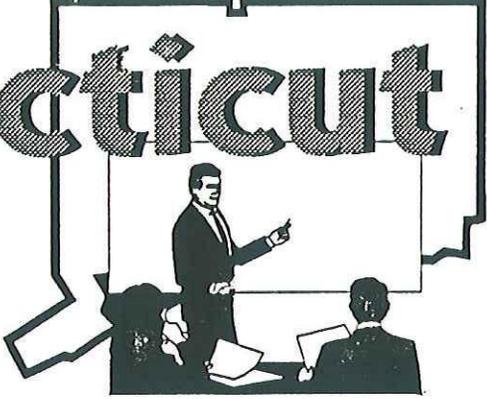


Emergency Planning and Community Right-To-Know Guidance

for

Connecticut
Local
Emergency
Planning
Committees



September 1992

Prepared by the Connecticut State Emergency Response Commission
in coordination with the Connecticut Local Emergency Planning
Committee Advisory Task Force

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

GUIDANCE FOR

**CONNECTICUT
LOCAL
EMERGENCY
PLANNING
COMMITTEES**

September 1992

Prepared by the Connecticut State Emergency Response Commission
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Committee Advisory Task Force

The Connecticut State Emergency Response Commission (SERC) wishes to extend appreciation to the following members of the Connecticut Local Emergency Planning Committee Advisory Task Force:

LEPC ADVISORY TASK FORCE

CHAIRS - Thomas Carvalho and David LaFemina

LEPC'S RESPONSIBILITIES TASK GROUP

William H. Merritt, Chair	Compliance Resources
John Bucciarelli	Olin Research Center
Denning Powell	AEI
Fred Ewing	Ametek
Daran Eastridge	CAAP Co.
William Hampp	CarboLabs, Inc.
David LaFemina	Clinton LEPC
Amy Ellis	Compliance Resources
Fred Curtin	Cromwell LEPC
Sandy Brophy	Farmington Valley Health District
Fred Moore	Weston Fire Department
John Fleming	Textron Lycoming
Kevin Coogan	AT&T
Richard Wilde	AT&T
Ken Loock	East Hartford LEPC

PLANNING IN SCHOOL SYSTEMS

Chief John Obier, Chair	North Haven Fire Department
Joe Fainer	Colt's Manufacturing Co. Inc.
Richard Healy	Litchfield LEPC
Ron Cercone	MEROCEL
Larry Secor	The Upjohn Company

INTER/INTRA STATE PLANNING

George R. Bleazard, Chair	Pfizer, Inc, Spec. Chem. Div.
Larry Drapela	American Cyanamid
Wayne Gravius	Brookfield Town Hall
Michael Moriarty	American Cyanamid
David Lathrop	New Milford LEPC
Arthur France	Raymond Engineering

PUBLIC EDUCATION AND AWARENESS

Seb Cannata, Chair	The Torrington Company
Thomas Carvalho, Chair	Chem-Tech Rubber, Inc.
Eileen D'Amico	Black & Decker
Joanne Ropiak	Connecticut Department of Environmental Protection
Carol Violette	Delta Rubber
Russ Peckman	Union Carbide

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A LETTER TO CHIEF ELECTED OFFICIALS AND LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMEN--

Commitment, motivation and desire to promote the Emergency Planning and Community Right-to-Know program through day-to-day activity.

This statement describes our intent in publishing the first Connecticut Local Emergency Planning Committee Guidance Manual. The Emergency Planning and Community Right-to-Know Act of 1986 requires every community in the United States to maintain an emergency response plan for chemical accidents and requires facilities who use or store chemicals to report that information to state and local government. The 18 member Connecticut State Emergency Response Commission designated 156 emergency planning districts and over 2,000 local emergency planning committee members to implement the Emergency Planning and Community Right-to-Know program. Since the program's inception Local Emergency Planning Committees (LEPCs) have struggled with their task.

Recognizing the continued need for direction and guidance the Connecticut State Emergency Response Commission enlisted the support of 34 volunteers involved in the Emergency Planning and Community Right-to-Know program to tackle the job.

The LEPC Advisory Task Force discovered a wealth of information which will assist LEPCs with maintaining their community program. We have worked closely with the Connecticut State Emergency Response Commission in compiling and categorizing this information into one resource manual.

This document will be distributed to an audience of diverse backgrounds. However, the focus is clearly on the LEPC because we recognize their crucial role in managing the Emergency Planning and Community Right-to-Know program. The manual surveys the resources on which LEPCs depend, their mandates, roles, and responsibilities and the techniques of managing those resources in light of growing demands and shrinking economic reserves. We believe the style will enable you to select many activities or models which can be adapted to your specific community needs. It is important to note that this is the first edition. We expect that maintaining this document will require updates and additions.

We invite you to explore the information offered in this document. We know you'll agree that by becoming more knowledgeable and promoting awareness in your community you will become a more convincing advocate for your town as you deal with neighboring local officials and business representatives.

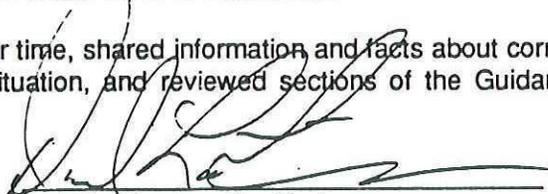
We do not attempt to predict which of these resources is more likely to prove valuable, nor have we been able to anticipate every possible need you may have. However, it is our hope that this tool will encourage your LEPC members to make informed assessments.

We hope the LEPC Guidance Manual gives you an opportunity, as it did us, to discover the most current models and information which will enable you to achieve a new level of awareness.

We extend special thanks to those who contributed their time, shared information and facts about correct practices and workable resources in an emergency situation, and reviewed sections of the Guidance Manual.



Thomas Carvalho, Co-Chair
Business Sector Representative



David LaFemina, Co-Chair
Public Sector Representative

ACKNOWLEDGEMENTS

The Connecticut State Emergency Response Commission (SERC) is required under federal law to supervise and coordinate the activities of the Local Emergency Planning Committees (LEPC).

The Connecticut SERC recognizes the broad ranges of activities that an LEPC may be required to do in order to have an effective and well maintained Emergency Planning and Community Right-to-Know program. We also recognize that due to the shortage of staff and funds LEPCs may still be struggling with program development, implementation, and maintenance. For this reason the Connecticut SERC asked for volunteers across the state involved in Emergency Planning and Community Right-to-Know to work together to develop this guidance document.

The 34 member Local Emergency Planning Committee Advisory Task Force elected two co-chairs, one business representative and one public representative. Four subcommittees were selected and assigned tasks: LEPC Responsibilities; Planning in School Systems; Inter/Intra State Planning; and Public Education and Awareness. Since January, 1992 these individuals took charge of their assignments, each contributing the necessary ingredients.

The first guidance document on the subject of Local Emergency Planning Committees has been made a reality by the efforts and support of many people. We are greatly indebted to the members of the LEPC Advisory Task Force for their hard work and dedication to "the cause". A special appreciation is extended to Sue Vaughn, who coordinated this effort and contributed to the editorial revisions as they became necessary, to Joanne Ropiak whose organizational skills and especially her desktop publishing skills using her format and layout knowledge, created this manual, and last but certainly not least to Anita Duprey for her proficiency and contribution to this manual.

We also wish to acknowledge the efforts of **United Illuminating** for printing our first edition of the Connecticut Local Emergency Planning Committee Guidance Manual.

Additional appreciation is extended to Anthony W. Skiff, Director, Workers' Compensation Commission, Division of Worker Education; D. McCarthy, Superintendent of Schools, North Branford; Jim Hart and Mary E. Stanton, SNET, New Haven for their expertise.

To all the devoted men and women who live in the world of Emergency Response we dedicate this manual.

**STATE EMERGENCY RESPONSE COMMISSION
EX OFFICIO MEMBERS ADVISORY TASK FORCE**

*Gerard P. Goudreau
George E. Lutner
Henry Renfrew*

ACRONYMS

- CAMEO Computer-Aided Management of Emergency Operations: computer data-base storage-retrieval of pre-planning data for on-scene response use in hazmat incidents.
- CERCLA The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund), regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites.
- CHRIS Chemical Hazards Response Information System, set of reference manuals developed by U.S. Coast Guard for use by the response community.
- DOT Department of Transportation.
- EHS Extremely Hazardous Substance - chemicals identified for the purpose of emergency planning for chemical accidents pursuant to Emergency Planning and Community Right-to-Know Act.
- EPCRA Emergency Planning and Community Right-to-Know also known as SARA Title III.
- EOP Emergency Operations Plan, an all-hazards document, which specifies actions to be taken in the event of natural disasters, technological accidents, or nuclear attack; identifies authorities, relationships, and the actions to be taken by whom what, when, and where based on predetermined assumptions, objectives, and existing capabilities. May include a HazMat appendix in each functional annex.
- EPA U.S. Environmental Protection Agency.
- FEMA Federal Emergency Management Agency, responsible for administering training funds under Emergency Planning and Community Right-to-Know.
- LEPC Local Emergency Planning Committee.
- MSDS Material Safety Data Sheets. Compilation of the health, flammability, and reactivity hazards of a chemical. It is a legal document, required by the OSHA 1910.1200 (g) document, required by the OSHA 1910.1200(g) Hazard Communication Standard (Title 29 CFR).
- NOAA National Oceanic and Atmospheric Administration.
- NRT National Response Team. Organization of representatives from 14 federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.
- NRT-1 Hazardous Materials Emergency Planning Guide
- SARA Superfund Amendments and Reauthorization Act of 1986 (PL99-499) reauthorizing the CERCLA for another 5 years. Under Emergency Planning and Community Right-to-Know, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.
- SERC State Emergency Response Commission established in Connecticut General State 22a-601 and mandated to implement the Emergency Planning and Community Right-to-Know Act.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

GUIDANCE FOR

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LOCAL
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PART I

MANDATORY RESPONSIBILITIES

LOCAL EMERGENCY PLANNING COMMITTEES MANDATORY RESPONSIBILITIES

Administrative

Mandates	Federal/ State Reference	How To
LEPC Formation	EPCRA 301 (c) CGS 22A - 601(b) 40 CFR 355.30(c)	<p>The SERC has designated local emergency planning districts and is required to appoint LEPC members for each district from the following groups:</p> <ul style="list-style-type: none"> -fire services; -state and local elected officials; -law enforcement; -emergency management; -public works; -emergency medical (first aid); -health department; -local environmental personnel; -hospital personnel; -transportation personnel; -broadcast and print media; -community groups; -facility owners and operators subject to requirements. <p>1) For liability protection, it is important that LEPC members have a letter from SERC with official appointment. ✓</p> <p>2) Provide the SERC with names and address of new members.</p> <p>3) Additional recommended members include:</p> <ul style="list-style-type: none"> - Board of Education - Park & Recreation - American Red Cross
<p>The LEPC is required to: Establish procedures for receiving and processing requests for information pertaining to MSDS's, Tier II reports, EHS notifications, notifications of accidental releases and the emergency response plan; Designate an official to serve as an information coordinator; Make information available during normal work hours.</p>	<p>EPCRA 301(c) EPCRA 311(c)(2) EPCRA 312(e)(3) EPCRA 324(a) 40 CFR 370.30(a)(1) 40 CFR 370.30(b)(1) 40 CFR 370.31</p>	<p>1) Identify in writing:</p> <ul style="list-style-type: none"> • the location and hours information is available for public viewing (it must be during normal work hours) • the name of the designated information coordinator and an alternate • the name and address to submit written requests for information • the time period by when a response will be given (Tier II information must be provided within 45 days) • the cost of providing copies to requests for information. <p>2) Suggest files submitted to LEPC be maintained for public access (Remember confidential Tier II forms should be kept under lock and key in separate file NOT for viewing or copying).</p> <p>3) Files submitted to fire departments should be maintained for fire department use only. Suggest notebook with one sheet per company (basic information) be kept with dispatcher also.</p> <p>4) Copy and mail responses for all written requests for information (Tier II information must be provided within 45 days). Suggestion: Do not allow materials to be removed from the file by the public for copying, to avoid the possibility of misplaced originals.</p> <p>5) Select one public access location.</p> <p>6) Identify a primary and alternate information coordinator.</p>

Administrative
(Continued)

Mandates	Federal/ State Reference	How To
Publish a legal notice annually announcing that the emergency plan and information such as the MSDSs, lists of chemicals, Tier II filings, EHS notifications, accidental release reports, and the emergency response plan is available for inspection.	EPCRA 324(b)	See Part III - Public and Facility Outreach page 24 for sample of legal notice.
The LEPC shall appoint a chairperson and develop rules of operation.	EPCRA 301(c)	1) Notify the SERC of the name, address and phone number of your chairman. 2) The rules of operation are required to include: how and when you will notify the public of committee activities; public meetings to discuss the emergency plan; public comments; response to the comments; and distribute the plan.

Planning*

Mandates	Federal/ State Reference	How To
Develop an emergency response plan for chemical incidents.	EPCRA 303(a)	1) Model plan from state Office of Emergency Management. Modify to reflect town facilities and organizations. See Appendix A. 2) Integrate Hazardous Materials planning with other disaster planning in your district and with requirements under OSHA's 1910.120. 3) Consider town ordinances that relate to hazardous materials and emergency planning.
Evaluate need for resources to develop, implement and exercise emergency plan and make recommendations with respect to additional resources needed and means to provide those resources.	EPCRA 303(b)	1) Ask all town departments and contracted support services whether they can handle their roles as written in the proposed town emergency plan. 2) Assess training, equipment and service needs in relationship to your planned response to chemical incidents in your district. 3) Submit recommendations in writing to Chief Elected Official.
Outline methods and procedures to be used to respond to an incident.	EPCRA 303(c)(2)	See NRT-1 and technical guidance for hazardous materials.
Designate community emergency coordinator and the facility emergency coordinators who shall make determination to implement the plan.	EPCRA 303(c)(3)	Identify the community emergency coordinator and each facility emergency coordinator in your emergency plan. If possible have alternates.
Develop methods for determining occurrences of a release and the area or population likely to be affected by such a release from subject facilities.	EPCRA 303(c)(5)	Conduct a hazard/vulnerability analysis. See NRT-1 and technical guidance for hazardous materials.

*See Part II Emergency Planning Guidelines for Implementation and Maintenance.

Planning*
(Continued)

Mandates	Federal/ State Reference	How To
Identify fixed facilities with Extremely Hazardous Substances and routes likely to be used for transporting EHS as part of the town emergency plan. Identify emergency equipment in the community and at facilities in the town emergency plan.	EPCRA 303(c)(1) 40 CFR 370(a)(2) 40.CFR 370.30(b)(2)&(3) EPCRA 303(3)(6)	1) Get facilities involved in the planning process. Invite EHS facilities and other businesses to informational meeting. (See Part III Facility Outreach). 2) List Section 302 facilities with Extremely Hazardous Substances in your plan. Build a mechanism within your community to find out about new companies. 3) Acquire facility emergency plan, if available. Review the facility's plan for consistency and integration with the town plan. The facility may have unrealistic expectations of what fire fighters or other emergency responders can do. 4) Request from facilities any information as needed for emergency planning. Under Section 303(d) you have the authority to request such information. Document (certified mail return receipt requested) all requests for information under Section 303(d) that is made to facilities. Send request to owner/operators. Allow 30 days for reply.
Identify training programs for local emergency response and medical personnel.	EPCRA 303(c)(8) 29 CFR 1910.132, 133, 135, 136, & 137	1) List your schedule of training programs for your personnel. 2) Train your responders in accordance with OSHA requirements specified in 29 CFR 1910.120 and their identified responsibilities in your plan.
Methods and schedules for exercising the emergency plan.	EPCRA 303(c)(9)	Identify when and how you intend to exercise your plan.
Integrate LEPC emergency plan with facilities, state, or federal emergency plans.	29 CFR 1910.120(l)(2)(ii)-(2)(C); (p)(B)(ii)(A&B); (q)(2)(i) and (ii).	Refer to Interstate/Intrastate section.
Develop procedures providing reliable, effective and timely notification by the facility emergency coordinator, and the community emergency coordinator to persons designated in the plan, and the public that a release has occurred.	EPCRA 303(c)(4) EPCRA 304(a) & (b) EPCRA 311(a)(1)(A,B,C) 40 CFR 355.40(b)(1)&(2) 22A-608(a) & (b)	1) Provide a means to accept notification of an emergency release. 2) Inform companies and public of proper notification number (usually 911). 3) Develop list of questions for dispatcher to ask notifier. 4) Identify these procedures in plan. 5) Prepare and distribute this information to all residents and businesses (See Part V Resources and Education pages 48-51).
Outline evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.	EPCRA 303(c)(7)	1) See NRT-1 and technical guidance for hazardous materials. 2) Identify the citizens with special needs in your community. (See Part II page 12 for form).

