

**LOCAL EMERGENCY PLANNING COMMITTEE**  
Knox County EMA- 62 Union Street-Rockland, ME 04841  
Web Site: [www.knoxcountylepc.org](http://www.knoxcountylepc.org)

04/07/09

The meeting was called to order by LEPC Chair, Andrew Hart at 10:35 AM at Knox County EMA Office. Introductions for new attendees.

Others attending were:

Tim Polky	St. George Fire Chief	Susan Simmons	Am. Red Cross
Donna Allen	Knox Cty EMA	Ray Sisk	Knox Cty EMA Director
Laurie Beckwith	PBMC	Foner Curtis	Lonza-Rockland
Wally Tower	Rockland PD	Dennis Healy	FMC
Jan Frost	ARC	Jean Robinson	Maritime Energy

Dennis Healy made the motion to accept the minutes as revised and Foner Curtis seconded. All were in favor.

**Secretary's report:**

Correspondence:

- List of Tier 2 submission this office has received for reporting year 2008. The list will be sent out with the minutes.
- Inventory Fee Worksheet, Hazardous Waste Category and Registration Fee Worksheet from O'Hara Corp.
- E-mail from Bob Bechtold, Acadia National Park – They currently maintain 2 275-gallon above ground tanks containing #2 heating oil at the Isle au Haut Ranger Station. This volume of petroleum is not above the 10,000 pounds reporting threshold specified under the Emergency Planning Community Right-To-Know Act.
- E-mail from Robert Gardner re: Update to the Chemical Reactivity Worksheet (CRW 2.0.1)

**Treasurer's Report:**

Received \$11,557.21 (Grant Reimbursements); \$9.71 Interest

Bills paid:	Atlantic Communication, Inc - PSIC	\$144.00
	Timestream Multimedia - Planner	470.90
	On The Road 2 Trailers) - RSST	9450.00
	American Red Cross ( PFA)	120.00
	Postage (ARES/RACES) - CERT Teams	77.70
	Brown Bag – MEMA Course	959.33
	UMA Business Office – MEMA Course	60.00
	Trade Winds – MEMA Course	330.00
	Hannaford (PSIC Follow-up)	45.52
	Pizza Hut (PSIC Follow-up)	80.14
	Personal Services	445.23
	Postage Meter (Mar 09)	<u>8.21</u>
	Total	\$12191.03

Balance in checkbook at the end of February 2009 after bills are paid: \$ 44,872.57.

Motion was made by Laurie Beckwith and Foner Curtis seconded the motion to accept the Treasurer's Report. All were in favor.

## **TRAINING UPDATES:**

- 3/21/09 – HazMat Awareness Refresher Course & Traffic Safety Course for North Haven Fire instructed by Tom Johnston, Washington Fire Chief.
- 3/28/09 – Completed ICS 300 – 22 students – Camden
- May 20, 27, & 31, 2009 – ICS 400 – at the St. George Fire Station
- Lonza Rockland did their annual Hazardous Waste and Universal Waste Training in January 09.

## **OLD BUSINESS:**

### **Maine Partners in Emergency Preparedness Conference**

Last month we discussed reimbursing the \$25.00 registration fee for LEPC members and also talked about mileage reimbursement. Followed up at this meeting. Dennis Healy made the motion that LEPC Members attending can have their attendance fee reimbursed through the LEPC as well as mileage for POV travel (99 miles round trip from the Courthouse to the Civic Center, in Augusta) This motion was seconded by Foner Curtis. All in favor. Donna has the reimbursement form. There was discussion on the topics and conference scheduling. In the past conferences they have had very clear seminar schedule by breakout room and time and people have been very selective what they were going to go to. There had been presentations to a room full of people while others went unattended. Registration deadline of April 21 important to allow scheduling of room size to meet demand and cancellation of topics with little or no interest.

