

Summary of Changes

to

P 151.1-1A

Comprehensive Emergency Management System Administration

Revised Version Issued as P 151.1-1B of 8/18/03

NETL Procedure 151.1-1A, Comprehensive Emergency Management System Administration, of 3/4/03, has undergone revisions. The revisions were inspired by the ISO audit and WV DEP site inspections, such as a due date change and listing the emergency response phone directory among emergency preparedness documentation. Please replace NETL Procedure 151.1-1A with NETL Procedure 151.1-1B.

The most recent and official controlled hard copy version of this directive resides with NETL's Directives Coordinator. An electronic version of the controlled directive has been placed on the NETL Intranet for employee use. Printed hard copies of this electronic version are considered noncontrolled documents.

U.S. Department of Energy

National Energy Technology Laboratory

PROCEDURE

P 151.1-1B

DATE: 8/18/03

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM ADMINISTRATION

1. PURPOSE. To establish procedures for specific emergency response or preparedness requirements. These procedures are documented in an attached handbook and address training, drills, exercises, and appointment of emergency responders.
2. CANCELLATION. This Procedure replaces NETL Procedure 151.1-1A, Comprehensive Emergency Management System Administration, of 3/4/03.
3. REFERENCES.
 - a. NETL Order 151.1, Comprehensive Emergency Management System.
 - b. NETL Operating Plan 151.1-1, Comprehensive Emergency Management System.
 - c. NETL Procedure 440.1-6, Fire Drills.
 - d. NETL Procedure 440.1-16, Confined Space Entry.
 - e. NETL Form 151.1-1/1, Exercise Objectives and Scores/Scoring of Drill/Exercise Objectives.
 - f. 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans.
 - g. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
 - h. 29 CFR 1910.134, Respiratory Protection.
 - i. 29 CFR 1910.146, Permit-Required Confined Spaces.
4. DEFINITIONS.
 - a. AIIS -- Assessment Inspection Input System.
 - b. CEMS -- Comprehensive Emergency Management System.
 - c. ERPM -- Emergency Response Program Manager.

INITIATED BY: Office of Business and Logistics
NO. OF PAGES/ATTACHMENTS: 3 pages, 1 attachment

- d. ITD -- Information Technology Division.
- e. NETL -- National Energy Technology Laboratory.
- f. SSC -- Site Support Contractor.

5. QUALITY CONTROL.

- a. This NETL Directive will be reviewed (and revised as needed) by the ERPM each year for the first 3 years after initial implementation and once every 3 years thereafter to ensure that it is kept up-to-date with current requirements. More frequent reviews and revisions could occur due to significant regulatory and site condition changes.
- b. The ERPMS acknowledge that the details of this Procedure constitute a change to the way some aspects of record keeping and certification are accomplished. Personnel affected by the changes are given notice and compliance milestones.

ERPMS shall distribute the appointment letters and memos to members of the ERO and the physician who certifies medical competency (for those ERO positions which require it) by June 1, 2003.

ERPMS shall finalize qualification standards by July 15, 2004.

HAZMAT/rescue team technicians and OSC shall accomplish the certification/recertification process by January 1, 2004.

The SSC shall document the subsequent ERO training and refresher training elements as described in this Procedure beginning with the release of this Procedure.

Compliance activities shall be tracked through AIIS.

6. RESPONSIBILITIES.

- a. ERPM shall review the procedures annually and update them as needed.
- b. SSC shall be responsible for procedural elements determined by the SOW of the contract.
- c. Responsibilities for each specific procedure are addressed in the handbook.

7. TRAINING REQUIREMENTS. There is no training required in order to administer this Procedure.

8. DOCUMENT CONTROL.
 - a. Documentation required in this Procedure, such as training records and medical forms, shall be kept according to the SOW of the SSC contract, regulations administered by IRM and Occupational Health, and the ERPM as specified in the Procedure.
 - b. The most recent and official controlled hard copy version of this directive shall reside with NETL's Directive Coordinator. An electronic version of the controlled directive shall be placed on the NETL Intranet for employee use. Printed hard copies of this electronic version (e.g., those printed from the Intranet) shall be considered noncontrolled documents.
9. PROCEDURE. The procedures for each element of CEMS addressed are attached in the handbook.
10. ATTACHMENT.
 - a. Attachment 1 -- CEMS Administration Handbook.

Associate Director, OBL

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NETL EMERGENCY RESPONSE PROGRAM ADMINISTRATION HANDBOOK

1.0 INTRODUCTION

The purpose of program administration is to establish and maintain effective organizational management and control of the emergency management program. The major program administration tasks involve the development and maintenance of technical support documents, plans, and procedures; the coordination of training, drill, and exercise activities; and maintenance of appropriate auditable records. This handbook provides guidance to assist the Emergency Response Program Manager (ERPM) with the performance of the program administration responsibilities. The ERPM either performs the tasks or ensures that the tasks are performed according to the site support contracts.

2.0 RESPONSIBILITIES OF EMERGENCY RESPONSE PROGRAM MANAGER

The ERPM coordinates and integrates the emergency planning and preparedness requirements of applicable Federal, State, and local laws and regulations, and DOE orders. Specifically, the ERPM is responsible for the following:

- Update the Hazards Survey and Hazards Assessment.
- Update of the emergency plan and the implementing procedures and ensure that they are consistent with DOE policies.
- Develop, maintain, and update mutual aid agreements/memoranda of agreement/memoranda of understanding (MAAs/MOAs/MOUs) with off-site organizations.
- Integrate emergency public information planning with the development and maintenance of the emergency plan.
- Prepare the emergency readiness assurance plan (ERAP) on an annual basis.
- Coordinate annual training, drills and exercises for the emergency response organization.
- Ensure that the evaluation of exercises is accomplished by knowledgeable, independent organizations.
- Coordinate the scheduling of evaluations, appraisals, and assessments by external organizations and coordinate the site response to all emergency management system assessment findings.

- Establish and maintain a corrective action program that tracks corrective actions and validates the adequacy of corrective actions resulting from the annual program assessment from training, drills, exercises, and particularly those from actual responses.
- Meet with local emergency planning officials on an annual basis or upon significant program change to ensure their collective understanding of the site emergency plan and emergency plan implementing procedures as the documents affect their activities, particularly in the area of emergency categories, classifications, notifications, and Protective Action Recommendations (PARs).
- Ensure that adequate documentation of all technical data, which supports the emergency management program, is maintained.
- Ensure adequate staffing in the Emergency Response Organization (ERO).
- Ensure maintenance of the emergency management facilities and equipment.

3.0 DOCUMENTATION

Several elements of the emergency management program require the development, maintenance, and updating of auditable records. This information generally falls into three categories: technical supporting information, emergency management documents, and records.

3.1 Technical Supporting Information

Technical supporting information includes diagrams, illustrations, maps, procedures, reference documents, and technical documents, such Material Safety Data Sheets.

3.2 Emergency Management Documents

Emergency Management documents includes emergency plans and procedures; specific Hazards Assessments for emergency planning purposes; ERAPs; EPZ documentation; all MOU; MAA; and any written agreement with a state, local, tribal, private, or other Federal agency; a list of NETL ERO members and NETL ERO points of contact with their contact information in the emergency phone directories; and all other documents required by the Order or other applicable laws or regulations. The ERPM will ensure that up-to-date information is properly distributed and, if appropriate, controlled copies are maintained. The ERPM will review documents annually and update when needed or required.