*See Part II Emergency Planning Guidelines for Implementation and Maintenance.

Planning*
(Continued)

Mandates	Federal/ State Reference	How To
Submit Emergency Plan to SERC for review.	EPCRA 303(e)	1) Use Form letter (See Appendix A Model Basic Plan for sample). 2) Educate all organizations and groups with an identified role in the plan. 3) Prepare and use a distribution list for holders of the emergency response plan.
Review Emergency Response Plan at least annually or more frequently as changed circumstances in the community or at any facility may require.	EPCRA 303(a)	Annual review should include: 1) Research new facilities in your community and review new/changed chemical information on file. 2) Review each component mandated (identified in previous planning section) 3) Update any necessary information. 4) Redistribute revised plan. 5) Retrain/reeducate your LEPC, responders, and industry participants on their roles. 6) Notify SERC of review and all updates made by October each year. (See Appendix A Model Basic Plan page i for sample).

*See Part II Emergency Planning Guidelines for Implementation and Maintenance

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

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PART II

**EMERGENCY PLANNING GUIDELINES FOR
IMPLEMENTATION AND MAINTENANCE**

Local Emergency Plan Guidance for Hazardous Materials Accidents Emergency Planning and Community Right to Know

I. Background

The Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) requires all Local Emergency Planning Committees to develop and maintain emergency plans for response to chemical accidents.

The emergency plans required under EPCRA must contain certain legally mandated information which is found on pages 39-40 of NRT-1, a federal guidance document entitled "Hazardous Materials Emergency Planning Guide".

The State Emergency Response Commission is required to review emergency response plans. The Office of Emergency Management has developed the following guidance, a checklist which should accompany your plan submission or update, and a sample letter of transmittal to facilitate our review of your plan. You are required under law to review your plan at least annually and more often if necessary. We have also included a sample letter for you to use to notify SERC you have reviewed your plan and submit updates. You should submit the letter with update, if applicable, at a minimum, annually by October 1. Send to:

Department of Public Safety
Office of Emergency Management
360 Broad Street
Hartford, CT 06105

Direct any questions concerning this guidance to the Office of Emergency Management at 566-3377.

Below, the nine legally mandated planning elements of NRT-1 are listed verbatim along with more fully developed guidance regarding information which each local plan should include to ensure meeting the requirements of the law.

II. Planning Elements and Guidance

A. NRT-1 Planning Element (1)

Identification of facilities subject to the Emergency Planning and Community Right-to-Know Act requirements that are within the emergency planning district; identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances; and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities, such as hospitals or natural gas facilities.

Guidance for Planning Element (1):

It will be necessary to identify by name and location each EHS facility in the district and to specifically identify major transportation routes within the planning district and local routes between the facilities and the major transportation routes over which extremely hazardous substances are likely to pass. You do

not have to identify every local road over which these substances might travel. A map identifying facilities and transportation routes is recommended but does not have to be included in the plan.

To identify facilities with extremely hazardous substances in your community the following suggestions are made:

- (a) legal ads in local newspapers,
- (b) other media releases,
- (c) certified letters to local businesses and industries reminding them of the requirements of Emergency Planning and Community Right-to-Know,
- (d) telephone inquiry to the State Emergency Response Commission, 566-4856,
- (e) inquiries to the local Chamber of Commerce.
- (f) check the Connecticut Manufacturing Directory from the Employment Security Division of the State Department of Labor for industries listed in Standard Industrial Classification (SIC) Codes 20-39,
- (g) locate water and sewage treatment plants using chlorine (Cl₂),
- (h) locate large refrigeration systems using ammonia (NH₄),
- (i) check the community Grand List for statements of plant operations and industries.

Extremely Hazardous Substance facilities should be asked to provide the Local Emergency Planning Committee with a vulnerability analyses. The vulnerability analysis identifies the part of the community which could be affected were an accident to occur at the facility. The vulnerability analysis should be based upon the "worst case" accident scenario for each extremely hazardous substance.

Many facilities will be capable of providing you with an accurate, worst case vulnerability analysis, utilizing state-of-the-art plume dispersion models. Premodeling is the best way to determine the necessary size of your emergency planning zone for a given facility.

In the event that a facility is unable to provide a vulnerability analysis, assistance may be sought from the State Department of Environmental Protection Oil and Chemical Spill Response Division, at 566-4633. You will need to provide the DEP certain information including the amounts and types of hazardous substances being used at a facility.

Local Emergency Planning Committees may also use the Table of Isolation/Evacuation Distances at the end of the DOT-P 5800.4 Emergency Response Guidebook.

The Federal Environmental Protection Agency has published a guidance document to help local planners with vulnerability analysis. This guidance document may be utilized in favor of the above methods, but it is not necessarily recommended by the SERC as the preferred tool for vulnerability analysis.

Planning Element number (1) above also requires local plans to "identify additional facilities contributing or subjected to additional risk due to their proximity to facilities (handling extremely hazardous substances) such as hospitals or natural gas facilities". Unless a vulnerability analysis is done for each facility it will be difficult to determine which of these other kinds of facilities should be considered in "proximity" to facilities handling extremely hazardous substances. Identification of these other facilities is a very important element of a good emergency plan.

It should be noted that Emergency Planning and Community Right-to-Know does not require a scientifically based vulnerability analysis for facilities handling extremely hazardous substances. In other words, it is permissible to identify the vulnerable zone, and facilities such as hospitals located inside that zone, using judgement alone instead of computer models or other technical aids such as the EPA guidance document. In fact NRT-1, the orange covered planning guide, acknowledges that

this approach may have to be used in some instances. However, local planners are urged to develop their emergency plans based upon pre-modeling of vulnerable zones to the greatest extent possible.

B. NRT-1 Planning Element (2)

Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any releases of such substances.

Guidance for Planning Element (2):

This planning element does not require the inclusion of tactical fire fighting or "pre-fire" plans in the local emergency plan that will be submitted to the State. Nor does it require that strictly internal, company level emergency procedures be included. The "procedures to be followed by facility owners and operators" spoken of in this planning element are facility procedures which require coordination, communication or interfacing with off-site authorities. Examples could include dispatching a public information officer or liaison to the local government operations center or a command post, making recommendations to local officials regarding protective actions (shelter, evacuation) and the areas in which to implement protective actions.

The local emergency and medical procedures required by planning element (2) could include procedures for:

- (a) making decisions regarding protective actions,
- (b) notification of the State Department of Environmental Protection, Oil and Chemical Spill Response Division (566-3338),
- (c) requesting mutual aid support from other communities and the State Department of Environmental Protection, Oil and Chemical Spill Response Division (566-3338),
- (d) restricting access to threatened areas,
- (e) activation of the local Emergency Operations Center if required,
- (f) establishment of an on-scene command post if required,
- (g) a clear description of the local chain of command,
- (h) emergency medical procedures including procedures to mobilize outside assistance to handle a mass casualty incident,
- (i) providing timely and accurate releases to the news media on conditions at the site, response operations and effects of the incident upon persons, property and environmentally sensitive areas (e.g. drinking water supplies),
- (j) soliciting advice from CHEMTREC (800-424-9300).

NOTE: Each local planning committee will have to determine how extensively its plan should address response procedures for emergency and medical personnel. The list above contains some basic areas of emergency response and management which the state recommends all local plans address to some degree.

C. NRT-1 Planning Element (3)

Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.

Guidance for Planning Element (3)

The facility emergency coordinator referred to above is not necessarily the facility representative designated to participate in the planning process, as is required by Emergency Planning and Community Right-to-Know. The facility coordinator referred to above should be designated by job title and should be someone very high in the facility's emergency response organization. This person will communicate frequently with off-site authorities regarding conditions at the facility and public protective actions that might be necessary. The plan should specify, by job title who will act as an alternate.

The community emergency coordinator referred to above is the individual responsible for directing the local government response to a hazardous substances incident. In communities with full-time fire departments, it is recommended that the senior fire officer be the community coordinator. In communities without full-time departments it may be necessary to designate someone else such as a police shift supervisor until the Senior Fire Officer can arrive on the scene. If an individual is specifically named as the coordinator then alternates should also be named. A primary consideration in selecting a community emergency coordinator is that the individual can be reached quickly at all times and has the authority, or is given the authority under the plan, to make critical decisions about what is to be done and to direct response activities.

D. NRT-1 Planning Element (4)

Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.

Guidance for Planning Element (4)

This planning element is perhaps the most important part of the emergency plan.

All plans must include a clear, concise and viable procedure whereby Extremely Hazardous Substance facilities in the district can provide notification of an incident to local authorities. In most cases this procedure will be a simple telephone call to a warning point manned on a 24 hour basis such as a fire department, police department or dispatch center. If some other means of notification is available as a back-up, this should be stated. The procedure should specify responsibility for making the call and the information to be provided. Local planning committees should work closely with their facility representatives to determine what information can and should be provided as part of initial notification. See page 40 of NRT-1 for some ideas.

The plan should state that as required under the Connecticut General Statutes 22a-450 an Extremely Hazardous Substance facility will notify the State of Connecticut Department of Environmental Protection at 566-3338 of any release of any oil or chemical **and** as required under the federal Emergency Planning and Community Right-to-Know Act and the Connecticut General Statute will include in that notification appropriate additional information in the event the accidental release qualifies as a reportable release under Emergency Planning and Community Right-to-Know. See Part V Resources page 43 for Connecticut Right-to-Know Guide.

It is not necessary that local plans contain internal facility alert rosters, except that plans should state how the facility emergency coordinator and/or his alternate will be notified of an incident.

Once notification of an incident has been made by the facility, the plan should clearly state how the notification will be fanned out by the warning point to local emergency response organizations, including

support agencies such as the Red Cross if necessary. Internal departmental fanouts need not be included; they can be located in agency annexes or standard operating procedures. The fanout procedures should state the information and/or instructions which should be provided to the various local departments.

The other procedure mandated by this planning element is notification of the public that a release has occurred. Reliable, effective and timely notification of the public is a critical element of a good emergency plan. Local emergency plans should contain a procedure for rapidly disseminating emergency information and instructions over the local Emergency Broadcast System (EBS) station. Pre-scripted messages should be considered and it is recommended that plans specify how the EBS message will be coordinated with an attention signal sounded by area sirens (if available). Ideally EBS announcements should be preceded by a 3-minute straight tone siren signal which alerts area residents to tune in their local EBS station.

Plans should also contain a "Paul Revere" public notification method using emergency vehicles equipped with public address systems. The plan should specify which local department(s) will be responsible for notifying particular areas of the community. Door-to-door and/or telephone notification procedures should be considered for facilities such as nursing homes located in threatened areas.

E. NRT-1 Planning Element (5)

Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.

Guidance for Planning Element (5)

This planning element requires a description of any release detection or monitoring devices in operation at a facility which would provide for discovery of a release. If there are none, the plan should so state and provide instead a description of how a release would most likely be detected by the physical senses and/or physical affects upon people and who would most likely sense or perceive these affects first.

In addition, this planning element requires a description of how to determine potentially affected areas or populations. To meet this requirement, plans must describe the best available method for quickly determining wind direction and how to utilize wind direction information in conjunction with either real-time computer dispersion models or previously developed information about the vulnerable zone of a given facility to determine the area affected.

The State Department of Environmental Protection has developed protective action guidelines which have been incorporated into the Model Emergency Response Plan (Appendix A). Use of these guidelines in the local emergency response plan can help meet the requirements of this planning element. The guidelines will include some basic methods for determining areas or populations likely to be affected by a release.

F. NRT-1 Planning Element (6)

A description of emergency equipment and facilities in the community and at each facility in the community subject to Emergency Planning and Community Right-to-Know requirements, and an identification of the persons responsible for such equipment and facilities.

Guidance for Planning Element (6)

This planning element requires a list of resources (i.e., equipment and facilities) applicable to a hazardous substances incident. Local government resources and SARA facility resources must be included along with an identification of the persons responsible for such equipment. Wherever possible this identification should be by job title with a phone number(s) for the person responsible included. Although the list should be limited to resources germane to a hazardous substance incident, local planners and facility representatives are urged to "think through" an incident and thoroughly contemplate the types and amounts of equipment and supplies which would be needed to respond effectively and protect emergency responders.

G. NRT-1 Planning Element (7)

Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.

Guidance for Planning Element (7)

The most effective evacuations are those undertaken and completed before the release of an extremely hazardous substance occurs. Plans should include a statement acknowledging this protective action option and the effectiveness of precautionary evacuations. Plans should identify special institutions such as schools, hospitals, jails, nursing homes, etc. Plans should also discuss precautionary preparations to evacuate special institutions during hazmat incidents.

It is not necessary to include maps in the plan itself showing specific evacuation routes, but for some facilities located in areas difficult to evacuate pre-planning of evacuation routes and maps are advisable.

Local plans must specify who will have the authority to order an evacuation. Plans must also specify which departments will provide evacuation assistance to special facilities such as nursing homes, hospitals, jails, etc.

Plans must acknowledge that officials responsible for protective action decisions will consider the merits of a "take shelter" protective action as opposed to an evacuation. The State Department of Environmental Protection's protective action guidelines discuss the kinds of situation which warrant evacuation and the types of situations in which sheltering should be considered. Incorporation of these guidelines directly into the local emergency plan will help ensure that this planning element is met.

Plans need not identify specific traffic routes to be used as detours around SARA facilities or major transportation routes on which a hazmat incident has occurred. However, each plan must identify an individual, by title, who shall be responsible for determining alternative traffic routes as well as departments and agencies which shall handle re-routing of traffic. Lead and support agencies should be identified.

H. Planning Element (8)

Training programs, including schedules for training of local emergency response and medical personnel.

Guidance For Planning Element (8)

Information regarding hazardous materials training offered can be found in Section V Resources and Education. Local planners may incorporate this information into their plans to meet the requirements of planning element (8).

I. NRT-1 Planning Element (9)

Methods and schedules for exercising the emergency plan.

Guidance for Planning Element (9)

Local plans should describe how frequently exercises will be held, the type of exercise to be conducted (i.e., full-scale, tabletop or functional) and who is responsible for organizing and conducting exercises of the plan. The three basic forms of exercises are defined below. It is recommended that these definitions be included in local plans.

