

Local Emergency Planning Committee Program



Anchorage LEPC

ANCHORAGE LOCAL EMERGENCY PLANNING COMMITTEE PROGRAM

Table of Contents

Updates 3

Part I: Program Description 4

 Background 4

 Mission and Purpose..... 4

 Scope and Focus..... 4

 Anchorage LEPC Program Oversight Responsibility 4

 Office of Emergency Management (OEM)..... 4

 LEPC Baseline Activities 5

Part II: Anchorage LEPC Bylaws 7

 Article I: Goals 7

 Article II: Organization 7

 Article III: LEPC Committee 7

 Article IV: Officers and Special Staff 8

 Article V: Meetings..... 9

 Article VI: Subcommittees 11

 Article VII: Emergency Plans and CRTK Data 12

 Article VIII: Bylaw Amendments 12

Part III: Member Roster 13

Part IV: Statutory Requirements, References, and Compliance Matrix 14

LEPC Application example.....17

Updates

May 2018

- Added Pg 3, "Updates"
- Adjusted formatting throughout document.
- Pg 4, paragraph five (5) added "and facilitate interagency coordination" for clarification.
- Pg 5, moved paragraph *LEPC Grant Intent* up two paragraphs, did not change wording.
- Pg 5, added heading "Compliance Monitoring:" for clarification.
- Pg 5, added heading "Local Emergency Planning District:" for clarification.
- Pg 13, added Robert Wyatt, changed David Barton's organization, replaced Andrew Preis with Lexi Trainer.

October 2022

- Edited Coversheet Logo to current OEM Logo
- Edited Pg 3, "Updates" with current updates to the bylaws
- Edited Pg 4, to connote LEPC funding management "when funding is available"
- Edited Pg 5, description added for Continuity of Operations Plan "planning guidance"
- Edited Pg 5, description of LEPC grant to include "when available"
- Edited Pg 7 to update goals with current needs
- Edited Pg 10 to modernize the agenda
- Edited Pg 12 signatory authority for bylaws updates to Amanda Loach, current LEPC chair
- Edited Pg 13 complete update of the LEPC roster of committee members

September 2024

- Edited for formatting, punctuation, spelling, sentence structure throughout
- Edited Pg 4 to clarify mission and purpose
- Edited Pg 12 to include functional website links to the OEM Plans website, the State of Alaska SERC website, and the Anchorage LEPC website
- Edited Pg 13 update of the LEPC roster of committee members
- Added Pg 17 to include an example of an Anchorage LEPC application form

ANCHORAGE LOCAL EMERGENCY PLANNING COMMITTEE PROGRAM

Part I: Program Description

Background

The Local Emergency Planning Committee (LEPC) is a product of federal legislation passed in the wake of the 1984 Bhopal India disaster, where thousands of people died due to an accident involving hazardous chemicals.

To prevent similar occurrences in our communities, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) in 1986, also known as Title III of the Superfund Amendments and Reauthorization Act (SARA).

EPCRA establishes requirements for businesses and for federal, state, and local governments regarding emergency planning and community right-to-know (CRTK) reporting for hazardous chemicals. The CRTK provision in EPCRA helped increase awareness about the presence of chemicals in their communities and releases of these chemicals into the environment.

The Alaska State Emergency Response Commission (SERC) was formed pursuant to SARA Title III and Alaska Statute 46.13.010, as superseded by AS 26.23.071. The SERC designated the area encompassing the boundaries of the Municipality of Anchorage (MOA) as a Local Emergency Planning District (LEPD) and established the Anchorage Local Emergency Planning Committee (LEPC) within the district.

Mission and Purpose

The Anchorage LEPC is a planning advisory entity whose mission, or purpose, is to enhance the emergency and disaster planning capabilities of the MOA, and facilitate interagency coordination. The LEPC uses its expertise to advise on community planning, preparation, mitigation, response, and recovery for emergencies and disasters.