3.3 Records

Records include training records, drill and exercise records, evaluation reports, and records resulting from actual emergencies. These records should enable the ERPM to effectively manage the emergency management program and also provide auditable records for program assessments and appraisals by oversight organizations. Training and

drill records will enable the ERPM to determine the types of training to be scheduled, the numbers of people to be trained, and the specific individuals to be trained. Exercise records will enable the ERPM to ensure that individual members of the emergency response organization demonstrate their proficiency annually. Lessons learned from evaluations of exercises should enable the emergency management program administrator to identify areas requiring additional training or requiring changes to the emergency plan and implementing procedures.

4.0 EMERGENCY READINESS ASSURANCE PLAN

Readiness assurance includes the necessary assessments and documentation to ensure that stated response capabilities are sufficient to implement emergency plans. ERAPs provide documentation of the emergency planning and preparedness activities for each site/facility as specified in DOE Order 151.1 and related guidance documentation.

Each ERAP serves as the baseline document for emergency readiness assurance evaluations and as a planning tool to identify and develop necessary resources and improvements. The ERAP is designed to be an emergency preparedness management tool for all levels of management. The annual updated ERAP should highlight any changes in planning organizations or exemptions from previous ERAPs, as well as a comparison of actual achievements to goals, milestones, and objectives.

The ERPM submits the ERAP to the operation office by November 30 of each year. The ERAP should discuss activities conducted in the fiscal year ending September 30, as well as those planned for the next five fiscal years.

5.0 APPENDICES

The appendices contain information on appointment of emergency response organization members, training, drills and exercises, and training.

APPENDIX A

APPOINTMENT OF EMERGENCY RESPONDERS

The purpose of this handbook section is to provide the framework for the appointment of NETL Emergency Responders.

A.1 QUALIFICATIONS OF EMERGENCY RESPONDERS

A NETL Emergency Responder is a qualified NETL site employee who has volunteered and been appointed to assist in the Emergency Response Program at NETL. In order for an individual to be appointed the following criteria must be met:

- A.1.1 Individual has volunteered.
- A.1.2 Must be a full-time DOE employee or a full-time employee of a NETL Site Support Contractor.
- A.1.3 Must be aware of the duties of the position, and must acknowledge the intent to perform these duties and accept accompanying risks.
- A.1.4 Must see well enough to perform the duties assigned to you. Corrected vision is admissible. NETL will comply with 29 CFR 1910.134 for respiratory fit requirements.
- A.1.5 Must be able to understand speech at a normal loudness of approximately 60 dB (correction with hearing aids is permitted).
- A.1.6 Must be familiar with his or her work area (new NETL site employees must be employed a minimum of 1 year before being eligible to be an Emergency Responder).
- A.1.7 Must be able to understand English and speak it clearly.
- A.1.8 For some emergency positions, a medical and physical examination may be required.
- A.1.9 Some positions may require a degree, certification by a national or state organization, or professional standing as pre-requisites.

[NOTE: The physician shall make all final determinations on whether individuals meet the above medical-based criteria, in consultation with the Emergency Response Program Manager (ERPM), if needed.]

A.2 APPOINTMENT

Emergency Responders shall not be appointed without their consent.

- A.2.1 The ERPM, or designee, shall determine whether potential emergency responders are qualified to serve in positions for which they volunteer.
- A.2.2 After receiving the minimal required training for the position, those who are not willing to carry out the assigned duties may refuse an Emergency Responder appointment without prejudice or penalty. Those who are willing to be Emergency Responders shall receive an appointment memo/letter.
- A.2.3 The physician shall determine whether medical qualifications of each individual are met to ensure that they meet the requirements.
- A.2.4 The ERPM shall appoint, in writing, each individual who has been accepted as an Emergency Responder. Sample notifications are included in Attachment A-1 and to this Appendix. Contractor employees receive letters; DOE employees receive memos. Appointment notifications include a list of possible hazards. This notification must be sent to the site's physicians so that medical exams include fitness for duty evaluations.
- A.2.5 Most of the emergency response positions shall be appointed by the ERPM. Responders in some positions fulfill their roles due to contracts. Chief Fire Wardens shall be appointed to each planning zone and may be responsible for more than one zone. The following list contains the NETL emergency response positions found in the NETL Emergency Response Implementing Procedures.

Emergency Director
 EOC Coordinator
 On-Scene Commander
 Safety Officer
 Security Team Coordinator
 Security Team
 Incident Evaluation Team
 Site Support Contractor Representatives
 Human Resources Representatives
 Medical Coordinator
 Medical Team
 HAZMAT/Rescue Coordinator
 HAZMAT/Rescue Team
 Chief Fire Wardens
 Fire Wardens
 Technical Advisors
 Public Information Officer
 Emergency Communication Team
 Receptionist
 Administrative Support Coordinator
 Administrative Support Staff
 Administrative Support Computer Information Specialist
 Recorder

A.3 FIRE WARDENS

The following guidance should be used when appointing Fire Wardens in accordance with 29 CFR 1910.38:

- A.3.1 There should be one Fire Warden for approximately every 20 people in a building or area with no less than one Fire Warden assigned to an occupied area.
- A.3.2 Normally unoccupied areas shall have at least one Fire Warden.
- A.3.3 One Fire Warden may not be assigned to more than one area. He/she shall be assigned to the area where most of the work time is spent.

A.4 HAZMAT/RESCUE TEAM MEMBERS

The initial selection process for new recruits shall include a pre-physical fitness screening. The mechanism through which testing is done may be determined by the SSC contract. The objective of the fitness screening is to evaluate prospective members' fitness for duty, including the ability to wear any required PPE under conditions that may be expected at the work site. Since much of the emergency response work will be physically demanding, potential members must meet several physical qualifications. The site physician will determine appropriate measures to meet 29 CFR 1910.120 requirements for establishing fitness for duty. The physician shall attest to his conclusions in writing.

- A.4.1 The following general requirements must be met by those employees who will be taking actions at the accident scene. The requirements of 29 CFR 1910.134 are incorporated by reference.
 - A.4.1.1 Facial deformities or presence of excessive hair or other conditions that interfere with the proper sealing of the full-face, self-contained breathing apparatus (SCBA) mask shall disqualify the participant.
 - A.4.1.2 Full-face SCBA masks or respirators shall accommodate the use of prescription eyeglass kits.
 - A.4.1.2.1 Prescription eyeglasses shall not interfere with the seal of the mask.
 - A.4.1.2.2 Special frames for eyeglasses are made available to team members as a part of their SCBA or full-face respirator mask.
 - A.4.1.3 Participants using full-face SCBA masks or respirators should be able to hear and effectively communicate while wearing them.
 - A.4.1.3.1 The participant's hearing shall be adequate to communicate and respond with full-face equipment.

