

# **NORTHERN KENTUCKY EMERGENCY PLANNING COMMITTEE**

## **STANDARD OPERATING PROCEDURES**

### **I. November Organizational Meeting Procedures**

During the November organizational meeting, every year:

- A. All current members of the committee will be identified, assigned a group as needed and reported, every year, in order that the membership terms do not expire. The names will be forwarded to the KyERC.
- B. The chairperson will identify which members represent the twelve interest categories, as required by of Section III A of the bylaws.

### **II. January Organizational Meeting Procedures**

During the January organizational meeting, every year after the election of the Chairman, the Chairman shall reappoint the members of the Committee for a two year term.

### **III. Duties of Community Emergency Response Coordinator**

- A. The County Emergency Management (EM) Directors shall perform the duties of the Community Emergency Response Coordinator for their respective counties.
- B. The EM Directors shall develop and implement a schedule of Q-7 exercises for their respective counties.
- C. The EM Directors shall develop procedures to identify facilities within their respective counties, which are subject to SARA Title III regulations.
- D. The EM Directors shall forward written reports to the Committee regarding any release, or threatened release, of hazardous chemicals from any facility subject to this committee, at the next regularly scheduled meeting.

### **IV. Duties of the Secretary/Treasurer**

- A. The Secretary/Treasurer shall forward a copy of each meeting's minutes to all members of the committee, to the Information Coordinator for the general public access file and have posted on the website.

Adopted by NKEPC on \_\_\_\_\_