

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.