

**State Fiscal Year 2009 (SFY09)
Local Emergency Planning Committee (LEPC) Grant**

**Supplemental Guidance for Local Emergency Planning Committee Allowable
Outreach Materials**

In addition to allowable Planning activities the following activities have been added to expand the public education/outreach goal of Local Emergency Planning Committees (LEPCs).

- Conduct or participate in community assessments, surveys, and research of vulnerabilities and resource needs, and determine citizen education and participation to meet the needs.
- Work with emergency management structures to design surge capacity strategies using non-governmental resources, to include NIMS and NIMSCAST–typed private sector resources and NIMS and NIMSCAST–typed volunteer roles for deployment through Emergency Management Assistance Compact (EMAC).
- Ensure jurisdiction EOPs adequately address warnings, emergency public information, evacuation, mass care, resource management from non–governmental sources, unaffiliated volunteer and donations management, and volunteer resource integration to support each Emergency Support Function, to include appropriate considerations for special needs and diverse populations within the community.
- Conduct LEPC program assessments and evaluations, citizen preparedness surveys, volunteer impact studies, and cost/benefit analysis.
- LEPCs may develop or reproduce public education and outreach materials to: increase citizen preparedness; promote training, exercise, and volunteer opportunities; and inform the public about emergency plans, evacuation routes, shelter locations, and systems for special alerts/warning. Public education and outreach materials should incorporate special needs and diverse population consideration, to include language, content, and method of communication.
- Allowable expenditures include:
 - Media campaigns: Public Service Announcements, camera–ready materials, website support, newsletters.
 - Outreach activities and public events: Booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers.
 - Promotional materials: Pins, patches, magnets, clothing/headwear. Expenditures for promotional items must not exceed 20 percent of the total Local Emergency Planning Committee allocation.

All materials must include the jurisdiction’s LEPC name, and if applicable, the logo, tagline, and website.