- a. **Tabletop Exercise.** An activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered informally, to discuss various simulated emergency situations. The exercise is designed to elicit constructive discussion by the participants without time constraints as they examine and then attempt to resolve problems based on existing emergency operations plans. The purpose is for participants to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities throughout the exercise under minimum stress. An exercise of this type can usually be conducted in 4 hours or until the exercise objectives are met.
- b. **Functional Exercise.** An activity designed to test or evaluate the capability of individual or multiple functions or activities within a function. This exercise is more complex than a tabletop exercise in that activities are usually under some type of time constraint with the evaluation/critique coming at the end of the exercise. It can take place in some type of operations center, the field, or a combination of both. For example: A Direction and Control functional exercise would be an activity designed to test and evaluate the centralized emergency operations capability and timely response of one or more units of government under a stress environment. It is centered in an emergency operations center and can simulate the use of outside activity and resources. An exercise of this type can usually be conducted in 4 to 8 hours or until the exercise objectives have been met.
- c. **Full Scale Exercise.** The full scale exercise is intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the basic elements existing within emergency operations plans and organizations in a highly stressful environment. This type of exercise includes mobilization of personnel and resources, and the actual movement of emergency personnel, equipment, and resources to demonstrate coordination and response capability.

The emergency operations center is activated and field command posts may be established. An exercise of this type can usually be conducted in 8 hours or until the exercise objectives have been met.

Cities and towns receiving FEMA EMA funds and responding to actual emergencies or disasters may be given credit for an exercise providing certain criteria are met. These criteria usually include (1) declaration of disaster by the local Chief Executive Officer, the Governor or the President, (2) warning of the population (3) actual evacuation of the population, (4) actual participation by multiple organizations, (5) activation (alert, notification and staff assembly) of an emergency operations center and (6) implementation of an emergency operations plan. Decisions concerning exercise credit are made at the federal level. Cities and towns that believe a response to an actual emergency is justified for exercise credit, even though it did not meet all the criteria, should submit an after-action report for consideration to the Department of Public Safety, Office of Emergency Management.

GUIDANCE: SPECIAL NEEDS PERSON REGISTRATION.

This registration would apply to someone who is disabled, has a hearing or vision impairment, or has special transportation needs. **DON'T WAIT FOR AN EMERGENCY TO FIND OUT WHO NEEDS SPECIAL HELP DURING AN EMERGENCY. PROMOTE THE SPECIAL NEEDS REGISTRY!**

The SERC is recommending that all LEPC's mail cards to residents. (Check with your town to see if this information is already on file). The office of the tax collector may provide you with mailing names and possibly labels. You need to ask for cards back by a certain date. You may want to post announcement and deadline at the Post Office. A sample of the card is below. The format is double sided. To receive a high percentage of response - have the cards post paid. Format available in wp51 or an ASCII file format from the State Emergency Response Commission. Obtain US postage paid permit from post office for presorted, first class mail.

SIGNS SHOULD BE POSTED AT THE POST OFFICE, LIBRARY, SENIOR CENTERS, DOCTOR OFFICES AND CLINICS, AND SHOPPING PLAZA'S ALERTING COMMUNITY RESIDENTS OF THE CARDS.

MAIL BACK TO YOUR LOCAL EMERGENCY PLANNING COMMITTEE BY _____, 199__.

If you or someone you know might need help in the event of an emergency or evacuation, please complete and return this card.

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		
HOME		WORK
If you are a part-time resident (i.e., summer only), please list the months you are living at this address:		

HELP NEEDED: (Check only those that apply)

I will need a ride. If yes, would you require a: Wheelchair van? Ambulance?

Do you have special medical equipment that must be transported with you? Yes No

If yes, what type? _____

Would you need medical attention away from home such as special medication or oxygen? Yes No

If yes, what type? _____

Doctor's Name and Telephone Number _____

What medication do you need to bring with you? _____

SPECIAL CONDITION(S):

Confined to Bed Wheelchair Disabled Blind Deaf/Hearing-Impaired

Vision-Impaired Other _____

DATE: _____

-THIS INFORMATION WILL REMAIN CONFIDENTIAL-

PLANNING GUIDELINES WITH SCHOOL SYSTEMS

To provide information for educational districts as it relates to safety for children during emergency incidents. The purpose is to provide methods for educational districts to plan for emergencies and to be an active part of their LEPC.

To achieve the above objective, we must consider the following:

Safety of Children

It is the ultimate goal of those involved in planning for emergencies to be sure that children are protected. These children do not have the ability to care for themselves in these situations and as such it is our responsibility to take control of this activity.

Faculty Knowledge

To be effective, all faculty within an educational facility must be aware of the plan, how to execute the plan and their responsibilities. The ultimate responsibility for the safety of school children is theirs.

Parental Awareness

There is a need to make parents aware of their children's well being during an emergency. They need to know:

1. **who** will care for them
2. **what** will be done to care for them
3. **when** will this care be initiated
4. **where** will they be cared for
5. **why** will this plan be initiated

Also necessary is the action parents should take during this emergency.

The following steps should be taken to integrate a school system into the Local Emergency Response Plan:

1. Assign an LEPC Liaison

The Superintendent or his designee should be a member of the LEPC

2. School Plan Preparation

Superintendent or designee should refer to the "FEMA" Emergency Operation Plan. Complete the plan as it applies to your school system.

3. Intervention Team

Integrate a crisis intervention team as needed (See Appendix B page vi).

In closing, if you follow these steps and this plan is updated on an annual bases, you should be an effective member of your LEPC and ready for any type of emergency.

PLANNING OVER COMMUNITY AND STATE BORDERS

There is a tremendous amount of information available concerning planning across community and/or state borders. It is accessible but the degree of its definition varies.

Planning over borders is just an extension and expansion of the planning activities you have already completed. Therefore, it requires coordination of planning activities, including plan exercise. Many mutual aid agreements exist between fire and response organizations. They lay the framework for coordination of response during an incident.

We recommend that your LEPC consider facilities within your community and their potential for an incident which could effect surrounding communities. Further, establish a working relationship with surrounding communities via your LEPC; i.e. have meetings, identify issues and concerns. In essence, each part of the planning process you followed for your basic plan needs to be addressed. Special consideration should be given to the following:

1. **Have an up-to-date emergency response plan in your community.**
2. **Meet with outside community LEPC Chairs, Fire Chiefs, Regional Emergency Management and appropriate others to exchange information on each LEPCs plan and status of program.**
 - Request a list of LEPC chairs from the SERC.
 - See page 16 for federal and state contacts.
3. **Identify the potential for an accident which would effect each neighboring community.**
4. **Identify Resources**
 - Use the Emergency Response Resource Manual prepared by CBIA.
5. **Identify agreed-upon shared response arrangements in a mutual aid agreement.**
 - Plan for cost recovery. Consider federal cost reimbursement resources or from party responsible for the release.
 - Be sure that responders providing mutual aid are trained to the appropriate level of who they're assisting.
6. **Discuss who has command and control of incidents originating on or at jurisdictional boundaries.**
 - Identify via mutual aid agreements.
7. **Multi-jurisdiction Planning for chemical accidents should be integrated with other disaster response plans in the community.**
8. **Identify protocols which would establish a coordinated response, communication and identification of responsibilities in a mutual aid agreement.**
9. **Maintain a mutual aid agreement through regularly scheduled meetings and regularly exercising.**

Examples of Mutual Aid Program potential are described below:

Type	Description	Terms
Formal Mutual Aid Program	The Mississippi Gulf Coast Regional Disaster Services Mutual Aid Agreement. • Written mutual aid arrangement made between city and county officials to deal with hazardous materials and other disasters in the Gulf Coast region.	<ul style="list-style-type: none"> • Involved parties agree to loan each other equipment and personnel. • Waive all claims for compensation that may arise from losses or damages incurred in providing assistance.
Informal Mutual Aid Program	Berkshire County (Mass.) Mutual Aid System • Informal agreement between 28 police departments and 14 fire departments.	<ul style="list-style-type: none"> • Established a Communications Center where all emergency situations are handled centrally by dialing a designated emergency number. • Equipped with radio transmitter, an antenna and two telephones staffed on a 24-hour basis by four fulltime staff members. • Maintains an inventory of the equipment and materials available from all fire departments, police departments, civil defense groups and military facilities in the County.
Voluntary (Dues-Paying) Mutual Aid Program	The Northern Ohio River Industrial Mutual Assistance Conference. Members include industries and utilities companies. Associated members are local/state police, US Army Corp of Engineers, US Coast Guard, West Virginia Department of Highways and local hospitals and emergency organizations. Funded by annual dues paid by its members (associated members do not contribute).	<ul style="list-style-type: none"> • Intended to provide its members with assistance in the time of emergency or disaster. Assistance in the form of roadblocks and gas detection, fire fighting and spill control, medical assistance and transportation, maintenance equipment and technical expertise. • conducts quarterly practice drills • sponsors training programs

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

GUIDANCE FOR

**CONNECTICUT
LOCAL
EMERGENCY
PLANNING
COMMITTEE**

PART III

PUBLIC AND FACILITY OUTREACH

Guidance: Interstate Planning

Federal Agencies Resources	Telephone
<p>U.S. Coast Guard 1st District (Maine, Massachusetts, New York, New Hampshire, Connecticut, Rhode Island, Vermont, Northern Pennsylvania, Northern New Jersey) Commander 408 Atlantic Avenue Boston, MA 02110-2209</p>	<p>617-223-8444</p>
<p>OSHA Regional Offices Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) 133 Portland Street First Floor Boston, MA 02114</p>	<p>617-565-7164 700-835-7164</p>
<p>Region II (New Jersey, New York, Puerto Rico, Virgin Islands) 201 Varick Street Room 670 New York, NY 10014</p>	<p>212-337-2325 700-660-2325</p>
<p>Health and Human Services Regional Offices Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) Division of Preventive Health Services John F. Kennedy Building - Room 1875 Boston, MA 02203</p>	<p>617-565-1440</p>
<p>Region II (New Jersey, New York, Puerto Rico, Virgin Islands) Division of Preventive Health Services Federal Building 26 Federal Plaza, Room 3337 New York, NY 10278</p>	<p>212-264-2485</p>
<p>Federal Emergency Management Agency (FEMA) Regional Offices Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) 442 J.W. McCormack POCH Boston, MA 02109</p>	<p>617-223-9559</p>
<p>Region II (New Jersey, New York, Puerto Rico, Virgin Islands) 26 Federal Plaza Room 1337 New York, NY 10278</p>	<p>212-264-8980</p>
<p>EPA Regional Offices Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) 60 Westview Street Lexington, MA 02173</p>	<p>617-860-4300</p>
<p>Region II (New Jersey, New York, Puerto Rico, Virgin Islands) 26 Federal Plaza, Room 906 New York, NY 10278</p>	<p>212-264-2525</p>
<p>Agency for Toxic Substances and Disease Registry Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) ATSDR Public Health Advisor EPA Superfund Office John F. Kennedy Building, Mail Code HSS Boston, MA 02203</p>	<p>617-573-9645</p>
<p>Region II (New Jersey, New York, Puerto Rico, Virgin Islands) ATSDR Public Health Advisor Emergency and Remedial Response 26 Federal Plaza, 3137-C New York, NY 10278</p>	<p>212-264-7662 212-264-9673</p>

The Emergency Planning and Community Right-to-Know Act does not mandate the LEPC to educate the public or industry about the program. However, it is necessary if you want to have an effective, integrated program in the community.

PUBLIC OUTREACH

The public needs to understand the general aspects of the program, the kind of information available and what it means to them, and their expected role in an actual emergency.

In order to give this information you need to employ several means of activity:

- Participate on the agenda of community meetings
- Mailings can be effective - send letters to organizations explaining the program, inviting their participation, offering your guidance and information.
- Develop an educational video for your local public television network - Two approaches to developing a video for your community are described on page 25 of this section.
- Obtain copies of citizen level literature (see Part V page 43 and display them at places frequented by the public).
- Prepare press releases - The Local Emergency Planning Committee is required to annually print a public notice in the newspaper concerning the information available under the Emergency Planning Community Right-to-Know Program. You can integrate this mandatory notice into a press release announcing a meeting to explain the Local Emergency Planning Committee's activities and responsibilities and the kind of chemical information reported.
- Establish a speakers list: locate and recruit willing speakers; select appropriate community forums; schedule speakers; prepare speeches; provide handouts for dissemination.
- Design and produce a community specific pamphlet or brochure for distribution to the residents in your community. (See Part V pages 48-51 for sample).

FACILITY OUTREACH

Business in your community also needs to understand the general aspects of the program, the kind of information they need to report and how to comply, and their expected role in an emergency. There are numerous benefits in developing an outreach program to industry. Among them:

- Obtain industry participation on your Local Emergency Planning Committee.
- Optimize the chemical information you have by determining if in fact facilities are subject, but unaware, of reporting.
- Establish communication between the Local Emergency Planning Committee and community businesses (regardless of their being subject).

Business can be included in your public outreach. In addition, we recommend the following:

Invite the businesses in your district to a 1/2 day workshop to explain reporting requirements.

- You can contact the State Emergency Response Commission staff to do presentation concerning reporting for your businesses. [You can obtain copies of the Connecticut Right-to-Know Guide from the State Emergency Response Commission - see Part V page 43].
- Do a mass mailing to all businesses in your community (see sample letter page 22 and get labels from your tax collector).
- The agenda should include
 - a) what to expect and not expect from your LEPC in an emergency.
 - b) information on your LEPCs organization and activities.
 - c) an invitation to become involved on the LEPC.

It has been our experience in this program that business and industry is interested and willing to learn about their communities needs and work together in the community to assure that they are in compliance with reporting and providing adequate information for emergency planning. Again, outreach needs to be on an ongoing basis in order to maintain success.

GROUPS TO ASSIST IN OUTREACH AND DISTRIBUTION OF BROCHURES AND GUIDELINES.

SOURCES OF ASSISTANCE
Aquifer Management Commissions
Boy Scouts of America e.g. Long Rivers, Quinnipiac, Fairfield, Housatonic, Mattatuck Councils (i.e, Eagle Scout merit badge projects)
Business Organizations
Chambers of Commerce
Colleges
Conservation Trusts/Commissions
Co-Operatives
Electric Utilities
Environmental Clubs/Organizations
Exchange Clubs
Gas Companies
Girl Scouts Council
Granges
Inland/Wetland Commissions
League of Women Voters
Lions Clubs
Quasi-public groups
Regional Agencies
Rockfall Foundation
Rotary Clubs
Hiring Clubs
Special interest groups
Water Companies

OPPORTUNITIES TO MAKE INFORMATION AVAILABLE
Antique Shows
Craft Fairs
Fair grounds (Booth)
Fire Stations
Newspapers - daily and weekly
Police Stations
Public Libraries
Radio - Public (AM, FM, College)
Radio - Amateur
Tax bill/Utility bill mailings
Television - cable and local services
Town Halls

USE TOWN/CITY LETTERHEAD

[DATE]

[ADDRESS]

Dear [Town/City] Facility Owner:

As you may be aware, the [Town/City] government is required under the federal Emergency Planning and Community Right-to-Know Act to have a Local Emergency Planning Committee (LEPC). The activities of this committee include maintenance of a community emergency response plan for chemical accidents, receiving chemical reports from subject facilities, and making that information available to the public.

Currently, [Town/City] Local Emergency Planning Committee is reorganizing and soliciting individuals for participation. Since your facility is subject to the reporting provisions of this act and plays a vital role in the emergency planning process, it would be valuable to have an individual from your facility become an active member on [Town/City] LEPC. I would like to extend an invitation for your facility to participate. Please notify me as soon as possible with your response.

Thank you.

Sincerely,

Chairperson
[Town/City] Local Emergency Planning Committee

USE TOWN/CITY LETTERHEAD

[DATE]

[ADDRESS]

Dear [Town/City] Business:

The [Town/City] Local Emergency Planning Committee (LEPC) is charged with determining the existence of hazardous chemicals in the community and ensuring that facilities report the presence of and release of hazardous chemicals. The authority is derived under the Emergency Planning and Community Right-to-Know Act of 1986.