- A.4.1.3.2 Participants with perforated tympanic membranes cannot wear any respirators or SCBA face masks.
- A.4.1.4 Diseases affecting pulmonary function may prevent respirator or SCBA use.
- A.4.2 In addition each applicant will receive a Health History Questionnaire.
- A.4.2.1 An in-depth medical questionnaire shall be administered in an interview fashion by the medical staff.
- A.4.2.2 Failure to meet fitness for duty criteria shall result in the elimination from consideration for the team.
- A.4.3 The exam and medical history shall include an assessment of exposures. Applicants not eliminated from consideration by the Health History Questionnaire will receive a medical examination.
- A.4.3.1 All HAZMAT Team participants shall have a medical examination prior to assignment at least once every 12 months, at termination of employment, upon notification of exposure or developing the signs or symptoms of exposure, and at more frequent times if determined by the physician.
- A.4.3.2 Certified medical staff shall be present to examine and take vital signs of the participants.
- A.4.3.3 To minimize any potential risks, the medical personnel may direct to cease activity if monitoring of the participant shows abnormalities.
- A.4.4 Fitness testing will also be conducted.
- A.4.4.1 After the initial examination by the medical staff, the participant shall perform a series of tests determined by the physician to satisfy regulatory requirements of 29 CFR 1910.120. The exam must be sufficient to determine whether the employee has any conditions that would place the employee at increased risk of material impairment of his or her health from work in emergency response or respirator use.
- A.4.4.1.1 At the discretion of the physician, repeat stress testing can be administered to determine cardiovascular fitness.
- A.4.4.1.2 Results must be reported to the ERPMs so that participants standing on the team is properly assessed and communicated.
- A.5 RESPONSIBILITIES OF EMERGENCY RESPONDERS
- A.5.1 Attend initial and refresher training as provided. (See Appendix B of this Handbook for training requirements.)

- A.5.2 Perform the specified duties detailed in response procedures.
- A.5.3 Notify the ERPM, or designee, when they can no longer perform the functions of the Emergency Responder (i.e., moved to another area, leaving the site, work load, etc.).

A.6 APPOINTMENT AND TRAINING

The overview of the emergency responder appointment and training plan is an element of Operating Plan 151.1-1, Comprehensive Emergency Management System. This Procedure details how the plan should be implemented. This section overlaps some sections of Appendix B, Training.

NETL ERPMs shall establish qualification standards for positions within the ERO to ensure a minimal level of competency for emergency responders entering the team.

For each position within the ERO, an appointment letter or memo (a sample is in Attachment A-1) is generated to ensure that emergency responders are notified of the hazards possibly involved with the position they have volunteered for. The potential hazards, potential exposures, position duties, and regulatory requirements of the position determine the type of training and medical surveillance program into which the responder enters.

Copies of the appointment letter will be retained by ERPMs, and sent to the Training Office and physician who certifies medical competency for employees within positions that require it.

As the emergency responder embarks upon the training program for his position, the SSC Training Office and the SSC representative responsible for ERO training shall ensure that records are kept that document the type of training that each responder has received. For positions that require it by 29 CFR 1910.120 (q) (such as OSC and HAZMAT technician), the trainers shall note on the training documentation which regulatory element is met by the training by referencing the CFR that requires it.

At the end of the certification period, each person on the team shall either be documented to meet the requirements of this Procedure or be removed from positions that require the level of training or refresher training specified. For competency determinations met through demonstration, suitable documentation shall be sent to the Training Office and kept in the emergency management files.

NETL shall comply with the CFR requirements that the employer shall certify the competency of responders in certain roles of the ERO. Since the volunteer team of HAZMAT technicians spans a number of employers and to avoid inconsistency of method and contractual agreements, a DOE Manager shall validate competency.

For positions which require it, NETL shall adopt the ISO 14001 basis for competency, which is education, training, and/or experience. For positions which allow it, demonstration of competency is acceptable. Competency demonstrations shall be documented as stated above.

The certification process to place a responder in positions which require it shall include a satisfactory result from the medical examination. Results of the exams shall be communicated to the ERPMs and SSC representative to the Emergency Response Program. The notification shall include only the results necessary (such as indicating approval or failure to approve) without including details that compromise the privacy of the employee.

Appendix B, Training, contains details of the training requirements for emergency responders.

A.7 REMOVAL FROM THE EMERGENCY RESPONSE ORGANIZATION

The ERPM may remove responders from duty if they fail to accomplish certification standards in the position to which they are assigned, or minimal requirements for training in a position which do not carry certification requirements.

Other reasons for removal include, but are not limited to, gross negligence, failure or refusal to respond, and unsafe acts that risk him or herself and/or other responders.

ATTACHMENT A-1



U.S. Department of Energy

National Energy Technology Laboratory



July 24, 2003

MEMORANDUM FOR

HAZMAT/RESCUE TEAM MEMBER

FROM:

EMERGENCY RESPONSE PROGRAM MANAGER

SUBJECT:

Emergency Response Organization (ERO)

The purpose of this memorandum is to acknowledge that you have volunteered to serve as a member of NETL's Emergency Response Organization (ERO) as a member of the HAZMAT/Rescue Team. In your capacity as a member of the HAZMAT/Rescue Team, your duties will include (but are not limited to):

- Reading and understanding your position description in NETL P 151.1-3, Emergency Response Organization Position Specific Procedures,
- Attending training,
- Participating in drills and exercises,
- Responding to emergencies in the manner in which you are trained, including:
 - Controlling the event that has caused the emergency,
 - Stopping and/or containing HAZMAT releases and spills,
 - Cleaning up small HAZMAT spills,
 - Decontaminating equipment and personnel,
 - Performing rescue of personnel,
 - Protecting NETL personnel,
 - Protecting the environment at the NETL facility,
 - Performing confined space rescue,
 - Protecting NETL property,
- Notifying the Emergency Response Program Manager (ERPM) if equipment or process deficiencies are discovered, and
- Notifying the ERPM if you decide to resign from your post.

Performing these duties will involve rapid, controlled response to emergencies. As a HAZMAT/Rescue Team member, potential hazards related to your position may include: exposure to chemicals/hazardous materials, adverse weather conditions, blood borne pathogens, uncontrolled energy sources, and confined spaces, as well as the possibility of musculoskeletal injuries associated with manual lifting, slipping,

tripping, or falling. Training will be provided to ensure that your performance of your functions as HAZMAT/Rescue Team member can be accomplished with minimized risk to you and other NETL personnel. Personal protective equipment required for the performance of these duties will be provided to you.

Your position as a HAZMAT/Rescue Team member is a collateral duty. Your participation in the ERO is voluntary and you will not be compensated monetarily, except under the terms of contracts, the regulations, and/or negotiated union agreements. You always have the right to refuse to enter areas you believe unsafe and to refuse duties that you believe are unsafe.

cc: OHU files
ERO files
Training Office

APPENDIX B

TRAINING

B.1 PURPOSE

To provide guidance and direction for training related to the NETL Emergency Response Program, to ensure ongoing training for all NETL employees, and to ensure a state of personnel readiness for NETL emergency response.

B.2 PROCEDURE

The training that supports the NETL Emergency Response Program includes General Employee Emergency Response Training (GEERT) for employees who are not emergency responders, Emergency Response Organization (ERO), and integrated training with off-site organizations. The training schedule is developed each year, based on each Emergency Response Training Program element's identified needs as detailed below. Each training session is supported by a lesson plan that is developed in accordance with the NETL Emergency Response Program.

