SHALL** include notification procedures to be followed by facilities.
- ☐ Pg._____ **SHALL** include notification procedures to be followed by the community emergency coordinator.
- ☐ Pg._____ **SHOULD** include a list of all local institutions to be notified as well as state and federal agencies along with phone numbers.
- ☐ Pg._____ **SHOULD** include flow diagram of notification procedures.
- ☐ Pg._____ **SHALL** includes notification procedures to the public.
- ☐ Pg._____ **SHOULD** include public media information (E.g.: radio, TV, press) and contact methods (phone, fax, pager, e-mail).
- ☐ Pg._____ **SHOULD** include methods by which the public will be notified such as sirens, door-to-door notification, etc.
- ☐ Pg._____ **MIGHT** include a designated spokesperson to keep the public informed during an emergency.
- ☐ Pg._____ **MIGHT** include a boilerplate/template of a public address announcement.
- ☐ Pg._____ **MIGHT** include methods used by local governments, prior to emergencies, for educating the public on the use of protective measures.

Comments:

Element 5

Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. *§11003(c)(5)*

☐ Pg._____ **SHALL** include release detection mechanisms used by each EHS facility.

☐ Pg._____ **SHALL** include an estimation of the vulnerability zone for each EHS facility.

☐ Pg._____ **SHOULD** identify how estimation was made, such as CAMEO, ALOHA or other modeling software.

☐ Pg._____ **SHALL** identify the area likely to be affected by the release.

☐ Pg._____ **SHOULD** include emergency contact information for locations within the vulnerability zone.

☐ Pg._____ **MIGHT** include a list of working hours for such facilities for an estimate of the population present at certain times of the day or year.

☐ Pg._____ **MIGHT** include conditions under which indoor protection would be recommended, including the decision making criteria.

☐ Pg._____ **MIGHT** include a map.

☐ Pg._____ **SHALL** include release detection methods for transportation accidents.

☐ Pg._____ **SHOULD** identify the vulnerability zone for known or typical transportation accidents involving EHS.

Comments:

Element 6

A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities. *§11003(c)(6)*

☐ Pg._____ **SHALL** include a list of resource organizations, contacts persons, and contact information (E.g: emergency responders, hospitals, public works, contractors, hazmat teams and other organizations, including governmental, volunteer, and private sector).

☐ Pg._____ **MIGHT** include a list of local hazardous material contractors.

☐ Pg._____ **SHALL** include a list of emergency equipment for all emergency responders.

☐ Pg._____ **SHOULD** include categories of equipment such as monitoring and detection, containment, decontamination, removal and cleanup.

☐ Pg._____ **SHOULD** include the emergency responder response capability and training level.

☐ Pg._____ **SHALL** include a list of each EHS facility's emergency response equipment.

☐ Pg._____ **SHOULD** include categories of equipment such as monitoring and detection, containment, decontamination, removal and cleanup.

☐ Pg._____ **SHOULD** include the EHS facility's response capability and training level.

☐ Pg._____ **SHALL** include a list of resources available from each resource organization within the community.

☐ Pg._____ **SHOULD** include categories of equipment such as transportation, communications, monitoring and detection, containment, decontamination, removal and cleanup.

Comments:

Element 7

Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. *§11003(c)(7)*

☐ Pg._____ **SHALL** include an SOP to conduct an evacuation.

☐ Pg._____ **SHOULD** include the person responsible for ordering an evacuation.

☐ Pg._____ **SHOULD** include control points and person/agency responsible for them.

☐ Pg._____ **SHOULD** include shelter locations with contact names and numbers that will provide food, shelter and medical care to relocated populations.

☐ Pg._____ **SHOULD** include shelter in place procedures and public notification.

☐ Pg._____ **MIGHT** include a system to provide for and track evacuees.

☐ Pg._____ **SHALL** include provisions for conducting a precautionary evacuation including moving special populations.

☐ Pg._____ **SHOULD** include methods to be used for assisting the movement of mobility-impaired persons, individuals at schools, hospitals, prisons and other special facilities.

☐ Pg._____ **SHALL** identify primary transportation routes to be used.

☐ Pg._____ **SHOULD** include a map showing primary routes to be used.

☐ Pg._____ **SHALL** identify alternative transportation routes to be used.

☐ Pg._____ **SHOULD** include a map showing alternative routes to be used.

Comments:

Element 8

Training programs, including schedules for training of local emergency response and medical personnel. *§11003(c)(8)*

☐ Pg._____ **SHALL** include a list of training programs and schedules for emergency responders.

☐ Pg._____ **SHOULD** include a list of each response agency and their current functional HazMat certification level (i.e., Awareness, Ops, Tech, etc.).

☐ Pg._____ **SHALL** include a list of training programs and schedules for medical personnel.

☐ Pg._____ **MIGHT** include a list of training programs and schedules for the general public.

Comments:

Element 9

Methods and schedules for exercising the emergency plan. *§11003(c)(9)*

☐ Pg._____ **SHALL** include a schedule for exercising the plan.

☐ Pg._____ **SHALL** include exercise methods for testing the adequacy of the plan (such as table top, functional or full scale).

Comments: