



## FACILITY DISASTER PLANNING SUBCOMMITTEE

# RECAP

January 28, 2015

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

**Attendees Present** - Rick Walker (LEPC Member/Pinellas County Emergency Mgmt.), Ed Kinley (LEPC Member/U.E.S.), Joe Mastandrea (LEPC Member/Hillsborough County Emergency Management), Denise Lynch (CSX Transportation), Scott Humbel (Fiberglass Coatings Inc./“FGCI”), Rishi Vasudeva (FGCI), John Appenzeller (Hillsborough County Utilities), Jim Nardozzi (SWS Environmental Services), Stacie Cooper (SWS Environmental Services), Tricia Krajnyak (HRP Associates), Jennifer Garwood (Duke Energy) and John Meyer (LEPC Staff).

Please note that text appearing as **red** (if and where applicable) symbolizes an item which requires future action. **Blue** text (if and where applicable) serves as an update or recognition of action which has transpired since the meeting.

1. INTRODUCTION
2. ANNOUNCEMENTS AND/OR OVERVIEW OF LAST FACILITY DISASTER PLANNING SUBCOMMITTEE (FDPS) MEETING

Mr. John Meyer acknowledged that a *Recap* of the October 22, 2014 FDPS meeting was previously transmitted to Subcommittee members via e-mail as well as posted to the LEPC website. Mr. Meyer proceeded to summarize the following items discussed at the last meeting:

- Highlights of October 2-3, 2014 Quarterly SERC Meetings (Workshop between various entities to allow future consolidated hazmat response in certain circumstances, proposed fire regulations worthy of monitoring, solicitation of Hazmat Responder of the Year nominees, Hazmat Symposium schedule/courses, recognition of better participation in Hazmat Team competition, concerns identified by Hazards Analyses Working Group, potential addition of “State-Defined” fields within E-Plan, and overview of Center for Effective Government’s recently published study entitled “Kids in Danger Zones”);
- Identification of (then) recent LEPC Initiatives (Status of HMEP Planning/Training Grant, conduct of Training Needs Assessment Survey, and identification of LEPC Planning project – conduct of Commodity Flow Study)
- Progress towards County-specific (if applicable) All-Hazards Data & Resources.

### 3. OVERVIEW OF JANUARY 20-21, 2015 SERC MEETINGS

Mr. Meyer identified the following as highlights:

- Four new appointments to SERC – Tom Byron (FDOT), Gwen Keenan (FDEP) & Robert Kincart (ACT);
- Approval of LEPC membership modifications;
- Provided Thomas Yatabe Award to selection from each LEPC District. The 2014 award for LEPC District 8 was presented to Capt. Chris Atherton of the 48th Civil Support Team;
- Contract awarded to EREC to update Hazmat Competency Guidelines and Checklist as well as SERC hazmat guidelines;
- Voluntary assessment of hazmat teams being conducted by Lt. Mathew Marshall (Cape Coral FD) & Scott Chapell (FL State Fire College); and
- status of Hazmat Symposium (Jan. 21-23, 2015).

### 4. RECENT/CURRENT LEPC INITIATIVES/DELIVERABLES

Mr. Meyer characterized the following recent activities undertaken by LEPC staff:

- **HMEP Planning/Training Contract.** In early January 2015, the LEPC had received the HMEP Planning/Training Contract for execution. The Contract was promptly executed by TBRPC/LEPC and returned to FDEM for execution on their end. We are awaiting receipt of final Contract.
- **EPCRA How-to-Comply/E-Plan Filing Instruction Workshops.** Two workshops have been scheduled for early February, both at the offices of the TBRPC/LEPC. The dates/times are February 2<sup>nd</sup> (1:30 - 4:00 p.m.) and February 3<sup>rd</sup> (9:30 a.m. - Noon). This year's invitation list included the e-mail addresses of individuals listed the E-Plan electronic filing program for last year.
- **HMEP Planning Project - Commodity Flow Study.** LEPC District 8 staff has elected to conduct of a Commodity Flow Study as the annual HMEP planning project for FY 2014-15. Considering that Pinellas County and Hillsborough County Emergency Management staff serve on the FDPS and the final work product must be provided to each Emergency Management Director, LEPC staff allowed these individuals to select the desired locations within their respective Counties. The following were determined to be the most desired and critical intersection(s) in which to base the assessment of hazardous materials cargo:
  - ◆ Hillsborough County - FDOT's I-4 Plant City Weigh Station between I-75 & McIntosh Rd. (east/west) **and** U.S. 41 @ S.R. 60 (north/south)
  - ◆ Manatee County - U.S. 301 @ *either* S.R. 64 **OR** S.R. 70 (north/south)
  - ◆ Pasco County - S.R. 54 @ *either* U.S. 41 or the Suncoast Parkway (east/west)
  - ◆ Pinellas County - Gandy Boulevard @ Roosevelt Boulevard (east/west) **and** *either* Toll Plaza @ Sunshine Skyway Bridge **OR** I-275 @ Gandy Boulevard (north/south)

It was recognized that the placard #, chemical name, carrier name, direction of travel, date, time and type of vehicle transporting hazmats must all be collected over a six month period and the final work product is due on September 30, 2015.

