



# FACILITY DISASTER PLANNING SUBCOMMITTEE

## RECAP

April 17, 2013 Meeting

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

**Attendees Present** - Thea Dunmire (ENLAR), Ed Kinley (UES), John Appenzeller (HCPUD), Jennifer Garwood (Duke), Catherine Eichner (HRP), Jeff Patterson (HCEM), Denise Lynch (CSX), Stacie Cooper (SWS), Betti Johnson (TBRPC/RDSTF) and John Meyer (LEPC).

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

### 1. INTRODUCTIONS

### 2. ANNOUNCEMENTS AND/OR RECAP OF JANUARY 16<sup>th</sup> MEETING

No pre-meeting announcements were provided. Mr. John Meyer acknowledged that a Recap of the last FDPS meeting (i.e. January 16, 2013) was previously transmitted to Subcommittee members via e-mail. Mr. Meyer proceeded to summarize the following items discussed at the last FDPS meeting:

**Agenda Item #2**  
**Recap of 1/16/13 FDPS Meeting**

- Seeking new Subcommittee Chair;
- Discussion of February 4-5 How-to-Comply/E-Plan Filing Instruction Workshops
- "Supplemental Environmental Projects" Overview
- Potential "Universal Credentialing" update;
- "Florida Business Disaster Survival Kit" update
- "Storm Surge Preparedness for Businesses" Workshop
- FEMA'S Private Sector Preparedness Certification
- RDSTF's Multi-Year Training & Exercise Program (MYTEP)

In concert with Mr. Jeff Patterson, Mr. Meyer identified that filing Tier 2 Reports electronically this year, through E-Plan, was extremely popular. In fact, the prior three years spent promoting electronic filing through the State's former system (i.e. [www.FloridaHMIS.org](http://www.FloridaHMIS.org)) resulted in about a 46% success rate. However, this year's submittal through the State's new system ([www.ERPlan.net](http://www.ERPlan.net)) was tremendously successful, yielding ~78% of all reporting submitted electronically. What makes this fact so distinct was that the E-Plan system was not officially rolled out until "mid-January" with filing guidance/instruction provided shortly thereafter. Benefits for submittal through E-Plan is that the

facility data was pre-populated and requires only verification and update, as well as the fact that the facility data is instantaneously made available to first responders immediately following submittal.

In addition, Mr. Meyer recognized that our District is benefitted by the fact that Mr. Jeff Patterson has recently assumed the Subcommittee Chair position for the E-Plan Enhancements Committee. Mr. Patterson is a great resource in which to share comments and/or suggestions for the betterment of the E-Plan program.

Mr. Patterson identified that the E-Plan program is not brand new. It was originally created by the U.S. Environmental Protection Agency a few years ago. However, the program funding levels have subsequently dwindled over time. Prior to this year, seven States required submittal of all their Tier 2 Reports to be filed electronically through E-Plan. The University of Texas at Dallas (UTD) has been the primary agency

maintaining the E-Plan program and making system refinements/improvements as funding will allow. The State of Florida and other states are currently contemplating long-term funding solutions for the sustainment of the program.

### 3. UPDATE ON SERC/EPA “SUPPLEMENTAL ENVIRONMENTAL PROJECT(S)”

Mr. Meyer reminded Subcommittee members that he recently attended the State Emergency Response Commission (SERC) meetings in Tallahassee in early April. The following information was gleaned from the meetings pertaining to discussions of Supplemental Environmental Projects (SEPs):

- FDEM is about to embark on establishing a SEP website linked to their homepage.
- Will be using various sources as templates.
- Soliciting proposed projects, local to each community, of varying costs from interested LEPC(s) and/or hazmat agency(ies).
- Project(s) can not exceed 75% of fine.
- Potential projects could include equipment and resources for hazmat teams and the violating industry can even purchase equipment for their own facility in order to better safeguard the community.

- Any/all SEPs need to be requested by violating industry during the “negotiations” stage. The industry will ALWAYS be afforded the opportunity to simply pay the fine.
- Industry could put “spin” on SEP to make it look like good community gesture or involvement/relationship.
- Any/all SEPs need to be pre-approved (i.e. “shelf-ready”) by the FDEM & the USEPA.

The following were identified as samples of potential SEPs that could be identified under a variety of different categories:

Public Health	Includes examining residents in a community to determine if anyone has experienced any health problems as the result of a company's violation(s)
Pollution Prevention	These SEP's involve changes so that the company no longer generates some form of pollution. For example, a company may make its operation more efficient so that it avoids generating hazardous waste along with its product.
Pollution Reduction	Reduce the amount and / or danger presented by some form of pollution, often by providing better treatment and / or disposal of the pollutant.
Environmental Restoration and Protection	Improve the condition of the land, air or water in the area damaged by the violation. Example, by purchasing land or developing conservation programs for the land, a company could protect a source for drinking water.

