LEPC Job Tool

NJ SERC



Notice

This job tool may be used as a guide to assist with the maintenance of the offsite Emergency Response Plan (ERP).

If you have any questions or comments, please email njserc@njsp.gov.

Certain material on this PowerPoint contain sensitive information. This PowerPoint and the information it contains should only be utilized to aid in updating the off-site Emergency Response Plan (ERP) by authorized LEPC personnel.

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Introduction

There are two main phases to the maintenance of the off-Site Emergency Response Plan (ERP), as it pertains to the Emergency Planning and Community Right-to-Know Act (EPCRA) facilities:

- 1. Identifying EPCRA Facilities (Table A.1 of the off-site ERP)
- 2. Identifying areas subjected to risk (**Table A.2** of the off-site ERP)

IDENTIFYING EPCRA FACILITIES

- This phase involves identifying the EPCRA facilities within your emergency planning district. This is the information required on **Table A.1** of your off-site ERP.
- You will need to access to the NJDEP and NJDOH Community Right-to-Know Portal via the form at MyNJ Portal at https://my.state.nj.us/aui/Login (click this link to log in now).



- If you do not see the following image along the left-hand side of your screen, you will need to request access by clicking this link and submitting the form https://www.nj.gov/dep/enforcement/opppc/crtk/crtkpasysfm.htm (use your agency email address).

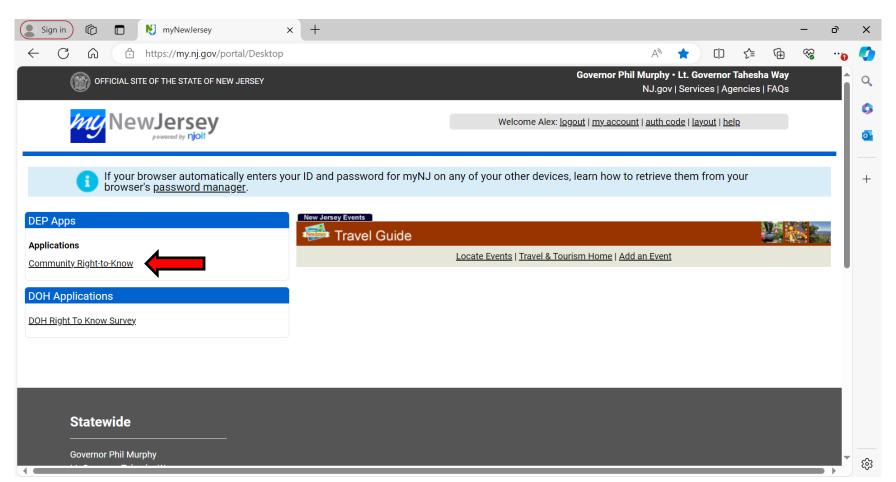
DEP Apps	
Applications	
Community Right-to-Know	

- If you already have access, or once you are given access to the DEP Application, proceed to the following slide.

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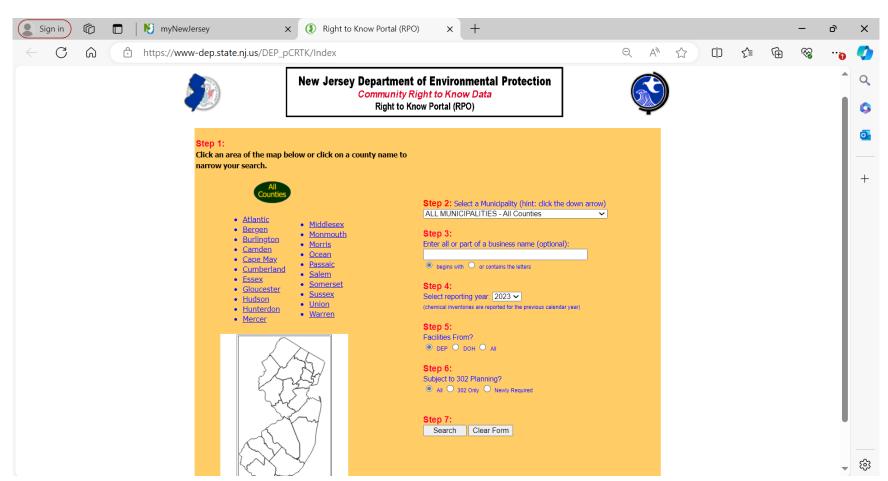
- To access the Community Right-to-Know Portal, click the following link...





- Follow the steps provided in the Right-to-Know Portal:
 - Step 1. Select your county
 - Step 2. For municipal-based districts, select your municipality
 - Step 3. (Can be skipped unless identifying a specific facility)
 - Step 4. **Select the reporting year
 - Step 5. Select DEP, DOH, or All facilities
 - Step 6. Select *All* to view every survey, select *302 Only* to view the EPCRA facilities, and select *Newly Required* to view new EPCRA facilities
 - Step 7: Click search

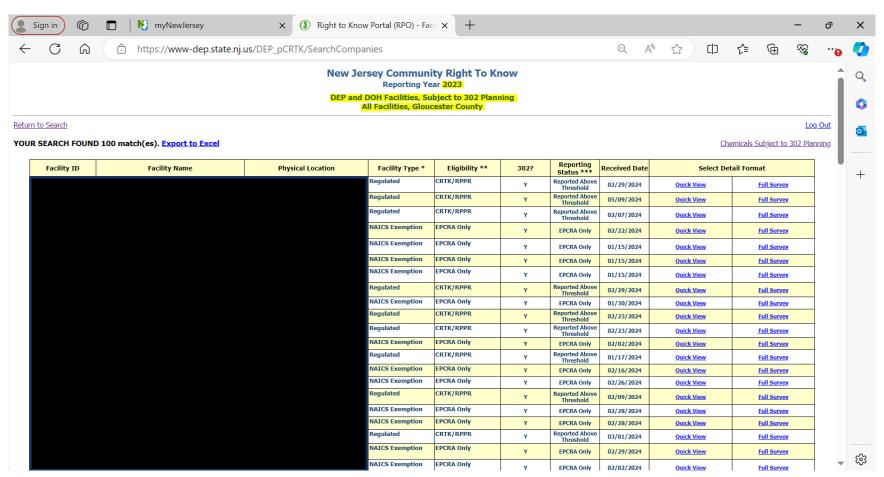
**Example: In the year 2024, you will use the 2023 survey. However, you need to wait until the annual March 1st deadline for the DEP facilities to report their surveys and annual July 15th deadline for the DOH facilities to report their surveys, to ensure complete and accurate reporting.