## 5. COUNTY-SPECIFIC “ALL HAZARDS GUIDE FOR BUSINESSES.”

LEPC staff demonstrated that the FDPS’s initiative of developing an electronic database of resources and links is nearly complete. The objective was to assist the business community in preparing/improving their Contingency Plans, Continuity of Operations Plans and Disaster Recovery Plans regarding a variety of natural and manmade hazards. It is envisioned that the task will be fully completed by the date of the LEPC meeting (i.e. February 25, 2015) and posted to the LEPC website ([www.tbrpc.org/lepc](http://www.tbrpc.org/lepc)).

**Following a description of each type of these hazard, working links are established to a host of resources in which data is available.** Facility plans can be further tailored to address such topics as: resource supply chain information, mutually-beneficial pre-coordination between facilities & government in order to establish prioritization; notification of their suppliers, if appropriate, of closed transportation networks so alternate routes can be determined; potential risk posed by adjacent (or nearby) Section 302 facilities; and need to address temporary housing for employees.

The following constitutes the work product at this point:

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### All Hazards Guide for Businesses: Planning for Risks

*This Resource Manual is designed to assist businesses with the development of more thorough Disaster Plans by identifying data and resources associated with a variety of man-made and natural hazards.*

Tampa Bay Local Emergency Planning Committee  
 Facility Disaster Planning Subcommittee  
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 Pinellas Park, FL 33782  
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### Business Continuity Planning

Business Continuity Plans (BCP) cover a range of situations, including the death of a key executive or manager, crisis events that threaten to shut down business operations for an extended period of time, and other financial situation or unexpected event that threatens to destroy or injure the company. BCP is the act of anticipating incidents which will affect critical functions of the company and ensuring that the business and its employees respond to any emergency in a safe, planned and rehearsed manner.

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### Components of your BCP

1. **Strategic Plans** - defines the vision, mission, goals and objectives of the program.
2. **Contingency Planning** – Emergency Operations/Response identifies the procedures which spell out how you will respond to emergencies, such as hazardous materials release, fire or hurricane. The contingency plan should include checklists that also list roles and responsibilities of internal and external agencies.
3. **Mitigation Strategy** – spell out the interim and long-term actions to eliminate hazards or to reduce the impact of those hazards. It's about protection of your assets (including data), facilities and, most importantly, your employees.
4. **Recovery Strategy** – identifies the short-term and long-term priorities, processes, vital records, resources and procedures for the restoration of services, facilities, etc. The Recovery Strategy should address the possibility of losing access to one or more workplaces/facilities (i.e. Alternate Facility). This Continuity of Operations Plan identifies critical procedures and function to be recovered and what is necessary to do so.

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### Business Continuity Planning

Links/Resources:

<a href="#">Florida Business Disaster Survival Kit</a> <a href="#">FloridaDisaster.org</a> <a href="#">SecureFlorida.org</a> <a href="#">Small Business Administration (SBA)</a> <a href="#">Ready.gov</a> <a href="#">Institute for Business &amp; Home Safety (IBHS)</a> <a href="#">American Red Cross</a>	<a href="#">Disaster Planning Guide for TB Region</a> <a href="#">PrepareMyBusiness.org</a> <a href="#">FEMA.gov</a> <a href="#">CDC.gov</a> <a href="#">National Safety Council</a> <a href="#">DisasterRecovery.org</a> <a href="#">Insurance Agencies/Companies</a>
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## Hazardous Materials



Public awareness of the potential danger from accidental releases of hazardous substances heightened over the years as serious chemical accidents and releases have occurred around the world. The *Superfund Amendments and Reauthorization Act* ("SARA Title III") in 1986 and the *Emergency Planning and Community Right-to-Know Act* (EPCRA) in 1988 were enacted to: improve chemical safety, protect public health, protect the environment and increase public awareness.

