LOCAL EMERGENCY PLANNING COMMITTEE
CHECKLIST

BEFORE THE FIRST MEETING

- Set date, time and neutral place for meeting.
- Set agenda.
- Provide public notice of meeting.
- Invite participants with copy of draft agenda attached.
- Define scope, goals and objectives of LEPC.

ONGOING TASKS

- Appoint a chairperson, vice-chairperson and secretary/treasurer.
- Record minutes of meetings. Submit copies to participants and the BHS.
- Submit a nomination letter of members of LEPC to Bureau of Homeland Security
- Adopt by-laws and provide a copy to BHS.
- Appoint an Information Coordinator for public information requests
- Appoint Sub-Committees.
- Maintain records and references.
- Publish an annual notice in local newspapers that the emergency operations plan, MSDS, follow-up release notifications, and inventory forms have been submitted.

PROJECT IDEAS

- Develop a Hazard Analysis for your jurisdiction.
- Develop an Emergency Operations Plan (EOP) to be reviewed and updated annually.
- Develop an exercise program.
- Develop a training needs analysis.
- Develop a list of resources.