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- The selections you choose in the previous steps determine what facilities you are currently viewing.
- You can confirm your selections at the top of the following screen...

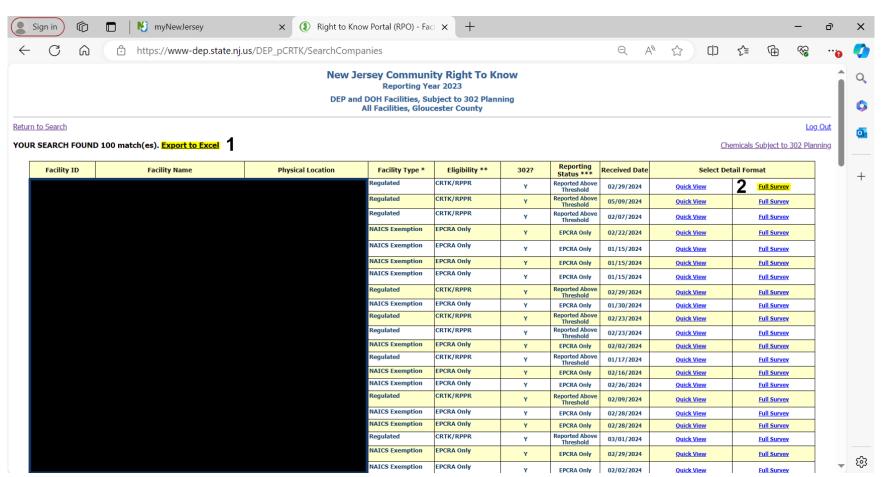




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- At this point, there are two options to view each EPCRA facility's information.
- You can either:
 - 1. Select "Export to Excel"
 - This will allow you to view partial information of each facility all at once, OR
 - 2. Select "Full Survey"
 - This will allow you to view all information of each individually selected facility
- The next slide will show you where to find these two options.





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- Explore both options to determine which one works best to view the EPCRA facility's information.
- Both options contain the information needed to complete **Table A.1** of your off-site ERP. This includes:
 - Facility Name
 - Address
 - City
 - Zip Code
 - Facility Emergency Coordinator & Title
 - 24-hour Contact Number
- *Note: For your awareness and/or in the event of an emergency, Option 2 "Full Survey" typically provides multiple emergency contact numbers.

Whether using Option 1 "Export to Excel" or Option 2 "Full Survey," simply fill
in or copy and paste the aforementioned information from the Right-to-Know
Portal to the off-site ERP in Table A.1 (see next slide).



District Emergency Planning District Offsite Emergency Response Plan FOR OFFICIAL USE ONLY

XV. Appendices

A. EPCRA Facilities, Proximate Infrastructure and Transportation Routes

Table A.1 – EPCRA Facilities

The table below lists the facilities in the district planning district that are regulated under EPCRA. [Import this information from the NJDEP/NJDOH Right-to-Know Portal]

Facility Name	Street Address	City	Zip	Facility Emergency Coordinator, Title	24 Hour Contact number

- Continue to fill in or copy and paste the information from the Right-to-Know Portal to the off-site ERP in **Table A.1** until all EPCRA facilities are listed.



IDENTIFYING AREAS CONTRIBUTING OR SUBJECTED TO ADDITIONAL RISK

- This phase involves identifying areas that are subjected to additional risk due to proximity to EPCRA facilities, in the event of a release. This is the information required on **Table A.2** of your off-site ERP.
- The current version of your ERP identifies multiple vulnerable areas (listed on Slide 32 & 59). It is most efficient to use the following mapping platforms to easily identify these areas subjected to additional risk:
 - FEMA Resilience and Analysis Planning Tool (RAPT)
 - Google Maps



FEMA Resilience and Analysis Planning Tool (RAPT)

- The RAPT is an impressive Geographic Information Systems (GIS) mapping platform with multiple uses.
- For LEPC purposes, this tool has proven to quickly and efficiently identify certain infrastructure, some of which may be considered areas subjected to risk. Additionally, tools within the platform allow for creating a radius anywhere on the map, easily identifying infrastructure near EPCRA facilities.
- It is recommended to use the RAPT first because of these advanced features.

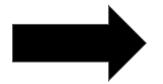


Google Maps

- Since the RAPT can only identify a limited number of infrastructure, Google Maps is the next best tool for identifying additional infrastructure.

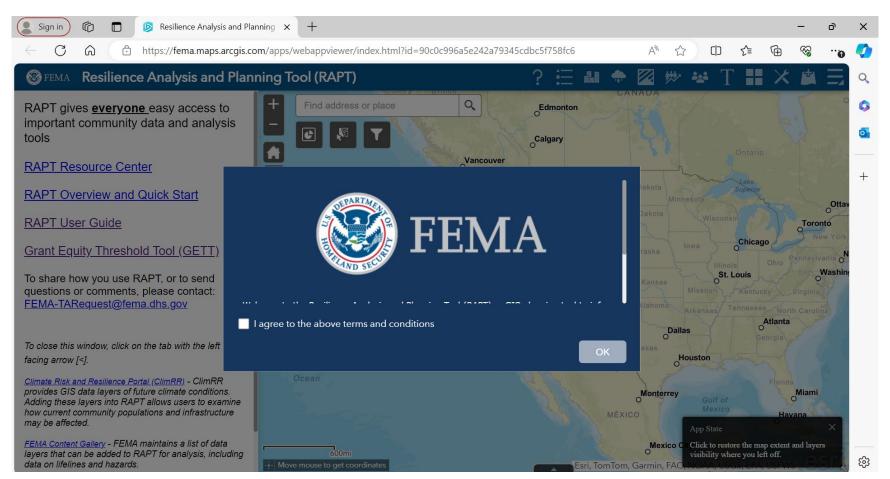


- The following slides will be a step-by-step demonstration on using the RAPT and Google Maps to identify areas subjected to risk.



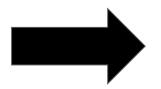
- To use the RAPT, go to https://www.fema.gov/about/reports-and-data/resilience-analysis-planning-tool and select "Access the Resilience Analysis and Planning Tool."
- You should then see the following slide...