Scope and Focus

The Anchorage LEPC is considered an All-Hazards LEPC. This scope is consistent with the Alaska State Emergency Response Commission (SERC) and most LEPCs nationwide. The focus is all disasters or emergencies, human caused, natural, and technological, that may threaten the MOA, and is not limited strictly to planning for emergencies and disasters associated with hazardous substances and toxic chemicals.

Anchorage LEPC Program Oversight Responsibility

Office of Emergency Management (OEM) The OEM is the Municipal government's designated organization charged with all-hazards planning for emergencies and disasters (AMC 3.80). In fulfilling its planning responsibilities, the OEM exercises oversight of all LEPC program activities within the jurisdiction.

The OEM oversight responsibilities for the LEPC program include:

- Provides administrative support and preparation of reports for all LEPC activities.
- Conducts all official correspondence on behalf of the Anchorage LEPC
- Coordinates all required baseline activities, to include requests for participation or nomination for primary LEPC voting members, support staff, and ex officio members.

- Manages LEPC grants and financial reporting, when funding is available.
- Develops and manages LEPC grant project development.
- Coordinates all purchases and contracts for services through the Municipal Purchasing Department.
- Coordinates all legal reviews of LEPC activities through the Municipal Attorney's Office.
- Coordinates hazard vulnerability and capability assessments.
- Develops and maintains the MOA's Comprehensive Emergency Operations Plan (CEOP), Hazard Mitigation Plan, and Continuity of Operations Plan (COOP) planning guidance.
- Maintains a viable training and exercise program to support, enhance, and validate all-hazards emergency operations plans.
- Coordinates and/or plans emergency preparedness community outreach and education programs.
- Monitors the jurisdiction's compliance with Federal and State regulatory requirements governing hazardous materials and toxic chemicals, to include planning, reporting, response, and CRTK.

Local Emergency Planning District: As Alaska's largest urban area, Anchorage is a single jurisdiction LEPC that has multiple organizational and emergency planning entities within it in addition to the LEPC. Oversight of the LEPC by the OEM ensures that planning entities avoid working at cross-purposes or having conflicting goals, and that resources are used efficiently for both planning and response.

LEPC Baseline Activities

The following activities and workplan are foundational to local, state, and federal authority compliance:

1. Establish an LEPC and maintain membership
2. Establish and maintain rules (bylaws) to include:
 - a. Provisions for public notification of committee activities
 - b. Public meetings to discuss emergency plans
 - c. Receive public comments and response to such comments
 - d. Distribution of emergency plans
3. Coordinate compliance monitoring through the Anchorage Fire Department as follows:
 - a. Publish annual notices of public availability of CRTK data on hazardous materials
 - b. Establish procedures for receiving and processing requests from the public for SDS and Tier II information on hazardous materials in the community
 - c. Maintain a current list of all facilities within the LEPC required to complete a Tier II report
4. Review emergency plans at least once a year
5. Evaluate need for resources to develop, implement, and exercise the emergency plans

6. Make recommendations to Division of Homeland Security and Emergency Management (DHS&EM) and SERC regarding resources required for plan execution
7. Act as an advisory committee to the OEM and other public safety stakeholders of political subdivisions within the LEPC
8. Attend scheduled LEPCA and SERC meetings
9. Ensure LEPC grants management, when available, as follows:
 - a. Develop and manage projects that support, sustain, and enhance LEPCs, to perform their statutory responsibilities under State and Federal laws, that enhance all-hazards awareness within the community
 - b. Submit timely quarterly reports to DHS&EM in accordance with the LEPC obligating grant award documents

Part II: Anchorage LEPC Bylaws

Article I: Goals

1. Enhance the emergency management planning for mitigation, prevention, response, and recovery capabilities of the MOA.
2. Enhance emergency management capacity within the community through support for training, exercises, public information, and community outreach and education programs.
3. Ensure compliance with the Community Right to Know Act as outlined in AS 46.13.010, as superseded by AS 26.23.07.