The [Town/City] LEPC has spent considerable time in attempting to identify the presence of hazardous chemicals to prepare for, respond to, ensure the safety of emergency response personnel, and prevent chemical emergencies.

- If you have previously reported information to the [Town/City] LEPC, a copy of this information has been enclosed for your review. Please make any required changes and return to us by [specify date].
- If you have not previously reported information to the [Town/City] LEPC, a form has been provided for you to complete and return to us by [specify date].

For your information, I have enclosed a listing of Extremely Hazardous Substances (EHS) for use in completing this review. Emergency Planning and Community Right-to-Know, Section 302, requires owners and operators of a facility at which EHS are present at or above a threshold amount to notify the [Town/City] LEPC. Additionally, facilities are required to report chemicals that require an MSDS under OSHA in quantities at or above 10,000 pounds. If you have EHS at your facility in excess of the threshold or any hazardous substance in excess of 10,000 lbs contact us for the Connecticut Right-to-Know Compliance Guide for further assistance.

If you have any questions regarding the Emergency Planning and Community Right-to-Know reporting requirements, please contact [LEPC chairman name/title, phone number] between the hours of [specify hours].

Your consideration and attention to this matter is appreciated.

Sincerely,

[Mayor or First Select Person]

Enclosures

USE TOWN/CITY LETTERHEAD

[DATE]

[ADDRESS]

Dear [Town/City] Business:

The [Town/City] Local Emergency Planning Committee (LEPC) is sponsoring a free 3 hour workshop for businesses in our town to explain the Emergency Planning and Community Right-to-Know program. The LEPC is required to maintain an emergency plan for chemical accidents and receive chemical information required to be reported by subject facilities. Therefore, it is critical that you are aware of reporting that may pertain to you and how the implementation of our emergency plan will involve you in the event of an emergency.

The program will begin at 9:00 a.m. - 12:00 p.m. and held at _____.
We will be providing you with a Compliance Guide which covers OSHA training requirements and Emergency Planning and Community Right-to-Know reporting. Please contact us by phone at _____ to let us know you'll be attending.

Sincerely,

Chief Elected Official and/or
LEPC Chairman

Enclosure

PRESS RELEASE

ATTENTION: CIVIC GROUPS

Are you looking for an informative program for your Group? The [Town/City] Local Emergency Planning Committee (LEPC) has available speakers, videos, and handout material to address your group regarding hazardous materials and the Town's Emergency Plan. Please Contact the [Town/City Fire Department or LEPC] at [phone number] between the hours of [specify time] and we will be happy to arrange a speaker for your group.

###

PRESS RELEASE

PUBLIC NOTICE

Notice is hereby given that the emergency response plan for chemical accidents developed for the Town/City of [name of Town/City], and extremely hazardous substance notifications, material safety data sheets, chemical inventory forms, and accidental release notifications submitted by subject facilities are available for review by the public at [name of street, building, room #, etc.], from [specify day] through [specify day] from [specify a.m. time] to [specify p.m. time]. The [Town/City] LEPC is required to publish this notice pursuant to Section 324(b), U.S.C. Section 11044 of the Emergency Planning and Community Right-to-Know Act.

###

PRODUCING A VIDEO

Two approaches to developing a video have been selected for your review.

The North Haven LEPC video is used to make the public aware of what to do if an emergency occurs and what actions they should take. The Wallingford LEPC video is used to educate the general public about the Emergency Planning and Community Right-to-Know Act and how it affects them. Two entirely different purposes achieved through the same medium: VIDEOS.

Research the resources in your community. In North Haven the local cable access channel is housed in one corner of the firehouse - this gave the LEPC easy access to the technical assistance needed. At the same time, the cable network was more than willing to assist in producing a video which would air on their network as a public service message and would be of great benefit to the town and its citizens. Every town can access their Local Access Cable Channel. Get to know who these people are and get them involved on your LEPC and your need to make the public aware of their role in an emergency.

The Town of Wallingford set up a subcommittee to write the script for an oral presentation to the public. As the subcommittee proceeded the Public Library personnel volunteered to assist the LEPC in producing the video. The Library has a free video center available for taping community approved public education programs. What better program than Emergency Planning and Community Right-to-Know.

Along with producing a video you need to consider promoting its use and making its availability convenient. To make this a successful effort you need a few individuals committed to having an informed public.

Additional details are available - see Part V Local Resources page 43.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

GUIDANCE FOR

**CONNECTICUT
LOCAL
EMERGENCY
PLANNING
COMMITTEE**

PART IV

FACILITY ENFORCEMENT

REPORTING AND PENALTY TABLE

Obtain Connecticut Right-to-Know Compliance Guide for more detailed information on reporting requirements.

SECTION	Section 302 & 303d	Section 304	Section 311	Section 312
Description	Notification of EHS and Facility Emergency Coordination	Accidental Release Notification	Notification of Hazards	Annual Report of Chemical Inventory
Applicable Chemicals and Quantities	Extremely Hazardous Substances Threshold Planning Quantities (TPQ)	EHS and CERCLA* Reportable Quantities	EHS > TPQ or 500 lbs OR Any hazardous chemical > 10,000 lbs	EHS > TPQ or 500 lbs OR Any hazardous chemical > 10,000 lbs
How to Notify and When	In writing within 60 days on-site	Immediately by phone, radio; and, In writing as soon as practicable	MSDS OR List of Chemicals within 3 months on site	Tier II Inventory Report Annually by March 1
Who to Send	SERC LEPC	SERC LEPC	SERC LEPC Fire Department with jurisdiction over facility	SERC LEPC Fire Department with jurisdiction over facility
Penalties	Up to \$25,000 per day	Up to \$25,000 per violation	Up to \$10,000 per day	Up to \$25,000 per day

*CERCLA requires reporting to the National Response Center (NRC) for these releases.

FACILITY ENFORCEMENT

On occasion a situation may arise when the Local Emergency Planning Committee may become aware that a particular company should report and does not. By not reporting the company places itself and the community in a dangerous situation. Although you are not mandated to pursue facilities who have not reported, it is in your best interest to attempt to resolve the problem. If you need assistance in determining whether a facility is or is not subject to the law consult with the SERC staff.

You can refer the facility suspected to the Environmental Protection Agency for enforcement action directly or attempt to resolve it locally in the following manner:

1. Notify a suspect facility of the requirements for reporting and the penalties for failure to report by certified mail.
2. Copy the State Emergency Response Commission and Federal EPA on the letter;
3. Request a response from the company within 30 days; and
4. Offer consultation from your Local Emergency Planning Committee or the State Emergency Response Commission staff to assist in determining whether they are subject.

If you receive no response, we recommend you send a 2nd notice in the same manner as identified above, except allow 15 days for response. If you do not receive a response to the 2nd notice, send a final notice which notifies them that you will refer the matter to the EPA for investigation if you do not receive a response. (See sample letters for 1st, 2nd and final notice on pages 28-30). Remember, the State Emergency Response Commission and EPA will provide you with assistance and guidance in your efforts.

USE TOWN/CITY LETTERHEAD

[DATE]

NAME OF COMPANY

STREET ADDRESS

TOWN, STATE ZIP

RE: EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT REPORTING
REQUIREMENTS - FIRST NOTICE

Dear _____:
OWNER'S / OPERATOR'S NAME

According to the Emergency Planning and Community Right-to-Know Act any facility that produces, uses, or stores an extremely hazardous substance in excess of the threshold planning quantity or any hazardous substance in excess of 10,000 lbs is subject to reporting.

The _____ Local Emergency Planning Committee believes you are subject to these reporting requirements. Enclosed is a Compliance Guide which will assist you with reporting.

Under the federal law if you are in violation of reporting requirements you may be subject to up to \$25,000 in penalties per violation per day.

If in fact you are not subject, please notify the _____ LEPC.
Please respond to this request within 30 days. You may contact the Local Emergency Planning Committee between the hours of 8:30 a.m. - _____ p.m. at _____ - _____ ext. _____.

Sincerely,

Chairman, Local Emergency Planning Committee
or
Designee of Chief Elected Official

SENT CERTIFIED MAIL - RRR
Enclosure - Connecticut Right-To-Know Compliance Guide, 1990.

USE TOWN/CITY LETTERHEAD

[DATE]

NAME OF COMPANY

STREET ADDRESS

TOWN, STATE ZIP

RE: EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT REPORTING
REQUIREMENTS - SECOND NOTICE

Dear _____:
OWNER'S / OPERATOR'S NAME

On _____ the _____ Local Emergency
Planning Committee notified your facility of your potential obligation to report under the Emergency
Planning and Community Right-to-Know Act.

According to the Emergency Planning and Community Right-to-Know Act any facility that produces,
uses, or stores an extremely hazardous substance in excess of the threshold planning quantity or any
hazardous substance in excess of 10,000 lbs. is subject to reporting.

The _____ Local Emergency Planning Committee believes you are subject to these
reporting requirements. Enclosed is a Compliance Guide which will assist you with reporting. Forms are
available in the guide for you to report.

Under the federal law if you are in violation of reporting requirements you may be subject to up to
\$25,000 in penalties per violation per day.

Please respond to this request within 15 days. If in fact you are not subject, please notify
_____ LEPC. You may contact the Local Emergency Planning
Committee between the hours of 8:30 a.m. - _____ p.m. at _____ - _____ ext. _____.

Sincerely,

Chairman, Local Emergency Planning Committee
or
Designee of Chief Elected Official

SENT CERTIFIED MAIL - RRR
Enclosure - Connecticut Right-to-Know Compliance Guide, 1990.

USE TOWN/CITY LETTERHEAD

DATE

NAME OF COMPANY

STREET ADDRESS

TOWN, STATE ZIP

RE: EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT REPORTING
REQUIREMENTS - FINAL NOTICE

Dear _____:
OWNER'S / OPERATOR'S NAME

We have sent you two notices concerning your company's potential obligation to report under Section _____ of the Emergency Planning and Community Right-to-Know Act.

If you do not comply with our request by _____ the _____ Local Emergency Planning Committee will refer this matter to the federal Environmental Protection Agency without further notice.

As we indicated in our previous notices you may be subject to penalties of up to \$25,000 per day per violation.

If you have any questions please contact the Local Emergency Planning Committee between the hours of 8:30 a.m. - _____ p.m. at _____ - _____ ext. _____.

Sincerely,

Chairman, Local Emergency Planning Committee
or
Designee of Chief Elected Official

SENT CERTIFIED MAIL - RRR

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

GUIDANCE FOR

**CONNECTICUT
LOCAL
EMERGENCY
PLANNING
COMMITTEE**

PART V

RESOURCES AND EDUCATION

AGENCIES AVAILABLE FOR ASSISTANCE AND TECHNICAL GUIDANCE.

Telephone	Address	Agency
203-566-4856	165 Capitol Avenue Hartford, CT 06106	State Emergency Response Commission
203-238-6109	294 Colony Street Meriden, CT 06450	Department of Public Safety, Bureau of State Fire Marshal
203-566-5483 (Training) 203-566-8517 (Planning)	360 Broad Street Hartford, CT 06105	Department of Public Safety Office of Emergency Management
203-566-4630 (Routine)	165 Capitol Avenue Location: 20 Trinity Street Hartford, CT 06106	Department of Environmental Protection Bureau of Waste Management Oil and Chemical Spill Response Division
203-566-5134	165 Capitol Avenue Location: 20 Trinity Street Hartford, CT 06106	Department of Environmental Protection Bureau of Air Management Radiation and Noise Division
203-566-8167	150 Washington Street Hartford, CT 06106	Department of Health Services Toxic Hazards Section
203-679-3473	University of CT Health Center Farmington, CT 06032	Connecticut Poison Control Center
1-800-535-0202 (Hotline) 202-479-2449	Mail Stop OS 120 401 M. Street, S.W. Washington, D.C. 20460	U.S. Environmental Protection Agency Hotline
203-773-2464	Captain of the Port Office 120 Woodward Avenue New Haven, CT 06512	U.S. Coast Guard - New Haven
203-442-4471	Captain of the Port Office Bank Street New London, CT 06320	U.S. Coast Guard - New London
203-244-2036	1 Hartford Square West Hartford, CT 06106	U.S. Department of Transportation Motor Carrier Safety
203-566-4551	200 Folly Brook Blvd Weathersfield, CT 06109	Department of Labor Occupational Safety and Health Administration Regional Office
203-240-3152	450 Main Street Hartford, CT 06103	U.S. Department of Labor Occupational Safety and Health Administration Regional Office
203-579-5579	1 Lafayette Square, Suite 202 Bridgeport, CT 06604	U.S. Department of Labor Occupational Safety and Health Administration
617-223-9540	Natural and Technical Hazards Division J.W. McCormack POCH Boston, MA 02109	Federal Emergency Management Agency (FEMA) Region 1

EMERGENCY RESPONSE AND PLANNING TRAINING.

Training Contacts	Role	Telephone
<p>Commission on Fire Prevention and Control Attention: Director of Training 294 Colony Street Meriden, CT 06450</p>	<p>Offers training to Local Emergency Planning Committee members and to local emergency responders. Offers a multitude of courses. Call for a listing and schedule. The services of the Commission are available upon request. There is a usually a fee for programs.</p>	<p>203-238-6587</p>
<p>Department of Public Safety Office of Emergency Management 360 Broad Street Hartford, CT 06105</p>	<p>The training offered is designed to provide skill and professional development to emergency management personnel at the state and local levels.</p>	<p>203-566-5483 203-566-8517</p>
<p>Connecticut Department of Environmental Protection Bureau of Waste Management Division of Oil and Chemical Spill Response 165 Capitol Avenue Hartford, CT 06106</p>	<p>Offers courses to emergency personnel to familiarize local authorities with their equipment as well as basic tactical considerations when faced with a chemical emergency.</p>	<p>203-566-4633</p>
<p>Waterbury State Technical College West Main Street Waterbury, CT</p>	<p>Offers advanced training and education at all state technical colleges. College level in fire technology and administration. Also training and education in fire prevention and protection practices for industry and insurance company personnel involved in fire prevention.</p>	<p>203-596-8707</p>
<p>Federal Emergency Management Agency/ Emergency Training Center (National Fire Academy) 16825 So. Seton Avenue Emmitsburg, MD 21727</p>	<p>Offers off-campus and on-campus courses including special program designed for volunteer fire officers. Course titles and descriptions are available upon request.</p>	<p>301-447-1117</p>
<p>UCONN Health Center Section of Occupational and Environmental Medicine Farmington, CT 06030</p>	<p>Offers training on health effects of toxic chemicals and personal protection equipment.</p>	<p>203-679-2366</p>
<p>UCONN Health Center Poison Control Center Farmington, CT 06030</p>	<p>Offers training courses on how to utilize the poison control center.</p>	<p>203-679-3473</p>

COURSES OFFERED BY THE COMMISSION ON FIRE PREVENTION AND CONTROL:

Training Programs	Course Outline*
Recognizing and Identifying Hazardous Materials	Designed to enable emergency response personnel to contribute to the reduction of harm to citizens and property created by hazardous materials emergencies. Recognizing and Identifying Hazardous Materials develops in the student the basic skills with which to identify the hazardous materials problem in their communities, to recognize the presence of hazardous materials, and to identify the specific materials and their associated characteristics. Hazardous material labeling, packaging, recognition and identification and use of response guides will also be covered in detail. 4 hours.
First Responder Awareness	Upon completion, the student will be able to identify the hazardous material problem in his/her own community. Course work includes use of placards, labels, Department of Transportation "Emergency Response Guide" and content identification through container shapes. The student will also be able to use the D.E.C.I.D.E. method of handling a hazardous materials incident. This program is offered as a direct delivery and as Train the Trainer. 8 hours.
First Responder Operational	A 32 hour program which is designed to meet the NFPA 472 Standard, First Responder "Operational". Class time will be spent on incident command, safety awareness, decontamination, and protective clothing selection. An extensive amount of time is spent on learning and using a number of metering devices. This course is offered as a direct delivery and as Train the Trainer. The last day will be spent conducting an exercise utilizing the skills covered in the classroom. 32 hours.
Hazardous Materials Technician	A 88 hour course designed to raise a First Responder Operational individual to the next level. The course is designed to meet OSHA regulations for Hazardous Materials Technician. Response members completing this program will have utilized metering equipment, have an understanding of chemistry, be able to set up an Incident Command System. A portion of the class time is spent practicing new skills as well as utilizing the new information gained in the classroom. 88 hours.
Chemistry of Hazardous Materials	An 80 hour program developed by the National Fire Academy to prepare responders to understand chemical chain reactions and how they impact an incident. The program is taught by Nationally Certified Instructors of the Commission and includes extensive studying during the program. Those completing the program can use the course towards college credit hours and Fire Marshal training credits. 80 hours.
Spill and Leak Control	A eight hour program designed to train employees how to handle small spills in and around equipment. The course builds on the students previous training at the awareness level. Time will be spent on controlling spills by diking techniques in and out of the "hot" zone. Additional time will be spent on basic plugging and patching techniques to be employed in various situations. Both lecture and hands-on training techniques are employed in delivering this program. 8 hours.
Pesticide Fire and Spill Control	Designed to provide emergency response personnel with basic information on the safe handling of fire, spills, and other incidents involving pesticides and related agricultural chemicals. The student will receive information on the safe handling of pesticide fire or spill incidents from product release to clean-up operations. Case histories and simulation exercises are extensively used to reinforce the material presented. 15 hours.