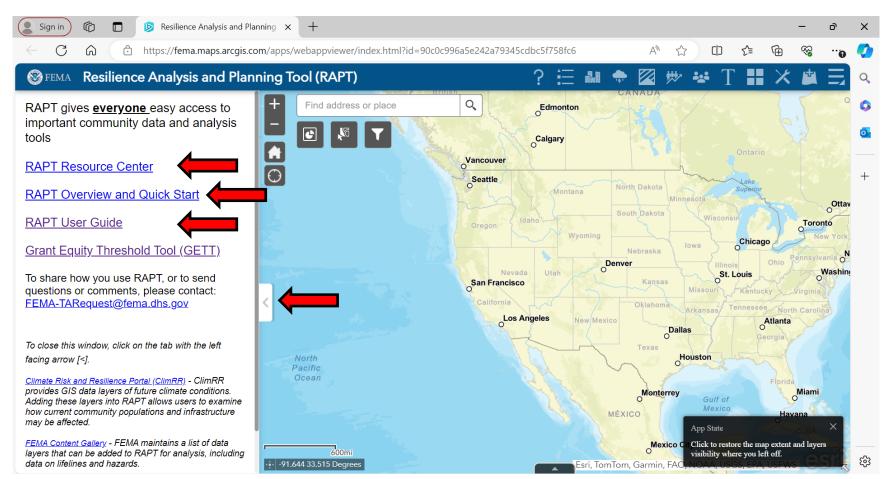




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- After agreeing to the terms and conditions, feel free to reference the RAPT Resource Center, Overview and Quick Start, and User Guide on the sidebar.
- Click the arrow tab to minimize the side menu.

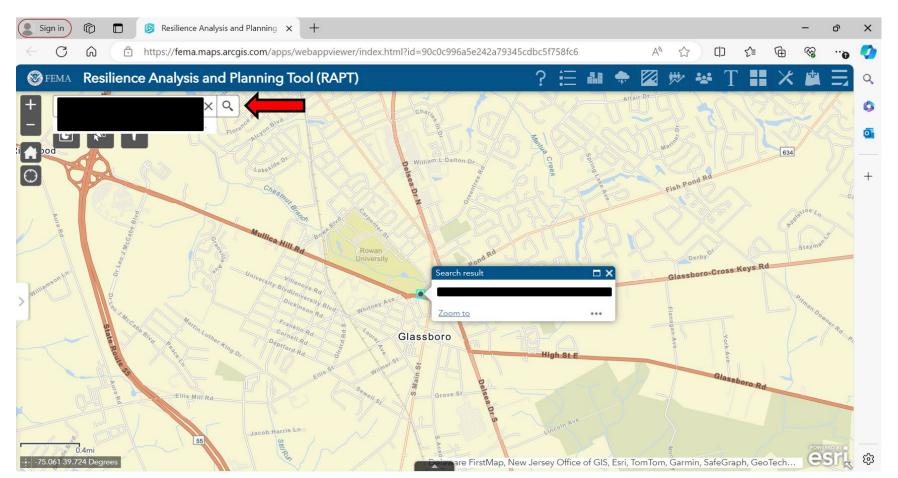




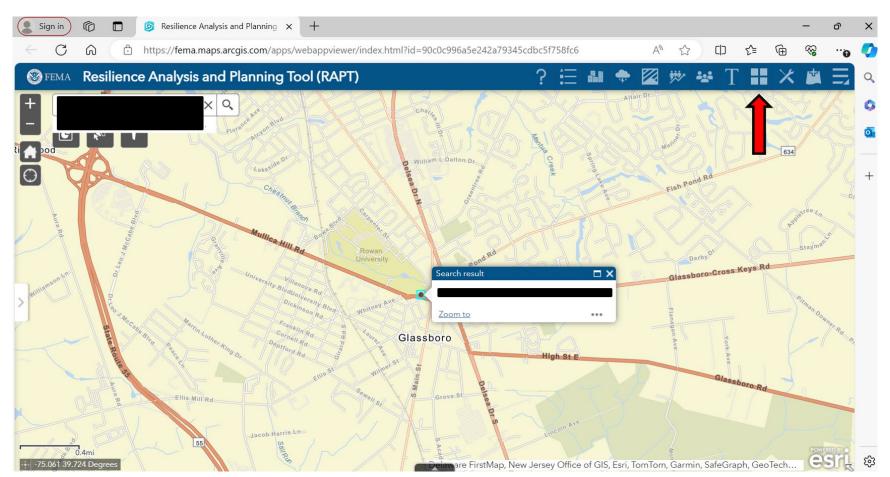
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- Type in the address of an EPCRA facility.
- Optional: click on the four squares icon in the toolbar to change the basemap to imagery to better find a facility.

