

LOCAL EMERGENCY PLANNING COMMITTEE



Guilford County LEPC
Michelle Kareis, Chair
c/o Vertellus
2110 High Point Road
Greensboro, NC 27403

MEMORANDUM

To: All Greensboro, High Point, and Guilford County facilities that submit Tier II reports
From: Guilford County LEPC
RE: **Information for all submissions of Tier II reports in Guilford County**

The Guilford County LEPC (inclusive of the Cities of Greensboro and High Point) **requires** electronic submission of Tier II files directly into E-Plan (www.erplan.net) and does not accept paper submissions. This EPlan submittal fulfills your Tier II reporting requirements to submit to the LEPC, Fire Department, and North Carolina Emergency Management.

To file electronically, go to www.erplan.net and click on the **EPlan** – Online Filing (Tier Two) option sentence written in Red directly under the WELCOME title. Training on the program is available on the website under “EPlan Online Training.”

When you complete the requested information the staff at EPLAN will send a password to access your facility for future updates. Please complete the registration early, as it can take some time to be complete. Registration cannot be done overnight!

EPlan also provides for the addition of contingency plans, site maps, etc., under the Additional Documents section. You may receive correspondence from your local public safety officials to add documents to that field.

Again, if you submit to EPlan, please **do not submit hard copy Tier II forms** to the Fire Departments in High Point, Greensboro, Guilford County, The Guilford County LEPC, or North Carolina Emergency Management. Hard copy reports will be returned to the sender unopened.

The NC Division of Emergency Management site is:
<http://www.nccrimecontrol.org/Index2.cfm?a=000003,000010,000064,000390,000391>.

For questions regarding electronic submittals or Tier II information in general, contact:

North Carolina Emergency Management
4713 Mail Service Center
Raleigh, NC 27699-4713
Phone: (919) 733-3327
www.ncem.org

City of High Point Fire Dept.
Martha Younts, Deputy Chief/Emerg. Mgmt. Coordinator
434 S. Elm St.
High Point, NC 27260
Office: (336) 883-3364
martha.younts@highpointnc.gov

Guilford County Emergency Management
1002 Meadowood Street
Greensboro, NC 27409
336-641-2278
www.guilford-em.com

Jim Robinson, Coordinator
Greensboro Emergency Management
1512 N. Church St.
Greensboro, NC 27405
(336)574-4082
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