B.2.1 General Employee Emergency Training (GEERT)

GEERT is provided to all NETL workers who may have to take protective action. The GEERT includes basic emergency planning and response concepts, NETL warning signals and alarms, general worker roles in incident identification and reporting, evacuation routes, procedures and assembly areas, and visitor escort requirements for the site.

B.2.1.1 Availability

One GEERT course is available for all NETL workers and is controlled by the ERPM and Site Support Contractor (SSC). The ERPM reviews the GEERT lesson plan annually and revises/updates the lesson plan to incorporate changes in the NETL Emergency Response Plan as required.

B.2.1.2 Requirements

Every NETL employee is required to take the GEERT computer-based training (CBT) module after beginning work at NETL and annually thereafter. The ERPM develops the GEERT presentation with the SSC Training Department, schedules the computer-based training (CBT) sessions, and reviews the lesson plan (LP) annually. The SSC Training Department notifies all NETL workers of the GEERT schedule, provides scoring of tests, and maintains records of employees' scores.

B.2.1.3 Examinations/Qualifications

Every GEERT trainee must complete the GEERT exam and score a passing grade.

B.2.1.4 Training Records

Each NETL worker must log into the CBT database. Provisions are made for employees who do not have LAN accounts. The results are documented in the individual's training records.

B.2.2 Emergency Response Organization Training

B.2.2.1 Availability

Four types of training are available to ERO members in addition to the GEERT: emergency response overview training; position-specific, individual training; practical application/integration training; and drills and exercises requiring total ERO integration and practical application of all other training. Some emergency responders, such as the HAZMAT/Rescue Team, also attend training to satisfy requirements established in the Code of Federal Regulations (29 CFR 1910.120). Drills and exercise criteria are covered in Appendix C of this Handbook, Emergency Preparedness Drills and Exercises. See the summary of lesson plans listed in Attachment B-1 and the matrix of training requirements for each key emergency responder in Attachment B-2.

B.2.2.1.1 The ERPM and SSC reviews the ERO training lesson plans annually, and revises/updates the lesson plans to incorporate changes in the NETL Emergency Response Plan and ERO procedures as required.

B.2.2.1.2 ERO training consists of the following elements:

B.2.2.1.2.1 Emergency response (ER) overview provides ERO members with information regarding ER requirements, incident and emergency management concepts, off-site interfaces, and ERO roles and responsibilities per the NETL Emergency Response Operating Plan.

B.2.2.1.2.2 Position-specific, individual training has been developed for each ERO position. This training is systematic and performance based, developed from ERO position job and task analysis.

B.2.2.1.2.3 Some emergency responders, such as the HAZMAT/Rescue Team, also attend training to satisfy requirements established in the Code of Federal Regulations (29 CFR 1910.120).

B.2.2.1.2.4 Integrated practical drills and exercises have been developed to emphasize team training concepts.

B.2.2.1.2.5 A program of drills and exercises requiring ERO member participation shall be held annually according to the requirements of Appendix C.

B.2.2.2 Requirements

The ERPM shall ensure required training is completed. All ERO members complete overview training, position-specific procedural training and practical training as listed in Attachment 2 when assigned an ERO position.

B.2.2.2.1 Training Development: These tasks are done by the ERPM or the designated SSC representative as required in the SSC statement of work.

B.2.2.2.1.1 Ensures that annual refresher training for ERO members whose positions require it includes training on weaknesses identified during drills or exercises and changes to plans and/or procedures.

B.2.2.2.1.2 If a practical has not been developed for the specific ERO position, ensures the ERO member completes a review session in procedural training.

B.2.2.2.1.3 Ensures ERO members have the opportunity to participate in drills and/or exercises annually according to Appendix C of this Handbook, Emergency Preparedness Drills and Exercises.

B.2.2.2.1.4 Develops an annual training schedule and forwards the schedule to the training scheduler for implementation.

B.2.2.2.1.4.1 Schedules the classroom.

B.2.2.2.1.4.2 Schedules training and sends training attendance sheets to the Training Office.

B.2.2.2.1.4.3 Notifies all NETL ERO members of their scheduled training.

B.2.2.2.1.4.4 Prepares sign-in sheets and evaluation forms for each session and ensures required training aids will be available for the session.

B.2.2.2.2.5 Oversees outside vendors and ensures that trainers are qualified.

B.2.2.3 Examinations/Qualifications

See Appendix A, Section A.6, for details of the appointment and training plan implementation.

B.2.2.4 Training Records

Each participant must sign the official sign-in sheet when attending training. These sheets are forwarded to SSC Training, and attendance is documented in the individual's training records. If exams were a requirement of the training, the results are kept by the Training Office.

B.2.2.5 Instructor Qualifications

The ERPM or designated SSC representative shall ensure instructors for ERO training are qualified as follows.

B.2.2.5.1 Ensures all trainers have knowledge and experience in the Emergency Response Program, the NETL ERP, and instructional presentation.

B.2.2.5.2 Observes at least one training session for each trainer to ensure compliance with instructor competency requirements of 29 CFR 1910.120.

B.2.3 HAZMAT/Rescue Team Training

B.2.3.1 Availability

In accordance with the SSC contract:

B.2.3.1.1 SSC ES&H will provide at least 24 hours of initial training to HAZMAT/Rescue team members at the HAZMAT technician level through an outside vendor or subcontractor.

B.2.3.1.2 SSC ES&H will provide initial instruction in the use and care of self-contained breathing apparatus (SCBA).

B.2.3.1.3 SSC ES&H will provide initial first aid training and CPR through a first aid training course.

B.2.3.1.4 SSC ES&H will provide refresher HAZMAT technician training.

B.2.3.1.5 SSC ES&H will provide training for confined space entry and rescue, and annual refresher training.

B.2.3.2 Requirements

B.2.3.2.1 Initial Training

B.2.3.2.1.1 HAZMAT/Rescue team members must complete at least 24 hours of training at the hazardous materials technician level per OSHA Regulation 29 CFR 1910.120.

- B.2.3.2.1.2 HAZMAT/Rescue team members must complete SCBA training to satisfy NETL SCBA use requirements.
- B.2.3.2.1.3 HAZMAT/Rescue team members must complete a first aid and cardiopulmonary resuscitation (CPR) training course.
- B.2.3.2.1.4 HAZMAT/Rescue team is the Confined Space Rescue Team. Confined space rescue training shall be compliant with 29 CFR 1910.146.
- B.2.3.2.2 Refresher Training
 - B.2.3.2.2.1 HAZMAT/Rescue team members must complete at least 8 hours of refresher training at the hazardous materials technician level annually per OSHA Regulation 29 CFR 1910.120.
 - B.2.3.2.2.2 Training sessions will be designed to provide training on the elements required by the CFR or to address site hazards so that each criteria is covered at least once annually. These elements include:
 - B.2.3.2.2.2.1 HAZMAT/Rescue Team members who will be participating in confined-space rescue must complete confined-space rescue training annually, as required by 29 CFR 1910.146.
 - B.2.3.2.2.2.2 Emergency Response Plan implementation.
 - B.2.3.2.2.2.3 Classification, identification, and verification of hazardous materials using field instruments.
 - B.2.3.2.2.2.4 Functioning in assigned roles.
 - B.2.3.2.2.2.5 Selection and use of personal protective equipment.
 - B.2.3.2.2.2.6 Hazard and risk assessment techniques.
 - B.2.3.2.2.2.7 Control, containment, and confinement operations for HAZMAT incidents.
 - B.2.3.2.2.2.8 Implementation of decontamination procedures.
 - B.2.3.2.2.2.9 Understanding of termination procedures.
 - B.2.3.2.2.2.10 Understanding of basic chemistry and toxicology.
 - B.2.3.2.2.2.11 Site-specific hazards due to temperature, pressure, hazardous materials, and confined spaces.