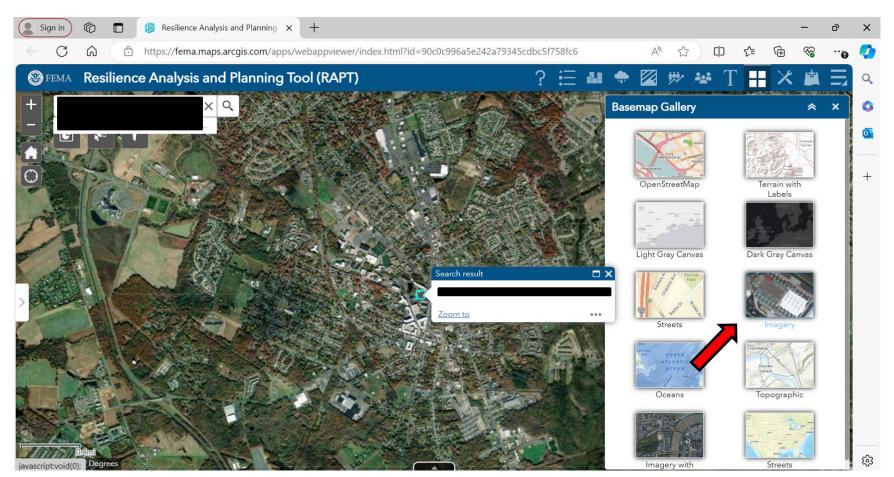




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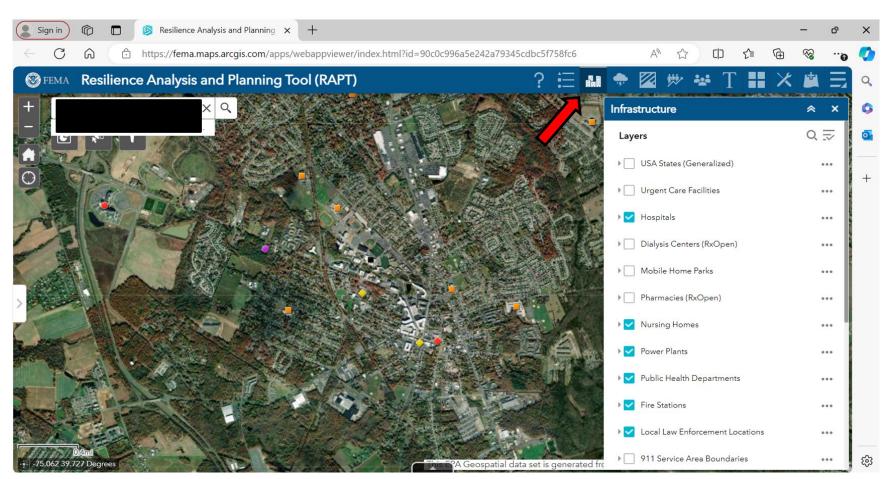
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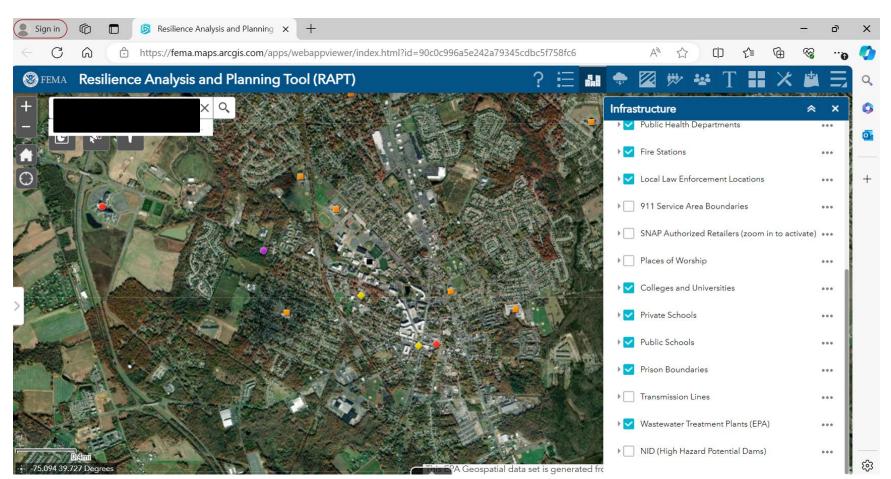
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- Now you will use the RAPT to identify areas subjected to risk. Click on the icon with buildings in the toolbar and select the following infrastructure:
 - Hospitals
 - Nursing homes
 - Fire stations
 - Public health departments
 - Local law enforcement locations
 - Colleges and universities
 - Private schools
 - Public schools
 - Prison boundaries
 - Power plants
 - Wastewater treatment plants (EPA)



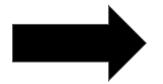


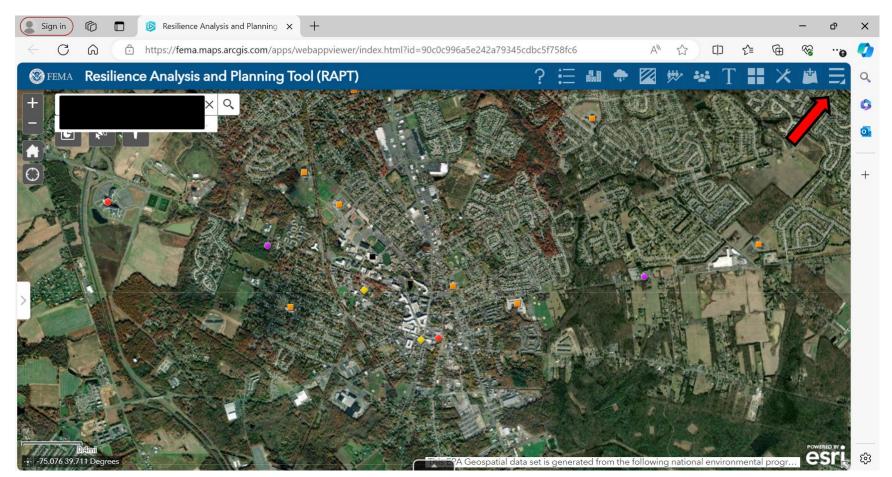
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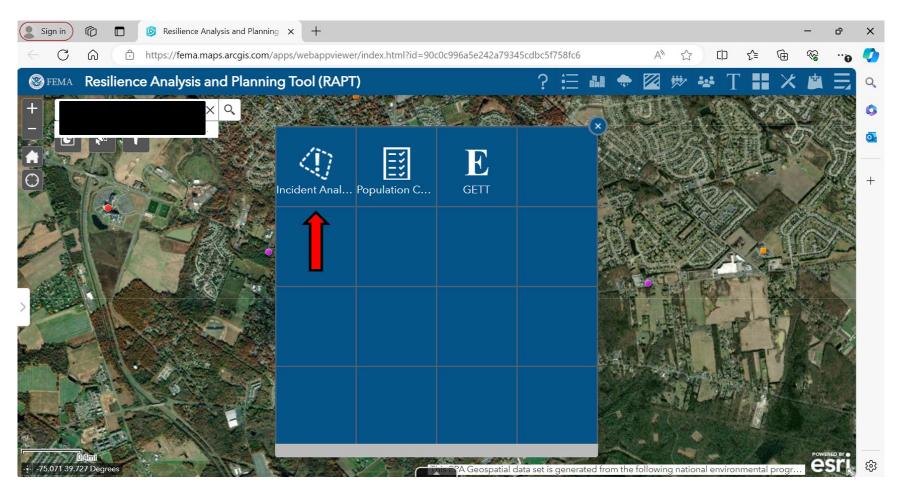
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- Now you will create a radius around the EPCRA facility.
- Click the hamburger icon on the toolbar, then click the "!" icon (Incident Analysis icon).