## **NEW/MISCELLANEOUS BUSINESS**

### **LEPC Performance Based Funding**

LEPC Baseline Performance Level I and II were handed out to those present. Ray explained that there have been some changes in the funding models for the LEPC's. We are fully funded under the current budget. Because of reduction in fees state-wide, there is a possibility that our stipend could go down to \$3908. The County Directors resist that change, because the LEPC does have a static amount of work to be done whether there are 45 reporting facilities or 95 facilities. SERC came up with an idea for the performance based funding model. The front page (Level I) has been a baseline for what we and any LEPC does now. We want to try and be able to get additional funding should they actually cut the funding. To do that, we need to be completing all actions of a "high-performing LEPC (Level II). Ray said that he thinks that should be easily attainable as we are doing the bulk of the items now. One item we will need to complete will be doing reviews of facility plans at the LEPC level. We currently do that now in house, with existing staff. Ray would like to get more in depth reviews of the plans by getting the group involved in reviewing the plans. Ray proposed that we set up a subcommittee to meet periodically to pick an emergency plan to review. We need to review a couple of plans a year to meet the spirit of this. Laurie said that sometimes our meetings are on the shorter side so maybe take a plan and do a review with the members that are present. It was suggested to stay after the meeting for ½ hour or so and review a plan. This is something that we could try to see if it will work. We will start this next month with the Lonza emergency plan to see how it goes.

### **Suspicious Substance Protocol & Screening**

We have two recommended screening tool for Suspicious Substance that were handed out. There was discussion on the tools. Wally Tower, Rockland PD said that they have a protocol that was established some years ago. Wally is going to instruct his detectives to take out old protocol and disseminate to all their personnel. A copy of this will be attached to the minutes. Foner wants to add this protocol to their Emergency Plan.

## **Tier 2 Reports**

Foner Curtis said that Lonza Rockland owes Knox County LEPC their Tier 2 report. They didn't realize that they had anything to report until the State brought it to their attention (large LP tank). Donna will help him if he needs to have assistance.

## **Hazardous Analysis for Pen Bay Medical Center**

There was discussion on this issue. Laurie will set up time and place to do this report.

Next meeting will be on May 5, 2009 at 10:30 AM, at the Knox County EMA Office.

Dennis Healy made the motion to adjourn the meeting and was seconded by Susan Simmons at 11:15 AM. All were in favor.

Respectfully submitted,

*Donna Allen, Secretary*

Donna Allen, Secretary

List of Tier 2 that we have received for 2008	
Name	Date Received
Pen Bay Medical Center	1/16/2009
Knox County Courthouse	2/3/2009
Wm Atwood Lobster	2/6/2009
Atwood Wharf	2/6/2009
Home Depot	2/6/2009
Knox Center for Long Term Care	2/6/2009
Webber Oil ----	2/12/2009
Kalloch Fuels - Rockland, Rockland Harbor Plaza, Camden Farmers Union & Samoset	
Park St. Laundromat	2/12/2009
US Cellular	2/12/2009
City of Rockland Public Works	2/24/2009
CN Brown #2060	2/13/2009
CN Brown #3051	2/13/2009
UPS Rockland Center	2/24/2009
Lyman Morse Boatbuilding	2/25/2009
Maine State Prison	2/26/2009
Maritime Energy in Knox County	2/26/2009
Dragon Products	2/27/2009
Inland Lobster, Vinalhaven	2/27/2009
Fair Point - Camden, Rockland, Tenants Harbor, Thomaston & Vinalhaven	3/3/2009
Alternative Oil - Vinalhaven	3/3/2009
Fisher Engineering	3/3/2009
Spruce Head Fisherman's COOP	3/3/2009
FMC BioPolymer	3/3/2009
Lowe's	2/27/2009
P.G. Willey & Com.	11/6/2008
R.H. Reny Inc	3/6/2009
Rockport Convenience Store	3/13/2009
City of Rockland Solid Waste	11/6/2008
City of Rockland Public Works	3/6/2009
Mid Coast Cinemas	3/16/2009
Composites One	3/16/2009
A. S. Fales	3/17/2009
Acadia National Park - Do not need to report	3/16/2009
B.M. Clark	3/19/2009
Rockland Hannaford	
Advantage Gases	
Rockport Maritime Farms	
Owls Head Transportation	
Rockland Marine	

