



**PRELIMINARY AGENDA  
NORTH CENTRAL FLORIDA (DISTRICT 3)  
LOCAL EMERGENCY PLANNING COMMITTEE**

Madison County Emergency  
Operations Center, Madison, Florida

Thursday, August 21, 2014  
10:00 am

- I. INTRODUCTIONS AND CHAIRMAN'S REPORT**
- II. APPROVAL OF MAY 29, 2014, MEETING MINUTES \***
- III. LEPC BUSINESS ITEMS**
  - a) Hazardous Materials Response in North Florida and South Alabama
  - b) County Reports on Hazardous Materials Activities and Exercises
  - c) Hazards Analysis Summary - HMEP Planning Project
  - d) State Emergency Response Commission Hazards Analysis Working Group Update
  - e) Update on Presidential Executive Order 13650: Improving Chemical Facility Safety and Security
- IV. PUBLIC INFORMATION ISSUES**
  - a) Hazardous Materials Awareness Week Activities in September to coincide with National Preparedness Month
  - b) Nominees for Thomas Yatabe Award and Certificates of Appreciation
  - c) LEPC Membership Status
  - d) Other Public Information Issues
- V. FIRST RESPONDER ISSUES**
  - a) Training Classes Scheduled and Additional Classes to be Requested
  - b) Status of Supplemental Environmental Projects
  - c) State Emergency Response Commission Training Task Force Issues
  - d) Regional Hazmat Team Update - Meeting, 1:00 pm
- VI. OTHER BUSINESS AND INFORMATION REQUESTS**
- VII. NEXT MEETING DATE AND LOCATION**

This page is intentionally left blank.

**NORTH CENTRAL FLORIDA LOCAL EMERGENCY  
PLANNING COMMITTEE MINUTES**

PCS Phosphate Conference Center  
White Springs, FL

Thursday, May 29, 2014  
10:00 a.m.

**MEMBERS PRESENT**

Ron Mills, Chair  
Frank Armijo  
Tom Cisco  
Bill Ellis  
Robyn Gedeon  
Scott Holowasko  
Brian Johns  
Paul Kremer  
Marc Land for  
    Donnie Land  
Shayne Morgan,  
    Vice-Chair  
David Peaton  
Donnie Sessions  
Dan Smith  
Ebbin Spellman for  
    David Donnelly  
Ed Ward

**MEMBERS ABSENT**

Tim Alexander  
Mike Brimeyer  
Clint Daugherty  
Dave Dickens  
Robert Garbett  
Scott Garner  
Carl Glebowski  
Keith Godwin  
Mitch Harrell  
Sylvia Ifft  
Gracie Kennedy  
Erica Kight  
David Meurer  
John Mousa  
T.F. Smoak  
Kimberly Thomas  
Steve Truluck

**GUESTS PRESENT**

Dwight Boozer, FDEM  
John Hampton, American  
    Red Cross  
Henry Land, HCEM  
Bruce Scott, FDEM  
David Still  
Tim Westbury, LCFD  
John Wright, HCEM  
Jordan Yarbough,  
    American Red Cross

**STAFF PRESENT**

Dwayne Mundy

The meeting was called to order at 10:06 a.m.

**I. CHAIRMAN'S REPORT AND INTRODUCTIONS**

Chair Ron Mills welcomed everyone and asked that they introduce themselves. He thanked Bill Ellis and PCS Phosphate for hosting today's meeting. Bill Ellis introduced David Still, who is the Environmental Manager at PCS Phosphate. Mr. Still thanked the group for its efforts and invited the members to come back. Chair Mills announced he has been appointed by the Governor to the State Emergency Response Commissioner after a year and a half wait

**II. APPROVAL OF 20 FEBRUARY, 2014, LEPC MEETING MINUTES**

**Action: It was moved by Shayne Morgan and seconded by Dan Smith to adopt the minutes of the February 20, 2014, LEPC meeting as printed. The motion passed unanimously.**

### III. LEPC BUSINESS ITEMS

Dwayne Mundy gave an update on the status of Presidential Executive Order 13650: Improving Chemical Facility Safety Security. He referenced a letter from the LEPC in the meeting packet making for recommendations. These recommendations included support of the Florida regional LEPC model, support for CAMEO for conducting hazards analysis, recommending that ammonia nitrate should be reported on Tier 2 forms and recommending to the US Department of Transportation that the money being made available at the local level should increase from 75 percent to 90 percent.

Dwayne Mundy reported on the status of the State Emergency Response Commissions Hazards Analysis Working Group. He stated that he has been elected chair of the group and recommendations were made during the April SERC meeting. He said that the Regional Planning Councils will be taking over the review of the Hazard Analysis and it is the intent that the efforts will focus on increasing coordination between facilities and responders. The group discussed issues with the current Hazards Analysis process including one county one never receiving comments on its sample submission and another county having difficulties contacting farmers to sign the site verification forms. Other items included the development of state defined fields which facilities could use to provide additional information being requested for section 302 sites.

The group discussed procedures for reviewing and approving Hazards Analysis. It was reported that the LEPC would adopt and approve the Hazards Analysis as part of the annual LEPC update.

Possible HMEP planning projects were discussed. An e-mail from Paul Weatherspoon discussing possible projects being submitted as part of this year's HMEP grant application was reviewed. It was reported that the emphasis by the US Department of Transportation is that projects be focused on Transportation, but excluding facilities where the majority of transportation accidents occur. The reported source for Florida's potential projects was what California did two years ago.

As a new activity at LEPC meetings, each county was asked to report on hazardous materials activities and exercises. Alachua County - they have completed their Hazardous Analysis and conducted an airport exercise that focused on a mass casualty incident which also included hazardous materials. Bradford County - an incident at occurred at a local facility where the explosion was heard at the fire department two miles away. The result of the spill was reported to have removed rust from areas where it leaked. This occurred during the week of the GHC at Dumont in the City of Starke, Bradford County. Columbia County - SHSGP funding is being applied for and may be used for possible hazardous materials drill next year. A diesel spill of 6,000 gallons occurred on the Interstate and a technician class and exercise were completed.

Gilchrist County - the hazardous analysis are completed and the propane release at Ferral Gas was discussed. It was reported that the fire department was told the tank was empty for years prior to the release. Hamilton County - reported that the SHGPS

money is in place. Lafayette County - conducted a table top exercise in March and is working on the after action report. Madison County - reported the LEPC had recently conducted an Awareness Level class. That a chlorine leak occurred two weeks before the Farrow Gas leak in the City of Madison. A table top exercise with CSX was conducted last year and that a functional exercise with CSX is being planned. Taylor County - Robyn Gedeon from Georgia Pacific/Buckeye reported that a chlorine dioxide release occurred yesterday as part of the restarting the mill after a maintenance shut down. Another release occurred the week before.