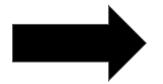


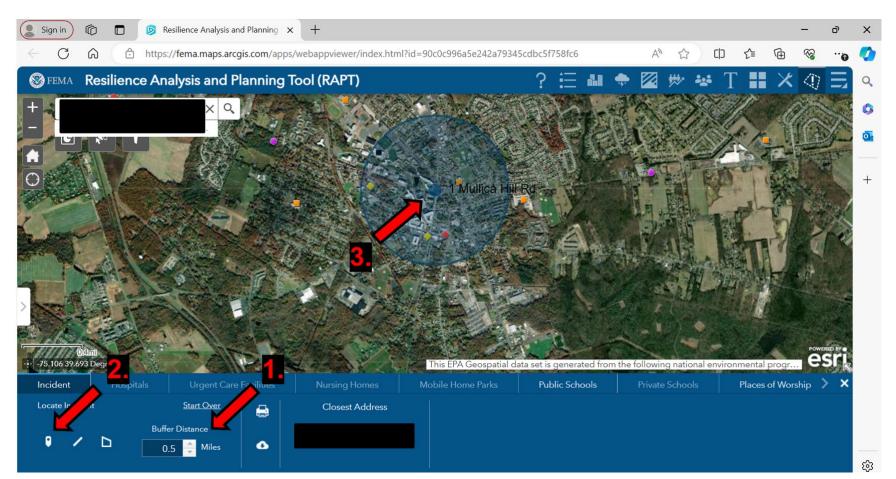
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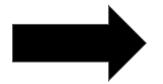
- Set the buffer distance to .5 miles
- Click on the pinpoint icon near the bottom
- Then click on the EPCRA facility to populate the radius

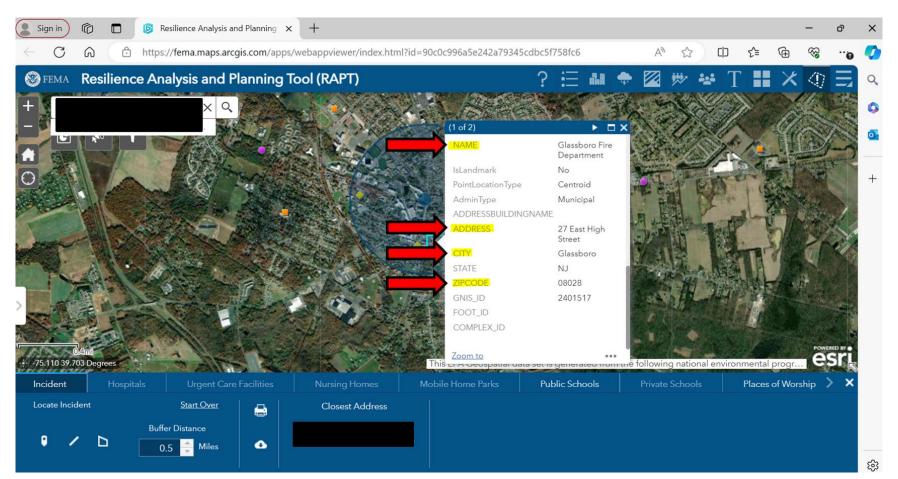




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- Click on any marker populated within the radius to identify the risk area & obtain the information needed for Table A.2 of the off-site ERP. The information for Table A.2 includes:
 - Name
 - Address
 - City
 - Zip Code





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- Simply fill in or copy and paste the aforementioned information from the RAPT to the off-site ERP in **Table A.2** (see next slide).



District Emergency Planning District
Offsite Emergency Response Plan
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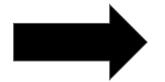
Table A.2 – Proximate Facilities

The table below lists facilities contributing or subjected to additional risk and facilities that could be negatively impacted by a chemical release due to their proximity according to the current ERG guidebook.

The table below lists proximate critical infrastructure and facilities that could be negatively impacted by a chemical release according to the current ERG guidebook.

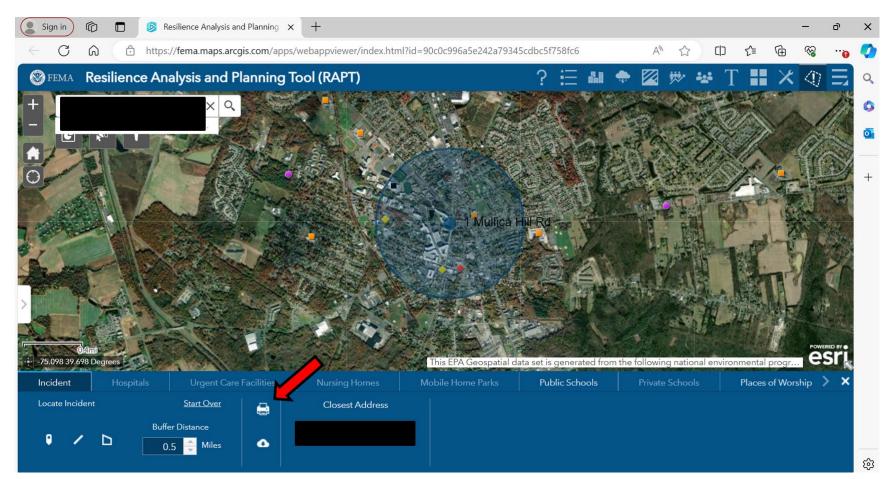
Name	Street Address	City	Zip	Proximate EPCRA Facility

- Continue to fill in or copy and paste the information from the RAPT to the offsite ERP in **Table A.2** until all areas within the radius are listed.



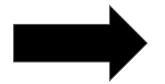
- Optional: Another way of viewing the risk areas within the radius is to click the print icon.

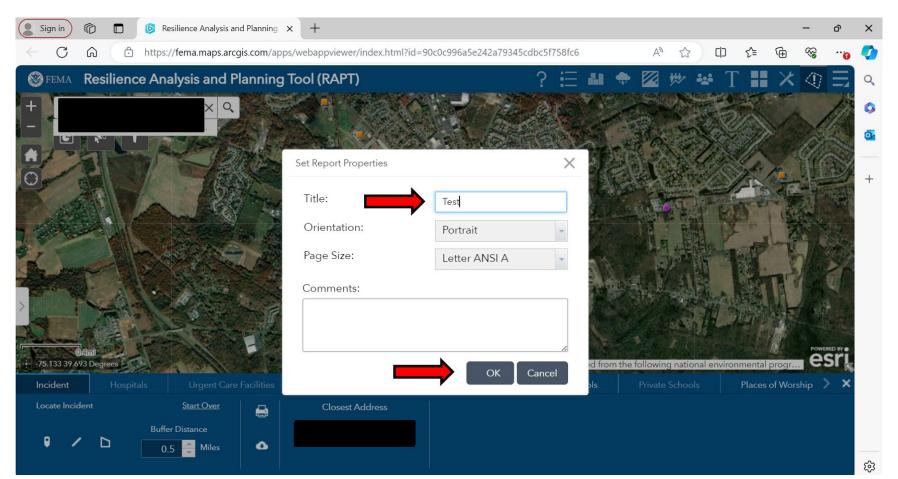




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- Type in a title (the system will not let you continue without a title).
- Click OK.

