



FACILITY DISASTER PLANNING SUBCOMMITTEE

RECAP

October 20, 2011 Meeting

LEPC District VIII, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782 - 727/570-5151, Staff Contact: John Meyer

Attendees (Present) - Ed Kinley (Universal Waste & Transit), Gary Dunmeyer (Harcros Chemicals), Ken Cole (Chemical Formulators), Stephanie McDannold (Unified Recovery Group), Jennifer Garwood (Progress Energy), Tricia Williams (HRP Associates) & John Meyer (LEPC 8 Staff/TBRPC)

Attendees (via Spkrph.) - Nic Howard (SCS Engineering)

1. DISCUSSION OF ITEMS ASSOCIATED WITH PRIOR (AUGUST 18, 2011) FACILITY DISASTER PLANNING SUBCOMMITTEE MEETING.

Mr. John Meyer advised Subcommittee members of the primary discussion items from the August Subcommittee meeting and provided updates, where appropriate or applicable.

Those discussions were: Tier II Quality Control Initiative; highlights of the July 14th Facility Disaster Preparedness Forum; need for Better Coordination/Coordination with the local fire departments; annual Tampa Bay Hazardous Materials Emergency Plan update procedures; and status of the “Memorandum of Understanding” (MOU) between the SERC/FDEM and the LEPCs and Fire Depts.

Mr. Meyer reminded members that the MOU is intended to exempt facilities from the continued obligation to submit hard copies of Tier II reports to the LEPC(s) and local fire department(s) **IF** a facility prepared and submitted the information through the State’s designated software program [currently the Florida Hazardous Materials Information System - www.floridahmis.org] **AND** the terms of the MOU were accepted by the respective LEPC(s) and local fire department(s). Mr. Meyer did confirm that, as of today (i.e. 10/20/11), LEPC District 8 has yet to receive the MOU for formal consideration.

Mr. Meyer additionally informed the members, as a side note, that the FDEM is currently preparing an EPA grant application for submittal. If awarded, major changes (and benefits) would be anticipated for the State’s electronic filing program and procedures. This could and would include the ability for companies to prepare their annual inventories using the “Tier II Submit” program that most industry folks are already accustomed to and then, when complete, upload to the State’s system. If this process were to be initiated, Tier II information retrieval by the facility, the LEPC and/or the local fire department would be much quicker and simpler.

Ms. Jennifer Garwood inquired whether changes to the electronic filing procedures (or program) would necessitate re-consideration of potential acceptance of MOU terms by the LEPCs and Fire Departments. Mr. Meyer speculated that would probably be the case since it is anticipated that the MOU will specifically identify the current system being utilized (i.e. www.floridahmis.org) and that any deviation from these terms must be additionally considered and approved by the respective

agencies.

Ms. Garwood concluded the discussion of this item by mentioning that their North Carolina facilities enter their inventories directly into the E-Plan program.

2. RECAP OF SEPTEMBER 7, 2011 FACILITY DISASTER PREPAREDNESS FORUM.

Subcommittee members Chet Klinger and John Meyer conducted the Second of two Facility Disaster Preparedness Forums on September 7, 2011 at the Council/LEPC Offices. More than 10 were in attendance. The Forum was “*designed to promote interaction between representatives of facilities storing hazmats, first responders and others regarding preparations prior to and following area-wide natural disasters.*”

Invaluable insight and input was provided by those in attendance, which included:

- ✓ Most hazardous materials facilities have *Emergency Response Plans* but not all have a *Business Continuity Plans*, which are designed to address anticipated company functions, needs and actions following a disaster (both short- and long-term). For both Plans to functionally co-exist, there needs to be a concerted effort for communication, coordination and integration between respective departments & personnel;
- ✓ Exercises serve a critical component in proper disaster planning and preparation by testing the various facets of facility plans and allow facilities to self-assess their weaknesses, gaps and vulnerabilities without consequence;
- ✓ In an effort to improve facility Plans, Department of Homeland Security staff has indicated their willingness to assist facilities in determining their risks and vulnerabilities “using state-of-the-art technologies” for simulating hazardous materials releases;
- ✓ It is becoming an industry-wide initiative for facilities to explore replacing the use of some Extremely Hazardous Substances in their processes (e.g. chlorine, sulfur dioxide...) in favor of the use less dangerous alternatives, where possible and economically feasible. Facilities embarking on this measure have often seen significant cost savings in terms of facility design & engineering controls, personnel training, permitting & regulatory compliance;
- ✓ While a facility itself may not sustain considerable damage from a natural disaster, significant dangers may be presented by adjacent (or nearby) facilities. Thorough planning would necessitate pre-coordination with neighboring facilities;
- ✓ Many facilities will be relying on the same vender or contractor to assist with recovery/restoration activities following a disaster. There will be a particular “pecking order” that will be instituted by each of these resources that will ultimately dictate their true response time;
- ✓ Facilities capable of offering amenities (e.g. food, lodging, water, child care, laundry...) to affected employees (and their families) following a disaster may be more successful of enticing their return earlier than may otherwise occur; and
- ✓ Post Disaster Pre-Arranged Agreements may involve: communications, media updates, safety & security, Engineering controls, environmental assessment, equipment rental companies, equipment suppliers, utilities restoration, food & ice suppliers, off-site meeting locations and business supplies, transport services, and social/human service organizations.

3. SOLICITATION OF NEW FACILITY DISASTER SUBCOMMITTEE CHAIR

Mr. John Meyer reminded Subcommittee members that Mr. Chet Klinger assumed the position of Subcommittee Chair on an “Interim” basis. As most Subcommittee members already know, Mr. Klinger retired a couple of years ago but has been keeping even busier with all of his volunteering activities. More recently, Chet has additionally registered as a “Substitute Teacher” for the Pinellas County School System. Unfortunately, he is typically only notified of the teaching opportunities a day or two in advance, hence his non-attendance today. With that being said, Mr. Meyer solicited the interest levels of those in attendance in potentially assuming this position. No one affirmatively responded, at least at this point.

Mr. Ed Kinley advised the Subcommittee that Chet has been the guiding force that has kept this Subcommittee together and active and acknowledged that it is invigorating to welcome new members to this Subcommittee (some in attendance today) with fresh new ideas and input. Mr. Kinley optimistically stated that, perhaps given the rejuvenation of the Subcommittee through new membership, Mr. Klinger may be willing to “maintain the reigns” just a little bit longer until, perhaps, a new member develops a comfort level with the Subcommittee, their initiatives and focus, as well as realization of the lack of significant demands placed on the “Subcommittee Chair” position.

Subcommittee members in attendance agreed that it would be appropriate to table further discussion of this item until the next meeting.

4. **POTENTIAL/FUTURE SUBCOMMITTEE INITIATIVES**

Review 2010 Tier II Reports - The possibility of conducting a quality control assessment of the 2010 Tier II reports was previously mentioned as a possible Subcommittee initiative. Mr. Meyer reminded members that Paul Wotherspoon (FDEM staff) participated in our last Subcommittee meeting (i.e. on 8/18/11) and indicated his appreciation of our venture. As a matter of fact, Mr. Wotherspoon indicated that the quality assessment of Tier II forms may become a biennial requirement for the LEPCs in the “off years” when they are not responsible for conducting an exercise. Mr. Meyer indicated that the LEPC is responsible for conducting an exercise this year. If this were to become a LEPC requirement and we conducted this initiative again this year, that would mean that this initiative would have been conducted three years in a row.

Expansion of E-mail Contact List - Mr. Meyer identified that many e-mails addresses were obtained while evaluating the 2009 Tier II forms. The e-mail addresses are an “optional” field identified on the forms and were only provided in about 15 percent of the forms. However, contact names and telephone numbers are required on all Tier II submittals. Subcommittee members could participate in contacting each facility individually in order to acquire e-mail contact information. The perceived benefit would be for future notification purposes of, perhaps, workshops, changes to reporting thresholds or requirements...

Promotion efforts of the “Mercury Awareness & Dangers” theme during Hazardous Materials Awareness Week (i.e. January 22-28, 2012) - Mr. Meyer acknowledged that different hazardous materials themes are selected each year with the intention of promoting the specific topic. Some of the information will be prepared for statewide distribution and dissemination and other information and/or tasks are to be determined locally through the LEPCs. As advised above, this year’s theme is “Mercury Awareness & Dangers” and the *official* Hazardous Materials Awareness Week will be January 22-28, 2012.

