

<h2 style="margin: 0;">Conducting an LEPC Meeting</h2>	<div style="border: 1px solid black; padding: 2px;"> Revision Date: Nov.2015 Review Date: <hr/> Procedure # P-003 </div>
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Delaware County Local Emergency Planning Committee Meetings are conducted 6 times annually.

The meeting schedule is generally the first Wednesday of the month unless a federal holiday or Election Day occurs during that week.

Meetings are held during the months of: February, April, June, September November and December

Meetings are held at the Delaware County Emergency Services Building at 360 N. Middletown Road, Media, PA 19063. The Phone number is 610-568700. Occasionally, meetings are held at a facility site for a facility tour or update. Notice in the form of an email is given in the event the meeting venue is changed.

Meetings generally begin at 12 noon and last generally one-hour to one and a half hours.

Agenda:

The meeting agenda is fairly consistent. The meeting is chaired by the LEPC Chair or in his absence the Secretary/Treasurer. Minutes are taken by the Secretary and LEPC Administrator.

The agenda is basically:

Introduction of attendees and an attendance sheet is distributed.

Chair Report: an update of items the LEPC is working, engaged in or wants to discuss.

Financial Report and Grant Update: an update on the financial status of the LEPC and information on grant possibilities or grants in progress. This may include a budget review.

Administrator Report: an update on data base issues, information needs or information recently made available.

Specific Reports: a review from specific persons regarding LEPC or related activities such as CERT training, emergency planning updates or drills and exercises scheduled.

Facility Reports: are reports made by SARA Title III facilities. Periodically, facilities are requested or they request to provide a review of their emergency response plan or activities or new facilities that have been activated.

Open reports: are reports from the floor, from a facility to update information or make an announcement, from the college or training facility to discuss training and educational programs or the general public, etc.