B.2.3.3 Examinations/Qualifications

B.2.3.3.1 HAZMAT/Rescue team members will receive a completion certificate upon the completion of hazardous materials technician training from the approved subcontractor or vendor.

B.2.3.3.2 HAZMAT/Rescue team members will receive a training completion certificate at the completion of the first aid and CPR courses.

B.2.3.3.3 HAZMAT/Rescue team members will be trained for competency per OSHA 29 CFR Part 1910 evaluation objectives. Evaluation for each HAZMAT/Rescue team member shall be completed after 24 hours of hazardous materials technician training.

B.2.3.3.4 The employer shall issue a hazardous materials technician Certificate of Competency for each HAZMAT/Rescue team member who meets the criteria for competency listed in Appendix A with 29 CFR 1910.120.

B.2.3.3.5 The following ERO positions require either a degree, certified by a national or state organization or professional standing and accepted experience as a pre-requisite.

- Industrial Hygienist
- Medical Team Positions Other Than Support
- First Responder (Medical Designation)
- Emergency Medical Technician

B.2.3.3.6 Teams within the ERO may need extra assistance for equipment management, scene control, running errands, managing patients, administrative tasks, etc. Personnel in assistance positions such as these must have training to match likely hazards, but it need not be as formal as those with regulatory compliance issues. These personnel may not treat patients or respond to the scene without the formal training and/or certification the law requires. Personnel in the ERO in assistance positions would likely serve in the EOC, assist the security team, or assist the medical team. Personnel minimally attend blood-borne pathogen training and medical team position-specific training.

B.2.3.4 Training Records

The ERPM or SCC designee shall ensure training certifications are maintained as follows:

B.2.3.4.1 The SSC training department maintains training records. Copies will be forwarded to each employer for maintenance of each individual's training record. Records should be forwarded to DOE Human Resources as necessary.

B.2.3.5 Instructor Qualifications

B.2.3.5.1 Hazardous Materials Technician: The instructor shall have satisfactorily completed a training course for teaching the hazardous materials technician course and have the training and/or academic credentials and instructional experience to demonstrate a good command of the course subject matter.

B.2.3.5.2 SCBA instructors must be certified to instruct on the particular equipment used at NETL.

B.2.3.5.3 HAZMAT technician refresher instructors shall have satisfactorily completed a training course for teaching the hazardous materials technician course and have the training and/or academic credentials and instructional experience to demonstrate a good command of the course subject matter.

B.2.4 NETL Briefing for Community Response Agencies

B.2.4.1 Availability

The ERPM or his/her designee will provide briefings to the local support agencies.

B.2.4.2 Requirements

The ERPM develops the agenda and invites off-site agencies to participate. The ERPM also conducts the briefing, including a NETL site tour and an Emergency Operating Center (EOC) tour. The briefing provides information on the following:

B.2.4.2.1 The NETL site layout and a general description of NETL operating areas.

B.2.4.2.2 Communications systems, interfaces, and procedures between NETL and off-site agencies.

B.2.4.2.3 Incident command system and unified command system.

B.2.4.2.4 NETL ER equipment and usage.

B.2.4.2.5 General information regarding the hazards at NETL.

B.2.4.2.6 NETL site access; primary and alternate routes; procedures.

B.2.4.3 Examinations/Qualifications

No NETL examinations or qualification process is required for off-site personnel.

B.2.4.4 Records

All participating off-site agencies attending the briefing sign in on a NETL training sign-in sheet. The ERPM will maintain a file of sign-in sheets to verify off-site training was completed.

B.3 RESPONSIBILITIES

B.3.1 The ERPM shall ensure this procedure is implemented, provide oversight to the tasks of the SSC representative, and review this procedure annually.

B.3.2 The SSC shall maintain training records and develop training programs in accordance with the statement of work. The SSC shall forward documentation and training records to the participant's employer for maintenance of individual training records.

B.4 ON-SCENE COMMANDERS

The OSC position at NETL most closely matches the position described by 29 CFR 1910.120 as on-scene incident commanders. OSCs at NETL may be assigned through volunteer members or may be assigned by employers whose contract require that they provide OSCs to NETL.

The appointment and training of OSCs shall follow the CFR and their training documentation will follow the same system of competency and certification as described for the HAZMAT technician and in Section A.6.

B.5 OTHER POSITIONS SUBJECT TO REGULATION

Other positions subject to regulation include HAZMAT specialists and first responders. Some positions require that the employer certify competency. The competency certifications for positions which require it will follow the framework described in A.6.

ATTACHMENT B-1

EMERGENCY RESPONSE ORGANIZATION COURSE LIST

Training hours are due to NETL in-house training. Some professional positions, such as emergency medical technician, have pre-requisite requirements.

Lesson Plan #	Title	Topical Description	Initial Training Hours Required	Refresher Hours/Frequency
L1	General Employee Emergency Response Training		1.5	1.5/annually
L2-1	Emergency Plan Overview ERO Lesson Plan	Procedures, duties, and how to respond to emergencies	1.5	1/annually
L3-1	Occurrence Classification		1	1/annually
L3-2	NETL Director		1	1/annually
L3-3	SSC Program Director		1	1/annually
L3-4	Emergency Director		1	1/annually
L3-5	EOC Coordinator		1.5	1/annually
L3-6	ES&H Representative		1.5	1/annually
L3-8	Public Information Officer		1.5	1/annually
L3-10	Receptionist (Morgantown only)		1	1/annually
L3-11	Security Team Member		2.5	1/annually
L3-12	Technical Advisor		1	1/annually
L3-13	Administrative Support Coordinator		1	1/annually
L3-14	Fire Wardens	How to evacuate buildings and do personnel accountability	1 2	1/annually
L3-15	On-Scene Commander		24	8/annually
L3-18	Medical Technician		1	1/annually
L3-21	HAZMAT/Rescue Technicians		24	8/month
L3-22	Safety Officer		16	1/annually
L3-23	Human Resources Representative		1	1/annually
	Incident Command System	Incident command system; span of control, sectoring scene management; delegation	24	8/annually