Emergency Planning and Preparedness	Provide assistance to a responsible state or local emergency response or planning entity to enable these organizations to fulfill their obligations under the Emergency Planning and Community Right to Know Act (EPCRA).
Assessments and Audits	Agree to examine its operations to determine if it is causing any other pollution problems or can run its operations better to avoid future violations. Audits go well beyond standard business practices.
Environmental Compliance Promotion	Provide training or technical support to other members of the regulated community to achieve, or go beyond, compliance with applicable environmental requirements.
Other Projects	Projects with environmental merit which do not fit within the other categories. Must be fully consistent with all other provisions of SEP policy and be approved by the EPA.

In addition, a four-page listing of documented SEPs that were approved and completed within other States. The following two graphics constitute examples of those projects which were listed solely on the first page:

RESPONDENT	DOCKET No	PROGRAM	CACO DATE	PENALTY PAYMENT	SEP Cost	LOCATION	DESCRIPTION
Interlectric Corporation	03-2009-0246	EPCRA	9/29/2009	\$18,085	\$85,000	PA	IMPLEMENTATION OF NEW EQUIPMENT TO REDUCE THE USAGE, THEREFORE, POTENTIAL RELEASES OF MERCURY
J. H. Miles and Company, Inc.	03-2008-0379	EPCRA	2/3/2009	\$9,408	\$18,240	VA	IMPLEMENTATION OF AN AMMONIA OPERATIONS, PROCESS AND MANAGEMENT PLAN.
Maryland & Virginia Milk Producers Cooperative, Inc.	03-2007-0291	EPCRA	3/31/2008	\$71,224	\$185,971	MD	AMMONIA CONTROL SYSTEM AT FACILITY IN NEWPORT NEWS, MD; AMMONIA AWARENESS TRAINING FOR HOWARD COUNTY EMERGENCY RESPONDERS.
Toray Plastics America, Inc.	03-2006-0252	EPCRA	9/29/2006	\$22,000	\$132,000	VA	TWO PART SEP - 1) DISTILLATION OF SOLVENT FOR REUSE (PRIOR TO ENTERING ATMOSPHERE); 2) SCRUBBER WATER FILTRATION SYSTEM TO REMOVE PARTICULATES.
Essex Cement Corp	03-2006-0299	EPCRA	9/29/2006	\$10,000	\$68,130	MD	RE-ROUTING WATER STORAGE AND DISCHARGE TO RESULT IN WATER BEING DISCHARGED TO LOCAL STREAM AT LOWER TEMPERATURE THAN REQUIRED BY NPDES PERMIT (provides enhanced habitat for trout in stream).
Lanza Inc.	03-2005-0259	EPCRA	9/30/2005	\$20,000	\$60,000	PA	INSTALLATION OF EMERGENCY PLANNING AND PREPAREDNESS SOFTWARE THAT WILL ALLOW RESPONDENT TO TRACK AND RESPOND TO CHEMICAL EMERGENCIES MORE QUICKLY

RESPONDENT	DOCKET No	PROGRAM	CACO DATE	PENALTY PAYMENT	SEP Cost	LOCATION	DESCRIPTION
Blainville Municipal Authority	03-2005-0170	EPCRA	5/31/2005	\$23,800	\$11,191	PA	INSTALLATION OF AUTOMATIC SHUT-OFF SYSTEM FOR VALVES ON CHLORINE TANKS PLUS OPERATION AND MAINTENANCE OF THE SYSTEM FOR AT LEAST 3 YEARS. SYSTEM WILL AUTOMATICALLY CLOSE ALL CHLORINE VALVES IF FACILITY SENSORS INDICATE A RELEASE.
Hanover Foods Corp.	03-2005-0341	EPCRA	5/16/2005	\$10,210	\$15,694	DE	INSTALLATION OF AMMONIA SENSORS & ALARMS.
Honeywell International, Inc.	03-2005-0089	EPCRA	2/28/2005	\$16,755	\$66,990	Virginia	INSTANT ALERT NOTIFICATION SYSTEM FOR THE CITY OF HOPEWELL SCHOOL DISTRICT
Lord Corporation Chemical Products Division	03-2002-0200	EPCRA	1/9/2003	\$4,950	\$26,400		SECONDARY CONTAINMENT PLUS 2 STAGES OF ELECTRONIC ALARM SYSTEMS TO BE INSTALLED.