#### IV. PUBLIC INFORMATION ISSUES

Vice-Chairman Shayne Morgan reported that the LEPC should move Hazardous Materials Awareness Week to September to coincide with National Preparedness Month. It was discussed that this would result in two Hazardous Materials Awareness Weeks in 2014; however, we would no longer need to compete with Hazardous Weather Awareness Week which happens to occur near or at the same time. Mr. Morgan reviewed the biannual appointments of members and alternates to the LEPC. The group was removing a few members that had stopped attending meetings and had found some replacements. John Hampton will be representing the American Red Cross and gave some background information on his new position.

Dwayne Mundy reported that work is continuing on the LEPC webpage update and that the latest area being changed is that the adopted minutes are being added to the archived section.

No additional public information issues were identified.

#### V. FIRST RESPONDERS ISSUES

Chief Donnie Sessions discussed the first responder issues. It was reported that on yesterday's SERC training task force conference call that DEM had stated that no additional training funds are available as requested by the LEPC and they did not review the status of HEMP planning funds as requested.

Chief Sessions reported on the LEPC biannual exercise which was conducted as part of a technician training class held in Lake City. He stated the incident in fall a diesel spill on Alachua/Columbia County border with leaks into the Santa Fe River. He reported that less than two weeks later that an incident occurred on the Interstate in Columbia County spilling 6,000 gallons of diesel and that booms were issued to contain the spill in nearby waterways. Chief Sessions reviewed the improvement plan matrix which itemized the recommendations for the LEPC to make as a result of the exercise.

Dwayne Mundy reported on the status of the supplemental environmental projects on the website and data base. He stated that it is anticipated that the division will have a beta test version completed prior to the July State Emergency Response Commission meeting. He added that he has been in contact with the US EPA regarding

enforcement actions that may be taken against Farrow Gas as a result of having releases from non-reported propane storage tanks.

Chief Sessions reported on the State Emergency Response Commission Training Task Force issues. He stated that a chairman of the group said that is people wish to volunteer or work on any of the issues in the attachment to let him know.

It was reported that the Regional Hazardous Materials Response Team Policy Board meeting will follow this meeting at the same location today.

VI. OTHER BUSINESS AND INFORMATION REQUESTS

No new business or information requests were discussed.

VII. NEXT MEETING DATE AND LOCATION

The tentative date for the next LEPC meeting was August 21, 2014 at the Madison County Emergency Operations Center.

It was moved and the meeting was adjourned at 11:15 a.m.

---

Chairman

---

Date

N:\LEPC\minutes\draft\_LEPC\_minutes-29may2014.docx

**TRI-STATE HAZARDOUS MATERIALS  
TABLE TOP EXERCISE, SEPTEMBER 1, 2004**



Financial support for this exercise was provided  
by the Florida Department of Community Affairs  
Division of Emergency Management

Conducted by:

North Central Florida Regional Planning Council  
Apalachee Regional Planning Council

# TRI-STATE HAZARDOUS MATERIALS WORKGROUP EXERCISE

## AFTER-ACTION REPORT



*September 1, 2004*

*LEPC Districts 2 & 3*

*Leon County Health Department/Bond Community Center*

### **Introduction**

The Tri-State Hazardous Materials Work Group was formed prior to 2001 in order to improve interstate cooperation of hazardous materials response between Georgia, Florida and Alabama. Today, the Work Group is comprised of the District 2 & 3 staff persons, several State Division of Emergency Management (DEM) staff and a number of fire departments within the Tri-State (Florida, Georgia and Alabama) region. Over the years, the Work Group has been helping fire department personnel from Dothan, Valdosta, Tallahassee, Gainesville and Lake City to develop a mutual aid agreement for the region.

With such a mutual aid agreement in place, several isolated locations within the region could potentially receive a faster deployment of hazardous materials resources. Reducing response times for incidents involving hazardous materials improves first responders' abilities to save lives. For example, the Dothan Fire Department can respond to a serious hazardous materials incident in Marianna faster than the Tallahassee Fire Department. Dothan, Alabama is approximately thirty miles from Marianna, Florida while Tallahassee is almost seventy miles away. However, the status quo has always been for the Tallahassee Fire Department to respond to an incident in Marianna, even though the Dothan Fire Department is closer.

The imaginary lines that make up the state boundaries have often acted as response barriers. Although Florida, Georgia and Alabama are all participants in the Emergency Management Assistance Compact (EMAC), an Executive Order from the Governor is required to activate EMAC. The Work Group realized that although EMAC is an effective way to deploy resources over state boundaries, it was designed for large-magnitude disasters that last several days or longer. The Work Group determined that EMAC was not practical for the hypothetical problem of an overturned gasoline tanker truck on the interstate near the outskirts of local response areas.



The need for a mutual aid agreement to provide a mechanism for resource support and cost reimbursement has been evident to the fire departments for many years. Historically, the HazMat teams have responded over state lines if requested. However, without an agreement in place, the departments are putting themselves at risk for potentially high out-of-pocket expenses. The Work Group determined that the legal issues, notification procedures, response areas, and response resources would have to be addressed during the process of establishing a mutual aid agreement. With the assistance of DEM attorney Al Bragg, a draft mutual aid agreement was created.

### **Pre-Exercise Activities**

District 2 & 3 staff facilitated a Work Group meeting on August 3, 2004 in Tallahassee to solicit last-chance comments on the draft agreement and discuss the Tri-State exercise. Funding to conduct an exercise involving HazMat team participation from Alabama, Georgia and Florida was provided to the Apalachee RPC and the North Central Florida RPC by DEM. The meeting served as the basis to determine the scenario, objectives, location, time, participants and future planning meetings. At the request of several of the participating fire departments, the exercise changed from a full-scale to a tabletop. To incorporate the full-scale simulations, the exercise is being based upon an actual full-scale exercise conducted in 1994 in Madison County. This exercise involved the Valdosta Hazardous Materials Team responding across the state line and interacting with local emergency management and fire departments.

In addition, District 2 & 3 staff facilitated an exercise planning conference call on August 25, 2004. The conference call finalized the meeting location, objectives to be tested, participating agencies/departments, and the use of the District 5 LEPC's model city.

### **Participating Organizations/Agencies**

City of Tallahassee  
District 2 LEPC staff  
District 3 LEPC staff  
Gainesville Fire Rescue  
Lake City Fire Department  
Leon County Emergency Management  
Tallahassee Fire Department  
Valdosta Fire Department - HazMat Team

Several agencies including the Dothan Fire Department, State DEM and the Department of Environmental Protection were not able to attend the exercise due to Hurricane Frances. Overall, a total of eighteen participants attended the exercise.

### **Organization and Structure of the Exercise**

District 2 & 3 staff acted as both exercise facilitators and evaluators. The exercise facilitators presented the narrative, the four exercise messages, manipulated the model

city and asked discussion questions. The participants were given an exercise message as well as discussion question(s) to initiate discussions. The participants discussed the exercise messages and corresponding discussion question(s) for fifteen minutes before announcing their courses of action to the group. Edye Rowell, District 3 Chairman, assisted as an evaluator and data collector. The conclusion of the exercise was followed by a hot wash to highlight some of the key points of the exercise.