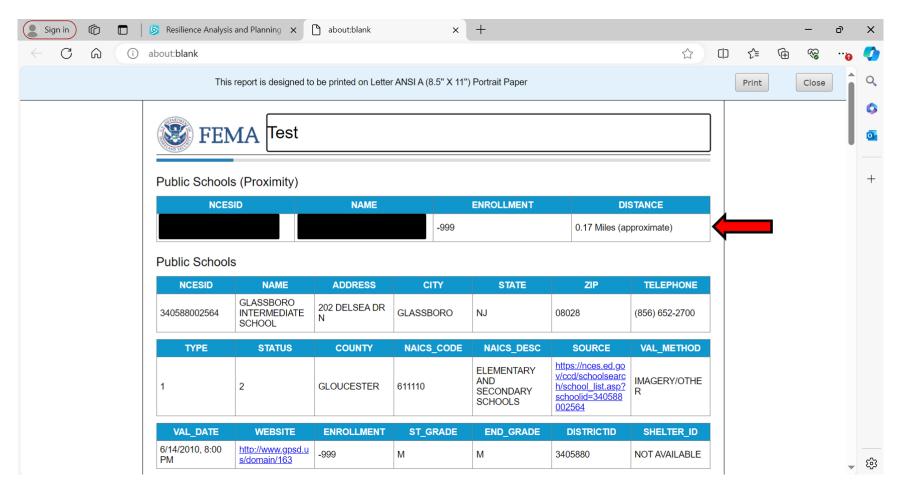




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- This is a table that identifies multiple risk areas, <u>even displaying categories</u> that you didn't select and categories outside of your radius
- Be sure to only account for the categories that you initially selected and that are within your radius. You can confirm this with the column on the right-hand side.





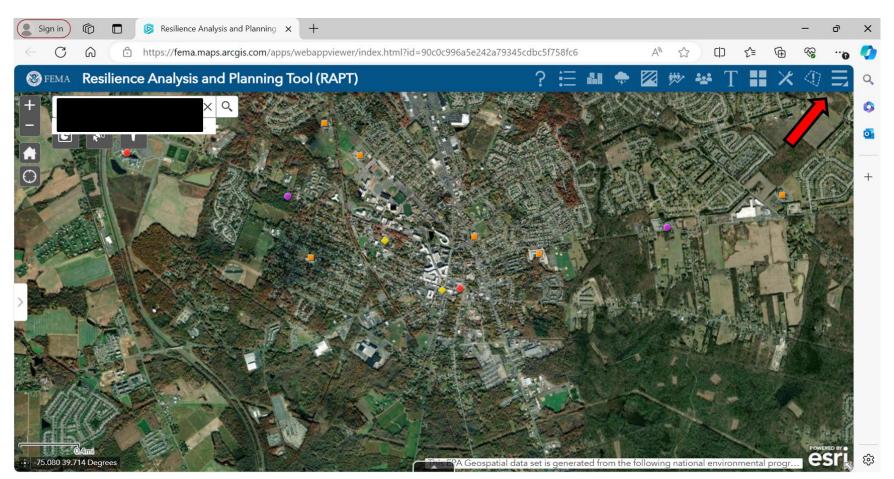
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- As previously stated, the RAPT can only identify a limited number of infrastructure / areas subjected to risk. However, there is a method to add external GIS data into the RAPT.
- If you have access to GIS data containing additional infrastructure or areas subjected to risk, proceed to the following slides (52-58).

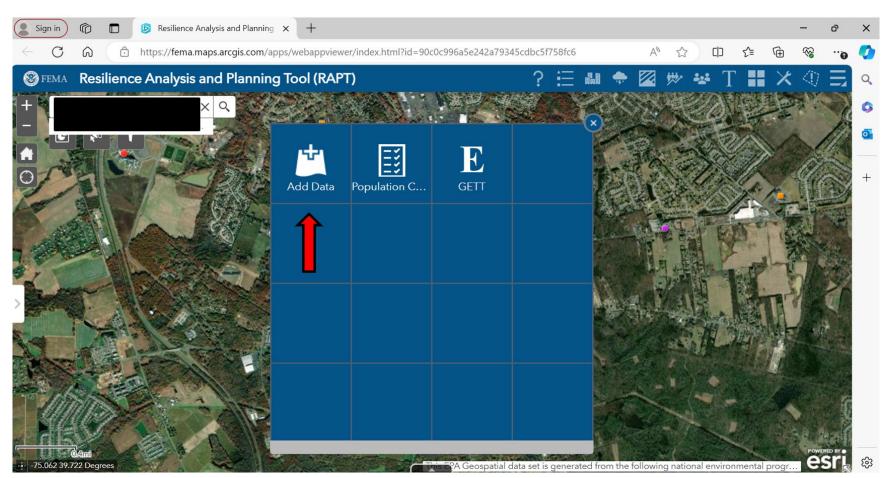


Click the hamburger icon on the toolbar, then click the "Add Data" icon.