*Fee may be required.

**TRAINING
(continued)**

Training Programs	Course Outline*
Hazardous Materials Incident Analysis	Designed to enable first line supervisors and other emergency managers to better assess the hazardous materials emergency threat to people, property, and systems through the analytical study of general hazardous materials emergency behaviors. This program introduces the officer to a systematic method of analyzing and assessing the potential effect of hazardous materials involvement in fires and other emergencies. 15 hours.
Plugging and Leaking	Offered by the Commission on plugging and leaking control devices. This is offered to enhance the knowledge and skills of the haz-mat team members in the usage of the systems. Time will be spent on the principles and techniques of the various systems in the morning. the afternoon session will be spent outside actually utilizing the plugging, patching, and wrapping equipment on simulated leaks. 6 hours.
LP Gas Leak and Fire Control	The program begins each day in the class room and moves outside each afternoon for hands on training. The hands on training includes both leaking and fire scenarios. 15 hours.
Incident Command Systems	Two day program offered to meet the requirements of OSHA subpart H training for officers. The course will begin with an understanding of Incident Command, covering what is required and how a system would work at both small and large incidents. The program is taught by utilizing past incident critiques and other student activities. This training is in compliance with the new NFPA 1561 standard. 12 hours.
Selecting Foams	A one day program on selecting and the proper application of haz-mat foams. The presentation will assist in understanding how the various types of foams work. This understanding will aid in the selection of a haz-mat foam at the incident. The morning session will be spent inside with the afternoon spent outside fighting simulated fires. This practical application will demonstrate the various methods of applying foam to various fire situations. Students will be required to wear full protective clothing including SCBA during the hands on training portion. 8 hours.
Utilizing Color-Metric Tubes	Presentation that will introduce the student to the concept behind color-metric tubes. The program will also cover applications of the device with attachments along with the proper storage and use of the tubes. Time will be spent reviewing the process and charts involved when working with unknowns. 3 hours.
Protective Clothing	Presents the numerous aspects of protective clothing from theory to application. References to NFPA 1991 and NFPA 1992 will be made in the program. Both encapsulating and non-encapsulating clothing will be discussed. Demonstrations of various levels and types of suits, including level A disposable will be presented. 8 hours.
Radiation Detection and Monitoring	Designed to cover hazards of radiation, transportation of nuclear materials, and actual use of instrumentation in identifying radiation. 8 hours.
HazMat Planning Contingency Planning Course	Designed for personnel responsible for planning coordination. The course has two parts: 1. Emergencies in transportation, storage, use, and disposal; and 2. Episodic releases of air toxic chemicals from fixed site facilities. 40 hours.

*Fee may be required.

**TRAINING
(continued)**

Training Programs	Course Outline*
Commanding HazMat Incidents	This program will outline to the chief officers the difficulties in coordinating a HazMat emergency and how to plan for an emergency. Time is spent on public relations, media interaction, preplanning, and incident command systems. 8 hours.
HazMat Tactical Considerations	This two week program is offered at the National Fire Academy for managers. The course covers: HazMat response teams, organization and equipment, hazardous recognition, analytical instruments, classes of materials, protective clothing, breathing apparatus. 80 hours.
HazMat Emergency Response Program & Emergency Planning and Right-to-Know Act	A three credit course which will outline the Emergency Planning and Right-to-Know Act reporting requirements along with training in use of the forms and calculations in preparing the response plans will be covered. 33 hours.
Response Team Concepts	Available in Edison, N.J. which is designed for HazMat team members. The course covers methods of monitoring environment during an incident, selection of protective clothing and monitoring of team exposures. 40 hours.
Triage and Mass Casualty Scene Management	A component of the emergency care course administered by Connecticut Regional EMS Councils. The course covers triage procedures which may be required to properly handle victims of a hazardous materials incident.
Computer-aided Management of Emergency Operations (CAMEO)	This program, more commonly called CAMEO, is offered in both Macintosh and MS DOS versions. The program is designed to assist a community in planning and emergency response. Once trained, local personnel will be capable to enter local data from industry and then develop planning documents as required by Emergency Planning and Community Right-to-Know Act requirements. Also provides hazardous analysis and first responders information for response. - 40 hours

*Fee may be required.

**TRAINING
(continued)**

Training Programs	Course Outline
The Philosophy and Concepts of Emergency Operations*	Most important terms used in emergency management will be defined. Relate the "crucials" of emergency management essential to state-of-the-art programs. Discussion on how emergency management has changed over the last decade and why a new approach is necessary.
Blueprint for Community Emergency Management*	Discussion on four phases and elements of comprehensive emergency management, a formula for success in emergency management, and participants will develop priorities and specific objectives concerning organizational and individual involvement for improving their community's capacity to respond to a major emergency or disaster.
The Incident Manager: Job and Responsibilities*	Program will assist the LEPC member to build on past experiences and develop solutions to these common experiences. Key elements of managing an incident and a framework for situational leadership will be presented.
Lessons Learned from the Disaster Research*	Workshop designed around case studies which will show some of the deficiencies or omissions that hampered good coordinated community emergency response. Participants will relate these case studies to their own planning process. The overall goal will be to use disaster research to promote emergency planning.
Emergency Disaster Resources*	At the conclusion of this program LEPC members will be able to identify emergency management resources and classify the various types available. Also the participant will be able to identify the differences and similarities between routine resource management and emergency resource management.
Disaster Planning, Development of an Agency Response Plan*	Participants will develop a list of the common elements of an operational response plan for emergency and disaster incidents. They will discuss the relevance, benefits, and steps in preparation of an agency operational response plan.
Development of Direction and Control*	The program will cover the meaning of direction and control, explain its purpose and functions and discuss the concept of overhead teams and their relationship to effective emergency field operations. The program will also relate policy to on-scene management and strategy.
First Notice, Situation Analysis, Determining Urgency*	This program will present a logical order of the factors used in determining the urgency of an incident situation. It will identify how these factors help to determine the relative priority and level of response.
On-Scene Management*	The instructor will identify the key elements of on-scene direction and control in addition to describing the sequence of events that must occur on-scene for organization and efficient management to take place. The participants will be able to identify potential problem areas during on-scene operations.
Role of Emergency Operations Center*	This workshop will help LEPC members identify and describe the primary functions of an Emergency Operations Center. In addition the participants will discuss the advantages of a centralized operations center, and have an understanding of the difference between the incident site and the EOC.
Legal Issues*	This program will present the basic issues of liabilities in emergency response along with the common causes of lawsuits against emergency responders.
OSHA's Final Rule*	This presentation will outline OSHA's final rule and its effect on emergency responder training. Also covered will be the implications of this "standard of care" and the expected benefits.

*Modules designed and offered by the Commission on Fire Prevention and Control specifically for the LEPC members. Expected time for each course is 1/1/2 hours unless otherwise noted.

COURSES OFFERED BY THE DEPARTMENT OF PUBLIC SAFETY, OFFICE OF EMERGENCY MANAGEMENT.

Training Programs	Course Outline
Public Officials Conference (G200)	A conference that provides an orientation on the federal, state and local partnership in emergency management. FEMA programs are related to State and local needs and activities. Participants learn how to effectively use such programs to meet responsibilities. They also share information that would enhance emergency management at all levels of government and discuss specific community preparedness capabilities. 4 hours or more.
Effective Communications	This course is designed to help the participants to increase their skills in public speaking and effective use of the mass media. Participants will prepare and give oral presentations in class. This course is also designed to help participants increase their skills in providing feedback, listening effectively and understanding non-verbal communication. 16 hours.
Developing Volunteer Resources	A course designed to improve participants' abilities to deal with a broad range of issues in the management of volunteer services provided by organized groups and individuals. Issues include identification of tasks requiring volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategy that promotes continued involvement and quality performance. 15 hours.
Exercise Design Course	This course provides knowledge and develops skills that will enable the participant to train a staff and to conduct an exercise that will test a community's plan and operational response capability. 24 hours.
Fundamentals Course for Radiological Monitors	This course is designed for personnel selected for radiological monitoring duties. Topics include radiation fundamentals, radiation detection instruments, monitoring techniques, peacetime radiological protective actions, basic nuclear weapons effects and protective actions. 12 hours.
Fundamentals Course for Radiological Response Teams	This course is for assigned local government Radiological Response Team members and covers the concept of radiation protection, radiation detection instruments, and radiological monitoring techniques; nuclear weapon effects, peacetime radiological protection actions, shelter monitoring, and procedures to support planning, emergency, and recovery activities in the event of a radiological incident. 32 hours.
Formulating Public Policy in Emergency Management	A course designed to heighten awareness of public policy issues inherent in emergency management. Discussion and exercises cover public policy analysis, executive roles, hazard evaluation, establishing public policy and media relations. 8 hours.
Introduction to Emergency Management	This course examines the need for an emergency management system and the importance of an integrated approach to managing emergencies. Participants formulate the elements of an integrated teamwork system and devise specific actions for improving their own contributions to local emergency management teams. The course is for all disciplines that work together in planning for or responding to emergencies. 36 hours.
Leadership and Influence	This course is designed to increase skills in the areas of leadership, conflict management and the use of influence and power. Self-assessment and job application are stressed. The course content is divided into five major sections: 1) the impact of individual values and personal styles on leadership; 2) influence styles in emergency management; 3) leadership and power in the emergency management setting; 4) work motivation, interpersonal relations and group dynamics in emergency management, 5) plan for personal application of these skills. 24 hours.

**TRAINING
(continued)**

Training Programs	Course Outline
Emergency Planning	This course is designed to improve planning skills and promote the preparation of integrated emergency management plans. Established planning concepts are used within the context of emergency management. Students experience the planning process, action planning techniques, and team building for emergency planning. 36 hours.
Decision Making and Problem Solving	This course is designed to help the participants increase their understanding of different decision making and problem solving roles in the emergency management setting. It focuses on the development of the ability to make sound decisions and facilitate group decision making and problem solving processes. 8 hours.
Fundamentals Course for Radiological Defense Officers	This course is designed to teach management functions of a radiological protection system at the state and local level. Topics include skills and fundamental knowledge needed by a Radiological Defense Officer to plan for, operate in, and assist in recovery from peacetime radiological incidents or nuclear attack. This course examines the requirements and addresses the application of resources to the full range of radiological hazards, including nuclear attack. 30 hours.
Refresher Course for Radiological Monitors	This refresher course includes a review of the use and maintenance of the radiological instruments, operability tests, emergency monitoring procedures, a radiological exercise, a review of basic radiation and nuclear weapons effects and protective measures. 4 hours.
Refresher Course for Radiological Response Teams	An exercise based course that updates previously trained members of local Radiological Response Teams. The course reviews topics in the "Fundamentals Course For Radiological Response Teams" and has tabletop exercises. 8 hours.
Refresher Course for Radiological Defense Officers	A course that updates trained Radiological Defense Officers. Included is a review of topics in the "Fundamentals Course for Radiological Defense Officers" and several tabletop exercises. 8 hours.
Emergency Program Manager	Provides an introduction to Comprehensive Emergency management and the Integrated Emergency Management System. Home Study Course.
Emergency Management U.S.A.	Contains information about natural, technological and national security hazards and the development of personal emergency preparedness plans. Home Study Course.
Radiological Emergency Management	Provides an overview of general radiological emergencies. It includes the nature and degree of each hazard and general emergency response strategies. Home Study Course.
Preparedness Planning for a Nuclear Crisis	Provides information concerning knowledge and skill required for surviving a nuclear attack. Home Study Course.
Hazardous Materials: A Citizens Orientation	Provides an introduction to hazardous materials. Home Study Course.
Radiological Monitoring	Provides a detailed look at radiological monitoring equipment and techniques. Home Study Course.

VIDEO TAPES AVAILABLE.

Videos	Contact	Telephone and Order Number
<p>10-minute video. "In the Event of an Emergency". Instructions and advise to North Haven citizens in the event of an emergency. Broadcasted on television. Prepared by the Town of North Haven Local Emergency Planning Committee.</p>	<p>Town of North Haven Local Emergency Planning Committee.</p>	<p>203-239-5321</p>
<p>4-minute video. "Gore, Oklahoma, Emergency Response Plans - Emergency Drill. Produced by CBS News.</p>	<p>Commission on Fire Prevention and Control Contact Sonia Ortega</p>	<p>203-238-6587</p>
<p>15-minute video. "What It Means to You: A Videotape on the Emergency Planning and Community Right-to-Know Act," 1989. Explains to businesses and community members actions they can take to learn about chemicals in the community and steps they can take to plan for the possibility of chemical accidents. Viewers also learn how to obtain information about releases of toxic chemicals that may take place.</p>	<p>Color Film Corporation, Video Division 770 Connecticut Avenue. Norwalk, CT 06854</p>	<p>800-882-1120 3/4" - \$28.95 Beta I and Beta II - \$20.65 VHS - \$21.50</p>
<p>FEMA Video Library The library consists of instructional videos for emergency response community.</p>	<p>Federal Emergency Management Agency Region 1 16825 So. Seton Avenue Emmitsburg, MD 21727</p>	<p>617-223-4183</p>

COMPUTER DATABASES AND BULLETIN BOARDS OPPORTUNITIES.