Midcoast School of Technology	4/2/2009
US Coast Guard Station - Rockland	4/6/2009
Marriners	4/6/2009

# State of Maine Suspicious Substance Recommended Screening Tool

The Maine CDC Health and Environmental Testing Laboratory will not provide testing for “white powder” or other substances unless a reasonable suspicion of a biological, chemical or radiological threat is determined by the professional submitting the sample.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The following questions should be asked during the handling of a chemical or biological agent threat or when gathering information at the scene. They may be used as guidance in determining the level of risk of the incident.

1. Is the suspicious substance loose \_\_\_\_\_ (if Yes, skip to #2) or contained in a package or associated with a package? \_\_\_\_\_ (if Yes answer A, B, C, D)

a. Is the package from a known source? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Where was the package first received? \_\_\_\_\_ Where is it now? \_\_\_\_\_

c. Has the package been received via: US Mail? \_\_\_\_\_ UPS? \_\_\_\_\_ Fed Ex? \_\_\_\_\_  
Messenger? \_\_\_\_\_ Inter-office? \_\_\_\_\_ Unknown? \_\_\_\_\_

d. If placed, has it been disturbed? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is the substance: dust \_\_\_\_\_ powder \_\_\_\_\_ stained \_\_\_\_\_ discolored \_\_\_\_\_  
residue \_\_\_\_\_ liquid \_\_\_\_\_ solid material \_\_\_\_\_ other \_\_\_\_\_

3. Did anyone report an unusual odor or smell? Yes \_\_\_\_\_ No \_\_\_\_\_ **DO NOT SMELL!!!!**

4. Who has had contact with the suspicious substance? Names \_\_\_\_\_

5. Has anyone who had contact experienced any ill effects? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what ill  
effects and how long after exposure were they experienced? \_\_\_\_\_

6. When was the first contact (time) made with the suspicious substance? \_\_\_\_\_  
by whom? \_\_\_\_\_

7. Has the package been opened? Yes \_\_\_\_\_ No \_\_\_\_\_ **IF UNOPENED, DO NOT OPEN**

If yes what are the contents? \_\_\_\_\_

Are they the expected contents? Yes \_\_\_\_\_ No \_\_\_\_\_

8. If a package, is there a return address? \_\_\_\_\_

9. What is the postage date if any? \_\_\_\_\_
10. Can the substance and exposed area be secured? Yes \_\_\_\_ No \_\_\_\_
11. Is there a threat or implied threat? Yes \_\_\_\_ No \_\_\_\_ If so, what is the exact wording or nature of the threat? \_\_\_\_\_
12. Have any threats been received prior this incident? Yes \_\_\_\_ No \_\_\_\_
- a. Is a known biological, chemical or radiological threat present in the area? Y N
  - b. Is the sample/scenario consistent with that threat? Y N
  - c. Has a threat been made against any organization to which the affected party is a member? Employee? Y N
  - d. Is there any credible reason the affected party would be threatened? (e.g., political or high profile figure, CEO....) Y N
  - e. Have there been recent "white powder" incidents locally? Y N
13. Are there any existing conditions, which may have initiated this type of activity? (Domestic or labor disputes, Community action, sensitive research, etc.) \_\_\_\_\_

Testing Equipment utilized:	Results
(Example: <i>BADD Anthrax Kit</i> )	<i>(positive / negative)</i>
_____	_____
_____	_____
_____	_____
_____	_____

Based on the above evaluation and other information, my reasonable conclusion is that the material described IS \_\_\_\_\_ IS NOT \_\_\_\_\_ a reasonable threat, and IS \_\_\_\_\_ IS NOT \_\_\_\_\_ being submitted to the HETL for testing.

