

Jos Lesscher
Chair
Chair



Jess Lewis
Vice

NEW MEXICO STATE EMERGENCY RESPONSE COMMISSION

Policy Statement on LEPC Meeting and Emergency Plan Review Requirements

Effective: September 27th, 2024

Policy Statement

In accordance with the Emergency Planning and Community Right-to-Know Act (EPCRA) and guidance provided by the United States Environmental Protection Agency (EPA), the New Mexico State Emergency Response Commission (SERC) mandates that all Local Emergency Planning Committees (LEPCs) within the state adhere to the following requirements:

1. Meeting Frequency:

- LEPCs must meet at least annually but are strongly encouraged to meet at least quarterly to ensure effective coordination and preparedness. While the minimum requirement is one meeting per year, it is strongly recommended that LEPCs meet more frequently to address ongoing issues, update emergency plans, and engage with community stakeholders.

2. Annual Emergency Plan Review:

- LEPCs are required to develop and maintain comprehensive emergency response plans. These plans must be reviewed and updated at least once every year as mandated by EPCRA Section 303 and EPA guidelines. The review process ensures that plans remain current and effective, incorporating any new information about chemical hazards, local resources, and emergency procedures.

3. Emergency Plan Components:

- The emergency response plans developed and reviewed by LEPCs must include the following elements:
 - Identification of facilities and transportation routes of extremely hazardous substances.
 - A list of contacts for all facilities containing Extremely Hazardous Substances (EHS) and all facilities which are required to have a Risk Management Plan (RMP).
 - Description of emergency response procedures, both on-site and off-site.
 - Designation of a community coordinator and facility emergency coordinator(s) to implement the plan.
 - Outline of emergency notification procedures.
 - Description of how to determine the probable affected area and population by releases.
 - Description of local emergency equipment and facilities and the persons responsible for them.
 - Outline of evacuation plans.
 - A training program for emergency responders, including schedules.

P.O. Box 27111 • Santa Fe • New Mexico • 87502
Office: 505-476-9600 • Fax: 505-476-9650

4. Committee Membership Recommendations:

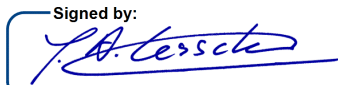
- To ensure a comprehensive and effective emergency response, it is recommended that LEPC membership includes representation from the following groups:
 - Elected state and local officials.
 - Police, fire, civil defense, and public health professionals.
 - Environment, transportation, and hospital officials.
 - Facility representatives.
 - Representatives from community groups and the media.

This policy is established to ensure that all LEPCs in New Mexico maintain a high standard of preparedness and are capable of effectively responding to chemical emergencies, thereby safeguarding the health and safety of our communities.

For further information and detailed guidance, LEPCs are encouraged to refer to the EPCRA and the EPA's National LEPC/TEPC Handbook.


References:

- Emergency Planning and Community Right-to-Know Act (EPCRA), Section 303.
- United States Environmental Protection Agency (EPA) guidance on Local Emergency Planning Committees (LEPCs).

Signed by:

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Jos A. Lesscher
Chair of the New Mexico SERC

12/4/2024

Signed by:

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Jess Lewis
Vice Chair of the New Mexico SERC

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