### **Exercise Objectives**

Work Groups members determined that the following objectives through should be tested during the exercise:

1) Establishment of Incident Command

Explanation -- demonstrate the ability to guide the response to an incident using the incident command system.

2) Establishment and maintenance of communications

Explanation -- demonstrate the ability to establish and maintain communications essential to responding to the incident.

3) Management of response resources

Explanation -- demonstrate the ability to manage resources for response to the incident.

4) Implementation of protective active procedures for the public

Explanation -- demonstrate the ability to direct the implementation of protective actions for the public.

### **Exercise Scenario with Discussion Questions & Response Summaries**

#### *Message One*

A call is received by the state warning point from the Emergency Management Office in Leon County. The Emergency Management Director reports that a train wreck is being reported on Highway State Road 52 near the small town of Apalachee. Emergency

Management Director reports that traffic has stopped on the road and that motorists are reporting on their cell phones that a large white cloud is originating from the train wreck.

The County Emergency Management Director notes that the Town of Apalachee is equidistant from Tallahassee, Gainesville, Valdosta and Dothan and since this looks like the big one, requests the State Warning Point initiate the assistance of all four hazardous materials response teams. The State Warning Point requests the four hazardous materials teams to respond.

Question: How are emergency responders notified and how do they communicate in route?

Response: Each team explained that they would most likely rely on information relayed to them from dispatch. Communications would probably occur on cell phones with on-scene Incident Commander as each team moved out of its corresponding jurisdiction. It was suggested that Emergency Management could arrange for a conference call number so that all responding teams could call in and communicate in route. The teams realized that they it would be important to have each others' radio frequencies and cell phone numbers prior to responding to the incident.

#### *Message Two*

The four hazardous materials response teams arrive at the upwind staging area, all at approximately 9:45 a.m. Local Emergency Management Director is on the scene to meet them and reports that once the hazmat response is started, he will return to the Emergency Operations Center and coordinate resources from there. The acting IC from the Apalachee VFD requests that one of the four arriving teams relieve him from his position.

Question: What resources are available in terms of personal protective equipment, decontamination, and communications for operating between the four hazmat teams? How will incident command and sector assignments be given out?

Response: The four teams predicted the equipment that would be sent the incident:

TFD – 2 engines; 1 HazMat trailer; 1 chief; 1 tanker; 13 technicians

GFR – 1 engine; 1 HazMat trailer; 1 chief; 8 technicians

VFD – 1 engine; 1 HazMat trailer; 3 other vehicles; 2 command; 10 technicians

DFD\* – 1 engine; 1 HazMat trailer; 1 chief; 8 technicians

(\* - simulated as Dothan Fire Department did not participate in the exercise)

The teams decided to relieve the existing IC with a Florida Chief because the imaginary Town of Apalachee was also located in Florida. The groups determined that Unified Command/Incident Command System would be utilized in such an event. A representative from TFD sketched out the ICS chart based on the limited information

provided from the messages. The group emphasized the importance of assigning each team to a different task in an effort to keep experienced teams together.

### *Message Three*

The entry team reports the accident involves a medium sized gasoline tank truck that was hit by the train. The train does not appear to be derailed; however, a pressure relief valve on a rail car appears to be leaking. The wind is blowing towards the Town of Apalachee, which is a distance of 0.7 miles away.

Question: Based upon the size up of the situation, what actions will the team take to attempt to stop or mitigate the vapor release? What protection actions will be implemented in the Town of Apalachee to ensure public safety?

Response: The UC/IC would send in a reconnaissance team to take pictures in order to determine a corrective action plan. A call would be made to CSX to halt oncoming rail traffic until further notice. If deemed safe, an entry team would be sent in to repair the pressure relief valve on the rail car and to contain the pooling gasoline tank truck. It was suggested that air monitoring equipment be set up at a point downwind and in between the incident and the populated areas of the town. The resulting readings could be used to determine the protective actions taken. These precautions included evacuation, shelter in place, or notification of the residents to take caution.

### *Message Four*

The ammonia leak has stopped on the rail car. The representative from the railroad has shown up at the incident command location on site. The hospital reports that five farm workers have shown up at the Apalachee Town Clinic complaining of coughing and burning eyes. Public health requests assistance on decontaminating these patients.

It has been inventoried that this response required significant amount of resources. This includes \$1,700 worth of absorbents and \$2,200 worth of overpack drums while mitigating the gasoline spill. The ammonia release from the train has taken six Level A hazmat suits out of service.

Question: Describe the incident review process including how lessons learned will be incorporated into operational guidelines. How will cost recovery be used? What assistance will be provided to the hospital?

Response: A complete listing of lessons learned can be found in the Conclusions section below.

The IC should have immediately assigned someone to track man hours and resources spent during the incident. The determination of a responsible party by law enforcement would establish financial obligation for clean up. However, the group noted that if the responsible party was

not insured, matters would be complicated. EPA's Local Government Cost Reimbursement (LGCR) program was referenced as a potential resource for cost recovery.

The group decided that it would provide assistance to the hospitals by recommending that residents exhibiting symptoms of ammonia exposure should shower and irrigate eyes with water.

### **Discussion of the Effectiveness of Operational Procedures**



Incident command was established early during the scenario by the fire departments. The fire departments determined that a Unified Incident Command comprised of the Tallahassee Fire Department (TFD) and Gainesville Fire Rescue (GFR) would be appropriate because the incident occurred in a Florida town. They decided that the Valdosta Fire Department (VFD) and the Dothan Fire Department (DFD) would provide assistance in operations. After UC/IC was established the on-scene Emergency Management Director was instructed to return and fully activate the Emergency Operations Center. A diagram was drawn to show the ICS organization. All departments were satisfied with the structure of the ICS diagram.

Evaluation of the communications objective was complicated by several issues. First, participants were not able to test the communication systems in their response vehicles. Most participants arrived at the exercise in vehicles that were not equipped with radios. To truly test communications, responders would have to initiate communications while in route to the scene. Second, the Dothan Fire Department was not able to participate in the exercise. Participants improvised and used personnel from TFD and

GFR to substitute as players for Dothan. The group suggested a mobile phone conference call by all responding fire departments, on-scene IC and other responders would be advantageous. Richard Smith, Leon County EM Director arranged for a conference call number and all players with mobile phone dialed in. The conference call appeared to be successful. However, this test may not have fared as well during a real incident when all departments are in route from different locations. It was also determined that information could always be relayed through the designation of a

common VHF channel, as all four teams are equipped with VHF radios. TFD noted that an immediate request of the Mutual Aid Communications (MAC) Unit or the Emergency Deployable, Interoperable Communications System (EDICS) field package would prove crucial to the success of on-scene communications.