**IF A POTENTIAL THREAT HAS BEEN DETERMINED – THE FOLLOWING SHALL ACCOMPANY THE SAMPLE, WHICH MUST BE NO LARGER THAN A ONE-GALLON PAINT CAN.**

- (1) Copy of this form \_\_\_\_ (2) Chain of Custody form \_\_\_\_ (3) Field Testing results if available \_\_\_\_  
(list equipment on test conducted on page 2)

ASSESSMENT OF THE POTENTIAL THREAT

OFFICER FILING REPORT \_\_\_\_\_

STATE POLICE CONTROL NUMBER \_\_\_\_\_

HETL ACCESSION NUMBER \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: Contact Maine State Police Dispatch 1-800-452-4664 to obtain a Control Number for the sample prior to transportation to HETL. The package must conform to HETL's handling/shipping guidelines. HETL reserves the right to reject any or all samples that are not properly packaged.

**State of Maine**  
**RECOMMENDED PROTOCOL**  
**for Suspicious Substance Incidents**

**August 2007**

**Initial Response**

First step is to contact the County EMA office, local law enforcement, and local fire department. Local first responder will then conduct a threat assessment using the State of Maine Standard Suspicious Substance Screening Tool form. This should be done jointly by the local law enforcement and fire department.

- If after completing the threat assessment it is determined that there is no health hazard, and no further action is needed, case is closed unless law enforcement feels a criminal act has taken place.
- If the presumed threat came via US Postal Service, responders should contact the US Postal Inspection Service at 1-888-876-5322.
- If the threat assessment indicates a potential public health concern, the County Emergency Management Agency (EMA) will contact MEMA Duty Officer.
- The County EMA will also contact the appropriate Regional Response Team (RRT) or Maine DEP hazardous materials response team and request a “Go Team” be sent to the incident scene to conduct additional surveys.

**Notifications**

The MEMA Duty Officer will contact the following:

- MEMA Director: **800-452-8735**
- County EMA (if for some reason notification of incident came by other means)
- Maine National Guard 11<sup>th</sup> WMD Civil Support Team: **207-441-4109**
- Maine DEP: **800-452-4664**
- Maine CDC: **800-821-5821**
- Maine Fusion Center: **877-786-3636**
- Poison Control Center: **800-222-1222**
- US Postal Inspection Service: **888-876-5322** (if USPS issue)

**Incident Response**

The RRT (or DEP) will send an advance team or “Go Team” (2 to 4 people) to the incident scene to conduct monitoring and perform field analysis of the substance.

If a RRT can not respond within a reasonable amount of time then DEP will send a responder to conduct monitoring and field analysis.

The following monitoring and field analysis tests should be conducted based on the threat assessment and circumstances:

- Oxygen/Air Quality: to assess what level of PPE may be necessary
- Radiological: assure none exists
- UEL/Flammability: to assess danger of combustion
- Protein: *Standard recommended type of test to be determined*

If the results of field testing are negative the scene can be shut down by the Incident Commander or turned over to a law enforcement agency for further investigation as warranted.

If there are positive signs of a public health concern, the State of Maine standard protocols for sampling and evidence collection will be followed.

- See: *State of Maine Sampling Standard Operating Guidance*

Samples will be taken to the State Health Environmental Testing Lab (HETL) after a control number has been issued by the Department of Public Safety Emergency Communications Bureau in Augusta.

- To obtain a DPS Control Number: **800-452-4664**
- Transport should be coordinated by the Incident Commander at the scene.

### **Post Response**

The HETL will contact the MEMA Duty Officer with the results of any testing.

The MEMA Duty Officer will contact the following:

- MEMA Director
- County EMA
- MeNG 11<sup>th</sup> CST
- Maine DEP
- Maine CDC
- Maine Fusion Center
- Poison Control Center
- US Postal Inspection Service (if USPS issue)

The County EMA will notify the local response agencies and the individual involved.

In the event that a sample has been transported an After Action Report (AAR) should be conducted, noting any improvements that may be made for future response to incidents. The AAR should be forwarded to the MEMA Director and County EMA.