Florida Business Disaster Survival Kit - Mr. Meyer advised that the Tampa Bay Regional Planning Council is in recent recipient of a grant to, among many other objectives, turn the *Facility Business Disaster Survival Kit* (FBDSK) over the Florida Division of Emergency Management for hosting on their website. To coincide with this particular deliverable, the Tampa Bay Regional Planning Council Emergency Management Program staff will be soliciting written recommendations for FBDSK improvements prior to transmittal. Acknowledging that a small component of the FBDSK already exists to address hazardous material planning, Subcommittee members previously suggested that bolstering this Section may serve as a great resource for the business industry to better plan for business continuity operations. Although specific suggested refinements were not formerly prepared in great detail by the Subcommittee, members Mr. Bob Westly (SCS Engineers) and Ms. Thea Dunmire (ENLAR) were integral in this initial venture. It is understood that awarding subgrant(s) to facilitate the integration of these improvements may exist. For more information, please contact Betti Johnson at betti@tbrpc.org or via phone at 727/570-5151 ext. 39.

Conduct of Future Workshops - Two topics were identified as potential workshop topics. The first, as recognized in one of the recent Forum sessions, was the need for a presentation on Tidal Surges. The second topic was the potential for an informational session by the Department of Homeland Security staff to identify the resources they may provide facilities in hazardous materials planning and, in particular, hazardous release simulations. Mr. Ed Kinley suggested that the Subcommittee should conduct a minimum of two workshops (in addition to the annual EPCRA workshops).

5. OTHER ISSUES/COMMENTS

Future Subcommittee Meetings - Subcommittee members decided to maintain the same criteria applied in 2011 when determining the 2012 FDPS meeting schedule in terms of frequency (i.e. Quarterly - 3rd Thursdays of January, April, July & October) and time (i.e. 11:00 a.m. - 1:00 p.m.). **Based on these parameters, the schedule for Facility Disaster Planning Subcommittee meetings during 2012 is: January 19th, April 19th, July 19th and October 18th, all from 11:00 a.m. - 1:00 p.m. at the offices of the Tampa Bay Regional Planning Council/LEPC District 8.**

Universal Credentialing - Mr. Kinley inquired about the status of the issue of “Universal Credentialing” which was identified during one of the recent Forums. Mr. Meyer mentioned that it is his intention to bring this issue up for discussion during a Training Task Force teleconference but interim conversations with his LEPC colleagues have revealed that this issue has previously surfaced in which they advised that several factors need to be overcome before meeting this objectives. This includes the need to identify a single agency to conduct the credentialing process, the source of funding for the credentialing process, and to identify the agency responsible for maintaining the database of credentialed parties.

Ms. Stephanie McDannold indicated that the Florida Division of Emergency Management staff (i.e. John Cherry & Chuck Hagan) are in the early stages of orchestrating a Subcommittee to evaluate this very topic. It is evident that the Sheriffs Offices, the Retailers Association and County staffs will all be critical players in this future Subcommittee. With the understanding that Ms. McDannold will be participating on this Subcommittee, Mr. Meyer inquired whether she provide periodic updates on the status of this initiative at future Facility Disaster Planning Subcommittee meetings and to notify when LEPC District 8 and/or the Facility Disaster Planning Subcommittee can be of assistance in this venture.

Chemical Formulators Exercise - Mr. Ken Cole affirmed that the conduct of exercises are key to the preparation of facilities for hazardous materials incidents. In coordination with U.S. Coast Guard staff and the staffs of Tampa Fire Department, Tampa Police Department, Hillsborough County Emergency Management (and others), Chemical Formulators recently conducted a thorough exercise testing many components of their Facility Plan and current capabilities. Part of the exercise involved the use of plume modeling to determine vulnerable areas and facilities.

Mr. Meyer identified that a Plume Modeling component is being added to E-Plan, which is system utilized by most first responders when arriving at the scene of a hazardous materials incident.

“Call 8-1-1 Before You Dig” - Mr. Nic Howard identified that FDEM staff prepared a “Call 811 Before You Dig” presentation in association with the recently-held LEPC District 1 meeting. Mr. Kinley liked the topic and suggested that consideration be granted about the possibility of hosting a similar presentation at a future LEPC District 8 meeting.

The meeting was adjourned at 12:25 p.m.