**Mr. John Meyer agreed to research the “generic” SEPs applicable Statewide that could/would be considered and provide as informational to the FDPS members at the next meeting.** This future listing could be tailored to our District by the addition of locally-specific, potential, initiatives and/or proposals.

#### 4. UPDATE ON POTENTIAL FOR “UNIVERSAL CREDENTIALING”/FLORIDA BUSINESS DISASTER SURVIVAL KIT

Ms. Stephanie McDannold sent her apologies for not being able to attend today’s FDPS meeting but forwarded the following document she had received from a colleague regarding generic Re-Entry/Credentialing information prepared for and being considered by Sarasota County:

SARASOTA COUNTY GENERAL RE-ENTRY PROCEDURE 2013	
<b>Definitions:</b>  <b>Staging Area:</b> Selected location, through which all re-entry traffic will be channeled and screened.  <b>Re-entry Route:</b> Designated route from the staging area that will be utilized by only those vehicles cleared for re-entry into the evacuated area.  <b>Credentialing:</b> Predetermined location on the re-entry route through which all vehicles/persons must pass. At credentialing, vehicles and persons will be issued a wrist tag once proper identification is provided.  <b>General Procedure:</b> All vehicles and/or individuals desiring entry into a previously evacuated area will be required to pass through a series of screening processes prior to gaining access to the affected area.	All vehicular and pedestrian traffic will be routed through a credentialing area at which the vehicle and/or citizen(s) will be checked for proper credentials. Law enforcement officers will determine if a person has a legitimate right or need to access an evacuated area. Persons approved for access will be issued a wrist tag. Valid credentials shall include, but are not limited to the following:  Drivers License Voter Identification Card Property Tax Bill Utilities/Phone Bill Employee ID Card/Letter from Business on Company letterhead Pay Stubs From an Island Business Rental or Lease agreement  When cleared, vehicles and pedestrians will proceed along the designated re-entry route for access to the evacuated area. Vehicles and pedestrians not having proper identification shall be denied clearance and rerouted from the area.

Mr. Jeff Patterson identified that Hillsborough County Emergency Management has received several correspondences from facility representatives primarily located within the Port of Tampa. The purpose of the correspondence was to (hopefully) alleviate potential difficulties with re-entry of their pertinent staff shortly following an event which may require evacuation of Port of Tampa businesses.

Subcommittee members agreed that any such correspondence should:

- be prepared on company letterhead;
- contain name, signature, and contact information associated with business owner requesting employee re-entry authorization(s);
- identification of specific employee name(s) for which re-entry authorization is sought; and
- justification why the employee(s) needs prompt re-entry.

**Mr. Patterson agreed to prepare a draft letter, based on prior correspondences received, in order to be discussed at the next FDPS meeting. Mr. Meyer identified that once a sample correspondence has been “vetted” and/or revised by the FDPS, the template could/would easily be added to the LEPC website.** Ms. Denise Lynch added that “businesses are more likely to prepare such letters if a sample is easily available.”

#### UPDATE ON “FLORIDA BUSINESS DISASTER SURVIVAL KIT” (FBDSK) & POTENTIAL FUTURE TRANSFER TO FDEM WEBSITE

Ms. Betti Johnson advised that there has been a recent public records request for information pertaining to the FBDSK. As a result of the request, the Florida Division of Emergency Management (FDEM) is contemplating changes to the program since private records maintained on a publicly-supported domain may

not be protected from solicitation(s) through the Freedom of Information Act. In the future, the FBDSK may be revised to reflect downloadable forms only rather than include an interactive Plan building component. The FDEM will be working with the Region to update the FBDSK website and consolidation with the FDEM's "Get a Plan" initiative.

## 5. POTENTIAL STORM SURGE PREPAREDNESS WORKSHOP FOR BUSINESSES

For the benefit of new members or a reminder of others reading this Recap, the following constitutes a brief summary and history of this initiative:

- A similar-themed Workshop was coordinated by the Subcommittee several years ago and was very well received.
- The need for another "Storm Surge Preparedness Workshop for Businesses" was identified during a recently-conducted LEPC brainstorming session.
- acknowledgment that businesses may not be fully aware of the consequences and capabilities of storm surge.
- Chair Dunmire acknowledged that the Workshop should:
  - ☞ be held towards the beginning of hurricane season to heighten interest;
  - ☞ held sometime between June 25<sup>th</sup> (Tuesday) - June 27<sup>th</sup> (Thursday);
  - ☞ last approximately 4 hours;
  - ☞ assess a \$25 registration fee which would include lunch; and
  - ☞ collect registration fees through the Council's and/or LEPC's website(s).