The evaluation of the management of emergency resources was difficult to evaluate within the limitations of a tabletop exercise. However, the four teams did an excellent job listing out team resources immediately after IC was established. Based on this information, the group discussed the tasking of the four departments with reconnaissance, entry, monitoring, decontamination, etc. As noted before, the MAC unit and/or EDICS field package was requested as teams were in route to the scene. The players agreed that a first priority would be to contact CSX for support and to halt rail traffic. The primary focus of the exercise was on the fire departments/hazmat teams, so management of resources from other responding agencies (i.e.-law enforcement and health) was not possible.

Protective action procedures for the public were discussed thoroughly by the group due to the proximity of the incident to the residential and commercial zones of the town. The staging site for first responders had been established upwind on the model city prior to the start of the tabletop. The group discussed the safety perimeter that would be established by law enforcement based on the wind velocity. It was suggested that air monitoring equipment be set up at a point downwind and in between the incident and the populated areas of the town. The resulting readings could be used to determine the protective actions taken. These precautions included evacuation, shelter in place, or notification of the residents to take caution. In addition, the group determined it would provide assistance to the hospitals by recommending that residents exhibiting symptoms of ammonia exposure should shower and irrigate eyes with water.

## Conclusions

Although one of the states representing the Tri-State Hazardous Materials Work Group was not able to participate, the exercise proved to a positive and beneficial experience for all. With the increasing number of training and exercise events which public responders are expected to participate in, the less demanding and cost effectiveness of the tabletop proved successful. The exercise reinforced the belief that hazardous materials planning and response truly is a regional issue in rural north Florida, Georgia and Alabama. With the limited number of trained and equipped HazMat personnel in many of the rural counties of all three states, regional coordination and cooperation is imperative.

The exercise revealed a number of important issues that need to be addressed before coordination between the various HazMat teams is improved.

1. HazMat teams within the Tri-State region need to exchange their radio frequencies and cell phone numbers. Same-state teams had each others' contact information, but did not have the radio frequencies and cell phone number of the out-of-state teams. This information is a valuable resource when responding to an incident where time is of the essence.
2. An immediate request of the MAC Unit or EDICS field package is crucial due to the estimated set-up times (approximately 2 hours upon arrival) for this complex equipment. Mobile phones have often been proved to be an unreliable communications tool during large incidents, especially in rural areas where towers are sparse. The ability to use this beneficial equipment is contingent upon recognizing the magnitude of the incident and requesting the equipment immediately thereafter. Uninterrupted communications between the various responding agencies will allow for a more efficient and effective response.
3. Issues need to be resolved regarding the State Warning Point's procedure for regarding the direct contact of the fire department for Dothan and Valdosta. Players questioned whether or not the SWP would be able to immediately contact the out-of-state teams. Valdosta suggested that they would need to provide their 911 number to the SWP.
4. The players unanimously decided that various HazMat teams should be assigned separate tasks without mixing personnel if possible. For example, TFD would be responsible for recon, GFR entry, and VFD decontamination. Keeping experienced teams together builds upon the strengths of the individual teams. Each HazMat team may have operational procedures that vary slightly from the other teams and could potentially put responders at risk if teams are mixed. Standardized training and exercises involving teams from the Tri-State region will help to avoid this problem.
5. Although cost recovery procedures were not truly tested in this exercise, the players discussed the issues in response to Message #4. The players concluded

that the IC should assign someone to track man hours and resources spent during the duration of the incident. Establishing this person's duties early on could make the difference in recovering funding for used resources. Determining costs several days after the exercise can often be difficult and inaccurate.



# Shelter In Place at Your Office

**A general guide for preparing  
a shelter in place plan in the workplace**



**National Institute for Chemical Studies  
2300 MacCorkle Avenue, SE  
Charleston, WV 25304  
ph (304) 346-6264  
fax (304) 346-6349  
email: [nicsinfo@nicsinfo.org](mailto:nicsinfo@nicsinfo.org)  
[www.nicsinfo.org](http://www.nicsinfo.org)**

## **Shelter In Place at your Office**

Sheltering in place in your workplace is similar to sheltering in place at home, but there are some significant differences.

The basic steps remain the same:

- 1) Shut and lock all windows and doors
- 2) Turn off all air handling equipment (heating, ventilation, and/or air conditioning)
- 3) Go to a pre-determined sheltering room (or rooms)
- 4) Seal any windows and/or vents with sheets of plastic and duct tape
- 5) Seal the door(s) with duct tape around the top, bottom and sides
- 6) Turn on a TV or radio and listen for further instructions.
- 7) When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air.

Additional steps that offices need to consider:

1. Employees cannot be forced to shelter in place. Therefore, it is important to develop your shelter in place plan with employees to maximize the cooperation of employees with the shelter plan. Determine if all employees will shelter or if some will leave the building before shelter procedures are put in place.
2. Develop an accountability system. You should know who is in your building and where they are if an emergency develops. Visitors should be made aware of your office’s decision to shelter in place if advised by emergency management officials.
3. Duties should be assigned to specific employees. Those employees should have backups.
4. Drills should be planned and executed on a regular basis. Afterwards, the drill should be critiqued by employees and/or drill monitors from the Local Emergency Planning Committee (LEPC). Lessons learned should be incorporated into your Shelter In Place plan.

## **Before an emergency occurs**

Discuss emergency procedures with all employees. Explain sheltering in place to your employees or invite the LEPC or local Fire Chief to explain the emergency warning system and sheltering in place. By having a discussion with all employees about sheltering in place and its use, the team approach can work to implement an effective sheltering plan.

Select a room or rooms to serve as shelter rooms during chemical emergencies. The rooms should be large enough to provide at least 10 square feet per person sheltered. A shelter room should have as few windows, vents and doors as possible. A windowless room is best. The LEPC or Fire Chief can provide assistance in selecting the best room(s) for sheltering.

Break rooms or conference rooms with few or no windows can be used for shelters. Hallways are sometimes used in institutional settings. In a closet or other storage area in the shelter room, supplies for sheltering should be stored. Before a chemical accident occurs, outfit your shelter kit with the following:

- ✓ Plastic sheeting - Pre-cut plastic sheeting to fit over any windows or vents in the sheltering area.
- ✓ Duct tape - Rolls of duct tape to be used to secure the plastic over windows/vents and to seal doors.
- ✓ Battery operated radio with fresh batteries - In the event of a power outage, a battery operated radio is necessary to hear emergency announcements including the “all clear” when the emergency is over.
- ✓ Flashlight and fresh batteries.
- ✓ Bottled water for drinking.
- ✓ First aid kit

The shelter room should also have a telephone (either regular or cellular) for emergency use only. Stay off the phone during the shelter in place to keep lines free for emergency responders. If you have an emergency in your shelter room, use the phone to call 911 for help.

