

DRAFT LETTER

Dear:

We would like to invite your (agency, business, etc) to an organizational meeting to establish a Local Emergency Planning Committee (LEPC) for York County to address hazardous materials emergency planning and Community Right to Know.

The meeting is scheduled for (date, time, location).

LEPC's discuss the potential risk from hazardous chemicals stored in and transported through our community. They seek ways to minimize the risk, prevent accidents, develop effective plans to deal with a chemical emergency and make available information to the public about chemical stored. Enclosed you will find a information sheet about Local Emergency Planning Committees.

A representative from the Nebraska Emergency Management Agency will be here to assist us in the development of our LEPC.

Your attendance and input will be greatly appreciated and we look forward to seeing you on (meeting date). Please RSVP by (date).

Yours truly,

Herb Heiden
York/York County Emergency Management