Article II: Organization

1. **Committee Name:** The name of the Committee shall be the Anchorage Local Emergency Planning Committee, hereafter called the LEPC. When LEPC is used in this document, the name refers to the Anchorage LEPC only.
2. **Mailing Address:** The official mailing address of the LEPC will be:

Anchorage Local Emergency Planning Committee
Office of Emergency Management
1305 E Street
Anchorage, AK 99501

Article III: LEPC Committee

1. **Committee Make-Up:** The Anchorage LEPC is composed of primary voting members, non-voting support staff, and non-voting ex officio participants.
2. **Primary Voting Members:** The Anchorage LEPC will have a total of at least seven voting members, each representing a category outlined by SARA Title III, AS 26.23.073, and SERC policy indicated below. Nominated voting members are subject to appointment by the SERC prior to taking office:
 - Elected official
 - Law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation
 - Broadcast or print media
 - Community groups
 - Owners and operators of facilities subject to the requirements of 42 USC 11001-11005
 - Representatives of local inter-jurisdictional disaster planning and service area, if one has been established
 - Members of the public not described in the categories above
3. **Support Staff:** Support staff are non-voting members of the LEPC and provide the administrative and operational support necessary for the Anchorage LEPC to act as a planning advisory entity and meet its stated goals. Support staff are sourced and assigned for LEPC activities by the OEM on an as-needed basis for administrative support, to include financial accounting, and operational support. The duties of the LEPC support staff include, but are not limited to:
 - Prepare meeting notifications, agendas, minutes, and notes
 - Maintain LEPC attendance records
 - Prepare official correspondence and written responses to public comments

- Develop work plans, budgets, grant applications, and contract documents
 - Serve as liaison to the Alaska LEPC Association (LEPCA)
4. **Ex Officio Members:** Ex officio members are non-voting members chosen by the committee chair based upon their expertise in specific functional areas. The number of ex officio members is not limited, but their tenure as committee members is subject to their availability and continued participation in LEPC activities. Their membership also terminates automatically when they no longer work in the specific functional area or with the same organization for which they were initially selected to participate in the Anchorage LEPC.
 5. **Changes in Voting Membership:** A change in voting membership shall be accomplished in accordance with current SERC policies and procedures. **This is to include: completing an LEPC membership application; submitting the application to the Anchorage LEPC for approval; the Anchorage LEPC sending the approved application to the Anchorage Municipal Manager via memo for approval; and, sending the approved application directly to the SERC representative at the Alaska DHS&EM.**
 6. **Residency of Voting Member:** LEPC voting members must either reside or be employed within the jurisdictional boundaries of the Municipality of Anchorage.
 7. **Terms of Voting Members:** A voting member shall serve a continuous term unless, or until, the member resigns or the LEPC chair declares the person's membership has been vacated in accordance with the applicable by-laws and SERC policies. Any LEPC position may be dismissed if the Chair determines that the continued participation of the individual compromises or undermines the Anchorage LEPC program. Additionally, an LEPC committee member may excuse themselves at any time, preferably with enough lead time for the committee to find a replacement member, and/or with a replacement member already identified.
 8. **Attendance Requirements:** For the LEPC to be effective, attendance by primary voting members is critical. Primary voting members unable to attend a scheduled meeting or other scheduled committee activity are asked to notify the OEM as soon as possible. Unexcused absences: primary voting members who are unable to attend two consecutive meetings will be contacted by the Committee Chair to discuss their continued participation. The Committee Chair shall then determine if the individual's continued participation is in the best interest of the LEPC program. Upon the third consecutive "*unexcused absence*" by a primary voting member from a scheduled meeting, the LEPC Chair will notify them that their committee membership position is considered vacated.
 9. **Primary Voting Member Vacancies:** In the event a primary voting member vacancy emerges, the vacancy shall be publicly advertised in accordance with current SERC policies and procedures and the Open Meetings Act under AS 44.62.