On-Line Databases	Description	Contact
<p>TOXLINE, National Library of Medicine</p>	<p>Available online through a modem connection or in a medical library, this database provides citations, and often abstracts for journal articles and monographs. Topics are human and animal toxicity studies, effects of environmental chemicals and pollutants, and adverse drug reactions.</p>	<p>National Library of Medicine MEDLARS Management Section 8600 Rockville Pike Bethesda, MD 20894 800-638-8480</p>
<p>TOXNET, National Library of Medicine</p>	<p>A collection of databases containing technical information on hazardous substances and research results on potential carcinogens. Also, Toxic Release Inventory database is available online.</p>	<p>National Library of Medicine Specialized Information Services Division 8600 Rockville Pike Bethesda, MD 20894 800-638-8480</p>
<p>Hazardous Materials Information Exchange (HMIX), U.S. DOT and FEMA</p>	<p>A computer bulletin board maintained by FEMA and U.S. DOT for the information of all areas within hazardous materials. No charge to users.</p>	<p>Federal Emergency Management Agency Region 1 Rich Quinlan 617-223-9516</p>
<p>Emergency Management Institute (EMI) Bulletin Board System. Sponsored by FEMA.</p>	<p>The EMI Bulletin Board System is an interactive electronic bulletin board that provides current information on emergency management training courses, conferences, and workshops provided by the Emergency Management Institute.</p>	<p>Argonne National Lab 9700 South Cass Ave. BLDG. 900 EID Argonne, IL 60439 Attn: Dee Seymour or Cathy Gerard 800-752-6367</p>
<p>The Toxic Release Inventory</p>	<p>A user support network is available to assist the public and government agencies to obtain Toxic Release Inventory data quickly.</p>	<p>U.S. EPA Toxic Release Inventory Hot Line 800-535-0202 - Subject content 301-496-6531 - Search strategy 800-638-8480 - General assistance</p>

A wealth of information exists on Emergency Planning and Community Right-to-Know. The following directory offers an index to what general information and planning guides are available.

Federal Guidance Documents	Contact	Telephone/ Reference
<p>About the Emergency Planning and Community Right-to-Know Act A guide to chemical safety in your community.</p>	Channing L. Bete Co., Inc. South Deerfield, MA 01373	800-628-7733 #43265
<p>Emergency Response Guidebook. Guidebook for Initial Response to Hazardous Materials Incidents.</p>	U.S. Department of Transportation Research and Special Programs Administration Office of Hazardous Materials Transportation Washington, DC 20590	800-752-6367 DOT P 5800.4
<p>Emergency Planning at Connecticut's Nuclear Power Plants A guidebook for neighbors of Connecticut Yankee Nuclear Power Station in Haddam, CT and the Millstone Nuclear Power Station (Units 1, 2, and 3) in Waterford, CT.</p>	Office of Emergency Management Hartford Armory 360 Broad Street Hartford, CT 06105-9938	WEA 125K, 12/91
<p>Chemicals In Your Community: A Citizen's Guide to the Emergency Planning and Community Right-to-know Act. September 1988. This booklet explains citizens rights and opportunities under the Emergency Planning and Community Right-to-Know Act. It is intended to provide a general overview of the Title III requirements and benefits for all audiences. Part I of the booklet describes the provisions of Title III and Part II describes more fully the authorities and responsibilities of the groups of people affected by the law.</p>	U.S. EPA Office Solid Waste and Emergency Response (OS-120) 401 M St., SW, Washington, DC 20460	800-535-0202 202-479-2449 OSWER- 90002
<p>When All Else Fails! Enforcement of the Emergency Planning and Community Right-to-Know Act. September 1989. This 12 page pamphlet is a self-help manual for Local Emergency Planning Committees. The pamphlet contains information on State and local authorities to request information from facilities covered by SARA Title III are complying with the law. The material presented outlines the enforcement authorities granted to citizens, local governments, States, and EPA.</p>	U.S. EPA Same address above	800-535-0202 202-479-2449 OSWER- 89010
<p>Why Accidents Occur: Insights From The Accidental Release Information Program. July 1989. Chemical Accident Prevention Bulletin. A bulletin prepared by EPA to present insights drawn from the pilot program (the Accidental Release Information Program) to local emergency planning committees to help in dialogues with local facilities.</p>	U.S. EPA Same address above	800-535-0202 202-479-2449 OSWER- 89008.1
<p>Introduction to Exercises In Chemical Emergency Preparedness Programs</p>	U.S. EPA Same address above	800-535-0202 202-479-2449 Series 8, No. 1
<p>Community Right-to-Know and Small Business. September 1988. Understanding Sections 311 and 312 of the Emergency Planning and Community Right-to-Know Act of 1986. Intended to assist the small business owner with compliance.</p>	U.S. EPA Same address above	EPA Hotline 800-535-0202
<p>IT'S NOT OVER IN OCTOBER! A Guide for Local Emergency Planning Committees; Implementing the Emergency Planning and Community Right-to-Know Act of 1986". September 1988.</p>	U.S. EPA Same address above	EPA Hotline 800-535-0202

GENERAL INFORMATION AND PLANNING GUIDES
(continued)

Federal Guidance Documents	Contact	Telephone/ Order #
<p>Computer Systems for Chemical Emergency Planning, Chemical Emergency Preparedness and Prevention Technical Assistance Bulletin #5 A bulletin to assist local planners with identifying computer systems applicable to Emergency Planning and Right-to-Know. Provides planners with a checklist of computer system needs and information on available systems already identified as applicable to local planning.</p>	<p>U.S. EPA Office of Solid Waste and Emergency Management (OS-120) 401 M St., SW Washington, DC 20460</p>	<p>800-535-0202 Series 5 OSWER - 89-005</p>
<p>"Toxic and Hazardous Chemicals, Title III and Communities: An Outreach Manual for Community Groups", September 1989. This manual discusses emergency planning, suggests ways to keep people motivated and how-to section, discussing specific tasks such as ways to present speeches and write press releases related to Title III.</p>	<p>U.S. EPA Office of Toxic Substances 401 M Street Washington, DC 20460</p>	<p>800-535-0202</p>
<p>Hazardous Materials Emergency Planning Guide</p>	<p>U.S. EPA (Same as above)</p>	<p>800-535-0202 NRT-1</p>
<p>Criteria for Review of Hazardous Materials Emergency Plans</p>	<p>U.S. EPA (Same as above)</p>	<p>800-535-0202 NRT-1A</p>
<p>Technical Guidance of Hazards Analysis - Emergency Planning for Extremely Hazardous Substances.</p>	<p>U.S. EPA Office Solid Waste and Emergency Response (OS-120) 401 M St., SW Washington, DC 20460</p>	<p>800-535-0202 NRT-2</p>
<p>Guide for Review of State and Local Emergency Operations Plans</p>	<p>Federal Emergency Management Agency Region 1 Publications Office</p>	<p>617-223-4561 CPG-1-8A</p>
<p>Developing a Hazardous Materials Exercise Program</p>	<p>Federal Emergency Management Agency (Same as above)</p>	<p>617-223-4561</p>
<p>Hazardous Materials Exercise Evaluation Methodology</p>	<p>Federal Emergency Management Agency (Same as above)</p>	<p>617-223-4561</p>

**GENERAL INFORMATION AND PLANNING GUIDES
(continued)**

State Guidance Documents	Contact	Telephone
<p>Connecticut Right-to-Know Compliance Guide. Details requirements, under Worker Right-to-Know, Community Right-to-Know and Fire Marshal's Right-to-Know in an easy flow chart manner.</p>	<p>State Emergency Response Commission 165 Capitol Avenue Hartford, CT 06106</p>	203-566-4856
<p>Occupational Safety and Health Informational pamphlet. A questions and answer series guide offering advice and assistance to all employers in Connecticut who must comply with Occupational Safety and Health Administration.</p>	<p>Department of Labor-OSHA 200 Folly Brook Blvd Wethersfield, CT 06109</p>	203-566-4551
<p>An Ounce of Prevention <i>Let's reduce our risks and be prepared through... Emergency Planning and Community Right-to-Know</i> Pamphlet for citizens describing basics of the program.</p>	<p>State Emergency Response Commission 165 Capitol Avenue Hartford, CT 06106</p>	203-566-4856
<p>Emergency Response Manual 2. January 1992 A CBIA Environmental Policies Council Publication. The manual is intended to be a unique and valuable resource to help emergency response personnel in both public and private sections in the event of a major hazardous materials incident in Connecticut. Identifies industry and fire service resources for chemical emergencies.</p>	<p>Connecticut Business & Industry Association Attention: Environmental Policies Council 370 Asylum Street Hartford, CT 06103</p>	203-244-1900

Local Resources	LEPC Contact	Telephone
Local Ordinance	<p>Tri-Town Monroe Newington Danbury</p>	<p>203-442-9585 203-261-3651 203-666-4661 203-797-4625</p>
LEPC Procedures and Organizational Structure	<p>Wallingford North Haven Tri-Town Danbury</p>	<p>203-294-2070 203-239-5321 203-442-9585 203-797-4625</p>
LEPC Bylaws	Glastonbury	203-659-2711
Mutual Aid Agreement	<p>Tri-Town Wallingford New London</p>	<p>203-442-9585 203-294-2070 203-442-5291</p>
Exercise Scenario	Wallingford	203-294-2070
Educational and Emergency Brochures for residents	<p>Naugatuck North Haven Wallingford</p>	<p>203-729-4571 203-239-5321 203-294-2070</p>
Records Retention	Naugatuck	203-729-4571
Risk/Hazard Analysis Procedures	Danbury	203-797-4625

**RISK COMMUNICATION AND COMMUNITY AWARENESS RESOURCES REFERENCING ROUTINE
RELEASE REPORTING REQUIREMENTS, SECTION 313.**

Risk Communication and Community Awareness Resources	Written Requests Address	Telephone/ Order Request
<p>Explaining Environmental Risk Sandman, Peter. US EPA, April 1986. This document provides tips on communicating environmental risks to both the media and the general public in an effective and understandable way.</p>	<p>U.S. Environmental Protection Agency Office of Toxic Substances TSCA Assistance Office 401 M St. Washington, DC 20460</p>	<p>800-835-6700 [FREE]</p>
<p>Risk Communication About Chemicals in Your Community: A Manual For Local Officials US EPA, December 1989. This workshop manual will help local officials learn how to respond to public questions about chemical risks. The manual also contains additional assistance and information about hazardous materials. A facilitator's manual and guide is also available.</p>	<p>U.S. EPA OSWER (OS-120) 401 M. St. SW Washington, DC 20460</p>	<p>Fax only 703-486-333 [FREE]</p>
<p>Chemical Releases and Chemical Risks: A Citizen's Guide to Risk Screening US EPA, September 1989. This pamphlet describes risk screening, a tool that government agencies use to identify the chemical releases that may require further investigation. It also explains how citizens can find answers to questions they may have about releases of toxic chemicals in their community.</p>	<p>U.S. EPA Pesticides and Toxic Substances (TS-779) 401 M St. Mail Code SW-TS779 Washington, D.C. 20460</p>	<p>202-260-5997</p>
<p>Risk Assessment, Management, Communication: A guide to Selected Sources US EPA, 1987-1989. This bibliography includes many journal articles and some monographs on risk assessment, management, and communication, and includes a section on "Informing the Public".</p>	<p>National Technical Information Service 5285 Port Royal Road Springfield, VA 22161</p>	<p>703-487-4650 [AT COST]</p>
<p>Hazardous Substances in Our Environment: A Citizens' Guide to Understanding Health Risks and Reducing Exposure US EPA, September 1990. This citizen's guide explains how risk is estimated and what is being done or what can be done to reduce risk. Sources of information are also included.</p>	<p>U.S. EPA OSWER 401 M Street, SW Washington, DC 20460</p>	<p>202-479-2449</p>
<p>Public Knowledge and Perceptions of Chemical Risks in Six Communities: Analysis of a Baseline Survey. US EPA, January 1990. This study, conducted by Georgetown University Medical Center for EPA, examines citizens' attitudes about chemicals and chemical risk in the community.</p>	<p>National Technical Information Service 5285 Port Royal Road Springfield, VA 22161</p>	<p>703-487-4650 [AT COST \$26.00] PB90217316</p>

CONNECTICUT GENERAL STATUTES THAT ARE RELEVANT TO LOCAL EMERGENCY PLANNING COMMITTEE.

Authority under the Connecticut General Statutes	Title	Description
7-148	Scope of municipal powers	Provision of public services and regulatory and police powers.
7-281	Execution of criminal process in towns, cities and boroughs	Authority to execute criminal process in their respective towns, cities or boroughs.
7-308	Assumption of liability for damages caused by firemen.	Defines the extent of municipalities financial responsibilities for firefighters.
7-310	Fire Chiefs and Fire Departments	Operation of fire equipment in other municipalities and provisions for mutual agreements.
7-313a	Fire Police	Fire Policemen may be appointed who shall have powers and duties as designated and authorized by the fire chief.
7-313b	Authority of fire department officer to order removal of persons	Authority to order any person to leave any building or place in the vicinity of a fire or emergency.
7-313d	Local fire department's authority to inspect state facilities	Annually for fire protection purposes.
7-313e	Authority of fire officer during emergency	The fire chief, or any fire officer-in-charge, within his municipality has authorities defined under the law.
7-465	Assumption of Liability	Affords limited liability protection to Local Emergency Planning Committee members.
19a-175	Emergency Medical Service System	Creates authority to develop an emergency medical service system.
19a-200	City, borough and town directors of health	Exercise all powers necessary for enforcing the provisions of the public health code.
22a-600-611	Emergency Response Commission	Establish the Connecticut Emergency Response Commission and identifies its mandates and authorities.
28-8a	Municipal chief executive officers' powers during emergency.	A chief executive officer of the municipality in which a major disaster or emergency occurs, or his designee, may take such action as he deems necessary to mitigate a major disaster.
29-302	Fire Marshals	Investigate the cause, origin and circumstances of any fire or explosion.
29-305	Inspections	Inspections of all buildings and facilities regulated by the fire safety code at least each calendar year.
33-379(f)	Corporations	Requires extremely hazardous substance facilities to notify upon dissolution of corporation.

MISCELLANEOUS INFORMATION AVAILABLE FROM FEDERAL AGENCIES FOR PLANNING.

Type of Information	Item	Federal Agency
Materials designated as hazardous for purposes of transportation	Code of Federal Regulations (CFR) Title 49 Transportation, Chapter 1 Research and Special Programs Administration DOT Parts 100-199	Office of Federal Register Room 419 Barnes Federal Building 495 Summer St. Boston, MA 800-347-2997 U.S. Government Printing Office Supt. of Documents Washington, DC 20402
Listing identifying modes of transport and locations that present on the basis of historical record a particularly high risk.	Listing of accidents involving hazardous materials in interstate transport	U.S. DOT/Research and Special Programs Administration Office of Hazardous Materials DHM-63 400 7th S.W. Washington, DC 20590 202-366-4555
Listing of hazardous materials transportation incidents	National Transportation Safety Board of Accident Investigation	Regional National Transportation Safety Board Washington, DC 202-382-6735 [Fee]
Information on the movement of hazardous materials by air	Limited surveys and results of hazardous materials shipments at major airports	Federal Aviation Administration, Civil Security Division HazMat Section 12 New England Executive Park Burlington, MA 01803 617-273-7224 After hours 617-273-7001
Information on the movement of high-level radioactive waste and spent fuel by truck	Prenotification of transporting large-quantity radioactive wastes and spent nuclear fuel shipped in DOT Type B packages through state	U.S. Nuclear Regulatory Commission (NRCC) Washington, DC 20555 301-492-7000
Maps	Topographical Aerial Photos	U.S. Geological Survey National Cartographic Information Center (NCIC) 507 National Center Reston, Virginia 22092 703-860-6045
Maps	Topographical Aeronautical Charts Flight Information	Defense Mapping Agency-Aerospace Center 3200 S. Second St. and Arsenal St. Louis, Missouri 63118-3399 314-263-3901
Data	Census tract maps Population Employment	Bureau of Census Customer Services Washington, DC 20233 301-763-4100

MISCELLANEOUS INFORMATION AVAILABLE FROM STATE AGENCIES.