Check your shelter kit on a regular basis. Duct tape and first aid supplies can sometimes disappear when all employees know where the shelter kit is stored. Batteries for the radio and flashlight should be kept fresh.

Develop an emergency plan and checklist with your employees. Volunteers or recruits should be assigned specific duties during an emergency. Alternates should be assigned to each duty.

Plan at least two shelter in place drills annually. The first drill can be announced, then later drills should be unannounced. It is useful to invite outside drill monitors to observe your drill and to participate in an after-drill critique. Critiques can provide you with valuable insights to improve protection for you and your employees during chemical emergencies.

A model Shelter In Place for Offices plan is provided. You can modify the plan to suit your particular situation.

# SAMPLE PLAN

This is an example of a plan that a business could develop for shelter in place actions. You should develop your own plan with an employee planning team. The following plan can be used to assist in developing your own plan.

## Shelter In Place Plan for ABC Company, Inc.

1234 Jones Boulevard

Anywhere, USA

### NOTICE!

In the event that a shelter in place is advised for the area including the ABC Company, all persons in the building will be notified that ABC Company is preparing to shelter in place and that all doors will be locked after 3 minutes. All employees and visitors must decide whether to shelter in place at ABC Company until the “all clear” is announced or whether they will leave the premises within 3 minutes. After that time, no one will be allowed to break the seal on the building until the “all clear” is announced.

### Shelter In Place Procedures

#### Communications:

<u>Procedure</u>	<u>Responsible Party</u>	<u>NeededSupplies/ Equipment/Rules</u>
Listen for announcement on radio/weather radio/TV	receptionist	weather radio
Announce to employees and visitors that a shelter in place has been advised and that the sheltering plan should be implemented immediately	receptionist	intercom system
Locate cellular phone (take to the break room)	receptionist	cell phones in sales office, executive suite
Take employee and visitor sign-in sheets to the shelter area (break room)	receptionist	All employees and visitors must sign in and out of the building at the reception desk

**Procedure**

**Responsible Party**

**NeededSupplies/  
Equipment/Rules**

**Control of air movement:**

When intercom announces shelter in place, immediately turn off all air handling equipment

Maintenance Dept.  
1) Chief of Maintenance  
2) Maintenance Supervisor

Locate main cutoff switch for heating, cooling and ventilation systems. Label with shelter in place shut off

Make sure all windows are closed and locked

Each office inhabitant must assure that his/her windows are closed and locked. Floor monitor/ alternate checks offices, windows (in offices and in common areas) and closes office doors as he/she moves to shelter room. Make sure all fire doors are closed.

When 3 minutes have elapsed, place sign on outside and lock all outside doors

Janitor 1 - front door (alternate, Janitor 2)  
Engineering Dept. chief - back door (alternate, Senior Engineer 1)

Signs should indicate that a shelter in place is in effect and that doors will not be opened until the All Clear is sounded.

**Shelter Room Procedures:**

Ascertain presence or whereabouts of all persons on employee/visitor sign-in sheets

Receptionist

Sign-in sheets

Seal windows and vents with plastic

Engineer 1, 2, and 3 (alternates, Sales manager, Accountant and Stock manager)

Shelter kit

Seal door with duct tape

Accounts payable clerk (alternate, Accounts receivable clerk)

Shelter kit

Monitor radio broadcast for emergency messages

President (alternate, Vice President)

Shelter kit

**All Clear Procedure:**

**Procedure**

**Responsible Party**

**NeededSupplies/  
Equipment/Rules**

“All Clear” message is received from emergency officials over television or radio

President (alternate, Vice President)

Radio from shelter kit

Employees will leave the shelter room and immediately go outside the building to pre-arranged meeting area

Individual employees

Open all windows and doors (then leave bldg.)

Floor Monitors, Engineering Department Chief, other assigned employees

Turn on ventilation systems (then leave bldg.)

Janitor 1 or 2

Account for all employees and visitors

Receptionist

Employee and visitor sign-in sheets

Return to building when it has been thoroughly ventilated

To be determined by building engineers in advance of emergency

**SHELTER IN PLACE CHECKLIST**  
for communication employee (receptionist)

\_\_\_\_\_ Responsible Employee                      Checklist current as of:

\_\_\_\_\_ Alternate Employee    \_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee (e. g., receptionist) shall:

- Announce “All employees and visitors – A shelter in place advisory has been issued. All employees and visitors should leave your current area and proceed to the first floor break room. Employees should make sure office windows and doors are closed before leaving.”
- Locate a cellular phone (from executive suite or sales office) and employee/visitor sign-in sheets and take them to the shelter in place room (break room).
- Determine from sign-in sheets whether all employees and visitors are accounted for. All employees and visitors should be in the shelter in place room within 3 minutes. If all signed in persons are not in the shelter room within 3 minutes, notify the President.
- When the “All Clear” is issued, take the sign-in sheets and leave the shelter room. Proceed to the pre-arranged meeting area outside the building.
- Account for employees and visitors using sign-in sheets. Report any discrepancies to the President.
- When the building has been ventilated, return to the building and replace the cellular phone and sign-in sheets.

**SHELTER IN-PLACE CHECKLIST**  
for maintenance employees

\_\_\_\_\_ Responsible Employee                      Checklist current as of:

\_\_\_\_\_ Alternate Employee    \_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee (e.g., Chief of Maintenance) shall:

- Immediately proceed to the mechanicals room and turn off all air handling equipment (HVAC).
- Proceed to the break room for the remainder of the shelter in place. You should be in the break room within 3 minutes of the announcement.
- At the “All Clear,” leave the break room and proceed to the mechanicals room. Turn all ventilation equipment on.
- Leave the building and go to the pre-arranged meeting area outside. Check in with the receptionist.



**SHELTER IN PLACE CHECKLIST**  
for front door monitor (janitorial staff)

\_\_\_\_\_ Responsible Employee

Checklist current as of:

\_\_\_\_\_ Alternate Employee

\_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee (e. g., janitor) shall:

- Collect the “Shelter In Place in Effect – NO ENTRY” sign and go to the front door of the office building.
- After 3 minutes have passed, place the sign on the outside of the door, lock it and proceed to the break room.
- Remain in the break room until the “All Clear” is announced.
- Unlock front door, take sign down, prop the door open, and go to the pre-arranged meeting area outside. Check in with the receptionist.
- Return to your station when the building has been completely ventilated and the President has instructed employees to return to work. Upon returning to the building, close the front door and put the NO ENTRY sign back in its storage place.