Article IV: Officers and Special Staff

1. **LEPC Chair:** The Anchorage OEM Director shall serve as the committee chair. The LEPC Chair position is considered a voting member and fulfills the requirement for representation from the Civil Defense / Emergency Management category, as outlined in SARA Title III, AS 26.23.073. The duties of the LEPC Chair include:
 - Presides over all meetings, preserving order and decorum.
 - Serves as signatory authority for all minutes and official correspondence related to official committee business.

- Represents the Anchorage LEPC at LEPCA / SERC meetings.
 - Serves as point of contact for all official LEPC matters.
 - Coordinates the assignment and oversee the LEPC activities of the support staff.
 - Identifies and invites individuals to serve as ex officio members.
 - Requests nominations from the appropriate agencies and organizations to serve as primary voting members.
 - Monitors all LEPC official business and planning activities.
2. **Vice-Chair:** The Vice-Chair is a primary voting member and shall be a Public Safety official serving in a leadership position within the Anchorage Fire Department. A request for nomination for the Vice-Chair position shall be made by the Committee through the Chair to the Anchorage Fire Chief. The Vice-Chair position may be filled to concurrently meet a specific membership category outlined in SARA Title III, AS 26.23.073. The Vice-Chair performs all the duties of the Chair, in the absence of the Chair.
 3. **Information Coordinator:** The information coordinator is a non-voting special staff member selected to fulfill the requirements outlined in SARA Title III, Sections 311, 312, and 313, for maintaining Tier I and Tier II forms, and Safety Data Sheets (SDS). Due to the technical nature and qualifications required, assignment to this position is sourced by the Anchorage Fire Department / Fire Marshal's Office.

Article V: Meetings

1. **Regular Meeting:** The Anchorage LEPC shall meet at least once annually, to fulfill SERC requirements. However, at least three meetings per year are considered necessary to maintain an active voting member roster and ensure an adequate level of participation by ex officio members. Public notice of the meetings is made on the OEM website, as well as the Municipality's public meetings website, approximately two weeks prior to the meeting date. Likewise, notification to all LEPC participants shall be made at least two weeks prior to the scheduled meeting time. Regular meetings shall be open to the public, in accordance with the Alaska Open Meetings Act.
2. **Special Meetings:** The Chair, the Vice-Chair in the Chair's absence, or a majority of the entire LEPC voting membership may call a special meeting. A special meeting is called to consider one or more specific items of importance that have arisen between regular meetings and require action. Only business mentioned in the call of a special meeting can be transacted at such a meeting.
3. **Executive Session:** The LEPC may, by majority vote, enter executive session, in accordance with the Alaska Open Meetings Act. Executive Sessions are conducted only for defined confidential business listed in the Alaska Open Meetings Act, of which non-members are not necessarily entitled to attend.
4. **Quorum:** A quorum shall consist of a simple majority of currently approved membership and is required to conduct business. A quorum must be maintained throughout meeting for business to continue. A majority vote is necessary to pass all motions coming before the committee.
5. **Order of Business:** An agenda shall be produced by LEPC support staff and sent to all members at least two (2) weeks prior to the scheduled meeting. Any LEPC member may request modifications to the agenda.