Lesson Plan #	Title	Topical Description	Initial Training Hours Required	Refresher Hours/Frequency
	Bloodborne Pathogens	Satisfies OSHA; how to treat injured people, clean up body fluids, and personal protection equipment required to handle the incident	2	2/annually
	Basic First Aid/ CPR	Satisfies first responder needs, also teaches basic first aid to assist in patient safety	8	8/annually
	Use and Care of SCBA	Maintenance and operation of a Self-Contained Breathing Apparatus; field exercise with smoke	4	4/annually
	Hazardous Materials Technician Training	Satisfies both OSHA and NFPA 472; how to use personal protection equipment, monitoring equipment, control equipment; several field exercises	24	8/monthly
L4-1	Annual Site-Wide Exercise		8	8/annually
L4-2	SERT Drill		4	4/annually
L4-3	MERT Table-Top Drill		4	4/annually
L4-4	Facility Fire Drill		1	1/annually
L5-1	Off-Site Emergency Personnel Preparedness Briefing		2	2/annually
	Confined Space Rescue Training		8	8/annually
	Bomb Search		8	8/annually

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ATTACHMENT B-2

TRAINING REQUIREMENTS FOR KEY EMERGENCY MANAGEMENT PERSONNEL

ERO Position	L2-1	L3-	L4-	L5-	ICS	Blood borne Pathogen	First Aid/ CPR	SCBA	HAZMAT	Confined Space	Bomb Search
NETL Director	✓		1,4								
Emergency Director	✓	4	1,3,4		✓						
EOC Coordinator	✓	5	1,3,4		✓						
On-Scene Commander	✓	15	1,2,4		✓	✓	✓	✓	✓	✓	✓
Safety Officer		22	1,2,4		✓	✓	✓	✓	✓	✓	✓
Security Team Leader	✓	11	1,4		✓						
Recorder	✓	13	1,3,4								
Site Support Contractors	✓	3	1,3,4								
Public Information Officer	✓	8	1,3,4								
Human Resources Representative	✓	23	1,3,4								
Technical Advisors	✓	12	1,2,3,4								
ES&H Rep.	✓	6	1,3,4		✓						
Administrative Support Coordinator	✓	13	1,3,4								
Medical Coordinator	✓	18	1,2,4			✓	✓				
Medical Team	✓	18	1,2,4			✓	✓		✓		
HAZMAT/Rescue Coordinator	✓	21	1,2,4			✓	✓	✓	✓	✓	✓
HAZMAT/Rescue Team	✓	21	1,2,4			✓	✓	✓	✓	✓	✓
Chief Fire Wardens	✓	14	1,4			✓	✓				
Fire Wardens	✓	14	1,4								
Off-Site Emergency Response Personnel	✓			1							

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APPENDIX C

EMERGENCY PREPAREDNESS DRILLS AND EXERCISES

C.1 PURPOSE

To provide guidance and direction for the development, scheduling, conduct, control, and evaluation of drills and exercises as part of the NETL Emergency Response Program.

C.2 PROCEDURE

A coordinated program of drills and one formally evaluated exercise shall be held each year.

C.2.1 Fire/Evacuation Drills

Conducted per NETL Procedure 440.1-6.

C.2.2 Communications Drills

Held at least quarterly to ensure communications systems are operational and to ensure telephone numbers are correct. Communications drills shall be conducted by the Site Support Contractors (SSC).

C.2.2.1 Commercial telephone.

C.2.2.1.1 Contact appropriate agencies using the Commercial Telephone System and the numbers located in the Emergency Telephone Directory.

C.2.2.1.2 Repeat a message at each contact point stressing that it is an emergency drill.

C.2.2.1.3 Ensure the communicator understands what actions would be taken if this were a real emergency.

C.2.2.1.4 Document the results of each call.

C.2.2.2 Facsimile.

C.2.2.2.1 Send a FAX message to appropriate agencies using the EOC Facsimile and the Emergency Telephone Directory.

C.2.2.2.2 The message should stress that it is a test of the emergency notification systems.

C.2.2.2.3 Document the results of each FAX.

- C.2.2.3 NETL paging system and cell phones used as part of the ERO.
- C.2.2.3.1 Using the Emergency Telephone Directory, page, call, or activate the ENS (MGN) the appropriate SERT and MERT members and notify them of the drill.
- C.2.2.3.2 Document the results of each page.
- C.2.2.4 EOC telephones.
- C.2.2.4.1 Document the results of each call.
- C.2.2.5 Portable radio system.
- C.2.2.5.1 Contact the appropriate agencies (PGH) and/or individuals.
- C.2.2.5.2 Stress that it is a test of the emergency notification system.
- C.2.2.5.3 Document the results of each call.
- C.2.2.6 Emergency notification system (Morgantown).
- C.2.2.6.1 Notify the site prior to the test.
- C.2.2.6.2 Fire wardens should notify Security or SSC of malfunctions or deficiencies in audio reception.
- C.2.2.6.3 The SSC is responsible for correcting deficiencies.
- C.2.3 ERO Exercises
- Hold an ERO exercise annually to practice and evaluate emergency response activities and to test emergency response facilities and equipment. DOE requirements are explained in DOE Order 151.1 and its guidance documents.
- C.2.3.2 The SSC shall schedule the ERO exercises.
- C.2.3.2.1 Identify personnel for working groups for exercise development.
- C.2.3.2.2 The SSC representative is designated as the Exercise/Scenario Coordinator and is responsible for ensuring that the provisions of DOE Order 151.1 are met.
- C.2.3.2.3 The Exercise/Scenario Coordinator shall designate a planning group. The group's formality and membership will be based on the size, goals, and impact to normal operations on the site or community.

- C.2.3.3 Determine Exercise Controller/Evaluator requirements. For purposes of an exercise, controllers may also serve as evaluators.
 - C.2.3.3.1 Develop the Exercise Plan and oversee any efforts of subcontractors and their businesses contracted to conduct the exercises.
 - C.2.3.3.2 Determine appropriate exercise objectives. Objectives should match site hazards as documented in the hazards assessment, site conditions outside the usual purview of hazards assessments, or national events that impact DOE.
 - C.2.3.3.3 Determine exercise scope.
 - C.2.3.3.4 Schedule time line for exercise activities.
 - C.2.3.3.5 Determine the appropriate exercise evaluation criteria.
 - C.2.3.3.6 Determine exercise participants. Off-site agencies participation is optional.
 - C.2.3.3.7 Develop safety and scenario guidelines for the exercise.
 - C.2.3.3.7.1 Establish specific precautions and limitations for the safe conduct of the exercise.
 - C.2.3.3.7.2 Establish methods to terminate the exercise should an actual emergency occur during conduct.
 - C.2.3.3.8 Coordinate administrative and logistical activities.
 - C.2.3.3.9 Identify budget requirements for exercise performance.
- C.2.3.4 Develop the exercise scenario.
 - C.2.3.4.1 Ensure confidentiality of scenario information.
 - C.2.3.4.2 Examine previous existing material, reports, and evaluations to aid in scenario development. Request technical assistance from appropriate site organizations.
 - C.2.3.4.3 Determine scenario conditions and supporting data.
 - C.2.3.4.4 Develop the exercise cue cards (messages) and contingency cue cards based on the scenario.
 - C.2.3.4.5 Determine the need, based on the scenario, for simulators to provide stimulus to the exercise by playing off-site personnel, reporters, local residents, etc.
 - C.2.3.4.6 Contact off-site emergency response agencies to invite them to participate in the site wide exercise. Invite a representative to assist with scenario development so that the agencies

have a meaningful role to play that assists them in meeting training goals for their agencies.

