

Lancaster County Emergency Management



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Local Emergency Planning Committee Rules and By-Laws

I. BY-LAWS

A. Establishment of Committees

1. The Committee shall be established in line with the requirements under Title III of Superfund Amendments and Reauthorization Act of 1986.
2. The Local Emergency Planning Committee of Lancaster County (LEPC) shall have a minimum of 5 and a maximum of 15 members, but shall have an odd number of members.
3. The LEPC will include at least one representative of each of the following groups:
 - Group 1 Elected Official representing local government within the County.
 - Group 2 Law Enforcement , first aid, health, local environmental, hospital and transportation personnel.
 - Group 3 Firefighting personnel
 - Group 4 Civil defense and emergency management personnel.
 - Group 5 Broadcast and print media.
 - Group 6 Community Groups not affiliated with emergency service groups.
 - Group 7 Owners and operators of facilities subject to the requirements of SARA Title III
1. On an annual basis the LEPC will elect a Chairperson, a Vice-Chairperson and a Public Information Officer.

B. Purpose of the Committee

1. The purpose/duties of the LEPC are to fulfill the requirements and obligations as specified in the SARA Title III requirements of 1986. These duties include:
 - a. Prepare, review and approve a Hazardous Materials Off-Site Response Plan for each qualifying facility within Lancaster County.
 - b. Submit a copy of each Off-Site Response Plan to the Pennsylvania Emergency Response Commission for review.
 - c. Give public notice of its' activities.
 - d. Establish procedures to receive, store and retrieve chemical listings, Tier Forms and all other Applicable documents.
 - e. Establish procedures and monitor public requests for information.

C. Operations of the Committee

1. All reportable incidents (those exceeding the reportable quantity) will be made to the LEPC through the Lancaster County Emergency Management

Agency.

2. The Lancaster County Emergency Management Agency will notify all other agencies at the State, Local and Federal Levels of the release on behalf of the LEPC.
3. Training and exercise requirements (such requirements shall be added at a later date by amendment to these by-laws).

D. Meetings

1. The LEPC shall meet at the call of the Chairperson, or in the Chairpersons absence or incapacity to call the meeting, at the call of the Vice-Chairperson.

II. RULES OF OPERATION

A. Provisions for public notification of LEPC activity.

1. Procedures of this committee will be in accordance with the "Sunshine Law".

B. Public Meetings to Discuss Plans and Public Comments

1. Members of the general public are welcome to attend meetings of the Committees.
2. During the course of each meeting, time will be allocated for public comment.
3. The Committee will make forms available for members of the public to express their comment in writing.
4. Any public comments that requires Committee action shall be submitted to the Committee in written form by the public requesting such action.

C. Response to Public Comment

1. Upon receiving public comments, the LEPC will give written acknowledgement.
2. The LEPC will review the comment, and reply within 45 days of receipt.

D. Distribution of Emergency Plans

1. The Committee shall distribute copies of the emergency plan to all groups and organizations that are on the approved distribution list.
2. Upon receiving a written request for a copy of the plan, the LEPC will fill the request following coordination with the facility.
3. The LEPC will fill the request within 30 days (following coordination with the facility).
4. Costs associated with the preparation, copying and mailing of the requested information will be paid in advance by the requester.

E. Procedures for Receiving and Processing Information Requests from the Public

1. The official mailing address of the LEPC will be:

Local Emergency Planning Committee of Lancaster County
c/o Lancaster County Emergency Management Agency
P O Box 219
Manheim PA 17545

2. All requests will be processed in accordance with the provisions of paragraphs C and D above.
3. Copies of the form letters to be used by the requesting person and the LEPC are available as requested.

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