- 6. Order of Business:** Unless otherwise revised by voting members in attendance, meetings of the LEPC shall be conducted by the following order of business:
- a. Call to order
 - b. Welcome and Roll Call
 - c. Safety Minute (*Chair's choice of provider*)
 - d. Consent Calendar:
 - i. Approval of (previous meeting) minutes
 - ii. Approval of (current) Agenda
 - iii. Approval of applications for membership
 - e. Presentations
 - f. Reports (5 minutes each)
 - i. Community Right-to-Know (CRTK) Program
 - ii. Emergency plans
 - iii. State Emergency Response Commission (SERC)
 - iv. Division of Homeland Security & Emergency Management (DHS&EM)
 - v. Alaska Partners for Infrastructure Protection (APIP)
 - vi. Joint Medical Emergency Planning Group (JMEPG)
 - vii. Port Security Group
 - viii. Communications (AWARN & ALMR)
 - ix. Anchorage Health Department (AHD)
 - x. Citizen Corps Activity (CERT programs)
 - xi. Emergency Operations Center (EOC)
 - xii. Ex-officio members/agencies
 - g. Unfinished Business
 - h. New Business
 - i. Public Comment
 - j. Committee Member Comment
 - k. Future meetings
 - l. Adjournment
- 7. Manner of Voting:** Voting on all questions coming before the LEPC shall be "yea" or "nay", a show of hands, or unanimous consent, unless there is an objection, or action is taken for a roll call vote. If there is an objection, or a roll call vote is requested, the vote of each member shall be recorded in the meeting minutes. Voting members may not vote on any motion that would constitute a conflict of interest. Voting may be done by members via conference call at the meeting.

8. **Manner of Conducting Meetings:** In all matters of procedure not covered by rules adopted by the LEPC, the current edition of Robert's Rules of Order shall be applicable and shall govern.
9. **Minutes of LEPC Meetings:** Accurate minutes of all proceedings of the LEPC shall be maintained in the custody of LEPC support staff. The LEPC minutes and activities shall be public record, open to inspection by any person. Minutes shall include a record of attendance at meetings, business and subcommittee reports, public comments, and a summary of LEPC discussions. Minutes of the previous meeting shall be made available to each LEPC member prior to the next LEPC meeting. LEPC information may be found on the OEM website.
10. **Participation by Members of the Public:**
 - a. Members of the public may attend all regular and special meetings of the LEPC, as cited under Chapter 62, Article 6, Sec. 44 of the Open Meetings Act of the Alaska Statutes. An opportunity will be provided at each meeting for members of the public to address the LEPC on matters relating to local emergency preparedness. A member of the public who desires to formally address the LEPC may mail to LEPC support staff, at the address cited in Article II, Section 2, a written notice of intent to appear.
 - b. Members of the public attending LEPC meetings must sign-in prior to commencement of the meeting. If the member of the public wishes to address the LEPC, they will be allowed to do so without a prior written notice of intent to appear; however, they will be required to wait until after all members of the public who have provided written notice of intent to appear have spoken.
 - c. Members of the public may provide written opinions and information to the LEPC by mailing written materials to LEPC Support Staff, at the address cited in Article II, Section 2.
 - d. Members of the public may serve on subcommittees and make available their expertise on a volunteer basis. Members of the public may be recognized at any time during the meeting, at the discretion of the Chair.
 - e. Any member of the public requiring reasonable accommodations under the Americans with Disabilities Act needs to contact LEPC Support Staff to make the necessary arrangements to attend an Anchorage LEPC meeting.
11. **Code of Ethics:** Each LEPC member shall comply with the Alaska Executive Branch Ethics Act, Alaska Statute 39.52; and, as a general premise, must not improperly benefit financially or personally from their actions as an LEPC member.
12. **Compensation:** Members of the Anchorage LEPC will not be compensated for attendance at meetings of the Anchorage LEPC.

Article VI: Subcommittees

1. **Establishment of Subcommittees:** The LEPC may establish subcommittees composed of primary voting members, ex-officio members, and other members of the local community. The Chair of each subcommittee must be a voting member of the LEPC. The purpose of the subcommittee is to examine and report on matters relevant to the LEPC. Establishment of a Subcommittee requires a majority vote of the LEPC.
2. **Dissolving of Subcommittees:** Subcommittees are dissolved when the requirement for their establishment is deemed to no longer exist by the committee chair or by majority vote by the LEPC.