Type of Information	Item	Telephone/ State Agency
Information on major pipeline	Data	Department of Public Utility Control 1 Central Park Plaza New Britain, CT 06051 203-827-2604
Listing of Hazardous Waste sites	Data	Department of Environmental Protection Bureau of Waste Management Site Remediation and Closure Division 203-566-5486
Population density	Data and Maps	Office of Policy Management Comprehensive Planning 203-566-8285
Maps	Roadway network Traffic counts Operators of rail lines	Department of Transportation Rail Operations 203-667-7359 Traffic Engineering 203-566-5113
High risk roadways	Accident data files	Department of Transportation Bureau of Planning 2175 Hartford-N.H. Tpke Newington, CT 06111 203-665-0072
Topographic and environmental data	Land, Air, Water	Department of Environmental Protection 165 Capitol Avenue Room G Hartford, CT 06106 203-566-7719
Hazardous Waste Truck Transporters (for waste transporters only)	Volume and types of wastes handled	Department of Environmental Protection Bureau of Waste Management 203-566-5277

**EMERGENCY ACTION PLAN FOR
THE TOWN OF _____**

DEAR RESIDENT:

SARA TITLE III, Superfund Amendments Reauthorization Act of 1986, also known as Emergency Planning and Community Right-to-Know Act requires the formation of a Local Emergency Planning Committee (LEPC). This committee must develop a town wide emergency response plan which will enable the municipality to handle large scale emergencies. This plan has been developed by the _____ and may be viewed by the public. The plan is located at the _____ Library and the _____ Fire Department.

In addition, SARA also requires that the LEPC provide information to the public about what to do in the event of an emergency. This brochure is being distributed to _____ residents and businesses in order to provide you with valuable information that could affect your safety during an emergency. Please take the time to thoroughly read this brochure NOW. Make sure that all the members of your family understand the information contained within. Discuss the contents with your neighbors and friends.

Keep this brochure in a convenient place. If you need more copies, contact the _____ Fire Department, 000-0000 #000.

RADIO
Community Access TV Channel
Fire Department
Police Department
Civil Preparedness
U.I.
Gas Leak Only
Regional Water

EMERGENCIES

**FOR AN EMERGENCY WHICH
REQUIRES THE IMMEDIATE
ATTENTION OF POLICE/FIRE OR
EMERGENCY MEDICAL SERVICE
CALL:911**

**WHAT TO DO IF YOU ARE NOTIFIED
OF AN EMERGENCY**

**When an emergency is declared-we will
notify the residents of _____
in the following manner:**

- The horns on the fire station will sound, two blasts, five rounds.
- This will advise the public that there is an emergency and to go to the public access station channel __ or __, or radio station (____; ____) for further instructions.
- The television or radio will explain the emergency and what instructions should be followed.
- All clear message will be one, long blast, five times on the Town horns. Or listen to your TV or radio for the ALL Clear.

**IMPORTANT !!
STAY CALM!! OBEY ALL LAWS!!**

As part of this notification you may be directed to follow the instructions of "Shelter in Place" or "Evacuate".

SHELTER IN PLACE

1. Go inside your home, school or place of employment or nearest building. Try to get into a room with as few windows as possible.
2. Close all windows and doors.
3. Turn off all heating and cooling systems, turn off all window and attic fans.
4. Telephone lines are needed for official business. Do not use the telephone unless you have a personal emergency, then call 911. Use your television and/or radio for additional information regarding the emergency condition.
5. Stay inside until the message over your television or radio indicates you can leave safely.
6. Once the emergency has passed, ventilate the building and go outside into the fresh air.

SHOULD YOU HAVE TO EVACUATE

1. Listen to your television or radio for instructions. Cable Access TV Station ___; Radio (___ or ___).
2. Make sure that this emergency evacuation applies to your area.
3. Evacuate your area as instructed by local officials.
4. If at home gather clothing or medication which you or your family may need for a short stay away from home.
5. Pack a portable radio.
6. Drive to the nearest MAIN evacuation route (see map) and follow the directions on the TV or radio.
7. If you have children in school, they will be taken care of as specified in the school's emergency response plan. DO NOT attempt to pick them up or phone school.
8. Take a neighbor who needs a ride with you. If you have no ride, ask a neighbor for a ride.
9. Tell officials of anyone that might be handicapped in your area.

ADDITIONAL EMERGENCY RESPONSES

EMERGENCY SCHOOL CLOSINGS:

Radio Stations (___ or ___) will make the announcements between 6 and 7 AM. that school is to start late or not at all. If it becomes necessary to close school early, the radio stations will be notified as soon as possible. Tune to the above named stations when a dramatic weather changes occurs.

FOOD/WATER

1. Keep emergency supply of drinkable water in clean plastic or glass containers. Add six drops of fresh bleach per gallon and allow it to stand for at least thirty minutes. Plan on one quart per person for drinking. Label, date and replenish after one year.
2. Always have on hand a 3-7 day supply of non-perishable canned dried foods (vegetables, fruit protein), milk (canned or powdered), and baby food.
3. Don't stock up on perishable food before a known storm strikes.
4. If you have warning that a storm is coming, turn up controls to coldest setting on refrigerator and freezer. Cover with a blanket. Food will stay frozen 36-48 hours in a fully packed freezer and 24 hours for half the amount. If necessary to open, do so quickly.
5. Promptly cook any food that has thawed out.

FOOD/WATER (cont.)

6. Do not re-freeze frozen food if it has been thawed out. Meat, fish, or poultry may be refrozen if still partially frozen. If you have any doubt concerning food items, discard.
7. Fill bathtubs/set tubs/bowls with water. This water should be used for washing/or flushing toilets ONLY.
8. Assume all flood waters are contaminated with disease bacteria. This means standing and rising surface water from run-off involving streams, brooks, and ponds.

HEALTH AND SAFETY

1. Keep a basic First Aid Kit in your home. Consider having a family member trained in basic first aid. Contact your local Red Cross at ___-____.
2. People who require medication for chronic illnesses should keep an adequate supply of medication available at all times.
3. Keep tetanus shots up-to-date; one booster every ten years.
4. If you or a member of your family have health problems that requires special conditions and/or life support equipment, you may need to develop a back up plan.
5. Protect the elderly and ill persons from being exposed to temperatures of 65° - below or 90° above.

HEALTH AND SAFETY (cont.)

6. Consider having at least one family member trained in Cardiopulmonary Resuscitation (CPR). Contact your local Red Cross, ___-___ or American Heart Assoc. at ___-___.

7. Keep a fire extinguisher available and know how to use it.

8. Develop a household Fire Drill plan and execute periodic Exit Drills. Make sure babysitters and other guests know how to make a quick, safe escape.

9. Avoid Downed Wires

-treat every downed wire as if it were live

-remember downed trees and limbs can hide live wires.

LIGHTS AND COMMUNICATION

1. Have a battery operated radio and extra batteries to listen for information, directives, updates.

2. Keep several flashlights with extra bulbs and batteries.

3. Don't use candles unless they are safely supported, supervised and protected from children or flammable items. Don't leave candles or oil lamps burning while asleep.

HEAT

1. Have a roll of 3 mil thick plastic that can be used to protect home from outside weather if windows are broken during a storm.

HEAT (cont.)

2. Do not use any alternate heat source unless there is adequate ventilation. Do not heat with a gas stove.

3. Consider a generator as an alternate source of powering furnace. Check with electrician or your oil company.

4. Some natural gas furnaces can operate without electricity. Check out this operation with gas company in advance of use.

GENERATORS/APPLIANCES/GASOLINE

1. Before a storm, tie down any outside propane tanks.

2. During a power outage, turn off all appliances on the main line to avoid any damage from initial surge when power is restored.

3. Store all gasoline or propane outside in approved container.

COOKING/EQUIPMENT

1. Don't use gas or any charcoal grills indoors-FUMES CAN BE DEADLY.

2. Keep sterno or canned heat to reheat cooked foods. A camp stove with proper ventilation can be used for cooking.

3. Never start a fire in a fire place or wood stove using gasoline, kerosene or other combustible liquids.

**YOUR EMERGENCY PERSONNEL ARE
TRAINED PROFESSIONALS!!!!
FOLLOW THEIR INSTRUCTIONS**

USE COMMON SENSE!!

HAZARD MATERIAL AND INCIDENT GUIDE

SEAL

**PLACE STREET
MAP HERE**

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

GUIDANCE FOR.

**CONNECTICUT
LOCAL
EMERGENCY
PLANNING
COMMITTEE**

APPENDIX A

MODEL BASIC PLAN

INTRODUCTION

In order to offer further planning assistance to the Local Emergency Planning Committees, the Office of Emergency Management has developed an outline plan. The outline conforms to Section 5.1 of NRT-1 federal planning guidance - the guidance provided in this manual.

The outline plan will perform two additional forms of assistance: help organize work; and, as an additional checklist, help insure that legally required planning elements are accomplished.

It is important to recognize that several planning elements and several planning items can be researched only at the local level. For example:

1. Facilities and Facility Coordinators. (Only the "hazardous" facilities need be listed).
2. Community Coordinator.
3. Likely hazardous transportation routes.
4. Additional risk facilities (near hospitals, etc.).
5. Procedure for reporting (town warning point?).
6. Emergency Broadcast System point-of-contact.
7. Protective Action for selected facilities.
8. Organization and communications.
9. Training.

The outline plan assumes the desirability of creating a separate section for each facility judged hazardous under Emergency Planning and Community Right-to-Know Act.

Department heads shall ensure that departmental personnel undergo all appropriate training courses at the earliest time.

Training schedules and/or course announcements are distributed to local authorities by the Office of Emergency Management, Commission on Fire Prevention and Control, and Office of Emergency Medical Services. A list of training courses presently available can be found within Section V - Resources.

USE TOWN/CITY LETTERHEAD

[DATE]

State Emergency Response Commission
c/o Office of Emergency Management
360 Broad Street
Hartford, CT 06105-9938

Dear _____:

This letter is to certify that the Local Emergency Planning Committee for the [Town/City/Planning District] of [specify town] has completed the annual review of its emergency response plan, as required under Section 303(a) of the Emergency Planning and Community Right-to-Know Act. Changes to the plan [are not necessary at this time] [will be submitted to your office in the near future] [are enclosed].

If you have any questions please contact [specify individual] at [telephone number] between the hours of [specify a.m. time] and [specify p.m. time].

Sincerely,

[Specify name of local Chief Executive or LEPC Chairman]
[Town/City]

**EMERGENCY PLANNING
AND COMMUNITY RIGHT-TO-KNOW
LOCAL EMERGENCY PLAN REVIEW**

NAME OF PLANNING DISTRICT _____

PLANNING ELEMENT (from NRT-1 Pages 39 and 40) WHERE ADDRESSED IN PLAN

- | | |
|--|-------------------------------------|
| 1. a. Identification of facilities subject to the Title III requirements that are within the emergency planning district; | Page (s) _____
Section (s) _____ |
| b. Identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances; | Page (s) _____
Section (s) _____ |
| c. Identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities, such as hospitals or natural gas facilities. | Page (s) _____
Section (s) _____ |
| 2. a. Methods and procedures to be followed by facility owners and operators to respond to any releases of such substances; | Page (s) _____
Section (s) _____ |
| b. Methods and procedures to be followed by local emergency personnel; | Page (s) _____
Section (s) _____ |
| c. Methods and procedures to be followed by medical personnel. | Page (s) _____
Section (s) _____ |
| 3. Designation of coordinators who shall make determinations necessary to implement the plan: | |
| a. facility coordinator(s) | Page (s) _____
Section (s) _____ |
| b. community coordinator | Page (s) _____
Section (s) _____ |
| 4. a. Procedures providing reliable, effective and timely notification by the facility emergency coordinators to persons designated in the emergency plan; | Page (s) _____
Section (s) _____ |
| b. Procedures providing reliable, effective and timely notification by the community emergency coordinator to persons designated in the emergency plan; | Page (s) _____
Section (s) _____ |

- 4. c. Procedures providing reliable, effective and timely notification to the public that a release has occurred. Page (s) _____
Section (s) _____

- 5. a. Methods of determining the occurrence of a release; Page (s) _____
Section (s) _____

- b. Methods for determining the area or population likely to be affected by such release. Page (s) _____
Section (s) _____

- 6. a. Description of emergency equipment and facilities in the community and identification of persons responsible for same; Page (s) _____
Section (s) _____

- b. Description of emergency equipment at each facility in the community subject to Title III requirements and identification of the person(s) responsible for the same. Page (s) _____
Section (s) _____

- 7. a. Evacuation plans; Page (s) _____
Section (s) _____

- b. Provisions for a precautionary evacuation; Page (s) _____
Section (s) _____

- c. Provisions for alternative traffic routes. Page (s) _____
Section (s) _____

- 8. a. Description of training programs; Page (s) _____
Section (s) _____

- b. Schedules for training of local emergency response and medical personnel. Page (s) _____
Section (s) _____

- 9. a. Methods for exercising the plan; Page (s) _____
Section (s) _____

- b. Schedules for exercising the plan. Page (s) _____
Section (s) _____

LETTER OF PROMULGATION

This emergency response plan has been developed in accordance with the requirements of Title III of the Superfund Amendments Reauthorization Act of 1986, a federal law mandating emergency planning for hazardous materials incidents.

The emergency response assignments and procedures contained herein shall become effective immediately.

Emergency Management Director

Date: _____

Chief Executive

Date: _____

MODEL EMERGENCY RESPONSE PLAN
FOR
HAZARDOUS MATERIALS ACCIDENTS

Prepared by:
Department of Public Safety
Office of Emergency Management
Revised June 1992

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I. AGENCY MISSION ASSIGNMENTS

A. FIRE DEPARTMENT

1. _____ [Dispatcher or 911 Operator] is responsible for:
 - a. Receiving incident reports and recording on Incident Report Forms.
 - b. Dispatching _____ [list appropriate units].
 - c. Notifying _____ [list other departments or personnel if appropriate].
 - d. _____ [EBS assignment, if any].
 - e. Other assignments _____ [list].

2. Incident Commander (senior fire officer on scene) is responsible for:
 - a. Determination of incident classification.
 - b. Determination of appropriate protective actions after consultation with facility representatives if practical.
 - c. Establishing an Incident Command Post outside and upwind of the hot zone and ensuring command representation by appropriate response agencies.
 - d. Designating a Fire Department Operations Officer(s) to supervise fire department operations.
 - e. If necessary, designating a primary treatment area for care of the injured and a loading area after consultation with the EMS Scene Control Officer.
 - f. If necessary, establishing a decontamination area and appointing a Decontamination Officer.
 - g. Designating staging areas for incoming resources.
 - h. Designating a press area for the media.
 - i. Appointing a Public Information Officer to manage the press area.
 - j. Establishing safety perimeters and inner perimeters as necessary.
 - k. Initiating requests for fire department medical aid, decontamination support, State DEP Hazmat teams assistance, and spill containment/clean-up support from private contractors as necessary. (May be responsible for contractor's fees.)
 - l. Declaring mass casualty incidents following consultation with the EMS Scene Control Officer.
 - m. Insuring provision of appropriate information, including protection action recommendations to adjacent communities through the local emergency operations center if activated or fire radio frequencies if necessary.
 - n. Requesting activation of EBS through _____.
 - o. Designating areas where route alerting is to be performed.

- p. Ordering protective actions for special institutions.
- q. Assigning subordinate officer functions as appropriate (recording, Safety, Staging, Logistical, Commo).
- r. Other assignments [list].

3. Fire Department Operations Officer is responsible for:

- a. Taking appropriate actions to contain, control or stop leaks, spills or releases of hazardous materials and suppress or prevent fires.
- b. Supervising rescue operations.
- c. Other assignments [list].