**SHELTER IN PLACE CHECKLIST**  
for back door monitor (engineering staff)

\_\_\_\_\_ Responsible Employee

Checklist current as of:

\_\_\_\_\_ Alternate Employee

\_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee (e. g., engineering staff) shall:

- Collect the “Shelter In Place in Effect – NO ENTRY” sign and go to the back door of the office building.
- After 3 minutes have passed, place the sign on the outside of the door, lock it and proceed to the break room.
- Remain in the break room until the “All Clear” is announced.
- Unlock back door, take sign down, prop the door open, and go to the pre-arranged meeting area outside. Check in with the receptionist.
- After building is completely ventilated and upon instruction from the President, return to your office. Upon returning to the building, put the NO ENTRY sign back in its storage place and close the back door.

**SHELTER IN PLACE CHECKLIST**  
for all employees

\_\_\_\_\_ Responsible Employee

Checklist current as of:

\_\_\_\_\_ Alternate Employee

\_\_\_\_\_ (date)

When a shelter in place advisory is issued, each employee shall:

- Upon hearing the shelter in place announcement, make sure all office windows are closed and locked. Close your office door when you leave. Immediately go to the break room and escort any visitors to that room.
- Remain in the break room until the “All Clear” is announced. Immediately go outside to the pre-arranged meeting area and check in with the receptionist. Make sure any visitors are escorted to the meeting area as well.
- After the building is thoroughly ventilated and upon instruction from the President, return to your office.

**SHELTER IN PLACE CHECKLIST**  
for floor monitors

\_\_\_\_\_ Responsible Employee

Checklist current as of:

\_\_\_\_\_ Alternate Employee

\_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee shall:

- Make sure all employees and visitors on the floor have proceeded to the first floor break room.
- Check all offices and common areas to make sure windows are closed and locked. Close any open office doors. Make sure any fire doors are closed.
- Go to the break room for the duration of the shelter in place.
- When the “All Clear” is announced, return to your floor, open any operable windows and office doors, prop open fire doors.
- Go outside to the pre-arranged meeting area and check in with the receptionist.
- When the building is thoroughly ventilated and you are instructed to return to the building by the President, close fire doors and windows in the common areas.

**SHELTER IN PLACE CHECKLIST**  
for window sealing crew

\_\_\_\_\_ Responsible Employee

Checklist current as of:

\_\_\_\_\_ Alternate Employee

\_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee (e.g., window sealing crew) shall:

- Close and lock office window and close door on the way to the break room.
- Remove plastic sheets and duct tape from shelter kit.
- Place plastic over window and seal edges with long strips of duct tape. Be sure tape securely overlaps all edges of the plastic.
- Place plastic over all vents and seal with long strips of duct tape. Be sure tape securely overlaps all edges of the plastic.
- When the “All Clear” is announced, immediately remove the plastic from the windows and vents. Open the windows, if operable.
- Go outside to the pre-arranged meeting area and check in with the receptionist.
- When the building is thoroughly ventilated and you are instructed to return by the President, return to the break room, fold the plastic sheets and return the plastic and duct tape rolls to the shelter kit.

**SHELTER IN PLACE CHECKLIST**  
for door sealing crew

\_\_\_\_\_ Responsible Employee

Checklist current as of:

\_\_\_\_\_ Alternate Employee

\_\_\_\_\_ (date)

When a shelter in place advisory is issued, the responsible employee (e.g., door sealing crew) shall:

- Close and lock office window and close door on the way to the break room.
- Remove duct tape from shelter kit.
- Check with receptionist to assure that all employees have entered the break room (approximately 3 minutes after the announcement). Lock door to break room and seal edges with long strips of duct tape. Be sure tape securely overlaps all edges of the door.
- When the “All Clear” is announced, immediately remove the tape from the door.
- Go outside to the pre-arranged meeting area and check in with the receptionist.
- When the building is thoroughly ventilated and you are instructed to return by the President, return to the break room and return the duct tape rolls to the shelter kit. Also make sure that the battery-operated radio has been returned to the shelter kit.

Thomas Yatabe - State Emergency Response Commission  
Awards Program - Nomination Form

Category: (Choose One)

SERC Member \_\_\_\_\_

LEPC Member \_\_\_\_\_

Other \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_  
(If Individual)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Nomination: \_\_\_\_\_

\_\_\_\_\_

Brief Description of Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

For Staff Use Only:

Date Nomination Received: \_\_\_\_\_

Date Acted Upon By  
Membership Committee: \_\_\_\_\_

n:\lepc\lepc nominations\yatabe 2014\serc\_yatabe\_award\_nomination\_form.docx



***District 3 Biennial Roster 2014***

<b><i>NAME</i></b>	<b><i>OCC_CATEG</i></b>	<b><i>ALTNAME</i></b>
Mr. Tim Alexander	Elected Local Official	
Mr. Frank Armijo	Firefighting	
Mr. Tom Cisco	Emergency Management	
Mr. Dave Dickens	Water Management District	Ms. Megan Wetherington
Mr. David Donnelly	Emergency Management	
Mr. Bill Ellis	Facility Operator	Mr. David Still
Mr. Robert Garbett	Firefighting	
Mr. Scott Garner	Emergency Management	
Ms. Robyn Gedeon	Facility Operator	Ms. Edye Rowell
Mr. Carl G. Glebowski	Hospital	
Chief Mitch Harrell	Firefighting	
Mr. Scott Holowasko	Non-Elected Local Official	Mr. Robert Klemans
Ms. Sylvia Ifft	Law Enforcement	
Mr. Brian Johns	Emergency Management	
Ms. Erica Kight	Broadcast Media	
Mr. Paul Kremer	Facility Owner	Mr. Michael Fowler
Dr. David Meurer	First Aid	
Mr. Ron Mills	Interested Citizen	
Mr. Shayne Morgan	Emergency Management	
Dr. John Mousa	Local Environmental	Mr. Agustin Olmos, P.E.
Mr. David Peaton	Emergency Management	
Chief Donald Sessions	Firefighting	Captain Dan Smith
Mr. T.F. "Tim" Smoak	Local Option	
Ms. Kimberly Thomas	Emergency Management	
Mr. Ed Ward	Transportation	

MEMORANDUM - #10-14  
July 1, 2014  
Page Two

Mr. Matthew Harris  
Department of Environmental Protection  
Occupational Category: Local Environmental  
LEPC # 3

Mr. John Hampton, Sr.  
North Florida Region American Red Cross  
Occupational Category: Community Groups  
LEPC # 3

Mr. Henry Land  
Hamilton County Emergency Management  
Occupational Category: Emergency Management  
LEPC # 3

Mr. Marc Land  
Lafayette County Emergency Management  
Occupational Category: Emergency Management  
LEPC # 3

Mr. Mark Milton  
UF Health, Shands Hospital  
Occupational Category: Hospital  
LEPC # 3

Ms. Sandi Courson  
Florida Department of Health  
Occupational Category: Health  
LEPC # 3

Mr. Jeff Huffman  
WRUF-TV, FM, AM  
Occupational Category: Broadcast Media  
LEPC # 3

Mr. Ronald Lendvay  
Jacksonville Sheriff's Office  
Occupational Category: Law Enforcement  
LEPC # 4