If your business stores hazardous materials, it is important that you reach out to your local emergency responders to ensure that your facility:

- Complies with all requirements and safety protocols;
- Develop and share contingency plans including emergency contacts; and
- Train/exercise your employees on safety procedures.

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## HAZARDOUS MATERIALS



**Resource Links:**

PLANNING	RECOVERY
<a href="#">EPA List-of-Lists</a> <a href="#">EPCRA/Sara Title III</a> <a href="#">LEPC District 8/SERC</a> <a href="#">USDOT's Pipeline &amp; Hazardous Materials Safety Admin.(PHMSA)</a> <a href="#">OSHA/HAZWOPER</a> <a href="#">Nat'l Weather Svc. - U.S./Tampa</a> <a href="#">NOAA</a> <a href="#">State Watch Office</a> <a href="#">National Response Center</a> <a href="#">County Emer. Mgmt. agencies</a> <a href="#">Hazardous Waste Disposal</a> <a href="#">Local Fire Departments</a> <a href="#">FL Poison Information Center</a> <a href="#">Hospitals</a> <a href="#">Local Media</a> <a href="#">Tampa Bay Ports</a>	<a href="#">LEPC District 8/SERC</a> <a href="#">State Watch Office</a> <a href="#">National Response Center</a> <a href="#">Haz. Waste Regulations/Disposal</a> <a href="#">Local Fire Departments</a> <a href="#">FL DEP/Bureau of Emer. Response</a> <a href="#">Law Enforcement Entities</a> <a href="#">USCG - Sector St. Pete/National</a> <a href="#">Hospitals</a> <a href="#">FDOT/USDOT</a> <a href="#">Local Media</a> <a href="#">County/Municipal Stormwater</a> <a href="#">County Emer. Mgmt. agencies</a> <a href="#">Public Wastewater Facilities</a> <a href="#">Wireless Information System for Emergency Responders (WISER)</a>

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## SEVERE WEATHER

### Hurricanes



A hurricane is a type of tropical cyclone or severe tropical storm that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico, and in the eastern Pacific Ocean.

All Atlantic and Gulf of Mexico coastal areas are subject to hurricanes. The Atlantic hurricane season lasts from June to November, with the peak season from mid-August to late October.

Hurricanes can cause catastrophic damage to coastlines and several hundred miles inland. Hurricane can produce winds exceeding 155 miles per hour as well as tornadoes and microbursts. Additionally, hurricanes can create storm surges along the coast and cause extensive damage from heavy rainfall. Floods and flying debris from the excessive winds are often the deadly and destructive results of these weather events.

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## SEVERE WEATHER

### Tornadoes



Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

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## SEVERE WEATHER

### Thunderstorms/Lightning



The Tampa Bay Region is #1 in lightning strikes in the U.S. Your business should be able to handle the occasional power outages and protect your facility from potential fires and strikes.

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years, lightning continues to be one of the top three storm-related killers in the United States. In 2010 there were 29 fatalities and 182 injuries from lightning. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms.

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## SEVERE WEATHER

### Freshwater Flooding



Floods are one of the most common hazards in the United States, however not all floods are alike. Some floods develop slowly, while others such as flash floods, can develop in just a few minutes and without visible signs of rain. Additionally, floods can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

Overland flooding, the most common type of flooding event typically occurs when waterways such as rivers or streams overflow their banks as a result of rainwater and cause flooding in surrounding areas. It can also occur when rainfall exceeds the capacity of underground pipes, or the capacity of streets and drains designed to carry flood water away from urban areas.

Typical business insurance does not cover flood damage. You should review your insurance policies annually to determine if you have sufficient coverage for all types of disasters, including flooding.

## SEVERE WEATHER



**Resource Links:**

PLANNING	RECOVERY
<a href="#">County Hurricane Evacuation Maps</a> <a href="#">National Hurricane Center</a> <a href="#">National Weather Service (General)</a> - U.S./Tampa <a href="#">National Weather Service (Flooding)</a> <a href="#">NOAA</a> <a href="#">FloridaDisaster.org</a> <a href="#">Ready.gov (Hurricanes)</a> <a href="#">Ready.gov (Tornadoes)</a> <a href="#">City websites</a> <a href="#">Alert Tampa (Hillsborough)</a> <a href="#">Stay Connected/First Call (Pinellas)</a> <a href="#">511</a> <a href="#">Local Media</a> <a href="#">National Flood Insurance Program</a>	<a href="#">Local Media</a> <a href="#">County EM websites</a> <a href="#">Florida Evacuates</a> <a href="#">Hospitals</a> <a href="#">American Red Cross - Local / National</a> <a href="#">FloridaDisaster.org</a> <a href="#">Local Power Companies</a>

## Fires



Fire is the most frequent hazard affecting businesses. Take steps to protect your facility and your employees. OSHA standards require employers to provide proper exits, fire fighting equipment, emergency plans, and employee training to prevent fire deaths and injuries in the workplace. You can take a few simple precautions which will protect your business and may well preserve the environment you enjoy.