4. Fire Chief is responsible for:

- a. Ensuring staffing of the local emergency operations center by the fire department if activated.
- b. Overall command and control of fire department operations.
- c. Other assignments [list].

5. Vehicles Drivers are responsible for:

- a. Ensuring that apparatus are parked facing away from the incident scene.
- b. Other assignments [list].

B. POLICE DEPARTMENT

1. _____ [Dispatcher or 911 Operator] has responsibility for:

- a. Receiving incident reports and recording on Incident Report Forms.
- b. Dispatching _____ [appropriate units] to the incident scene area.
- c. Notifying _____ [list other departments or personnel].
- d. [EBS assignment, if any].
- e. Other assignments [lists].

2. Shift Supervisor has responsibility for:

- a. Ensuring that an officer of appropriate rank is assigned to the Incident Commander at the Incident Command Post to direct police department personnel.
- b. Notifying off-duty departmental superiors of Level III or potential Level III emergencies.
- c. Activating off-duty police personnel if necessary following consultation with the Police Chief.

- d. Ensuring that appropriate numbers of police units are assigned to the incident to:
 - 1. Man security perimeters.
 - 2. Perform route alerting as directed by the Incident Commander or Police Command Post Officer.
 - 3. Assist with evacuation of special institutions as necessary.
 - 4. Other [list].
 - e. Notifying the State Police; notifying adjacent police departments if necessary.
 - f. Ensuring police department staffing of local emergency operations center if activated.
 - g. Assigning police units to shelters.
 - h. Establishing traffic detour routes.
 - i. Other assignments [list].
3. **Police Chief has responsibility for:**
- a. Requesting police assistance from the State Police or other local departments as the need is indicated by the shift supervisor or otherwise.
 - b. Overall command and control of police operations.
 - c. Other assignments [list].
4. **Command Post Officer has responsibility for:**
- a. Assessing the need for additional police support and initiating requests for support through the shift supervisor.
 - b. Assigning units to access control, perimeter security, the press area and route alerting as indicated by the Incident Commander.
 - c. Coordinating police operations with the Incident Commander.

C. EMERGENCY MEDICAL SERVICES

1. **Dispatcher has responsibility for:**
- a. Receiving incident reports and recording on Incident Report Form.
 - b. Dispatching _____ [appropriate units] to the incident scene.
 - c. Requesting additional EMS assistance through appropriate CMED Centers or dispatchers to handle mass casualty situations as indicated by EMS Scene Control Officer.
2. **Area CMED Center has responsibility for:**
- a. Notifying area hospital(s) of hazardous materials casualties in mass casualty situations.
 - b. Coordinating all ambulance to hospital communications.

The principal, teachers and staff will evacuate with the students. The principal will report to the superintendent of schools on his/her destination. When the emergency has passed, students will be released into the care of their parents or, if possible, transported to their homes by normal means of transportation.

C. Recovery Phase

a. Recovery Phase

This phase is the period immediately following the emergency when actions will be taken to restore the department, to the greatest extent possible, to normal conditions. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Actions to be taken include restoration of facilities, utilities, necessary services, food service and finally, reopening of the schools. Some recovery actions may commence during the emergency phase. All recovery actions will be directed by the First Selectman.

b. Recovery Actions

- a. The superintendent of schools will cooperate with the town Emergency Operations Center in maintaining the use of school facilities for temporary shelters, where necessary.
- b. The superintendent will assess information supplied by the supervisor of maintenance and the custodial staff on each damaged school to determine under what conditions that school can be opened.

V. DIRECTION AND CONTROL

Direction and Control of Operations

The superintendent of schools, acting under the direction of the First Selectman, or anyone legally administering this office, will supervise whatever phase of the plan is selected. He/she will transmit this decision from the town Emergency Operations Center to each principal, who will then be responsible for implementing that phase of the plan in the schools. Principals may designate various members of their staff to perform specific tasks, as needed. Teachers are to remain with their students to supervise them, facilitate their movement from place to place, where necessary, and maintain attendance records.

The superintendent of schools will exercise his/her control of operations from the town Emergency Operations Center, except in the case of temporary evacuation, when direction will be given from his/her normal work station or on site. If the Emergency Operations Center is evacuated and mobilized, the superintendent will remain with the center when it moves.

Principals will establish an outdoor Operations Center for emergencies requiring temporary evacuation. For situations requiring full evacuation, principals will continue to give direction from their offices until the last students and staff members have left. At that time, principals will advise the superintendent of their destinations. During a take shelter emergency, principals will shelter with students and staff, maintaining a line of communication to the Emergency Operations Center, if available.

VI. DEPARTMENTAL LINE OF SUCCESSION

In order to ensure continuity in operations of the town school system during a period of emergency resulting from a disaster (natural or man-made) the following line of succession shall prevail:

- a. First Selectman
- b. Superintendent of Schools
- c. Assistant Superintendent of Schools
- d. School Business Manager

VII. DEPARTMENTAL TASK ASSIGNMENTS

A. The Superintendent of Schools is responsible for, but not limited to, the performance of the following functions under this plan:

1. Development and dissemination, with input from school principals, of procedures to be followed by all students, parents and school personnel in disaster emergencies.
2. In an actual emergency, gathering all information necessary to advise school principals on what protective action(s) to take.
3. Keeping school principals updated on the current status of the emergency via periodic communications from the Emergency Operations Center.
4. Advising principals on when students can be released from shelter or evacuation areas.
5. Coordinating, with the Health Department, the use of school facilities for emergency medical, nutrition and relocation centers.
6. Deciding, with the assistance of the affected principal, supervisor or maintenance and custodial staff, when a particular school can be returned to normal use.

B. Principals are responsible for, but not limited to, the performance of the following functions under this plan:

1. Assisting the superintendent in the preparation of Emergency Operations Plans for individual schools under their supervision.
2. Notifying parents of emergency plans and obtaining information on where students are to be sent during a facility evacuation.
3. Assigning emergency responsibilities, according to individual plans, to school personnel.
4. Activating the evacuation or take shelter message or signal to instruct teachers to take protective action(s) for themselves and their students.

5. Coordinating bus transportation with the First Selectman or superintendent if area or facility evacuation is deemed necessary.
6. Summoning school crossing guards or the police to man access control points around the campus.
7. Supervising plan implementation.
8. Maintaining communications with the superintendent in the Emergency Operations Center.
9. Providing emergency access to school buildings during times that school is not in session.
10. Assisting the superintendent in determining when the school can be returned to normal use.

C. Teachers are responsible for, but not limited to, the performance of the following functions under this plan:

1. Familiarizing themselves with the protective actions taken under each component of the town Emergency Operations Plan.
2. Transmitting information on protective actions to students.
3. Exercising control and discipline in their supervision of students in the evacuation and take shelter modes.
4. Maintaining attendance records during emergencies.
5. Taking all necessary precautions to protect the school facility under the plan.
6. Reporting to the principal's office, if off duty when the evacuation or take shelter message or signal is sounded.

D. School nurses, when assigned, are responsible for, but not limited to, the performance of the following functions under this plan:

1. Obtaining specialized knowledge of first aid techniques utilized during disaster conditions.
2. During an emergency, rendering first aid, treating casualties and preparing them for transportation to a medical treatment facility.
3. Recommending proper protective actions for the physically handicapped.

E. Office Personnel are responsible for, but not limited to, the performance of the following functions under this plan:

1. Assisting the principal with the implementation and execution of emergency procedures.
2. Maintaining records and pertinent information which may be required during an emergency.

F. Cafeteria Personnel are responsible for, but not limited to, the performance of the following functions under this plan:

1. Maintaining an adequate supply of food and water for emergency use.
2. Emergency feeding.
3. Rotating food and water stocks maintained for emergency.

G. The Custodial Staff is responsible for, but not limited to, the performance of the following functions under this plan:

1. Preparing and posting diagrams showing shut-off valves and switches for all utilities.
2. Under the direction of the principal, attending to specific duties pertaining to the physical plant.
3. Keeping all areas free from materials and conditions which might add to an already hazardous situation.
4. Assisting the principal in preparing a damage report after the emergency is over.

H. School bus Drivers are responsible for, but not limited to, the performance of the following functions under this plan:

1. Obtaining and reviewing details of the plan by which they are to report to schools to evacuate students in an emergency.
2. Becoming aware of actions and alternate routes which may have to be taken during an evacuation.

VIII. SUPPORT REQUIREMENTS

A. Communications

The implementation of this annex (plan) requires communications and coordination support from the town Emergency Operations Center.

B. Access Control

If the necessity for evacuation arises, the principal will ask that school crossing guards or the police establish access control points to prevent traffic congestion around the campus from impeding the orderly entry and exit of school buses. The school department may request radio communications support if necessary.

C. In Place Sheltering

The school department may provide support to the Health Department in the provision of facilities to be used for emergency medical, nutrition and relocation centers.

ADDENDUM 1

SUGGESTED COVER LETTER FOR PARENTS' QUESTIONNAIRE

Date

Dear Parent/Guardian:

The _____ school system has a planned procedure to safeguard your child in the event of natural disaster or other emergency.

When there is only limited warning, students will be sheltered in those areas of the school buildings deemed most safe, under the direct supervision of staff members. As soon as possible, the superintendent of schools will direct the release of student to their homes. (this might cause a delay in students returning home).

When there is adequate warning for evacuation, arrangements will be made for transportation of all physically handicapped students in addition to all students who are normally transported to and from school by bus.

Evacuation of the area would result in all students being bussed to the nearest safe and secure location, under the supervision of their teachers. Do not interfere with such an evacuation. The students can be more safely evacuated by the normal bus transportation method. If only the school building need be evacuated, then the students would be sent home early.

Please consider the following recommendations, which can contribute significantly to the success of our emergency plan.

1. Be in your home when your child arrives from school. If personal considerations make this impossible, arrange for a responsible adult to supervise your child when he/she arrives from school. Please indicate the adult's name on the attached questionnaire.
2. Do not come to the school to pick up your child.
3. Do not attempt to telephone the school or the office of the superintendent of schools.
4. Listen to your local Emergency Broadcast System radio station for details on the emergency and official news information and instructions.

If you have any questions about this plan, please contact the principal of your child's school.

Sincerely,

SUPERINTENDENT OF SCHOOLS

ADDENDUM 2

SAMPLE PARENTS' QUESTIONNAIRE

Date _____

Dear Parent/Guardian:

Please complete and return this questionnaire to your child's school. It will guide us in determining where your child should be sent in emergency situations. We understand that on any specific day or time you may not be present in your home. This circumstance is almost impossible to plan for, and you may have to depend on a neighbor or relative to care for your child.

1. Child's Name _____

Child's Address _____ Telephone _____

2. [Circle One]

When safe to do so, I desire that my child be sent home upon early dismissal from school.

When safe to do so, I desire that my child be sent to my neighbor's or relative's home.

(Please note: If the child is to be sent to a relative's home, the relative should live close to your present home.)

3. [Choose One]

Neighbor's Name _____

Neighbor's Address _____

Relative's Name _____

Relative's Address _____

I have elected to have my child proceed to the home of a neighbor or relative during emergency situations. I have made my child aware of this arrangement and _____ knows of these emergency procedures. (Name of Child)

SIGNATURE OF PARENT OR GUARDIAN

ADDENDUM 3

PUBLIC SERVICE ANNOUNCEMENT

Date _____

The First Selectman or the Superintendent of Schools will release a media announcement advising parents on the status of school children. This announcement will provide information on what incident prompted the evacuation, which schools have been evacuated, where the students are being sheltered, when they will be released (if known), and if parents should pick them up at the shelter site. A model announcement follows:

As a result of _____ (Incident), students and faculty from the _____ School have been moved to _____.

All extracurricular activities have been cancelled. It is projected that students will be released at _____ AM/PM, at which time parents should come to _____ to pick them up. Stay tuned to this station for further information.

ADDENDUM 4

TRANSPORTATION EMERGENCY OPERATING PROCEDURES

Date

1. The Emergency Operations Center will call the Bus Garage.
2. The Dispatcher will activate the plan to call drivers.
3. Buses will be sent to locations designated by the First Selectman, Emergency Management Director or Superintendent of Schools.

USE LOCAL LETTERHEAD

To: State Emergency Response Commission

Date:

RE: Notice of Change of LEPC Membership for _____ [city/town].

Please be advised that the following person(s) are no longer active on our LEPC:

Name	Address	Representing
John Smith	828 Overshoe Drive	Fire Service
Elain Jordan	19 West Street	Industry

The following new individuals have become new members to our LEPC>

Name	Address	Representing
Karen Doe	66 Rural Drive	Industry

_____ Date

_____ Signed (LEPC Chairman)

ADDENDUM 5

CRISIS INTERVENTION PROCEDURES

In the event of a critical or tragic experience, the following plan will be implemented:

- Principal initiates chain call to all faculty for a 7:00 a.m. staff meeting.
- The following morning a member of the Start team will be posted in the mailroom to make sure that all staff is notified.
- A special faculty meeting will be held 30 minutes before school starts at which:
 - a. Principal will review known facts in order to establish a common reference base and to dispel rumors.
 - b. Mental health professionals describe the feelings which the students may be experiencing and suggest how the teachers may handle these feelings.
 - c. Guidelines are provided for getting upset students to the crisis center.
 - d. Teachers are encouraged to:
 1. Review the known facts with their classes to dispel rumors.
 2. Allow for the expression of feelings-to the extent that they feel comfortable.
 3. Inform students of the crisis center.
- The crisis center is established in the guidance office.
- Additional mental health professionals will be called in if needed.
- Peer advocates are assembled and offered guidelines for helping their troubled peers and/or bringing them to the crisis center.
- If a student is judged to be emotionally distraught or suicidal by a mental health professional a parent or guardian would be contacted and advised how to handle this student.
- After school staff meeting is held to review events of the day.
- In the event this situation results in a funeral, students may attend the ceremony if they receive parental permission and are excused at the main office. Students may also be allowed home if excused by a parent or guardian. Staff will be allowed to attend the funeral if coverage is available.
- Guidance and mental health professional continue crisis intervention as long as needed.

ADDENDUM 6

THE GUIDING PRINCIPAL IS TO RETURN TO THE NORMAL ROUTINE AS SOON AS POSSIBLE WITHIN EACH CLASS AND WITHIN THE SCHOOL.

START

Student Teacher Assistance Resource Team

GOALS

- To consult and develop recommendations, strategies, and techniques that would improve the identified student's academic and/or behavioral functioning.
- To make efficient use of available expertise and resources to benefit a broader range of student needs.
- To develop a closer working relationship, a collaborative environment, and a sense of trust, respect, and sharing among all professional educators and specialists.

TEAM MEMBERS

Principal and social worker (co-chairperson), guidance counselor (coordinator) two regular education teachers (on rotating bases), and nurse.

PROCEDURES

1. A permanent consultation team meets bi-weekly for one period to discuss cases presented to the team.
2. A START Request form is submitted by the staff member to the coordinator.
3. The case is presented at the team meeting either by the teacher or the coordinator and a case manager is assigned. The case is logged.
4. Case manager reviews the information, assesses the case and the case is reviewed at the next team meeting. The team makes recommendations.
5. Case manager works collaboratively with the staff member(s) parents, and/or student involved and updates the team of the progress to ensure appropriate continuation or closure of the cases.
6. the case is closed when:
 - The problem is resolved
 - The case goes to evaluation by Special Education
 - START agrees to close the case as no intervention is necessary
 - Intervention is refused by the parent or the student
7. When the case is closed, the documents such as the Request form, and the Assessment form are filed in the student's cumulative record. The log is marked closed.
8. If the case is to be continued the following school year, the above mentioned documents are filed, however, the case is not marked closed.

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