Mr. Tenneth Minor  
Jacksonville Fire and Rescue  
Occupational Category: Firefighting  
LEPC # 4

Ms. Traci Masau  
Nassau County Emergency Management  
Occupational Category: Emergency Management  
LEPC # 4

MEMORANDUM - #10-14  
July 1, 2014  
Page Five

Mr. Zachary Lindgren  
Bonita Springs Fire and Rescue  
Occupational Category: Firefighting

LEPC # 9

Ms. Leslie Cedeno  
Seminole Tribe of Florida  
Non-Elected Local Official

LEPC # 11

### ALTERNATE APPOINTMENTS

Ms. Jennifer Nagy (**Kevin Peters**)  
Leon County Emergency Management  
Occupational Category: Emergency Management

LEPC # 2

Mr. Howard Smith (**Shawn Wood**)  
Gadsden County Emergency Management  
Occupational Category: Emergency Management

LEPC # 2

Mr. Michael Younger (**G. W. Lupton**)  
Tallahassee Community College  
Occupational Category: Local Environmental

LEPC # 2

Mr. Mike Nelson (**Robyn Gedeon**)  
Buckeye Florida – apart of Georgia Pacific  
Occupational Category: Facility Owners and Operators

LEPC # 3

Mr. John Wright (**Henry Land**)  
Hamilton County Emergency Management  
Occupational Category: Emergency Management

LEPC # 3

Ms. Gracie Kennedy (**Matt Harris**)  
Florida Department of Environmental Protection  
Occupational Category: Local Environmental

LEPC # 3

Ms. Leigh Webb (**Tom S. Cisco**)  
Madison County Emergency Management  
Occupational Category: Emergency Management

LEPC # 3

Mr. Donnie Land (**Marc Land**)  
Lafayette County Emergency Management  
Occupational Category: Emergency Management

LEPC # 3

MEMORANDUM - #10-14  
July 1, 2014  
Page Six

Assistant Chief Tim Westberry ( <b>Chief Frank Armijo</b> ) Lake City Fire Department Occupational Category: Firefighting	LEPC # 3
Mr. James Q. Watford ( <b>Chief Ronald Lendvay</b> ) Jacksonville Sheriff's Office Occupational Category: Law Enforcement	LEPC # 4
Mr. Charles Johnson ( <b>Tenneth Minor</b> ) Jacksonville Fire and Rescue Occupational Category: Firefighting	LEPC # 4
Mr. Julius Rinoso, P.E. ( <b>Paul Crist</b> ) Florida Department of Transportation Occupational Category: Transportation	LEPC # 4
Mr. Brian Mitzel ( <b>Joel Sneed</b> ) St. Johns County Fire Rescue Occupational Category: Firefighting	LEPC # 4
Mr. Edmund Cain ( <b>Dan Hickey</b> ) The Villages Public Safety Department Occupational Category: Firefighting	LEPC # 5
Mr. Michael Nickerson ( <b>Kevin Carroll</b> ) Hernando County Fire and Rescue Occupational Category: Firefighting	LEPC # 5
Mr. Bart Walker ( <b>David Cooper</b> ) Marion County Fire Rescue Occupational Category: Firefighting	LEPC # 5
Chief John Hasket ( <b>Chief David Hollenbach</b> ) Orange County Fire Rescue Occupational Category: Firefighting	LEPC # 6
Lieutenant Buddy Mills ( <b>Butch Loudermilk</b> ) Seminole County Fire Department Occupational Category: Firefighting	LEPC # 6

**Local Emergency Planning Committees Occupational Categories**

\* Indicates request for expansion

**Top Row = Current Total**

**Bottom Row = Total Previously Approved**

DISTRICT	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	TOTAL
Elected State and Local Officials	1	1	1	0	0	1	0	0	1	0	0	5
	1	1	1	0	1	1	0	1	1	0	0	7
Emergency Management	9*	8*	9*	4*	5*	10*	5*	5*	7*	6*	4*	72
	9	8	7	3	5	11	5	4	8	6	5	71
Firefighting	3	3	4*	8*	9*	7*	5*	4*	6*	6*	3	58
	3	3	4	8	9	10	3	4	7	7	3	61
First Aid	0	2	1	0	1	1	0	2	3	0	0	10
	0	2	1	0	1	1	0	2	4	0	0	11
Health	1	3	2	1	3	1	3	3	1	4*	3	25
	1	3	1	2	3	1	2	3	1	3	3	23
Law Enforcement	3	0	1	2	3	1	1	2	2	4*	3	22
	2	0	1	2	3	2	1	2	3	4	3	23
Local Environmental	2	2	2	4*	2	3	4*	3	5*	3	5*	35
	4	2	3	5	3	5	3	3	6	3	5	42
Hospital	1	2	1	1	3	2	1	1	3	1	1	17
	1	2	1	1	3	2	1	1	3	1	1	17
Transportation	0	0	1	2	0	1	2	3	0	1	1	11
	0	0	2	2	1	1	1	3	0	1	1	12
Broadcast and Print Media	0	0	2	0	0	1	1	1	0	0	0	5
	0	0	1	0	0	1	1	1	0	0	0	4
Community Groups	0	1	1	1	0	1	1	2	0	0	0	7
	0	1	1	1	0	1	0	3	0	0	0	7
Facility Owners and Operators	6*	1	3	4*	6*	7*	6*	4*	7*	5*	5*	54
	6	2	4	3	6	8	5	4	5	5	6	54
Non-Elected Local Official	0	0	1	1	2	0	0	1	0	1	3	9
	0	0	2	1	2	1	0	1	1	1	2	11
Interested Citizen	1	1	1	1	4*	0	2	3	3	5*	3	24
	1	1	1	1	4	1	2	3	4	5	3	26
Water Management District	0	0	1	0	0	0	0	1	0	0	0	2
	0	0	1	0	0	0	0	1	0	0	0	2
Local Option	0	1	1	0	0	0	2	2	1	1	0	8
	0	1	1	0	1	0	2	2	1	1	0	9
TOTAL MEMBERS	27	25	32*	29	38*	36*	33*	37*	39*	37*	31*	364
	28	26	32	29	42	46	26	38	44	37	32	380

Effective: July 18, 2014

Hazardous Materials Incident Report - Table 1

3/1/2014 Thru 5/31/2014

Potential Section 304 Investigations

IV.d)

**03 - North Central Florida Regional Planning**

**Release Count 3**

**COLUMBIA COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Action Date	Comment	Sector
03/18/2014	Mercury	0.15	Construction	03/24/2014	DEP Case/Closed/Below RQ.	Private