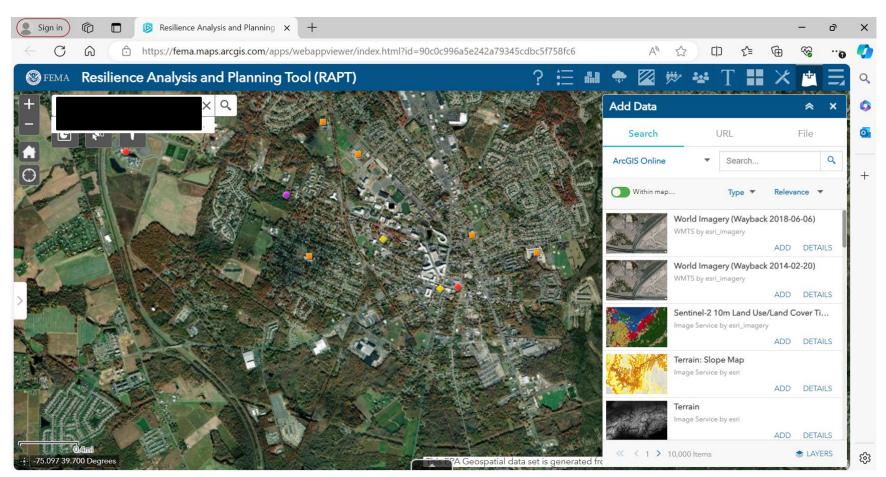
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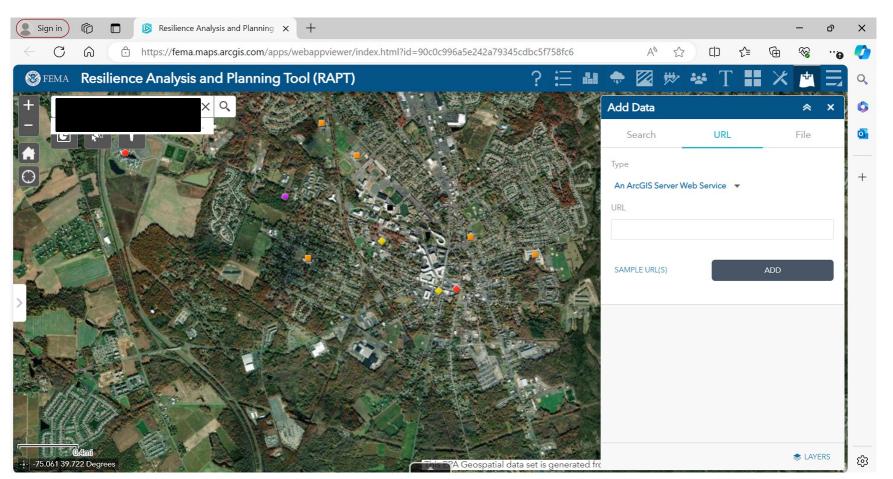
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- You will now see three options to upload GIS Data in various formats: search, URL, and file.

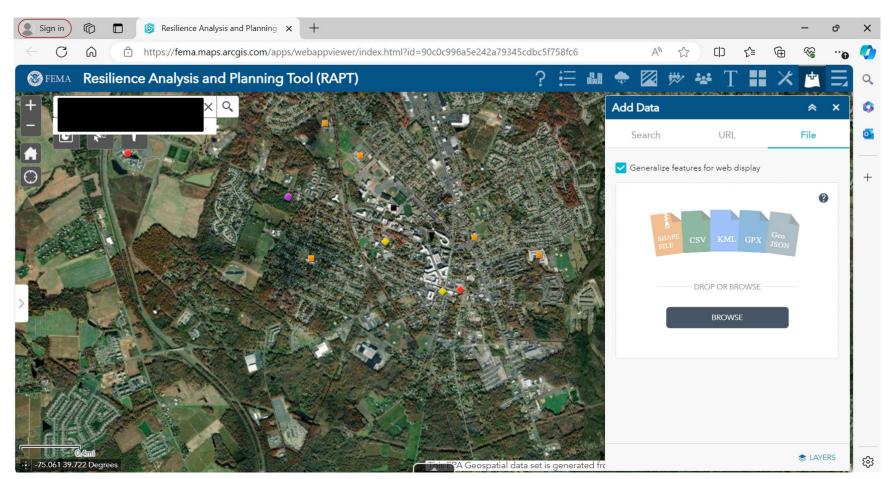




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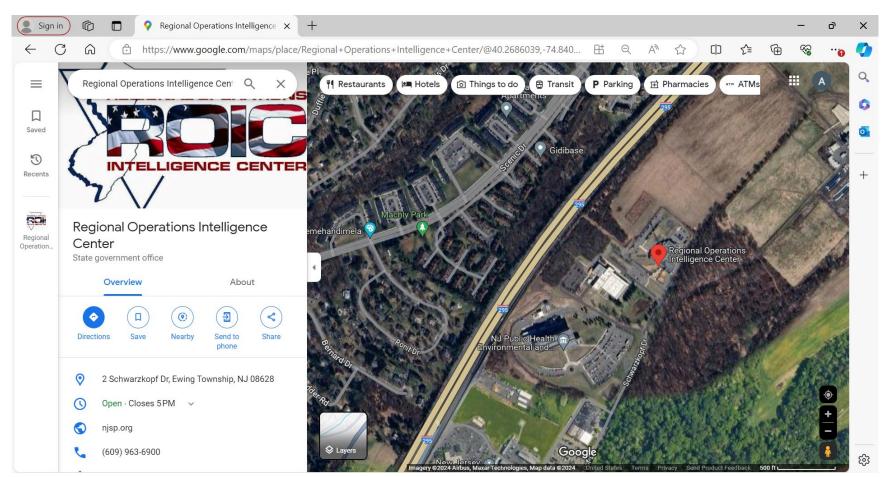
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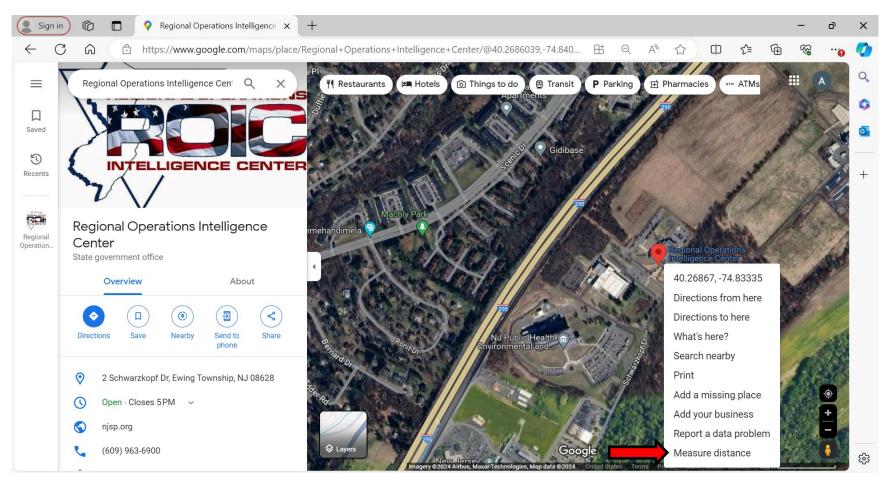
- Due to the limited infrastructure identification on the RAPT, Google Maps was used to identify additional areas subjected to risk such as:
 - Daycares
 - EMS Stations
 - Government buildings / public works
 - Post offices
 - Substations
 - Community Centers
 - Large sports clubs
 - Malls
 - Libraries
 - Parks
 - Airports

- Go to https://www.google.com/maps.
- Type in the address of an EPCRA facility.