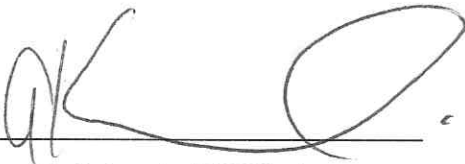
Article VII: Emergency Plans and CRTK Data

- 1. **Emergency Plans:** Emergency plans under the purview of the LEPC that do not contain sensitive information that could be used to harm the MOA will be made available on the OEM’s website <https://www.muni.org/departments/oem/plans>.
- 2. **Community Right to Know (CRTK) Data:** CRTK data is made available to the public after the steps outlined by the SERC have been accomplished. The SERC procedure is available if requested from the LEPC, or online at “SERC Policy & Procedures for Public Access to Tier II Reports”, <http://ready.alaska.gov/SERC/Tier>. Availability of CRTK data is published on the LEPC webpage <https://www.muni.org/departments/oem/plans/pages/lepc>.

Article VIII: Bylaw Amendments

- 1. **Amendments to Bylaws:** The Bylaws of the LEPC may be amended by a “yea” vote of a quorum of the voting membership of the LEPC. No vote shall be taken to amend the Bylaws until the proposed amendment(s) have been submitted in writing to the entire membership at least thirty days prior to the meeting when the proposed amendment(s) are considered for approval.
- 2. **Filing of Amended Bylaws:** A copy of the final adopted bylaws that have been newly revised or amended shall be provided to the SERC and any person who requests a copy.

Adopted by the Anchorage Local Emergency Planning Committee for the Anchorage Local Emergency Planning District, on this 15th day of October, 2024, effective immediately upon passage.

X 
 Amanda K. Loach, LEPC Chair

Part III: Member Roster
Anchorage Local Emergency Planning Committee Roster

Voting Members* 42 U.S.C 11001(c)			
	<u>Name</u>	<u>Organization</u>	<u>LEPC Position</u>
1.)	Amanda Loach	Office of Emergency Management - Director	Chair
2.)	Brian Dean	Anchorage Fire Department - Fire Marshal	Vice Chair
3.)	George Vakalis	Anchorage School District - Consultant	SERC representative and public-at-large
4.)	Doug Lamkin	Neighborworks	Facility Owner/Operator
5.)	Brian Wilson	Anchorage Police Department - Captain of Administration	Law Enforcement
6.)	Lore Olson	Alaska Native Medical Center - Manager of Hospital Emergency Preparedness	Hospitals
7.)	John Huffman	University of Alaska, Anchorage - Emergency Manager	Local Disaster Planning
8.)	Ashley Lally	Former Anchorage School District Emergency Manager	Member of the Public
9.)	Alyssa Farrar	Anchorage Water & Wastewater Utility - Director of Admin Services	Local Environmental
10.)	Manch Garhart	Girdwood Volunteer Fire Department - Deputy Chief	First Aid/EMS
			Elected Official (VACANT)
			Transportation (VACANT)
			Health and Medical (VACANT)
			Media (VACANT)
Non-Voting Ex-Officio Members**			
1.)	Rai Simpliciano	DHS&EM - Lead Community Planner	DHS&EM/LEPC Representative
2.)	Aviva Braun	NOAA/NWS - Warning Coordination Meteorologist	Forecasting/Warning Coordination
3.)		Anchorage Health Department - Chief Medical Officer	Health and Medical
Non-Voting Support Staff***			
1.)	Andrew Preis	Office of Emergency Management - Programs Manager	Primary Admin Support
2.)	Sean Mackenzie	Office of Emergency Management - Programs Manager	Tech/Admin Support
3.)	Jean Boyda	Anchorage Fire Department- CRTK Coordinator	Information Coordinator

*- Fulfills membership requirements of 42 U.S.C. 11001(c). SERC approval required.