**TAYLOR COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Action Date	Comment	Sector
05/22/2014	Chlorine Gas / Chlorine Dioxide	6.3 / 13.38	Pulp Mill	05/22/2014	Call was made within 15 Min.Pressure gauge malfunction. Closed	Private
05/28/2014	Chlorine Gas / Chlorine Dioxide	99.2 / 51.6	Pulp Mill	05/30/2014	A Power Outage triggered the CL2/Chlorine Dioxide release the R/P called within 15 min.	Private

**04 - Northeast Florida Regional Planning**

**Release Count 1**

**DUVAL COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Action Date	Comment	Sector
03/13/2014	Mercury	12	Medical Center	03/12/2014	Closed	Private

**06 - Withlacoochee Regional Planning Council**

**Release Count 1**

**MARION COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Action Date	Comment	Sector
04/26/2014	Anhydrous Ammonia	99	Meat Packing	04/26/2014	Closed / RMP visited	Private

**06 - East Central Florida Regional Planning**

**Release Count 5**

**Hazardous Materials Incident Report - Table 3**  
**3/1/2014 Thru 5/31/2014**  
**Transportation Incidents with Evacuations, Injuries, and Deaths**

**01 - West Florida Regional Planning Council**

**ESCAMBIA COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Injured	Evacuated	Fatalities	Cause Of Death *
03/13/2014	Diesel Fuel	370	Traffic Accident	1	0	1	Per ME Trauma
05/01/2014	Natural Gas	Unknown	Jail/Pipeline	150	0	2	2- Trauma-150 injured

**02 - Apalachee Regional Planning Council**

**GADSDEN COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Injured	Evacuated	Fatalities	Cause Of Death *
05/03/2014	Diesel Fuel	370	Traffic Accident	0	0	1	Thermal Burns secondary, primary from a stroke.

**03 - North Central Florida Regional Planning Council**

**BRADFORD COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Injured	Evacuated	Fatalities	Cause Of Injury *
05/02/2014	Diesel Fuel	Unknown	Traffic Accident	3	0	0	Trauma
05/27/2014	Diesel Fuel	740	Traffic Accident	1	0	0	Trauma

**LAFAYETTE COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Injured	Evacuated	Fatalities	Cause Of Injury *
05/29/2014	Diesel Fuel	296	Traffic Accident	1	0	0	Unknown

**04 - Northeast Florida Regional Planning Council**

**DUVAL COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Injured	Evacuated	Fatalities	Cause Of Injury
03/12/2014	Diesel Fuel	Unknown	Traffic Accident	1	0	0	Unknown

**PUTNAM COUNTY**

Release Date	Chemical Name	Release Amt	Business Type	Injured	Evacuated	Fatalities	Cause Of Death
03/21/2014	Gasoline	Unknown	Aircraft Accident	1	0	1	Trauma Per NTSB.

**06 - East Central Florida Regional Planning Council**



## Preliminary Agenda

### North Central Florida Regional Hazardous Materials Response Team Policy Board Meeting

Madison County Emergency  
Operations Center, Madison, Florida

Thursday, August 21, 2014  
1:00 pm

- I. Introductions and Chair Report
- II. Approval of May 29, 2014 Minutes
- III. Planning and Operational Issues
  - Hazardous Materials Response in North Florida and South Alabama and South Georgia
  - Ensuring That All Responders are Able to View Information On Possible Hazmat Locations in Response Areas
  - Training Classes Scheduled and Additional Classes to be Requested
- IV. Other Business and Next Meeting

N:\LEPC\Agenda and Notices\rhmt\_3q14\_agenda.docx



2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200.



**NORTH CENTRAL FLORIDA REGIONAL  
HAZARDOUS MATERIALS RESPONSE TEAM  
POLICY BOARD MEETING**

PCS Phosphate  
White Springs, Florida

Thursday, 29 May 2014  
1:00 pm

**MEMBERS PRESENT**

Donnie Sessions, Chair  
Brian Johns, Bradford County  
Shayne Morgan, Columbia County  
Dan Smith, Gainesville  
David Peaton, Gilchrist County  
Dwight Boozer, Lake City  
Ron Mills, LEPC

**MEMBERS ABSENT**

Alachua County  
Dixie County  
Lafayette County  
Suwannee County  
Union County \*  
City of Starke \*  
\* Inactive Status

**STAFF PRESENT**

Dwayne Mundy

**GUESTS PRESENT**

John Hampton, American Red Cross  
Jordon Yarbrough, American Red Cross  
Ed Ward, LEPC Member  
Robyn Gedeon, LEPC Member  
Paul Kremer, LEPC Member

The meeting was called to order at 12:02 pm.

**I. INTRODUCTIONS AND CHAIRMAN'S REPORT**

Chairman Don Sessions called the meeting to order and welcomed everyone. It was established that a quorum was present and official actions could be taken. Everyone introduced themselves. Chairman Sessions also reported on recent activities.

**II. APPROVAL OF 20 FEBRUARY 2014 DRAFT MINUTES**

**Action: It was moved by Shayne Morgan and seconded by Ron Mills to approve the minutes of the February 20, 2014 meeting as written. Motion passed unanimously.**

**III. PLANNING AND OPERATIONAL ISSUES**

The group discussed the ongoing goal of ensuring that all responders are able to view information on possible Hazmat locations in the response area. Current activities include updating Hazard Analyses, distributing e-plan information as both a PDF and a CAMEO import file. Dwayne Mundy reported that the LEPC Planning Project for the year is preparing a Hazard Analyses Summary. It was decided to hold a meeting on July 22, 2014 in

the morning to update hazardous materials laptops, share E-plan and Hazard Analyses information.

Chairman Sessions reported on the recent Hazardous Materials technician class which was held in Lake City and concluded with the LEPC exercise. It was reported that DEM was requested to provide additional information on possibility availability on training funds, however none was reported as being available at this time. Other classes that are needed include additional tabletop exercises, how to use incident command forms, clandestine labs, deploying bombs and absorbent pads in waterways. Dwayne Mundy reported that the LEPC library still contains a collection of VHS tapes. Possible radiation classes were discussed and a hot source of targets is available for exercises.

Dwayne Mundy reported that the pipeline safety grant application deadline for 2014 was months earlier than before and the opportunity to apply has already passed. He reported that the grant information page on the U.S. Department of Transportation Pipeline safety group contains information stating that the 2013 cycle has closed and nothing about the change in the 2014 deadline. The US DOT responded to an email asking about this by highlighting in yellow that they advertised the availability of funds.

**V. OTHER BUSINESS AND NEXT MEETING**

The next meeting was tentatively scheduled for after the next LEPC meeting in Madison County at 1:00 p.m. The group discussed that they would like to invite Chris Rietow and the Tallahassee Hazardous Materials Team from nearby LEPC District 2. After a discussion it was decided that Valdosta, Georgia and Dothan, Alabama Hazmat teams should be invited to this meeting which could provide an opportunity to update the discussion on the Tri-State Hazardous Materials Response agreement.

The meeting was adjourned at 12:46 p.m.

---

Chairman

---

Date