

Local Emergency Planning Committee Fact Sheet

Indiana Emergency Response Commission

What is the LEPC's purpose?

- To maintain county-specific information on chemicals present in communities
- To facilitate Community Right-to-Know about these chemicals
- To provide emergency preparedness / community response plans
- To keep local governments in charge of their own counties

Information on LEPCs and the IERC can be found at www.in.gov/dhs/3793.htm

Whom do I contact with questions?

About LEPC compliance:

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About the HMEP grant:

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LEPC COMPLIANCE REQUIREMENTS

LEPCs exist for the benefit of their counties and must be compliant with Indiana Codes 6-6-10, 13-25-1-6, and 13-25-2-5 to receive funding.

Compliance documents and information must be submitted in the LEPC online reporting system at www.in.gov/dhs/2362.htm.

1. Legal Notice of Meetings

- Due January 31
- Dates/locations/times of current year meetings must be entered in online reporting system
- A newspaper clipping or legal affidavit from news media verifying publishing of all meeting details must be uploaded to online system
- Meeting agenda must be posted at local government buildings 48 hrs in advance

2. Fiscal Report

- Due March 1
- Prior year expenditures must be itemized and entered into online reporting system
- Auditor's report from county auditor must be uploaded to reporting system

3. Roster

- Due March 1
- Must be updated to reflect current membership and entered into online system
- Members will be required to complete state ethics training

4. Bylaws

- Due March 1
- Must be voted/approved at a meeting with a quorum, signed/dated, and uploaded to online reporting system

5. Exercise

- Exercise proposal due 30 days before exercise and by November 30 for December exercises (must be entered in online reporting system)
- Exercise report due 30 days after exercise and by December 31 for exercises in December (must be entered in online reporting system)

6. Meeting Minutes

- Must be voted/approved at next meeting with a quorum, signed/dated, and uploaded in online system along with sign-in sheets
- Sign-in sheets used at meetings must be printed from Meeting Minutes module in online reporting system
- Minutes/sign-in sheets are due 2 months after each meeting, or after next meeting if not within 2 months (due date may be extended to March 1 of following year only for Nov/Dec meetings)

7. Plan/Updates

- Due December 31
- Must include required annual updates and incorporate prior year reviewer comments
- Must be voted/approved at a meeting with a quorum, signed/dated, and uploaded to online reporting system
- An LEPC plan is not a CEMP