

# Team Norfolk

## Emergency Operations

# Local Emergency Planning

## Committee Charter

*Updated: May 2025*

As stated in The Framework's Basic Plan, the Vision for Norfolk is A COMMUNITY PREPARED with coordinated capabilities to prevent, protect against, respond to, and recover from all hazards in a way that balances risk with resources and need. One critical way to reach this vision is to establish and cultivate a whole-community Team approach: Team Norfolk.

### MISSION OF THE TEAM NORFOLK LOCAL EMERGENCY PLANNING COMMITTEE

Serve as an overarching committee, reflective of all Emergency Support Functions and inclusive of community partners, to ensure a well-managed, comprehensive, community-wide response to all-hazards by building relationships, cross-sector collaboration, and planning.

### PURPOSE

The Norfolk Local Emergency Planning Committee (LEPC) serves as a collaborative forum to strengthen the city's preparedness, coordination, and compliance related to hazardous materials planning and response. Grounded in the principles of Presidential Policy Directive 8: National Preparedness (PPD-8) and the Emergency Planning and Community Right-to-Know Act (EPCRA, also known as SARA Title III), the Committee is committed to advancing a whole-community approach to emergency readiness.

The LEPC supports Team Norfolk's mission by promoting the key principles of comprehensive, integrated, and risk-informed emergency management. These include anticipating future threats, fostering collaboration across all sectors, and maintaining professionalism through continuous education, training, and ethical public stewardship.

Specifically, the LEPC has two primary purposes:

1. **Foster Coordination and Collaboration:** The Committee strengthens partnerships among government agencies, private sector entities, nonprofits, academic institutions, and the public to maximize limited resources, align planning and response activities, and conduct joint training and exercises. This integrated approach ensures a unified and effective response to incidents involving hazardous materials or other high-consequence threats.
2. **Ensure Regulatory Compliance and Planning Readiness:** The LEPC is responsible for ensuring compliance with all requirements under EPCRA and other applicable federal,

state, and local laws. This includes the development, review, and continuous improvement of a comprehensive chemical emergency response plan that reflects current risks, resource capabilities, and community needs.

Through alignment with the Department of Homeland Security's Core Capabilities and the National Preparedness Goal, the Norfolk LEPC contributes directly to the prevention, protection, mitigation, response, and recovery missions critical to the city's safety and resilience. The Committee also prioritizes the inclusion of vulnerable populations, such as children, individuals with disabilities, and those with limited English proficiency, to ensure equitable access to preparedness and response services.

## DUTIES AND FUNCTIONS

The Norfolk Local Emergency Planning Committee (LEPC) is responsible for supporting and enhancing all phases of emergency management, mitigation, prevention, preparedness, response, and recovery, with a focus on hazardous materials planning and community resilience.

In alignment with Team Norfolk's whole-community approach, the LEPC works collaboratively to:

- Identify and assess risks that pose a threat to the health, safety, and environment of the City of Norfolk.
- Develop and maintain comprehensive plans to address chemical hazards and other high-risk scenarios through inclusive and evidence-based strategies.
- Foster a shared understanding of community hazards, ensuring consistent situational awareness among public, private, and non-profit stakeholders.
- Support the coordination of training, exercises, and outreach, reinforcing readiness and building local capacity across sectors.
- Facilitate coordinated response efforts to hazardous materials incidents and other emergencies, ensuring timely communication, resource management, and public safety.
- Guide long-term recovery planning that restores essential services and strengthens community resilience following an incident.

Through these functions, the LEPC ensures Norfolk is prepared to prevent, respond to, and recover from chemical and other emergencies with unity, coordination, and purpose.

## MEMBERSHIP

In accordance with the Emergency Planning and Community Right-to-Know Act (EPCRA), the Norfolk Local Emergency Planning Committee (LEPC) shall be composed of representatives from

the community. The Committee can include representatives from the following stakeholder groups:

- Broadcast/Print Media – To assist in the dissemination of emergency information and public awareness.
- Community-Based Organizations – Representing local civic, faith-based, volunteer, and advocacy groups that support public outreach and vulnerable populations.
- Emergency Management – Providing coordination, planning expertise, and leadership in preparedness efforts.
- Emergency Medical Services (EMS) – Offering insight into medical response capabilities and pre-hospital patient care.
- Environmental Sector – Ensuring environmental protection, hazardous materials safety, and regulatory compliance.
- Firefighting Services – Representing suppression, rescue, and hazardous materials response operations.
- Public Health – Addressing health impacts, medical surveillance, and emergency health coordination.
- Hospitals – Contributing expertise on surge capacity, patient care, and medical system resilience.
- Industry – Providing perspective from facilities that manufacture, store, or transport hazardous substances.
- Law Enforcement – Supporting public safety, site security, and incident investigation.
- Local and State Government – Representing municipal operations and regulatory oversight.
- Transportation – Advising on the movement of hazardous materials and emergency transport logistics.

Additional members may be included as needed to reflect the evolving needs of the community and to support inclusive, cross-sector collaboration. The Committee strives to reflect the diversity of the Norfolk community and maintain broad representation to ensure effective and comprehensive emergency planning.

Membership in the Norfolk Local Emergency Planning Committee (LEPC) is open to any individual or organization with responsibilities or involvement in emergency management, public safety, hazardous materials, or community preparedness. The LEPC operates under an all-hazards framework and encourages broad participation across all sectors—public, private, nonprofit, academic, and community-based.

Any agency, department, or stakeholder with a role in planning for, responding to, or recovering from emergencies is welcome to engage in LEPC activities and attend meetings. This inclusive approach ensures diverse representation, fosters collaboration, and strengthens the city's overall emergency preparedness and resilience.

## COMMITTEE MEETINGS

The Norfolk LEPC holds regular meetings on a quarterly basis, scheduled for the third Wednesday of every third month (January, March, June, September, December) from 1:00 p.m. to 3:00 p.m., unless otherwise communicated. Meetings may be conducted in person or virtually, depending on circumstances and availability.

Meeting locations, whether physical or virtual, will be announced to all LEPC participants at least three business days in advance. These meetings provide a forum for information sharing, planning coordination, training updates, and compliance discussions in alignment with the City's all-hazards emergency management framework.

## AUTHORITIES AND REFERENCES

- Emergency Planning and Community Right To Know Act (EPCRA),
- Emergency Management Accreditation Program (EMAP), Section 3:3: Advisory Committee, 3.3.1 & 3.3.2.
- Presidential Policy Directive 8: National Preparedness (PPD-8)