**Resource Links:**

PLANNING	RECOVERY
<a href="#">Local Fire Stations</a> <a href="#">Firewise Principles</a> <a href="#">National Fire Protection Association</a> <a href="#">Ready.gov (Wildfires)</a> <a href="#">Occupational Safety &amp; Health Admin.</a> <a href="#">USDA/U.S. Forest Service</a> <a href="#">County websites</a>	<a href="#">Local Fire Stations</a> <a href="#">Local Media</a>

## Terrorism/Violence in Workplace



Throughout human history, there have been many threats to the security of nations. These threats have brought about large-scale losses of life, the destruction of property, widespread illness and injury, the displacement of large numbers of people and devastating economic loss. Responding to the psychological impact to employees should be addressed. Recent technological advances and ongoing political unrest are components of the increased risk to national security.

Additionally, businesses can minimize their risk to violence in the workplace by establishing and maintaining strict hiring practices, anti-violence policies and security procedures as well as a host of other measures.

**Resource Links:**

<a href="#">Employee Assistance Program (EAP)</a> <a href="#">Dept. of Homeland Security (DHS)</a> <a href="#">Fl Dept. of Law Enforcement (FDLE)</a> <a href="#">Fed. Bureau of Investigation (FBI)</a> <a href="#">Federal Emer. Mgmt Agency (FEMA)</a>	<a href="#">International Critical Incident Stress Foundation (ICISF)</a> <a href="#">Occupational Safety &amp; Health Admin. (OSHA)</a>
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## Cyber Attacks



According to Wikipedia, Cyberterrorism is defined as the use of Internet based attacks in terrorist activities, including acts of deliberate, large-scale disruption of computer networks, especially of personal computers attached to the Internet, by the means of tools such as computer viruses.

For facilities that produce or inventory hazardous materials, the following resources can be used to plan for a cyber attack results in a loss of control of the chemical inventories and/or processes.

**Resource Links:**

<a href="#">U.S. Computer Emergency Readiness Team (CERT)</a> <a href="#">Cyberterrorism Defense Initiative</a> <a href="#">Fed. Bureau of Investigation (FBI)</a>	<a href="#">Department of Homeland Security Nat'l Cybersecurity Preparedness Consortium</a>
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## Civil Disorder/Unrest



According to Wikipedia, *civil disorder or civil unrest is a broad term that is typically used by law enforcement to describe one or more forms of unrest caused by a group of people. Civil disturbance is typically a symptom of, and a form of protest against, major socio-political problems; the severity of the action coincides with public expression(s) of displeasure. Examples of civil disorder include, but are not necessarily limited to: illegal parades; sit-ins and other forms of obstructions; riots; sabotage; and other forms of crime. It is intended to be a demonstration to the public and the government, but can escalate into general chaos.*

**Resource Links:**

<a href="#">Law Enforcement Entities</a> <a href="#">Fl Dept. of Law Enforcement (FDLE)</a> <a href="#">Florida Fusion Centers</a>	<a href="#">Department of Homeland Security (DHS)</a> <a href="#">Local Media</a> <a href="#">School Districts (County Specific)</a>
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6. **FACILITY DISASTER PLANNING SUBCOMMITTEE LEADERSHIP.** Current FDPS Chair Patricia Krajynak announced that she would be stepping down as Subcommittee Chair as she will soon be taking maternity leave. Ms. Krajynak expressed her desire to remain on the Subcommittee and attend future meetings as her schedule will allow. No Subcommittee members present expressed a desire to assume the role as Chair of the Subcommittee. Mr. Meyer indicated his willingness to function in both roles.

7. **OTHER ISSUES/COMMENTS.**

No other issues or comments were identified by Subcommittee members.

8. **ADJOURNMENT**

Mr. Meyer reminded attendees that the 2015 FDPS meeting dates were established but may need to be altered slightly to accommodate SERC quarterly meeting dates. It is envisioned that the remaining 2015 meeting dates will occur on: April 15, July 22 and October 21 from 11:00 a.m. - 1:00 p.m. at the TBRPC/LEPC offices.

The meeting was adjourned at 3:00 p.m.