** - Fulfill position requirement of 42 U.S.C. 11001(c) and grant requirements. SERC approval not required.

*** - Provide subject matter expertise. SERC approval not required.

Part IV: Statutory Requirements, References, and Compliance Matrix

Statutory Requirements	Reference	Compliance
1. Establish an LEPC and maintain membership	AS 26.23.073(g)(2)/ 42 U.S.C. 11001(c)	LEPC Bylaws
Establish and maintain bylaws to include:	AS 26.23.073(g)(2)/ 42 U.S.C. 11001(c)	
2. Provisions for public notification of committee activities	AS 23.23.073(g)(1)/ 42 U.S.C. 11001(c)	LEPC bylaws Article V.1.
3. Public meetings to discuss emergency plan	42 U.S.C. 11044	LEPC bylaw Article V.5.f.ii.
4. Receive public comments and response to such comments	AS 26.23.073(g) (3)/ 42 U.S.C. 11003	LEPC bylaw Article V.5.i.; Article III.3.
5. Distribution of emergency plans	AS 26.23.073(g)(2)/ 42 U.S.C. 11001(c)	LEPC bylaw Article VII.1.
6. Annually publish notice of public availability of CRTK data	42 U.S.C. 11044	LEPC bylaw Article VII.2. EOM website http://www.muni.org/Departments/OEM/Plans/Pages/LEPC.aspx
7. Establish procedures for receiving and processing requests from the public for Material Safety Data Sheets (MSDS) and Tier II information	AS 23.23.073(g)(1)/ 42 U.S.C. 11001(c)	LEPC bylaw Article VII.2. "SERC Policy & Procedures for Public Access to Tier II Reports" http://ready.alaska.gov/SERC/Tier .
8. Review emergency plans once a year	AS 26.23.073(g)(2)/ 42 U.S.C. 11001(a)	LEPC bylaw Article V.5.f.ii.
9. Evaluate need for resources to develop, implement, and exercise the emergency plan	42 U.S.C. 11003(b)/ AS 26.23.073(g)(4)	LEPC bylaw paragraph "Anchorage LEPC Program Oversight Responsibility"
10. Make recommendations to DHS&EM and SERC regarding resources required for plan execution	42 U.S.C. 11003(b)/ 26.23.073(g)(4)	Attends LEPCA and SERC meetings
11. Act as an advisory committee to the political subdivisions within the LEPC	AS 26.23.073(g)(6)	AMC 3.80
12. Attend scheduled LEPC Association and SERC meetings	AS 26.23.073(g)(6)	See past meeting minutes http://ready.alaska.gov/SERC/#meetings
13. Submit timely quarterly reports to DHS&EM in accordance with the LEPC Obligating Grant Award Document	Grant Guidance	Complies with- http://ready.alaska.gov/Grants
14. Maintain a current list of all facilities within the LEPC required to complete a Tier II report	AS 26.23.075/ 42 U.S.C. 11003(c)	http://www.muni.org/Departments/Fire/Prevention/Pages/crtk.aspx
Emergency Plans Requirements	Reference	Compliance
15. Identification of facilities subject to the requirements of 42 U.S.C. 11001 - 11005	AS 26.23.075(a)(1)	http://www.muni.org/Departments/Fire/Prevention/Pages/crtk.aspx
16. Identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in 42 U.S.C. 11002(a)	AS 26.23.075(a)(1)	National Hazardous Materials Route Registry http://www.fmcsa.dot.gov/regulations/hazardous-materials/national-hazardous-materials-route-registry
17. Identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of 42 U.S.C. 11001 - 11005	AS 26.23.075(a)(1)	Programs used by AFD: ALOHA and CAMEO
18. Methods and procedures to be followed by facility owners and operators and local	AS 26.23.075(a)(2)	Anchorage Fire Department Hazardous Materials Emergency Response Plan