- C.2.3.4.7 Develop a scenario summary and time lines that identify key times and scenario information.
- C.2.3.4.8 Develop a master list of cue cards which identifies the time, message number, and a brief summary of the message content.
- C.2.3.5 Develop the controller briefing package.
 - C.2.3.5.1 Determine where each controller will be located during the exercise and a telephone number/radio channel for that controller location.
 - C.2.3.5.2 Develop the controller guidance sheet, including information on the critique at the end of the exercise.
 - C.2.3.5.3 Develop controller packages, one for each controller position identified above that include a copy of a scenario summary, time lines, master cue card list, scenario conditions, support data, and procedures. Also include exercise objectives, evaluation criteria, safety guidelines, and important phone numbers. Evaluation criteria are established in the attached Exercise Objectives and Scores form, NETL F 151.1-1-1.
- C.2.3.6 Provide the exercise package to the Emergency Response Program Manager (ERPM) for review and approval. It includes, but is not limited to:
 - C.2.3.6.1 Exercise schedule.
 - C.2.3.6.2 Exercise scenario/scope.
 - C.2.3.6.3 Administrative and logistical support required.
 - C.2.3.6.4 Budget.
- C.2.3.7 Schedule and present the controller briefing. Review the controller package with controllers, stressing that the information is confidential.
- C.2.3.8 Conduct the simulator briefing (if simulators are used for the exercise). Provide each simulator with appropriate information, including cue cards specific to their roles.
- C.2.3.9 Conduct the exercise according to the schedule.
- C.2.3.10 Conducts a critique at the termination of the exercise.
 - C.2.3.10.1 Ensure that each controller gathers and documents observations of participants.

C.2.3.10.2 Ensure that all controllers turn in completed reports to the Exercise Coordinator.

C.2.3.11 Develop an exercise evaluation report. Include pertinent information on deficiencies and opportunities for improvement that should be assigned corrective action. Includes documentation from Form 151.1-1-1, Exercise Objectives and Scores.

C.2.3.12 The ERPM will determine corrective action and track them through AIIS.

C.2.4 Drills

Drills are conducted according to the SSC contract. Drills are considered training, though they may be evaluated and corrective actions taken based on drill results.

Drills are less formal than full-scale exercises and may be administered by an outside vender for objective evaluation and specialized training, or may be conducted by the SSC in conjunction with DOE ES&H to hone skills in specific areas. Drills may be active and played out in real time, or be a more passive, table top training that includes the entire ERO or smaller teams of it.

C.2.4.1 The SSC representative serves as the Drill/Scenario Coordinator.

C.2.4.2 The Drill Coordinator ensures that the drills are conducted to satisfy provisions of DOE Order 151.1.

C.2.4.3 The Drill Coordinator ensures that the training results are documented with any recommendations for improvement.

C.2.5 Debriefing

The SSC shall schedule and conduct debriefing meetings after the drill or exercise to document the decisions made during the scenario, list strengths and weaknesses, determine their root causes, and initiate development of corrective actions.

C.3 RESPONSIBILITIES

C.3.1 Security Contractor

C.3.1.1 The Security Contractor shall assist in conducting communications drills of the emergency notification systems and maintain communication and cellular phone equipment in ready working order.

- C.3.2 ERPМ
- C.3.2.1 The ERPМ shall develop and maintain a coordinated program of ERO drills and exercises. In addition, the ERPМ or his/her SSC designee in accordance with the contractor statement of work shall:
- C.3.2.2 Ensure drills and exercises are conducted and track corrective actions and improvements to the Emergency Preparedness Program (see Attachment C-1).
- C.3.2.3 Coordinate and interface with NETL Management, NETL contractors, DOE Headquarters, state and local government, and off-site response agencies in the development and scheduling of ERO drills and exercises.
- C.3.2.4 Select and appoint personnel for ERO drill and exercise working groups, such as the Drill/Exercise Coordinator, the planning group, and the scenario development group.
- C.3.2.5 Shall develop and maintain a library of drill and exercise scenario packages as a source of information for planning, scenario development, and drill/exercise package preparation.
- C.3.3 The Drill/Exercise Coordinator shall:
- C.3.3.1 Establish the drill/exercise scope and objectives (see Attachment C-2).
- C.3.3.2 Determine the requirements for and coordinate player, controller, evaluator, and observer personnel.
- C.3.3.3 Chair the scenario development group.
- C.3.3.4 Conduct drill/exercise preparation activities.
- C.3.3.5 Coordinate participation of off-site response agencies for exercise.
- C.3.3.6 Supervise the conduct and control of drills/exercises.
- C.3.3.7 Prepare the Evaluation Report.
- C.3.3.8 Track and assure completion of corrective actions, as required by the ERPМ.
- C.3.4 The Scenario Development Group shall:
- C.3.4.1 Develop scenarios and all controllers packages.

C.4 DOCUMENT CONTROL

C.4.1 Emergency Preparedness Drills and Exercises Procedure

C.4.1.1 This Procedure and attachments shall be maintained and updated by the ERPM.

C.4.2 Drill Logs

C.4.2.1 Communications drill documentation shall be maintained by the SSC.

C.4.3 Drills and Exercise Packages

C.4.3.1 Drill and exercise packages shall be maintained by the ERPM.

C.5 CORRECTIVE ACTION

The ERPM determines corrective actions to address deficiencies identified during drills, exercises, and actual responses. Corrective actions are tracked through NETL's AIIS.

Corrective actions are based on deficiencies and/or weaknesses observed during the drill or exercise. Sources for the evaluation include the event observers, controllers, evaluators, participants, and regulatory comparisons. The ERPM uses the exercise reports, evaluations, and verbal comments from the debriefing with discussions among management and technical experts to determine which observations are legitimate findings.

ATTACHMENT C-1

DRILL/EXERCISE EVALUATION REPORT ELEMENTS

STATEMENT OF EVALUATION

The evaluation of (date), Emergency Preparedness Exercise, is attached for your review. Attachment I of the evaluation summarizes the comments of the controllers who observed each of the Emergency Response Teams. They identify strengths and weaknesses of areas for improvement for each team and function.

Attachment II of the evaluation presents objectives and scores. In this section each objective is assigned a numerical score by team. Scores other than one are accompanied by an explanation.

Attachment III of the report presents the exercise timeline.

Attachment IV lists the critique controller and areas of critique.

OVERALL EXERCISE RESULTS

Describe improvements from the last exercise by team. State if any new areas are in need of improvement or weaknesses observed.

AREAS FOR IMPROVEMENT

The following areas should be improved prior to the next drill or exercise:

(Examples)

1. Procedural
2. Equipment Problems
3. Communication between Groups
4. Accountability
5. Task Assignments
6. Interrelation With Outside Support Groups
7. Task Assessment and Approach
8. Termination and Reentry
9. News Releases
10. Lack of Training/Knowledge Gaps

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(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY

ATTACHMENT C-2

EXERCISE OBJECTIVES AND SCORES SCORING OF DRILL/EXERCISE OBJECTIVES

N/A — Not Applicable

N/O — Not Observed

S — Satisfactory

SW — Satisfactory with a few weaknesses that may be subject to follow-up.