Subcommittee Chair Dunmire recognized that she previously transmitted an electronic survey to Subcommittee members to solicit topics for the workshop. Survey results revealed that it would be most advantageous to conduct a "speakers-type" workshop with panelist that could be considered experts in their fields. The following suggested topics were identified as part of the survey results:

<ul style="list-style-type: none"> <li>● Fundamentals of Storm Surge</li> <li>● Importance of Advanced Notice regarding Evacuation</li> <li>● Impact of Storm Surge both Short- and Long-Term</li> <li>● Misconceptions of Storm Surge</li> <li>● How Storm Surge can cost Personal and Business Livelihoods</li> <li>● Meteorological Trends</li> <li>● Vulnerability to Storm Surge including Port of Tampa</li> <li>● Successes/Failures of other City/County Official(s)</li> <li>● Anticipated Timeline of Local Emergency Management actions, including Re-entry provisions</li> </ul>	<ul style="list-style-type: none"> <li>● Structural Engineer to address Storage Tank Design and Limits (could have bearing on decision to maintain/remove hazardous materials inventories with storm eminent)</li> <li>● Preparedness Pre-Planning</li> <li>● Risk Assessment</li> <li>● Hazard ID/Response Prioritization</li> <li>● Plan Implementation and Testing</li> <li>● Business Continuity Options</li> <li>● Lessons Learned from Storm Events</li> <li>● Chemical Storage (e.g.ASTs, Drums...)</li> <li>● Reviewing SPCCs</li> </ul>
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Subcommittee members decided that would be most beneficial to break the workshop into five ~40 minute segments characterized as follows:

#	TOPIC(s)	SUGGESTED SPEAKER(s)	Subcomm. Member Coordinating
1	"Storm Surge 101" and identification of Meteorological Trends	Dan Noah	<i>Betti Johnson</i>

#	TOPIC(s)	SUGGESTED SPEAKER(s)	Subcomm. Member Coordinating
2	Identification of Vulnerabilities & Chemical Storage	Jeff Tobergte	<i>John Meyer</i>
3	Have a Plan	Susan Mueller/ Steve Elliot	<i>Betti Johnson</i>
		Erinn Skiba	<i>Jeff Patterson</i>
		Bob Callahan/ Lynne Vadelund	<i>John Meyer</i>
		USCG Rep(s)	<i>Stacie Cooper</i>
4	Insurance & Financial Issues	Stahl & Associates Rep(s)	<i>Thea Dunmire</i>
		Aon Insurance Rep(s)	
5	Lessons Learned	Bill Merlin	<i>Betti Johnson</i>
		Local Rep(s) that assisted with Hurricane Sandy	<i>Jeff Patterson</i>
		Facility Rep(s)	<i>Ed Kinley</i>
		CSX Rep(s)	<i>Denise Lynch</i>

Subcommittee Chair Dunmire suggested naming the Workshop/Summit “*Keeping Your Business Above Water - Storm Surge Preparedness for Businesses.*”

**Mr. Meyer agreed to contact Tampa Port Authority staff to secure a comfortable and convenient meeting venue.**

**All Subcommittee members agreed to solicit the participation of their assigned presenters (referenced above) within a two-week period (by May 1, 2013) in order to maintain the intended workshop date, ranging between June 25-27, 2013.**

## 6. FEMA'S PRIVATE SECTOR PREPAREDNESS CERTIFICATION

For the benefit of new members or a reminder of others reading this Recap, the initiative was to perhaps host a Workshop to highlight FEMA’s Private Sector Preparedness Certification program. The program is/was designed to potentially allow accreditation of facility’s Business Continuity and/or Disaster Recovery Plans by a certified third party (for larger businesses) or, perhaps, allowing small businesses to self-certify their own Plans. Ultimately, such certification could result in lower insurance premiums.

While limited discussion ensued, further discussion was postponed until a later FDPS meeting in order to focus efforts on the proposed Storm Surge Preparedness for Businesses Workshop. **Mr. John Meyer agreed to re-establish this topic as part of the Agenda for the next FDPS meeting.**

7. No “Other” issues were identified by Subcommittee members.

Following a reminder of the next scheduled meeting (Wednesday, July 17, 2013), Subcommittee Chair Dunmire adjourned the meeting at 12:55 p.m. As informational, the other 2013 FDPS meeting date was identified to be October 16<sup>th</sup>.