

# **Benton County, Washington**

## **Local Emergency Planning Committee**

### **Bylaws**

#### I. Purpose of the LEPC (SARA, Title III; 29 CFR 1910.120)

The Local Emergency Planning Committee (LEPC) is established within the Benton County jurisdiction to help maintain the integrity of existing emergency management organizations, plans and programs, as well as fulfilling Title III requirements.

#### II. Committee Membership (WAC 118-40-160)

The Committee membership shall include representatives from each of the following organizations: state and local elected officials, law enforcement, emergency management, firefighting, first aid, health professions, environmental, hospital, transportation, broadcast and print media, community groups and facility owners and operators.

#### III. Committee Organization

The Committee will have two officers elected by the membership: a Committee Chair, Vice Chair. BCEM will also have a representative on the committee. Elections will be held at the last meeting of each calendar year. The Chair is responsible for setting the agenda and conducting meetings. The Vice Chair will track member attendance and record the meeting minutes, which will be confirmed by the membership at the following meeting. BCEM is responsible for maintaining all the Tier II reports filed, handling community right-to-know information requests, and managing incoming and outgoing LEPC correspondence. IV. Committee Responsibilities (WAC 118-40-170)

##### A. Committee responsibilities will include, but are not limited to the following:

1. Forming a local planning team.
2. Designating a team leader.
3. Evaluating the resources needed to develop, implement, and exercise the emergency plan.
4. Identifying existing emergency response equipment and personnel.
5. Conducting a needs assessment of emergency response equipment and personnel requirements.
6. Providing oversight for preparation of the Hazardous Materials Plan by the local planning team.
7. Establishing procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312).

## V. Committee Attendance

A. The Local Emergency Planning Committee is comprised of persons who are appointed and voluntary. With the understanding that meeting dates are predetermined and approved by the LEPC members, all members shall:

1. Appoint an alternate to attend in lieu of the member.
2. Notify the Committee Chair of resignation from the Committee.
3. Understand that lack of participation in LEPC meetings for one year will result in removal from the mailing list.
4. Actively participate in LEPC training, exercise simulations and/or special functions provided for or by the LEPC

## VI. Committee Authority

The LEPC maintains the authority by the power of vote, to determine membership actions related to non-attending members and to any installations of new members.

## VII. Public Notification (40 CFR Section 324, Subpart B)

A. Avenues for public information may include, but are not limited to the following:

1. Public Service Announcements stating the purpose of the LEPC and meeting details.
2. Brochures for public distribution giving details and specific information relating to LEPC role and responsibilities.
3. Notice in local newspaper that the emergency response plan, Material Safety Data Sheets, and Tier II inventory forms have been submitted and the public may review them at a designated location.

B. Timeline

1. Public service announcements and any brochure updates and revisions will be developed each year in the month of June with completion and distribution to the public in the month of September. Annual public newsprint notification shall be held in the month of September to coincide with Disaster Preparedness Month.

C. Quarterly Membership Meetings

1. LEPC meetings will be held the second Thursday of every third month at 10 a.m. in the Benton County Emergency Operations Center, located at 651 Truman Ave., in Richland.

D. Public Meetings

1. Subcommittees will be developed to establish format and identify locations and avenues for public notification of such meetings at the beginning of each calendar year. Public Meetings shall be held on an annual basis.