emergency and medical personnel to respond to a release of hazardous substances		
19. Designation of an emergency coordinator, as required under AS 26.23.060(d), and facility emergency coordinators, who shall make determinations necessary to implement the emergency plan	AS 26.23.075(a)(3)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Community Right-to-Know Program for Anchorage http://www.muni.org/Departments/Fire/Prevention/Documents/CRTK%20Ver%2012_13.pdf
20. Procedures providing reliable, effective, and timely notification by the facility emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred, consistent with the emergency notification requirements of 42 U.S.C. 11004;	AS 26.23.075(a)(4)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Community Right-to-Know Program for Anchorage http://www.muni.org/Departments/Fire/Prevention/Documents/CRTK%20Ver%2012_13.pdf
21. Methods for determining the occurrence of a release and the area or population likely to be affected by that release;	AS 26.23.075(a)(5)	Programs used by AFD: ALOHA and CAMEO
22. A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of 42 U.S.C. 11001 - 11005, and an identification of the persons responsible for the equipment and facilities;	AS 26.23.075(a)(6)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Community Right-to-Know Program for Anchorage http://www.muni.org/Departments/Fire/Prevention/Documents/CRTK%20Ver%2012_13.pdf
23. Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes;	AS 26.23.075(a)(7)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Comprehensive Emergency Operations Plan http://www.muni.org/Departments/OEM/Plans/Documents/2015_CEOP%20protected.pdf
24. Training programs, including schedules for training of local emergency response and medical personnel; and	AS 26.23.075(a)(8)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Community Right-to-Know Program for Anchorage http://www.muni.org/Departments/Fire/Prevention/Documents/CRTK%20Ver%2012_13.pdf
25. Methods and schedules for exercising the emergency plan.	AS 26.23.075(a)(9)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Community Right-to-Know Program for Anchorage http://www.muni.org/Departments/Fire/Prevention/Documents/CRTK%20Ver%2012_13.pdf
26. (b) An emergency plan prepared under AS 26.23.073 may include descriptions, procedures, and programs related to disasters other than those caused by releases of hazardous substances.	AS 26.23.075(b)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Comprehensive Emergency Operations Plan http://www.muni.org/Departments/OEM/Plans/Documents/2015_CEOP%20protected.pdf
(c) Each emergency plan prepared under AS 26.23.073 must incorporate within it an incident command system.	AS 26.23.075(c)	1. Anchorage Fire Department Hazardous Materials Emergency Response Plan 2. Comprehensive Emergency Operations Plan

	http://www.muni.org/Departments/OEM/Plans/Documents/2015_CEOP%20protected.pdf
--	---

September, 2024

Example of an Anchorage LEPC application:

ANCHORAGE LOCAL EMERGENCY PLANNING COMMITTEE

INDIVIDUAL APPLICATION FORM FOR MEMBERSHIP ON LEPC

(Please type or print legibly)

Applicant name: _____

Mailing address: _____

Residence address: _____ City _____ Zip _____

Email address(s): _____

Day phone: _____ Cell Phone: _____ Home Phone (optional): _____

Employer: _____ Job title: _____

Please provide sufficient information in the space provided below to demonstrate eligibility or suitability for a particular position on the LEPC. For the Members of the public not described in the other categories, please state whether you qualify for any other category listed here.

Categories: Elected official; Law enforcement, civil defense, fire-fighting, first aid, health, local environmental, hospital, or transportation; Broadcast or print media; Community groups; Owners and operators of facilities subject to the requirements of 42 USC 11001-11005; Representatives of local inter-jurisdictional disaster planning and service area if one has been established; Members of the public not described in the categories above.

LEPC category/seat that applicant seeks: _____

New applicant _____ Renewal _____ Primary member _____ Alternate member _____

Qualifications for this category:

Organizations in which applicant participates (that are pertinent to the application):

(Please provide enough information to demonstrate an applicant's eligibility or suitability for a particular seat on the LEPC. For the Public At Large position, please state whether an applicant qualifies for any other category on the LEPC.)

I hereby certify that the above information is correct and that I have not misrepresented myself.

Signature

Date

When complete please scan & email to andrew.preis@anchorageak.gov and forward original to LEPC, 1305 E St, Anchorage AK 99501