DW — Deficiency is noted. This deficiency would not seriously affect the health and safety of personnel and property.

D — Deficiency is noted. This deficiency would effect the ability to protect the health and safety of personnel and property.

Scores other than **S** shall be accompanied by an explanation in the comments section.

Objective/Criteria	Response Function					
	CP	HAZ MAT	MED	EOC	SEC	MEDIA
A. To demonstrate that there is a NETL Emergency Response Organization with clearly specified authorities, responsibilities, and procedures.						
CRITERIA:						
1. A single individual for the specific organization was in charge of the overall response.						
2. Each member of the Emergency Response Team you observed effectively demonstrated their roles and functions as outlined in the NETL Emergency Plan.						
3. The implementing procedures provided adequate guidance for members of the Emergency Response Team to perform assigned duties.						
Comments:						
B. To demonstrate effective interfaces and coordination with Federal, state, and local emergency agencies for protection of the health and safety of the public and the environment.						
CRITERIA:						
1. Predesigned off-site points of contact, including telephone numbers were available.						
2. The Emergency Response Organization identified and called proper assistance in response to simulated events.						
3. Information exchange between emergency response organizations was adequate and effective to protect members and the public.						
4. Incoming inquires were directed to the proper members of the MERT.						
Comments:						

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Objective/Criteria	Response Function					
	CP	HAZ MAT	MED	EOC	SEC	MEDIA
C. To demonstrate the ability to promptly identify abnormal conditions and accurately classify the event.						
CRITERIA:						
1. When notified the EOC Coordinator used the Action Levels in the Occurrence and Reporting Procedure to classify the abnormal condition.						
2. The abnormal conditions were identified and the event was classified at the level anticipated by the drill/exercise scenario.						
3. The classification of the event was performed as soon as possible, but not more than 2 hours after conditions were recognized.						
4. Conditions were continually monitored for changes which could require upgrading or terminating and entering recovery.						
Comments:						
D. To demonstrate the ability to notify the appropriate organizations of any event classified as an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY within 15 minutes of classification, and make appropriate follow-up notifications.						
CRITERIA:						
1. The Off-Site Notification Report was properly completed and information verbally transmitted to local, state, and DOE Headquarters within 15 minutes of the event classification.						
2. Proper, timely, and accurate follow-up notifications were made when conditions changed or hourly during static events.						
3. Notifications are documented and displayed in the EOC.						
4. Communication systems were adequate to accomplish the notification process.						
5. The Notification report was completed and transmitted within 24 hours of event classification.						
Comments:						
E. To demonstrate the ability of the Emergency Response Organization to assess the on-site consequences of a simulated event at NETL.						
CRITERIA:						
1. The EOC and the ES&H Representative assessed the consequences of the event and initiated the proper response in accordance with Emergency Plan Implementing Procedures.						
2. Assessment and plume dispersion were calculated for the identified hazardous materials.						
3. Actions were taken to ensure no individuals were unaccounted for within the safety zone.						
4. Controls were put in place to ensure that individuals did not enter the safety zone without following proper procedures.						

Objective/Criteria	Response Function					
	CP	HAZ MAT	MED	EOC	SEC	MEDIA
5. All emergency responding personnel were listed and identified on the Emergency Personnel Accountability list.						
6. The Accountability List Personnel List were compared and individuals not accounted for were identified and listed as missing within 45 minutes.						
7. Site accountability was maintained throughout the emergency response.						
8. An organized search was carried out for workers still considered missing.						
9. Missing workers were located in a timely manner.						
10. The ERO used proper procedures in deciding the proper Protection Action Recommendations (PARS).						
11. Considerations were made for long-term protective actions for affected off-site areas.						
12. Emergency Response Teams Briefings were held at proper intervals and were effective in keeping personnel informed of the emergency response status and aiding the decision-making process.						
Comments:						
F. To demonstrate the ability to develop, approve, and issue news releases to the media.						
CRITERIA:						
1. Draft news releases were reviewed by members of the Emergency Response Organization for technical accuracy.						
2. Information released to the news media regarding the emergency is accurate, timely, and relevant.						
3. Proper sources of feedback were monitored and information gained was incorporated into the news release.						
4. All news releases were transmitted to DOE Headquarters, and local, and state response organizations as soon as possible.						
5. Adequate emergency facilities, staff, and communication equipment were available in a timely manner to handle public inquiries.						
6. Accurate information disclaiming misinformation and rumors was incorporated into future news releases.						
7. Concerns of employees and employee family members were properly addressed.						
Comments:						

Objective/Criteria	Response Function					
	CP	HAZ MAT	MED	EOC	SEC	MEDIA
G. To demonstrate the ability to staff the Emergency Response Organization with qualified personnel in a timely manner.						
CRITERIA:						
1. Required members of the Management Emergency Response Team (MERT) were in place and effectively performing required actions within the 60 minutes [normal working hours; use 90 minutes for off hours] of identification of the decision to activate the MERT.						
2. The EOC Sign-In Board was used to assure all ERO positions were staffed.						
3. The MERT demonstrated proficiency in the tasks they were expected to perform.						
4. The Emergency Plan Implementing Procedures were utilized.						
5. Information was accurately transmitted in an organized manner to all members of the ERO.						
6. Key individuals kept accurate logs of important decisions and communications made.						
7. Management Emergency Team briefings were held at proper intervals and were effective in keeping personnel informed of the emergency response status and aiding the decision-making process.						
Comments:						
H. To demonstrate that members of the Emergency Response Organization are available to provide first-response treatment for medical emergencies, and responders are knowledgeable in dealing with potential hazardous material cases at NETL.						
CRITERIA:						
1. Medical technicians were activated for the scene to provide first-response treatment for potential injured or contaminated workers and emergency personnel.						
2. If necessary, the call for off-site medical assistance was made in a timely manner.						
Comments:						
I. To demonstrate that the designated emergency facilities and equipment at NETL are adequate to support emergency response.						
NOTE: Facilities and equipment are evaluated in detail during Emergency Preparedness Program Appraisals. This objective is provided to prompt evaluators to record obvious problems during drill/exercise evaluations.						
CRITERIA:						
1. Facilities and equipment identified in Emergency Plan Implementing Procedures were available.						
2. Facilities and equipment adequately supported the ERO in the performance of required activities.						
Comments:						

The most recent and official controlled hard copy version of this directive resides with NETL's Directives Coordinator.
An electronic version of the controlled directive has been placed on the NETL Intranet for employee use. Printed hard copies of this electronic version are considered noncontrolled documents.

Objective/Criteria	Response Function					
	CP	HAZ MAT	MED	EOC	SEC	MEDIA
J. To demonstrate the proper methods for planning and conducting reentry operations.						
CRITERIA:						
1. A controlled process for entering area(s) which are evacuated due to a hazard were used.						
2. Actual and potential dangers were eliminated prior to reentry operations.						
3. Dangers caused by the event were eliminated prior to allowing unlimited access to the evacuated area.						
4. The general criteria for entering the recovery phase were identified and met.						
5. The Emergency Director assumed the position of Recovery Director and chaired a committee to develop a Recovery Plan.						
6. A recovery plan clearly identified actions to be taken to resume normal operations and responsibilities for completion of tasks.						
Comments:						