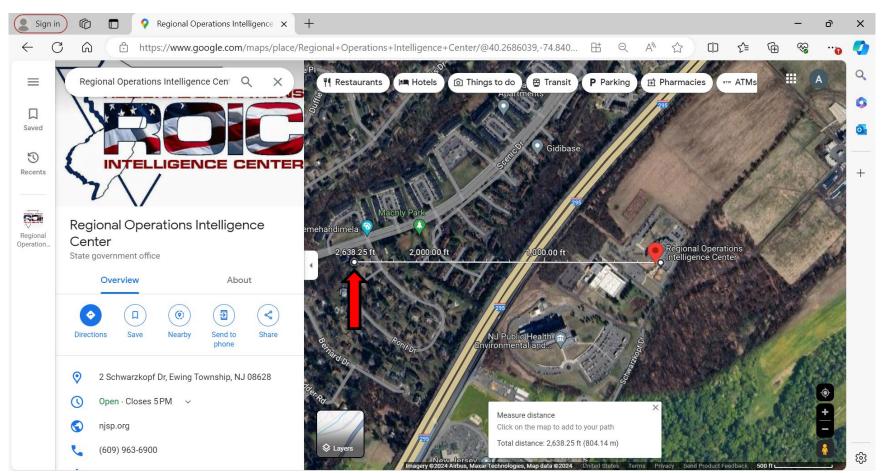


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- Move your curser over the EPCRA facility and right-click.
- Then click on "measure distance."
- Immediately after, click anywhere on the map.



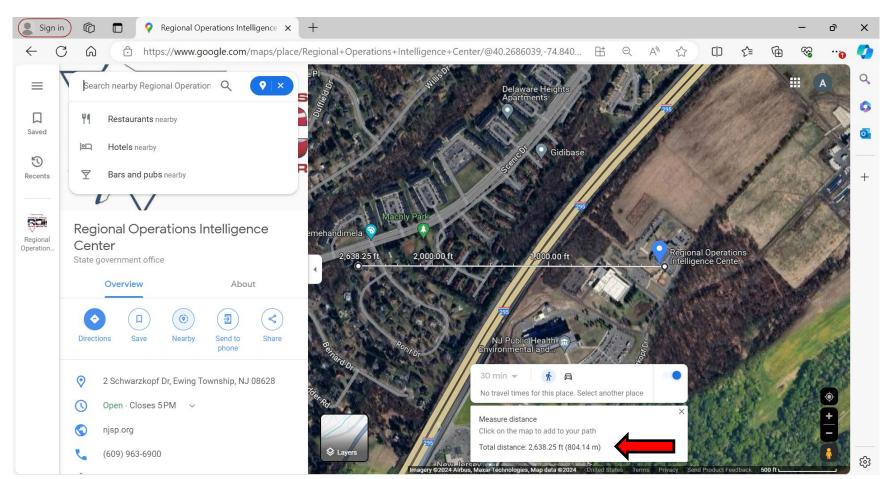
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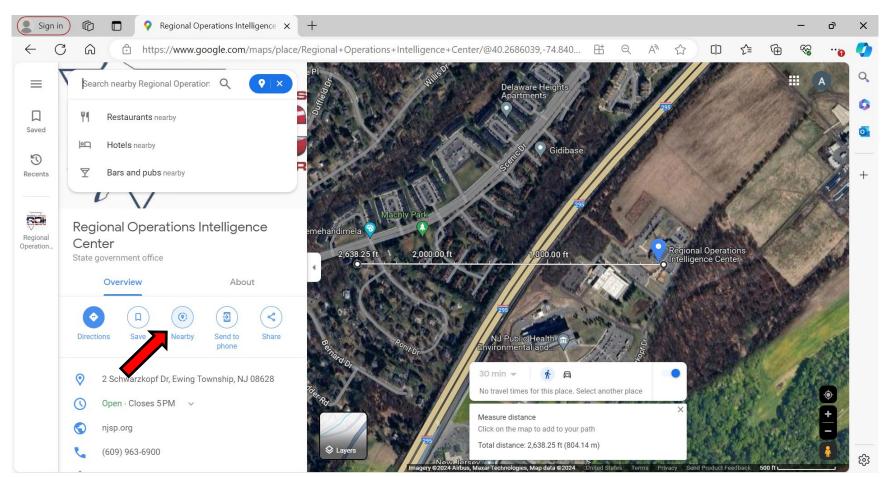
- You should now see a ruler, which can be used to identify areas within a half-mile radius (800m).

- To move the ruler around, click and hold on the end point, and drag in any direction.
- The new distance will show at the bottom of the screen in the white box.



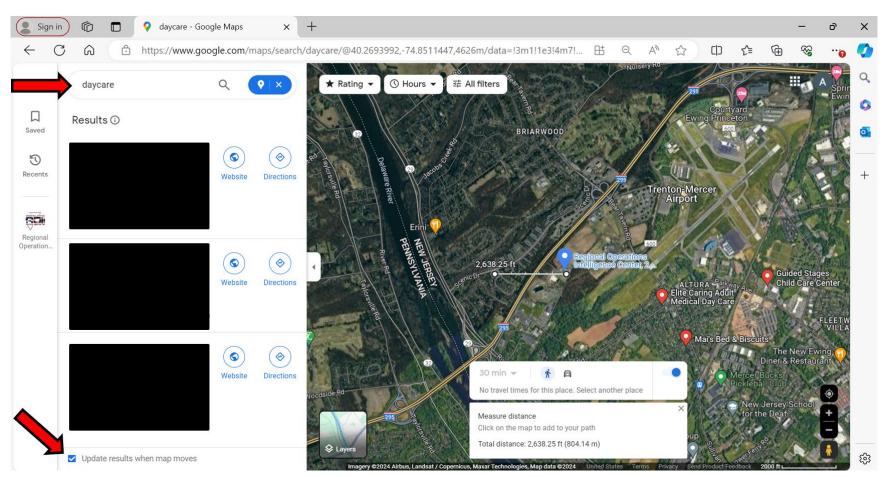
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- On the left-hand side, click the middle icon titled "nearby."



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- Type in the infrastructure you're searching for, i.e. daycare.
- This will display all daycares, or similar infrastructure, within proximity.
- Make sure that "update results when map moves" is enabled.



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- Repeat the previous steps in slides 61-71 for each EPCRA facility to identify the risk areas within the distance.

Questions/Comments

If you have any questions or comments, please email njserc@njsp.gov.

Thank you!